LEE COLLEGE 2025–2026
CATALOG

For the latest version of the catalog, please visit the Lee College website.

Overview

Our Mission

Lee College is a caring community of teachers and learners focused on creating the ideal student experience, which includes looking beyond stereotypes to ensure that all students have what they need to be successful; innovating to build holistic pathways that support student success; providing the highest quality instruction for transfer courses and workforce programs; and supporting the greater community and generations of Lee College graduates with professional development and community education opportunities.

Our Vision

New students will immediately feel that they belong at Lee College regardless of their background. They will feel fully supported as they transition into being a college student. Current students will feel that they can be their true selves, be a full member of the college community, and access all the opportunities Lee College has to offer. Students who recently completed a degree or certificate will feel fully supported in their transition into a career or a four-year college or university, and they will experience success because of the excellent instruction and life experiences that Lee College provided. College employees will be recognized for their contributions, valued as people, and given opportunities for professional growth and career advancement. Employers will seek Lee College graduates because of the high quality of their education and training. Lee College will have close, mutually beneficial agreements with partner institutions to create efficient educational pathways that lead to rewarding careers with family-sustaining wages, and the college's success will be clearly communicated with data and narratives. Stakeholders will support the college's mission because they understand the powerful positive impact Lee College has on our service area.

Statement of Caring Community

We share a common purpose: **We are all educators.** All Lee College employees share the responsibility to be educators. Everyone has opportunities to share knowledge and promote the growth of others. The Quality Service Standards provide a decision-making framework empowering all employees to uphold the shared purpose of being an educator in all circumstances. We build a caring community to achieve this purpose by following these standards:

- **Safety:** Our first concern is safety. When we become aware of an unsafe situation, we will immediately apply procedures and training to take action to resolve the situation.
- **Courtesy:** Safety and Courtesy are prerequisites to engaging with each other as members of a caring community. Therefore, at every touch-point, we will demonstrate respect, make others feel welcome, and guide others to appropriate resources.
- **Well-Being:** We care about each other as people, so we are empathetic to everyone's needs and purposes by reading their social cues, being an active listener, and responding in an appropriate manner to help them when they are in need.
- **Growth:** As a community of educators, we are both teachers and learners. We help each other grow intellectually, professionally, and personally by breaking barriers and equipping them with the necessary tools.
- **Efficiency:** As responsible stewards of public tax dollars, private donations, and the tuition paid by our students, we seek to develop and implement policies and procedures that maximize productivity and make the best use of available resources.

Expanding Opportunities Statement

Lee College commits to creating and sustaining an environment that looks beyond stereotypes and enables all students to see and pursue opportunities they previously could not imagine. Our goal is for students, staff, faculty, and administration to grow and achieve their personal and educational potential. We recognize that our community comes from diverse backgrounds and that our student population enters the College at different starting points. We are committed to closing educational gaps and opening opportunities, especially for those students who have had the fewest opportunities prior to coming to Lee College. We will achieve this by accounting for multidimensional perspectives and directing resources and access to meet individualized needs. Operating through a lens that looks beyond stereotypes and focuses on addressing individual needs and expanding opportunities is central to the College's mission of creating a holistic ideal student experience.

Equal Education Opportunity Statement

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

For information regarding student rights or appeal procedures, refer to Tuition, Fees, and Financial Aid and Student Life Opportunities, Services, and Policies, or contact the Office of the A.V.P. of the Huntsville Campus, Lee College, 168 C Colonel Etheredge Blvd., Huntsville, TX 77340, or call 936-291-0452.

Declaración de Igualdad en la Educación

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

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

Accreditation

Lee College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Lee College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lee College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website http://www.sacscoc.org.

Lee College Academic Calendar 2025-2026

Fall Semester 2025

August	18-22	Professional Development Week
	25	Classes Begin
September	1	Labor Day (College Closed)
	10	Day of Record (16-week classes)
October	20	Second 8-week session begins
	28	Spring Registration Opens for All Students
November	26-30	Thanksgiving Holidays (College Closed)
December	8-11	Final Exams
	11	Associate Degree Nursing Pinning
	12	Grades Due/Fall Diploma Date
	13	Fall Commencement
	15	Holiday College begins
		(Dates: Dec. 15-19, 22-24, 26, 29-Dec. 31)
	19	Last Day Offices Open
	20-1/4	Winter Break (Offices Closed)

Spring Semester 2026

January	5	Offices Open
	5-9	Professional Development Week
	12	Classes begin
	19	Martin Luther King Day (College Closed)
	28	Day of Record (16-week classes)
March	9-15	Spring Break
	16	Second 8-week session begins
April	3	Good Friday Holiday (College Closed)
	7	Summer & Fall Registration opens for all students
May	4-7	Final Exams
	7	Associate Degree Nursing Pinning
	8	Grades Due/Spring Diploma Date
	9	Spring Commencement

Summer Semester 2026

May	11	May Mini Session begins (Runs through May 29)
	11	Cosmetology begins (Runs through August 9)
	25	Memorial Day Holiday (College Closed)
June	1	Summer 1 classes begin
	19	Juneteenth Holiday (College Closed)
July	2	Final Exams (Summer 1, 5-week classes)
	3	Independence Day Holiday (College Closed)
	2	Grades Due (Summer 1, 5-week classes)
	6	Summer 2 classes begin
August	6	Final Exams (10-week & Summer 2, 5-week classes)

7 Grades Due (10-week & Summer 2, 5-week classes)

Temporary Closing/Cancellations

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

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

Dates and times are subject to change. Please refer to the appropriate class schedule or log on to www.lee.edu for the current information.

Admission, Registration, and Enrollment

General Admission Policy

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

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

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

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

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

First-Time-In-College (FTIC)

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

Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Official transcripts should be received by Admissions & Records prior to enrollment, but students are typically given a one-semester grace period to get all official transcripts submitted (TSI exemptions and/or prerequisites may require that a transcript be received prior to enrollment). If extenuating circumstances exist, contact the Registrar.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce official test scores, transcripts, or other documentation prior to enrollment (see Texas Success Initiatives (TSI) Plan, below).

Transfer students occasionally enroll with the intent of applying the credits they earn at Lee College to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they apply for admission.

Students Enrolled in Accredited High Schools

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

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

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

Impact Early College High School and Stuart Career Tech High School students should meet with their high school advisor to determine the number of college classes taken each semester. More information on the Goose Creek Consolidated Independent School District's Impact Early College High School and Stuart Career Tech High School can be found at www.gccisd.net.

Students Enrolled in "Homeschooling"

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

International Students

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

1. All admission materials must be received at least 45 days before the first class day of a given semester.
2. Most students must provide evidence of proficiency in the English language (Citizens of some English-speaking countries and those international students who have completed coursework in English may be exempt from this requirement); students may satisfy this requirement by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the Paper-Based Test (PBT), 197 on the Computer-Based Test (CBT), or 71 on the Internet-Based Version (IBT). On the (IELTS), a score of 5.5 or higher is required.
3. If the applicant completed high school outside the U.S., documentation of successful completion of secondary school will be required, and an official evaluation from a National Association of Credential Evaluation Services-approved agency may be required after initial review of secondary school documentation. Original copies of transcripts submitted to the College by the student may not be available for return to the student.
4. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by Lee College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
5. Students must provide proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies, and living expenses as calculated by the College) as well as a letter pledging support from the sponsor (if the statement is not in the student's name) are required. Additionally, an I-134 Affidavit of Support will be required if the sponsor lives in the United States.

Individual Approval Admission

Individual Approval (IA) admission status is available to college applicants who have not graduated from accredited high schools, do not have GED certificates, and do not have transferable credits from higher education institutions. The IA admission policies also provide for students who are (or were) homeschooled. Under these provisions, students who enter the College may be restricted to certain classes and/or sections

Enrollment for Personal Enrichment

Students not pursuing certificates or degrees and not earning credits for transfer to other institutions may enroll at the college for "personal enrichment." Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal-Enrichment/Recreation & Fitness).

Documents needed for Admission to the College

Application for Admission

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below, if requested. Returning and former students who were not enrolled in the past year must also update their Application for Admission and, if requested, their residency information. Applications for Admission may be submitted at www.applytexas.org.

Establishing Residency Status

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

Official Transcripts

High school graduates who have graduated from high school in the last five years must provide an official high school transcript (showing graduation date). Transfer students must provide official transcripts from all colleges previously attended and an official high school transcript if high school graduation occurred in the last five years. It is preferable that official high school and college transcripts be sent electronically directly from the generating institutions, but they can be mailed or brought in person to Admissions & Records in sealed envelopes. GEDs earned in Texas will be verified by Lee College, when possible; students who earned GEDs in other states must request that official GED transcripts be sent to Lee College. Registration may be blocked until official transcripts are received, particularly for transfer students. Students must request and pay any fees to obtain these documents. Transcripts submitted to the College will not be returned to the student.

Immunization Requirements

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

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

At the time this catalog was released, the meningitis vaccination requirement affect most students under age 22, but there are some exceptions, and there are exemption options. Students are directed to the Admissions page of the Lee College website, www.lee.edu/admissions, for information.

Registering For Credit

Steps to register:

- Complete the application process online at www.applytexas.org.
- Determine the need for testing.
- New students to Lee College (both First-time-in-college (FTIC) and transfer students) must meet with an advisor to discuss their degree plan, course options, and review test results. After this meeting, students will be able to register for class. All first-time-in-college and transfer students must complete New Student Orientation. This includes students who have completed high school dual credit classes.
- Once registered, payment deadlines must be met either in full, with an approved payment plan, or with approved financial aid awards.
- Any holds for documents or information needed to complete an admission file or any funds or items owed to the College must be cleared prior to registration.

Student Class Load

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

Maximum load: Students may enroll for as many as 16 SCHs each long semester or 6 SCHs each summer session. Students may only enroll in 3 SCHs during a holiday or mini session.

Approval to exceed maximum load: Students who wish to enroll for more than 16 SCHs during the long semester or more than 6 SCHs each (5-week) summer session must meet with their advisor. The advisor will provide relevant information to the Associate Vice President, Academic Affairs, for approval/denial. These credit hours include simultaneous enrollment at other institutions for part or all of a term. If the simultaneous enrollment includes online learning classes, proctored examinations must be taken in the Lee College Testing Center unless another location and proctor are approved in advance by either the Associate Vice President, Academic Affairs, or the Associate Vice President, Student Services. If the overload was not pre-approved, external credits resulting in overloads may not be applied to a student's degree plan.

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

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

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

Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, students

should contact Advising & Transfer Programs for assistance with adding courses and/or making schedule changes. See limits on class load, Student Life Opportunities, Services, and Policies.

Dropping classes:

Students are responsible for dropping classes. State-mandated refund policies and drop deadlines appear on the college website. For questions regarding dropping classes, please reach out to the Admissions & Records office (admissions@lee.edu).

Course Prerequisites

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

Procedures for the Validation of High School Completion Providers

Financial Aid Eligibility

According to the 2024 - 2025 Federal Student Aid Handbook, a student must be qualified to study at the post-secondary level to receive Federal Student Aid (SFA) funds. A student qualifies if he/she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate;
- has completed secondary school education in a homeschool setting.
    - when they receive instruction "under the direction of a parent or parents or one standing in parental authority in or through the child's home," with a "curriculum" that is taught in a "bona fide" manner, which means in "good faith, not a sham or subterfuge." {Texas Educ. Agency v. Leeper, 893 S.W.2d 432 (Tex. 1994)}
- has met the requirements under the Ability-to-Benefit (ATB) criteria:
    - Did not earn a high school diploma or GED but was enrolled in an eligible educational program of study before July 1, 2012, under either the Ability-to-Benefit test or credit hour standards.
    - Does not have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, but meets the requirements set forth by the House Amendment to the Senate Sect.309 December 9, 2014.

Furthermore, high school completion must be validated if:

- an institution has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education {34 C.F.R § 668.16 (p)}
- an institution has reason to believe the high school diploma is dubious-e.g., the college knows the student bought the diploma or transcript and was required to perform little or no work
- a student is flagged for Verification Tracking Group V4 or V5 by the Department of Education because of issues found pertaining to identity and/or high school completion status
    - *Custom Verification Group.* Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose.
    - *Aggregate Verification Group.* Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

High School Validation Committee

Purpose:

The purpose of the committee is to review high school completion providers to determine whether or not the provider is valid for the purpose of financial aid eligibility.

Responsibilities:

- Develop guidelines and criteria to review providers
- Review providers and determine validity
- Review process annually
- Attend meetings

Committee members:

Associate Vice President for Student Services

Associate Vice President for Academic Affairs

Registrar

Director of Financial Aid

Assistant Director of Financial Aid

Procedure

Cause for Review of High School Completion Providers:

For the purpose of determining financial aid eligibility, a high school completion provider will be reviewed for validity as a result of one of the following:

- A student self-identifies as a high school graduate on the LEE COLLEGE admissions application, selects the following means by which the credential was obtained, and types the provider's name rather than selecting from the list of approved providers for financial aid eligibility. The typed entry will be captured in a report that will be reviewed regularly by the Registrar in an effort to identify providers that may require evaluation by the committee:
    - Public/Private school outside the state of Texas - name of school typed in field by student (as opposed to selecting institution from drop-down menu)
    - Public/Private school outside of the country - name of school typed in field by student (as opposed to selecting institution from drop-down menu)
    - Other - name of school typed in field by student (as opposed to selecting institution from drop-down menu)
- A student indicates on the LEE COLLEGE application that he/she is not a high school graduate and later provides documentation from a high school completion provider that is not on LEE COLLEGE's list of approved providers for financial aid eligibility
- A student who "self-certified" on the FAFSA that he/she has a high school diploma by means of a diploma, GED, or Home Schooled is compared against the LEE COLLEGE admissions record and flagged for conflicting information under any of the following conditions:
    - student selects an invalid provider from the drop-down list on the LEE COLLEGE admissions application
    - student selects "other" on the LEE COLLEGE admissions application
    - student provides documentation from a high school completion provider that is not on LEE COLLEGE's list of approved providers for financial aid eligibility
- A student is flagged for Verification Tracking Group V4 or V5 by the Department of Education as a result of issues found pertaining to identity and/or high school completion status, and provides documentation from a high school completion provider that is not on LEE COLLEGE's list of approved providers for financial aid eligibility
- A student responds "other" on the FAFSA when asked if he/she possesses a high school diploma or equivalent and provides documentation from a high school completion provider that is not on LEE COLLEGE's list of approved providers for financial aid eligibility
- LEE COLLEGE staff has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education
- LEE COLLEGE staff has reason to believe the high school diploma is dubious-e.g., the college knows the student bought the diploma or transcript and was required to perform little or no work
- LEE COLLEGE staff have become aware of a school or educational provider with a judgment or adverse judicial finding based on fraudulent or insufficient accreditation
- External entities inquire about the acceptance of credentials from a provider by LEE COLLEGE for admission or financial aid purposes

Guidelines/Criteria for review of high school completion providers:

High School Completion Providers who are not already on the LEE COLLEGE approved provider list for the purpose of financial aid eligibility may be reviewed by the High School Validation Committee for validity utilizing the following guidelines/criteria:

1. Determine if any court judgments, administrative orders, or complaints have been filed against the provider by a state/federal government agency or consumer protection agency

    a. All schools and educational providers with any judgment or adverse judicial finding based on fraudulent or insufficient accreditation shall be placed on LEE COLLEGE's ineligibility list for financial aid, and entering and current students identified with such high school completion providers shall be ineligible for future disbursements of financial aid effective immediately, unless qualified under other eligibility criteria. All schools and educational providers with any judgment or adverse judicial finding based on fraudulent or insufficient accreditation, as confirmed by LEE College legal counsel, do not require committee review and will be acted upon as an invalid institution by the Registrar.

2. Determine valid accreditation or Home School with Parental Direction

    a. Providers found to be accredited by an appropriate agency, as confirmed by the Registrar, do not require committee review and will be acted upon as a valid provider.

    b. If the Registrar is unable to confirm the validity of the accreditation, the committee will review.

3. Determine valid homeschool as previously defined.

4. Review website

Action taken upon determination of validity:

If a provider is deemed valid for the purpose of financial aid eligibility, the provider will be added to the approved provider list and added to the drop-down box of high school completion providers on the LEE COLLEGE admissions application.

If a provider is deemed invalid for the purpose of financial aid eligibility, the provider will be added to the invalid provider list and added to the drop-down box of high school completion providers on the LEE COLLEGE admissions application.

Student notification:

If a student is found to have identified an invalid provider as the high school completion provider, the student will receive an automated email and a checklist item in the student management system informing them that, although they have been admitted, the HS completion provider is invalid for financial aid purposes. If seeking financial aid, the student will be provided information about other options (i.e., GED, ATB).

Texas Success Initiative Assessment (TSIA2)

The Texas Success Initiative Assessment aims to guide Texas colleges and universities determine whether first-time college students are ready for entry-level college coursework in English Language Arts Reading (ELAR) and Mathematics. Students who do not meet the college-ready standard of the TSIA must participate in developmental education before or with enrollment in college-level coursework. Developmental supports, such as co-requisite and non-course competency-based options, help students meet their academic and career goals. Students may be exempt from the TSI standards based on criteria established by the state (see below).

TSIA Exemptions

Not all incoming students need to take the TSI Assessment. Qualifying for a TSI Assessment exemption means enrolling in any entry-level college course without restrictions. You may be exempt from one or both sections if you have one or more of the following:

- SAT: (Revised for testing completed after March 2016) a minimum of 480 of the Evidenced-Based Reading and Writing, and a minimum of 530 on the math;
- ACT:
    - ACT administered prior to February 15, 2023: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
    - ACT administered on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt from the mathematics section of the TSI Assessment. There is no composite score.
- GED: A minimum score of 165 on Mathematical Reasoning and Reasoning Through Language Arts.
- Have a current College Prep Course exemption (Math and/or English Language Arts) from a local, participating school district or a Texas College Bridge exemption (Math and/or English Language Arts); these exemptions are typically good for two years from the point of successful completion.
- Have successfully completed college-level English and math courses;
- Have enrolled in a level-one certificate program (42 semester credit hours or fewer);
- Not seeking a degree or
- Have been - or currently are - in the military (honorably discharged, retired, or released from active duty on or after August 1, 1990).

Mandatory Pre-Assessment Activity (PAA)

Before taking the TSIA for the first time, all students must complete a state-mandated online Pre-Assessment Activity (PAA). The purpose of the PAA is to give students important information about the assessment to prepare them for the TSIA better. To complete the PAA:

- Students must create an account through the TSIA2 Study App: https://practice.accuplacer.org/login
- Choose: Texas Success Initiative 2.0 Pre-Assessment Activity (TSIA2-PAA)
- Start the activity and choose "Lee College" as the campus in which you plan to take the TSIA2
- In addition, the seven-digit Lee College Student ID will be required. After submitting the online Apply Texas application, students receive their ID by email from the Admissions office. Students may contact the Admissions Office at admissions@lee.edu for assistance retrieving the Lee College student ID.
- An email address will be required. This will allow receipt of a confirmation certificate for completing the PAA and may be used as proof of completion.

College Ready Scores

The following are the TSIA2 College-Ready Scores as set by the state:

- ELAR (Integrated Reading and Writing)
    - CRC score of 945-990 with an Essay of 5-8, or
    - CRC of 910-944 with a Diagnostic Level of 5-6 and an Essay of 5-8
- MATH
    - CRC score of 950-990, or
    - CRC score of 910-949 with a Diagnostic Level of 6

* **TSIA2 test scores will be valid for five years from the date the exam was met.**

Retaking the TSIA

Students may retake the TSIA at any time; however, it is strongly recommended that time be set aside for additional review. While there is no fee for initial testing of the TSIA, there is a charge of $15 per section for retesting.

TSIA Study Resources

- **Study Resources**: https://accuplacer.collegeboard.org/students/free-tsia2-pre-assessment-and-practice-resources
- **Learning Resources**: If students score below one or more college readiness benchmarks, the score report will include a Learning Locator Code (LLC), which gives the student free access to TSIA2 Learning Resources. TSIA2 Learning Resources is an online library with practice and instructional materials that specifically address the content areas of TSIA2 tests that need to be improved. Access to the entire library of TSIA2 Learning Resources is available at tsia2pearsonperspective.com.

Transfer Students and College Readiness

Transfer and dual-credit students who have completed equivalent C-Rule Coursework, as determined by Lee College, may use coursework to establish college readiness in ELAR and/or math. A grade of C or better is required.

- ELAR - HIST 1301, HIST 1302, ENGL 1301, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2331, GAME 2332, ENGL 2333, ENGL 2326, ENGL 2327, ENGL 2328, PSYC 2301, GOVT 2301, GOVT 2302, GOVT 2305, GOVT 2306, SOCI 1301
- Mathematics* - MATH 1332, MATH 1314, MATH 1414, MATH 1342, MATH 1442, MATH 2442, *Higher-level math courses also establish college readiness in Mathematics.
- Transfer students completing the highest level of developmental coursework are considered college-ready in the area(s) they have completed. In addition, if the transcript from another Texas institution notes a student as college-ready (TSI Complete or TSI Satisfied), that status will continue at Lee College.

Transfer students who cannot satisfy any or all parts of the TSIA through prior testing or coursework must be tested before enrollment, just as first-time college students.

For more information on exemptions or alternative college readiness standards, please contact the Advising and Transfer Programs at (counselor@lee.edu). More information can be found online through the Lee College Testing website at http://www.lee.edu/testing/tsi/.

Students with Disabilities

Students with disabilities who would like to request accommodations for the TSIA may contact the Access Center to identify themselves and provide necessary documentation as required. Submitted documentation will be reviewed to determine the appropriate accommodation(s) according to institutional policies and federal and state laws. For more information, contact the Access Center at 281-425-6217 or disability@lee.edu.

Learning Pathways Course Requirement

TSIA responsible first-time in college students pursuing an academic concentration must take EDUC 1200 - Learning Frameworks.

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

Registering for Non-Credit (NC)

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

Students who wish to register for non-credit may not do so before the first meeting of the class or classes that they wish to

audit. Audit enrollment may not be allowed in certain classes. To register for non-credit, students must obtain a non-credit registration form from the Admissions and Records Office and return it to that office with the instructor's signature.

Non-Degree Seeking Students

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

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

Credit by Examination and Placement into Advanced Classes

To recognize and award credit for prior learning, Lee College may approve a variety of alternatives to traditional credit by exam, including "cross credit" from continuing education coursework, portfolio development, and alternative forms of assessment. Academic advisors and the Admissions & Records office can provide details regarding these opportunities. For credit by exam approval, students should contact the department chair responsible for the subject area for which the exam would cover. The Associate Vice President, Academic Affairs must approve other credit for prior learning.

opportunities. For credit by exam approval, students should contact the department chair responsible for the subject area for which the exam would cover. Other credit for prior learning must be approved by the Associate Vice President, Academic Affairs.

Examination Availability

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

Credit for Advanced Placement (AP)

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

Credit for the International Baccalaureate (IB) Credential

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

CLEP and DSST Exams

Lee College accepts credit from the College Level Examination Program (CLEP) and the Dantes Subject Standardized Test (DSST). Both offer standardized tests that measure a person's knowledge of the material covered in introductory college courses. Students who score the established minimum score can receive college credit for the specific test area. The Lee College Testing Center is a certified testing center for CLEP. More information on CLEP tests available through the Lee College Testing Center can be found at lee.edu/testing/clep. More information on the DSST exam can be found on their website, www.getcollegecredit.com.

Departmental Exams

Departmental examinations are established by the departments within Lee College and are available for specific classes as determined by the department. Students should speak with the department or an advisor or counselor concerning what classes are currently available for departmental exams. Students may obtain the application form for these examinations from the Admissions and Records Office and schedule the examinations through the appropriate department. The fee for departmental examinations must be paid in advance.

Credit Limitations

Students may receive a maximum of 30 SCH through credit by examination. Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors (see Awarding Credits below, General Graduation Requirements, and Graduation with Honors, below).

Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I,""W," and "F" Examinations may not be taken for any course for which the

examination is a course prerequisite or for courses in which a student is currently enrolled or has already received credit. Prerequisites are found under "Course Descriptions".

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

Awarding Credits

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the Instructional Deans or the Vice President of Instruction, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.
2. Before credit will be posted on student transcripts, official copies of AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
3. Credit by examination through departmental examinations, AP, or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is $10 per credit hour.
4. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
5. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Administrative Technology Program or the Chair of the Business Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of $10 per credit hour when the credit is posted to their transcripts.
6. Students in the Safety Technology and Process Technology degree plans who wish to receive credit for OSHA 30, First Aid/CPR, specific NCCER certificates, and HAZWOPER 40 must submit current documentation to the Process Technology Department. If granted, the credits apply to OSHT 1307, OSHT 1309, and/or EPCT 1301 / EPCT 1401. Students will be charged a fee of $10 per credit hour when the credit is posted to their transcripts.

Advanced Placement (AP) Credit Accepted by Lee College

AP EXAM	Course Credits at Lee College	Minimum Score for Credit	SCH
2-D Art & Design	ARTS 1311	3	3
3-D Art & Design	ARTS 1312	3	3
Drawing	ARTS 1316	3	3
Art History	ARTS 1303 + 1304	3	6
Music Theory	MUSI 1303	3	3
English Language & Composition	ENGL 1301	3	3
English Literature & Composition	ENGL 1302	3	3
Human Geography	GEOG 1303	3	3
Macroeconomics	ECON 2301	3	3
Microeconomics	ECON 2302	3	3
Psychology	PSYC 2301	3	3
U.S. Government & Politics	GOVT 2305	3	3
U.S. History	HIST 1301 + 1302	3	6
World History: Modern	HIST 2322	3	3
Calculus AB	MATH 2413	3	4
Calculus BC	MATH 2413 + 2414	3	8
Precalculus	MATH 2412	3	4
Statistics	MATH 1342	3	3
Biology	BIOL 1406	3	4
Biology	BIOL 1406 + 1407	4	8

Chemistry	CHEM 1411	3	4
Chemistry	CHEM 1411 + 1412	4	8
Environmental Science	ENVR 1401	3	4
Physics 1: Algebra-Based	PHYS 1401	3	4
Physics 2: Algebra-Based	PHYS 1402	3	4
Physics C: Electricity & Magnetism	PHYS 2426	3	4
Physics C: Mechanics	PHYS 2425	3	4
Spanish Language & Culture	SPAN 1411 + 1412	3	8
Spanish Literature & Culture	SPAN 1411 + 1412 + 2311	3	11

College Level Examination Program (CLEP)-Credit Accepted by Lee College

CLEP Exam	Course Credit at Lee College	Minimum Score for Credit	SCH
American Government	GOVT 2305	50	3
History of the United States I: Early Colonization to 1877	HIST 1301	50	3
History of the United States II: 1865 to the Present	HIST 1302	50	3
Human Growth and Development	PSYC 2314	50	3
Introductory Psychology	PSYC 2301	50	3
Introduction to Sociology	SOCI 1301	50	3
Principles of Macroeconomics	ECON 2301	50	3
Principles of Microeconomics	ECON 2302	50	3
College Composition (Not Modular)	ENGL 1301 & ENGL 1302	50	6
American Literature	ENGL 2327 & ENGL 2328	50	6
English Literature	ENGL 2322 & ENGL 2323	50	6
Humanities	HUMA 1301	50	3
Biology	BIOL 1406	50	4
Calculus	MATH 2413	50	4
Chemistry	CHEM 1411	50	4
College Algebra	MATH 1314	50	3
College Mathematics	MATH 1332	50	3
Precalculus	MATH 2412	50	4
Financial Accounting	ACCT 2401	50	4
Introductory Business Law	BUSI 2301	50	3
Principles of Management	BMGT 1327	50	3
Principles of Marketing	MRKG 1311	50	3
Spanish Language: Levels 1 and 2	SPAN 1411 & SPAN 1412	50	6

(subject to change)

Enrollment Into Special Programs

Nursing and Healthcare Programs Student Admission

Students in institutions of higher education enrolled in health-related courses (nursing or Cross Credit healthcare programs), which involve direct patient contact, must meet health requirements designated by clinical affiliate agreements. In addition, students must provide a current Texas driver's license, personal health insurance, and CPR certification. Students must pass drug testing and have a clear criminal background history.

