

# 3

Chapter

# Degrees & Certificates

## Introduction

Students enroll at Lee College for many reasons. Some enroll to earn certificates or degrees, others enroll to earn college credits for transfer, and still others enroll for personal satisfaction or to improve job skills. Further, some 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 or her 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. First, 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 SCH; associate degrees require 60 to 84 credits. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn baccalaureate degrees, the additional credits or effort needed to earn additional credits is also a reasonable investment in the future.

And last, a person who has earned a degree has proof that he or she can set goals and achieve them. A degree is also proof that a person has the maturity and the discipline required to take and pass all of the courses that comprise an area of study, rather than a collection of courses that appear easy or personally interesting.

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We realize, however, that some students may wish to 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 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.

### ADVISORY COMMITTEES

Lay advisory committees assist Lee College with the identification and measurement of program needs, particularly in the applied sciences, community service, and general adult educational areas. College personnel, industry representatives, and area schools work together to identify the relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes. Lay advisory committees work with the Office of the President, the Applied Sciences and Community Education Division, the Public Information Office, and the campus as a whole.

### ARTICULATION AGREEMENTS

Articulation agreements have been made with Baylor University, Midwestern University, and the University of Houston at Clear Lake. Students should contact the Counseling Office in Moler Hall for specific course requirements before making a degree plan.

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



### TECH PREP

Associate degree programs designated as "Tech Prep" have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who began a tech prep program in a high school with a Lee College tech prep agreement may receive advanced credit for specified courses at no cost to the student. Students must have a declared major in the Lee College tech prep program to receive credit. Tech Prep degrees are listed on page 52.

### CAPSTONE EXPERIENCE

The Capstone Experience is a required learning experience which results in a consolidation and synthesis of a student's educational experience. The capstone experience certifies mastery of entry-level workplace competencies. The capstone experience should occur during the last semester(s) of the student's educational program.

# Associate Degrees

## GRADUATION UNDER A PARTICULAR CATALOG

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

1. Most students follow the catalog in effect at the time of their first enrollment. They have five years to complete those requirements. Unless they have been continuously enrolled (see definition in item 2), students who do not complete requirements by the fifth year after initial enrollment must follow a newer catalog (enrollment during the chosen catalog year is required).

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

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

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

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

If a program of study or degree is eliminated, students will be 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 and AS degrees.

Graduation from Lee College with an AA, AS, or AAS degree requires:

1. Completing at least 60 college credit hours with passing grades, 25% of which must be earned at Lee College (any work accepted for transfer to Lee College must have a grade of "C" or better). Divisions of the college may require that transfer students complete 25% of courses required for the degree at Lee College--transfer students should consult with their division chair if this is a concern. Also, a maximum of four kinesiology/physical education credits may apply toward degrees other than kinesiology/physical education.
2. Having a grade point average of at least 2.0 (C average) in all course work in which a grade was awarded.
3. Meeting specific degree and TASP requirements.

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

## SECOND ASSOCIATE DEGREE

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

## Associate of Arts (AA)

The Associate of Arts (AA) degree offered by Lee College is designed for students who plan to transfer to four-year institutions and pursue baccalaureate degrees. That is, the degree requirements for the AA approximate the coursework required in the first two years of study at four-year institutions. The AA degree differs from the AS degree in that the AS degree allows for more courses in the major field.

Students who have taken two consecutive years of the same foreign language in high school may find that these credits can be applied to the AA degree requirements, thus creating opportunities to take more elective courses. Students who have taken foreign language courses in high school should speak with a counselor. Level of competency will be based on instructor evaluation.

Lee College offers AA degrees in:

**Church Music**

**Communications: Journalism**

*Broadcast media, journalism, and mass communications*

**Drama**

**Early Childhood–Grade 4**

**English**

**Humanities**

**Liberal Arts**

*Honors Sequence, American Studies Option*

**Music**

**Social Science**

**Spanish**

**Visual Arts**

**Visual Arts: Imaging**

## GRADUATION REQUIREMENTS

To be eligible to graduate, students who are not otherwise TASP exempt must pass all three parts of the TASP examination.

Graduates who meet certain requirements are guaranteed that their courses will transfer. See the Graduate Guarantee Program, p. 44.

## Associate of Science (AS)

The AS programs require 60 to 84 credits and are designed to provide the same courses and background that students would receive in their first two years of study at a four-year institution. Most of the credits earned in pursuit of an AS degree can be transferred to other institutions and applied to baccalaureate degrees. Lee College offers Associate of Science (AS) degrees in academic and in technical areas.

While the programs at Lee College which lead to AS degrees are designed primarily for students who plan to transfer to four-year institutions, some AS programs -- particularly those offered in technical areas -- provide excellent preparation for technical careers. Further, students who complete these programs have the option of seeking employment in a technical area and/or applying the credits toward other degrees.

**Architecture**

**Business Administration**

**Communications: Audio Recording**

**Computer Information Systems**

**Computer Science**

**Criminal Justice**

**International Business**

**Kinesiology/Physical Education**

**Kinesiology/Physical Fitness**

**Math/Physics/Pre-Engineering**

**Natural Sciences**

**Pre-Nursing-Natural Sciences**

**Professional Writing**

**Transfer**

## GRADUATION REQUIREMENTS

To be eligible to graduate, students who are not otherwise TASP exempt must pass all three parts of the TASP examination.

Graduates who meet certain requirements are guaranteed that their courses will transfer. (See the Graduate Guarantee Program, p. 43.)

## Associate of Applied Science (AAS)

Lee College offers Associate of Applied Science (AAS) degrees in 25 technical areas. AAS degrees require 60 to 72 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 core curriculum which includes courses in natural science/mathematics, social/behavioral sciences, humanities/fine arts, English, oral communications, and computer literacy.

The courses that comprise the core curriculum of 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.

Lee College offers AAS degrees:

Accounting Technology - Tech Prep  
Air Conditioning, Heating & Refrigeration - Tech Prep  
Alcohol and Drug Abuse Counseling  
Business Management - Tech Prep  
Computer Maintenance Technology - Tech Prep  
Computer Programming  
Cosmetology Instructor  
Desktop Publishing  
Drafting Technology  
Electrical Technology  
Emergency Medical Technology - Tech Prep  
Health Information Technology - Tech Prep  
Instrumentation Technology  
Law Enforcement - Tech Prep  
Legal Assistant - Tech Prep  
Machine Shop - Machinist Option  
Machine Shop - Millwright Option  
Management - Tech Prep  
Microcomputer Applications  
Nursing (ADN) -Tech Prep  
Nursing (ADN) - Transitional Entry  
Pipefitting Technology - Tech Prep  
Process Technology - Tech Prep  
Professional Office Technology - Tech Prep  
Welding Technology - Tech Prep

### 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.

To be eligible to graduate, students who are not otherwise TASP exempt must pass all three parts of the TASP examination.

Graduates who meet certain requirements are guaranteed that their job skills will be current. See the Graduate Guarantee Program, p. 43.

## Certificates of Completion

Lee College offers 40 Certificates of Completion. These programs are designed for students who are employed -- or plan to be employed -- in technical fields. Certificates may require coursework in mathematics and English, but in most cases do not require the student to pass the TASP test for graduation.

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

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

Lee College offers these Certificates of Completion:

Accounting Technician  
Administrative Assistant  
Administrative Specialist  
Advanced Accounting Technician  
Air Conditioning, Heating & Refrigeration  
Alcohol and Drug Abuse Counseling  
Business Management  
Career Pilot  
Coding  
Commercial Pilot  
Computer Maintenance Technology  
Computer Programming  
Cosmetology  
Desktop Publishing  
Drafting Theory & Practices  
Drafting Science & Technology  
Electrical Technology  
EMT-Intermediate  
EMT-Paramedic  
Instrument Pilot  
Instrumentation Technology  
Law Enforcement  
Machinist  
Management  
Medical Transcription  
Microcomputer Applications  
Millwright  
Millwright Helper  
Nail Design  
Network Maintenance Technology  
Office Assistant  
Pipefitting Technology  
Pipefitter Helper  
Process Technology  
Student Instructor (Cosmetology)  
Supervision \*  
Vocational Nursing  
Web Design  
Welding Inspection Technology  
Welding Technology

\* This certificate is conferred by the College but is not recognized by the Texas Higher Education Coordinating Board.

### 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. (Exception: Certificate of Completion in Supervision) This requirement must be completed prior to the award of a degree or certificate.

Students in certificate programs which are not TASP-required must establish their reading levels when admitted to the college. To graduate, students must score 46 or higher on the Lee College placement test in reading or its equivalent or successfully complete Reading 300.

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.

Graduates who meet certain requirements are guaranteed that their job skills will be current. See Graduate Guarantee Program, p. 43.

# Lee College Degrees and Certificates

AREA OF INTEREST	PROGRAM ABBREVIATION	CERTIFICATE OR DEGREE	PAGE
Accounting Technology	ACCT/ACNT	AAS/Accounting Technology - Tech Prep	60
		Cert/Accounting Technician	60
		Cert/Advanced Accounting Technician	60
ADN		(See Nursing)	
Air Conditioning, Heating and Refrigeration	HART	AAS/Air Conditioning, Heating and Refrigeration - Tech Prep	61
		Cert/Air Conditioning, Heating and Refrigeration	61
Alcohol and Drug Abuse Counseling		(See Mental Health Services)	
Architecture	ARCH	AS/Architecture	62
Art		(See Visual Arts)	
Biology		(See Natural Sciences)	
Broadcast Media		(See Communications)	
Business Administration & Management	BMGT/BUSI/BUSG MRKG	AS/Business Administration	63
		AS/International Business	63
		AAS/Business Management - Tech Prep	64
		AAS/Management - Tech Prep	64
		Cert/Business Management	65
		Cert/Management	65
		Cert/Supervision	65
Career Pilot Technology	AIRP	Cert/Career Pilot	66
		Cert/Commercial Pilot	66
		Cert/Instrument Pilot	66
Chemistry		(See Natural Sciences)	
CISCO		(See Computer Maintenance Technology)	
Communications	COMM	AA/Communications: Journalism	67
		AS/Communications: Audio Recording	67
Computer Information Systems	CSCI/ITNW/ITSE/INEW	AAS/Desktop Publishing	68
		AAS/Microcomputer Applications	68
		AS/Computer Information Systems	69
		Cert/Desktop Publishing	68
		Cert/Microcomputer Applications	68
		Cert/Web Design	69
Computer Maintenance Technology	CETT/CPMT ITCC	AAS/Computer Maintenance Technology - Tech Prep	70
		Cert/Computer Maintenance Technology	70
		Cert/Network Maintenance Technology	70
Computer Programming	ITSC/ITSE	AAS/Computer Programming	71
		Cert/Computer Programming	71
Computer Science	COSC	AS/Computer Science	71
Cosmetology	CSME	AAS/Cosmetology Instructor	72
		Cert/Cosmetology	72
		Cert/Nail Design	72
		Cert/Student Instructor	72
Criminal Justice and Corrections	CJSA/CRIJ	AAS/Law Enforcement - Tech Prep	73
		AS/Criminal Justice	73
		Cert/Law Enforcement	74
Drafting Technology	DFTG	AAS/Drafting Technology	75
		Cert/Drafting Theory and Practices	75
		Cert/Drafting Science and Technology	75
Drama	DRAM	AA/Drama	76

AREA OF INTEREST	PROGRAM ABBREVIATION	CERTIFICATE OR DEGREE	PAGE
Drug Abuse Counseling .....		(See Mental Health Services)	
Economics .....		(See Humanities)	
Education .....	EDUC/TECA .....	AA/Early Childhood–Grade 4 .....	77
Electrical Technology .....	ELPT .....	AAS/Electrical Technology .....	77
		Cert/Electrical Technology .....	77
Emergency Medical Technology .....		(See Health & Medical Diagnostic and Treatment Services)	
Engineering .....		(See Math/Physics/Pre-Engineering)	
English .....	ENGL .....	AA/English .....	78
Environmental Science .....		(See Natural Sciences)	
Foreign Language .....		(See Spanish)	
Geology .....		(See Natural Sciences)	
Government .....		(See Humanities)	
Health & Medical Administrative Services ..	HITT/MRMT .....	AAS/Health Information Technology - Tech Prep .....	78
		Cert/Medical Transcription .....	78
		Cert/Coding .....	
Health & Medical Diagnostic and Treatment Services .....	EMSP .....	AAS/Emergency Medical Technology - Tech Prep .....	79
		Cert/EMT-Intermediate .....	79
		Cert/EMT-Paramedic .....	80
Health Information Technology .....		(See Health & Medical Administrative Services)	
History .....		(See Humanities)	
Humanities .....	HUMA .....	AA/Humanities .....	81
Instrumentation Technology .....	INTC .....	AAS/Instrumentation Technology .....	81
		Cert/Instrumentation Technology .....	81
Journalism .....		(See Communications)	
Kinesiology/Physical Education .....	KINE/PHED .....	AS/Kinesiology/Physical Education .....	82
		AS/Kinesiology/Physical Fitness .....	82
Law Enforcement .....		(See Criminal Justice and Corrections)	
Legal Assistant .....	LGLA .....	AAS/Legal Assistant - Tech Prep .....	83
Liberal Arts .....		AA/Liberal Arts–Honors Sequence–American Studies Option ..	83
Machine Shop .....	INMT/MCHN .....	AAS/Machine Shop-Machinist Option .....	84
		AAS/Machine Shop-Millwright Option .....	84
		Cert/Machinist .....	84
		Cert/Millwright .....	84
		Cert/Millwright Helper .....	84
Management .....		(See Business Administration and Management)	
Mathematics .....	MATH .....	AS/Math/Physics/Pre-Engineering .....	85
Medical Records Technology .....		(See Health & Medical Administrative Services)	
Mental Health Services .....	DAAC .....	AAS/Alcohol and Drug Abuse Counseling .....	86
		Cert/Alcohol and Drug Abuse Counseling .....	86
Millwright .....		(See Machine Shop)	
Music .....	MUEN/MUSI/MUAP .....	AA/Music .....	87
		AA/Church Music .....	

AREA OF INTEREST	PROGRAM ABBREVIATION	CERTIFICATE OR DEGREE	PAGE
Natural Sciences .....		AS/Natural Sciences .....	88
Nursing .....	RNSG .....	AAS/Nursing (ADN) - Tech Prep .....	90
		AAS/Nursing (ADN) Transitional Entry .....	91
	VNSG .....	Cert/Vocational Nursing .....	93
		(See Pre-Nursing/Natural Sciences)	
Office Technology .....		(See Professional Office Technology)	
Para-Legal .....		(See Legal Assistant)	
Paramedic .....		(See Health & Medical Diagnostic and Treatment Services)	
Physical Education .....		(See Kinesiology/Physical Education)	
Physics .....		(See Math/Physics/Pre-Engineering)	
Photography .....		(See Visual Arts)	
Pilot Training .....		(See Career Pilot Technology)	
Pipefitting Technology .....	PFPB .....	AAS/Pipefitting Technology - Tech Prep .....	94
		Cert/Pipefitting Technology .....	94
		Cert/Pipefitter Helper .....	94
Political Science .....		(See Liberal Arts)	
Pre-Nursing .....		AS/Natural Sciences .....	95
Process Technology .....	PTAC .....	AAS/Process Technology - Tech Prep .....	95
		Cert/Process Technology .....	95
Professional Office Technology .....	POFT/POFI .....	AAS/Professional Office Technology - Tech Prep .....	96
		Cert/Administrative Assistant .....	97
		Cert/Administrative Specialist .....	97
		Cert/Office Assistant .....	97
Professional Writing .....	ENGL .....	AS/Professional Writing .....	99
Psychology .....		(See Humanities)	
Refrigeration .....		(See Air Conditioning, Heating and Refrigeration)	
Secretarial .....		(See Professional Office Technology)	
Social Sciences .....		AA/Social Sciences .....	98
Sociology .....		(See Humanities)	
Spanish .....		AA/Spanish .....	
Speech .....		(See Humanities)	
Theatre .....		(See Drama)	
Transfer .....		AS/Transfer .....	
Transitional Nursing .....		(See Nursing)	
Visual Arts .....	ARTS .....	AA/Visual Arts .....	98
Visual Arts:Imaging .....	ARTS .....	AA/Visual Arts: Imaging .....	99
Vocational Nursing .....		(See Nursing)	
Voice .....		(See Music or Drama)	
Welding .....	WLDG/NDTE .....	AAS/Welding Technology - Tech Prep .....	100
		Cert/Welding Inspection Technology .....	100
		Cert/Welding Technology .....	100

# Course Options for Core Curriculums

## Associate of Arts Degree (AA)

## Associate of Science Degree (AS)

A course can be counted only once in meeting core curriculum requirements.

**This plan may change based on legislative mandate. See current class schedule for any changes.**

Honors sections of these courses meet core curriculum requirements.

(See the Degree and Certificate Plans section of this catalog for AA and AS degrees and suggested sequencing of courses.)

			General	Business	Music
<b>Communications</b>			9	9	9
ENGL	1301	English Composition I			
	1302	English Composition II			
<b>Other:</b>					
<i>One of the following:</i>					
SPCH	1315	Principles of Public Speaking		accepted	
	1318	Interpersonal Communications			
	1321	Business and Professional Speech		preferred	
	1342	Voice and Diction			
DRAM	2336	Voice and Diction			
<b>Mathematics</b>			3-4	3-4	3-4
<i>One of the following:</i>					
MATH	1414	College Algebra			
	1316	Plane Trigonometry			
	1324	Finite Mathematics with Business Applications			
	1332	Mathematics for Liberal Arts I			
	2412	Pre-calculus			
	2413	Calculus I with Analytical Geometry			
<b>Natural Science</b>			8	8	4
<i>Two of the following:</i>					
BIOL	1406	General Biology I			
	1407	General Biology II			
	1411	General Botany			
	1413	General Zoology			
	1424	Plant Taxonomy			
	2401	Human Anatomy & Physiology I			
	2402	Human Anatomy & Physiology II			
	2404	The Human Body			
	2416	Genetics			
	2421	Microbiology			
CHEM	1405	Introductory Inorganic Chemistry			
	1411	General Chemistry I			
	1412	General Chemistry II			
	1419	Introductory Organic Chemistry			
	2423	Organic Chemistry I			
	2425	Organic Chemistry II			
ENVR	1401	Environmental Science			
GEOL	1403	Physical Geology			
	1404	Historical Geology			
	1405	Environmental Geology			
PHYS	1401	College Physics I			
	1402	College Physics II			
	1405	General Physics I			
	1407	General Physics II			
	1411	Introductory Astronomy I			
	1412	Introductory Astronomy II			
	2425	Mechanics and Heat			
	2426	Electricity, Optics, and Waves			
<b>Humanities</b>			6	6	0
<b>Visual/Performing Arts:</b>					
<i>One of the following:</i>					
ARTS	1301	Art Appreciation			
	1303	Art History I			
	1304	Art History II			
DRAM	1310	Introduction to the Theatre			
	2366	History and Development of Motion Pictures			
MUSI	1301	Fundamental of Music (non-majors)			
	1306	Music Appreciation (non-majors)			



<b>Other:</b> <i>One of the following:</i>					
ARCH	1301	Architectural History I			
	1302	Architectural History II			
ENGL	2322	English Literature: Beowulf to Romantic			
	2323	English Literature: Romantic to Present			
	2327	American Literature to 1860			
	2328	American Literature: 1860 to Present			
	2331	Cross-Cultural Literature			
	2332	World Literature: Greeks to Renaissance			
	2333	World Literature: Fifteenth Century to Present			
	2341	Forms of Literature			
HIST	2321	History of World Civilizations to 1500			
	2322	History of World Civilizations from 1500 to Present			
HUMA	1301	Introduction to the Humanities I			
	1302	Introduction to the Humanities II			
FREN	2311	French: Reading, Conversation, and Composition			
	2312	French: Reading, Conversation, and Composition			
GERM	2311	German: Reading, Conversation, and Composition			
	2312	German: Reading, Conversation, and Composition			
SPAN	2311	Spanish: Reading, Conversation, Composition, and Grammar Review			
	2312	Spanish: Reading, Conversation, Composition, and Grammar Review			
PHIL	1301	Introduction to Philosophy			
<b>Social/Behavioral Science</b>			15	15	12
<b>Government</b>					
GOVT	2301	American Government I			
	2302	American Government II			
<b>History</b>					6
<i>Two of the following:</i>					
HIST	1301	History of the US to 1877			
	1302	History of the US since 1877			
	2301	History of Texas			
<b>Other:</b> <i>One of the following:</i>					
ANTH	2351	Cultural Anthropology			
ECON	2301	Principles of Economics: Macroeconomics		Core/Field	
	2302	Principles of Economics: Microeconomics			
GEOG	1303	World Regional Geography			
PSYC	2301	Introduction to Psychology			
	2314	Life Span Growth & Development			
SOCI	1301	Introduction to Sociology			
	2319	Multicultural Studies			
<b>Computer Literacy</b>			3	3	3
COSC	1301	Microcomputer Applications			
<b>Health, Wellness, Kinesiology</b>			1	1	1
<i>One of the following:</i>					
KINE	1101 or 1102	Bowling			
	1103 or 1104	Exercise			
	1105 or 1106	Golf			
	1113 or 1114	Racquetball			
	1115 or 1116	Swimming			
	1117 or 1118	Tennis			
	1119 or 1120	Volleyball			
	1121 or 1122	Water Aerobics			
	1123 or 1124	Weight Training			
	1125 or 1126	Sailing			
	1127 or 1128	Yoga			
	1129 or 1130	Basketball			
	1141	Self-Defense			
	1151	Skin and Scuba Diving, Beginning			
	1152	Scuba Diving, Experienced			
	1183M, 1184M, 2183M, or 2184M	Basketball Team			
	1185W, 1186W, 2185W, or 2186W	Tennis Team			
	1187W, 1188W, 2187W, or 2188W	Volleyball Team			
	1305	The Healthy American			
	1301	Foundations in Physical Education			
	1304	Personal Health			
	1306	First Aid			
	1332	Elementary and Recreational Game Skills			
	2155	Water Safety			
<b>Core Curriculum Credit Hours</b>			<b>45-46</b>	<b>45-46</b>	<b>31-32</b>

# Associate of Applied Science Degree (AAS)

A course can be counted only once in meeting core curriculum requirements. Honors sections of these courses meet core curriculum requirements. (See the Degree and Certificate Plans section of this catalog for AAS degrees and suggested sequencing of courses.)