Nursing students must meet the Texas Board of Nursing requirements for eligibility to enter nursing programs.

Admission to the Associate Degree Nursing Program is by application and is based on each candidate's personal and academic records. The processes for applying to the program is explained on the nursing program webpage.

Contact the Nursing Office for the most recent application and admission requirements.

The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, and more individual attention from instructors. More information and special admission requirements can be found on the Honors Program webpage.

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

General Honors Scholarships and American Studies Honors Scholarships are available through the Lee College Foundation. Please contact the Honors Office or the Lee College Foundation.

Honors Guidelines

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

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

1. Minimum ACT score of 26.
2. SAT scores of 1100 and above (verbal score of >500).
3. Nine or more hours of college-level work with a GPA of 3.5 or better.
4. Top 10% of the high school class rank.
5. Interview with and approval of the Honors instructor teaching the course and recommendation(s) from previous instructor(s).

Honors Courses

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

The Human Condition: Interdisciplinary Humanities and English Composition (HUMA 1301 or HUMA 1302 and ENGL 1301 or ENGL 1302)

History of the United States to 1877 (HIST 1301)

History of the United States since 1877 (HIST 1302)

Film Appreciation (DRAM 2366)

Principles of Public Speaking (SPCH 1315)

Federal Government (GOVT 2305)

Texas Government (GOVT 2306)

American Literature to 1860 (ENGL 2327)

American Literature: 1860 to Present (ENGL 2328)

American Studies is an interdisciplinary course combining US History and Government, offered in some Fall/Spring semesters.

Art History II (14th Century to the Present) (ARTS 1304)

Principles of Public Speaking (SPCH 1315)

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

Courses

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- ARTS 1312Ω - Design II (3-Dimensional) Credits: 3
- ARTS 1316Ω - Drawing I Credits: 3
- ARTS 1317Ω - Drawing II Credits: 3
- ARTS 2317Ω - Painting II Credits: 3
- ARTS 2323Ω - Life Drawing I Credits: 3
- ARTS 2326Ω - Sculpture I Credits: 3
- ARTS 2333Ω - Printmaking I Credits: 3
- ARTS 2346Ω - Ceramics I Credits: 3
- ARTS 2347Ω - Ceramics II Credits: 3
- ARTS 2348Ω - Digital Media Credits: 3

- ARTS 2356Ω - Photography I (Fine Art Emphasis) Credits: 3
- ARTS 2357Ω - Photography II (Fine Art Emphasis) Credits: 3
- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 2389Ω - Academic Cooperative Credits: 3
- BIOL 2421Ω - Microbiology Credits: 4
- BUSI 2301Ω - Business Law Credits: 3
- CHEM 1405Ω - Introductory Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- COSC 1301Ω - Introduction to Computing Credits: 3
- COSC 1436Ω - Programming Fundamentals I Credits: 4
- COSC 1437Ω - Programming Fundamentals II Credits: 4
- COSC 2325Ω - Computer Organization Credits: 3
- COSC 2436Ω - Programming Fundamentals III Credits: 4
- CRIJ 1306Ω - Court Systems and Practices Credits: 3
- CRIJ 2301Ω - Community Resources in Corrections Credits: 3
- CRIJ 2313Ω - Correctional Systems and Practices Credits: 3
- DAAC 1319Ω - Substance Related and Addictive Disorders Credits: 3
- DAAC 2380Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3
- DAAC 2343Ω - Current Issues Credits: 3
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2438Ω - Final Project-Advanced Drafting Credits: 4
- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- DRAM 2120Ω - Theatre Practicum III Credits: 1
- EDUC 1200 - Learning Frameworks Credits: 2
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- EDUC 2301Ω - Introduction to Special Populations Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- ENGL 23-- Sophomore Level English Courses
- ENVR 1401Ω - Environmental Science I Credits: 4
- GAME 2332Ω - Project Development I Credits: 3
- GAME 2334Ω - Project Development II Credits: 3
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Science Credits: 4
- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3
- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1302ΩΣ - Introduction to the Humanities II Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- KINE 1301Ω - Foundations in Kinesiology Credits: 3
- MUAP 2--- Applied Music (all sophomore major courses)
- MUSC 1331Ω - MIDI I Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 2311Ω - Music Theory III Credits: 3
- MUSI 2312Ω - Music Theory IV Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3
- PHIL 1304Ω - Introduction to World Religions Credits: 3
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4
- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- SOCI 1301Ω - Introductory Sociology Credits: 3
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Policies Regarding Credit, Grades, and Student Records

The Semester Credit Hour (SCH)

The unit of measure generally used for counting college credit is the Semester Credit Hour, or SCH. One SCH represents the work done in a typical class that has one hour (50 minutes) of in-class instruction per week for one semester (about 15 weeks) and assigns at least two hours of out-of-class work per week. A majority of classes have a credit value of three SCH, so they meet for three hours (150 minutes of instruction) each week and assign at least six hours of out-of-class work per week.

Classes in academic terms that are shorter than fifteen weeks will have more instructional minutes and more out-of-class work per week so that the total is equivalent to a course that meets for a full fifteen-week semester.

Classes that do not have a ratio of two hours out-of-class work for each hour of in-class instruction, such as laboratories, studio classes, hybrid courses, online (asynchronous) courses, clinical rotations, internships, etc., will require an equivalent amount of work for each SCH as classes that do have the 2:1 ratio.

The amount of work done in a class is measured not just by the number of minutes of instruction and out-of-class assignments, but by the learning outcomes that are achieved. The learning outcomes that are achieved in a traditional face-to-face course in a regular fifteen-week semester are the standard against which we measure the learning achieved in courses taught in other modalities, e.g., online, or in different time frames, e.g., an 8-week term.

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

Grades and Grade Points

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

Grade

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
U	0	Unsatisfactory
S		Satisfactory
P		Passing
I		Incomplete
NC		Non-Credit
W1		Student Initiated Drop*
W3		Administrative Withdrawal
W4		Student Withdrawal

*See drop explanations below

Grade Point Average (GPA)

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

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

Course	Grade	SCHs x GPs = GPA
BIOL 1406	B	4 x 3 = 12
ENGL 1302	A	3 x 4 = 12
KINE 1101	A	1 x 4 = 4

ENRD 401	0	0 x 0 = 0
HIST 1301	Withdrawal	W x 0 = 0
Totals		8 28 GPA = 28/8=3.5

Grades for Repeated Courses

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

Evaluation of Transfer Credit

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

1. The Office of Admissions and Records determines the total number of SCH that students may transfer to Lee College from other institutions. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited higher education institutions.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded. Courses in which students earned grades of "D,""F," and "incomplete" will not be accepted as transfer credit by Lee College.
5. Grade points earned at other institutions are not transferred to Lee College. All Lee College students' cumulative grade point averages, which are based solely on grades earned at the College, are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
6. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD214 (see Awarding Credits, above).
7. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences.
8. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section above regarding Credit by Examination and Placement into Advanced Classes.
9. The college has a process to consider coursework not completed at regionally accredited institutions as well as clock-hour training. See the office of Admissions and Records for more information.

Academic Fresh Start

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

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

Academic Status

A student's academic status is determined by the Grade Point Average (GPA) accumulated at Lee College. GPA determines a student's eligibility for continuous enrollment. Individual students are responsible for their GPA, defining their academic status. At the beginning of each fall and spring term, academic status will be re-evaluated based on the student's previous semester success.

Academic Notice: Student did not maintain a 2.0 GPA within a given semester, but has a 2.0 or above cumulative GPA.

- Hold placed on account, preventing registration
- Complete a mandatory online resource workshop for hold removal

Academic Warning: Student did not maintain a 2.0 cumulative GPA or higher.

- Hold placed on account, preventing registration - to be released once the cumulative GPA of 2.0 is achieved
- Limit enrollment to 1-2 courses that semester

- Grade replacement course selection may be required
- Mandatory visit with assigned academic advisor/counselor to discuss an action plan and to register for the upcoming semester
- The last week for mandatory academic advisor/counselor appointments is two weeks prior to the start of the semester. Any time after will result in flex-start courses or a semester break.

Academic Suspension: Student did not maintain a semester GPA of 2.0 or higher while on Academic Warning.

- Must sit out for one (1) long semester, to include summer (includes 10-week, 5-week, and mini terms)
- Continued hold placement on account, preventing registration - to be released once the cumulative GPA of 2.0 is achieved
- Grade placement course selection may be required
- Limit enrollment to 1-2 courses that semester
- Mandatory meeting with assigned academic advisor/counselor, upon return from required semester sit out, to discuss an action plan and to register for the upcoming semester
- The last week for mandatory academic advisor/counselor appointments is two weeks prior to the start of the semester. Any time after will result in flex-start courses or a semester break

Grade Reports

Grade reports are available to students online via students' myLC account shortly after the end of each semester or session. For an official report on grades in completed coursework, students can request an official transcript once grades have been posted. Transcripts may not be released by the College if any of the following conditions exist:

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

Class Attendance

Students are expected to attend class and participate in class activities. Class attendance and participation policies may vary from instructor to instructor and from course to course. Please see the class syllabi for specific requirements related to class attendance and participation, and how it may factor into grading. For related information and additional policies, see Absences, Student Life Opportunities, Services, and Policies.

Online Learning

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

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

Online learning provides courses in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Three categories of online learning courses are defined as:

Fully Online Learning Course

A course in which all of the tests, quizzes, and learning activities occur online. A course offered 100 percent online, meaning that there are no face-to-face sessions, is typically offered as asynchronous. However, faculty members can choose to offer voluntary synchronous sessions and should schedule weekly virtual office hours.

Online Course

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

Hybrid/Blended Course

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

Online Learning Course Length

Classes may be offered in a variety of lengths throughout the semester. During the Spring and Fall semester, classes will be offered in 16-week, 13-week, or 8-week sessions. During the summer semester, classes will be offered in 10 weeks or 5 weeks.

Lee College Course Delivery System

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

Hardware and Software Requirements

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

Documentation of Online Attendance (Faculty)

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question...-*FSA Handbook 2017-18, Volume 5, p.61*.

In order to comply with this federal requirement, Lee College Distance Education offers the following process for documenting attendance when students are enrolled in distance education courses:

Documentation that a student has logged into an online course is not sufficient to demonstrate academic attendance by the student. To show academic attendance, the student must complete some type of "academically related" activity in the course. Academically related activity is demonstrated by participating in an online discussion forum related to the content in the course or initiating contact with the instructor to ask a question about the content in the course (see below for additional examples). This participation must occur no later than the college's officially published census date.

If the instructor determines a student has not logged in and participated in an academically related activity as described above, prior to the census date, the student has not attended the class. Therefore, the instructor should, without exception, leave the student's name unchecked on the census roster, and that student will be administratively dropped by Admissions and Records (no form completion required).

Academically Related Activities

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement

Online Attendance and Participation (Student Expectations)

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.- FSA *Handbook 2017-18, Volume 5, p. 61*.

Expectations of Students

Students enrolled in distance education courses at Lee College are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course content, course tools, course instructor, and other students in the course. The following is strongly recommended:

First Week of Class

All Lee College online courses open on the first day of the term unless the course is a late-start or second eight-week course, then the course will open the first day of the beginning of those scheduled courses. All Lee College online students are expected to log in to the LMS (Blackboard) and access online courses during the first week of their classes. Students must engage in an academically related activity prior to the official census date.

Throughout the Term

As the term progresses, all Lee College students are expected to maintain an ongoing online presence in their online courses by participating in course-related activities. This may include, but is not limited to, reading announcements, taking exams online, participating in group work, posting to discussion forums, submitting assignments, and carrying out the requirements set forth by the instructor.

It is a good practice to log in to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

Federal Student Aid and Online Attendance

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. Lee College verifies student attendance in accordance with this regulation.

In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** *activities in order to comply with this requirement (please see Academically Related Activities above).*

Posting Grades

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

Incomplete

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

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

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

Considerations When Dropping Courses

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

Surcharges for Certain Repeated Classes

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

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

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

Six Drop Policy

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

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

Drops During Drop Period

The drop period for all classes is during the first 75% of any class term, at which time students may drop any class. These deadlines are printed in the Academic Calendar located on the college website and can be obtained from the Admissions and Records Office. Students are strongly encouraged, but not required, to notify their instructor and academic advisor/counselor when they drop classes.

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

Administrative Withdrawal

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

Resignation (Complete Withdrawal)

Students may resign from all their classes in any semester prior to the start of the finals period for any session the student is currently enrolled. Students are encouraged to visit an academic advisor/counselor if they have concerns. When graded, a resignation results in a grade of W4.

Non-Credit (Audit) Grade

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

Developmental Courses Policy Regarding Grades and Student Records

Lee College offers sequences of developmental courses in reading/writing and mathematics. Developmental courses, all of which have three-digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities.

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

Grades Interpretations

A Excellent Work*

B Good work*

C Average work*

*Student moves on to the next level of developmental math, or reading/writing class, or exits the developmental sequence in MATH 330, MATH 130, MATH 342, MATH 142, ENRD 102, or ENRD 402.

S Satisfactory*

D Not Passing - student must repeat course

F Failure - student must repeat course

U Unsatisfactory - student must repeat course

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

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

Grade Change Policy

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

An instructor may make a change to end-of-course grades (A, B, C, D, F, S, U, I) recorded within the previous 12 months, for any reason. The instructor will complete a grade change request online, and a correction to the student's record will be made.

Grade changes (A, B, C, D, F, S, U, I) for classes which ended more than one year prior to the change date shall be approved by both the instructor or, in event the instructor is unavailable, the Division Chair, as well as the Associate Vice President, Academic Affairs.

Transcripts

Once a student completes at least one credit course at Lee College, an official college transcript may be obtained from the Admissions and Records Office. Students should request their transcripts online at www.lee.edu/admissions/transcripts.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI components (math, reading, and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates and core curriculum completions earned by the student at Lee College. Certain honors and awards may only be listed on the paper transcript. For faster delivery and/or ease of processing, Lee College will send electronic transcripts via EDI or PDF formats when requested.

Definition of Students' Records

The Office of Admissions and Records retains records in students' permanent files, including, but not limited to, the following document types: applications for admission, high school and/or college transcripts, residency documents, vaccination records, registration documentation, and individual test score reports.

Graduation

Graduation Requirements - Associate Degrees

Students in Associate Degree programs must complete the minimum number of semester hours of college credit required for the degree (no less than 60 credit hours) with a cumulative Lee College grade point average of 2.0 or higher. At least twenty-five percent of the required semester hours of college credit must be earned at Lee College. Students are encouraged to apply for graduation online in the Admissions and Records portion of the Lee College website. Students who meet qualifications for graduation but do not apply will be awarded the credential upon successful completion of the program requirements. In order to earn the Associate of Science degree after first earning the Associate of Arts degree (or vice versa), a minimum of 15 additional earned credit hours (at least 75 total credit hours) will be required.

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

Course Waivers and Substitutions for Graduation

Division Chairs and the Associate Vice President, Academic Affairs may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty. Students who have requested substitutions should ensure that these have been received by the Admissions and Records Office and are reflected on the student's Advisement Report in the myLC campus account. Substitution requests are available online on the Admissions and Records portion of the Lee College website.

Commencement

Lee College holds commencement ceremonies in May and December. Persons who complete the requirements for certificates and/or associate degrees during the Summer and Fall terms are encouraged to participate in the December ceremony. Spring candidates are encouraged to participate in the May ceremony. The approved cap and gown may be purchased online. Please contact the Admissions & Records office for more details on purchasing a cap and gown.

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

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

Graduation Under a Particular Catalog

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

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

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

Changes made by the Texas Higher Education Coordinating Board supersede any completion timeline. If a program of study is deleted from the College inventory, students must complete the program within three years of the program's deletion. The Advising and Transfer Programs department will provide assistance to students affected by discontinued programs.

Graduation with Honors

Students in associate degree programs may graduate from the College with honors if they complete, at Lee College, fifty

percent or more of the coursework required by their degrees with an overall GPA of 3.5 or better. The following designations for honors graduates will be announced at the commencement ceremony: Summa Cum Laude - 3.86 to 4.00; Magna Cum Laude - 3.75 to 3.85; Cum Laude - 3.5 to 3.74.

Second Associate Degree

Students may receive a second associate degree upon successful completion of the requirements for the additional degree. For students who have completed the Associate of Arts degree for catalog year 2021-22 and later, a minimum of 15 additional credit hours will be required to earn the Associate of Science degree, along with any specific requirements of the degree plan. Similarly, for those students who have completed the Associate of Science degree for catalog year 2021-22 or later, a minimum of 15 additional credit hours will be required to earn the Associate of Arts degree, along with any specific requirements of the degree plan.

Graduation Requirements - Certificates

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 an applied science degree or certificate.

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. Students who meet qualifications for graduation but do not apply will be awarded the credential upon successful completion of program requirements.

Tuition, Fees, and Financial Aid

Student Financial Aid

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

Financial Aid Application

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

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

The Texas Application for State Financial Aid (TASFA) is used by participating institutions of higher education in Texas to collect information that determines a student's eligibility for state financial aid. Students classified by the institution as Texas residents who cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the TASFA.

Students requesting information about the financial aid programs should visit www.lee.edu/financialaid.

When To Apply

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

Financial Aid Eligibility

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

1. Be accepted for admission to the College and be enrolled in a degree program or an eligible certificate program.
2. Not be in default on any loan.
3. Not owe a refund on a loan, grant, or scholarship.
4. Be in good academic standing.
5. Maintain satisfactory academic progress (SAP).
6. Transfer students must provide the Financial Aid Office with a list of other colleges or universities attended, even if they did not receive aid while attending those institutions.
7. Meet College Readiness standards, including graduating from a valid high school, having a GED, or other equivalent.

Federal Pell Grant

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

Federal Supplemental Education Opportunity Grant (SEOG)

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

Texas Public Education Grant (TPEG)

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

Texas Educational Opportunity Grant

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

- Have not been convicted of a felony or a crime involving a controlled substance and registered with the Selective Service if required.
- Have an EFC (Estimated Family Contribution) below the cap set by the Texas Higher Education Coordinating Board.
- Enroll at least half-time (6 semester hours).
- Do not have an Associate Degree.
- Awards will be made based on these requirements and the school's funding level in the Fall Semester. These awards will not be available for registration.

Scholarship

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

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

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

Student Assistants and Work-Study Students

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

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

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

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

Course Enrollment for Financial Aid

Students must attempt 12 or more semester credit hours (SCH) from their degree plan in long semesters to qualify for the maximum amount of federal or state financial aid, such as the Pell Grant Program. Students who enroll in fewer than 12 credits are awarded aid on a prorated basis. Students will be awarded based on Enrollment Intensity, which is the percentage of hours enrolled for full-time.

Financial Aid Satisfactory Progress Statement

Colleges that administer federal student financial aid programs are required to develop Satisfactory Academic Progress (SAP) policies and monitor students who receive aid to see that they meet the provisions of their policies. Lee College's SAP policy can be found at www.lee.edu/financialaid/satisfactory-progress/.

Financial Aid Warning

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

Financial Aid Suspension

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

Financial Aid Appeals

Students on Financial Aid Suspension may appeal for reinstatement of their financial aid eligibility. This process is meant for students whose grades and/or coursework suffered because of extenuating circumstances such as illness, injury, or death in the family, and students who have exceeded the maximum number of credits allowed for their programs because

they changed majors and/or pursued multiple degrees. The appeal process, including the number of appeals allowed, is included in the SAP Policy.

Financial Aid: Probation

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

Repayment of Federal Funds

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

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

Tuition and Fees

Tuition, other charges, related regulations, and requirements are subject to change as necessitated by college and/or state legislative action. Students should refer to the Business Office website at www.lee.edu/businessoffice/tuition-other-charges/ to determine tuition and fees for the current semester.

Residency Requirements

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to establish residency can be found at www.lee.edu/admissions/residency/. For tuition purposes, the student will be classified as follows:

Out-of-District Residency

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

In-District Residency

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

Ad Valorem - For Tax District Property Owners Residing Elsewhere in Texas

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

Non-Resident

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

Texas Tuition Residency for Undocumented Students

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

1. Must have graduated from a Texas high school or have received a GED in Texas.

2. Must have lived in Texas for a minimum of three years immediately prior to receipt of the above credential.

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

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency. Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (Admission, Registration, and Enrollment). They are subject to the non-resident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

Books and Other Materials/Services

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

myBooks is an inclusive-access program allowing students to have their textbooks and course materials by the first day of class. Studies show that student success increases when students have the correct learning materials from the start of class. With myBooks, students will have access to learning materials for each course they take. If you're taking a class, you'll get the required course materials for that class on or before the first day of class.

Students are not required to participate. If you do not wish to take advantage of the opportunity to have your books and materials included in your tuition, you must opt out of myBooks for each semester by logging into myLC Campus and selecting the appropriate opt-out/opt-in link. IMPORTANT: If students opt out, they are responsible for obtaining the required course materials for all courses they have enrolled for that term (semester). Students who opted in and received textbooks or course materials from the Instructional Materials Office must return them before opting out. Students who don't return their materials will remain opted in even if they click "opt out" in myLC Campus.

For students who are opted in, the price of required books and materials will be included in your bill as a "myBooks Fee." The fee amount is posted on the website. You will only be billed for courses that have required textbooks or course materials. If a course does not require books or materials, you will not be charged for that course. There is no action required to opt into this program; you only need to take action if you want to opt out.

Business Office Policies

Payments

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

Full payments can be made in the Business Office, or we also offer full payment and various payment plan options online through myLC campus with a third-party company. Payment plans are available during most registration periods. A student must set up a payment plan through myLC campus prior to the payment deadline.

A $25.00 payment plan enrollment fee is charged per semester. There is no fee for full payments. Failure to make all payments on the payment plan will result in a $30.00 per month late payment fee and may result in denial of credit for the work done that semester. Any classes added or dropped after the initial payment plan is set up will be added to or deleted from the payment plan automatically, and the monthly payment amounts will be increased or decreased accordingly.

Returned Checks

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

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

Accounts Not Paid and Clear

All forms of indebtedness to the College, including, but not limited to, tuition, fees, fines, returned checks, property loss, and property damage, will result in a hold being placed on the student's account. The outstanding balance must be paid before a student may re-enroll or have a transcript request honored.

Failure to pay an outstanding account can result in a student being withdrawn from classes. Outstanding balances from non-current students must be paid with cash, credit/debit card, or a cashier's check only. Checks from non-current students will not be accepted to pay prior balances. For accounts with outstanding balances that are paid using a credit/debit card, there will be a 5-business-day waiting period before the hold will be released from the student's account. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

Refund Policy

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

The College will refund students' tuition and fees, except for scholarships and other funds paid directly to the College, which are returned to the original source. Refund amounts for other than semester-length courses will depend on the particular course length.

With the exception of course drops for non-attendance, course drops and/or resignations must originate with the student. The College will use the received date, stamped in the Admissions and Records Office or the Counseling Center, to calculate the refund. With the exception of canceled classes, all refunds are exclusive of the registration fee.

The College will begin processing refunds two weeks after the start of the semester. All refunds, including credit card

payments, are processed through BankMobile. For a student to receive a refund, he/she must create a BankMobile account and choose a refund method. For assistance with creating a BankMobile account and selecting a refund method, go to www.lee.edu/businessoffice/ and then click on the "How to Manage Your Refund" PDF at the bottom of the page.

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

Refund Schedules

Sixteen-Week (or longer)	
Prior to the 1st class day	100%*
During the 1st - 15th class days	70%*
During 16th - 20th class days	25%*
Thereafter	No Refund
Fourteen-Week (14W)	
Prior to the 1st class day	100%*
During 1st - 13th class days	70%*
During 14th - 17th class days	25%*
Thereafter	No Refund
Thirteen-Week (13W)	
Prior to the 1st class day	100%*
During 1st - 13th class days	70%*
During 14th - 16th class days	25%*
Thereafter	No Refund
Twelve-Week Classes (12W)	
Prior to the 1st class day	100%*
During 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund
Twelve-Week Classes (12A)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund
Twelve-Week Classes (12B)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund
Twelve-Week Classes (12C)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund
Eight-Week Classes (8W1)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund
Eight-Week Classes (8W2)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund
Seven-Week Classes (7WA)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund
Seven-Week Classes (7WB)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund
Five-Week Classes (5W1)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund
Five-Week Classes (5W2)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund
Three-Week Mini (MIN)	
Prior to the 1st class day	100%*
During the 1st - 3rd class days	70%*
During the 4th class days	25%*
Thereafter	No Refund
Two-Week (2W)	
Prior to the 1st class day	100%*
During the 1st - 2nd class day	70%*
Thereafter	No Refund

*less non-refundable fees

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

Texas Workforce Commission Vocational Rehabilitation Program

The Texas Workforce Commission Vocational Rehabilitation Program (TWC-VR) offers assistance to youth, young adults, and adults with disabilities and support for job readiness, often including college or technical training. Application for services should be made at the student's local Texas Workforce Commission Vocational Rehabilitation Office. Please note that vouchers for qualified students must be submitted to the Lee College Business Office by the payment deadline in order to hold classes. For services in the Baytown area or more information, contact the Workforce Solutions Gulf Coast at 281.837.0079 or check out the TWC-VR website.

Student Life Opportunities, Services, and Policies

Advising and Transfer Programs

The Lee College Advising & Transfer Programs department employs a team of professionals to assist students in understanding college requirements and expectations. Through assessment, academic counseling, and advising, advisors evaluate student skill levels, help them become familiar with programs and services, and teach them how to utilize degree plans, catalogs, and schedules to select appropriate courses. Using the information provided, students will be able to:

1. Plan an educational course of action towards achieving career and/or life goals.
2. Select classes for a certificate, associate degree, and/or transfer programs.
3. Better understand the terminology associated with college programs.
4. Discuss options and consequences when considering dropping a course or courses.

Please check the website at www.lee.edu for operating hours and holiday closures.

If you would like to make an appointment with your pathway academic advisor, please visit www.lee.edu/advising/contact-advisor/. Pathway academic advisors are listed, along with the programs they serve and their contact information.

Advisors are also available across campus to provide day-to-day assistance to students within specific majors. Students may also drop by the Student Success and Advising Center in Rundell Hall for advising assistance.

Access Center: Office for Students with Disabilities

The Access Center at Lee College is available to assist individuals with disability with accommodations and services that will improve their access and integration into college and college-related activities. The Counselor for Students with Disabilities works with faculty, staff, and students to ensure equal access to all programs. Lee College views equal access as a shared responsibility between Lee College and the student.

Individuals needing services should meet with the Counselor for Students with Disabilities in Rundell Hall.

ADA Accommodation Process for Lee Students

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with disabilities and requires postsecondary institutions to provide accommodations when a student discloses a disability. In college, students with disabilities are covered under Section 504 of the Rehabilitation Act, which also prohibits discrimination against individuals with disabilities, and under the Americans with Disabilities Act. Lee's obligations under these laws are different than what students will have experienced during high school. Lee College's objective of reasonable accommodations in college is to accommodate the student's functional limitations while maintaining the integrity of college courses and programs. Colleges provide reasonable accommodations, not modifications, to courses in accordance with legal and policy requirements. Accommodations are determined on a case-by-case basis based on the individual student's needs.

Student's Responsibility

Obtaining reasonable accommodations is a process that is voluntary and interactive on behalf of the student. It is the student's responsibility to self-identify, disclose his/her/their disability or condition to the Access Center Office, provide the appropriate documentation from a qualified professional, usually a physician or clinician, with a diagnosis of his/her/their disability(s), and request reasonable accommodations. The Access Center, in communication with the student and instructor, will issue a letter detailing the student's approved reasonable accommodations. Once the ADA accommodation letter is received by the student, the student should contact his/her/their instructors as soon as is possible, and discuss the accommodations with them. Accommodation letters are not retroactively applied. It is the student's responsibility to communicate his/her/their questions or concerns associated with his/her/their accommodation letter to the Access Center in a timely manner. Due to high demands for services, Lee College strongly encourages students to request accommodations before the start of each academic term. Failure to provide sufficient documentation or a timely request for accommodations may delay the delivery of accommodations. Returning students should contact the Access Center at the beginning of each semester to receive their accommodation letters. Additional documentation may be requested if students request to change their existing accommodations.

Online Students and ADA Accommodations

Students enrolled in all online classes may utilize the same or comparable support services afforded to all Lee College students. Students only enrolled in online courses may request their accommodation in the same manner as students taking classes on the college's campuses. Students can schedule the required. Once the student receives the accommodation letter, the student should present it to the online instructor for the courses in which the student desires accommodation, normally via e-mail. Students are urged to follow up with the instructor

regarding the accommodation(s) and determine whether technical support will be needed to implement the accommodation(s). If the student or instructor needs assistance with this process, they may contact the Access Center for additional support.

Dual Credit Students and ADA Accommodations

Students enrolled in dual credit courses may utilize the same or comparable support services afforded to all Lee College students. Students are required to self-disclose to the Access Center. Coordination of required accommodations will be afforded through a collaborative effort between Lee College and the student's governing high school institution, such as his/her/their school district. Dual credit students may request accommodations in the same manner as other Lee College students. Students are required to attend the meeting, and parents/ guardians are encouraged and welcome to attend. Students can schedule the required appointments with the Access Center virtually or in person. Once the student receives the accommodation letter, the student should present it to the instructor, whether in person or by email. Students are urged to follow up with the instructor regarding the accommodation(s) and determine whether technical support will be needed to implement the accommodation(s). If the student or instructor needs assistance with this process, they may contact the Access Center for additional support.

Examples of Reasonable Accommodations

Examples of accommodations students have received include, but are not limited to, extra time for testing, use of a tape recorder, Sign Language interpretation or CART services, preferential seating in the classroom, and alternate textbooks.

Military Veterans and Dependents

The Veterans Center, located in Rundell Hall, is available to assist veterans and veteran dependents with their educational benefits. The Veterans Center provides a one-stop shop for services such as advising and counseling assistance in applying for VA educational benefits, registration assistance, enrollment certifications, Hazelwood exemption, and much more. Students can e-mail the center at va@lee.edu or find generalized information online at www.gibill.va.gov and www.va.gov/education. Questions or comments regarding VA educational benefits can be directed to va@lee.edu. For case-specific questions regarding VA eligibility, utilize https://ask.va.gov/.

Students must observe the following college policies:

1. Notify the Veterans Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on their degree plan outlined in this catalog.
3. Complete the "Request for Certification" form for VA Education benefits or the "Hazlewood Continued Enrollment" form for Hazlewood each semester and submit the completed form to the Veterans Center in person or by email to www.va.gov.
4. Submit transcripts from colleges or universities previously attended.
5. Submit military transcripts (SMART or ART JST) found at jst.doded.mil/JST/.

Lee College does not determine students' eligibility to receive VA benefits; that can only be completed at www.va.gov/education.how-to-apply. The College's role in the VA benefit process is to certify the enrollment status of students who have served in the U.S. military forces and their dependents.

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

Transfer of Courses to Senior Colleges

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

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

Student Identification

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

Parking Permits and Incidents

Students who plan to park a vehicle (or vehicles) on campus must obtain a parking permit. These permits may be obtained at the Security Services Office. There is no charge for the first

permit; a dollar charge is made for subsequent permits. A valid driver's license and Lee College ID are required.

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

Traffic accidents, thefts, or vehicle damage should be reported to the Campus Security Office at 281-425-6888.

Student Engagement

Student Participation in Decision Making at Lee College

Students are encouraged to participate in decision-making at Lee College, both in college governance and in student organizations. The College recognizes the Student Government Association as the principal voice of the student body in matters related to college policy. Student Government Association representatives meet with the President, Provost, Vice Presidents, Associate Vice Presidents, and other campus leaders to provide recommendations and discuss student concerns and issues.

The Student Government Association may fund programs and activities for the general benefit of the student body using funds generated by the student services fee. These funds are used to support the activities of student organizations recognized by the College, student-oriented cultural activities, and other non-instructional activities.

Student Government Association and Student Clubs

The Lee College Student Government Association (SGA) is comprised of elected representatives from chartered and recognized clubs, organizations, and members-at-large. Student Congress meetings are open, and all students are encouraged to attend. The right to cast votes at SGAs meetings or in the election of SGA Officers is limited to representatives of recognized organizations and members-at-large. The voting conventions used by SGA are summarized below. Students with an interest in SGA are encouraged to obtain a copy of the Constitution and bylaws online at the SGA webpage.

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

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

How to Join a Club or Form a New Club

A list of clubs chartered or recognized by the College, their officers, and their advisors is available from the Student Engagement and Recreation Coordinator, whose office is in the Student Center Game Room or online at www.lee.edu.

Any group of seven or more students may form a club or organization, provided they meet the Lee College Handbook for Clubs and Organizations requirements. Copies of this handbook are available from the Student Engagement and Recreation Coordinator and online. New or restarting clubs must fill out the "Recognized Club Application Form" & submit it to the Student Engagement and Recreation Coordinator and the Student Government Association.

After submitting the form, it will be put into new business for the upcoming SGA Senate session for approval.

Clubs who are "Recognized" and wish to elevate to "Chartered" status, must fill out the "Chartered Club Application Form" & submit it to the Student Engagement and Recreation Coordinator and the Student Government Association.

After submitting the form, it will be put into new business for the upcoming SGA Senate session for approval.

Sports

Collegiate Athletics

As a member of Region XIV of the National Junior College Athletic Association, Lee College conducts its program within the guidelines of this organization.

Intramural Competitions

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

Student Ambassador Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs, Recruitment and Outreach Activities. The department is always looking for people from diverse backgrounds and programs who demonstrate excellent communication skills and leadership potential. A scholarship of $1,000 is awarded to each Ambassador who completes 50 hours of service per semester.

For more information on this program or to apply, contact the Recruitment and Outreach office.

Campus Services

Campus Security

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

First-Year Experience Program

The First Year Experience (FYE) program is designed to support all first-year students by creating innovative and engaging ways to connect students to resources (such as New Student Orientation) and develop their sense of belonging to create the ideal student experience. Connect with FYE by stopping by the Student Center, emailing orientation@lee.edu, or calling 832-556-4579.

Food Services

Cafe '34 (snack bar) is located in Moler Hall across from the Gazebo.

Business hours are:

Monday - Thursday 7:30 a.m. - 5:00 p.m. and Friday 7:30 a.m. 12:00 p.m.

Summer Hours are Monday - Thursday 7:30 a.m. - 5:00 p.m. Closed on Fridays.

Cafe '34 offers a full menu of choices for breakfast, lunch, and dinner. In addition to the regular menu, we offer a steam table with Taqueria available from 7:30 a.m. to 10:30 a.m. and Home Cooked Meals available from 10:30 a.m. to 1:30 p.m. Food service meal cards are available for purchase. Students who receive financial aid can use it to buy a meal card (for a limited time).

Catering services are also available. For more information, see https://www.lee.edu/auxiliary-services/ or call Cafe '34 at 281-425-6402.

Books and Beans is a student-operated snack bar located in the Student Center. It features coffee, ice cream, and fast-food lunches from off-campus vendors. Operating hours are posted inside the Student Center each semester. They can be reached at 281-425-6832.

Learning Hub

The Learning Hub is located in the Student Center building, Room 116, and is open to all enrolled Lee College students with services designed to help students succeed in courses. Some of the services offered include free tutoring and Supplemental Instruction for a diverse range of courses along with: computers, study spaces with tables and couches, whiteboards, and FREE printing (10 pages/day). For more information, visit https://www.lee.edu/hsi/learning-hub/index.php.

Student Employment and Career Services

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

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

The office also hosts annual job fairs, which bring employers on campus. Job fairs are an excellent opportunity for students to fill out applications for hire, present their résumés to interested employers, and research employment opportunities. For more information, visit https://www.lee.edu/student-employment-and-career-services/index.php Student Center.

Student Center

The Student Center is the heart of the Lee College campus. Students can study in the Learning Hub, access support services in the Student Resource & Advocacy Center or TRIO Student Support Services, play games with friends, unwind in the Student Center or the Meditation Room 209, and so much more. Stop by and visit your Navigator home away from home today!

Student Engagement and Game Room

Interested in getting involved? Student Engagement houses student organizations, club sports, the Student Government Association, and hosts a variety of fun recreational and educational events for Lee College students.

In the Game Room, students searching for a way to relax between classes can choose between billiards, table tennis, darts, foosball, and video games.

For more information, visit https://www.lee.edu/groups/student-activities/index.php.

Student Health and Wellbeing

Lee College cares about your health and well-being and offers a variety of services to assist students in their success at Lee College.

Security Services

Students can reach the Lee College Security office located at 317 S. Whiting on the Main Campus by phone at 281.425.6888.

The College provides emergency red telephones and instructions in the hallways of each campus building. Emergency phones are located outdoors adjacent to parking lots on the Main Campus and in the parking lots. Both are means to call security immediately.

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

Other Support

First aid boxes are located in science laboratories where there are chemicals, tools, or equipment that increase the risk of injury to students and faculty.

Automated External Defibrillators (AEDs) are available for use by the general public. They can be found in most buildings on the Main Campus as well as at the McNair Campus and the Liberty Center.

Overdose Kits are found next to the AEDs. The kits provide Naloxone (also known as Narcan, a lifesaving medication that can reverse the effects of an opioid overdose such as fentanyl. Instructions are included in the kits. More information, including videos on how to use naloxone, can be found at https://www.lee.edu/emergency/overdose-kits/.

Mental Health Information and Education

Being a student is often complicated and can impact your mental health.

Seventy-five percent of all mental health conditions begin by age 24, making the college years critical for understanding and talking about mental health. For the nontraditional student, there are additional stressors, which may include work and family demands. Depression, anxiety, and eating disorders are the most common among college students, and suicide is the second leading cause of death for this population.

Whether you are feeling overwhelmed yourself or you are seeing signs in a friend, there are resources and support. National Alliance on Mental Illness (NAMI) in partnership with the Jed Foundation, has created a guide, Starting the Conversation: College and your Mental Health, and this short video to help students navigate through college regarding mental health.

Mental Health Services

Lee College provides free Mental Health support to current students 18 years of age or older. Through our full-time Mental Health Therapist, students can find support and strategies to help with areas such as anxiety, depression, and stress. To set up your first appointment, complete this online form: www.lee.edu/go/mental-health-referral. For more information, contact Linda Torrez-Mann at ltorrezmann@lee.edu. All sessions are confidential. Additional resources can be found online at https://www.lee.edu/cares-team/mental-health-resources/. For more information, contact Linda Torrez-Mann at ltorrezmann@lee.edu.

TimelyCare Virtual Services

Lee College students have free 24/7 access to virtual care services with TimelyCare, the virtual health and wellbeing platform from Timely MD, designed for college students. Students have access to TimelyCare services 365 days a year, which includes breaks, after-hours, and any time support is needed. Students are encouraged to download the app at www.timelycare.com/lee to get started.

As part of Lee College's partnership with TimelyCare, students have access to services including:

- MedicalNow: On-demand support for common health issues, including cold, flu, and allergies.
- TalkNow: 24/7, on-demand emotional support to talk about anything, including

anxiety, relationships, depression, and school-related stressors.
- Scheduled Medical: Choose the day, time, and medical provider that best works for you.
- Scheduled Counseling: Choose the day, time, and mental health provider that best works for you. (12 visits per year)
- Health Coaching: Develop healthy lifestyle behaviors, including nutrition, sleep habits, time management, and mindfulness.
- Psychiatry: Appointments are available through referrals.
- Self-Care Content: Visit the "Explore" page within TimelyCare for guided self-care content, including yoga and meditation sessions, as well as group conversations with our providers on a variety of health and well-being topics.

For more information on TimelyCare or if you are having problems accessing the services, contact Dr. Rosemary Coffman at rcoffman@lee.edu.

Student Housing

Lee College does not provide on-campus student housing.

Student Resource and Advocacy Center

The Student Resource & Advocacy Center (SRAC), located in Student Center 112, focuses on providing basic needs to Lee College students. The SRAC offers: childcare assistance, clothing closets, emergency aid, transportation assistance, and the new SRAC market where students can get groceries, hygiene items, and more!

TRIO Student Support Services

Lee College TRIO Student Support Services (SSS) provides tutoring, student success workshops, transfer college visits, and more to help motivate students not only to earn a certificate or associate's degree, but also to help students graduate on time and transfer to earn a bachelor's degree. Currently enrolled students who are first-generation, income-eligible (based upon federal guidelines) or have a documented disability are eligible to apply. Space is limited! The TRIO SSS Office is located in the Student Center building, Room 106. For more information, contact 281.425.6500 or sss@lee.edu.

Library

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources that can be accessed in the library or remotely. It holds over 72,000 print books and more than 163,000 electronic and print periodical titles. In addition, it provides over 108,000 electronic books and government documents, as well as access to over 70 article, art, and video databases. The library also provides access to approximately 1,600 DVDs and over 126,000 streaming video titles.

Research assistance is available whenever the library is open. Patrons can come to the Reference Desk, use the Ask a Librarian email service, chat, or phone. The Library's 57 computer workstations are intended for academic pursuits and are available to all patrons. The library's Acceptable Use Policy can be found at www.lee.edu/library/about/policies/laup/ and applies to all users. Study rooms may be used by individuals or small groups. Some are available on a first-come, first-served basis; others have time and group size limitations.

For students taking online learning courses, the library is here for you as well. In addition to thousands of e-books and e-journals, we also offer online tutorials as well as phone, email, and chat services. Take a look at your course list in Blackboard, and you will see a Library and Tutoring Services "course built with you in mind. For more information, go to the "Online Learners" webpage at www.lee.edu/library/services/dist-ed/

Library hours are posted on the front door and the library's website at www.lee.edu/library/. For more information, call the library at 281.425.6584.

Instructional Labs

Mathematics Lab

The Mathematics Lab, located in Bonner Hall 113, is open to all students, whether they need a math question answered, access to a personal computer, or are completing assignments for computer-assisted math courses. Staffed by math professionals and peer tutors, the lab also provides audio/ videotapes, players, and a mathematics library. Hours are posted each term.

Gil & Maudene Chambers Writing and Communication Center

The Writing Center is located on the first floor of the ATC building, at the back of the library. Tutors are available to assist students with any writing assignment they may have, regardless of subject. Our adjacent computer lab is also open for all students to use as needed.

Open Computer Labs

The Lee College Open Lab, located in the Advanced Technology Center, Room 208, is available to all students. A full-time lab

manager and student assistants are available while the lab is open. Hours are posted each semester.

The Student Success Center (SSC), located in Rundell Hall, room 100, offers a casual place to study with computers and small conference tables available to all students. The SSC also provides assistance with navigating students' myLC Campus accounts and One Login accounts. Student Success Center staff are well-versed in the Apply Texas Application process and submitting documentation for Financial Aid through Campus Logic.

Student Rights and Responsibilities

Student Rights

Students are responsible for understanding college policies that affect their enrollment status. Students must maintain good academic standing according to Lee College's academic policies to maintain active enrollment. This information is a short summary of current polices. The college reserves the right to modify the policies and administrative regulations in response to changes in institutional policy, state/federal regulations, or legal requirements.

ACADEMIC ACCESS & NON-DISCRIMINATION

FA(LOCAL) - Equal Educational Opportunity

Every student has the right to equal access to education at Lee College, regardless of their background. The college cannot discriminate based on race, national origin, religion, disability, age, gender, ethnicity, or veteran status. While being admitted to Lee College doesn't guarantee admission into every program, each student gets a fair chance at admission. Links to Policy: FA(LEGAL); FA(LOCAL)

FFDB(LEGAL/LOCAL) - Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics

Students have the right to be free from discrimination, harassment, and retaliation based on race, color, national origin, religion, age, disability, or other legally protected characteristics. Students can report incidents through designated college officials who must investigate complaints promptly and provide appropriate support measures. The college must maintain confidentiality while investigating and taking corrective action to address any proven prohibited conduct. Links to Policy: FFDB(LEGAL); FFDB(LOCAL)

STUDENT SAFETY & PERSONAL RIGHTS

FJ(LEGAL/LOCAL) - Student Records Students have the right to inspect and review their education records, and request amendments if they believe the information is inaccurate or misleading. The college must protect students' private information and can only release it without consent in specific situations, like emergencies or legitimate educational purposes. Students can control the release of their directory information (such as name and address) by opting out through a written request to the institution. This information is guided by the federal Family Education Rights and Privacy regulation (FERPA). Link to federal regulation: FERPA. Link to Policy FERPA. Link to Policy: FJ(LEGAL); FJ(LOCAL)

FFDA(LEGAL/LOCAL) - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence

Students have the right to be free from sex-based discrimination, sexual harassment, sexual assault, dating violence, domestic violence, and stalking in their educational environment. Students can file formal complaints about these incidents through the Title IX coordinator, and the college must provide supportive measures and a fair investigation process. The college must protect student confidentiality appropriately during the process while providing resources, interim measures, and a resolution that maintains equal access to education. Link to Policy: FFDA(LEGA); FFDA(LOCAL). Link to Incident Report: Title IX Report

FLC(LEGAL/LOCAL) - Student Rights and Responsibilities: Interrogations and Searches

Students have the constitutional right to be free from unreasonable searches and seizures while on college property, including in residence halls/dorm rooms, where they have the same privacy expectations as in a private home. College officials must have reasonable suspicion to conduct searches, while law enforcement generally needs probable cause unless the student consents. Electronic devices and communications have specific protections requiring warrants except in limited emergency circumstances. Links to Policy: FLC(LEGAL); FLC(LOCAL)

FF(LEGAL) - Student Welfare

Students who are current or former foster care youth have the right to a designated liaison person who will help them access support services and resources. The college must provide information and assistance while connecting them with comprehensive support services, including healthcare, housing, childcare, employment, transportation, and academic success resources. The liaison's contact information must be easily accessible through multiple communication channels. Webpage. Link to Policy: Webpage. Link to Policy: FF(LEGAL)

FFCA(LEGAL) - Student Assistance Programs/Counseling

Students have the right to counseling and guidance services without discrimination based on disability or sex, and those with disabilities cannot be steered toward more restrictive career paths than other students with similar interests. The college

must maintain an easily accessible webpage dedicated to mental health resources, including information about available services, suicide prevention, warning signs, and locations of on-campus mental health services. All new students must receive interactive mental health information during orientation, including a campus tour showing service locations. Webpage. Link to Policy FFCA(LEGAL)

DISCIPLINARY PROCEDURES & COMPLAINTS

FM(LEGAL/LOCAL) - Discipline and Penalties

The college has the authority to maintain order and discipline students who violate the code of conduct, but must provide appropriate due process protections. Link to Policy: FM(LEGAL); FM(LOCAL)

FMA(LOCAL) - Discipline and Penalties: Appeal - Discipline Procedure

Students who receive disciplinary action have the right to appeal the decision by following the student appeals process published in the college's online catalog and policy. Link to Policy: FM(LEGAL); FM(LOCAL)

FLD(LEGAL) and (LOCAL) - Student Rights and Responsibilities: Student Complaints

Students have the constitutional right to file grievances and complaints with both the college and the Board of Regents, with specific processes outlined for different types of complaints. Students must first attempt informal resolution of complaints and then follow a multi-level formal appeal process that includes detailed documentation requirements and response timelines at each level. The college must protect student confidentiality while investigating complaints and cannot discriminate based on the content of grievances. Link to Policy: FLD (LEGAL); (FLD(LOCAL))

FREEDOM OF EXPRESSION & CAMPUS ACTIVITIES

FLA(LEGAL/LOCAL) - Student Rights and Responsibilities: Student Expression and Use of College Facilities

Students have First Amendment rights to express themselves on campus, with the college required to ensure outdoor areas remain traditional public forums for free speech activities. The college must allow expressive activities unless they: disrupt the functioning of the institution or operations, pose safety risks, cause property damage, or involve unlawful conduct. For use of facilities and distribution of materials, students must:

1. Follow reasonable time/place/manner restrictions that are content-neutral and leave open alternative communication channels

2. Get prior approval for using indoor facilities or posting signs/literature

3. Avoid prohibited content like obscenity, defamation, harassment, or intellectual property violations

Students have access to grievance procedures if their expressive rights are limited, and the college must protect both religious expression and assembly rights while maintaining viewpoint-neutral policies. All restrictions must serve legitimate educational purposes without discriminating based on the content of speech. Link to Policy: FLA(LEGAL); FLA(LOCAL)

FI(LEGAL/LOCAL) - Student Solicitations

Students and registered student organizations have the right to conduct approved fundraising and solicitation activities in designated areas of campus, as long as they follow college procedures and don't disrupt college operations. Students may sell items, collect dues, charge admission fees, or fundraise through approved methods like raffles, but must get advance approval from the Provost and Vice President of Academic Affairs or his designee within designated time limits. The college must allow student solicitation that complies with policies while protecting against disruption of academic programs. Link to Policy: FI(LEGAL); FI(LOCAL)

FKC(LEGAL/LOCAL) - Student Activities: Registered Student Organizations

Students have the right to form and join registered student organizations at the college with at least seven members and a faculty/staff advisor, as long as they don't discriminate in membership. Organizations must participate in required risk management training, follow all college policies and laws, and can be denied recognition only if they violate campus rules or pose a substantial disruption threat. Organizations must follow non-discrimination policies and can hold fundraising activities within policy guidelines. Link to Policy: FKC(LEGAL); FKC(LOCAL)

ACCOMMODATIONS FOR SPECIFIC STUDENT GROUPS

FAA(LOCAL/LEGAL) - Pregnant and Parenting Students

Students who are pregnant or parenting a child under 18 have specific rights, including early registration, excused absences, and accommodations. Students can't be forced to drop out, change majors, or limit their studies because of pregnancy or parenting. Students must still complete the course requirements. The college must provide a liaison to assist with access to resources like healthcare, childcare, and academic support. Link to Policy: FAA(LEGAL); FAA(LOCAL)

FAB(LEGAL) - Service Animals

Students with disabilities have the right to bring their trained service dogs to all areas where students are normally allowed. The college can only ask two questions: if the animal is required for a disability, and what tasks it performs. There can be no additional fees associated with a service animal. Emotional support animals are not allowed on campus. Link to Policy: FAB(LEGAL)

FB(LOCAL & LEGAL) - Admissions

Lee College has an open admissions policy, giving anyone who can benefit from a college education a chance to enroll. Students cannot be discriminated against, and if homeschooled or from a non-traditional education background, must be treated the same as other applicants. The college must also provide appropriate accommodations for military veterans and students with disabilities. Link to Policy: FB(LOCAL); FB(LOCAL)

FC(LOCAL & LEGAL) - Attendance

Students have the right to excused absences for religious holy days and military service, with reasonable time to make up missed work. If serving in the military, 25% of classes may be missed without penalty, and religious absences cannot have stricter rules than other excused absences. International students should know that their attendance affects their visa status and must be reported to immigration authorities. Link to Policy: FC(LEGAL); FC(LOCAL)

Student Records and Right to Privacy

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

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

Confidential educational records (not directory information) are provided to college officials who need such records to fulfill their professional responsibilities.

Lee College designates employees as college officials including but not limited to instructors, advisors/counselors, admissions staff, the registrar, staff in the business office, staff in academic affairs, staff in student affairs, staff in the athletics program, staff in institutional research, staff in information technology, staff in human resources, and the president.

Lee College designates members of the Board of Regents as college officials.

Lee College designates third parties as college officials, including but not limited to employees of commercial vendors and employees of local school districts, when:

- They are performing a service or function for which Lee College would otherwise use employees;
- They are under the direct control of Lee College with respect to the use and maintenance of confidential educational records; and
- They comply with Lee College's requirements governing the use of re-disclosure of personally identifying information from education records.

Student Records and Transcripts

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

Academic Records

- Office of Admissions and Records

Student Affairs Records

- Associate Vice President, Student Services
- Advising and Transfer Program Office
- Executive Director, Student Success and Well-Being

Financial Records

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

Nursing Division Office

- Cross-Credit Health Care Programs
- Nursing Program Applications

Community Education programs

- Community Education Office - Director of Community Education
- Community Education programs

Offices and Individuals with Access to Student Records

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

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.

2. Officials of other schools in which the student seeks admission or intends to enroll. Students may have copies of their records forwarded to other institutions by filing a request with the Admissions and Records Office.

3. Individuals who need the information in connection with a student's application or receipt of financial aid.

4. State or local officials to whom educational data must be reported.

5. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.

6. Accrediting agencies.

7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code.

8. In compliance with judicial order or pursuant to any lawfully issued subpoena (Lee College will attempt to inform students in this instance).

9. Representatives of the Comptroller General of the United States, Secretary of Health and Human Services, Administrative Heads of Educational Agencies, or State Education Authorities.

Students' Right to Know: Graduation Rates and Crime Statistics

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

Information Regarding Classes

Times and Frequency

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

Size of Classes

The College Administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester. Students will be notified by email regarding class cancellations. Students' Right to Review Their Records form.

Students' Right to Review Their Records

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

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

1. Financial information submitted by the students' parents.
2. Confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing the information above for more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Confidential letters and recommendations were placed in their files before January 1, 1975, provided those letters were collected under established confidentiality policies and were used only for the purposes for which they were collected

Challenging the Accuracy of College Records

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

Informal Review

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

Formal Review

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

Directory Information

1. Name
2. Address both physical and electronic
3. Telephone
4. Date and place of birth
5. Credentials earned and date, as well as honors and awards
6. Major and field of study
7. Academic classification
8. Dates of attendance/Enrollment status

9. Number of semester hours in progress and attained to date
10. Previous high schools and colleges attended
11. Weight, height, and participation of members of NJCAA athletic teams

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

Graduate Guarantee Program

Transfer Credit

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

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

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

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

Transfer Limitation Notice

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

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

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

Students should contact the Advising and Transfer Program office for more information about any transfer-related issues.