<b>Composition</b>			<b>6</b>
ENGL	1301	English Composition I	
	1302	English Composition II	
		<i>or</i>	
	2311	Technical Writing	

<b>Social/Behavioral Science</b>			<b>3</b>
<i>Choose one from Social/Behavioral Science listing on page 57</i>			

<b>Natural Science/Mathematics</b>			<b>4</b>
MATH	1414	College Algebra (or more advanced)	
BIOL	1406	General Biology I	
	1407	General Biology II	
	1411	General Botany	
	1413	General Zoology	
	2401	Human Anatomy & Physiology I	
	2402	Human Anatomy & Physiology II	
	2404	The Human Body	
	2421	Microbiology	
CHEM	1405	Introductory Inorganic Chemistry	
	1411	General Chemistry I	
	1419	Introductory Organic Chemistry	
GEOL	1403	Physical Geology	
	1404	Historical Geology	
	1405	Environmental Geology	
PHYS	1401	College Physics I	
	1402	College Physics II	
	1405	General Physics I	
	1407	General Physics II	
ENVR	1401	Environmental Science I	

<b>Computer Literacy</b>			<b>3-4</b>
ITSC	1309	Integrated Software Applications I	
COSC	1301	Microcomputer Applications	
POFI	1401	Computer Applications I	

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<b>Oral Communications</b>			<b>3</b>
SPCH	1315	Principles of Public Speaking	
	1321	Business and Professional Speech	
	1318	Interpersonal Communication	
	1342	Voice and Diction	

<b>Humanities/Fine Arts</b>			<b>3</b>
<i>Choose one from Humanities listing on page 56-57</i>			

Core Curriculum Credit Hours: 22 minimum

TOTAL CREDIT HOURS - 60 (minimum)

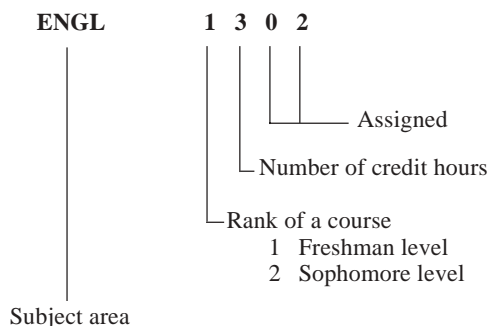
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 College

## 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) indicates the rank of the course:
  - 1 freshman level;
  - 2 sophomore level.
- **THE SECOND NUMBER** indicates the number of semester hours credit.
- **THE THIRD AND FOURTH NUMBERS** are assigned to each course.
- **THREE-DIGIT COURSE NUMBERS** indicate a developmental level course and credit does not apply toward Lee College degrees or certificates and is not transferable to another college or university.



## Equal Education Opportunity Statement

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 as required by Title VII, Title IX, Section 504, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

For information regarding student rights or grievance procedures, refer to Chapter 2 of this catalog or contact the Office of the Dean of Student Development and Institutional Planning, Lee College, P.O. Box 818, Baytown, TX 77522-0818, telephone (281) 425-6400. Lee College is located at the corner of Gulf Street and Lee Drive one-half block east of the intersection of Decker Drive and Texas Avenue.

## Declaración De Igual Oportunidad Educativa

Lee College no discrimina sobre la base de género, incapacidad, raza, religión, color, edad, origen nacional, o estado veterano en sus programas educativos, actividades, o empleo como es requerido bajo el Título VII, Título IX, Sección 504, o 34 C.F.R. Inglés limitado no impide admisión al colegio.

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, referirse al capítulo 2 de este catálogo o póngase en contacto con la oficina del Decano del Desarrollo Estudiantil y Planificación Institucional, Lee College, Apartado Postal 818, Baytown, TX 77522-0818, teléfono (281) 425-6400. Lee College está situado en la esquina de las calles Gulf y Lee Drive, a mediacuadra al este del cruce de Texas Avenue y Decker Drive.



## Defining Characteristics of Basic Intellectual Competencies in the Core Curriculum

The core curriculum guidelines described here are predicated on the judgment that a series of basic intellectual competencies — reading, writing, speaking, listening, critical thinking, and computer literacy — are essential to the learning process in any discipline and thus should inform any core curriculum. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

**READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials — books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

**WRITING:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

**SPEAKING:** Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

**LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

**CRITICAL THINKING:** Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

**COMPUTER LITERACY:** Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Some of these intellectual competencies have traditionally been tied to specific courses required of all students during their first two years of college. For example, courses in college composition, together with mathematics, have long been the cornerstone experience of the freshman year. But a single course or two-course sequence in college composition can do little more than introduce students to the principles and practices of good writing. Within the boundary of three to six semester credit hours of course work, neither of these sequences can guarantee proficiency. Moreover, in most curricula there are no required courses specifically dedicated to reading or to critical thinking. Thus, if a core curriculum is to prepare students effectively, it is imperative that, insofar as possible, these intellectual competencies be included among the objectives of many individual core courses and reflected in their course content.

### PERSPECTIVES IN THE CORE CURRICULUM

Another imperative of a core curriculum is that it contain courses that help students attain the following:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diversified world;
2. Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society;

3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.

### COMMUNICATION ( composition, speech, modern language)

The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

#### Exemplary Educational Objectives

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

### MATHEMATICS

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

#### Exemplary Educational Objectives

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understand and to solve mathematical problems and judge reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To develop the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

### KINESIOLOGY CLASSES

By requiring a physical education credit as part of the core curriculum, with no exemption for age, Lee College emphasizes lifelong wellness and learning. Students may choose from courses that support lifelong activity and health within the range of their physical condition.

1. Utilizing the Surgeon General's report, examine the benefits of physical activity as it relates to personal health and life span development, as well as the workplace.
2. Understand the basic principles of exercise to develop lifelong habits for mental and physical well being.
3. Apply knowledge of the benefits of physical activity to develop a personal exercise plan or develop personal health goals.

## NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories.

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

## EXEMPLARY OBJECTIVES FOR GEOG 1303 WORLD REGIONAL GEOGRAPHY

1. Students will possess a general knowledge of their world. In addition, students will understand the important role the United States plays in many of these global issues. This course will contribute to students' understanding of themselves and society.
2. Students will be able to form critical views of contemporary global issues. To form critical viewpoints, students will be become aware of and will be able to assess the general political, economic, and social development issues of the world. This course will provide students with a basic introduction of several means for analyzing these relevant issues.
3. Students will be able to provide critical evaluation of various viewpoints concerning a specific issue expressed through several means of communication, such as written, oral, and visual material. In addition, they will be able to effectively organize and communicate their findings.
4. Students will acquire and improve general reading, writing, and analytical skills that can be applied to personal and professional endeavors in and beyond their World Regional Geography course.
5. Students will internationalize their academic curriculum and higher education experience.

## EXEMPLARY OBJECTIVES

### COSC 1301 MICROCOMPUTER APPLICATIONS

1. The student will demonstrate proficiency in the use of computer terms common to the use of the computers and the Internet. Through this, and other course objectives, the student will gain confidence to use computers as a tool in academic endeavors and on the job.
2. The student will demonstrate proficiency in working with a modern version of a windows operating system.
3. The student will demonstrate proficiency in using spreadsheet software to create, modify, and produce spreadsheets of varying degrees of complexity.
4. The student will demonstrate proficiency in using word processing software to compose, modify, and produce documents of various types and styles.
5. The student will demonstrate proficiency in using database management software to create and modify tables, queries, forms, and reports.

## SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientist discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

### Exemplary Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientist use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

## HUMANITIES AND VISUAL AND PERFORMING ARTS

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thoughts. Through study in discipline such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experience in both the arts and humanities.

### Exemplary Educational Objectives

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within an historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

# Accounting

## Associate of Applied Science in Accounting Technology - Tech Prep

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

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

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

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

Students who have questions concerning the Accounting Program may speak to one of the Accounting advisors prior to registration by calling (281) 425-6463 or (281) 425-6404.

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

FIRST SEMESTER				SCH
___	ACCT	2401	Principles of Accounting I	4
___	ENGL	1301	English Composition I	3
___	POFI	1401	Computer Applications I	4
___	POFT	1321	Business Math	3
___	ACNT	1331	Federal Income Tax: Individual	3
				17

SECOND SEMESTER				SCH
___	ACCT	2402	Principles of Accounting II	4
___	ENGL	2311	Technical Writing	3
___	ACNT	1311	Introduction to Computerized Accounting	3
___	ACNT	1329	Payroll & Business Tax Accounting	3
___	----	----	Elective	3
				16

THIRD SEMESTER				SCH
___	ACNT	2303	Intermediate Accounting I	3
___	ACNT	1313	Computerized Accounting Applications	3
___	BUSI	1301	Business Principles	3
___	----	----	Business Elective	3
___	SPCH	1315	Principles of Public Speaking	3
___	SPCH	1321	Business and Professional Speech	3
___	----	----	Mathematics/Natural Science	4
				19

FOURTH SEMESTER				SCH
___	ACNT	2304	Intermediate Accounting II	3
___	ACNT	2309	Cost Accounting	3
___	BUSG	2305	Business Law/Contracts	3
___	----	----	Social/Behavioral Science	3
___	----	----	Humanities/Fine Arts	3
___	ACNT	2389	Internship--Accounting	3
___	ACNT	2302	Accounting Capstone	3
				18

Total Semester Credit Hours for Degree 70

## Certificate of Completion in Accounting Technician

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

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

Students who have questions concerning the accounting certificates may speak to an accounting advisor prior to registration by calling 281-425-6463 or 281-425-6404.

FIRST SEMESTER				SCH
___	ACCT	2401	Principles of Accounting I	4
___	POFT	1321	Business Math	3
___	POFI	1401	Computer Applications I	4
___	ACNT	1331	Federal Income Tax: Individual	3
___	----	----	Business Elective	3
				17

SECOND SEMESTER				SCH
___	ACCT	2402	Principles of Accounting II	4
___	ACNT	1311	Introduction to Computerized Accounting	3
___	ENGL	2311	Technical Writing	3
___	ACNT	1329	Payroll & Business Tax Accounting	3
___	ACNT	1313	Computerized Accounting Applications	3
___	ACNT	2386	Internship--Accounting Technician	3
___	ACNT	2301	Accounting Technician Capstone	3
				19

Total Semester Credit Hours for Certificate 36

## Certificate of Completion in Advanced Accounting Technician

FIRST SEMESTER				SCH
___	ACCT	2401	Principles of Accounting I	4
___	POFT	1321	Business Math	3
___	POFI	1401	Computer Applications I	4
___	ACNT	1331	Federal Income Tax: Individual	3
___	----	----	Business Elective	3
				17

SECOND SEMESTER				SCH
___	ACCT	2402	Principles of Accounting II	4
___	ACNT	1311	Introduction to Computerized Accounting	3
___	ENGL	2311	Technical Writing	3
___	ACNT	1329	Payroll and Business Tax Accounting	3
___	BUSI	1301	Business Principles	3
				16

THIRD SEMESTER				SCH
___	ACNT	2303	Intermediate Accounting I	3
___	ACNT	1313	Computerized Accounting Applications	3
___	ACNT	2309	Cost Accounting	3
___	BUSG	2305	Business Law/Contracts	3
___	ACNT	2387	Internship--Accounting Technician	3
___	ACNT	2301	Accounting Technician Capstone	3
				15

Total Semester Credit Hours for Certificate 48

# Air Conditioning, Heating, and Refrigeration

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

Upon completion of this tech prep program, students will have entry level employment skills in the air conditioning/refrigeration field.

FIRST SEMESTER				SCH
___	HART	1403	A/C Control Principles	4
___	HART	1407	Refrigeration Principles	4
___	TECM	1341	Technical Algebra	3
___	<b>+</b> ITSC	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
				<b>14</b>
SECOND SEMESTER				
___	HART	1441	Residential Air Conditioning	4
___	HART	1445	Gas and Electric Heating	4
___	ELPT	1325	National Electrical Code I	3
___	ENGL	<b>2311</b>	<b>Technical Writing</b>	<b>3</b>
___	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
				<b>17</b>
THIRD SEMESTER				
___	HART	2434	Advanced A/C Controls	4
___	HART	1449	Heat Pumps	4
___	ENGL	<b>1301</b>	<b>English Composition I</b>	<b>3</b>
___	----	----	<b>Natural Science</b>	<b>4</b>
___	----	----	Elective outside of one's major	3
				<b>18</b>
FOURTH SEMESTER				
___	HART	2441	Commercial Air Conditioning	4
___	<b>+</b> HART	2436	Troubleshooting	4
___	HART	1291	Special Topics in Heating, Air Conditioning, and Refrigeration: Preparation for State Contractor's Exam	2
___	SPCH	<b>1315</b>	<b>Principles of Public Speaking</b>	<b>3</b>
___	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
				<b>16</b>
<b>Total Semester Credit Hours for Degree</b>				<b>65</b>

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

Students may earn a certificate in air conditioning upon successful completion of the following courses.

FIRST SEMESTER				SCH
___	HART	1403	A/C Control Principles	4
___	HART	1407	Refrigeration Principles	4
				<b>8</b>
SECOND SEMESTER				
___	HART	1441	Residential Air Conditioning	4
___	HART	1445	Gas and Electric Heating	4
				<b>8</b>
THIRD SEMESTER				
___	HART	2434	Advanced A/C Controls	4
___	HART	1449	Heat Pumps	4
___	HART	2441	Commercial Air Conditioning	4
___	<b>+</b> HART	2436	Troubleshooting	4
				<b>16</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>32</b>

Degree & Certificates



# Alcohol & Drug Abuse Counseling

(see Mental Health Services)

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

**+** Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Architecture

## Associate of Science in Architecture

The curriculum is offered for students who are studying for a four or five year Bachelor of Architecture degree. The courses shown have been selected as being the most representative of those required during the first two years of study leading to a professional degree in architecture. It is recommended that each student contact the university to which he/she plans to transfer to obtain its specific course requirements and see an advisor.

It is the responsibility of every student to review the degree requirements of the university to which transfer will be made and enroll in the lower division courses to meet the requirements. Upon transfer, students may be required to submit a portfolio of their work for review and acceptance by the selected university.

Although students are eligible for an associate degree after 46 hours of the core curriculum plus 15 or more hours in a field of study, architecture transfer students are advised to complete the recommended course sequence for more advanced placement at a selected university.

<b>FIRST SEMESTER</b>				<b>SCH</b>
—	ARCH	2301	Architectural Freehand Drawing I	3
—	ARCH	1307	Architectural Graphics I	3
—	ARCH	1311	Introduction to Architecture	3
—	ENGL	1301	English Composition I	3
—	----	----	Social/Behavioral Science: Other	3
—	GOVT	2301	American Government I	3
				<b>18</b>
<b>SECOND SEMESTER</b>				
—	ARCH	1403	Architectural Design I	4
—	ARCH	1301	Architectural History I	
			or	
—	ARCH	1302	Architectural History II	3
—	MATH	2412	Pre-Calculus	4
—	PHYS	1401	College Physics I	4
—	HIST	1301	History of the United States to 1877	
			or	
	HIST	1302	History of the United States Since 1877	
			or	
	HIST	2301	History of Texas	3
				<b>18</b>
<b>THIRD SEMESTER</b>				
—	ARCH	1308	Architectural Graphics II	3
—	----	----	Humanities: Visual/Performing Arts	3
—	ENGL	1302	English Composition II	3
—	SPCH	1315	Principles of Public Speaking	3
—	COSC	1301	Microcomputer Applications	3
—	HIST	1301	History of the United States to 1877	
			or	
	HIST	1302	History of the United States Since 1877	
			or	
	HIST	2301	History of Texas	3
				<b>18</b>
<b>FOURTH SEMESTER</b>				
—	ARCH	1404	Architectural Design II	4
—	ARCH	----	Architectural Elective#	3
—	ARCH	2312	Architectural Technology	3
—	PHYS	1402	College Physics II	4
—	GOVT	2302	American Government II	3
—	KINE	----	Health, Wellness, Kinesiology	1
				<b>18</b>
<b>Total Semester Credit Hours for Degree</b>				<b>72</b>

# Chosen from ARCH 1301, 1302, 1305, 1315, 2302.



*Kids at College!*

# Business Administration and Management

## Associate of Science in Business Administration

The Associate of Science in Business Administration degree is designed to provide students with the freshman and sophomore level requirements of all public 4-year colleges and universities in the state of Texas. Lee College has attempted to develop an associate of science (AS) degree that is completely transferable to upper level public institutions in Texas and is designed to replace the first two years of study for all students seeking the bachelor of arts (BA) or bachelor of science (BS) degree with a major in Business Administration. The degree is based on the core curriculum and the new field of study requirements for business as identified by the Texas Higher Education Coordinating Board.

FIRST SEMESTER			SCH
___	ENGL	1301 English Composition I	3
___	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
___	MATH	1414 College Algebra	4
___	BCIS	1405 Business Computer Applications	4
___	KINE	---- Health, Wellness, Kinesiology	1
___	BUSI	2301 Business Law	3
			18
SECOND SEMESTER			
___	ENGL	1302 English Composition II	3
___	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
___	MATH	1324 Finite Mathematics with Business Applications	3
___	----	---- Natural Science	4
___	----	---- Humanities: Visual/Performing Arts	3
___	COSC	1301 Microcomputer Applications	3
			19
THIRD SEMESTER			
___	ACCT	2401 Principles of Accounting I	4
___	ECON	2301 Principles of Economics: Macroeconomics	3
___	GOVT	2301 American Government I	3
___	----	---- Natural Science	4
___	MATH	1425 Calculus with Business Applications	4
			18
FOURTH SEMESTER			
___	ACCT	2402 Principles of Accounting II	4
___	ECON	2302 Principles of Economics: Microeconomics	3
___	GOVT	2302 American Government II	3
___	SPCH	1321 Business and Professional Speech	3
___	----	---- Humanities: Other	3
			16
Total Semester Credit Hours for Degree			71

## Associate of Science in International Business

FIRST SEMESTER			SCH
___	BUSI	1301 Business Principles	3
___	ENGL	1301 English Composition I	3
___	MATH	---- Math**	4
___	----	---- Foreign Language	4
___	----	---- Natural Science	4
			18
SECOND SEMESTER			
___	ENGL	1302 English Composition II	3
___	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
___	----	---- Foreign Language	4
___	----	---- Natural Science	4
___	----	---- Communication: Other	3
			17
THIRD SEMESTER			
___	ACCT	2401 Principles of Accounting I	4
___	ECON	2301 Principles of Economics: Macroeconomics	3
___	GOVT	2301 American Government I	3
___	COSC	1301 Microcomputer Applications	3
___	----	---- Humanities: Visual/Performing Arts	3
___	KINE	---- Health, Wellness, Kinesiology	1
			17
FOURTH SEMESTER			
___	ACCT	2402 Principles of Accounting II	4
___	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
___	BUSI	2371 International Business	3
___	GOVT	2302 American Government II	3
___	----	---- Humanities: Other	3
			16
Total Semester Credit Hours for Degree			68

\*\* Consult with transfer university about math requirement, or take MATH 1414 College Algebra or more advanced.