Transfer Dispute Resolution

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

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

Guarantee of Job Competency

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

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May 1993 or thereafter in a technical, vocational, or occupational program identified in the College's general catalog as Fall 1992 or later.
2. The graduate must have completed the requirements of the Associate of Applied Science degree or certificate of completion with Lee College, with a minimum of 80 percent of

credits earned at Lee College, and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the Associate Vice President, Academic Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee lacks entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Associate Vice President, Academic Affairs, Director of Advising and Transfer Program, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

CARES Team (Concern, Assess, Refer, & Educate for Success)

The Lee College CARES Team (previously known as the Behavioral Intervention Team) serves as a resource to the campus community by providing students in need support and resources. Guidance and assistance to students with behaviors that can be concerning, disruptive, or threatening behaviors that potentially impede the student's success to function successfully or safely. Examples of referrals may include issues related to mental health (such as coping with stress, anxiety, or a mental health illness), family concerns, support with basic needs, or behaviors that are considered threatening or unusual (not related to conduct). Through regular meetings, the Core Team reviews referrals, gathers data, conducts assessments, and provides support and referrals.

Referrals can be made to the CARES Team by completing the online referral form (www.lee.edu/go/bit-referral). While referrals are typically from faculty and staff, students may also submit a referral when concerned about another student or as a self-referral. All information shared with the CARES Team is confidential.

If a student is referred to the CARES Team, students can expect the following:

- Students will receive a phone call from an assigned case manager to set up an initial meeting. At this meeting, there will be a conversation about the issues that prompted the referral and other areas that may warrant support.
- The Core Team meets weekly to review the open cases of students referred and to determine appropriate resources.
- The case manager will follow up with the student to ensure resources and support are in place.

More information can be found online at www.lee.edu/cares-team/ or by contacting Dr. Rosemary Coffman (rcoffman@lee.edu).

Student Conduct

Student Behavior

Lee College Board Policy - FLB (LOCAL): Student Rights and Responsibilities - Student Conduct, attendance at Lee College is based on students meeting specific academic requirements and conforming to college regulations concerning student behavior on campus and off-campus activities sponsored by the College or student organizations.

In addition, student organizations are expected to take reasonable precautions to prevent violations of College regulations and to assist the College in preventing them.

When information is received that a student has allegedly violated a College policy or administrative rule, per Lee College Board Policy FMA (LOCAL): Discipline and Penalties - Discipline Procedures, the alleged violations are investigated and may result in dismissal or adjudication of the allegation, resulting in a sanction as listed per Lee College Board Policy - FM (LOCAL): Discipline and Penalties.

Following Lee College Board Policy FLB (LOCAL): Student Rights and Responsibilities-Student Conduct, the section below defines prohibited conduct that may lead to a student conduct referral:

Scholastic Dishonesty

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, and collusion.

"Cheating" includes, but is not limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

"Plagiarism" is defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

"Disorderly conduct" includes any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character, such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons when there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that the free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct when there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Discipline

A student is subject to disciplinary action if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the student's behavior adversely impacts the educational environment or otherwise interferes with the College District's operations, objectives, or other policies.

Responsibility

Each student is charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students must obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student is expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes regularly and on time;
4. Prepare for each class and take appropriate materials and assignments.
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and

8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the College catalog, are prohibited.

Drugs and Alcohol

Behaviors regarding drugs, alcohol, and associated paraphernalia, as described in policy FLBE, are prohibited.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District is prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior is prohibited.

Behavior Targeting Others

The following behavior targeting others is prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student (See Hazing below);
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property is prohibited:

Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;

Stealing from the College District or others; and

Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel are prohibited.

Tobacco and E-cigarettes

Possession or use of tobacco products or e-cigarettes on College District property without authorization is prohibited. [See FLBD]

Misuse of Technology

The following behavior regarding the misuse of technology is prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees, or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources, including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using email or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty is prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence is prohibited.

The prohibited conduct listed above is not an exhaustive list and may include behaviors not listed in the FLB policy. Below are detailed examples of already mentioned violations and additional behaviors that violate policy.

Bullying

Bullying can foster a climate of fear and disrespect, which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. Bullying of any individual is prohibited and is subject to disciplinary action. Such behaviors should be reported to a trusted Lee College employee or can be reported through our online incident reporting form (https://cm.maxient.com/reportingform.php?LeeCollege&layout_id=0).

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. This includes behavior on campus, while attending a College activity, or elsewhere if the behavior adversely impacts the educational environment. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest themselves in the following forms:

1. Physical Bullying includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.

2. Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory, or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

3. Nonverbal Bullying includes directing threatening gestures toward a person or invading a person's personal space after being asked to move or step away.

4. "Cyberbullying" is defined as bullying an individual using electronic forms, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

Disruption of Operations or Events

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

Dress and Grooming

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

Handguns and Campus Carry

The College is committed to providing a safe environment for its students, employees, and visitors and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on the College campuses, except where prohibited by law or this policy.

The Open Carry Law (SB 11) allows licensed holders to carry their handguns in an open manner throughout the state of Texas as long as the handgun is secured in a shoulder or belt holster. They may not open carry on the premises of a community college or a public or private driveway, street, sidewalk, or walkway, or parking area of a community college.

In effect for Community Colleges since August 2017, the Campus Carry Law permits concealed handguns to be carried by valid Concealed Handgun License (CHL) holders on a community college campus, in areas of the campus approved for carry.

License holders who carry a handgun on campus must carry it always concealed and on or about their person at all times or secure their handgun in a locked, privately owned vehicle. Lee College does not provide handgun storage areas on campus.

Weapon Free Zones

There are specific areas designated as weapon-free zones. This includes the following:

1. Any location or situation in which the personal belongings are not allowed on or about their person, such as the Testing Center;
2. All commencement ceremonies;
3. Laboratory areas where dangerous materials, equipment, or research animals are present;
4. Designated conference areas used for discussions of grievances or disciplinary hearings or meetings (these exclusions may be permanent or temporary based on usage of spaces);

5. Any location where professional mental health services are provided;
6. Any premises on which a program activity, or camp, is being conducted specifically for minors;
7. Additional locations as temporary (on a case-by-case basis) as approved by the College President. This may include venues for public or large events; and/or
8. Other areas prohibited by regulation, state, or federal law.

In September 2021, HB 1927 became effective. Known as the Constitutional Carry, the open carry of firearms on campus remains prohibited and does not apply to Lee College property. Any licensed gun owner may not enter areas where signs are posted prohibiting concealed carry. The existing prohibited places (Texas Penal Code § 46.03) continue to be in place for those who can legally carry a handgun.

Prohibited Weapons, Devices, and Fireworks

The College prohibits the use, possession, or display of any location-restricted knife, club, knuckles, or prohibited weapon, as defined by law, on College property or at a College-sponsored event unless permission is granted in advance by the College President or designee. The following are specific prohibited weapons;

- Fireworks of any kind;
- Incendiary devices;
- Instruments designed to expel a projectile with the use of pressurized air (such as a BB gun);
- Razors;
- Chains; or
- Martial arts throwing stars.

If you see anyone carrying a firearm on campus, please call 911 or the Lee College security department at extension 6888 or 281-425-6888.

Gangs

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

Hazing

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

Hazing includes, but is not limited to:

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

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

Roller Skates, Roller Blades, and Skateboards

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

Vandalism

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

Student Complaints

Student Complaints/Grievances

Lee College is here to assist students with any issue or concern that impedes the learning environment within our campus community.

To assist students, the college has designated employees and resources to help maintain professional standards across campus and provide appropriate responses to students' complaints and concerns.

Students are encouraged to report through an online form (https://www.lee.edu/online-reporting/). The three types of complaints are:

- General Complaints - These include both instructional and non-instructional issues (see below for more information).
- Title IX/Sexual Misconduct complaints - if you have been impacted by any type of sexual harassment or sexual violence, you are encouraged to report this to the Title IX Coordinator. More information on this reporting process can be found at lee.edu/titleix.
- Bias/Discrimination Complaints - If you have been the target of a bias incident (or have witnessed a bias incident), you should complete the online report form so the college will be aware and can investigate. You have the option to remain anonymous. For more information, contact the Executive Director, Campus Engagement and Belonging, Darlyn "Jo" Greathouse at dgreathouse@lee.edu or 832-556-6501.

INSTRUCTIONAL, NON-INSTRUCTIONAL, AND BIAS DISCRIMINATION COMPLAINTS

This section covers both instructional and non-instructional complaints as outlined in Board Policy (FLD Local) and complaints based on discrimination bias (FFDB Local). For complaints about course grades, students must first seek a resolution from the instructor who issued the grade for the course. https://www.lee.edu/online-reporting

Informal Complaint Resolution

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

For issues not resolved with an informal resolution, the student may submit a written statement to initiate the formal complaint by completing the online report form for general complaints (instructional or non-instructional) or the online bias report form for issues related to bias or discrimination.

All public members have the right to bring concerns to the Board of Regents. Students desiring to address the Board at a regular Board meeting during the public comment section should complete the form located on the public comment registration table at the meeting and provide it to the recording secretary prior to the start of the meeting. The Board will listen to concerns and hear petitions during public comments, but will not negotiate or respond to complaints.

Written Statement

The written statement is defined as one submitted directly to the appropriate administrator or through the online report portal. The report contains the student's name, ID number, contact information, and complaint description. Students should also include dates of meetings with college personnel that were held during the informal resolution process. Evidence and copies of supporting documentation should be submitted with the written statement, which may include e-mails, letters, or the course syllabus. In cases where absences are part of the consideration, documentation from medical personnel or others in authority may be included. Students are encouraged to suggest a resolution or remedy. Students should keep copies of all materials submitted for consideration.

For complaints related to discrimination, the Executive Director, Campus Engagement and Belonging, will review the allegations and determine if the behavior (if substantiated) constitutes a violation of our bias policy. If there is a possible violation, the issue will be investigated by either the Executive Director, Campus Engagement, or Belonging, or a designee. If the allegations do not constitute a violation of the Bias Policy, the issue will be addressed through the appropriate policy (such as a general complaint or student conduct), or the issue may be resolved informally.

Formal Complaint Process

Level 1

- With the submission of a formal complaint through the online portal, the appropriate college administrator will review the concern and will provide a resolution to the issue within 10 working days. For instructional issues, a review will be conducted by the Division Chair. For non-instructional issues, the issue will be forwarded to the supervisor of the department for which the complaint is made.
- For complaints regarding bias or discrimination, an investigation will be conducted. The College will provide interim action to protect the student while the investigation is being conducted, if necessary. If the investigation results indicate that the policy was

violated, the College will respond promptly with corrective or disciplinary action.

Level 2

- If the outcome of the review at Level 1 is not to the student's satisfaction, the student may, within 10 working days, request a review of the complaint with the appropriate college administrator. With the use of the online portal, information from Level 1 will be documented. If the student did not use the online system, he or she should present information including the written complaints and any evidence in their support, the solution sought, the date of the meeting with the administrator at Level 1, and any response to the administrator's resolution. A resolution to the issue will be provided to the student within 10 working days.

Level 3

If the student is not satisfied with the resolution of Level 2, the student may, within 10 working days, appeal that decision.

- For instructional complaints, the complaint will be heard by an academic appeals committee. The committee shall consist of two full-time faculty members, one from the applied science faculty and one from the academic faculty; and two students appointed by the Student Engagement Manager. Prior to the committee meeting, and if needed, the student shall submit the written statement and the date of the conference with the AVP. The Executive Director, Student Success and Wellbeing (or designee) will preside over all committee hearings but has no vote except in case of a tie. The decision of the academic appeals committee will be made within 10 working days.
- For non-instructional or bias/discrimination complaints, the student may, within 10 working days, appeal the decision made at Level 2 to the college president or designee. Prior to the conference, and if needed, the student will submit the written statement and other information gathered at previous levels. The college president or designee will provide a resolution within 10 working days. The decision made by the college president or designee is final.

Level 4

For instructional complaints, if the student is not satisfied with the resolution at Level 3, the student may, within 10 working days, appeal that decision.

- For instructional complaints, the student may, within 10 working days, appeal the decision made at Level 3 to the college president or designee. Prior to the conference, and if needed, the student will submit the written statement and other information gathered at previous levels. The college president or designee will provide a resolution within 10 working days. The decision made by the college president or designee is final.

Academic Appeals Committee

With the Academic Appeals Committee, students will have the opportunity to explain their position that was submitted in the written appeals statement that included supporting evidence, and to respond to or ask questions. Formal rules of evidence will not apply, and the committee may request additional information or evidence.

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

If students or employees want to have the meeting recorded and transcribed, it is their responsibility to make arrangements for such documentation, notifying the chair no later than five working days prior to the appeals meeting.

Students may waive their right to be present at the appeals meeting by notifying the Appeals Committee chairperson in writing. Without written notice, if students or relevant employees do not attend the appeals meeting, the appeal process will end, and the last decision regarding the appeal will be in effect.

Meeting protocol:

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

meeting. They may request additional meetings with students and/or Lee College employees.

Response to the Appeal

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

Absences

Absences Due to School Functions

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

Absences Due to Religious Holy Days

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

Alcohol, Tobacco, and Other Drugs

Lee College has a Drug-Free Campus Program that serves to provide the campus with activities and services designed to encourage a healthy and drug-free lifestyle. The Alcohol/Drug Abuse and Prevention Statement provides information on laws, health risks, expectations, and consequences, as well as resources to educate about, and Lee College Board Policy (FLBE Local) outlines the policy.

Alcohol and Illicit Drugs - Lee College policy (FLBE Local) prohibits students from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages or controlled substances on College property, in College vehicles, and/or at College-related activities. Violation of the policy may be subject to appropriate disciplinary action, which may include referral to drug or alcohol assisted programs, suspension, expulsion, or notification to appropriate law enforcement officials for prosecution.

Tobacco and E-Cigarettes - Lee College is a tobacco-free campus as outlined in Board Policy (FLBD Legal). Tobacco (nicotine) products include cigarettes, cigars, smokeless tobacco, and electronic cigarettes (every version and type of such device). Smoking, vaping, and the use of other tobacco products are banned from any area of campus, including personal and school-owned vehicles. In addition, Lee College prohibits the sales, sponsorships, advertising, or promotional activities of tobacco on campus property. Students, faculty, staff, contractors, and visitors violating the policy are subject to disciplinary measures. Cessation support can be found at https://www.lee.edu/about/maintaining-a-drug-free-campus/tobacco-cessation/.

Drug-Free Campus Program

Lee College is committed to an environment that supports the academic success and health of our staff and students, and has a Drug Free Campus Program that serves to provide the campus with activities and services designed to encourage a healthy and drug-free lifestyle.

In keeping with the requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], Lee College has an Alcohol/Drug Abuse Prevention Statement that describes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College-sponsored activities. The policy includes the following:

1. A description of legal sanctions under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
2. A clear legal sanction under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of the drug and alcohol counseling and treatment resources available to students and employees.

As outlined in the "Complying with the Drug-Free Schools and Campuses Regulations" (EDGAR Part 86), the statement is distributed to all students and employees as part of our Drug Free Campus Program. A required biennial review, which determines the effectiveness of the AOD Prevention program, is available online at https://www.lee.edu/about/maintaining-a-drug-free campus/.

Tobacco and E-Cigarettes

Lee College is a tobacco-free campus. Tobacco products include cigarettes, cigars, smokeless tobacco, and electronic cigarettes (every version and type of such device, whether manufactured or marketed as electronic cigarettes, e-cigarettes, electronic cigars, e-cigars, electronic pipes, e-pipes, or under any other product name or description). Smoking, vaping, and the use of other tobacco products are effectively banned from any area of campus, including the student's personal vehicle. Students violating the policy are subject to disciplinary measures, including fines.

More information on cessation can be found at https://www.lee.edu/about/maintaining-a-drug-free-campus/.

Academic Honesty Code

Please note: Recent changes to this policy, due to all AI Chatbots, can be found below under 1h) Acquiring Information**

"Academic Honesty" means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source.

Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code below and the Lee College Academic Honesty Values. Anyone who witnesses an incident may also follow the **Step-by-Step Academic Honesty Procedures below**.

Academic Honesty Violations

Honesty Code Violations: Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct, including the following examples, is considered a violation, whether it be in a face-to-face, web-enhanced, hybrid, teleconference, or completely online course. Examples of violations of the Honesty Code may include, but are not limited to, the following:

1. Acquiring Information

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

b) Working with another person or persons on any assignment or examination when asked for individual work. (Collusion) Collusion is defined "Collusion is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

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

d) Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered examination, paper, or another assignment.

e) Using test materials not authorized by the person administering the test.

f) The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;

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

h) Using any type of AI Chatbot results without prior permission from the instructor or unless part of the assignment.

i) Substituting for another student, or permitting another student to substitute for oneself, to take a test;

j) Bribing another person to obtain an unadministered test or information about an unadministered test; or

k) Manipulating a test, assignment, or final course grades.

2. Providing Information

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

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

3. Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Examples of plagiarism may include, but are not limited to, the following:

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

b) Copying computer programs or data files belonging to someone else.

c) Copying and pasting text and images from electronic sources into a paper without acknowledging the source of that work or idea.

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

e) Self-Plagiarism: Submitting an assignment that is the same as or substantially similar to one's own previously submitted work(s) without asking permission from the instructor or submitting an assignment that is the same as or substantially similar in two courses simultaneously without asking permission from both instructors.

4. Fabrication of Information

a) Fabricating or falsifying a bibliography.

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

c) Fabricating or falsifying the results obtained from research or a laboratory experiment.

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

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

f) Using false justification to obtain an extension on an assignment or exam.

Student Responsibility: Students at Lee College are expected to maintain honesty and integrity in the academic work they attempt while enrolled at the College. Each student acknowledges by the act of turning in work for a grade that he or she is in compliance with the code. Students who witness a violation of the Academic Honesty code should report such violations to the instructor of the course in which the violation occurred.

Faculty Responsibility: Faculty members are responsible for helping students comply with the Academic Honesty Code by directing students' attention to the policy in course outlines and/or by explaining its provisions in class. Instructors should help minimize students' temptation to violate the code by enacting adequate security precautions in preparing, handling, and administering graded work. This is a learning process for the students, and enforcing the Academic Honesty Code will empower students to be better employees in the workplace.

Step-by-Step Academic Honesty Violation Procedures

[Last updated: 11/08/2018]

Step 1: See the Academic Honesty Code for a list of possible violations.

Step 2: Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and meet with the student and discuss with them that an alleged Academic Honesty Violation might have taken place and the possible sanctions that could be in play. Then, conduct an investigation to see if your student has committed an Academic Honesty Violation. Faculty members who conduct such investigations are encouraged to confer with their instructional and/or student affairs administration regarding procedures, valid proof, and due process.

Step 3: Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. Academic honesty violations will be reported to the Associate Vice President of Student Affairs, the Division Chair, and the Associate Vice President, Academic Affairs by completing the Academic Honesty Incident Violation form. Anyone who witnesses an incident can also fill out the Academic Honesty Incident Violation form.

The Instructor will be informed of the progress of their student's academic honesty violation through an online system, which will track the student's violations throughout their academic career at Lee College. These records are not attached to nor do they become a part of the student's permanent records or transcript unless repeated violations result in the student's expulsion from the College.

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

Penalties for proven violations of the Academic Honesty code during a student's entire career at Lee College are as follows:

Step 4: For Unintentional Violations:

- The student will complete a mandatory online Academic Honesty instruction session. The library will send an email to the violator of academic honesty. Once contacted, the student will have two weeks to complete the instruction session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training with a satisfactory score of at least 80%.

- "Students will be given a verbal and a written warning about unacceptable behavior or activities, which may result in subsequent academic or disciplinary penalties based on department/program policies. The student may also be advised that all future work will be closely monitored, and subsequent

unacceptable behavior may be subject to stronger disciplinary action." Taken from Saddleback College's Academic Integrity Contract.

Step 5: For Intentional First Offense Violators:

- The student will receive a zero on the assignment in question, which may result in subsequent academic or disciplinary penalties based on department/program policies.
    - The student will also complete an online mandatory Academic Honesty instruction session. The library will send an email to the violator of academic honesty. Once contacted, the student will have two weeks to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.

Step 6: For Intentional Second Offense Violators:

- In any class where a second offense occurs, the student will receive an "F" for the course.
    - The student will also complete a mandatory online Academic Honesty instruction session as well as a one-on-one instruction session with the Library Director. The library will send an email to the violator of academic honesty. Once contacted, the student will have two weeks to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.
- Additional Penalties: Violations of the Academic Honesty Code in any subsequent courses that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the Associate Vice President, Student Affairs, and the Associate Vice President, Academic Affairs.

Step 7: For Intentional Third Offense Violators:

- Violations of the Academic Honesty Code in any subsequent courses that threaten the College's learning environment may merit further penalties up to and including expulsion.
- Any additional penalties will be determined by the faculty member in conjunction with the Associate Vice President of Student Affairs and the Associate Vice President of Academic Affairs.

Step 8: Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures.

Title IX /Sexual Misconduct

Lee College is committed to maintaining an academic environment in which students can learn and work without fear of any form of sexual misconduct or discrimination. Every member of the college community must recognize that sexual harassment compromises the integrity of the College, its tradition of academic freedom, and the trust placed in its members. It is, therefore, the policy of the College to take all necessary actions to prevent, correct, and, when indicated, sanction those who are found to violate our sexual misconduct policy, prevent its recurrence, and address its effects.

What is Title IX?

Title IX prohibits sex discrimination in educational institutions that receive federal funding. Title IX is a very short statute; Supreme Court decisions and guidance from the U.S. Department of Education have given it a broad scope covering sexual harassment and sexual violence. Under Title IX, schools are legally required to respond to and remedy hostile educational environments.

Under Title IX, sex discrimination includes sexual harassment and gender-based harassment. Sexual harassment comes in many forms, ranging from unwanted sexual comments or advances to cyberbullying to any non-consensual sexual contact. Gender-based harassment is when an individual is harassed or bullied because they don't conform to gender stereotypes. Sexual misconduct can be committed by any sex or gender, strangers or acquaintances, and can occur between people of the same or opposite sex. This policy applies to all regardless of gender, gender orientation, or gender identity of the person reporting the misconduct or the person responding to the allegation. The policy protects students, faculty, staff, and visitors. The College will work to ensure that all persons are given appropriate support and fair treatment. In addition, the policy protects any individual from retaliation for reporting or participating in a Title IX investigation.

Harassment is prohibited by Title IX when it creates a hostile environment for an individual such that he or she can no longer fully participate in or benefit from their education. A hostile environment can be caused by a single incident or by repeated instances of harassment. Schools must take action against harassment or discrimination regardless of where incidents occur. Instances of harassment that occur off-campus may be sufficiently severe to create a hostile learning environment and, therefore, fall under the purview of Title IX.

How to Report Sexual Misconduct

It is the right of those who believe they have experienced sexual misconduct to choose whether or not to report the matter to the college and/or law enforcement. The college, however, urges anyone who has experienced sexual assault, domestic, dating violence, or stalking to seek support as soon as possible to minimize and treat physical and emotional harm and to understand the options for reporting.

It is also important to obtain medical treatment following sexual assault or other acts of violence. A hospital exam to collect evidence for potential criminal prosecution should be done as soon as possible after the incident. The Campus Sexual Assault Victim's Bill of Rights exists as part of the campus security reporting requirements, commonly known as the Jeanne Clery Act Campus Safety, and provides information on the rights of those who report sexual violence on a college campus.

Any person may report an incident of sexual assault, interpersonal violence (including domestic and dating violence, stalking, sexual harassment, and sex discrimination) to one of the Title IX Coordinators via the online reporting form; via email at TitleIXSupport@lee.edu; via mail at P.O. Box 818, Baytown, TX 77520-0818, or by calling the Title IX coordinator directly (information below). Reports can be made regardless of whether the person reporting is the person alleged to be subject to the complaint. The online reporting form allows for anonymous reports.

Why Report?

- The incident has negatively affected your academics and/or employment.
- You have concerns about your safety and/or the safety of the community.
- You want the college to pursue disciplinary action against the respondent.
- Reporting an incident informs the college of the incident, which allows the institution to provide support, resources, and accommodations to all the parties impacted by the incident and does not necessarily result in the initiation of a grievance process.

File a Title IX Report: Use this link to report allegations of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating violence and domestic violence), and stalking.

Types of Reporting

Anonymous Reports: A report may be made without sharing your name. You may pick this option if you would like to make the college aware of incidents or general trends, but you may not see any further action. The college's ability to respond may be limited depending on the information provided.

College Reports:

All parties who report incidents to the Title IX Coordinator will be offered individualized supportive measures. A decision to remain anonymous may greatly limit the college's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this policy. Prompt reporting is encouraged.

If you are seeking criminal penalties (such as incarceration or sex offender registration), you should file a report with the relevant law enforcement agency. Individuals have the option of notifying both on-campus officials and local law enforcement authorities to report sexual assault, dating violence, domestic violence, or stalking. Reports should be filed with the agency where the incident occurred.

- On Campus
    - Campus Security:
        - Ext. 6888 or 9.281.425.6888, 24 hours a day, 7 days a week
        - Red phones in each building and emergency poles throughout the parking lots. Pick up the receiver or push the button and wait for a security officer to answer.
    - Local Emergency: Dial 9.911 (for fire, police, ambulance)
- Off-Campus
    - Campus Security: 281.425.6888 or 281.808.0079, 24 hours a day, 7 days a week
    - Local Emergency: 911
- Baytown Police Department
    - 3200 N. Main Street, Baytown, TX 77522
    - Phone: 281.422.8371

Any person subject to an alleged incident may file a formal complaint to initiate the appropriate grievance process. The college recognizes the right of a victim of sexual harassment, sexual assault, dating violence, or stalking to report the incident and to receive a prompt and equitable resolution of the report or formal complaint.

The Title IX Coordinator may also file and sign a formal complaint based on any incident report received, which will initiate the appropriate grievance process track.

What Happens Next?

After a report is submitted, the Title IX Coordinator will review the report or formal complaint and reach out to the reporter, complainant, and other appropriate parties to discuss the next steps and provide information on specific resources and accommodations related to the report.

Understanding Confidentiality

All reports are treated with the greatest degree of confidentiality possible. Confidentiality is maintained on a need-to-know basis with respect to the college's obligations to investigate allegations of sexual misconduct and take the appropriate corrective action. Anyone making a report should be aware that all Lee College employees are mandatory reporters and are required to report to a Title IX coordinator any information of sexual misconduct brought to their attention.

The college has designated specific individuals to serve as confidential employees. These individuals may provide support in a secure environment in which questions can be asked, information provided, and guidance offered should the student wish to report the sexual misconduct to the Title IX coordinator without the student's written permission unless there is concern the individual will likely cause serious physical harm to self or others; or the information concerns conduct involving suspected abuse or neglect of a minor or elder. The following employees serve as Confidential Employees for the college:

- Linda Torrez-Mann, LPC-S LCDC | ltorrezmann@lee.edu
- Ofelia Ferman | oferman@lee.edu

Contact Information

More information on Title IX and other sexual misconduct policies and procedures can be found online at www.lee.edu/titieix, by email (TitleIXSupport@lee.edu), or by contacting the Title IX coordinator.