Degree & Certificates



# Business Administration and Management

## Associate of Applied Science in Business Management - Tech Prep

The business management degree program is designed to provide students with a combination of basic administrative and management skills that will permit job entry into business/management. Most courses are also transferable to four-year institutions for individuals intending to pursue a bachelor's degree.

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	ENGL	1301	English Composition I	3
___	BMGT	1301	Supervision	3
___	BUSI	1307	Personal Finance	3
___	BUSI	1301	Business Principles	3
___	----	----	Humanities/Fine Arts	3
				<b>15</b>
<b>SECOND SEMESTER</b>				
___	ENGL	1302	English Composition II	
			<i>or</i>	
___	ENGL	2311	Technical Writing	3
___	POFT	1302	Business Communications I	3
___	✚	BMGT	1303 Principles of Management	3
___	✚	ITSC	1309 Integrated Software Applications I	3
___	SPCH	1315	Principles of Public Speaking	3
				<b>15</b>
<b>THIRD SEMESTER</b>				
___	HRPO	1311	Human Relations	3
___	ACCT	2401	Principles of Accounting I	4
___	BUSG	2305	Business Law/Contracts	3
___	PSYC	2301	Introduction to Psychology	3
___	----	----	Business Elective	3
				<b>16</b>
<b>FOURTH SEMESTER</b>				
___	📦	BUSG	2317 Business Law/Commercial	3
___		ACCT	2402 Principles of Accounting II	4
___	----	----	Management Elective (as approved)	3
___	----	----	Natural Science/Mathematics	4
___		BUSI	2371 International Business	3
___	----	----	Elective outside of one's major	3
				<b>20</b>
<b>Total Semester Credit Hours for Degree</b>				<b>66</b>

## Associate of Applied Science in Management-Tech Prep

Management provides students with the opportunity to acquire the skills, experiences, attitudes and information essential for success as leaders in a variety of work environments. All programs of study are coordinated with work, allowing for focus on the development of interpersonal, decision-making and leadership skills.

The management student will, with the assistance of the management instructors, develop a personalized program of study that will lead to a certificate or an associate of applied science degree.

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	BMGT	1301	Supervision	3
___	✚	BMGT	1303 Principles of Management	3
___	SPCH	1315	Principles of Public Speaking	3
___	✚	ITSC	1309 Integrated Software Applications I	3
___	----	----	Elective outside of one's major	3
				<b>15</b>
<b>SECOND SEMESTER</b>				
___	HRPO	1311	Human Relations	3
___	✚	MRKG	1311 Principles of Marketing	3
___	BMGT	1383	Cooperative Education-Business Administration and Management, General	3
___	----	----	Social/Behavioral Science	3
___	----	----	Math Elective *	3
				<b>15</b>
<b>THIRD SEMESTER</b>				
___	BMGT	1307	High Performance Work Teams	3
___	----	----	Management Elective	3
___	BMGT	2382	Cooperative Education-Business Administration and Management, General	3
___	----	----	Natural Science/Mathematics	4
___	ENGL	1301	English Composition I	3
				<b>16</b>
<b>FOURTH SEMESTER</b>				
___	BMGT	2347	Critical Thinking and Problem Solving	3
___	----	----	Management Elective	3
___	ENGL	2311	Technical Writing	3
___	📦	BMGT	2383 Cooperative Education-Business Administration and Management, General	3
___	----	----	Humanities/Fine Arts	3
				<b>15</b>
<b>Total Semester Credit Hours for Degree</b>				<b>61</b>

\* Business Math or Technical Math (becomes free elective if student selects math component for Natural Science/Mathematics requirement)

# Business Administration and Management

## Certificate of Completion in Management

FIRST SEMESTER				SCH
___	BMGT	1301	Supervision	3
___	BMGT	1303	Principles of Management	3
___	BMGT	1307	High Performance Work Teams	3
___	HRPO	1311	Human Relations	3
				<b>12</b>
SECOND SEMESTER				
___	MRKG	1311	Principles of Marketing	3
___	BMGT	1383	Cooperative Education-Business Administration and Management, General	3
___	BMGT	2347	Critical Thinking and Problem Solving	3
___	----	----	Management Elective	3
				<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>24</b>

## Certificate of Completion in Business Management

FIRST SEMESTER				SCH
___	BMGT	1301	Supervision	3
___	BMGT	1303	Principles of Management	3
___	BUSI	1301	Business Principles	3
___	BUSI	1307	Personal Finance	3
				<b>12</b>
SECOND SEMESTER				
___	BUSG	2305	Business Law/Contracts	3
___	BUSG	2309	Small business Management	3
___	HRPO	1311	Human Relations	3
___	----	----	Business Administration and Management Elective*	3
				<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>24</b>

\* Elective must be approved by faculty advisor.

## Certificate of Completion in Supervision \*\*

FIRST SEMESTER				SCH
___	BMGT	1301	Supervision	3
___	BMGT	1307	High Performance Work Teams	3
___	HRPO	1311	Human Relations	3
<b>Total Semester Credit Hours for Certificate</b>				<b>9</b>

\*\* This certificate is conferred by the College but is not recognized by the Texas Higher Education Coordinating Board.

# Career Pilot Technology

## Certificate of Completion in Career Pilot

This certificate is designed to prepare students for that part of the aeronautical experience required for the commercial pilot certificate as specified in the Federal Aviation Regulation 61.129.

FIRST SEMESTER				SCH
___	AIRP	1215	Private Flight	2
___	AIRP	1345	Aviation Safety	3
___	AIRP	1317	Private Pilot Ground School	3
				<b>8</b>
SECOND SEMESTER				
___	<b>AIRP</b>	1255	Intermediate Flight	2
___	AIRP	1343	Aerodynamics	3
___	AIRP	1301	Air Navigation	3
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>16</b>

## Certificate of Completion in Instrument Pilot

FIRST SEMESTER				SCH
___	AIRP	1255	Intermediate Flight	2
___	AIRP	1351	Instrument Ground School	3
___	AIRP	1307	Aviation Meteorology	3
				<b>8</b>
SECOND SEMESTER				
___	<b>AIRP</b>	2250	Instrument Flight	2
___	AIRP	1341	Advanced Air Navigation	3
___	AIRP	2331	Advanced Meteorology	3
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>16</b>

## Certificate of Completion in Commercial Pilot

FIRST SEMESTER				SCH
___	AIRP	1255	Intermediate Flight	2
___	AIRP	2333	Aircraft Systems	3
___	AIRP	2337	Commercial Ground School	3
				<b>8</b>
SECOND SEMESTER				
___	<b>AIRP</b>	2239	Commercial Flight	2
___	AIRP	1343	Aerodynamics	3
___	AIRP	2331	Advanced Meteorology	3
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>16</b>

NOTE: To be eligible for reduced aircraft usage (rental) rates, each student will register in two (2) ground school courses and one (1) flight course (minimum) during the regular semesters, and one (1) ground school course and one (1) flight course (minimum) during the summer semesters.

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

✦ Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

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

✦ Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Communications

## Associate of Arts in Communications: Journalism

The communications sequence prepares students who plan to receive a bachelor's degree in broadcast media, journalism, and mass communications. Practical experience is obtained by writing for the college newspaper and/or magazines. Within the basic core curriculum options, students should select courses that are applicable to their major at their selected transfer university.

FIRST SEMESTER		SCH
___	ENGL 1301 English Composition I	3
___	ARTS 2356 Introduction to Photography	3
___	COMM 1307 Introduction to Mass Communications *	3
___	COMM 2311 Reporting I *	3
___	COMM 1129 <i>The Lantern</i>	
	or	
___	COMM 1131 <i>Parallax</i>	1
		13
SECOND SEMESTER		
___	ENGL 1302 English Composition II	3
___	---- ---- Communications: Other	3
___	---- ---- Humanities: Visual/Performing Arts	3
___	COMM 2309 News Editing #	3
___	COMM 1130 <i>The Lantern</i>	
	or	
___	COMM 1132 <i>Parallax</i>	1
___	COMM 2132 <i>Benchmark</i>	1
		14
THIRD SEMESTER ^		
___	---- ---- Natural Science	4
___	COMM 2129 <i>The Lantern</i>	
	or	
___	COMM 2130 <i>The Lantern</i>	1
		5
FOURTH SEMESTER ^		
___	---- ---- Natural Science	4
		4
FIFTH SEMESTER		
___	GOVT 2301 American Government I	
	or	
___	GOVT 2302 American Government II	3
___	HIST 1301 History of the United States to 1877	
	or	
___	HIST 1302 History of the United States Since 1877	
	or	
___	HIST 2301 History of Texas	3
___	---- ---- Social/Behavioral Science	3
___	COSC 1301 Microcomputer Applications	3
___	KINE ---- Health, Wellness, Kinesiology	1
___	COMM 21-- <i>The Lantern</i>	
	or	
___	COMM 2131 <i>Parallax(may be repeated)</i>	1
		14
SIXTH SEMESTER		
___	GOVT 2301 American Government I	
	or	
___	GOVT 2302 American Government II	3
___	HIST 1301 History of the United States to 1877	
	or	
___	HIST 1302 History of the United States Since 1877	
	or	
___	HIST 2301 History of Texas	3
___	MATH 1414 College Algebra (or more advanced)	
	or	
___	MATH 1332 Math for Liberal Arts I	3-4
___	---- ---- Humanities: Other	3
___	COMM 21-- <i>The Lantern</i>	
	or	
___	COMM 21-- <i>Parallax</i>	1
___	---- ---- Elective	3
		16/17
<b>Total Semester Credit Hours for Degree</b>		<b>66/67</b>

## Associate of Science in Communications: Audio Recording

FIRST SEMESTER		SCH
___	ENGL 1301 English Composition I	3
___	HIST 1301 History of the United States to 1877	
	or	
___	HIST 1302 History of the United States Since 1877	
	or	
___	HIST 2301 History of Texas	3
___	KINE ---- Health, Wellness, Kinesiology	1
___	COSC 1301 Microcomputer Applications	3
___	MUAP ---- Elective***	1
___	COMM 2303 Beginning Audio Recording Techniques	3
___	MUSI 1116 Ear Training/Sight Singing I	1
___	MUSI 1301 Fundamentals of Music	
	or	
___	MUSI 1311 Theory and Analysis I	3
		18
SECOND SEMESTER		
___	ENGL 1302 English Composition II	3
___	HIST 1301 History of the United States to 1877	
	or	
___	HIST 1302 History of the United States Since 1877	
	or	
___	HIST 2301 History of Texas	3
___	---- ---- Humanities: Visual/Performing Arts*	3
___	---- ---- Social/Behavioral Science: Other**	3
___	MATH 1332 Math for Liberal Arts I	3
___	MUAP ---- Elective***	1
___	COMM 2220 Intermediate Recording Techniques	2
		18
THIRD SEMESTER		
___	GOVT 2301 American Government I	
	or	
___	GOVT 2302 American Government II	3
___	---- ---- Speech	3
___	---- ---- Natural Science	4
___	---- ---- Humanities: Other ^	3
___	MUAP ---- Elective***	1
___	COMM 2122 Advanced Recording & Production Techniques	1
___	COMM 2324 Electronic Music I (Editing Hard Disk)	3
		18
FOURTH SEMESTER		
___	GOVT 2301 American Government I	
	or	
___	GOVT 2302 American Government II	3
___	---- ---- Natural Science	4
___	COMM 2389 A Audio Recording Cooperative	3
___	BUSI 1301 Business Principles	3
___	COMM 2325 Electronic Music II (MIDI Interface)	3
___	MUAP ---- Elective ***	1
		17
<b>Total Semester Credit Hours for Degree</b>		<b>71</b>

- \* Music Appreciation class preferred
- \*\* Economics classes preferred
- ^ Philosophy preferred
- \*\*\* Choose from MUAP 1169, 1181, 1161, 1187, 1191, or 1157



# Computer Information Systems

## Associate of Applied Science in Desktop Publishing

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	GRPH	1422	Electronic Publishing I	4
___	ENGL	1301	English Composition I	3
___	SOCI	1301	Introductory Sociology	3
___	----	----	Humanities/Fine Arts	3
				16
SECOND SEMESTER				
___	GRPH	1454	Electronic Publishing II	4
___	GRPH	1459	Object Oriented Computer Graphics	4
___	SPCH	1315	Principles of Public Speaking	3
___	MATH	1414	College Algebra	4
				15
THIRD SEMESTER				
___	----	----	Computer Elective **	3-4
___	----	----	Elective outside one's major	3
___	ITSW	1401	Introduction to Word Processing	4
___	ECON	2301	Principles of Economics: Macroeconomics	3
___	PSYC	2301	Introduction to Psychology	3
				16/17
FOURTH SEMESTER				
___	🔧GRPH	1496	Special Topics in Desktop Publishing Equipment Operator	4
___	----	----	Computer Elective ***	3-4
___	ENGL	2311	Technical Writing	3
___	ITSW	1410	Presentation Media Software	4
				14/15
<b>Total Semester Credit Hours for Degree</b>				<b>61/63</b>

\*\* Select electives from COSC 1301, ITSC 1313, IMED 1401, GRPH 2441, GRPH 1425, or GRPH 1457

\*\*\* Select electives from COSC 1301, ITSC 1313, ITSC 1364, IMED 1401, GRPH 2441, GRPH 1425, or GRPH 1457

## Associate of Applied Science in Microcomputer Applications

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	ITSC	1321	PC Operating Systems - Windows	3
___	ENGL	1301	English Composition I	3
___	MATH	1414	College Algebra	4
___	----	----	Humanities/Fine Arts	3
				16
SECOND SEMESTER				
___	GRPH	1454	Electronic Publishing II	4
___	ITSW	1304	Introduction to Spreadsheets	3
___	SPCH	1315	Principles of Public Speaking	3
___	ITSE	1331	Introduction to Visual BASIC Programming	3
___	----	----	Elective outside one's major	3
				16
THIRD SEMESTER				
___	ITSW	1401	Introduction to Word Processing	4
___	IMED	1401	Introduction to Multimedia	4
___	ECON	2301	Principles of Economics: Macroeconomics	3
___	PSYC	2301	Introduction to Psychology	3
				14
FOURTH SEMESTER				
___	🔧ITSW	1410	Presentation Media Software	4
___	ITSE	2309	Introduction to Database Programming	3
___	ENGL	2311	Technical Writing	3
___	ACCT	2401	Principles of Accounting I	4
___	----	----	Computer Elective**	3
				17
<b>Total Semester Credit Hours for Degree</b>				<b>63</b>

\*\* Select from ITSC 1313, ITSC 1364, or ITSE 2349

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## Certificate of Completion in Desktop Publishing

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	GRPH	1422	Electronic Publishing I	4
___	ITSW	1401	Introduction to Word Processing	4
___	GRPH	1459	Object Oriented Computer Graphics	4
				15
SECOND SEMESTER				
___	ITSW	1410	Presentation Media Software	4
___	🔧GRPH	1496	Special Topics in Desktop Publishing Equipment Operator	4
___	GRPH	1454	Electronic Publishing II	4
___	----	----	Computer Elective *	3-4
				15/16
<b>Total Semester Credit Hours for Certificate</b>				<b>30/31</b>

\* Select from ITSC 1364, ITSC 1321, IMED 1401, GRPH 2441, GRPH 1425, or GRPH 1457

## Certificate of Completion in Microcomputer Applications

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	ITSC	1321	PC Operating Systems - Windows	3
___	GRPH	1454	Electronic Publishing II	4
___	ITSW	1401	Introduction to Word Processing	4
				14
SECOND SEMESTER				
___	ITSE	1331	Introduction to Visual BASIC Programming	3
___	ITSW	1304	Introduction to Spreadsheets	3
___	ITSE	2309	Introduction to Database Programming	3
___	🔧ITSW	1410	Presentation Media Software	4
				13
<b>Total Semester Credit Hours for Certificate</b>				<b>27</b>

# Computer Information Systems

## Associate of Science in Computer Information Systems

This degree is designed for students whose goal is to transfer to a four-year university.

FIRST SEMESTER			SCH
___	ENGL	<b>1301 English Composition I</b>	<b>3</b>
___	MATH	<b>1414 College Algebra</b> (or more advanced)	<b>4</b>
___	HIST	<b>1301 History of the United States to 1877</b> or	
	HIST	<b>1302 History of the United States Since 1877</b> or	
	HIST	<b>2301 History of Texas</b>	<b>3</b>
___	COSC	<b>1301 Microcomputer Applications</b>	<b>3</b>
___	----	<b>----- Natural Science</b>	<b>4</b>
			<b>17</b>
SECOND SEMESTER			
___	ENGL	<b>1302 English Composition II</b>	<b>3</b>
___	----	<b>----- Humanities: Visual/Performing Arts</b>	<b>3</b>
___	HIST	<b>1301 History of the United States to 1877</b> or	
	HIST	<b>1302 History of the United States Since 1877</b> or	
	HIST	<b>2301 History of Texas</b>	<b>3</b>
___	COSC	<b>1420 "C" Language Programming</b>	<b>4</b>
___	----	<b>----- Natural Science</b>	<b>4</b>
___	KINE	<b>----- Health, Wellness, Kinesiology</b>	<b>1</b>
			<b>18</b>
THIRD SEMESTER			
___	SOCI	<b>1301 Introductory Sociology</b>	<b>3</b>
___	ITSE	<b>1310 Pascal Programming</b>	<b>3</b>
___	GOVT	<b>2301 American Government I</b>	<b>3</b>
___	ACCT	<b>2401 Principles of Accounting I</b>	<b>4</b>
___	SPCH	<b>1315 Principles of Public Speaking</b>	<b>3</b>
			<b>16</b>
FOURTH SEMESTER			
___	GOVT	<b>2302 American Government II</b>	<b>3</b>
___	ENGL	<b>2311 Technical Writing</b>	<b>3</b>
___	ITSE	<b>2359 Advanced Computer Programming</b>	<b>3</b>
___	----	<b>----- Humanities: Other</b>	<b>3</b>
___	BMGT	<b>1303 Principles of Management</b>	<b>3</b>
			<b>15</b>
<b>Total Semester Credit Hours for Degree</b>			<b>66</b>

## Certificate of Completion in Web Design

FIRST SEMESTER			SCH
___	ITSC	<b>1309 Integrated Software Applications I</b>	<b>3</b>
___	ITSC	<b>1321 PC Operating Systems - Windows</b>	<b>3</b>
___	ITNW	<b>1337 Introduction to the Internet</b>	<b>3</b>
___	GRPH	<b>1425 Digital Imaging I</b> or	
___	GRPH	<b>1459 Object Oriented Computer Graphics</b>	<b>4</b>
			<b>13</b>
SECOND SEMESTER			
___	ITSC	<b>1313 Internet/Web Page Development</b>	<b>3</b>
___	ITSE	<b>2302 Internet Web Programming</b>	<b>3</b>
___	ITSE	<b>2309 Introduction to Database Programming</b>	<b>3</b>
___	----	<b>----- Elective*</b>	<b>2-4</b>
			<b>11/13</b>
THIRD SEMESTER			
___	CPMT	<b>1449 Computer Networking Technology</b>	<b>4</b>
___	ITSE	<b>2413 Web Authoring</b>	<b>4</b>
___	----	<b>----- Elective*</b>	<b>2-4</b>
___	----	<b>----- Elective*</b>	<b>2-4</b>
			<b>13/16</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>38/42</b>

\* Electives: Choose from ARTS 2276, 2313, 2314, 2351, 2352, GRPH 1457, 1496, INEW 2334, ITSC 1364, ITSE 1331, 2317, ITSW 1410, MRKG 1311.



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

Students completing a high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Computer Maintenance Technology

## Associate of Applied Science in Computer Maintenance Technology Tech Prep

This tech prep program is designed to prepare students with concepts and skills required for entry level employment into computer associated electronic careers.

FIRST SEMESTER				SCH
___	CPMT	1407	Electronic and Computer Skills	4
___	CPMT	1445	Computer Systems Maintenance	4
___	<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
___	CPMT	1411	Introduction to Computer Maintenance	4
___	TECM	1341	Technical Algebra	3
				<b>18</b>

SECOND SEMESTER				SCH
___	CPMT	2445	Computer System Troubleshooting	4
___	TECM	1349	Technical Math Applications	3
___	ITTC	1402	Local Area Networks and Protocols: Cisco I	4
___	<b>ENGL</b>	<b>1301</b>	<b>English Composition I</b>	<b>3</b>
___	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
				<b>17</b>

THIRD SEMESTER				SCH
___	ITCC	1402	Elective *	4
___	<b>SPCH</b>	<b>1315</b>	<b>Principles of Public Speaking</b>	<b>3</b>
___	<b>ENGL</b>	<b>2311</b>	<b>Technical Writing</b>	<b>3</b>
___	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
___	----	----	Elective *	4
				<b>16</b>

FOURTH SEMESTER				SCH
___	----	----	Natural Science	4
___	<b>CPMT</b>	----	Capstone Course **	4
___	----	----	Elective *	4
				<b>12</b>

**Total Semester Credit Hours for Degree 63**

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

\* Electives should be chosen from ITCC courses for network maintenance concentration. Otherwise, electives should be chosen from computer related areas.

## Certificate of Completion in Computer Maintenance Technology

The completion of the following courses provides an exit point for students seeking a certificate.

FIRST SEMESTER				SCH
___	CPMT	1407	Electronic and Computer Skills	4
___	CPMT	1445	Computer Systems Maintenance	4
___	TECM	1341	Technical Algebra	3
___	CPMT	1411	Introduction to Computer Maintenance	4
				<b>15</b>

SECOND SEMESTER				SCH
___	CPMT	2445	Computer System Troubleshooting	4
___	TECM	1349	Technical Math Applications	3
___	ITCC	1402	Local Area Networks and Protocols: Cisco I	4
___	<b>CP</b>	----	Capstone Experience *	4
				<b>15</b>

**Total Semester Credit Hours for Certificate 30**

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

## Certificate of Completion in Network Maintenance Technology

FIRST SEMESTER				SCH
___	ITCC	1402	Local Area Networks Design and Protocols: Cisco I	4
___	<b>CPMT</b>	1411	Introduction to Computer Maintenance	4
___	CPMT	1407	Electronic and Computer Skills	4
				<b>12</b>

SECOND SEMESTER				SCH
___	CPMT	1449	Computer Networking Technology	4
___	ITCC	1406	Basic Router Configuration: Cisco 2	4
___	CPMT	2445	Computer System Troubleshooting	4
				<b>12</b>

THIRD SEMESTER				SCH
___	<b>CPMT</b>	2449	Advanced Computer Networking Technology	4
___	ITCC	1442	Local Area Management (LAN): Cisco 3	4
___	ITCC	1446	Wide Area Management (WAN): Cisco 4	4
				<b>12</b>

**Total Semester Credit Hours for Certificate 36**

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

**+** Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Computer Programming

## Associate of Applied Science in Computer Programming

FIRST SEMESTER				SCH
___	COSC	1301	Microcomputer Applications	3
___	ITSE	1331	Introduction to Visual BASIC Programming	3
___	ENGL	1301	English Composition I	3
___	MATH	1414	College Algebra	4
___	SOCI	1301	Introductory Sociology	3
				16
SECOND SEMESTER				
___	ITSC	1309	Integrated Software Applications I	3
___	ITSE	2349	Advanced Visual BASIC Programming	3
___	COSC	1420	"C" Language Programming	4
___	MATH	1324	Finite Mathematics with Business Applications I	3
___	SPCH	1315	Principles of Public Speaking	3
				16
THIRD SEMESTER				
___	ITSE	2317	JAVA Programming	3
___	ITSE	1310	Pascal Programming	3
___	ECON	2301	Principles of Economics: Macroeconomics	3
___	ENGL	2311	Technical Writing	3
___	----	----	Elective outside of one's major	3
				15
FOURTH SEMESTER				
___	ITSE	2309	Introduction to Database Programming	3
___	ECON	2302	Principles of Economics: Microeconomics	3
___	ITSE	2359	Advanced Computer Programming	3
___	----	----	Computer Elective **	3
___	----	----	Humanities/Fine Arts	3
				15
<b>Total Semester Credit Hours for Degree</b>				<b>62</b>

\*\* Select from ITSE 1350, ITSC 1364, ITSC 1313

This program is designed for students who are seeking careers in the computer information systems field. Completion of the program provides students with foundation skills for undertaking career objectives.

## Certificate of Completion in Computer Programming

FIRST SEMESTER				SCH
___	COSC	1301	Microcomputer Applications	3
___	ITSE	1331	Introduction to Visual BASIC Programming	3
___	ITSC	1309	Integrated Software Applications I	3
___	ITSE	1310	Pascal Programming	3
___	ITSE	2317	JAVA Programming	3
				15
SECOND SEMESTER				
___	COSC	1420	"C" Language Programming	4
___	ITSE	2349	Advanced Visual BASIC Programming	3
___	ITSE	2309	Introduction to Database Programming	3
___	ITSE	2359	Advanced Computer Programming	3
___	----	----	Computer Elective**	3
				16
<b>Total Semester Credit Hours for Certificate</b>				<b>31</b>

\*\* Elective to be chosen from ITSE 1350, ITSC 1364, ITSC 1313

Degree & Certificates



(Also see Computer Information Systems)

## Computer Science

## Associate of Science in Computer Science

This program is designed for students who aspire to careers in the computer field eventually leading into management.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	COSC	1301	Microcomputer Applications	3
___	MATH	1414	College Algebra (or more advanced)	4
___	HIST	1301	History of the United States to 1877	3
___	HIST	1302	History of the United States Since 1877	3
___	HIST	2301	History of Texas	3
___	----	----	Natural Science	4
				17
SECOND SEMESTER				
___	HIST	1301	History of the United States to 1877	3
___	HIST	1302	History of the United States Since 1877	3
___	HIST	2301	History of Texas	3
___	COSC	1420	"C" Language Programming	4
___	ENGL	1302	English Composition II	3
___	----	----	Communications: Other	3
___	----	----	Natural Science	4

THIRD SEMESTER				SCH
___	----	----	Humanities: Visual/Performing Arts	3
___	GOVT	2301	American Government I	3
___	COSC	1415	Fundamentals of Programming	4
___	SOCI	1301	Introductory Sociology	3
___	ACCT	2401	Principles of Accounting I	4
				17
FOURTH SEMESTER				
___	GOVT	2302	American Government II	3
___	COSC	2415	Data Structures	4
___	KINE	----	Health, Wellness, Kinesiology	1
___	----	----	Humanities: Other	3
___	----	----	Elective	3
				14
<b>Total Semester Credit Hours for Degree</b>				<b>65</b>

# Cosmetology

## Associate of Applied Science in Cosmetology Instructor

FIRST SEMESTER				SCH
—	CSME	1435	Orientation to the Instruction of Cosmetology	4
—	CSME	1434	Cosmetology Instructor I	4
—	<b>ENGL</b>	<b>1301</b>	<b>English Composition I</b>	<b>3</b>
—	<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
—	----	----	Elective	3
				<b>17</b>
SECOND SEMESTER				
—	CSME	2414	Cosmetology Instructor II	4
—	CSME	2415	Cosmetology Instructor III	4
—	<b>ENGL</b>	<b>1302</b>	<b>English Composition II</b>	
			<i>or</i>	
—	<b>ENGL</b>	<b>2311</b>	<b>Technical Writing</b>	<b>3</b>
—	<b>SPCH</b>	<b>1315</b>	<b>Principles of Public Speaking</b>	<b>3</b>
—	BMGT	1301	Supervision	3
				<b>17</b>
THIRD SEMESTER				
—	CSME	2444	Cosmetology Instructor IV	4
—	BMGT	1307	High Performance Work Teams	3
—	<b>MATH</b>	<b>1414</b>	<b>College Algebra</b>	<b>4</b>
—	<b>HUMA</b>	<b>1301</b>	<b>Introduction to the Humanities I</b>	
			<i>or</i>	
—	<b>PHIL</b>	<b>1301</b>	<b>Introduction to Philosophy</b>	<b>3</b>
				<b>14</b>
FOURTH SEMESTER				
—	CSME	2445	Instructional Theory and Clinic Operation	4
—	HRPO	1311	Human Relations	3
—	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
—	----	----	Elective	3
				<b>13</b>
<b>Total Semester Credit Hours for Degree</b>				<b>61</b>

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## Certificate of Completion as Student Instructor

To earn a certificate, students must successfully complete courses contained in a block unit taught in three semesters.

FIRST SEMESTER				SCH
—	CSME	1435	Orientation to the Instruction of Cosmetology	4
—	CSME	1434	Cosmetology Instructor I	4
				<b>8</b>
SECOND SEMESTER				
—	CSME	2414	Cosmetology Instructor II	4
—	CSME	2415	Cosmetology Instructor III	4
				<b>8</b>
THIRD SEMESTER				
—	CSME	2444	Cosmetology Instructor IV	4
—	CSME	2445	Instructional Theory and Clinic Operation	4
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>24</b>

## Certificate of Completion in Cosmetology

This certificate program will provide for 1500 hours of instruction scheduled on the basis of 32 hours per week, to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in three (3) semesters.

To be eligible for licensing by the Texas Cosmetology Commission, the students must have completed the following courses of study and must show satisfactory completion of the state administered exam.

FIRST SEMESTER				SCH
—	CSME	1501	Orientation to Cosmetology	5
—	CSME	1505	Fundamentals of Cosmetology	5
—	CSME	1453	Chemical Reformation and Related Theory	4
				<b>14</b>
SECOND SEMESTER				
—	CSME	2501	The Principles of Hair Coloring and Related Theory	5
—	CSME	2410	Intermediate Haircutting and Related Theory	4
—	CSME	1551	Artistry of Hair, Theory and Practice	5
				<b>14</b>
THIRD SEMESTER				
—	CSME	2337	Advanced Cosmetology Techniques	3
—	CSME	2441	Preparation for Texas Cosmetology Commission Examination	4
—	CSME	2439	Advanced Hair Design	4
—	CSME	2343	Salon Development	3
				<b>14</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>42</b>

## Certificate of Completion in Nail Design

To earn a certificate, students must successfully complete 616 clock hours offered in two (2) semesters.

FIRST SEMESTER				SCH
—	CSME	1330	Orientation to Nail Technology	3
—	CSME	1431	Principles of Nail Technology I	4
				<b>7</b>
SECOND SEMESTER				
—	CSME	1441	Principles of Nail Technology II	4
—	CSME	2530	Nail Enhancement	5
				<b>9</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>16</b>

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

✦ Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Criminal Justice and Corrections

## Associate of Science in Criminal Justice

The Criminal Justice degree program is designed for students whose goal is to transfer to a four-year university.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	----	----	Humanities: Visual/Performing Arts	3
___	KINE	----	Health, Wellness, Kinesiology	1
___	+	CRIJ	1301 Introduction to Criminal Justice	3
___		COSC	1301 Microcomputer Applications	3
				16
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	----	----	Social/Behavioral Science: other	3
___	----	----	Humanities: other	3
___	CRIJ	1306	The Courts and Criminal Procedures	3
___	CRIJ	1307	Crime in America	3
				18
THIRD SEMESTER				
___	GOVT	2301	American Government I	
			<i>or</i>	
	GOVT	2302	American Government II	3
___	SPCH	1315	Principles of Public Speaking	3
___	----	----	Natural Science	4
___	CRIJ	1310	Fundamentals of Criminal Law	3
___	----	----	Criminal Justice Studies Elective *	3
				16
FOURTH SEMESTER				
___	GOVT	2301	American Government I	
			<i>or</i>	
	GOVT	2302	American Government II	3
___	MATH	1414	College Algebra (or more advanced)	4
___	----	----	Natural Science	4
___	CRIJ	2314	Criminal Investigation	3
___	----	----	Criminal Justice Elective	3
				17
<b>Total Semester Credit Hours for Degree</b>				<b>67</b>

- \* Criminal Justice elective - select one of the following:  
 CRIJ 1313 Juvenile Justice  
 CRIJ 2313 Correctional Systems & Practices  
 CRIJ 2328 Police Systems & Practices

## Associate of Applied Science in Law Enforcement Tech Prep

The Law Enforcement Tech Prep degree program provides the core curriculum developed by the Criminal Justice Commission appointed by the Texas Higher Education Coordinating Board. The following degree program has been designed to provide the students with basic skills for employment in law enforcement.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	PSYC	2301	Introduction to Psychology	3
___	+	CRIJ	1301 Introduction to Criminal Justice **	3
___	+	CRIJ	1307 Crime in America **	3
___	+	ITSC	1309 Integrated Software Applications I	3
				15
SECOND SEMESTER				
___	ENGL	2311	Technical Writing	3
___	CRIJ	1313	Juvenile Justice System	3
___	CRIJ	1306	Court Systems and Practices **	3
___	CRIJ	1310	Fundamentals of Criminal Law **	3
___	----	----	Humanities/Fine Arts	3
___	----	----	Elective>	3
				18
THIRD SEMESTER				
___	KINE	1306	First Aid	3
___	SPCH	1315	Principles of Public Speaking	3
___	SOCI	1306	Social Problems	3
___	----	----	Criminal Justice Studies Elective ***^	3
___	----	----	Elective	3
				15
FOURTH SEMESTER				
___	ENVR	1401	Environmental Science I	4
___	CRIJ	2314	Criminal Investigation **	3
___	CRIJ	2323	Legal Aspects of Law Enforcement **	3
___	CD	CJSA	2382 Cooperative Education - Criminal Justice Studies	3
___	----	----	Elective	3
				16
<b>Total Semester Credit Hours for Degree</b>				<b>64</b>

\*\* Texas Commission on Law Enforcement Standards and Education (TCLEOSE) courses required for all Law Enforcement majors. Note: There are no prerequisites for these TCLEOSE courses, therefore, they may be taken in any order. It is recommended that the above plan be followed as closely as possible.

> Elective chosen from SOCI 1301 and ANTH 2351

^ Chosen from CRIJ 2313 or CRIJ 2328

NOTE: CRIJ 2313 and CRIJ 2328 are taught in the fall semesters. Suggested Electives: GOVT 2301, 2302



# Criminal Justice and Corrections

## Certificate of Completion in Law Enforcement

FIRST SEMESTER				SCH
—	CRIJ	1301	Introduction to Criminal Justice**	3
—	CRIJ	1310	Fundamentals of Criminal Law**	3
—	ENGL	2311	Technical Writing	3
—	----	----	Criminal Justice Elective **^	3
—	ITSC	1309	Integrated Software Applications I	3
				<b>15</b>
SECOND SEMESTER				
—	CRIJ	1306	Court Systems and Practices**	3
—	CRIJ	1307	Crime in America**	3
—	CRIJ	1313	Juvenile Justice System	3
—	CRIJ	2323	Legal Aspects of Law Enforcement	3
—	PSYC	2301	Introduction to Psychology	3
				<b>15</b>
THIRD SEMESTER				
—	CRIJ	2314	Criminal Investigation**	3
—	SOCI	1306	Social Problems	3
—	KINE	1306	First Aid	3
—	SPCH	1315	Principles of Public Speaking	3
				<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>42</b>

\*\* Texas Commission on Law Enforcement Standards and Education (TCLEOSE) courses required for all Law Enforcement majors. Note: There are no prerequisites for these TCLEOSE courses, therefore, they may be taken in any order. It is recommended that the above plan be followed as closely as possible.

^ Chosen from CRIJ 2313 or CRIJ 2328

NOTE: CRIJ 2313 and CRIJ 2328 are taught in the fall semesters. CRIJ 2314 and 2328 are taught in the spring semesters.



# Drafting Technology

## Associate of Applied Science in Drafting Technology

The Lee College Drafting Technology program provides training experience in traditional board drafting as well as computer-aided drafting. The associate of applied science degree prepares students for entrance into the drafting profession confident of having received a strong foundation in drafting disciplines and skills. In order to assure graduating students that they are prepared to meet the challenge of today's scientific workforce, they must, in their final semester of major course work, participate in a semester-long capstone experience. This capstone course brings together a majority of skills and disciplines presented in the Drafting Technology program at Lee College.

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting**	4
—	ENGL	1301	English Composition I	3
—	MATH	1414	College Algebra	4
—	----	----	Humanities/Fine Arts	3
—	DFTG	1409	Basic Computer-Aided Drafting**	4
				18
SECOND SEMESTER				
—	DFTG	2417	Descriptive Geometry**	4
—	SOCI	1301	Introduction to Sociology	3
—	DFTG	1433	Mechanical Drafting	4
—	ITSC	1309	Integrated Software Applications I	3
—	SPCH	1315	Principles of Public Speaking	3
				17
THIRD SEMESTER				
—	DFTG	2444	Strength of Materials**	4
—	MATH	1316	Plane Trigonometry	3
—	----	----	Drafting Elective **###	4
—	----	----	Drafting Elective **###	4
				15
FOURTH SEMESTER				
—	DFTG	----	Drafting Elective**###	4
—	📦	DFTG	2459 Technical Presentations **	
			or	
	📦	DFTG	2440 Solid Modeling **	
			or	
	📦	DFTG	2366 Practicum Drafting **	3-4
—	ENGL	2311	Technical Writing	3
—	----	----	Elective outside of one's major #	3
				13/14
<b>Total Semester Credit Hours for Degree</b>				<b>63/64</b>

\*\* Classes may be taught using manual techniques, CAD or a combination of both.

# Students are encouraged to choose from GEOG 1300, ELPT 1325, OSH 1313, or WLDG 1313.

## Chosen from DFTG 1413, 1417, 2421, 2419, 2428, 1458, 1491, 1492, 1493, 1495, 2408, 2410, or 2430.

### Chosen from DFTG 2423, 2432, 2400, 2412, 2436.

Two certificate exit points allow students to seek employment after a concentrated drafting program. First semester courses are non-substitutable for the Drafting Science & Technology Certificate.

## Certificate of Completion in Drafting Theory & Practices

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting	4
—	DFTG	1409	Basic Computer-Aided Drafting	4
				8
SECOND SEMESTER				
—	DFTG	2417	Descriptive Geometry	4
—	📦	DFTG	1433 Mechanical Drafting	4
				8

**Total Semester Credit Hours for Certificate** 16

## Certificate of Completion in Drafting Science & Technology

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting	4
—	DFTG	1409	Basic Computer-Aided Drafting	4
—	DFTG	2417	Descriptive Geometry	4
—	DFTG	1433	Mechanical Drafting	4
				16
SECOND SEMESTER				
—	DFTG	----	Drafting Elective	4
—	DFTG	----	Drafting Elective	4
—	DFTG	2444	Strength of Materials	4
—	📦	DFTG	2459 Technical Presentations **	
			or	
	📦	DFTG	2440 Solid Modeling **	
			or	
	📦	DFTG	2366 Practicum Drafting **	3-4
				15/16

**Total Semester Credit Hours for Certificate** 31/32

Degree & Certificates



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

📌 Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.



## Associate of Arts in Early Childhood—Grade 4

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	PSYC	2301	Introduction to Psychology	3
___	KINE	----	Health, Wellness, Kinesology	1
___	EDUC	1301	Introduction to Education	3
				13
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	COSC	1301	Introduction to Computer Based Systems	3
___	----	----	Humanities: Visual/Performing Arts	3
___	TECA	1354	Child Growth & Development	3
				15

THIRD SEMESTER				
___	GOVT	2301	American Government I	
			<i>or</i>	
___	GOVT	2302	American Government II	3
___	SPCH	----	Speech	3
___	----	----	Natural Science	4
___	----	----	Humanities: Other	3
___	TECA	1311	Introduction to Early Childhood	3
				16

FOURTH SEMESTER				
___	GOVT	2301	American Government I	
			<i>or</i>	
___	GOVT	2302	American Government II	3
___	MATH	----	Math	3-4
___	----	----	Natural Science	4
___	TECA	1303	Family and Community	3
___	TECA	1318	Nutrition, Health, & Safety	3
				16-17
<b>Total Semester Credit Hours for Degree</b>				<b>60/61</b>

## Electrical Technology

### Associate of Applied Science in Electrical Technology

The electrical program is designed to prepare students for entry level positions as industrial electricians.

FIRST SEMESTER				SCH
___	ELPT	1325	National Electrical Code I	3
___	ELPT	1419	Fundamentals of Electricity I	4
___	TECM	1341	Technical Algebra	3
___	ITSC	1309	Integrated Software Applications I	3
___	----	----	Natural Science	4
				17
SECOND SEMESTER				
___	ELPT	1420	Fundamentals of Electricity II	4
___	ELPT	1455	Electronics for Electricians	4
___	TECM	1349	Technical Math Applications	3
___	ENGL	1301	English Composition I	3
___	----	----	Humanities/Fine Arts	3
				17
THIRD SEMESTER				
___	ELPT	2405	Motors and Transformers	4
___	ELPT	2319	Programmable Logic Controllers I	3
___	SPCH	1315	Principles of Public Speaking	3
___	ENGL	1302	English Composition II	
			<i>or</i>	
___	ENGL	2311	Technical Writing	3
___	ELPT	1445	Commercial Wiring	4
				17
FOURTH SEMESTER				
___	ELPT	1441	Motor Control	4
___	----	----	Electrical Studies Elective*	3
___	----	----	Social/Behavioral Science	3
___	----	----	Elective	3
				13
<b>Total Semester Credit Hours for Degree</b>				<b>64</b>

### Certificate of Completion in Electrical Technology

Students may earn a certificate in Electrical Technology upon successful completion of the following courses.