Jose Martinez, Title IX Coordinator

josmartinez@lee.edu

281-425-6546.

Definitions

Title IX - Key Definitions

The following are definitions set by state and federal regulations and used to determine violations of Title IX or other sexual misconduct behaviors.

Consent

Consent is voluntarily and knowingly expressing unambiguous participation in a mutually agreed upon sexual activity at any stage of sexual activity and does not include coerced submission or submission out of fear. In the absence of an individual's inability to offer resistance, say "no" or provide clear, concise, and positive verbal communications and physical actions indicating approval, agreement, and permission to engage in sexual activities by all parties, one should not infer or presume consent. A prior or current relationship, even if it is sexual activity is/was/involved, does not imply consent for future sexual activity. More information about consent.

Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse and does not include acts covered un the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence

Domestic Violence (or intimate partner violence) can be a felony or a misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College's educational program.

Examples of gender-based harassment directed against a student, regardless of the student's or the alleged harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Grievance Policy: Other Sexual Misconduct Complaints (*Process B*)

Sexual Misconduct complaints may be investigated either as a Title IX complaint or Other Sexual Misconduct complaint. Process B procedures will be used for complaints that do not meet the definition required by Title IX federal regulations, defined in policy as "Other Complaints". They may include sex discrimination and other inappropriate conduct or retaliation that does not meet the criteria as defined by the Title IX regulations. This would include those complaints that fall within the definition of Title VII. In general, this process is less formal than the Title IX (Process A) procedures as outlined in Board Policy FFDA.

Grievance Policy: Title IX (*Process A)*

For conduct determined to be a possible violation of Title IX, specific processes are followed based on federal regulations to provide for a prompt and equitable resolution of the complaint. This includes the investigation, a hearing, and an opportunity for an appeal. (Board Policy FFDA)Local). To be considered a Title IX Complaint, the behavior must meet the definition as outlined in federal regulations, which include behavior that is severe, pervasive, AND objectively offensive so that it effectively denies the student's ability to participate in their educational program.

Sexual Harassment

Sexual harassment includes inappropriate conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape, sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical and sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Stalking

Stalking involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress or fear for his or her safety or the safety of others. For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Retaliation

The college prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

kNOw More Campaign

Lee College's kNOw More Campaign supports a campus environment free from any threat of sexual violence. Our goal is to educate the campus community on primary prevention and how we all can help end the culture of violence on our campuses and in the community.

Students and employees are encouraged to report any incident of sexual misconduct to Jose Martinez, Title IX Coordinator.

Associate of Arts, Associate of Science, and Field of Study Transfer Program Plans

Introduction

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

Some students, however, may wish to transfer to other institutions without earning a degree at Lee College. Students who plan to transfer to other institutions - with or without a Lee College degree - should obtain a catalog from the institution to which they plan to transfer and work with a Lee College advisor in the selection of their courses.

Core Curriculum

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

Core Objectives

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

Foundational Component Areas

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Core Curriculum Options

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

Communication (6 SCH) 010

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Mathematics (3 SCH) * 020

- BUSI 2305 - Business Statistics Credits: 3
- MATH 1314 - College Algebra Credits: 3
- MATH 1316 - Plane Trigonometry Credits: 3
- MATH 1324 - Finite Mathematics with Business Applications Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3
- MATH 2412 - Precalculus Credits: 4
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Life and Physical Sciences (LP Science) (6 SCH)* 030

- BIOL 1308 - Biology for Non-Science Majors I Credits: 3
- BIOL 1309 - Biology for Non-Science Majors II Credits: 3
- BIOL 1322 - Nutrition Credits: 3
- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4

- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 1413 - General Zoology Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2404 - The Human Body Credits: 4
- BIOL 2416 - Genetics Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- CHEM 1405Ω - Introductory Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4 **
- ENVR 1402 - Environmental Science II Credits: 4
- GEOL 1347 - Meteorology Credits: 3
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Science Credits: 4 **
- GEOL 1447 - Meteorology Credits: 4
- PHYS 1317 - Physical Science II Credits: 3
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 1415 - Physical Science I Credits: 4
- PHYS 1417 - Physical Science II Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Language, Philosophy, and Culture (LPC) (3 SCH) 040

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- HUMA 2319Ω - American Minority Studies Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3
- PHIL 1304Ω - Introduction to World Religions Credits: 3
- PHIL 2306 - Introduction to Ethics Credits: 3
- SPAN 2311 - Intermediate Spanish I Credits: 3
- SPAN 2312 - Intermediate Spanish II Credits: 3
- SPAN 2313 - Spanish for Native/Heritage Speakers I Credits: 3
- SPAN 2315 - Spanish for Native/Heritage Speakers II Credits: 3

Creative Arts (3 SCH) 050

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Theatre Appreciation Credits: 3
- DRAM 2366 - Film Appreciation Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

American History (6 SCH) 060

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3
- HIST 2327 - Mexican American History I (to the United States-Mexico War Era) Credits: 3
- HIST 2328 - Mexican American History II (from the United States-Mexico War Era Credits: 3
- HIST 2381 - African American History I Credits: 3
- HIST 2382 - African American History II Credits: 3

Government/Political Science (GOVT/PS) (6 SCH) 070

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

Social/Behavioral Sciences (SBS) (3 SCH) 080

- ECON 2301 - Principles of Economics: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economics: Microeconomics Credits: 3
- GEOG 1303 - World Regional Geography Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Oral Communication (3 SCH) 090

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Institutional Requirements (3 SCH) 090

- BCIS 1305 - Business Computer Applications Credits: 3
- EDUC 1200 - Learning Frameworks Credits: 2
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1
- KINE 1304 - Personal/Community Health Credits: 3 *
- KINE 1306 - First Aid Credits: 3 *

Note:

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

**Courses are cross-listed and cannot be used as two different courses to fulfill the science core requirement for a degree plan

Core Total 42

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

Mathematics (3 SCH)

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Life and Physical Sciences (6 SCH)*

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4
- ENVR 1402 - Environmental Science II Credits: 4
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

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

Students must take paired courses.

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

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

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

Graduation Requirements:

see Admission, Registration, and Enrollment

Core Curriculum Completion

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

Field of Study

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

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

Guided Pathways

Guided Pathways provides structure to the elective courses taken to complete an AA or AS Degree. Students focused on an Academic Transfer Plan have multiple Guided Pathways to choose from. Academic Advisors/Counselors are available to help students obtain specific course requirements for their transfer institution.

Articulation Agreements

Articulation agreements are specific degree plans agreed upon between Lee College and a 4-year institute of higher education. Articulation agreements have been made with several four-year universities. Students should contact their assigned Academic Advisor/Counselor for details.

Associate of Arts

Associate of Arts Degree

This Associate of Arts degree (AA) is a general education degree with an emphasis on the Core requirements. Students should select a major to find a series of suggested courses that meet the requirements of the AA and align with transfer requirements into a four-year academic program.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- See Major Plan - Creative Arts Core Course Credits: 3 ♦
- See Major Plan - Elective in Major Credits: 3

For First time in College Students:

- EDUC 1200 - Learning Frameworks Credits: 2 ♦
  And
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1 ♦
  Or
- Science - 4th Credit hour on one 4-credit Life and Physical Sciences Core Course
  Or
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
  Or
- KINE 1304 - Personal/Community Health Credits: 3 ♦
  Or
- KINE 1306 - First Aid Credits: 3 ♦

See Major Plan for Recommendation

For Students Who Are Not First Time In College:

- BCIS 1305 - Business Computer Applications Credits: 3 ♦
  Or
- KINE 1304 - Personal/Community Health Credits: 3 ♦
  Or
- KINE 1306 - First Aid Credits: 3 ♦
  Or
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1 ♦
  And
- Science - 4th credit hour of two 4-credit Life and Physical Sciences Core Courses ♦
  See Major Plan for Recommendation

Total: 15/17 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
  Or
- ENGL 2311Ω - Technical Writing Credits: 3 ♦
  See Major Plan for Recommendation

- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
  Or
- HIST 2301Ω - History of Texas Credits: 3 ♦
  See Major Plan for Recommendation

- SPCH Oral Communication Credits: 3 ♦
- MATH Mathematics Credits: 3 ♦
- See Major Plan - Elective in Major Credits: 3

Total: 15 SCH

Third Semester

- See Major Plan - Language, Philosophy, and Culture Core Course Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Core Course Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦
- See Major Plan - Elective in Major Credits: 3
- See Major Plan - Elective in Major Credits: 3

Total: 15 SCH

Fourth Semester

- See Major Plan - Social and Behavioral Sciences Core Course Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Core Course Credits: 3 ♦
- GOVT 2306Ω - Texas Government Credits: 3 ♦
- See Major Plan - Elective in Major Credits: 3
- See Major Plan - Elective in Major Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/62

♦ Core Curriculum Course

Ω Course with optional Honors Contract

Music - MU4, AA (Field of Study)

The Field of Study Curriculum for Music is a set of lower-division courses that must be applied to a bachelor's degree program with a major in music. The Field of Study Curriculum for Music should be followed by community and technical colleges to structure a transfer curriculum in music.

The Field of Study Curriculum for Music shall consist of 31 lower-division semester credit hours that are fully applicable to a bachelor's degree with a major in Music. The entire block of courses shall be applied to a bachelor's degree with a major in Music or on a course-by-course basis.

Students are required to:

- Enroll in either Piano Class or Applied Piano until exit proficiency requirements are met*
- Attend the Performance/Lecture Seminar (Forum)
- Attend a specified number of approved concerts each semester

First Semester

- MUSI 1311 - Music Theory I Credits: 3 ***
- MUSI 1116 - Sight Singing and Ear Training I Credits: 1 ***
- MUSI 1181 - Piano Class I Credits: 1
  Or
- MUAP XX69 Applied Piano Credits: 1*

- MUEN 11XX Ensemble Credits: 1**
- MUAP 12XX Applied Music (Freshman Level) Credits: 2
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- SPCH 13XX Oral Communication Credits: 3 ♦

Total: 14 SCH

Second Semester

- MUSI 1312 - Music Theory II Credits: 3 ****
- MUSI 1117 - Sight Singing and Ear Training II Credits: 1 ****
- MUAP XX69 or MUAP XX70 Applied Piano Credits: 1*
- MUEN 11XX Ensemble Credits: 1**
- MUAP 12XX Applied Music (Freshman Level) Credits: 2
- MUSI 1307 - Music Literature Credits: 3
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦

Total: 17 SCH

Third Semester

- MUSI 2311Ω - Music Theory III Credits: 3 ***
- MUSI 2116 - Sight Singing and Ear Training III Credits: 1 ***
- MUAP XX69 or MUAP XX70 Applied Piano Credits: 1*
- MUEN 21XX Ensemble Credits:1**
- MUAP 22XX Applied Music (Sophomore Level) Credits: 2
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- MATH 1314 - College Algebra Credits: 3 ♦
  or
- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦
  or
- MATH 1342 - Elementary Statistics Credits: 3 ♦

Total: 14 SCH

Fourth Semester

- MUSI 2312Ω - Music Theory IV Credits: 3 ****
- MUSI 2117 - Sight Singing and Ear Training IV Credits: 1 ****
- MUAP XX69 or MUAP XX70 Applied Piano Credits: 1*
- MUEN 21XX Ensemble Credits: 1**
- MUAP 22XX Applied Music (Sophomore Level) Credits: 2
- GOVT 2306Ω - Texas Government Credits: 3 ♦
- LPS X4XX Life and Physical Sciences Credits: 4 ♦

Total: 15 SCH

Total Semester Credit Hours for the Music Field of Study = 60

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

***Offered in the Fall only/guaranteed to be offered once a year

****Offered in the Spring only/guaranteed to be offered once a year

Total SCH for the AA Music Field of Study = 60 SCH

AA Core 25 SCH

Contact: Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or the Director of Instrumental Music at 281.425.6350 for specific Degree information.

♦ Core curriculum course.

Students who first enrolled in courses in the Music Field of Study Curriculum prior to the adoption of the 2017 revisions should not be required to repeat content or unnecessarily accumulate semester credit hours. Students should be transitioned to the revised Field of Study Curriculum, with their previously

completed Field of Study courses applied to the revised Field of Study requirements under the same terms as those that apply to a student who transfers from one institution to another. The student shall then complete the remaining requirements under the current Field of Study Curriculum.

Keyboard (piano) Proficiency

Keyboard (piano) proficiency is a requirement for most baccalaureate degrees in music. Instruction in keyboard skills is generally offered in the first two years of undergraduate study. Therefore, it is strongly recommended that community college degree plans include courses in group piano or applied piano lessons, even though they are not part of the Field of Study Curriculum for Music. Keyboard proficiency courses approved for transfer are courses in group piano or applied piano lessons that concentrate specifically on the development of skills for passing keyboard proficiency examinations. Keyboard courses concentrating primarily on performance literature are not considered keyboard proficiency courses. *Completion of courses leading to keyboard proficiency does not necessarily satisfy the requirement at a receiving institution.*

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Diagnostic assessment of transfer students is permissible only if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study. Should a transferring student fail to demonstrate proficiency, the student may be encouraged, but not required, to retake relevant courses to gain proficiency.

Courses in Addition to the Field of Study Curriculum for Music

Completion of the Field of Study Curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specialized programs of a bachelor's degree with a major in Music. Courses selected for inclusion in the Field of Study Curriculum are those considered to be a common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower division courses that are not included in the Field of Study Curriculum. For example, coursework in vocal diction is not included in the Field of Study Curriculum for music but may transfer by agreement between institutions.

General Education Core Curriculum Courses

The Field of Study Curriculum for Music should serve as the basis for structuring the associate degree. Each two-year college determines which courses from its approved general education core curriculum, along with the Field of Study Curriculum for Music, constitute a 60-semester-credit-hour transfer block. Students shall complete the remaining general education core curriculum in effect at the receiving institution.

Associate of Science

Associate of Science Degree

This Associate of Science degree (AS) is a general education degree with an emphasis on the Core requirements and science. Students should select a major to find a series of suggested courses that meet the requirements of the AS and align with transfer requirements into a four-year academic program.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- See Major Plan - Creative Arts Core Course Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Core Course Credits: 4 ♦

For First Time in College Students:

- EDUC 1200 - Learning Frameworks Credits: 2 ♦
  And
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1 ♦
  Or
- Science - 4th Credit hour of one 4-credit Life and Physical Sciences Core course
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
  Or
- KINE 1304 - Personal/Community Health Credits: 3 ♦
  Or
- KINE 1306 - First Aid Credits: 3 ♦
  See Major Plan for Recommendation

For Students Who Are Not First Time In College:

- BCIS 1305 - Business Computer Applications Credits: 3 ♦
  Or
- KINE 1304 - Personal/Community Health Credits: 3 ♦
  Or
- KINE 1306 - First Aid Credits: 3 ♦
  Or
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1 ♦
  And
- Science - 4th credit hour of two 4-credit Life and Physical Sciences Core Courses
  See Major Plan for Recommendation

Total: 15/16 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
  Or
- ENGL 2311Ω - Technical Writing Credits: 3 ♦
  See Major Plan for Recommendation
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
  Or
- HIST 2301Ω - History of Texas Credits: 3 ♦
  See Major Plan for Recommendation
- SPCH Oral Communication Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Core Course Credits: 4 ♦
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Total: 17 SCH

Third Semester

- See Major Plan - Language, Philosophy, and Culture Core Course Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Course (degree requirement beyond Core) Credits: 4
- GOVT 2305Ω - Federal Government Credits: 3 ♦
- See Major Plan - Elective in Major Credits: 3

Total: 13 SCH

Fourth Semester

- See Major Plan - Social and Behavioral Sciences Core Course Credits: 3 ♦
- See Major Plan - Life and Physical Sciences Course (degree requirement beyond Core) Credits: 4
- GOVT 2306Ω - Texas Government Credits: 3
- See Major Plan - Elective in Major Credits: 3
- See Major Plan - Elective in Major Credits: 2

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

♦ Core Curriculum Course

Pre-Engineering- EGR3, AS

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

Entry prerequisites: MATH 1314 or equivalent **and** MATH 2412 or equivalent.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4 ♦
- CHEM 1411Ω - General Chemistry I Credits: 4 ♦

Total = 14 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- ENGR 1201 - Introduction to Engineering Credits: 2
- PHYS 2425Ω - University Physics I Credits: 4 ♦

Total = 16 SCH

Third Semester

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4 ♦

Total = 14 SCH

Fourth Semester

- Creative Arts Elective Credits: 3 ♦
- ECON 2301 - Principles of Economics: Macroeconomics Credits: 3 ♦
- GOVT 2306Ω - Texas Government Credits: 3 ♦
- KINE/EDUC Institutional Requirement Credits: 3 ♦
- General Elective Credits: 1
- LPC Language, Philosophy and Culture Credits: 3 ♦

Total = 16 SCH

Total Semester Credit Hours for Degree = 60

♦ Core Curriculum Course

The following courses are required by some, but not all, engineering disciplines. This is* ***not *a requirement for the EGR3 degree at Lee College, (hence it is not included in the total semester credit hours for degree), but the transfer institution may require the course for entrance into their engineering program.*

ENGR	1304**	Engineering Graphics	3
ENGR	2301**	Engineering Statics	3
ENGR	2304**	Programming for Engineers	3
CHEM	1412**	General Chemistry II	4
MATH	2320**	Differential Equations	3

Contacts for more information: Curtis White at 281.425.6254 or cwhite@lee.edu.

Associate of Arts in Teaching

Early Childhood to 6th Grade (Early Childhood Specialization Only) - ED15, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the State of Texas.

ED 15 AAT - Prepares potential teachers for early childhood to sixth grade who plan to transfer to UHCL, UH Main, or UH Downtown.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- MATH 1314 - College Algebra Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- KINE Kinesiology Credits: 1 ♦

Total: 13 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- MATH 1350 - Fundamentals of Mathematics I Credits: 3

Total: 16 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦
- SBS Social/Behavioral Sciences Credits: 3 ♦
- Creative Arts Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Total: 16 SCH

Fourth Semester

- GOVT 2306Ω - Texas Government Credits: 3 ♦
- LPC Language, Philosophy and Culture Credits: 3 ♦
- TECA 1354 - Child Growth and Development Credits: 3
- TECA 1303 - Family, School and Community Credits: 3
- Elective Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

Important Information: Students are permitted to earn only one AAT degree.

♦Core Curriculum course

Early Childhood to 6th Grade (Special Educ., ESL, & Bilingual Generalist) - ED 25, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the State of Texas.

ED 25 AAT- Prepares potential teachers for early childhood to sixth grade, as a Generalist, Bilingual Generalist, ESL Generalist, or Special Education Generalist.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- MATH 1314 - College Algebra Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

Total: 16 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- Creative Arts Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- MATH 1350 - Fundamentals of Mathematics I Credits: 3

Total: 16 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- KINE Kinesiology Credits: 1 ♦
- SBS Social and Behavioral Sciences Credits: 3 ♦
- LPS Life and Physical Sciences ♦ Credits: 3

Total: 13 SCH

Fourth Semester

- GOVT 2306Ω - Texas Government Credits: 3 ♦
- LPC Language, Philosophy and Culture Credits: 3 ♦
- EDUC 2301Ω - Introduction to Special Populations Credits: 3
- Elective Credits: 3
- Elective Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

Important Information: Students are permitted to earn only one AAT degree.

♦Core Curriculum

Grades 4th to 8th Generalist - ED35, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the state of Texas

ED35 AAT - Future teachers interested in 4th to 8th grade teaching.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- MATH 1314 - College Algebra Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

Total: 16 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- Creative Arts Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- MATH 1350 - Fundamentals of Mathematics I Credits: 3

Total: 16 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦
- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- KINE Kinesiology Credits: 1 ♦
- SBS Social and Behavioral Sciences Credits: 3 ♦
- LPS Life and Physical Sciences ♦ Credits: 3

Total: 13 SCH

Fourth Semester

- GOVT 2306Ω - Texas Government Credits: 3 ♦
- LPC Language, Philosophy and Culture Credits: 3 ♦
- EDUC 2301Ω - Introduction to Special Populations Credits: 3
- Elective Credits: 3
- Elective Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

Important Information: Students are permitted to earn only one AAT degree.

♦Core Curriculum

Grades 8th to 12th Generalist - ED45, AAT

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

ED45 AAT - Students interested in pursuing an area of specialization applied to early childhood through grade 12 (Music, Physical Education, Art, etc.) or grades 8 through 12 (Mathematics, Science, Languages, Social Services, etc.).

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- HIST 1301Ω - History of the United States to 1877 Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- Specialization* Credits: 3

Total: 13 SCH

Second Semester

- ENGL 1302Ω - English Composition II Credits: 3 ♦
- MATH 1314 - College Algebra Credits: 3 ♦

- HIST 1302Ω - History of the United States Since 1877 Credits: 3 ♦
- LPS Life and Physical Sciences Credits: 4 ♦
- Specialization* Credits: 3

Total: 16 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦
- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- Creative Arts Credits: 3 ♦
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- Specialization* Credits: 3

Total: 15 SCH

Fourth Semester

- GOVT 2306Ω - Texas Government Credits: 3 ♦
- KINE Kinesiology Credits: 1 ♦
- LPC Language, Philosophy and Culture Credits: 3 ♦
- SBS Social and Behavioral Sciences Credits: 3 ♦
- EDUC 2301Ω - Introduction to Special Populations Credits: 3
- Specialization* Credits: 3

Total: 16 SCH

Total Semester Credit Hours for Degree = 60

* Specialization requirement is a minimum of 12 SCH in a discipline. Select courses in the area you plan to teach.

Important Information: Students are permitted to earn only one AAT degree.

♦ Core Curriculum

Applied Science Degree and Certificate Plans

Associate of Applied Science (AAS)

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

Certificates of Completion

Lee College offers over 90 different Certificates of Completion and Associate of Applied Science Degree programs. These programs are designed for students who are employed or plan to be employed in technical fields.

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

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 an academic advisor.

General Education for AAS Degrees

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

Communication (3 SCH)

While only three hours of Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Creative Arts/Language, Philosophy, and Culture (LPC) (3 SCH)

Choose one course from the Creative Arts/ Language, Philosophy, and Culture options in the Core Curriculum. (Identified as Creative Arts/LPC.)

Social/Behavioral Sciences, American History, or Government/Political Sciences (3 SCH)

Choose one from Social/Behavioral Sciences, American History, Government/Political Sciences options from the Core Curriculum. (Identified as SBS/HIST/GOVT PS).

Life and Physical Sciences/Mathematics (3/4 SCH)

Choose one from Mathematics or Life and Physical Sciences options from the Core Curriculum. (Identified as LP Sciences/Mathematics).

Total Core Curriculum Credit hours = 15/16

Accounting

Accounting Technology - AT2, AAS

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 the business industry. Emphasis is placed on generally accepted accounting principles and internal accounting procedures, as well as computer applications.

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

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

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

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

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 16 SCH

Second Semester

- POFT 1325 - Business Math Using Technology Credits: 3
- ACNT 1331 - Federal Income Tax: Individual Credits: 3
- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- Social/Behavioral Sciences ♦ Elective Credits: 3

Total: 16 SCH

Third Semester

- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- BUSI 1301 - Business Principles Credits: 3
- Life and Physical Sciences/Math ♦ Elective* Credits: 3/4

Total: 15/16 SCH

Fourth Semester

- ACNT 2304 - Intermediate Accounting II Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- ACNT 2189 - Internship Accounting Credits: 1
- Creative Arts/Language, Philosophy and Culture ♦ Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

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

♦ Core curriculum course

* MATH 1324 Finite Mathematics with Business Applications, recommended

Ω Indicates course with optional Honors contract

Accounting Technician - TA1, Certificate of Completion

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

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

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
  or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 16 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3

- ACNT 2386 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 ►
  or
- ACNT 2302 - Accounting Capstone Credits: 3 ►

Total: 19 SCH

Total Semester Credit Hours for Certificate = 35

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

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Advanced Accounting Technician - AT1, Certificate of Completion

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
  or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 16 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- BUSI 1301 - Business Principles Credits: 3

Total: 16 SCH

Third Semester

- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- BUSI 2301Ω - Business Law Credits: 3

- ACNT 2387 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 ►
  or
- ACNT 2302 - Accounting Capstone Credits: 3 ►

Total: 15 SCH

Total Semester Credit Hours for Certificate = 47

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

♦ Core curriculum course

Ω Indicates course with optional Honors contract

► Capstone Course
Ω Course with optional Honors Contract

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

Business Administration and Management

Management - MN2, AAS

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- BMGT 1301 - Supervision Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- HRPO 1311 - Human Relations Credits: 3

Total: 15 SCH

Second Semester

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3
- BMGT 1307 - Team Building Credits: 3
- Social/Behavioral Sciences/History/Government ♦ Elective Credits: 3

Total: 15 SCH

Third Semester

- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- BMGT 1325 - Office Management Credits: 3
- Life and Physical Sciences ♦ Credits: 3

or

- MATH 1324 - Finite Mathematics with Business Applications Credits: 3 ♦

Total: 15 SCH

Fourth Semester

- BMGT 1341 - Business Ethics Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3

or

- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- Creative Arts/Language, Philosophy, and Culture ♦ Elective Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Basic Business Skills - High School, Certificate of Completion

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- EDUC 1200 - Learning Frameworks Credits: 2 ♦

Total Semester Credit Hours for Certificate = 15

Business - BU1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3 ►
- BMGT 1327 - Principles of Management Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

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

♦ Core curriculum course.

Entrepreneurship - BE1, Certificate of Completion

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

First Semester

- BMGT 1301 - Supervision Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
  or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BUSI 1301 - Business Principles Credits: 3
- IMED 2315 - Web Page Design II Credits: 3
  or
- HRPO 1311 - Human Relations Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3

Total: 15/16 SCH

Second Semester

- BUSI 2301Ω - Business Law Credits: 3
- IMED 2309 - Internet Commerce Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3 ►

Total: 12 SCH

Total Semester Credit Hours for Certificate = 27/28

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

♦ Core curriculum course.

International Business - IB1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3 ►
- SBS/HIST/GOVT PS Credits: 3♦

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

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

♦ Core curriculum course.

Management - MN1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3
- BMGT 1327 - Principles of Management Credits: 3 ►
- BMGT 1307 - Team Building Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3
- HRPO 1311 - Human Relations Credits: 3

Total: 15 SCH

Second Semester

- BMGT 1325 - Office Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
  or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4

Total: 12/13 SCH

Total Semester Credit Hours for Certificate = 27/28

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

♦ Core curriculum course.

Marketing - MK1, Certificate of Completion

First Semester

- MRKG 1311 - Principles of Marketing Credits: 3 ►

- BUSI 1301 - Business Principles Credits: 3
- IMED 1316 - Web Design I Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 12 SCH

Second Semester

- IMED 2315 - Web Page Design II Credits: 3
  or
- IMED 2309 - Internet Commerce Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 21

► Capstone course

♦ Core curriculum course

Supervision - SU1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3 ►
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 9 SCH

Second Semester

- HRPO 2301 - Human Resources Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
  or
- BMGT 1325 - Office Management Credits: 3

Total: 6 SCH

Total Semester Credit Hours for Certificate = 15

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

♦ Core curriculum course.