FIRST SEMESTER				SCH
___	ELPT	1325	National Electrical Code I	3
___	ELPT	1419	Fundamentals of Electricity I	4
___	ELPT	1321	Introduction to Electrical Safety and Tools	3
				10
SECOND SEMESTER				
___	ELPT	1420	Fundamentals of Electricity II	4
___	ELPT	1455	Electronics for Electricians	4
___	ELPT	2405	Motors and Transformers	4
				12
THIRD SEMESTER				
___	ELPT	2319	Programmable Logic Controllers I	3
___	ELPT	1445	Commercial Wiring	4
___	ELPT	1441	Motor Control	4
				11
<b>Total Semester Credit Hours for Certificate</b>				<b>33</b>

\* Electives include ELPT 2325, ELPT 1321, ELPT 2355, ELPT 2301.

# English

## Associate of Arts in English

### FIRST SEMESTER

				SCH
—	ENGL	1301	English Composition I	3
—	SPAN	1411	Spanish	4
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
—	MATH	1414	College Algebra	
			<i>or</i>	
	MATH	1332	Math for Liberal Arts I	3-4
—	KINE	----	Health, Wellness, Kinesiology	1
				14/15

### SECOND SEMESTER

—	ENGL	1302	English Composition II	3
—	SPAN	1412	Spanish	4
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
—	SPCH	1315	Principles of Public Speaking	3
—	COSC	1301	Microcomputer Applications	3
				16

### THIRD SEMESTER

—	GOVT	2301	American Government I	3
—	ENGL	----	Literature	3
—	----	----	Social/Behavioral Science: Other	3
—	----	----	Natural Science	4
—	----	----	Humanities: Visual/Performing Arts	3
				16

### FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	----	----	Humanities: Other	3
—	----	----	Natural Science	4
—	----	----	Literature	3
—	----	----	Elective	3
				16

Total Semester Credit Hours for Degree

62/63



**Annual African-American Read-in**

# Health & Medical Administrative Services

(formerly Health Information Technology)

## Associate of Applied Science in Health Information Technology

### Tech Prep

This tech prep degree program is a professional program which is designed to lead to an associate of applied science degree.

Prerequisites for the program include a minimum of 12th grade reading level as determined by Lee College placement testing. TASP is required. A full time student can complete the program in two years. The program consists of 71 credit hours.

*This program is accredited by the Commission on Accreditation of Allied Health Education Programs, in cooperation with the Council on Accreditation of the American Health Information Management Association.* Students are eligible to apply to take the national examination to become a Registered Health Information Technician (RHIT).

In the academic study program, students study anatomy and physiology, medical terminology, basic disease processes, medical transcription and word processing, record storage and retrieval, medicolegal aspects, quality improvement, data processing, health record science, hospital statistics, and human resource management.

Students are trained in assembling, analyzing, coding, abstracting, transcribing, filing, and maintaining health records. Part of the learning experience will include working in the health information management department of a hospital or other health care facility.

This program offers preparation for a technical area of service in hospitals, clinics, and related health facilities. An associate of applied science degree increases job opportunities. Mastery of the national examination furthers job opportunities and increases salary.

FIRST SEMESTER				SCH
—	HITT	1305	Medical Terminology	3
—	<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
				<b>6</b>
SECOND SEMESTER				
—	ENGL	1301	English Composition I	3
—	BIOL	2401	Human Anatomy and Physiology I	4
—	HITT	1349	Pharmacology	3
—	HITT	1301	Health Data Content and Structure	3
—	HITT	1345	Health Care Delivery Systems	3
				<b>16</b>
THIRD SEMESTER				
—	BIOL	2402	Human Anatomy and Physiology II	4
—	MRMT	1307	Medical Transcription Fundamentals	3
—	HITT	1341	Coding and Classification Systems	3
—	BIOL	2321	Pathophysiology	3
—	PSYC	2301	Introduction to Psychology	3
				<b>16</b>
FOURTH SEMESTER				
—	HITT	2188	Internship - Health Information Technology/Technician	1
—	----	----	<b>Oral Communication</b>	<b>3</b>
				<b>4</b>
FIFTH SEMESTER				
—	HITT	1355	Health Care Statistics	3
—	MRMT	2433	Advanced Medical Transcription	4
—	HITT	2288	Internship - Health Information Technology/Technician	2
—	HITT	1353	Legal and Ethical Aspects of Health Information	3
—	HITT	2335	Coding and Reimbursement Methodologies	3
				<b>15</b>

### SIXTH SEMESTER

—	HITT	2339	Health Information Organization and Supervision	3
—	HITT	2343	Quality Assessment and Performance Improvement	3
—	<b>HITT</b>	<b>2289</b>	<b>Internship - Health Information Technology/Technician</b>	<b>2</b>
—	ENGL	1302	English Composition II	3
—	----	----	Humanities/Fine Arts	3
				<b>14</b>

Total Semester Credit Hours for Degree

71

## Certificate of Completion in Medical Transcription

The Medical Transcription Certificate will qualify students to work as medical transcriptionists.

Prerequisites for the certificate program include a minimum typing speed of 40 wpm and a minimum of a 10th grade reading level as determined by Lee College placement testing. The certificate can be completed in one year by attending full-time. It consists of 36 credit hours.

The Lee College certificate program provides approved curriculum in medical terminology, medical sciences, composition and computer skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the American Association for Medical Transcription (AAMT).

Job opportunities are available in hospitals, clinics, physicians' offices, and a variety of healthcare facilities, transcription services, as well as self-employment.

FIRST SEMESTER				SCH
—	HITT	1305	Medical Terminology	3
—	BIOL	2404	The Human Body	4
—	HITT	1349	Pharmacology	3
—	ITSC	1309	Integrated Software Applications I	3
				<b>13</b>
SECOND SEMESTER				
—	MRMT	1307	Medical Transcription Fundamentals	3
—	ENGL	1301	English Composition I	3
—	POFT	1302	Business Communications I	3
—	POFI	2301	Word Processing	3
				<b>12</b>
THIRD SEMESTER				
—	MRMT	2433	Advanced Medical Transcription	4
—	<b>MRMT</b>	<b>1167</b>	<b>Practicum (or field experience) - Medical Transcription</b>	<b>1</b>
—	HITT	1353	Legal and Ethical Aspects of Health Information	3
—	POFT	2312	Business Communications II	3
				<b>11</b>
Total Semester Credit Hours for Certificate				<b>36</b>

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

✦ Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Health & Medical Administrative Services


## Certificate of Completion in Coding

The Certificate of Completion in Coding will qualify students to work as medical coders.

Prerequisites for the certificate program include a minimum of a 12th grade reading level as determined by Lee College placement testing. The certificate is TASP-exempt and can be completed in one year by attending full-time. It consists of 30 hours.

The Lee College certificate curriculum covers coding rubrics, conventions and principles that allow the learner to sequence codes according to established guidelines and standards, and demonstrate knowledge in reimbursement methodologies. Part of the learning experience includes an internship. A voluntary certification examination is administered by the American Health Information Management Association (AHIMA).

Job opportunities are available in a variety of healthcare and insurance related facilities.

<b>FIRST SEMESTER</b>				<b>SCH</b>
—	HITT	1305	Medical Terminology	3
—	ITSC	1309	Integrated Software Applications I	3
—	HITT	1353	Legal and Ethical Aspects of Health Information	3
—	BIOL	2401	Human Anatomy and Physiology I	4
				<b>13</b>
<b>SECOND SEMESTER</b>				
—	BIOL	2402	Human Anatomy and Physiology II	4
—	HITT	1341	Coding and Classification Systems	3
—	BIOL	2305	Pathophysiology	3
—	HITT	1349	Pharmacology	3
				<b>13</b>
<b>THIRD SEMESTER</b>				
—	HITT	2335	Coding and Reimbursement Methodologies	3
—	 HITT	2189	Internship - Health Information Technology/Technician	1
				<b>4</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>30</b>



# Health & Medical Diagnostic and Treatment Services

(formerly Emergency Medical Technology)

## Associate of Applied Science in Emergency Medical Technology - Tech Prep

This tech prep AAS degree program provides training for those who are seeking certification as an Emergency Medical Technician - Paramedic (EMT-P) as well as acquire additional training in topics pertinent to pre-hospital, interfacility, or industrial EMS. Job opportunities are available in pre-hospital and interfacility ambulance services as well as various first aid or safety roles in industry. *This program is accredited by the Commission on Accreditation of Allied Health Education Programs.*

Prerequisites vary according to the level of training undertaken. The EMT-Basic course requires the equivalent of a 10th grade reading level on Lee College placement test. The EMT-Intermediate level course requires an 11th grade reading and EMT-Paramedic level courses require a 12th grade reading level on Lee College placement test. TASP is required.

The program is approved by the Texas Department of Health (TDH) and exceeds minimum requirements to be eligible to apply for certification, by examination, by TDH or the National Registry of EMTs. To be eligible for certification examination, the student must satisfy requirements in the appropriate EMSP course or courses. General education courses and EMSP electives are required for the AAS degree, yet are not required for TDH or National Registry certification.

EMSP-Basic course is offered each semester and is open to anyone who meets admission requirements. EMT-Intermediate and EMT-Paramedic completion courses are not offered each semester. Students wishing to enter EMT-Intermediate or EMT-Paramedic tracks must apply and have prior approval from the EMT Program Coordinator. Admission will be limited to the twenty (20) most qualified applicants. Not all EMSP electives are offered each semester. Electives are open to anyone who meets course prerequisites.

FIRST SEMESTER				SCH
___	EMSP	1501	Emergency Medical Technician-Basic	5
___	EMSP	1160	Clinical	1
___	ITSC	1309	Integrated Software Applications I	3
___	BIOL	2401	Human Anatomy and Physiology I	4
				13
SECOND SEMESTER				
___	EMSP	1338	Introduction of Advanced Practice	3
___	EMSP	1356	Patient Assessment and Airway Management	3
___	EMSP	1161	Clinical	1
___	EMSP	1355	Trauma Management	3
___	BIOL	2402	Human Anatomy and Physiology II	4
				14
THIRD SEMESTER				
___	EMSP	2444	Cardiology	4
___	EMSP	2348	Emergency Pharmacology	3
___	EMSP	1260	Clinical	2
___	ENGL	1301	English Composition I	3
				12
FOURTH SEMESTER				
___	EMSP	2330	Special Populations	3
___	PSYC	2301	Introduction to Psychology	3
___	EMSP	2434	Medical Emergencies	4
___	EMSP	2260	Clinical	2
___	ENGL	1302	English Composition II	3
				15

### FIFTH SEMESTER

___	EMSP	2243	Assessment Based Management	2
___	EMSP	2360	Clinical	3
___	EMSP	2338	EMS Operations	3
___	----	----	<b>Oral Communication</b>	3
___	----	----	EMSP Elective	3
___	----	----	<b>Humanities/Fine Arts</b>	3
				17

Total Semester Credit Hours for Degree

71

## Certificate of Completion in EMT - Intermediate

### FIRST SEMESTER

				SCH
___	EMSP	1501	Emergency Medical Technician - Basic	5
___	EMSP	1160	Clinical	1
___	BIOL	2404	The Human Body	4
				10

### SECOND SEMESTER

___	EMSP	1338	Introduction of Advanced Practice	3
___	EMSP	1356	Patient Assessment and Airway Management	3
___	EMSP	1355	Trauma Management	3
___	EMSP	2143	Assessment Based Management	1
___	EMSP	1161	Clinical	1
				11

### THIRD SEMESTER

___	EMSP	1260	Clinical	2
				2

Total Semester Credit Hours for Certificate

23

## Certificate of Completion in EMT - Paramedic

### FIRST SEMESTER

				SCH
___	EMSP	1501	Emergency Medical Technician - Basic	5
___	EMSP	1160	Clinical	1
___	BIOL	2404	The Human Body	4
				10

### SECOND SEMESTER

___	EMSP	1338	Introduction of Advanced Practice	3
___	EMSP	1356	Patient Assessment and Airway Management	3
___	EMSP	1355	Trauma Management	3
___	EMSP	1161	Clinical	1
				10

### SUMMER SEMESTER

___	EMSP	2444	Cardiology	4
___	EMSP	2348	Emergency Pharmacology	3
___	EMSP	1260	Clinical	2
				9

### THIRD SEMESTER

___	EMSP	2338	EMS Operations	3
___	EMSP	2330	Special Populations	3
___	EMSP	2434	Medical Emergencies	4
___	EMSP	2260	Clinical	2
				12

### FOURTH SEMESTER

___	EMSP	2243	Assessment Based Management	2
___	EMSP	2360	Clinical	3
				5

Total Semester Credit Hours for Certificate

46

# Humanities

## Associate of Arts in Humanities

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	----	----	Natural Science	4
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
___	MATH	1332	Math for Liberal Arts I	3-4
___	COSC	1301	Microcomputer Applications	3
				16/17
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	----	----	Natural Science	4
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	SPCH	----	Communications: Other	3
___	----	----	Elective	3
				16

### THIRD SEMESTER

___	GOVT	2301	American Government I	3
___	ENGL	----	Literature	3
___	----	----	Social/Behavioral Science: Other	3
___	----	----	Social/Behavioral Science	3
___	----	----	Humanities: Visual/Performing Arts	3
___	KINE	----	Health, Wellness, Kinesiology	1
				16

### FOURTH SEMESTER

___	GOVT	2302	American Government II	3
___	----	----	Humanities: Other	3
___	----	----	Humanities Elective	3
___	----	----	Social/Behavioral Science	3
___	ENGL	----	Literature	3
				15

Total Semester Credit Hours for Degree 63/64

# Instrumentation Technology

## Associate of Applied Science in Instrumentation Technology

The instrumentation curriculum is designed to provide students with concepts and skills needed to enter careers associated with system instrumentation.

FIRST SEMESTER				SCH
___	INTC	1312	Introduction to Instrumentation Technology	3
___	INTC	1452	Analog Electronic Instrumentation I	4
___	CPMT	1407	Electronic and Computer Skills	4
___	ITSC	1309	Integrated Software Applications I	3
___	TECM	1341	Technical Algebra	3
				17
SECOND SEMESTER				
___	INTC	1453	Analog Electronic Instrumentation II	4
___	CPMT	1445	Computer Systems Maintenance	4
___	TECM	1349	Technical Math Applications	3
___	ENGL	2311	Technical Writing	3
___	----	----	Social/Behavioral Science	3
				17
THIRD SEMESTER				
___	INTC	1343	Application of Industrial Automatic Control	3
___	INTC	1441	Principles of Automatic Control	4
___	ENGL	1301	English Composition I	3
___	----	----	Natural Science/Mathematics	4
___	----	----	Elective	3
				17
FOURTH SEMESTER				
___	INTC	2436	Distributed Control and Programmable Logic	4
___	SPCH	1315	Principles of Public Speaking	3
___	----	----	Humanities/Fine Arts	3
___	----	----	Elective*	3-4
				13/14
Total Semester Credit Hours for Degree				64/65

## Certificate of Completion in Instrumentation Technology

The completion of the following courses provides an exit point for students seeking a certificate.

FIRST SEMESTER				SCH
___	INTC	1312	Introduction to Instrumentation Technology	3
___	INTC	1452	Analog Electronic Instrumentation I	4
___	TECM	1341	Technical Algebra	3
___	CPMT	1407	Electronic and Computer Skills	4
				14
SECOND SEMESTER				
___	CPMT	1445	Computer Systems Maintenance	4
___	TECM	1349	Technical Math Applications	3
___	INTC	1453	Analog Electronic Instrumentation II	4
				11
THIRD SEMESTER				
___	INTC	1343	Application of Industrial Automatic Control	3
___	INTC	1441	Principles of Automatic Control	4
				7
FOURTH SEMESTER				
___	INTC	2436	Distributed Control and Programmable Logic	4
				4
Total Semester Credit Hours for Certificate				36

\* INTC 1401, 1309, 1450, CNBT 2318.

# Kinesiology/Physical Education

## Associate of Science in Kinesiology/Physical Fitness

It is recommended that kinesiology/physical fitness majors take more than the minimum of one one-hour activity class in their preparation for a teaching career. Kinesiology majors should also consider the requirements of the senior college to which they intend to transfer and plan their junior college scholastic schedule accordingly. It is also suggested to consult the senior university catalog for elective options.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
___	MATH	1332	Math for Liberal Arts I	3-4
___	COSC	1301	Microcomputer Applications	3
___	KINE	1301	Foundations in Physical Education	3
___	KINE	----	Elective	1
				16/17
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	----	----	Humanities: Visual/Performing Arts	3
___	KINE	1305	The Healthy American	3
___	KINE	1238	Introduction to Physical Fitness and Sport	2
___	----	----	Elective	3
				17
THIRD SEMESTER				
___	BIOL	2401	Human Anatomy and Physiology I	4
___	GOVT	2301	American Government I	3
___	----	----	Social/Behavioral Science: Other	3
___	KINE	1306	First Aid	3
___	KINE	2376	Prevention and Care of Athletic Injuries	3
				16
FOURTH SEMESTER				
___	BIOL	1322	Nutrition	3
___	BIOL	2402	Human Anatomy and Physiology II	4
___	GOVT	2302	American Government II	3
___	----	----	Communications: Other	3
___	----	----	Humanities: Other	3
___	KINE	----	Elective	1
				17
<b>Total Semester Credit Hours for Degree</b>				<b>66/67</b>

## Associate of Science in Kinesiology/Physical Education

Two degree programs are designed for kinesiology/physical education majors who desire to 1) teach and/or coach, 2) have a fitness and wellness emphasis. Kinesiology/Physical Education majors should also consider the requirements of the senior college to which they intend to transfer and plan their junior college scholastic schedule accordingly. It is also suggested to consult the senior university catalog for elective options.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
___	MATH	1332	Math for Liberal Arts I	3-4
___	COSC	1301	Microcomputer Applications	3
___	KINE	1301	Foundations in Physical Education	3
___	KINE	----	Elective	1
				16/17
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
___	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	----	----	Humanities: Visual/Performing Arts	3
___	KINE	1304	Personal Health	3
___	----	----	Social/Behavioral Science: Other	3
___	KINE	----	Elective	1
				16
THIRD SEMESTER				
___	BIOL	2401	Human Anatomy and Physiology I	4
___	GOVT	2301	American Government I	3
___	KINE	1306	First Aid	3
___	KINE	1308	Sports Officiating	3
___	KINE	2376	Prevention and Care of Athletic Injuries	3
___	KINE	----	Elective	1
				17
FOURTH SEMESTER				
___	KINE	1332	Elementary and Recreational Game Skills	3
___	BIOL	2402	Human Anatomy and Physiology II	4
___	GOVT	2302	American Government II	3
___	----	----	Communications: Other	3
___	----	----	Humanities: Other	3
___	KINE	----	Elective	1
				17
<b>Total Semester Credit Hours for Degree</b>				<b>66/67</b>

Degree & Certificates



## KINESIOLOGY/PHYSICAL EDUCATION AND HEALTH

The activity courses in kinesiology/physical education are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare students for desirable leisure-time activities. A maximum of four (4) credits of kinesiology/physical education activity classes may be applied to the associate degree at Lee College for non-kinesiology/physical education majors. Those majoring in kinesiology/physical education may take up to eight (8) credits.

Students may take a physical activity course within the same sport, using the beginning and experienced sequence. The same course may not be repeated for credit.

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

Students completing a high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Legal Assistant

## Associate of Applied Science in Legal Assistant Tech Prep

Legal Assistants (also called “paralegals”) work under the supervision of an attorney and assist in the delivery of legal services. While they may not have clients of their own, give legal advice, or represent clients in court as attorneys do, legal assistants are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Legal Assistants are found in a number of work settings, including law offices, government agencies, and corporate offices.

This program is approved by the **American Bar Association**. It consists of both legal and general education courses. It is intended for the training of legal assistants and is not a pre-law course of study.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	+	POFI	1401 Computer Applications I	4
—	LGLA	1307	Introduction to Law and the Legal Profession	3
—	LGLA	1301	Legal Research and Writing	3
—	LGLA	1355	Family Law	3
				18

SECOND SEMESTER				SCH
—	SPCH	1315	Principles of Public Speaking	3
—	ENGL	1302	English Composition II	3
—	LGLA	1353	Wills, Trusts, Probate and Administration	3
—	LGLA	1351	Contracts	3
—	LGLA	1345	Civil Litigation	3
—	----	----	Humanities/Fine Arts	3
				18

THIRD SEMESTER				SCH
—	GOVT	2301	American Government I	3
—	LGLA	2303	Torts and Personal Injury Law	3
—	LGLA	2309	Real Property	3
—	+	POFI	---- Elective*	3
—	----	----	Elective outside of one's major	3
—	LGLA	----	Elective+	3
				18

FOURTH SEMESTER				SCH
—	ACCT	2401	Principles of Accounting I	4
—	LGLA	2307	Law Office Management	3
—	LGLA	----	Elective+	3
—	+	LGLA	2333 Advanced Legal Document Preparation	3
—	----	----	Natural Science/Mathematics	4
				17

**Total Semester Credit Hours for Degree** 69

+ Legal specialty elective to be chosen from LGLA 1343, 1391, 2301, 2311, 2313, 2323, 2331 or 2388.

\* Elective to be chosen from POFI 1341, 2301

# 86 Liberal Arts

## Associate of Arts in Liberal Arts Honors Sequence American Studies Option

American Studies is an honors program that combines American literature and American history in an interdisciplinary approach. Each long semester students take a six-semester-hour block of courses, which fulfill options within the core curriculum, to study American culture and ideology. Invitations to enter the programs are based on recommendations from instructors.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	HUMA	1301	Introduction to the Humanities I	3
—	GOVT	2301	American Government I	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	----	----	Natural Science	4
				14

SECOND SEMESTER				SCH
—	ENGL	1302	English Composition II	3
—	HUMA	1302	Introduction to the Humanities II	3
—	----	----	Elective	3
—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4
				16

THIRD SEMESTER				SCH
—	ENGL	2327	American Literature to 1860	3
—	HIST	1301	History of the United States to 1877	3
—	----	----	Social/Behavioral Science: Other	3
—	----	----	Humanities: Visual/Performing Arts	3
—	COSC	1301	Microcomputer Applications	3
				15


FOURTH SEMESTER				SCH
—	ENGL	2328	American Literature: 1860 to Present	3
—	HIST	1302	History of the United States Since 1877	3
—	----	----	Elective	3
—	MATH	1414	College Algebra	3
—	MATH	1332	Math for Liberal Arts I	3-4
—	----	----	Communications: Other	3
				15

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

# Machine Shop


## Associate of Applied Science in Machine Shop - Machinist Option

Upon successful completion of this program, students will have entry level employment skills in the machine shop field.


<b>FIRST SEMESTER</b>				<b>SCH</b>
___	MCHN	1317	Machine Shop Blueprint Reading	3
___	MCHN	1452	Intermediate Machining I	4
___	TECM	1341	Technical Algebra	3
___	<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
___	----	----	<b>Natural Science</b>	<b>4</b>
				<b>17</b>
<b>SECOND SEMESTER</b>				
___	MCHN	1454	Intermediate Machining II	4
___	MCHN	2441	Advanced Machining Operations I	4
___	TECM	1349	Technical Math Applications	3
___	<b>ENGL</b>	<b>2311</b>	<b>Technical Writing</b>	<b>3</b>
___	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
				<b>17</b>
<b>THIRD SEMESTER</b>				
___	MCHN	2445	Advanced Machining Operations II	4
___	<b>ENGL</b>	<b>1301</b>	<b>English Composition I</b>	<b>3</b>
___	<b>SPCH</b>	<b>1315</b>	<b>Principles of Public Speaking</b>	<b>3</b>
___	MCHN	2403	Fundamentals of CNC Machine Controls	4
___	----	----	Elective	3
				<b>17</b>
<b>FOURTH SEMESTER</b>				
___	MCHN	2434	Operation of CNC Machining Center	4
___	 MCHN	1415	Machine Tool Repair	4
___	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
				<b>11</b>
<b>Total Semester Credit Hours for Degree</b>				<b>62</b>

## Certificate of Completion in Machinist


Students may earn a certificate in machinist upon successful completion of the following courses in machine shop.

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	MCHN	1317	Machine Shop Blueprint Reading	3
___	MCHN	1452	Intermediate Machining I	4
				<b>7</b>
<b>SECOND SEMESTER</b>				
___	MCHN	1454	Intermediate Machining II	4
___	MCHN	2441	Advanced Machining Operations I	4
___	MCHN	2445	Advanced Machining Operations II	4
				<b>12</b>
<b>THIRD SEMESTER</b>				
___	 MCHN	1415	Machine Tool Repair	4
				<b>4</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>23</b>

## Associate of Applied Science in Machine Shop - Millwright Option

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	MCHN	1317	Machine Shop Blueprint Reading	3
___	MCHN	1432	Benchwork and Layout	4
___	TECM	1341	Technical Algebra	3
___	<b>ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	<b>3</b>
___	----	----	<b>Natural Science</b>	<b>4</b>
				<b>17</b>
<b>SECOND SEMESTER</b>				
___	MCHN	1429	Millwright II	4
___	MCHN	2405	Millwright III	4
___	TECM	1349	Technical Math Applications	3
___	<b>ENGL</b>	<b>2311</b>	<b>Technical Writing</b>	<b>3</b>
___	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
				<b>17</b>
<b>THIRD SEMESTER</b>				
___	HYDR	1445	Hydraulics and Pneumatics	4
___	MCHN	2407	Millwright IV	4
___	<b>ENGL</b>	<b>1301</b>	<b>English Composition I</b>	<b>3</b>
___	<b>SPCH</b>	<b>1315</b>	<b>Principles of Public Speaking</b>	<b>3</b>
___	----	----	Elective	3
				<b>17</b>
<b>FOURTH SEMESTER</b>				
___	MCHN	2412	Millwright V	4
___	 HYDR	2430	Fluid Power Tools and Measurement	4
___	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
___	----	----	Elective	3
				<b>14</b>
<b>Total Semester Credit Hours for Degree</b>				<b>65</b>

## Certificate of Completion in Millwright

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	MCHN	1317	Machine Shop Blueprint Reading	3
___	MCHN	2405	Millwright III	4
				<b>7</b>
<b>SECOND SEMESTER</b>				
___	HYDR	1445	Hydraulics and Pneumatics	4
___	MCHN	2407	Millwright IV	4
				<b>8</b>
<b>THIRD SEMESTER</b>				
___	MCHN	2412	Millwright V	4
___	 HYDR	2430	Fluid Power System Design	4
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>23</b>

## Certificate of Completion in Millwright Helper

<b>FIRST SEMESTER</b>				<b>SCH</b>
___	MCHN	1317	Machine Shop Blueprint Reading	3
___	MCHN	1425	Millwright I	4
				<b>7</b>
<b>SECOND SEMESTER</b>				
___	MCHN	1429	Millwright II	4
___	 MCHN	2405	Millwright III	4
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>15</b>



# Management

(See Business Administration and Management)

## Math/Physics/Pre-Engineering


### Associate of Science in Math/Physics/Pre-Engineering


This degree concentration begins preparing students for a bachelor's degree in math, physics, or engineering. However, additional courses beyond those required for the AS degree may be needed to place students at the junior level or meet program prerequisites. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection and additional credits that may be needed.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	KINE	----	Health, Wellness, Kinesiology	1
___	MATH	2413	Calculus I with Analytic Geometry *	4
___	COSC	1301	Microcomputer Applications	3
				14
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	MATH	2414	Calculus II with Analytic Geometry	4
___	MATH	2418	Linear Algebra	4
___	----	----	Humanities: Visual/Performing Arts	3
				17
THIRD SEMESTER				
___	GOVT	2301	American Government I	3
___	----	----	Natural Science **	4
___	MATH	2415	Calculus III with Analytic Geometry	4
___	MATH	2420	Differential Equations	4
___	----	----	Social/Behavioral Science: Other	3
				18
FOURTH SEMESTER				
___	GOVT	2302	American Government II	3
___	----	----	Communications: Other	3
___	----	----	Humanities: Other	3
___	----	----	Natural Science **	4
___	----	----	Math (Sophomore level) or Physics	3-4
				16/17
<b>Total Semester Credit Hours for Degree</b>				<b>65/66</b>

\* Placement scores will indicate the appropriate level at which math sequence should start.

\*\* Suggested options for those interested in physics and pre-engineering are CHEM 1411, CHEM 1412, PHYS 2425, and PHYS 2426.

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

 Students completing high school Ted Depp program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Mental Health Services

(Formerly Alcohol and Drug Abuse Counseling)

## Associate of Applied Science in Alcohol and Drug Abuse Counseling


The degree program is designed for those who seek licensure as Licensed Chemical Dependency Counselors and/or certification as Certified Alcoholism and Drug Abuse Counselors as well as the associate of applied science degree.

Prerequisites for the program include 12th grade reading level. TASP is required. A full time student can complete the program in two years. The program consists of 68 credit hours.

The program is approved by the Texas Commission on Alcohol and Drug Abuse. In order to be eligible to take the state test the student must have a high school diploma or GED, complete 270 classroom hours of approved curriculum, have 4000 hours of approved supervised experience working with chemically dependent persons, and complete 300 hours of approved supervised field work practicum.


The Lee College degree program provides 435 hours of approved curriculum in chemical dependency specific/related education including HIV training required for licensure/certification, and 352 hours of approved supervised field work practicum. The student is responsible for obtaining the 4000 hours of supervised work experience.

Job opportunities are available in free standing drug treatment centers, alcohol and drug councils, and hospital drug and alcohol units. An associate of applied science degree increases job opportunities.

FIRST SEMESTER	SCH
___ DAAC 1319 Introduction to Alcohol and Other Drug Addictions	3
___ DAAC 1304 Pharmacology of Addiction	3
___ ENGL 1301 <b>English Composition I</b>	3
___ PSYC 2301 <b>Introduction to Psychology</b>	3
___ SOCI 1301 Introductory Sociology	3
	<b>15</b>
SECOND SEMESTER	
___ DAAC 1311 Counseling Theories	3
___ DAAC 1341 Counseling Alcohol and Other Drug Addictions	3
___ ENGL 1302 <b>English Composition II</b>	
<i>or</i>	
___ ENGL 2311 <b>Technical Writing</b>	3
___ - - - - - Social/Behavioral Science	3
___ ITSC 1309 <b>Integrated Software Applications I</b>	3
	<b>15</b>
THIRD SEMESTER	
___ DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions	3
___ - - - - - <b>Mathematics/Natural Science</b>	4
___ - - - - - <b>Oral Communication</b>	3
___ DAAC 1314 Dynamics of Group Counseling	3
	<b>13</b>
FOURTH SEMESTER	
___ - - - - - Elective	3
___ DAAC 1307 Addicted Family Intervention	3
___ DAAC 2280 Cooperative Education-Alcohol/Drug Abuse Counseling	2
___ - - - - - Social/Behavioral Science	3
___ - - - - - <b>Humanities/Fine Arts</b>	3
	<b>14</b>
FIFTH SEMESTER	
___ DAAC 1343 Current Issues	3
___ DAAC 1317 Basic Counseling Skills	3
___  DAAC 2281 Cooperative Education-Alcohol/Drug Abuse Counseling	2
___ - - - - - Elective	3
	<b>11</b>
<b>Total Semester Credit Hours for Degree</b>	<b>68</b>


## Certificate of Completion in Alcohol and Drug Abuse Counseling


The certificate program is designed for those who seek alcohol/drug related courses only. Certificate exceeds 270 contact hours required by Texas Commission on Alcohol and Drug Abuse for eligibility to take state test for licensure and TAADAC requirements for certification.

FIRST SEMESTER	SCH
___ DAAC 1319 Introduction to Alcohol and Other Drug Addictions	3
___ DAAC 1304 Pharmacology of Addiction	3
___ DAAC 1311 Counseling Theories	3
	<b>9</b>
SECOND SEMESTER	
___ DAAC 1317 Basic Counseling Skills	3
___ DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions	3
___ DAAC 1314 Dynamics of Group Counseling	3
	<b>9</b>
THIRD SEMESTER	
___ DAAC 1307 Addicted Family Intervention	3
___ DAAC 1343 Current Issues	3
___ DAAC 2280 Cooperative Education-Alcohol/Drug Abuse Counseling	2
	<b>8</b>
FOURTH SEMESTER	
___ DAAC 1341 Counseling Alcohol and Other Drug Addictions	3
___  DAAC 2281 Cooperative Education-Alcohol/Drug Abuse Counseling	2
	<b>5</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>31</b>

Degree & Certificates



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

 Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Music

## Associate of Arts in Music

The Associate of Arts (AA) Music is structured to meet the needs of students who will ultimately pursue a baccalaureate degree in music as well as those students who will complete their studies at Lee College. Music courses included in this curriculum are fully transferable as part of the state approved Field of Study in Music curriculum. The AA in Music also includes thirty two credit hours of the state-mandated General Education Core. Students completing baccalaureate degrees will complete the general education courses at the receiving institution.

Students should meet minimum standards in one specified area of performance which will be declared their area of applied concentration.

AA students are required to enroll in either Class Piano or in Applied Piano (as determined by the instructor) until exit proficiency requirements are met.

Students are required to attend the weekly Performance/Lecture Seminar that includes lectures, performances by guest artists, student recitals and other activities providing enrichment experiences for students.

Concert attendance is required every semester. Satisfactory attendance is reflected on the student's transcript and recognized by receiving institutions upon transfer.

FIRST SEMESTER				SCH
___	MUSI	1311	Theory & Analysis I *	3
___	MUSI	1116	Ear Training and Sight Singing I *	1
___	MUSI	1181	Class Piano (or Applied Piano)	1
___	MUEN	1141	Lee College Concert Choir	
			<i>or</i>	
	MUEN	1135	Jazz Ensemble	
			<i>or</i>	
	MUEN	1123	Baytown Symphony Orchestra	1
___	MUAP	12 --	Applied Music	2
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	KINE	----	Health, Wellness, Kinesiology	1
___	----	----	Performance/Lecture Seminar (required)	0
___	----	----	Recital Attendance (required)	0
				15

SECOND SEMESTER				
___	MUSI	1312	Theory & Analysis II **	3
___	MUSI	1117	Ear Training and Sight Singing II **	1
___	MUSI	1182	Class Piano (or Applied Piano)	1
___	MUEN	1141	Lee College Concert Choir	
			<i>or</i>	
	MUEN	1135	Jazz Ensemble	
			<i>or</i>	
	MUEN	1123	Baytown Symphony Orchestra	1
___	MUAP	12 --	Applied Music	2
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
___	MUSI	1307	Survey of Music Literature **	3
___	----	----	Performance/Lecture Seminar (required)	0
___	----	----	Recital Attendance (required)	0
				17

\* Offered in fall semesters only

\*\* Offered in spring semesters only

### THIRD SEMESTER

___	MUSI	2311	Theory & Analysis III	3
___	MUSI	2116	Ear Training and Sight Singing III	1
___	MUSI	1181	Class Piano (or Applied Piano)	1
___	MUEN	1141	Lee College Concert Choir	
			<i>or</i>	
	MUEN	1135	Jazz Ensemble	
			<i>or</i>	
	MUEN	1123	Baytown Symphony Orchestra	1
___	MUAP	22 --	Applied Music	2
___	GOVT	2301	American Government I	3
___	MATH	1414	College Algebra	
			<i>or</i>	
___	MATH	1332	Math for Liberal Arts I	3-4
___	----	----	Communications: Other	3
___	----	----	Performance/Lecture Seminar	0
___	----	----	Recital Attendance	0
				17/18

### FOURTH SEMESTER

___	MUSI	2312	Theory & Analysis IV	3
___	MUSI	2118	Ear Training and Sight Singing IV	1
___	MUSI	2182	Class Piano (or Applied Piano)	1
___	MUEN	2141	Lee College Concert Choir	
			<i>or</i>	
	MUEN	2135	Jazz Ensemble	
			<i>or</i>	
	MUEN	2123	Baytown Symphony Orchestra	1
___	MUAP	22 --	Applied Music	2
___	GOVT	2302	American Government II	3
___	----	----	Natural Science	4
___	COSC	1301	Microcomputer Applications	3
___	----	----	Performance/Lecture Seminar	0
___	----	----	Recital Attendance	0
				18

Total Semester Credit Hours for Degree

67/68

## Applied Music

Private study is available on all orchestra and band instruments, piano, organ, guitar and voice for college credit. Lessons in the student's area of concentration are required of all music majors and minors. Private instruction is available to all other Lee College students with top priority given to those enrolled in performing ensembles. Private lessons are also available to high school age students under the concurrent enrollment program. Beginning, intermediate and advanced levels of applied instruction are available.

## Associate of Arts in Church Music

The Associate of Arts (AA) in Church Music is structured to meet the needs of students who will ultimately pursue a baccalaureate degree in music as well as those students who will complete their studies at Lee College. Music courses included in this curriculum are fully transferable as part of the state approved Field of Study in Music curriculum. The AA in Church Music also includes thirty two credit hours of the state-mandated General Education Core. Students completing baccalaureate degrees will complete the general education courses at the receiving institution.

Students should meet minimum standards in one specified area of performance which will be declared their area of applied concentration. Students are encouraged to select piano, organ, voice, or conducting as their area of concentration for this degree.

AA students are required to enroll in either Class Piano or in Applied Piano (as determined by the instructor) until exit proficiency requirements are met.

Students are required to attend the weekly Performance/Lecture Seminar that includes lectures, performances by guest artists, student recitals and other activities providing enrichment experiences for students.

Concert attendance is required every semester. Satisfactory attendance is reflected on the student's transcript and recognized by receiving institutions upon transfer.

FIRST SEMESTER			SCH
—	MUSI	1311 Theory & Analysis I *	3
—	MUSI	1116 Ear Training and Sight Singing I *	1
—	MUSI	1181 Class Piano (or Applied Piano)	1
—	MUEN	1141 Lee College Concert Choir	
		<i>or</i>	
	MUEN	1135 Jazz Ensemble	
		<i>or</i>	
	MUEN	1123 Baytown Symphony Orchestra	1
—	MUAP	12 -- Applied Music	2
—	ENGL	1301 English Composition I	3
—	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
—	KINE	---- Health, Wellness, Kinesiology	1
—	----	---- Performance/Lecture Seminar (required)	0
—	----	---- Recital Attendance (required)	0
—	MUSI	1208 Introduction to Church Music*	2
			17

SECOND SEMESTER			
—	MUSI	1312 Theory & Analysis II **	3
—	MUSI	1117 Ear Training and Sight Singing II **	1
—	MUSI	1182 Class Piano (or Applied Piano)	1
—	MUEN	1141 Lee College Concert Choir	
		<i>or</i>	
	MUEN	1135 Jazz Ensemble	
		<i>or</i>	
	MUEN	1123 Baytown Symphony Orchestra	1
—	MUAP	12 -- Applied Music	2
—	ENGL	1302 English Composition II	3
—	HIST	1301 History of the United States to 1877	
		<i>or</i>	
	HIST	1302 History of the United States Since 1877	
		<i>or</i>	
	HIST	2301 History of Texas	3
—	MUSI	1307 Survey of Music Literature **	3
—	----	---- Performance/Lecture Seminar (required)	0
—	----	---- Recital Attendance (required)	0
—	MUSI	1209 Rehearsal Techniques for the Church Musician**	2

### THIRD SEMESTER

—	MUSI	2311 Theory & Analysis III	3
—	MUSI	2116 Ear Training and Sight Singing III	1
—	MUSI	1181 Class Piano (or Applied Piano)	1
—	MUEN	1141 Lee College Concert Choir	
		<i>or</i>	
	MUEN	1135 Jazz Ensemble	
		<i>or</i>	
	MUEN	1123 Baytown Symphony Orchestra	1
—	MUAP	22 -- Applied Music	2
—	GOVT	2301 American Government I	3
—	MATH	1414 College Algebra	
		<i>or</i>	
—	MATH	1332 Math for Liberal Arts I	3-4
—	----	---- Communications: Other	3
—	----	---- Performance/Lecture Seminar	0
—	----	---- Recital Attendance	0
			17/18

### FOURTH SEMESTER

—	MUSI	2312 Theory & Analysis IV	3
—	MUSI	2118 Ear Training and Sight Singing IV	1
—	MUSI	2182 Class Piano (or Applied Piano)	1
—	MUEN	2141 Lee College Concert Choir	
		<i>or</i>	
	MUEN	2135 Jazz Ensemble	
		<i>or</i>	
	MUEN	2123 Baytown Symphony Orchestra	1
—	MUAP	22 -- Applied Music	2
—	GOVT	2302 American Government II	3
—	----	---- Natural Science	4
—	COSC	1301 Microcomputer Applications	3
—	----	---- Performance/Lecture Seminar	0
—	----	---- Recital Attendance	0
			18

Total Semester Credit Hours for Degree

71/72

\* Offered in fall semesters only

\*\* Offered in spring semesters only



# Natural Sciences

## Associate of Science in Natural Sciences

This degree concentration begins preparing students for a bachelor's degree in biology, chemistry, environmental science, and geology. However, additional courses beyond those required for the AS degree may be needed to place students at the junior level or meet prerequisites for their program. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
—	MATH	1414	College Algebra (or higher)**	4
—	----	----	Natural Science *	4
—	----	----	Communications: Other	3
				17

SECOND SEMESTER				SCH
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
—	----	----	Natural Science *	4
—	COSC	1301	Microcomputer Applications	3
—	----	----	Natural Science *	4
				17

THIRD SEMESTER				SCH
—	GOVT	2301	American Government I	3
—	----	----	Social/Behavioral Sciences: Other	3
—	----	----	Natural Science *	4
—	----	----	Natural Science *	4
—	----	----	Humanities: Visual/Performing Arts	3
				17

### FOURTH SEMESTER

—	----	----	Humanities: Other	3
—	GOVT	2302	American Government II	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	----	----	Natural Science *	4
—	----	----	Natural Science *	4
				15

**Total Semester Credit Hours for Degree** 66

\* Options include:

BIOL 1411, 1413, 1406, 1407, 2401, 2402, 2404, 2421

CHEM 1411, 1412, 2423, 2425

PHYS 1401, 1402, 2425, 2426

GEOL 1403, 1404, 1405

ENVR 1401

\*\* Placement scores will indicate the appropriate level at which the math sequence should start.