CADD and Engineering Technology

Computer-Aided Drafting and Design Technology - DT2, AAS

The Drafting Technology Program provides training experience in computer-aided drafting. The Associate of Applied Science Degree prepares students for entrance into the drafting profession, confident of having received a strong foundation in drafting disciplines and skills.

Note: Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- Drafting Elective Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 13 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- SPCH - Oral Communication Credits: 3 ♦

Total: 15 SCH

Fourth Semester

- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- Life and Physical Sciences Credits: 4 ♦
- DFTG 2486 - Internship - Drafting and Design Technology/Technician, General Credits: 4 ►
  or
- DFTG 1433 - Mechanical Drafting Credits: 4 ►
  or
- DFTG 2423 - Pipe Drafting Credits: 4 ►

Total: 16 SCH

Total Semester Credit Hours for Degree = 60*

*Students must complete a minimum of 60 hours to be awarded the Associate of Applied Science degree in CADD Engineering Technology.

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

♦ Core curriculum course.

Electives for CADD Degree:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2407Ω - Electrical Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 1430 - Civil Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- MCHN 1438 - Basic Machine Shop I Credits: 4
- DFTG 1445 - Parametric Modeling and Design Credits: 4

(First semester courses may not be substituted for the Computer-Aided Drafting and Design).
DFTG 1445

Process Piping Design - PPD2, AAS

The Process Pipe Design Program is designed to provide the student with a foundation of theoretical and practical knowledge of the engineering technology field of piping design and the applied skills necessary to begin careers in the industry or to transfer to a university program. This program provides a learning environment where students can interact with state-of-the-art technological equipment and software to gain experience in the application of computer-aided drafting and design software to create, design, and analyze piping systems. Students pursuing the AAS in Process Pipe Design will be prepared for entry-level employment and transfer to a university program. All students will be prepared for lifelong learning in the engineering technology field.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Third Semester

- Life and Physical Sciences/Mathematics Credits: 4 ♦
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4

Total: 16 SCH

Fourth Semester

- SPCH - Oral Communication Credits: 3 ♦
- DFTG 1433 - Mechanical Drafting Credits: 4
  Or
- DFTG 1445 - Parametric Modeling and Design Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 ►

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Architectural Construction and Building Technology - CMT1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4

Total: 12 SCH

Third Semester

- DFTG 1430 - Civil Drafting Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4 ►

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

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

♦ Core curriculum course.

Computer-Aided Drafting and Design - TP1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4 ►

Total: 8 SCH

Total Semester Credit Hours for Degree = 16

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

♦ Core curriculum course.

Computer-Aided Drafting and Design Advanced Technology - DS1, Certificate of Completion

Students should review the catalog course description to determine specific course prerequisites. Some drafting electives may have another drafting elective as a prerequisite. Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4

Total: 12 SCH

Second Semester

- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4 ►

Total: 16 SCH

Total Semester Credit Hours for Degree = 28

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

♦ Core curriculum course.

Electives for CADD Certificate

- DFTG 2408 Ω - Instrumentation Drafting Credits: 4
- DFTG 2407Ω - Electrical Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 1417 - Architectural Drafting - Residential Credits: 4
- DFTG 2428 - Architectural Drafting - Commercial Credits: 4
- DFTG 1430 - Civil Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- MCHN 1438 - Basic Machine Shop I Credits: 4
- DFTG 1445 - Parametric Modeling and Design Credits: 4

Mechanical Technology - MET1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4

Total: 8 SCH

Third Semester

- MCHN 1438 - Basic Machine Shop I Credits: 4
- DFTG 1445 - Parametric Modeling and Design Credits: 4

Total: 8 SCH

Fourth Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4 ►

Total: 8 SCH

Total Semester Credit Hours for Certificate = 32

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

♦ Core curriculum course.

Process Instrumentation and Electrical Design - PIED1, Certificate of Completion

The Process Instrumentation and Electrical Design Certificate is designed to provide the student with a foundation of computer-aided drafting and design (CADD) skills in tandem with practical field knowledge of process instrumentation and electrical applications. In addition to the classroom activities, this program provides hands-on interaction with process instrumentation and electrical equipment in the field as a foundation for the application of drafting and design projects in the classroom. Students pursuing the Certificate of Completion in Process Instrumentation and Electrical Design will be prepared for entry-level employment in Instrumentation and Electrical (I&E) design and have a foundation of courses to apply toward the AAS in CADD Engineering Technology.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4

- INTC 1441 - Principles of Automatic Control Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4 ►
- DFTG 2407Ω - Electrical Drafting Credits: 4
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 31

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

♦ Core curriculum course.

Process Piping Design - PPD1, Certificate of Completion

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4

Total: 12 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4

Total: 8 SCH

Fourth Semester

- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 ►
- DFTG 2408Ω - Instrumentation Drafting Credits: 4

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

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

♦ Core curriculum course.

Communications (Audio Recording)

Audio Engineering Technology - AET2, AAS

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Second Semester

- MUSC 1323 - Audio Electronics Credits: 3
- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3 ♦
  or
- MUSI 1310 - American Music Credits: 3 ♦
- SPCH - Oral Communication Credits: 3 ♦

Total: 16 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦
  or
- MATH 1314 - College Algebra Credits: 3 ♦

Total: 16 SCH

Fourth Semester

- MUAP Applied Music Elective Credit: 1
- MUSC 2448 - Audio Engineering IV Credits: 4
- MUSB 2350 - Commercial Music Project Credits: 3
- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 ►
- MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3
  or
- MUSC - Elective Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Audio Engineering Technology - AET1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 11 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
  or
- MUSI 1310 - American Music Credits: 3

Total: 13 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- MUSC 1323 - Audio Electronics Credits: 3
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3

Total: 13 SCH

Fourth Semester

- MUSC 2448 - Audio Engineering IV Credits: 4
- MUSB 2350 - Commercial Music Project Credits: 3
- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 ►
- MUAP - Applied Music Credit: 1

Total: 11 SCH

Total Semester Credit Hours for Certificate = 48

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

♦ Core curriculum course.

Music Studio Production - MSP1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4 ►
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 11 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3

- MUSI 1306Ω - Music Appreciation Credits: 3
  or
- MUSI 1310 - American Music Credits: 3

Total: 10 SCH

Total Semester Credit Hours for Certificate = 21

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

♦ Core curriculum course.

Sound Reinforcement Technology - SRT1, Certificate of Completion

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

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1405 - Live Sound I Credits: 4
- MUSB 1305 - Survey of the Music Business Credits: 3

Total: 11 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2403 - Live Sound II Credits: 4
- MUSC 1323 - Audio Electronics Credits: 3
- RTVB 1321 - TV Field Production Credits: 3

Total: 14 SCH

Third Semester

- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 ►

Total: 3 SCH

Total Semester Credit Hours for Certificate = 28

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

♦ Core curriculum course.

Computer Technology

Computer and Graphics Technology - CGT2, AAS

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

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 17 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- ITCC 1414 - Introduction to Networks Credits: 4
- IMED 2311 - Portfolio Development Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- IMED 2315 - Web Page Design II Credits: 3 ►
- Life and Physical Sciences Credits: 4 ♦
- SBS/HIST/GOVT Credits: 3 ♦

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Computer Information Systems and Network Analysts - CNET2, AAS

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

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- ITSY 1300 - Fundamentals of Information Security Credits: 3
- MATH 1314 - College Algebra Credits: 3 ♦
- SPCH 1311 - Introduction to Speech Communication Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦

Total: 15 SCH

Second Semester

- ITNW 1425 - Fundamentals of Network Technology Credits: 4
- ENGL 2311Ω - Technical Writing Credits: 3 ♦
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Third Semester

- ITSE 1402 - Computer Programming Credits: 4
- ITNW 2412 - Routers Credits: 4
- ITSC 1416 - Linux Installation and Configuration Credits: 4
- ITNW 1309 - Fundamentals of Cloud Computing Credits: 3

Total: 15 SCH

Fourth Semester

- CPMT 1443 - Microcomputer Architecture (Raspberry Pi) Credits: 4
- ITNW 2453 - Advanced Routing and Switching Credits: 4
- ITSY 1442 - Information Technology Security Credits: 4

- CPMT 2488 - Internship: Computer Installation and Repair Technology Credits: 4 ►
  or
- ITMT 1457 - Administering a Windows Operating System Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Cybersecurity - CISS2, AAS

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- ITNW 1425 - Fundamentals of Network Technology Credits: 4
- ITSY 1300 - Fundamentals of Information Security Credits: 3
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 17 SCH

Second Semester

- MATH 1314 - College Algebra Credits: 3 ♦
- ITMT 1457 - Administering a Windows Operating System Credits: 4
- ITDF 1400 - Introduction to Digital Forensics Credits: 4
- ITSY 1442 - Information Technology Security Credits: 4

Total: 15 SCH

Third Semester

- Social/Behavioral Science Elective Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- ITSY 2441 - Security Management Practices Credits: 4
- Humanities/Fine Arts Elective Credits: 3 ♦
-

Total: 13 SCH

Fourth Semester

- ITNW 1309 - Fundamentals of Cloud Computing Credits: 3
- ITSE 1402 - Computer Programming Credits: 4
- ITSY 2459 - Security Assessment and Auditing Credits: 4
- ITSY 2430 - Intrusion Detection Credits: 4
  Or
- ITSY 2487 - Internship-Computer and Information System Security Credits: 4

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

Application Specialization - AS1, Certificate of Completion

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

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3 ►
- POFT 1227 - Introduction to Keyboarding Credits: 2

Total: 16 SCH

Total Semester Credit Hours for Certificate = 16

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

♦ Core curriculum course.

Cloud Computing - CC1, Certificate of Completion

First Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ITNW 1425 - Fundamentals of Network Technology Credits: 4
- ITNW 1309 - Fundamentals of Cloud Computing Credits: 3
- ITSY 1300 - Fundamentals of Information Security Credits: 3
- ITNW 2329 - Application Development for the Cloud Credits: 3

Total: 17 SCH

Second Semester

- ITSC 1416 - Linux Installation and Configuration Credits: 4
- ITNW 1335 - Information Storage and Management Credits: 3
- ITSY 1372 - Cyber-Psychology and the Effects of Emerging Technology Credits: 3
- ITSY 1442 - Information Technology Security Credits: 4
- ITNW 2427 - Advanced Cloud Concepts Credits: 4

Total: 18 SCH

Total Semester Credit Hours for Certificate = 35

Computer and Graphics Technology I - CGR1, Certificate of Completion

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

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 14 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4 ►
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Certificate = 30

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

♦ Core curriculum course.

Computer and Graphics Technology II - CGT1, Certificate of Completion

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

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 14 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- CP CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ITCC 1414 - Introduction to Networks Credits: 4
- IMED 2311 - Portfolio Development Credits: 3 ►

Total: 11 SCH

Total Semester Credit Hours for Certificate = 41

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

♦ Core curriculum course.

Computer Maintenance Technology - MT1, Certificate of Completion

First Semester

- ITSC 1416 - Linux Installation and Configuration Credits: 4

- BCIS 1305 - Business Computer Applications Credits: 3
- ITCC 1414 - Introduction to Networks Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

Total: 15 SCH

Second Semester

- ITCC 1408 - Introduction to Voice over Internet protocol (VoIp) Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- CPMT 2449 - Advanced Computer Networking Technology Credits: 4
- Capstone course* Credits: 4►

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

*The capstone experience will be assigned by the Lead Instructor as ITSY 1442 or CPMT 2488.

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

♦ Core curriculum course.

Cybersecurity – CISS1, Certificate of Completion

First Semester

- ITNW 1425 - Fundamentals of Network Technology Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ITSY 1300 - Fundamentals of Information Security Credits: 3
- ITDF 1400 - Introduction to Digital Forensics Credits: 4
- ITSE 1402 - Computer Programming Credits: 4

Total: 19 SCH

Second Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- ITMT 1457 - Administering a Windows Operating System Credits: 4
- ITSY 2441 - Security Management Practices Credits: 4
- ITSY 1442 - Information Technology Security Credits: 4 ►

Total: 15 SCH

Total Semester Credit Hours for Certificate = 34

Network Maintenance Technology - NET1, Certificate of Completion

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- IMED 1316 - Web Design I Credits: 3
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- ITNW 1425 - Fundamentals of Network Technology Credits: 4

Total: 14 SCH

Second Semester

- ITNW 2412 - Routers Credits: 4
- ITSC 1416 - Linux Installation and Configuration Credits: 4
- ITNW 2453 - Advanced Routing and Switching Credits: 4

Total: 12 SCH

Third Semester

- ITSY 1442 - Information Technology Security Credits: 4 ►
- ITCC 1408 - Introduction to Voice over Internet protocol (VoIp) Credits: 4
- ITMT 1457 - Administering a Windows Operating System Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 38

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

♦ Core curriculum course.

Cosmetology

Cosmetology Operator - CI2, AAS

The Cosmetology Operator Certificate consists of semesters 3 & 4. This degree can be achieved by two pathways: by completing the certificate first, then completing semesters 1 & 2, or by taking courses in order.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 15 SCH

Second Semester

- Life and Physical Science/Math Elective Credits: 3/4 ♦
- Creative Arts/Language, Philosophy and Culture Elective Credits: 3 ♦
- BUSI 1301 - Business Principles Credits: 3
- BUSI/BMGT/BUSG Elective Credits: 3 ♦
- Social and Behavioral Sciences Elective Credits: 3 ♦

Total: 15/16 SCH

Third Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1410 - Introduction to Haircutting and Related Theory Credits: 4
- CSME 1254 - Artistry of Hair Design I Credits: 2
- CSME 1453 - Chemical Reformation and Related Theory Credits: 4

Total: 15 SCH

Fourth Semester

- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4
- CSME 2337 - Advanced Cosmetology Techniques Credits: 3
- CSME 2439 - Advanced Hair Design Credits: 4
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

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

♦ Core curriculum course.

Cosmetology - CO1, Certificate of Completion

The Certificate Program will provide 1000 hours of instruction, scheduled to be completed within 2 semesters. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To be eligible for licensing by the Texas Department of Licensing and Regulation, the student must have a GED or high school diploma, must have successfully completed the following courses of study, and must show satisfactory completion of the State Administered Examination.

First Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1410 - Introduction to Haircutting and Related Theory Credits: 4
- CSME 1254 - Artistry of Hair Design I Credits: 2
- CSME 1453 - Chemical Reformation and Related Theory Credits: 4

Total: 15 SCH

Second Semester

- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4
- CSME 2337 - Advanced Cosmetology Techniques Credits: 3
- CSME 2439 - Advanced Hair Design Credits: 4
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

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

♦ Core curriculum course.

Education

Child Development - EDCD2, AAS

Students will be prepared for entry-level positions working with young children and their families. A developmental approach is emphasized, which promotes optimal physical, cognitive, social, and emotional growth of children.

First Semester

- TECA 1311 - Educating Young Children Credits: 3
- CDEC 1319 - Child Guidance Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- CDEC 1313 - Curriculum Resources for Early Childhood Programs Credits: 3
- CDEC 1317 - Child Development Associate Training I Credits: 3

Total: 15 SCH

Second Semester

- CDEC 1356 - Emergent Literacy for Early Childhood Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- CDEC 2326 - Administration of Programs for Children I Credits: 3
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦
- CDEC 2322 - Child Development Associate Training II Credits: 3

Total: 15 SCH

Third Semester

- CDEC 2307 - Math and Science for Early Childhood Credits: 3
- TECA 1303 - Family, School and Community Credits: 3
- TECA 1354 - Child Growth and Development Credits: 3
- SPCH Oral Communication Credits: 3 ♦
- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦

  or
- MATH 1314 - College Algebra Credits: 3 ♦

Total: 15 SCH

Fourth Semester

- CDEC 2328 - Administration of Programs for Children II Credits: 3
- CDEC 2166 - Practicum (or Field Experience) - Child Care provider/Assistant Credits: 1
- TECA 1318 - Wellness of the Young Child Credits: 3
- Social Behavioral Sciences/History/Government Political Science Credits: 3 ♦
- CDEC 2324 - Child Development Associate Training III Credits: 3
- EDUC 1200 - Learning Frameworks Credits: 2

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

*If wanting to continue towards a bachelor's degree, core courses are recommended. See program advisor/counselor for advising.

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

♦ Core curriculum course.

Child Development Administrator - EDCDA1, Certificate of Completion

This two-semester certificate is designed for students who have appropriate experience and whose goals include the administration of programs for young children, whether in a day care or institutional setting. The certificate focuses on the interpersonal skills needed to supervise childcare staff, manage business practices, maintain the minimum standards in a childcare setting, and recognize the importance of parent, staff, and community interactions. All of the courses in this certificate apply to the AAS in Child Development degree.

First Semester

- CDEC 2326 - Administration of Programs for Children I Credits: 3
- CDEC 1313 - Curriculum Resources for Early Childhood Programs Credits: 3

Total: 6 SCH

Second Semester

- CDEC 2328 - Administration of Programs for Children II Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- TECA 1354 - Child Growth and Development Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate: 15

Child Development Associate Training Marketable Skills - EDCDM1, Certificate of Completion

First Semester

- CDEC 1317 - Child Development Associate Training I Credits: 3
- CDEC 2322 - Child Development Associate Training II Credits: 3
- CDEC 2324 - Child Development Associate Training III Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 9

♦ Core curriculum course.

Child Development Curriculum Specialist - EDCDC1, Certificate of Completion

This two-semester certificate is designed to give students a practical working knowledge of basic child development principles that will assist them in the everyday planning and implementation of developmentally appropriate activities and environments for young children. The certificate is meant to integrate with the goals and courses required for the AAS degree in Child Development. All of the courses in this certificate apply to the AAS in Child Development degree.

First Semester

- CDEC 1356 - Emergent Literacy for Early Childhood Credits: 3
- CDEC 1313 - Curriculum Resources for Early Childhood Programs Credits: 3

Total: 6 SCH

Second Semester

- CDEC 2307 - Math and Science for Early Childhood Credits: 3
- CDEC 1319 - Child Guidance Credits: 3
- TECA 1311 - Educating Young Children Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 15

Electrical

Electrical Technology - IE2, AAS

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4 ♦

Total: 17 SCH

Second Semester

- ELPT 1455 - Electronic Applications Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 13 SCH

Third Semester

- ELPT 2405 - Motors and Transformers Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- ELPT 2331 - AC/DC Drives Credits: 3
- SBS/GOVT/HIST Credits: 3 ♦

Total: 16 SCH

Fourth Semester

- ELPT 1441 - Motor Control Credits: 4 ►
- Elective Credits: 4*
- ELPT 2355 - Programmable Logic Controllers II Credits: 3
- Elective Credits: 3/4*

Total: 14/15 SCH

Total Semester Credit Hours for Degree = 60/61

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380, or others as approved by the Lead Instructor.

NOTE: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Electrical Construction - EC1, Certificate of Completion

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3
- ELPT 1315 - Electrical Calculations I Credits: 3

Total: 6 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1329 - Residential Wiring Credits: 3

Total: 6 SCH

Third Semester

- ELPT 1445 - Commercial Wiring Credits: 4
- ELPT 1457 - Industrial Wiring Credits: 4
- ELPT 2325 - National Electrical Code II Credits: 3

Total: 11 SCH

Fourth Semester

- ELPT 1451 - Electrical Machines Credits: 4 ►

Total: 4 SCH

Total Semester Credit Hours for Certificate = 27

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

♦ Core curriculum course.

Electrical Technology - IE1, Certificate of Completion

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT - Elective Credits: 3 *
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 9 SCH

Second Semester

- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 1455 - Electronic Applications Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- ELPT 2405 - Motors and Transformers Credits: 4

Total: 14 SCH

Third Semester

- ELPT 1441 - Motor Control Credits: 4 ►
- ELPT 2355 - Programmable Logic Controllers II Credits: 3

Total: 7 SCH

Total Semester Credit Hours for Certificate = 30

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380 (Inactive), or others as approved by the Lead Instructor.

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

♦ Core curriculum course.

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

First Semester

- PHYS 1407Ω - Conceptual Physics II Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 14 SCH

Second Semester

- ELPT 1441 - Motor Control Credits: 4
- INTC 1456 - Instrumentation Calibration Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 2319 - Programmable Logic Controllers I Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4
- CHEM 14XX - Approved Chemistry Course Credits: 4
- ELPT 1455 - Electronic Applications Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 43

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

♦ Core curriculum course.

`Wiring Installation - EWI1, Certificate of Completion

This certificate is an institutional award which allows the student to gain entry-level skills as a wireman or electrical apprentice.

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3

Total: 3 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1445 - Commercial Wiring Credits: 4 ►

Total: 7 SCH

Total Semester Credit Hours for Certificate = 10

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

♦ Core curriculum course

Game Design

Game Development Specialist - GADS2, AAS

This program is designed to provide a well-rounded, fundamental, and application-oriented education focused on the knowledge of existing and new developments in Digital Game Technology. The student will acquire knowledge of the basic digital gaming and simulation industries and markets, and the programming, graphic arts, animation, and storyboarding skills required to create the games. Students will be required to develop necessary teamwork skills to fulfill the capstone requirement. With additional training and experience, individuals can increase their potential for advancement. The skills built within this program can lead not only to jobs in the digital gaming industry, but after work experience in the game industry and completion of a four-year degree in computer science, multimedia animation, or art. The student could be qualified for other crossover careers, including such career opportunities as: Computer Programmer, Computer Systems Analyst, Software Engineer, Multimedia Artist and Animator, and Graphic Artist.

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- Life and Physical Sciences Credits: 4 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 16 SCH

Second Semester

- GAME 1404 - Level Design Credits: 4
- GAME 1336 - Introduction to 3D Game Modeling Credits: 3
- ARTC 2440 - Computer Illustration II Credits: 4
- SPCH Oral Communication Credits: 3 ♦

Total: 14 SCH

Third Semester

- ARTC 1453 - Computer Illustration Credits: 4
- BMGT 1331 - Production and Operations Management Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- IMED 2311 - Portfolio Development Credits: 3
- IMED 1316 - Web Design I Credits: 3

Total: 16 SCH

Fourth Semester

- SBS/HIST/GOVT PS Credits: 3 ♦
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3
- IMED 1445 - Interactive Digital Media I Credits: 4 ►
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Game Designer - GAD1, Certificate of Completion

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3 ►
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 16 SCH

Total Semester Credit Hours for Certificate = 16

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

♦ Core curriculum course.

Game Specialist - GAS1, Certificate of Completion

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 16 SCH

Second Semester

- GAME 1404 - Level Design Credits: 4 ►
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4
- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Certificate = 32

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

♦ Core curriculum course.

Heating, Air Conditioning, and Refrigeration

Heating, Air Conditioning, and Refrigeration Technology - AC2, AAS

First Semester

- HART 1407 - Refrigeration Principles Credits: 4
- HART 1441 - Residential Air Conditioning Credits: 4
- HART 1303 - Air Conditioning Control Principles Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Business Elective Credits: 3 ♦

Total: 17 SCH

Second Semester

- HART 1356 - EPA Recovery Certification Preparation Credits: 3
- HART 1445 - Gas and Electric Heating Credits: 4
- Social/Behavioral Science Elective Credits: 3 ♦
- BIOL 1308 - Biology for Non-Science Majors I Credits: 3 ♦
- Business Elective Credits: 3 ♦

Total: 16 SCH

Third Semester

- HART 2434 - Advanced Air Conditioning Controls Credits: 4
- HART 2436 - Air Conditioning Troubleshooting Credits: 4
- Oral Communication Credits: 3 ♦
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3 ♦
- Business Elective Credits: 3 ♦

Total: 17 SCH

Fourth Semester

- HART 2445 - Residential Air Conditioning Systems Design Credits: 4
- General Elective Credits: 6

Total: 10 SCH

Total Semester Credit Hours for Degree = 60

♦ Core curriculum course.

Heating, Air Conditioning, and Refrigeration Entry Level Technician- AC1, Certificate of Completion

First Semester

- EDUC 1200 - Learning Frameworks Credits: 2
- HART 1407 - Refrigeration Principles Credits: 4
- HART 1303 - Air Conditioning Control Principles Credits: 3

Total: 9 SCH

Second Semester

- HART 1356 - EPA Recovery Certification Preparation Credits: 3
- HART 1441 - Residential Air Conditioning Credits: 4
- HART 1445 - Gas and Electric Heating Credits: 4

Total: 11 SCH

Total Semester Credit Hours for Certificate = 20

Heating, Air Conditioning, and Refrigeration Residential Service Specialist – ACR1, Certificate of Completion

First Semester

- HART 2434 - Advanced Air Conditioning Controls Credits: 4
- HART 2436 - Air Conditioning Troubleshooting Credits: 4
- HART 2445 - Residential Air Conditioning Systems Design Credits: 4
- HART 2438 - A/C Installation and Start Up Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Certificate = 16

Industrial Systems

Industrial Systems Technician - IS2, AAS

Industrial Systems Technology Program trains students for employment in the maintenance, manufacturing, and construction fields and/or the pursuit of an advanced degree, by providing fundamental concepts of machinery installation, repair, and troubleshooting.

Graduates of this program will be able to understand and resolve problems that occur in mechanical, fluid power, and power transmission systems in the petrochemical, refinery, construction, and maintenance fields.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- MCHN 1425 - Millwright I Credits: 4
- ENGL - Communication Credits: 3 ♦

Total: 14 SCH

Second Semester

- MCHN 1429 - Millwright II Credits: 4
- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4
- SPCH - Oral Communication Credits: 3 ♦

Total: 15 SCH

Third Semester

- MCHN 2405 - Millwright III Credits: 4
- MCHN 2434 - Operation of CNC Machining Centers Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 14 SCH

Fourth Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3

- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
  or

- MCHN 2407 - Millwright IV Credits: 4
- MCHN 2412 - Millwright V Credits: 4
- Life and Physical Sciences/Mathematics Credits: 3/4 ♦

Total: 17/18 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Industrial System - Millwright - MW1, Certificate of Completion

The Industrial System Technician (IST) Millwright certificate prepares students to be able to manufacture precision parts and/or repair existing parts of mechanical systems.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1425 - Millwright I Credits: 4

- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3

Total: 10 SCH

Second Semester

- MCHN 1429 - Millwright II Credits: 4
- MCHN 2405 - Millwright III Credits: 4

Total: 8 SCH

Third Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3
- MCHN 2407 - Millwright IV Credits: 4

Total: 7 SCH

Fourth Semester

- MCHN 2412 - Millwright V Credits: 4 ►

Total: 4 SCH

Total Semester Credit Hours for Certificate = 29

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

♦ Core curriculum course.

Industrial Systems - Machinist - MC1, Certificate of Completion

The Industrial Systems Technician (IST) Machinist certificate prepares students to be able to diagnose and correct the problems that occur using industry-standard practices and procedures.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4

Total: 14 SCH

Second Semester

- MCHN 1320 - Precision Tools and Measurement Credits: 3
- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2431 - Operation of CNC Turning Centers Credits: 4

Total: 11 SCH

Third Semester

- MCHN 2434 - Operation of CNC Machining Centers Credits: 4
- MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM) Credits: 4

Total: 8 SCH

Total Semester Credit Hours for Certificate = 33

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

♦ Core curriculum course.