## PARTNERSHIPS work

Partnerships work! And Lee College thrives on partnerships with school districts, universities, industry, churches, libraries, small businesses, community organizations, chambers of commerce and many others to provide a quality education, thus contributing to a productive and vital workforce.

Lee College also works in partnership with each student to provide programs, services and training to meet individual goals.

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

 Students completing high school Ted Depp program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

## Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, through an arrangement with the University of Texas School of Nursing Galveston, students enroll in the Flexible Option Track (RN to BSN) and core classes for the Master of Science in Nursing degree. Students may utilize the Lee College testing center services, the Learning Resource Center, and the Allied Health Learning Resource Center. The MSN classes are broadcast to Lee College on a need basis. The BSN classes are on the web.

Students interested in the flex option should contact the Lee College Allied Health Division or the School of Nursing at the University of Texas at Galveston, phone (409) 772-6111.

## Associate of Applied Science in Nursing Program - Tech Prep

The purpose of the Associate Degree Nursing Tech Prep program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. At the completion of this program, students will be awarded the associate of applied science degree (AAS). **The program is accredited by the Board of Nurse Examiners for the State of Texas and the National League for Nursing Accrediting Commission.** Information regarding the program can be obtained from the NLNAC at 61 Broadway, New York, New York 10006, (212) 363-5555 x153.

The nursing program is two academic years in length and consists of 70 credit hours.

It is recommended that the applicant complete some or all of the general education courses in the curriculum prior to entry. Applications are taken year-round, although students are strongly encouraged to turn in applications by March 1 for consideration for admission.

Job opportunities include hospitals, clinics, home health care facilities, long-term care facilities, industry, and specialty health care hospital units. The registered nurse works within the scope of nursing as defined by The Nursing Practice Act in the State of Texas.

## Associate Degree Nursing (ADN) Program Admission Requirements

- applications are taken year-round, students are strongly encouraged to turn in applications by March 1 for consideration for admission
- no grade of "D" or below in degree plan courses
- prerequisite courses GPA of 2.5 (RNSG 1301, BIOL 2401, ENGL 1301, ENGL 1302)
- science GPA of 2.5 in degree plan courses completed

Admission requirements are monitored continuously and may change between catalogs. Contact the Allied Health office for most current requirements.

There are more applicants than slots in the program. Meeting minimum requirements does not guarantee admission. Class selection is based on:

- overall GPA in degree plan
- GPA of prerequisite courses

- GPA of natural science courses completed in the degree plan
- number of courses completed in degree plan
- non-degree plan science courses completed, such as chemistry, biology, life science, pathophysiology, nutrition

Students are responsible for furnishing official transcripts to the Admissions and Records Office and a copy to the Allied Health office. The ADN Admission Committee informs applicants of admission status. Students selected may enter the program provided admission requirements are satisfied.

The Board of Nurse Examiners for the State of Texas requires schools to inform enrolled students, (verbally and in writing), about eligibility requirements and to maintain students' signed receipt of the required information.

The Board of Nurse Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with article 4519(a) of The Nursing Practice Act.

If you are required to answer "YES" to any of the following questions, please contact the Allied Health Division or the Board of Nurse Examiners office at P.O. Box 430, Austin, Texas 78767-0430, phone (512) 305-6818. Processing your petition may take 6 to 9 months or longer. You will be notified by the Board of Nurse Examiners when the review is completed.

1. Have you ever been denied licensure by any licensing/certifying authority in any country, state or province?
2. Have you ever had disciplinary action taken against you by any licensing/certifying authority in any country, state or province?
3. Have you ever been convicted of a crime other than a minor traffic violation?
4. Have you been diagnosed with or treated or hospitalized in the past five (5) years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder. (You may answer "no" if you have completed and/or are in compliance with TPAPN for mental illness.)
5. Have you been addicted or treated for the use of alcohol or any other drug within the past five (5) years? (You may answer "no" if you have completed and/or are in compliance with TPAPN for substance abuse.)

According to Article 4225A of the Texas Nursing Practice Act, a registered nurse who has reasonable cause to suspect the ability of a professional nursing student to perform the services of the nursing profession must report the student to the Board of Nurse Examiners or the Allied Health Division.

# Nursing (ADN)

## FIRST SEMESTER PREREQUISITES

			SCH	
___	<b>BIOL</b>	<b>2401</b>	<b>Human Anatomy and Physiology I</b>	4
___	RNSG	1301	Pharmacology	3
___	<b>ENGL</b>	<b>1301</b>	<b>English Composition I</b>	3
___	<b>ENGL</b>	<b>1302</b>	<b>English Composition II</b>	3
				13

*It is suggested that the \* courses are taken prior to program admission if schedule allows. (Once admitted into the program, all courses must be taken in the sequence listed at the time of admission.) If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.*

## SECOND SEMESTER

			SCH	
___	<b>*ITSC</b>	<b>1309</b>	<b>Integrated Software Applications I</b>	3
___	RNSG	1513	Foundations for Nursing Practice	5
___	RNSG	1205	Nursing Skills I	2
___	RNSG	1161	Clinical	1
___	<b>*BIOL</b>	<b>2402</b>	<b>Human Anatomy and Physiology II</b>	4
				15

## THIRD SEMESTER

___	RNSG	2504	Care of the Client with Common Health Care Needs	5
___	RNSG	1361	Clinical	3
___	<b>*BIOL</b>	<b>2421</b>	<b>Microbiology</b>	4
				12

## FOURTH SEMESTER

___	----	----	<b>Humanities/Fine Arts</b>	3
___	<b>*PSYC</b>	<b>2301</b>	<b>Introduction to Psychology</b>	3
___	----	----	<b>Oral Communication</b>	3
___	PSYC	2314	Life Span Growth and Development	3
				12

## FIFTH SEMESTER

___	RNSG	1251	Care of the Childbearing Family	2
___	RNSG	1162	Clinical	1
___	RNSG	2213	Mental Health Nursing	2
___	RNSG	1163	Clinical	1
___	SPNL	1301	Health Care Spanish	3
				9

## SIXTH SEMESTER

___	RNSG	2535	Integrated Client Care Management	5
___	<b>RNSG</b>	<b>2362</b>	<b>Clinical</b>	3
___	RNSG	1146	Legal and Ethical Issues for Nurses	1
				9

**Total Semester Credit Hours for Degree** 70

Progression requires:

- overall 2.0 GPA in degree plan
- no grade of "D" or below in degree plan courses

Graduation requires:

- completion of RNSG prefix courses within 5 years of graduation
- overall GPA of 2.0 in degree plan
- no grade of "D" or below in degree plan courses

## Associate of Applied Science in Nursing - Transitional Entry

The purpose of the ADN program is to articulate licensed vocational/practical nurses into the registered nurse role. The Texas Articulation Model is used which considers current work experience, which includes direct patient care, and/or recent graduate status in lieu of admission testing. Admission testing [Acceleration Challenge Exam (ACE) 1 PN-RN] is required of applicants not in this category.

### Admission to the Transitional Entry requires:

- applications are taken year around, students are strongly encouraged to turn in applications by March 1 for consideration for admission
- no grade of "D" or below in degree plan courses
- overall GPA of 2.5 in BIOL 2401, ENGL 1301, ENGL 1302
- science GPA of 2.5 in BIOL 2401, BIOL 2402, BIOL 2421
- designated score on ACE 1 PN-RN, or required work experience, or recent LVN graduate
- current Licensed Vocational Nursing license in good standing in the State of Texas

Admission requirements are monitored continuously and may change between catalogs. Contact the Allied Health office for most recent admission requirements.

There are more applicants than slots in the program. Meeting minimum requirements does not guarantee admission. Class selection is based on:

- overall GPA in degree plan
- GPA in science courses (BIOL 2401, BIOL 2402, BIOL 2421)
- GPA of prerequisite courses
- non-degree plan science courses completed, such as chemistry, biology, life science, pathophysiology and nutrition

Students are responsible for furnishing official transcripts to the Admissions and Records Office and a copy to the Allied Health office. The ADN Admission Committee informs applicants of admission status. Students selected enter the program provided admission requirements are met.

The Board of Nurse Examiners for the State of Texas requires schools to inform enrolled students, (verbally and in writing), about eligibility requirements and to maintain students' signed receipt of the required information.

The Board of Nurse Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with article 4519(a) of The Nursing Practice Act.

If you are required to answer "YES" to any of the following questions, please contact the Allied Health Division or the Board of Nurse Examiners office to request a Declaratory Order Petition and return it to the Board's office. Processing your petition may take 6 to 9 months or longer. You will be notified by the Board of Nurse Examiners when the review is completed.

1. Have you ever been denied licensure by any licensing/certifying authority in any country, state or province?

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

 Students completing a high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Nursing (ADN)

2. Have you ever had disciplinary action taken against you by any licensing/certifying authority in any country, state or province?

3. Have you ever been convicted of a crime other than a minor traffic violation?

4. Have you been diagnosed with or treated or hospitalized in the past five (5) years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder. (You may answer "no" if you have completed and/or are in compliance with TPAPN for mental illness.)

5. Have you been addicted or treated for the use of alcohol or any other drug within the past five (5) years? (You may answer "no" if you have completed and/or are in compliance with TPAPN for substance abuse.)

According to Article 4225A of the Texas Nursing Practice Act, a registered nurse who has reasonable cause to suspect the ability of a professional nursing student to perform the services of the nursing profession must report the student to the Board of Nurse Examiners or the Allied Health Division.

<b>PREREQUISITES</b>				
<b>FIRST SEMESTER</b>				<b>SCH</b>
___	BIOL	2401	Human Anatomy and Physiology I	4
___	ITSC	1309	Integrated Software Applications I	3
___	ENGL	1301	English Composition I	3
___	PSYC	2301	Introduction to Psychology	3
				<b>13</b>
<b>SECOND SEMESTER</b>				
___	BIOL	2402	Human Anatomy and Physiology II	4
___	ENGL	1302	English Composition II	3
___	PSYC	2314	Life Span Growth and Development	3
___	* - - - -	- - - -	Humanities/Fine Arts	3
				<b>13</b>
<b>THIRD SEMESTER</b>				
___	BIOL	2421	Microbiology	4
___	* - - - -	- - - -	Oral Communication	3
___	*# RNSG	1513	Foundations for Nursing Practice	5
___	# RNSG	1205	Nursing Skills I	2
___	*# RNSG	1161	Clinical	1
___	### RNSG	2207	Transition to Nursing Practice	2
				<b>17</b>

Once admitted into the program all courses must be taken in the sequence designated at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

<b>FOURTH SEMESTER</b>				
___	### RNSG	2504	Care of the Client with Common Health Care Needs	5
___	### RNSG	1361	Clinical	3
				<b>8</b>

<b>FIFTH SEMESTER</b>				
___	RNSG	1251	Care of the Childbearing Family	2
___	RNSG	1162	Clinical	1
___	RNSG	2213	Mental Health Nursing	2
___	RNSG	1163	Clinical	1
___	SPNL	1301	Health Care Spanish	3
				<b>9</b>

## SIXTH SEMESTER

___	RNSG	2535	Integrated Client Care Management	5
___	RNSG	2362	Clinical	3
___	RNSG	1146	Legal and Ethical Issues for Nurses	1
				<b>9</b>

**Total Semester Credit Hours for Degree** **69**

\*These courses may be taken after admission to the program.

#Credit awarded upon completion of RNSG 2504, RNSG 2207, and RNSG 1361.

##Grade awarded in these courses will be transcribed for RNSG 1513, RNSG 1205, RNSG 1161.

Progression requires:

- overall 2.0 GPA in degree plan courses
- no grade of "D" or below in degree plan courses

Graduation requires:

- completion of RNSG prefix within 5 years of graduation
- overall GPA of 2.0 in degree plan
- no grade of "D" or below in degree plan courses



# Nursing (VN)

## Certificate of Completion in Vocational Nursing

The purpose of the vocational nursing program is to prepare individuals to perform basic nursing skills as defined by the Vocational Nurse Act. The VN program is accredited by the State Vocational Nurse Examiners of the State of Texas.

The program is one year in length and consists of 42 credit hours. Applicants must be high school graduates or have a GED, read at the 13th grade reading level. An interview is required for admission to the program.

Although included in the VN curriculum program, it is recommended, but not required, that MATH 110, Mathematics for Allied Health, BIOL 2404, The Human Body and HITT 1305, Medical Terminology be taken prior to entering the nursing program. It is also recommended that COSC 300 Study Skills and ITSC 1309 Integrated Software Applications I be taken prior to entering the nursing program as bonus point courses for admission.

If the student chooses to take BIOL 2404 prior to entry of the program, the course must be taken within two years of admission to the program with a grade of "B" or better.

Applications are taken year round; students are encouraged to apply by March 1 for fall entry. No points are calculated for admission after May 30th. Enrollment is limited.

After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses. Upon passing the examination, the graduate is licensed as a vocational nurse. Job opportunities include hospitals, clinics, doctors' offices, long-term care facilities, correctional facilities, and home health care facilities.

### Admission to the Vocational Nursing program is based on the following criteria:

1. Apply for admission to Lee College and submit to Admissions and Records office official transcripts from high school (or GED certificate), and/or from all colleges attended.
2. Complete Lee College assessment/placement test (Counseling Center) and complete developmental courses if required.
3. Make appointment for degree planning in the Counseling Center at (281) 425-6384. Bring copies of all transcripts and test scores.
4. Apply for VN program admission. Obtain an VN admission packet in the Allied Health office or the Counseling Center
5. Class size is limited and there are more applicants than slots.
6. Selection is based on a points criteria (see admission packet for how points are earned).
7. Effective January 1, 1996, a person who has been convicted of a felony that relates to the duties and responsibilities of a vocational nurse shall be disqualified from obtaining licensure as a licensed vocational nurse. The Board of Vocational Nurse Examiners (Board) shall not license such a person and shall, upon conviction of a felony, suspend or revoke the license of a person previously licensed. Applicants convicted of a misdemeanor offense, and those convicted of a felony offense not related to the duties and responsibilities of a vocational nurse, will be qualified for consideration for licensure, and must submit sufficient documentation to clearly explain the nature and circumstances of the conviction.

Applicants who have been treated for a psychiatric occurrence within the past three (3) years must submit a written explanation and certified copies of the Judicial Commitment Orders (if applicable) and Hospital Admission/Discharge Summaries. Documentation should also be provided to indicate that they are presently in good mental health. Applicants who have engaged in the intemperate use of drugs or alcohol within the past three (3) years must submit a written explanation and documentation relative to their circumstances and related convictions/treatment. Documentation of participation/completion of a drug or alcohol rehabilitation program, and/or a current status report from their AA/NA sponsor verifying applicant's current support group attendance, will be necessary.

<b>FIRST SEMESTER</b>				<b>SCH</b>
—	VNSG	1402	Applied Nursing Skills I	4
—	VNSG	1304	Foundations of Nursing	3
—	VNSG	1329	Medical-Surgical Nursing I	3
—	VNSG	1363	Clinical	3
—	BIOL	2404	The Human Body	4
				<b>17</b>
<b>SECOND SEMESTER</b>				
—	HITT	1305	Medical Terminology	3
—	VNSG	1331	Pharmacology	3
—	VNSG	1432	Medical-Surgical Nursing II	4
—	VNSG	2461	Clinical	4
—	MATH	110	Mathematics for Allied Health	0
				<b>14</b>
<b>THIRD SEMESTER</b>				
—	VNSG	1330	Maternal-Neonatal Nursing	3
—	VNSG	2331	Advanced Nursing Skills	3
—	VNSG	1219	Professional Development	2
—	VNSG	2361	Clinical	3
				<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>42</b>

# Pipefitting

## Associate of Applied Science in Pipefitting Technology - Tech Prep

Upon successful completion of this tech prep program students will have entry-level employment skills.

FIRST SEMESTER			SCH
___	PFPB	2347 Plumbing and Pipefitting Equipment and Safety	3
___	PFPB	1408 Introduction to Pipefitting	4
___	TECM	1349 Technical Math Applications	3
___	<b>ITSC</b>	<b>1309 Integrated Software Applications I</b>	<b>3</b>
___	----	<b>Natural Science</b>	<b>4</b>
			<b>17</b>
SECOND SEMESTER			
___	PFPB	1305 Basic Blueprint Reading for Pipefitter and Plumber	3
___	PFPB	2401 Pipe Fabrication and Installation I	4
___	SPCH	<b>1315 Principles of Public Speaking</b>	<b>3</b>
___	ENGL	<b>1301 English Composition I</b>	<b>3</b>
___	----	<b>Humanities/Fine Arts</b>	<b>3</b>
			<b>16</b>
THIRD SEMESTER			
___	PFPB	2408 Piping Standards and Materials	4
___	PFPB	2338 Blueprint Reading for Pipefitters	3
___	PFPB	2441 Pipe Fabrication and Installation II	4
___	ENGL	<b>1302 English Composition II</b>	<b>3</b>
		<i>or</i>	
___	ENGL	<b>2311 Technical Writing</b>	<b>3</b>
___	----	Elective	3
			<b>17</b>
FOURTH SEMESTER			
___	PFPB	2343 Pipe Practices	3
___	----	<b>Social /Behavioral Science</b>	<b>3</b>
___	PFPB	1449 Field Measuring, Sketching and Layout	4
___	----	Elective	3
			<b>13</b>
<b>Total Semester Credit Hours for Degree</b>			<b>63</b>

## Certificate of Completion in Pipefitting Technology

The pipefitting curriculum is designed to provide the student with the opportunity to acquire the concepts and skills required for entry level employment.

FIRST SEMESTER			SCH
___	PFPB	2347 Plumbing and Pipefitting Equipment and Safety	3
___	PFPB	1408 Introduction to Pipefitting	4
			<b>7</b>
SECOND SEMESTER			
___	PFPB	1305 Basic Blueprint Reading for Pipefitter and Plumber	3
___	PFPB	2401 Pipe Fabrication and Installation I	4
			<b>7</b>
THIRD SEMESTER			
___	PFPB	2408 Piping Standards and Materials	4
___	PFPB	2338 Blueprint Reading for Pipefitters	3
___	PFPB	2441 Pipe Fabrication and Installation II	4
			<b>11</b>
FOURTH SEMESTER			
___	PFPB	2343 Pipe Practices	3
			<b>3</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>28</b>

Degree & Certificates



## Certificate of Completion in Pipefitter Helper

The pipefitting curriculum is designed to provide the student with the opportunity to acquire the concepts and skills required for entry level employment.