Instrumentation

Analytical Instrumentation Technology - ATI2, AAS

First Semester

- INTC 1305 - Introduction to Instrumentation Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3

Total: 17 SCH

Second Semester

- EPCT 1349 - Environmental Regulation Interpretation and Applications Credits: 3
- CPMT 1451 - IT Essentials: PC Hardware and Software Credits: 4
- INTC 1374 - Analytical Instrumentation II Credits: 3
- INTC 1456 - Instrumentation Calibration Credits: 4
- INTC 2371 - Physical Properties Analyzers Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4
- INTC 2372 - Sample Systems Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- CHEM 1405Ω - Introductory Chemistry Credits: 4 ♦

Total: 14 SCH

Fourth Semester

- INTC 2345 - Advanced Analyzers Credits: 3 ►
- SPCH 1318 - Interpersonal Communication Credits: 3 ♦

  Creative Arts/Language, Philosophy and Culture Credits: 3 ♦
- Social/Behavioral Science Credit: 3 ♦

Total: 12 SCH

Total Semester Credit Hours for Degree = 60

Instrumentation Technology - IR2, AAS

First Semester

- INTC 1305 - Introduction to Instrumentation Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4
- Creative Arts/Language, Philosophy, and Culture ♦ Credits: 3

Total: 17 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- Guided Elective* Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Third Semester

- INTC 1343 - Application of Industrial Automatic Control Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4
- INTC 1350 - Digital Measurement Controls Credits: 3
- Guided Elective* Credits: 3/4
- SPCH - Oral Communication ♦ Credits: 3

Total: 16/17 SCH

Fourth Semester

- INTC 2433 - Instrumentation Systems Installation Credits: 4
- Guided Elective* Credits: 3/4
- Social/Behavior Science/History/Government ♦ Credits: 3
- Life and Physical Science/Mathematics ♦ Credits: 3/4

Total: 13/15 SCH

Total Semester Credit Hours for Degree = 60/63

*Guided Electives are designed to give students expanded knowledge of the instrumentation field by providing related electrical or analytical technical skills. Only ONE Guided Elective path of 10-12 hours may be chosen for either the Certificate or the Degree or other craft-related courses upon approval of the Technical Studies Division Chair.

Electrical Technology

ELPT 1441 - Motor Controls Credits: 4
ELPT 2331 - AC/DC Drives Credits: 3
ELPT 2355 - Programmable Logic Controllers II Credits: 3

Analyzer Instrumentation Technology

INTC 1348 - Analytical Instrumentation Credits: 3
INTC 1374 - Analytical Instrumentation II Credits: 3
ITCC 1414 - Introduction to Networks Credits: 4

Process Instrumentation and Electrical Design

DFTG 1405 - Technical Drafting Credits: 4
DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4

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

NOTE: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

♦ Core curriculum course

Analytical Instrumentation - ATI1, Certificate of Completion

First Semester

- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- INTC 1305 - Introduction to Instrumentation Credits: 3
- INTC 1456 - Instrumentation Calibration Credits: 4
- INTC 1441 - Principles of Automatic Control Credits: 4

Total: 18 SCH

Second Semester

- EPCT 1349 - Environmental Regulation Interpretation and Applications Credits: 3
- ITCC 1414 - Introduction to Networks Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3

Total: 10 SCH

Third Semester

- INTC 1374 - Analytical Instrumentation II Credits: 3
- INTC 2371 - Physical Properties Analyzers Credits: 3
- INTC 2372 - Sample Systems Credits: 3 ►

Total: 9 SCH

Total Semester Credit Hours for Certificate = 37

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

♦ Core curriculum course.

Industrial Instrumentation - IF1, Certificate of Completion

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3
- INTC 1425 - Instrument Hardware Installation I Credits: 4

Total: 7 SCH

Second Semester

- INTC 2405 - Instrument Hardware Installation II Credits: 4
- CETT 1307 - Fundamentals of Electronics Credits: 3
- INTC 1401 - Principles of Industrial Measurements Credits: 4

Total: 11 SCH

Third Semester

- INTC 2410 - Principles of Industrial Measurements II Credits: 4 ►

Total: 4 SCH

Total Semester Credit Hours for Certificate = 22

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

♦ Core curriculum course.

Instrumentation Technology - IR1, Certificate of Completion

First Semester

- INTC 1305 - Introduction to Instrumentation Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4

Total: 17 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- Guided Elective* Credits: 4

Total: 11 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4
- INTC 1343 - Application of Industrial Automatic Control Credits: 3
- Guided Elective* Credits: 3

Total: 10 SCH

Fourth Semester

- INTC 1350 - Digital Measurement Controls Credits: 3

- INTC 2433 - Instrumentation Systems Installation
  Credits: 4

Total: 7 SCH

Total Semester Credit Hours for Certificate = 45

*Guided Electives are designed to give students expanded knowledge of the instrumentation field by providing related electrical or analytical technical skills. Only ONE Guided Elective path of 10-12 hours may be chosen for either the Certificate, Degree, or other craft-related courses upon approval of the Technical Studies Division Chair.

Electrical Technology

ELPT 1441 - Motor Controls Credits: 4
ELPT 2331 - AC/DC Drives Credits: 3
ELPT 2355 - Programmable Logic Controllers II Credits: 3

Analyzer Instrumentation Technology

INTC 1348 - Analytical Instrumentation Credits: 3
INTC 1374 - Analytical Instrumentation II Credits: 3
ITCC 1414 - Introduction to Networks Credits: 4
Process Instrumentation and Electrical Design
DFTG 1405 - Technical Drafting Credits: 4
DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4

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

♦ Core curriculum course

Kinesiology

Songahm Instructor - STI2, AAS

First Semester

- MRKG 1311 - Principles of Marketing Credits: 3
- FITT 1371 - Songahm Taekwondo Movement/Basic Foundation Credits: 3
- FITT 1164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management Credits: 1
- MATH X3XX Mathematics Elective Credits: 3♦
- EDUC 1200 - Learning Frameworks Credits: 2

Total: 12 SCH

Second Semester

- BMGT 1325 - Office Management Credits: 3
- FITT 1374 - Songahm Taekwondo Movement Intermediate Credits: 3
- FITT 1165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management Credits: 1
- HUMA X3XX Humanities Elective Credits: 3♦
- ENGL X3XX English Elective Credits: 3♦

Total: 13 SCH

Summer Session

- FITT 1280 - Health and Physical Education, General - Worlds Expo Event Internship Credits: 2
- Fine Arts X3XX Fine Arts Elective Credits: 3♦

Total: 5 SCH

Third Semester

- CDEC 1319 - Child Guidance Credits: 3
- FITT 1375 - Songahm Taekwondo Movement Advanced Credits: 3
- FITT 2164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Tournaments Credits: 1
- PSYC 2314 - Life Span Growth and Development Credits: 3
  Or
- PSYC 2301 - Introduction to Psychology Credits: 3
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1

Total: 11 SCH

Fourth Semester

- BMGT 1327 - Principles of Management Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- FITT 2165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Testing Cycle Administration Credits: 1
- SPCH X3XX Speech Elective Credits: 3♦
- BIOL 2404 - The Human Body Credits: 4

Total: 14 SCH

Summer Session

- FITT 1281 - Cooperative Education: Health & Physical Education, General - Worlds Expo Event Internship Credits: 2
- KINE 1306 - First Aid Credits: 3

Total: 5 SCH

Total Semester Credit Hours for Degree = 60

Songahm Instructor Certification/Level 1 – STI1, Certificate of Completion

The Songahm Instructor Certification/Level 1 program prepares students to begin a career within the American Taekwondo Association (ATA). The courses offered prepare students with a wide variety of skills, including front desk operations, planning and running belt tests, tournaments and demonstrations, class management and instruction, and facilities management. The certificate also incorporates personal taekwondo skill levels for demonstration and teaching, and includes hands-on application of all certificate curricula through internships at local schools and at the annual ATA World Expo.

First Semester

- MRKG 1311 - Principles of Marketing Credits: 3
- FITT 1371 - Songahm Taekwondo Movement/Basic Foundation Credits: 3
- FITT 1164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management Credits: 1

Total: 7 SCH

Second Semester

- BMGT 1325 - Office Management Credits: 3
- FITT 1374 - Songahm Taekwondo Movement Intermediate Credits: 3
- FITT 1165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management Credits: 1

Total: 7 SCH

Third Semester (Summer)

- FITT 1280 - Health and Physical Education, General - Worlds Expo Event Internship Credits: 2

Total: 2 SCH

Total Semester Credit Hours for Certificate = 16

Songahm Instructor Certification/Level 1 Advanced – STIA1, Certificate of Completion

The Songahm Instructor Certification/Level 1 Advanced program further develops students within the American Taekwondo Association (ATA). Courses build on curricula of the Level 1 Certificate, specifically with more business management skills and curriculum instruction to children and special populations. The certificate also incorporates personal taekwondo skill levels for demonstration and teaching, and includes hands-on application of all certificate curricula through internships at local schools and the annual ATA World Expo.

First Semester

- CDEC 1319 - Child Guidance Credits: 3
- FITT 1375 - Songahm Taekwondo Movement Advanced Credits: 3
- FITT 2164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Tournaments Credits: 1

Total: 7 SCH

Second Semester

- BMGT 1327 - Principles of Management Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- FITT 2165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Testing Cycle Administration Credits: 1

Total: 7 SCH

Third Semester (Summer)

- FITT 1281 - Cooperative Education: Health & Physical Education, General - Worlds Expo Event Internship Credits: 2

Total: 2 SCH

Total Semester Credit Hours for Certificate = 16

Logistics and Supply Chain Management

Logistics and Supply Chain Management relate to the movement of supplies, materials, and people from one place to another to satisfy a consumer's essential needs. All businesses rely on logistics professionals to preserve their inventory and keep it moving.

The Logistics and Supply Chain Management Program prepares students for careers in inventory management, quality control, purchasing, operations management, and much more.

Logistics and Supply Chain Technology - LOG2, AAS

First Semester

- EDUC 1200 - Learning Frameworks Credits: 2
- LMGT 1319 - Introduction to Business Logistics Credits: 3
- LMGT 1321 - Introduction to Materials Handling Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3
- OSHT 1301 - Introduction to Safety and Health Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3

Total: 17 SCH

Second Semester

- LMGT 1345 - Economics of Transportation and Distribution Credits: 3
- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- LMGT 2330 - International Logistics Management Credits: 3

Total: 15 SCH

Third Semester

- BMGT 1313 - Principles of Purchasing Credits: 3
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BUSI 1301 - Business Principles Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- Life and Physical Sciences/Mathematics Credits: 3 ♦
- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- ECON 2301 - Principles of Economics: Macroeconomics Credits: 3 ♦
- LMGT 2388 - Internship: Logistics and Materials Management Credits: 3
- Language, Philosophy, and Culture Credit 3 ♦

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

Global Logistics and Supply Chain Management - GLOG1, Certificate of Completion

First Semester

- LMGT 1319 - Introduction to Business Logistics Credits: 3
- IBUS 1300 - Global Logistics Management Credits: 3

Total: 6 SCH

Second Semester

- LMGT 1321 - Introduction to Materials Handling Credits: 3
- LMGT 1323 - Domestic and International Transportation Management Credits: 3

Total: 6 SCH

Third Semester

- LMGT 1493 - Special Topics in Logistics and Materials Management Credits: 4

Total: 4 SCH

Total Semester Credit Hours for Certificate = 16

Logistical Operations Management - LOM1, Certificate of Completion

First Semester

- EDUC 1200 - Learning Frameworks Credits: 2
- LMGT 1319 - Introduction to Business Logistics Credits: 3

- LMGT 1321 - Introduction to Materials Handling Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3
- OSHT 1301 - Introduction to Safety and Health Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3

Total: 17 SCH

Second Semester

- LMGT 1345 - Economics of Transportation and Distribution Credits: 3
- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- LMGT 2330 - International Logistics Management Credits: 3 ►

Total: 15 SCH

Total Semester Credit Hours for Certificate = 32

Logistics Advanced Technology - LOGAT 1, Certificate of Completion

First Semester

- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- ECON 2301 - Principles of Economics: Macroeconomics Credits: 3
- LMGT 2334 - Principles of Traffic Management Credits: 3
- LMGT 1341 - Freight Loss and Damage Claims Credits: 3
  Or
- LMGT 1345 - Economics of Transportation and Distribution Credits: 3
- MATH 1314 - College Algebra Credits: 3

Total: 15 SCH

Second Semester

- LMGT 1493 - Special Topics in Logistics and Materials Management Credits: 4
- LMGT 1301 - Radio Frequency Identification (RFID)-History & Industrial Applications Credits: 3
- LMGT 1321 - Introduction to Materials Handling Credits: 3
- POFI 1349 - Spreadsheets Credits: 3
- IBUS 1300 - Global Logistics Management Credits: 3

Total: 16 SCH

Total Semester Credit Hours for Certification: 31

Note: The prerequisite for this certificate is LMGT 1319 and BMGT 1301.

Logistics and Supply Chain Management - LOG1, Certificate of Completion

First Semester

- EDUC 1200 - Learning Frameworks Credits: 2
- LMGT 1319 - Introduction to Business Logistics Credits: 3
- LMGT 1321 - Introduction to Materials Handling Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3
- OSHT 1301 - Introduction to Safety and Health Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3

Total: 17 SCH

Total Semester Credit Hours for Certificate = 17

Mental Health Services

Addiction Counseling - CA2, AAS

The degree program leads to an Associate of Applied Science Degree in Mental Health Services and prepares students for credentialing as Licensed Chemical Dependency Counselors (LCDCs) and to sit for that competency-based exam. The Prevention Specialist Certificate exceeds state-mandated education requirements for credentialing as a Certified Prevention Specialist (CPS) and prepares students to sit for a competency-based exam for that credential. Prerequisite for the programs is a 12th grade reading level. In order to sit for the LCDC exam, students must have a minimum of a two-year degree and at least 270 contact hours (6 courses in alcohol and drug abuse counseling or related courses of 3 credit hours each). In addition, candidates for licensure must have completed at least 300 hours of supervised field work in an approved cooperative education, clinical, or practicum course. The candidate for licensure must also have 4000 hours of experience in substance abuse counseling prior to sitting for the exam. The student is responsible for the 4000 hours of field work. The Certificate of Completion in Substance Abuse Prevention consists of 6 DAAC courses, 2 specifically prevention courses, plus a 120-hour supervised cooperative education class. After the cooperative education class, the student is a candidate for the Certified Prevention Specialist credentialing exam.

First Semester

- DAAC 1319Ω - Substance Related and Addictive Disorders Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 12 SCH

Second Semester

- DAAC 1311 - Counseling Theories Credits: 3
- DAAC 1317 - Basic Counseling Skills Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- DAAC 2306 - Substance Abuse Prevention I Credits: 3

Total: 12 SCH

Third Semester

- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- Life and Physical Sciences/Mathematics Credits: 3/4 ♦
- SPCH - Oral Communication Credits: 3 ♦
- DAAC 2353 - Substance Abuse Prevention II Credits: 3

Total: 12/13 SCH

Fourth Semester

- DAAC 1380 - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3
- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3
- SOCW 2361 - Introduction to Social Work Credits: 3
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 12 SCH

Fifth Semester

- DAAC 2343Ω - Current Issues Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3 ►
- DAAC 2380Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3
- DAAC 2354 - Dynamics of Group Counseling Credits: 3

Total: 12 SCH

Total Semester Credit Hours for Degree = 60/61

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

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Addiction Counseling - CA1, Certificate of Completion

The certificate exceeds 270 contact hours required by the Texas Commission on Alcohol and Drug Abuse for eligibility to take the state test for licensure and TAADAC requirements for the certificate.

First Semester

- DAAC 1319Ω - Substance Related and Addictive Disorders Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 1311 - Counseling Theories Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3

Total: 9 SCH

Third Semester

- DAAC 2354 - Dynamics of Group Counseling Credits: 3
- DAAC 2343Ω - Current Issues Credits: 3

- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3

Total: 9 SCH

Fourth Semester

- DAAC 2380Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3

Total: 3 SCH

Total Semester Credit Hours for Certificate = 30

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

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Substance Abuse Prevention - SAP1, Certificate of Completion

First Semester

- DAAC 1319Ω - Substance Related and Addictive Disorders Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 2306 - Substance Abuse Prevention I Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 2353 - Substance Abuse Prevention II Credits: 3
- SOCW 2361 - Introduction to Social Work Credits: 3
- DAAC 1380 - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 3 ►

Total: 12 SCH

Total Semester Credit Hours for Certificate = 21

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

♦ Core curriculum course.

Nursing

Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, our program has articulation agreements with multiple institutions for those students wishing to transfer upon completing their Associate degree. Students interested in an RN-BSN track upon completion of Lee's ADN program should contact the Nursing Office for more information on current RN-BSN articulation agreements.

Nursing Program - AD2, AAS

The purpose of the Associate Degree Nursing Program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. The program is accredited by the Texas Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses. Upon passing the examination, the graduate is licensed as a Registered Nurse.

Program information, including application deadlines, can be found on the Nursing webpage at lee.edu/programs/nursing. 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.

Pre-Requisite Courses

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦
- PSYC 2314 - Life Span Growth and Development Credits: 3
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- Elective: Creative Arts Credits: 3 ♦
  or
- Elective: Language, Philosophy, Culture Credits: 3 ♦

Total: 24 SCH

First Semester

- RNSG 1219 - Integrated Nursing Skills I Credits: 2
- RNSG 1260 - Clinical-Registered Nursing/Registered Nurse Credits: 2
- RNSG 1523 - Introduction to Professional Nursing for Integrated Programs Credits: 5

Total: 9 SCH

Second Semester

- RNSG 1129 - Integrated Nursing Skills II Credits: 1
- RNSG 1361 - Clinical-Registered Nursing/Registered Nurse Credits: 3
- RNSG 2504 - Integrated Care of the Patient with Common Health Care Needs Credits: 5

Total: 9 SCH

Third Semester

- RNSG 2514 - Integrated Care of the Patient with Complex Health Care Needs Credits: 5
- RNSG 2462 - Clinical - Registered Nursing/Registered Nurse Credits: 4

Total: 9 SCH

Fourth Semester

- RNSG 2535 - Integrated Patient Care Management Credits: 5
- RNSG 2463 - Clinical-Registered Nursing/Registered Nurse Credits: 4

Total: 9 SCH

Total Semester Credit Hours for Degree = 60

Nursing - Transitional Entry - TN2, AAS

The purpose of the Associate Degree Nursing Program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. The program is accredited by the Texas Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses. Upon passing the examination, the graduate is licensed as a Registered Nurse.

Program information, including application deadlines, can be found on the Nursing webpage at lee.edu/programs/nursing. 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.

A current Texas LVN license, in good standing with the Texas Board of Nursing, is required for the Transitional Entry Track.

Transitional Entry Prerequisites:

All academic courses must be successfully completed for the student to be eligible for admission to the program. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission.

Pre-Requisite Courses

- ENGL 1301Ω - English Composition I Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3
- PSYC 2314 - Life Span Growth and Development Credits: 3
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- Elective Creative Arts/Language Philosophy, and Culture Credits: 3

Total: 24 SCH

First Semester

- RNSG 1327 - Transition to Professional Nursing Credits: 3

Total: 3 SCH

Waiver granted for RNSG 1219, 1260, 1523

Second Semester

- RNSG 1129 - Integrated Nursing Skills II Credits: 1
- RNSG 1361 - Clinical-Registered Nursing/Registered Nurse Credits: 3
- RNSG 2504 - Integrated Care of the Patient with Common Health Care Needs Credits: 5

Total: 9 SCH

Third Semester

- RNSG 2514 - Integrated Care of the Patient with Complex Health Care Needs Credits: 5
- RNSG 2462 - Clinical - Registered Nursing/Registered Nurse Credits: 4

Total: 9 SCH

Fourth Semester

- RNSG 2535 - Integrated Patient Care Management Credits: 5
- RNSG 2463 - Clinical-Registered Nursing/Registered Nurse Credits: 4

Total: 9 SCH

Total Semester Credit Hours for Degree = 54

Paralegal

Paralegal Studies - PA2, AAS

Paralegals (also called "Legal Assistants") work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices. This program is approved by the American Bar Association.

It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 15 SCH

Second Semester

- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 1219 - Paralegal Ethics Credits: 2
- LGLA Elective Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦

Total: 14 SCH

Third Semester

- LGLA 1355 - Family Law Credits: 3
- LGLA 2309 - Real Property Credits: 3
- LGLA 1353 - Wills, Trusts and Probate Administration Credits: 3
- LGLA Elective (LGLA 2388 Internship or see elective list) Credits: 3
- Life and Physical Sciences Elective or Math Elective (3 SCH) and Free elective (1 SCH) ♦ Credits: 4

Total: 16 SCH

Fourth Semester

- LGLA 1301 - Legal Research and Writing Credits: 3
- LGLA 1345 - Civil Litigation Credits: 3
- LGLA Elective (See elective list) Credits: 3
- LGLA Capstone: LGLA 2333 Advanced Legal Document Preparation or LGLA 2389 Internship Credits: 3►
- Creative Arts/Language, Philosophy and Culture ♦ Elective Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

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

♦ Core curriculum course.

+Legal elective to be chosen from:

- LGLA 1317 - Law Office Technology Credits: 3
- LGLA 1343 - Bankruptcy Credits: 3
- LGLA 1351 - Contracts Credits: 3
- LGLA 2303 - Torts and Personal Injury Law Credits: 3
- LGLA 2305 - Interviewing and Investigating Credits: 3
- LGLA 2307 - Law Office Management Credits: 3
- LGLA 2311 - Business Organizations Credits: 3
- LGLA 2313 - Criminal Law and Procedure Credits: 3
- LGLA 2337 - Mediation Credits: 3
- LGLA 2388 - Internship: Legal Assistant/Paralegal Credits: 3

Legal Support Staff - LS1, Certificate of Completion

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 15 SCH

Second Semester

- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3

- LGLA 1219 - Paralegal Ethics Credits: 2
- LGLA Elective Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3 ♦
- GOVT 2305Ω - Federal Government Credits: 3 ♦

Total: 14 SCH

Total Semester Credit Hours for Certificate = 29

Paralegal Studies – PA1, Certificate of Completion

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program.

First Semester

- LGLA 1301 - Legal Research and Writing Credits: 3 *
- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 2303 - Torts and Personal Injury Law Credits: 3

Total: 9 SCH

Second Semester

- LGLA 1345 - Civil Litigation Credits: 3 *
- LGLA 2309 - Real Property Credits: 3
- LGLA Elective Credits: 3

Total: 9 SCH

Third Semester

- LGLA Elective Credits: 3
- LGLA 2333 - Advanced Legal Document Preparation Credits: 3 © * ►
  or
- LGLA 2389 - Internship: Legal Assistant/Paralegal Credits: 3

Total: 6 SCH

Total Semester Credit Hours for Certificate = 24

©Capstone course must be taken in the last semester of coursework.

*Legal specialty course.

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

♦ Core curriculum course.

NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

LGLA Electives Online:

LGLA 1351 Contracts
LGLA 1353 Wills, Trusts and Probate Administration
LGLA 1355 Family Law
LGLA 2313 Criminal Law and Procedure
LGLA 2388 Internship

Pipefitting

Pipefitting Technology - PF2, AAS

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
  or
- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3

- PFPB 1408 - Basic Pipefitting Skills Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- Life and Physical Sciences/Mathematics ♦ Credits: 3/4

Total: 16/17 SCH

Second Semester

- SPCH - Oral Communication Credits: 3 ♦
- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4
- ENGL - Communication Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 16 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4
- Elective Credits: 4

Total: 15 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 ►
- SBS/HIST/GOVT PS Credits: 3 ♦
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Pipefitter Helper - PH1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
  or
- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3

- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3 ►

Total: 3 SCH

Total Semester Credit Hours for Certificate = 17

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

♦ Core curriculum course.

Pipefitting Technology - PF1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
  or

- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3

- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4

Total: 11 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 ►

Total: 3 SCH

Total Semester Credit Hours for Certificate = 28

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

♦ Core curriculum course.

Process Technology

Process Technology - PT2, AAS

The field of process technology appeals to people who enjoy the challenges involved in using advanced computer technology and instrumentation to operate a variety of equipment systems and industrial processes.

Process technicians gather information using instruments that monitor process conditions such as pressure, temperature, level, analytical, and flow rates. They operate equipment to keep their plants running safely and efficiently, along with ensuring the efficient production of products that meet customer specifications.

As a process technician or operator, you may work both indoors and outdoors alongside chemical engineers, maintenance personnel, and other professionals. You will be expected to use your knowledge of computers, math, physics, and chemistry to monitor and troubleshoot plant operations. Strong communication skills are also required, as you will need the ability to write, give oral presentations, and exercise effective listening skills in order to succeed as a process technician.

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- TECM - Technical Math Credits: 3
  or
- MATH - 3 - - Math Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3
- Elective Credits: 3

Total: 16 SCH

Second Semester

- ENGL - Communication Credits: 3 ♦
- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- Social Behavioral Science/History/Government Political Science Credits: 3 ♦
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Third Semester

- SPCH - Oral Communication Credits: 3 ♦
- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4
- PTAC 2346 - Process Troubleshooting Credits: 3

Total: 13 SCH

Fourth Semester

- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦
- Physics Elective Credits: 4 ♦
- CTEC 2445 - Unit Operations Credits: 4 ►
- Guided Technical Elective Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

* Approved Electives: Technical electives include: OSHT, PTAC 2486 Internship, and others as approved by the Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Process Technology PT1, Certificate of Completion

Note: This is a Level 2 certificate and is subject to Texas Success Initiative (TSI) college readiness per Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter C §4.54.a.7

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 14 SCH

Second Semester

- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- PTAC 2314 - Principles of Quality Credits: 3
- TECM or MATH Elective Credits: 3

Total: 13 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4

Total: 7 SCH

Total Semester Credit Hours for Certificate = 34

♦ Core Curriculum Course
► Capstone Course
Ω Course with optional Honors Contract

Approved Program Electives: PTAC 2486 Internship, others approved by Division Chair.

Note: Students must complete 50% of Technical Courses at Lee in order to receive a certificate or AAS degree.