FIRST SEMESTER			SCH
___	PFPB	2347 Plumbing and Pipefitting Equipment and Safety	3
___	PFPB	1408 Introduction to Pipefitting	4
			<b>7</b>
SECOND SEMESTER			
___	PFPB	1305 Basic Blueprint Reading for Pipefitter and Plumber	3
___	PFPB	2401 Pipe Fabrication and Installation I	4
			<b>7</b>
THIRD SEMESTER			
___	PFPB	2338 Blueprint Reading for Pipefitters	3
			<b>3</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>17</b>

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

**+** Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Pre-Nursing

## Associate of Science in Natural Sciences

This degree concentration begins preparing students for a bachelor's degree in nursing. However, additional courses beyond those required for the AS degree may be needed to place students at the junior level or meet prerequisites for their program. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	----	----	Humanities: Other	3
___	MATH	1414	College Algebra (or more advanced)	4
___	BIOL	2401	Human Anatomy and Physiology I	4
___	COSC	1301	Microcomputer Applications	3
				17
SECOND SEMESTER				SCH
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	3
___	BIOL	2402	Human Anatomy and Physiology II	4
___	PSYC	2301	Introduction to Psychology	3
___	CHEM	1405	Introductory Inorganic Chemistry	4
				17

THIRD SEMESTER				SCH
___	GOVT	2301	American Government I	3
___	BIOL	2421	Microbiology	4
___	HIST	1302	History of the United States Since 1877	3
___	CHEM	1419	Introductory Organic Chemistry*	4
___	PSYC	2317	Statistics for Behavioral Sciences	3
___	KINE	----	Health, Wellness, Kinesiology	1
				18

FOURTH SEMESTER				SCH
___	----	----	Humanities: Visual/Performing Arts	3
___	GOVT	2302	American Government II	3
___	----	----	Communication: Other	3
___	BIOL	1322	Nutrition*	3
___	SOCI	1301	Introductory Sociology	3
				15

Total Semester Credit Hours for Degree 67

\* Not required at University of Texas School of Nursing at Galveston.

# Process Technology

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## Associate of Applied Science in Process Technology Tech Prep

FIRST SEMESTER				SCH
___	+	PTAC	1302 Introduction to Process Technology	3
___		PTAC	2410 Process Technology I - Equipment	4
___		ENGL	1301 English Composition I	3
___	+	ITSC	1309 Integrated Software Applications I	3
___		SCIT	1414 Applied General Chemistry I	4
				17
SECOND SEMESTER				SCH
___		PTAC	1308 Safety, Health, and Environment I	3
___		PTAC	2420 Process Technology II - Systems	4
___		MATH	---- Math Elective*	3-4
___		----	Natural Science	4
				14/15
THIRD SEMESTER				SCH
___		PTAC	2346 Process Troubleshooting	3
___		PTAC	1352 Process Instrumentation I	3
___		SPCH	1315 Principles of Public Speaking	3
___		ENGL	1302 English Composition II	3
			or	
___		ENGL	2311 Technical Writing	3
___		PHYS	---- Physics Elective **	4
				16

FOURTH SEMESTER				SCH
___	BO	PTAC	2438 Process Technology III - Operations	4
___		PTAC	2314 Quality	3
___		----	Social/Behavioral Science	3
___		----	Humanities/Fine Arts	3
				13

Total Semester Credit Hours for Degree 60/61

## Certificate of Completion in Process Technology

FIRST SEMESTER				SCH
___		TECM	1341 Technical Algebra	3
___		SCIT	1414 Applied General Chemistry I	4
___		PTAC	1302 Introduction to Process Technology	3
___		PTAC	1308 Safety, Health and Environment I	3
___		PTAC	2410 Process Technology I - Equipment	4
				17

SECOND SEMESTER				SCH
___		PTAC	2420 Process Technology II - Systems	4
___		PTAC	1352 Process Instrumentation I	3
___		PTAC	2314 Quality	3
___	BO	PTAC	2438 Process Technology III - Operations	4
				14

Total Semester Credit Hours for Certificate 31

\*\* Physics electives PHYS 1401, 1402, 1405, 1407

\* Math electives MATH 1414, TECM 1341, or TECM 1349.

# Professional Office Technology

(formerly Office Technology)

## Associate of Applied Science in Professional Office Technology Tech Prep

All courses in the Professional Office Technology Certificate Program apply toward the two-year Associate of Applied Science Degree in Professional Office Technology. The associate of applied science degree is designed to provide students the opportunity to complete a more general education.

This general secretarial program equips students with the essential office skills and general education needed to work in an office. Students receive training in keyboarding, word processing, spreadsheet applications, data base applications, and presentation software. Also, spelling, grammar, proofreading, filing, accounting, electronic calculating skills, and interpersonal skills are improved. The core courses which are integrated into the program provide students with a well-rounded education that employers value.

Applicants are encouraged to speak with a Professional Office Technology coordinator prior to registration by calling the Division Secretary (281) 425-6511.

FIRST SEMESTER				SCH
___	POFT	1302	Business Communications I	3
___	POFT	1309	Administrative Office Procedures I	3
___	POFT	1321	Business Math	3
___	POFT	1120	Job Search Skills	
	POFT	1106	Diversity in the Workplace	
			<i>or</i>	
___	POFT	1127	Introduction to Keyboarding	1
___	POFI	2301	Word Processing	3
___	----	----	<b>Humanities/Fine Arts</b>	3
				16

SECOND SEMESTER				SCH
___	ENGL	1301	<b>English Composition I</b>	3
___	+	POFT	2301 Document Formatting and Skillbuilding	3
___	+	POFT	1349 Administrative Office Procedures II	
	POFT	1364	Practicum (or Field Experience) - Administrative Assistant/Secretarial Science	3
___	POFT	2312	Business Communications II	3
___	----	----	<b>Social/Behavioral Science</b>	3
				15

THIRD SEMESTER				SCH
___	ENGL	1302	<b>English Composition II</b>	
			<i>or</i>	
___	ENGL	2311	<b>Technical Writing</b>	3
___	POFT	2333	Advanced Document Formatting & Skillbuilding	3
___	POFT	1365	Practicum (or Field Experience) - Administrative Assistant/Secretarial Science	
			<i>or</i>	
___	POFI	2331	Desktop Publishing for the Office	3
___	+	POFI	<b>Computer Applications I</b>	4
___	----	----	<b>Oral Communication</b>	3
				16

FOURTH SEMESTER				SCH
___	----	----	<b>Natural Science/Math</b>	4
___	POFT	2331	Administrative Systems	
			<i>or</i>	
___	POFT	2364	Practicum (Field Experience) - Administrative Assistant/Secretarial Science	3
___	POFI	1349	Spreadsheets	3
___	ACNT	1303	Introduction to Accounting I	3
___	POFI	1341	Computer Applications II	3
				16

**Total Semester Credit Hours for Degree** 63

Degree & Certificates



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

Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Professional Office Technology

## Certificates of Completion in Office Assistant, Administrative Assistant, and Administrative Specialist

The Professional Office Technology certificate programs are designed to prepare individuals for office careers. Students who are enrolled in the Office Assistant Certificate and demonstrate employable skills may be eligible for the opportunity to interview in business offices in Baytown and surrounding communities as jobs become available. Students may receive on-the-job training at prevailing wages while attending classes. Students also receive college credit for their work in a business office. Students interested in job placement should register for POFT 1120.

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is a prerequisite for POFT 2301 and POFI 1401. POFT 1329 should be taken before taking these two courses if the student's typewriting speed is less than 30 words per minute.

## Certificate of Completion in Office Assistant

FIRST SEMESTER				SCH
___	POFT	1302	Business Communications I	3
___	<b>POFT</b>	1309	Administrative Office Procedures	3
___	POFT	----	Keyboarding *	3
___	POFI	2301	Word Processing	3
___	POFT	1321	Business Math	3
___	POFT	1120	Job Search Skills	
			<i>or</i>	
___	POFT	1106	Diversity in the Workplace	1
<b>100</b>	<b>Total Semester Credit Hours for Certificate</b>			<b>16</b>

\* Student may enroll in either POFT 1329 or POFT 2301

## Certificate of Completion in Administrative Assistant

FIRST SEMESTER				SCH
___	POFT	1302	Business Communications I	3
___	POFT	1309	Administrative Office Procedures I	3
___	POFT	2301	Document Formatting and Skillbuilding	3
___	POFI	2301	Word Processing	3
___	POFT	1321	Business Math	3
___	POFT	1120	Job Search Skills	
			<i>or</i>	
___	POFT	1106	Diversity in the Workplace	1
				<b>16</b>
SECOND SEMESTER				
___	<b>POFT</b>	1349	Administrative Office Procedures II	
			<i>or</i>	
___	<b>POFT</b>	1364	Practicum (Field Experience) - Administrative Assistant/Secretarial Science	3
___	POFI	1401	Computer Applications I	4
___	POFT	2333	Advanced Document Formatting and Skillbuilding	3
___	POFT	2312	Business Communications II	3
				<b>13</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>29</b>

## Certificate of Completion in Administrative Specialist

FIRST SEMESTER				SCH
___	POFT	1302	Business Communications I	3
___	POFT	1309	Administrative Office Procedures I	3
___	POFT	2301	Document Formatting and Skillbuilding	3
___	POFI	2301	Word Processing	3
___	POFT	1321	Business Math	3
___	POFT	1120	Job Search Skills	
			<i>or</i>	
___	POFT	1106	Diversity in the Workplace	1
				<b>16</b>
SECOND SEMESTER				
___	POFT	1349	Administrative Office Procedures II	
			<i>or</i>	
___	POFT	1364	Practicum (or Field Experience) - Administrative Assistant/Secretarial Science	3
___	POFI	1401	Computer Applications I	4
___	POFT	2333	Advanced Document Formatting and Skillbuilding	3
___	POFT	2312	Business Communications II	3
				<b>13</b>
THIRD SEMESTER				
___	<b>POFT</b>	2331	Administrative Systems	
			<i>or</i>	
___	<b>POFT</b>	1365	Practicum (or Field Experience) - Administrative Assistant/Secretarial Science	3
___	POFI	2331	Desktop Publishing for the Office	3
___	POFI	1349	Spreadsheets	3
___	POFI	1341	Computer Applications II	3
				<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>41</b>

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

**+** Students completing high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.

# Professional Writing

## Associate of Science in Professional Writing

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	----	----	Natural Science	4
___	COMM	2305	Business Publication Design	3
___	COSC	1301	Microcomputer Applications	3
				16
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	ENGL	2311	Technical Writing	3
___	ENGL	2189 L	Legal Writing	
			<i>or</i>	
___	ENGL	2189 F	Feature Writing	1
___	----	----	Natural Science	4
___	----	----	Social/Behavioral Science: Other	3

### THIRD SEMESTER

___	GOVT	2301	American Government I	
			<i>or</i>	
___	GOVT	2302	American Government II	3
___	SPCH	----	Speech	3
___	MATH	----	Mathematics	4
___	----	----	Humanities: Visual/Performing Arts	3
___	ENGL	2189 I	International Technical Communication	1
___	ENGL	2189 -	Elective	1
				15

### FOURTH SEMESTER

___	GOVT	2301	American Government I	
			<i>or</i>	
___	GOVT	2302	American Government II	3
___	----	----	Humanities: Other	3
___	KINE	----	Health, Wellness, Kinesiology	1
___	COMM	2389	Professional Writing Internship	3
___	ENGL	2315	Advanced Technical Writing	3
				13

Total Semester Credit Hours for Degree 61

Degree & Certificates

## Social Sciences 101

## Associate of Arts in Social Sciences

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	----	----	Natural Science	4
___	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
___	MATH	1332	Math for Liberal Arts I	3-4
___	COSC	1301	Microcomputer Applications	3
				16/17
SECOND SEMESTER				
___	ENGL	1302	English Composition II	3
___	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
___	HIST	2301	History of Texas	3
___	----	----	Natural Science	4
___	SPCH	1315	Principles of Public Speaking	3
___	----	----	Elective	3
				16

### THIRD SEMESTER

___	GOVT	2301	American Government I	3
___	----	----	Humanities: Visual/Performing Arts	3
___	ENGL	----	Literature	3
___	SOCI	1301	Introductory Sociology	3
___	PSYC	2301	Introduction to Psychology	3
___	KINE	----	Health, Wellness, Kinesiology	1
				16

### FOURTH SEMESTER

___	GOVT	2302	American Government II	3
___	----	----	Humanities: Other	3
___	----	----	Social Science	3
___	----	----	Social Science	3
___	ECON	----	Economics 2301 or 2302	3
				15

Total Semester Credit Hours for Degree 63/64

# Spanish

## Associate of Arts in Spanish

This degree is designed for students majoring in Spanish who plan to seek a bachelor of arts degree. Those beginning at a higher level of language proficiency may choose electives to complete their degree. Within the basic core curriculum options, students should select courses that are applicable to their major at their selected transfer university. Sequences available are pending enrollment.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	----	----	Social/Behavioral Science: Other	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States Since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	SPAN	1411	Beginning Spanish	4
				13

SECOND SEMESTER				SCH
—	ENGL	1302	English Composition II	3
—	MATH	1414	College Algebra <i>or</i>	
	MATH	1332	Math for Liberal Arts I	3-4
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States Since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	1412	Intermediate Spanish	4
—	KINE	----	Health, Wellness, Kinesiology	1
—	----	----	Elective outside of one's major	3
				17/18

### THIRD SEMESTER

—	----	----	Humanities: Other	3
—	GOVT	2301	American Government I	3
—	----	----	Natural Science	4
—	COSC	1301	Microcomputer Applications	3
—	SPAN	2311	Spanish: Reading, Conversation, Composition and Grammar Review	3
				16

### FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4
—	----	----	Humanities: Visual/Performing Arts	3
—	----	----	Communications: Other	3
—	SPAN	2312	Spanish: Reading, Conversation, Composition and Gammar Review	3
				16

**Total Semester Credit Hours for Degree** **62/63**

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

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



## Associate of Science in Transfer

This degree plan is intended for students who are seeking to transfer to a university and who would like to earn a degree. It includes the core curriculum and fifteen elective credits. The elective credits should be chosen from degree requirements at the university. Students should always work closely with a Lee College counselor and an advisor from the university when selecting courses.

<b>FIRST SEMESTER</b>				<b>SCH</b>
—	ENGL	1301	English Composition I	3
—	MATH	1414	College Algebra (or higher)	4
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States Since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	COSC	1301	Microcomputer Applications	3
—	----	----	Elective *	3
				<b>16</b>
<b>SECOND SEMESTER</b>				
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States Since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Social/Behavioral Science	3
—	KINE	----	Health, Wellness, Kinesiology	1-3
—	----	----	Elective *	3
				<b>13/15</b>
<b>THIRD SEMESTER</b>				
—	----	----	Communications: Other	3
—	----	----	Natural Science	4
—	GOVT	2301	American Government I	3
—	----	----	Humanities: Other	3
—	----	----	Elective *	3
				<b>16</b>
<b>FOURTH SEMESTER</b>				
—	----	----	Natural Science	4
—	GOVT	2302	American Government II	3
—	----	----	Humanities: Visual/Performing Arts	3
—	----	----	Elective	3
—	----	----	Elective	3
				<b>16</b>
Total Semester Credit Hours for Degree				<b>61/63</b>



\* The three electives must be from the same concentration area.

# Visual Arts

## Associate of Arts in Visual Arts

This curriculum is designed for those who want to earn an associate degree at Lee College. Students seeking a bachelor of arts degree may want to take courses to meet the freshman art core (ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317), recommended by the Texas Association of Schools of Arts, as well as courses in painting, sculpture, ceramics and photography. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection and prerequisites for their program.

FIRST SEMESTER				SCH
—	ARTS	1303	Art History I	
			<i>or</i>	
—	ARTS	1304	Art History II	3
—	ARTS	1311	Design I *	3
—	ARTS	1316	Drawing I	3
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
—	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
				15

SECOND SEMESTER				SCH
—	ARTS	1303	Art History I	
			<i>or</i>	
—	ARTS	1304	Art History II	3
—	----	----	Humanities: Other	3
—	ARTS	1317	Drawing II	3
—	ENGL	1302	English Composition II	3
—	----	----	Natural Science	4
				16

### THIRD SEMESTER

—	ARTS	----	Art Elective	3
—	----	----	Humanities: Visual/Performing Arts	3
—	GOVT	2301	American Government I	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
—	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
—	----	----	Communication: Other	3
—	----	----	Social/Behavioral Science: Other	3
—	KINE	----	Health, Wellness, Kinesiology	1
				19

### FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	COSC	1301	Microcomputer Applications	3
—	----	----	Natural Science	4
—	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
—	MATH	1332	Math for Liberal Arts I	3-4
—	ARTS	----	Art Elective	3
				16/17
Total Semester Credit Hours for Degree				66/67

\* Offered every other year.

# 104 Visual Arts: Imaging

## Associate of Arts in Visual Arts: Imaging

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
—	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	ARTS	1316	Drawing I	3
—	ARTS	1311	Design I *	
			<i>or</i>	
—	ARTS	2313	Communication Design I	3
—	ARTS	1303	Art History I	3
				16

SECOND SEMESTER				SCH
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
—	HIST	1302	History of the United States Since 1877	
			<i>or</i>	
—	HIST	2301	History of Texas	3
—	----	----	Communications: Other	3
—	COSC	1301	Microcomputer Applications	3
—	ARTS	2314	Communications Design II	3
—	ARTS	----	Elective	3
				18

### THIRD SEMESTER

—	GOVT	2301	American Government I	
			<i>or</i>	
—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4
—	----	----	Social/Behavioral Science: Other	3
—	ARTS	2351	Imaging I	3
—	ARTS	----	Elective	3
				16

### FOURTH SEMESTER

—	GOVT	2301	American Government I	
			<i>or</i>	
—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4
—	----	----	Humanities: Other	3
—	MATH	1414	College Algebra (or more advanced)	
			<i>or</i>	
—	MATH	1332	Math for Liberal Arts I	3-4
—	ARTS	2352	Imaging II	3
				16/17
Total Semester Credit Hours for Degree				66/67

\* Offered every other year.

## Associate of Applied Science in Welding Technology Tech Prep

Upon successful completion of this tech prep degree plan, students will have entry level employment skills.

FIRST SEMESTER				SCH
___	+	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
___		WLDG 1313	Introduction to Blueprint Reading for Welders	3
___		TECM 1341	Technical Algebra	3
___		<b>ENGL 1301</b>	<b>English Composition I</b>	3
___		WLDG 1323	Welding Safety, Tools, and Equipment	3
				<b>16</b>
SECOND SEMESTER				
___	+	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
___		WLDG 1337	Introduction to Metallurgy	3
___		TECM 1349	Technical Math Applications	3
___		<b>ENGL 2311</b>	<b>Technical Writing</b>	3
___		----	<b>Natural Science/Mathematics</b>	4
				<b>17</b>
THIRD SEMESTER				
___		WLDG 1435	Introduction to Pipe Welding	4
___		WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
___		WLDG 2355	Advanced Welding Metallurgy	3
___	+	<b>ITSC 1309</b>	<b>Integrated Software Applications I</b>	3
___		----	<b>Humanities/Fine Arts</b>	3
				<b>17</b>
FOURTH SEMESTER				
___		WLDG 2453	Advanced Pipe Welding	4
___		WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
___		<b>SPCH 1315</b>	<b>Principles of Public Speaking</b>	3
___		----	<b>Social/Behavioral Science</b>	3
___		----	Elective	3
				<b>17</b>
<b>Total Semester Credit Hours for Degree</b>				<b>67</b>

## Certificate of Completion in Welding Technology

The welding curriculum is designed to provide the student with the opportunities to acquire basic concepts and manipulative skills for entry-level employment.

FIRST SEMESTER				SCH
___		WLDG 1313	Introduction to Blueprint Reading for Welders	3
___		WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
___		WLDG 1323	Welding Safety, Tools, and Equipment	3
				<b>10</b>
SECOND SEMESTER				
___		WLDG 1337	Introduction to Metallurgy	3
___		WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
___		WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
				<b>11</b>
THIRD SEMESTER				
___		WLDG 1435	Introduction to Pipe Welding	4
___		WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
				<b>8</b>
FOURTH SEMESTER				
___		WLDG 2453	Advanced Pipe Welding	4
___		WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>37</b>

## Certificate of Completion in Welding Inspection Technology

This welding curriculum is designed to provide the student with the opportunities to acquire the basic technical knowledge for entry-level employment as a welding quality control or visual welding inspector.

FIRST SEMESTER				SCH
___		WLDG 1313	Introduction to Blueprint Reading for Welders	3
___		WLDG 1337	Introduction to Metallurgy	3
___		NDTE 1301	Film Interpretation of Weldments	3
___		NDTE 1310	Liquid Penetrant/Magnetic Particle Testing	3
				<b>12</b>
SECOND SEMESTER				
___		WLDG 2355	Advanced Welding Metallurgy	3
___		WLDG 2411	Preparation for Welding Inspection Certification	4
___		WLDG 2331	Advanced Blueprint Interpretation and Cost Analysis	3
___		WLDG 1491	Special Topics in Welder/Welding Technologist: API Code Preparation	4
___		WLDG 1327	Welding Codes	3
				<b>17</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>29</b>



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

Students completing a high school Tech Prep program will receive credit for indicated courses.

Core curriculum courses are shown in bold type.