Professional Administrative

Administrative Technology - OT2, AAS

The Administrative Technology Program prepares students for administrative support careers in today's businesses. Curriculum is designed to enhance and improve students' administrative skills and develop proficiency using various skills and software programs. Attention is also focused on helping students improve and gain confidence in essential verbal and written communications skills, problem-solving skills, as well as business math.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 15 SCH

Second Semester

- Creative Arts/Language, Philosophy and Culture ♦ Credits: 3
- POFI 2301 - Word Processing Credits: 3
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFT 1291 - Special Topics in Business Communications Credits: 2
- Social/Behavioral Sciences ♦ Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3

Total: 16 SCH

Third Semester

- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 1220 - Job Search Skills Credits: 2
- POFT 1392 - Special Topics in Administrative Assistant/Secretarial Science, General Credits: 3
- POFT 1366 - Practicum (or Field Experience): General Office Occupations and Clerical Services Credits: 3
  or
- Non Major Elective Credits: 3
- Life and Physical Sciences/Mathematics ♦ Credits: 3/4

Total: 14/15 SCH

Fourth Semester

- POFI 1349 - Spreadsheets Credits: 3
- POFI 2350 - Databases Credits: 3
- POFT 2331 - Administrative Project Solutions Credits: 3 ▶
- POFI 1391 - Special Topics in Information Processing/Data Entry Technician Credits: 3
- Non-Major Elective Credits: 3
  or
- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

Non Major Elective Choices:

Health Information Technology: HITT 1301 , Health Data Content & Structure, HITT 1305 Medical Terminology, HITT 1353 Legal and Ethical Aspects of Health Information

Logistics and Materials Management: LMGT 1319 Introduction to Business Logistics

Accounting: ACCT 2401 Principles of Accounting I, ACNT 1331 Federal Income Tax

Business Management: BMGT 1325 Office Management

Legal Assistant/Paralegal: LGLA 1307 Introduction to Law and the Legal Professions

Criminal Justice: CRIJ 1301 Introduction to Criminal Justice

Administrative Technology I - OA1, Certificate of Completion

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- POFT 1291 - Special Topics in Business Communications Credits: 2
- POFT 1328 - Business Presentations Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 2301 - Word Processing Credits: 3

Total: 16 SCH

Total Semester Credit Hours for Certificate = 16

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Administrative Technology II - AA1, Certificate of Completion

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- POFT 1291 - Special Topics in Business Communications Credits: 2
- POFT 1328 - Business Presentations Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 2301 - Word Processing Credits: 3

Total: 16 SCH

Second Semester

- ACNT 1303 - Introduction to Accounting I Credits: 3
- POFT 1220 - Job Search Skills Credits: 2
- POFT 1392 - Special Topics in Administrative Assistant/Secretarial Science, General Credits: 3
- POFT 1366 - Practicum (or Field Experience): General Office Occupations and Clerical Services Credits: 3
  or
- Non Major Elective Credits: 3
- POFI 2350 - Databases Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Certificate = 30

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Administrative Technology III

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- BCIS 1305 - Business Computer Applications Credits: 3
- POFT 1291 - Special Topics in Business Communications Credits: 2
- POFT 1328 - Business Presentations Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 2301 - Word Processing Credits: 3

Total: 16 SCH

Second Semester

- ACNT 1303 - Introduction to Accounting I Credits: 3
- POFT 1220 - Job Search Skills Credits: 2
- POFT 1392 - Special Topics in Administrative Assistant/Secretarial Science, General Credits: 3
- POFT 1366 - Practicum (or Field Experience): General Office Occupations and Clerical Services Credits: 3
  or
- Non Major Elective Credits: 3
- POFI 2350 - Databases Credits: 3

Total: 14 SCH

Third Semester

- POFI 1349 - Spreadsheets Credits: 3
- POFI 1391 - Special Topics in Information Processing/Data Entry Technician Credits: 3
- POFT 2331 - Administrative Project Solutions Credits: 3
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3

or

- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3

Total: 12 SCH

Total Semester Credit Hours for Certificate = 42

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Basic Business Skills - BB1, Certificate of Completion

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3

or

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BCIS 1305 - Business Computer Applications Credits: 3 ♦
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- POFT 1328 - Business Presentations Credits: 3

Total: 15/16 SCH

Total Semester Credit Hours for Certificate = 15/16

♦ Core Curriculum Course
► Capstone Course
Ω Course with optional Honors Contract

Safety Management

Safety Management Technology - SM2, AAS

The Safety Management Technology - HAZMAT program is a broad-based, general applied science degree designed to prepare students for careers in the chemical processing industry (CPI), logistics, and retail. Students in this program will be able to enter the workforce as entry-level HAZMAT maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians, or transfer into four-year technology programs.

Graduates from this program will have a solid understanding of a safety professional's role and responsibilities. Safety Technicians will also have a foundational understanding of HAZMAT, OSHA standards, safety management principles, environmental regulations, and the response to natural disasters.

First Semester

- TECM - Technical Math Credits: 3
- OSHT 1301 - Introduction to Safety and Health Credits: 3
- OSHT 1309 - Physical Hazards Control Credits: 3
- SPCH Communication Area Option Credits: 3♦
- EPCT 1301 - Hazardous Waste Operations and Emergency Response Credits: 3
  OR
- EPCT 1401 - Hazardous Waste Operations and Emergency Response (HAZWOPER) Credits: 4

Total: 15/16 SCH

Second Semester

- SCIT 1414 - Applied General Chemistry I Credits: 4
- OSHT 1313 - Accident Prevention, Inspection, and Investigation Credits: 3
- OSHT 1321 - Fire Protection Systems Credits: 3
- ENGL Written Communication Credits: 3♦
- EPCT 1341 - Industrial Hygiene Credits: 3

Total: 16 SCH

Third Semester

- OSHT 1391 - Special Topics in Occupational Safety & Health-OSHA 30 Hr Certification & First Aid Certification Credits: 3
- OSHT 1307 - Construction Site Safety and Health Credits: 3
- OSHT 2401 - OSHA Regulations: General Industry Credits: 4
- PTAC Elective Credits: 3♦
- Creative Arts/LPC/Humanities Credits: 3♦
-

Total: 16 SCH

Fourth Semester

- OSHT 2309 - Safety Program Management Credits: 3 ►
- OSHT 2320 - Safety Training Presentation Techniques Credits: 3
- Life and Physical Science/Math Credits: 4♦
- SBS/GOVT/HIST Credits: 3♦

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Students who have earned valid NCCER certifications in Field Safety, Safety Technology, Construction Site Safety Technician, and Construction Site Safety Supervisor can receive credit for OSHT 1307. Students who have a current certification in CPR/First Aid and OSHA 30 or OSHA 511 can receive credit for OSHT 1391. Students who have valid HAZWOPER 40-hour off-site certification can receive credit for EPCT 1301, and students who have both valid HAZWOPER 40-hour off-site certification and valid HAZWOPER 24-hour on-site certification can receive credit for EPCT 1401. Students who wish to receive this credit must submit an application to the advisor for the Safety Management Technology program. Students will be charged a fee of $10 per credit hour when the credit is posted to their transcripts.

Safety Management Technology - SM1, Certificate of Completion

First Semester

- TECM - Technical Math Credits: 3
- OSHT 1301 - Introduction to Safety and Health Credits: 3
- OSHT 1309 - Physical Hazards Control Credits: 3
- SPCH Communication Area Option Credits: 3♦

- EPCT 1301 - Hazardous Waste Operations and Emergency Response Credits: 3
  OR
- EPCT 1401 - Hazardous Waste Operations and Emergency Response (HAZWOPER) Credits: 4

Total: 15/16 SCH

Second Semester

- SCIT 1414 - Applied General Chemistry I Credits: 4
- OSHT 1313 - Accident Prevention, Inspection, and Investigation Credits: 3
- OSHT 1321 - Fire Protection Systems Credits: 3
- ENGL Written Communication Credits: 3 ♦
- EPCT 1341 - Industrial Hygiene Credits: 3

Total: 16 SCH

Total Semester Credit Hours for Certificate = 31/32

♦ Core Curriculum Course
► Capstone Course
Ω Course with optional Honors Contract

Approved Program Electives: PTAC, BMGT, others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The CAPSTONE experience must be completed at Lee College.

►Capstone Course

Students who have earned valid NCCER certifications in Field Safety, Safety Technology, Construction Site Safety Technician, and Construction Site Safety Supervisor can receive credit for OSHT 1307. Students who have a current certification in CPR/First Aid and OSHA 30 or OSHA 511 can receive credit for OSHT 1391. Students who have valid HAZWOPER 40-hour off-site certification can receive credit for EPCT 1301, and students who have both valid HAZWOPER 40-hour off-site certification and valid HAZWOPER 24-hour on-site certification can receive credit for EPCT 1401. Students who wish to receive this credit must submit an application to the advisor for the Safety Management Technology program. Students will be charged a fee of $10 per credit hour when the credit is posted to their transcripts.

Welding

Industrial Welding Technology - WE2, AAS

First Semester

- WLDG 1200 - Introduction to Welding Credits: 2
- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4
- TECM 1301 - Industrial Mathematics Credits: 3
- ENGL - Communication Credits: 3 ♦

Total: 15 SCH

Second Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) Credits: 4
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4
- SPCH Oral Communication Credits: 3 ♦
- Creative Arts/Language, Philosophy and Culture Credits: 3 ♦

Total: 17 SCH

Third Semester

- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1435 - Introduction to Pipe Welding Credits: 4
- Life and Physical Sciences/Mathematics Credits: 3/4 ♦

Total: 14/15 SCH

Fourth Semester

- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 2453 - Advanced Pipe Welding Credits: 4
- Social Behavioral Science/History/Government PS Credits: 3 ♦

Total: 14 SCH

Total Semester Credit Hours for Degree = 60/61

Note: To be eligible for a program-related internship, a student must have completed 25 credit hours of program-specific courses and have a 2.5 GPA/or by approval of the Division Chair.

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

♦ Core curriculum course.

Welding Helper - WH1, Certificate of Completion

This Certificate of Completion is pending THECB approval.

First Semester

- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  Or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4

Total: 7 SCH

Second Semester

- WLDG 1200 - Introduction to Welding Credits: 2
- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4

Total: 9 SCH

Total Semester Credit Hours for Certificate = 16

Welding Inspection Technology - WI1, Certificate of Completion

First Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3

- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- NDTE 1401 - Film Interpretation of Weldments Credits: 4
- NDTE 1410 - Liquid penetrant/Magnetic particle Testing Credits: 4

Total: 14 SCH

Second Semester

- NDTE 2411 - Preparation for Certified Welding Inspector Exam Credits: 4 ►
- WLDG 1327 - Welding Codes Credits: 3
- NDTE 1405 - Introduction to Ultrasonics Credits: 4
- Elective Credits: 3/4

Total: 14/15 SCH

Total Semester Credit Hours for Certificate = 28/29

Electives:

- BCIS 1305 - Business Computer Applications Credits: 3
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4

Welding Technology - WE1, Certificate of Completion

First Semester

- WLDG 1200 - Introduction to Welding Credits: 2
- WLDG 1323 - Welding Safety, Tools, and Equipment Credits: 3
  or
- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4

Total: 9 SCH

Second Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) Credits: 4
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4

Total: 11 SCH

Third Semester

- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1435 - Introduction to Pipe Welding Credits: 4

Total: 11 SCH

Fourth Semester

- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4 ►
- WLDG 2453 - Advanced Pipe Welding Credits: 4

Total: 11 SCH

Total Semester Credit Hours for Certificate = 42

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

♦ Core curriculum course.

Course Listing

ACCT 2401 - Principles of Accounting I - Financial
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Note: Students who have not had high school accounting or have not worked in accounting may wish to take ACNT 1303 Introduction to Accounting I, before taking this course.
Note: Students who have not had high school accounting or have not worked in accounting may wish to take ACNT 1303 Introduction to Accounting I, before taking this course.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ACCT 2402Ω - Principles of Accounting II - Managerial
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ACCT 2401

ACNT 1303 - Introduction to Accounting I
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

ACNT 1311 - Introduction to Computerized Accounting
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package using Quickbooks.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

ACNT 1313 - Computerized Accounting Applications
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision making using Excel.
(Offered in the Spring only)
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

ACNT 1329 - Payroll and Business Tax Accounting
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Students will learn to process payroll and maintain personnel and payroll information required by current laws. Course will also include accounting for franchise taxes, sales tax, and an overview of taxes relating to partnerships and corporations.
(Offered in the Spring only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2401, ENRD 401 or equivalent

ACNT 1331 - Federal Income Tax: Individual
A study of the federal tax law for preparation of individual income tax returns. The course focuses on identifying the determinants of taxable income, selection and use of proper forms, and compilation of income tax due. The use of computer tax program is included.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

ACNT 2189 - Internship Accounting
A work-based learned experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0
Prerequisite: ACNT 2303

ACNT 2302 - Accounting Capstone
A learning experience that allows students to apply broad knowledge of the accounting profession through discipline, specific projects involving the integration of individuals, and teams performing activities to simulate workplace situations. This course is designed to be a capstone experience for the Accounting Certificate and AAS Degree in Accounting Technology.
This course must be taken in the student's last semester of study.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2303

ACNT 2303 - Intermediate Accounting I
Analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements.
(Offered in the Fall only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2402

ACNT 2304 - Intermediate Accounting II
Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. In addition, special emphasis on corporation accounting, stockholder's equity, retaining earnings, current and long-term liabilities, pensions, statement of cash flows, and other financial topics.

(Offered in the Spring only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACNT 2303

ACNT 2309 - Cost Accounting
A study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making.
(Offered in the Fall only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2402

ACNT 2386 - Internship: Accounting Technology/Technician and Bookkeeping
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester.
As a capstone elective, this class must be taken in the student's last semester of the Accounting Technician Certificate.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 13
Prerequisite: ACCT 2401

ACNT 2387 - Internship: Accounting Technology/Technician and Bookkeeping
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting-related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester.
As a capstone elective, this class must be taken in the student's last semester of the Advanced Accounting Technician Certificate.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 13
Prerequisite: ACCT 2402

ACNT 2389 - Internship: Accounting
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester.
As a capstone elective, this class must be taken in the student's last semester of the AAS Accounting Technology Degree.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 13
Prerequisite: ACNT 2303

ARCE 1403 - Architectural Materials and Methods of Construction
Properties, specifications, vendors references, and uses of materials as related to architectural systems of structures.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

ARCE 1442 - Codes, Specifications, and Contract Documents
Study of ordinances, codes, and legal documents as they relate to specifications and drawing. Discussion of owner architect contractor responsibilities, duties, and legal relationship.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

ARCE 1452 - Structural Drafting
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Lecture Hrs. = 3, Lab Hrs. = 3

ARCH 1301 - Architectural History I
Part one of a survey of the history of world architecture from pre-history to the present. This course focuses on the period from pre-history up to at least the 14th Century. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent

ARCH 1302 - Architectural History II
Part two of a survey of the history of world architecture from pre-history to the present. This course focuses on the period of neo-classicism up to the modern era. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent

ARCH 1303 - Architectural Design I
An introductory studio providing foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.2 Design Thinking Skills
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 401 or equivalent

ARCH 1304 - Architectural Design II
Creative problem solving and presentation of principles, concepts and ideas as applied to introductory architectural projects. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.2 Design Thinking Skills A.4 Architectural Design Skills
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARCH 1403, ENRD 401 or equivalent

ARCH 1307 - Architectural Graphics I
Introduction to basic drawing methods and tools. Exploration of techniques available for the design process with emphasis on two-dimensional and three-dimensional composition. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

ARCH 1308 - Architectural Graphics II
Continuation of the study, methodology, and production of architectural drawings. Exploration of techniques available for the design process with emphasis on three-dimensional composition both analog and digital. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.5 Ordering Systems
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARCH 1307, ENRD 401 or equivalent

ARCH 1311 - Introduction to Architecture
An introduction to architecture that explores the practices, principles, and wider context of architecture and design. Focuses on the role of architecture in society, culture, and the broader physical context of the built environment. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.8 Cultural Diversity and Social Equity D.1 Stakeholder Roles in Architecture.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

ARCH 1315 - Architectural Computer Graphics
Effective use of representational media, computer aided design, and digital media to engage formal, organizational, and environmental principles. Emphasis on the appropriate media to inform two-dimensional and three-dimensional design based upon the conventions of architectural graphic communication. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills. A.4 Architecture Design Skills
Lecture Hrs. = 2, Lab Hrs. = 4

ARCH 2301 - Architectural Freehand Drawing I
Development of freehand drawing skills in architecture. Methods and skills, including emphasis on principles of light, shade, scale, proportion, line, and tonal quality for exploring and developing conceptual ideas and for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.4 Architecture Design Skills
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisites: ENRD 401 or equivalent, MATH 100 or equivalent

ARCH 2302 - Architectural Freehand Drawing II
Advanced freehand design drawing skills in architecture. Emphasis is on using freehand techniques in visual thinking and analysis. Development of conceptual ideas for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.4 Architecture Design Skills.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisites: ENRD 401 or equivalent, MATH 100 or equivalent

ARTC 1413 - Digital Publishing I
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ARTC 1453 - Computer Illustration
Use of the tools and transformation options of an industry standard vector drawing program to create complex illustrations or drawing.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ARTC 2440 - Computer Illustration II
Advanced use of software applications and/or various media with emphasis on output procedures, the resolution of complex design issues, and concept development.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ARTS 1301Ω - Art Appreciation
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.
Lecture Hrs. = 3, Lab Hrs. = 0

ARTS 1303Ω - Art History I (Prehistoric to the 14th century)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.
Lecture Hrs. = 3, Lab Hrs. = 0

ARTS 1304Ω - Art History II (14th Century to the present)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.
Lecture Hrs. = 3, Lab Hrs. = 0

ARTS 1311 - Design I (2-Dimensional)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 1312Ω - Design II (3-Dimensional)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 1316Ω - Drawing I
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 1317Ω - Drawing II
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARTS 1316

ARTS 2313 - Graphic Design
Studio course that introduces basic objectives, principles, and methods used in graphic design. The course focuses on creativity, aesthetic judgment, and critical-thinking skills to expand conceptual solutions within the realm of contemporary graphic design.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2316 - Painting I
Studio art course that introduces the fundamental principles, materials, and techniques of painting.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2317Ω - Painting II
Studio art course that furthers the study of the principles, materials, and techniques of painting.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARTS 2316

ARTS 2323Ω - Life Drawing I
Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARTS 1316

ARTS 2326Ω - Sculpture I
A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional object and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2333Ω - Printmaking I
A studio art course that introduces the materials, processes, and concepts pertaining to traditional and contemporary printmaking. The course explores the use of varied tools and techniques along with the formal and conceptual principles to create editioned and unique works.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2346Ω - Ceramics I
A studio art course that introduces basic building, throwing, and other techniques as it related to the design and production of ceramic sculpture and pottery.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2347Ω - Ceramics II
A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARTS 2346

ARTS 2348Ω - Digital Media
Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2356Ω - Photography I (Fine Art Emphasis)
A studio art course that introduces the technical and conceptual basics of photography as a creative medium.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 2357Ω - Photography II (Fine Art Emphasis)
A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ARTS 2356

AUMT 1312 - Basic Automotive Service
Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.
Lecture Hrs. = 2, Lab Hrs. = 2

AUMT 1345 - Automotive Climate Control Systems
Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 2

AUMT 1405 - Introduction to Automotive Technology
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.
Lecture Hrs. = 3, Lab Hrs. = 2

AUMT 1407 - Automotive Electrical Systems
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams and service publications. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 3
Prerequisite: ENRD 100 or Level 1 Certificate

AUMT 1410 - Automotive Brake Systems
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake sysstems, and parking brakes. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 3

AUMT 1416 - Automotive Suspension and Steering Systems
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes

component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent or Level One Certificate

AUMT 1419 - Automotive Engine Repair
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 3

AUMT 2413 - Automotive Drive Train and Axles
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and diferentials with emphasis on diagnosis and repair. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 2

AUMT 2417 - Automotive Engine Performance
Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 4

AUMT 2434 - Automotive Engine Performance Analysis II
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 4

AUMT 2437 - Automotive Electronics
Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.
Lecture Hrs. = 2, Lab Hrs. = 3

AVIM 1371 - Transportation, Traffic, and Air Cargo
A study of the interaction of transportation modes to provide efficient transport of passengers and cargo. Emphasis on managerial definition and solution of problems involved at transition/transfer terminals where compatibly scheduled traffic movement is critical.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BCIS 1305 - Business Computer Applications
Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.)
Lecture Hrs. = 2, Lab Hrs. = 4

BIOL 1308 - Biology for Non-Science Majors I
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, sructure, function, and reproduction.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent and MATH 100 or equivalent

BIOL 1309 - Biology for Non-Science Majors II
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: BIOL 1308, BIOL 1408, BIOL 1406 (C or better, or instructor permission)

BIOL 1322 - Nutrition
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (May be offered as an internet course) Either BIOL 1406 and 1407 or BIOL 1411 and 1413 may be taken to meet the 8 hours of required laboratory science for most universities. Students should check with the university they plan to attend.)
May be offered as an Internet course.) Either BIOL 1406 and BIOL 1407 or BIOL 1411 and BIOL 1413 may be taken to meet the 8 hours of required laboratory science for most universities. Students should check with the university they plan to attend.
Lecture Hrs. = 3, Lab Hrs. = 0

BIOL 1406Ω - General Biology I
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 1407Ω - General Biology II
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 1408Ω - Biology I for Non-Science Majors
This course will provide a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS.
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 1409Ω - Biology II for Non-Science Majors

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS.
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 1411Ω - General Botany
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.)
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 1413 - General Zoology
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.)
Lecture Hrs. = 3, Lab Hrs. = 3

BIOL 2289 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 2

BIOL 2389Ω - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 4
Prerequisite: ENRD 402 or equivalent; Instructor's consent required to register for this course.

BIOL 2401 - Human Anatomy and Physiology I
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

BIOL 2402 - Human Anatomy and Physiology II
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: BIOL 2401 (C or better)

BIOL 2404 - The Human Body
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: ENRD 401 or equivalent

BIOL 2406 - Environmental Biology
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: Successful completion of any one of either BIOL 1406, CHEM 1411, or ENVR 1401 is required for admission. Successful completion or concurrent enrollment in MATH 1314 or MATH 1342 is recommended.

BIOL 2416 - Genetics
The study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population generics and genetic engineering.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: Any BIOL course (C or better)

BIOL 2421Ω - Microbiology
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce these principles of microbiology, with special emphasis on bacteria.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: C or better in BIOL 1406, or C or better in BIOL 2401

BMGT Elective - BMGT Elective
BMGT Elective

BMGT 1301 - Supervision
A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human skills are examined.
Lecture Hrs. = 3, Lab Hrs. = 0

BMGT 1307 - Team Building
Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.
Lecture Hrs. = 3, Lab Hrs. = 0

BMGT 1313 - Principles of Purchasing
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain

management, negotiation techniques, and ethical issues in purchasing.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BMGT 1325 - Office Management
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BMGT 1327 - Principles of Management
Concepts, terminology, principles, theories, and issues in the field of management.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BMGT 1331 - Production and Operations Management
Fundamentals of the various techniques used in the practice of production and operations management. Includes location, design, and resource allocation.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BMGT 1341 - Business Ethics
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BMGT 2388 - Internship - Business Administration and Management, General
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 9
Prerequisite: ENRD 401 or equivalent

BUSG 2309 - Small Business Management/Entrepreneurship
Starting and operating a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BUSI 1301 - Business Principles
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

BUSI 1307 - Personal Finance
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.
Lecture Hrs. = 3, Lab Hrs. = 0

BUSI 2301Ω - Business Law
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.
Lecture Hrs. = 3, Lab Hrs. = 0

BUSI 2305 - Business Statistics
Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisites: MATH 1324 or MATH 1314

CDEC 1313 - Curriculum Resources for Early Childhood Programs
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 1317 - Child Development Associate Training I
Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 1319 - Child Guidance
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 1323 - Observation and Assessment
A study of observation skills, assessment techniques, and documentation of children's development.
Lecture Hrs. = 3, Lab Hrs. = 0

CDEC 1356 - Emergent Literacy for Early Childhood
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

Lecture Hrs. = 2, Lab Hrs. = 3

CDEC 1359 - Children with Special Needs
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 2166 - Practicum (or Field Experience) - Child Care provider/Assistant
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 112

CDEC 2307 - Math and Science for Early Childhood
An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.
Lecture Hrs. = 2, Lab Hrs. = 3

CDEC 2322 - Child Development Associate Training II
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 2324 - Child Development Associate Training III
Continuation of the requirements for the Child Development Associate National Credential (CDA). Three functional areas of study include family, program management and professionalism.
Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 2326 - Administration of Programs for Children I
Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.
Lecture Hrs. = 3, Lab Hrs. = 0

CDEC 2328 - Administration of Programs for Children II
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism,fiscal analysis, technical applications in programs and planning parent education/partnerships.
Lecture Hrs. = 3, Lab Hrs. = 0

CETT 1307 - Fundamentals of Electronics
Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 100 or equivalent

CETT 1409 - DC-AC Circuits
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff 's laws, networks, transformers, resonance, phasors, capacitive and inductive, and circuit analysis techniques.
Lecture Hrs. = 3, Lab Hrs. = 3

CHEF 1300 - Professional Cooking and Meal Service
Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service.
Lecture Hrs. = 1, Lab Hrs. = 7
Prerequisite: ENRD 100 or equivalent or Level One Certificate

CHEF 1301 - Basic Food Preparation
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, nutrition, and professionalism.
Lecture Hrs. = 2, Lab Hrs. = 2

CHEF 1302 - Principles of Healthy Cuisine
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 100 or equivalent or Level One Certificate

CHEF 1305 - Sanitation and Safety
A study of personal cleanliness: sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.
Lecture Hrs. = 1, Lab Hrs. = 4

CHEF 1313 - Food Service Operation/Systems
An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.
Lecture Hrs. = 2, Lab Hrs. = 2

CHEF 1441 - American Regional Cuisine
A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.
Lecture Hrs. = 2, Lab Hrs. = 3

CHEF 2301 - Intermediate Food Preparation
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.
Lecture Hrs. = 2, Lab Hrs. = 3

CHEF 2331 - Advanced Food Preparation
Advanced concepts of food preparation and presentation techniques.
Lecture Hrs. = 2, Lab Hrs. = 3
Prerequisite: CHEF 1301 and ESOL 310 or equivalent

CHEF 2336 - Charcuterie

Advanced concepts in the construction of sausages, pates, and related force meat preparations.
Lecture Hrs. = 2, Lab Hrs. = 2

CHEF 2402 - Saucier
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.
Lecture Hrs. = 2, Lab Hrs. = 3

CHEM 1405Ω - Introductory Chemistry
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.
Lecture Hrs. = 3, Lab Hrs. = 3

CHEM 1411Ω - General Chemistry I
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

CHEM 1412 - General Chemistry II
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: CHEM 1411 (C or better)

CHEM 2289 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 2
Prerequisite: Instructor Permission

CHEM 2389 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 4
Prerequisite: Instructor Permission

CHEM 2423 - Organic Chemistry I
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.
THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: CHEM 1412 (C or better)

CHEM 2425 - Organic Chemistry II
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.
THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: CHEM 2423 (C or better)

CJSA 1322 - Introduction to Criminal Justice
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 300/REBR 300 or equivalent

CJSA 2382 - Cooperative Education-Criminal Justice/Safety Studies
Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the

supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 1, Lab Hrs. = 0,
External Hrs. = 15
Prerequisite: ENRD 401 or equivalent

CNBT 1411 - Construction Methods and Materials I
Introduction to construction materials and methods and their applications.
Lecture Hrs. = 3, Lab Hrs. = 3

CNBT 1442 - Building Codes and Inspections
Building codes and standards applicable to building construction and inspection processes.
Lecture Hrs. = 4, Lab Hrs. = 0

CNSE 1311 - Craning Principles
Fundamentals of craning principles used by equipment operators. Topics include types of cranes, cables, jobs, rigging, techniques, types of lifts, and safety concerns when making a lift.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

COSC 1301Ω - Introduction to Computing
Overview of computer systems-hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

COSC 1436Ω - Programming Fundamentals I
Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.
(Offered in the Fall only)
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

COSC 1437Ω - Programming Fundamentals II
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) (Spring Only)
(Offered in the Spring only)
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: COSC 1436, ENRD 401 or equivalent

COSC 2325Ω - Computer Organization
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.
(This course is included in the Field of Study Curriculum for Computer Science.)
(Offered in the Fall only)
Lecture Hrs. = 2, Lab Hrs. = 3
Prerequisite: COSC 1436, ENRD 401 or equivalent

COSC 2436Ω - Programming Fundamentals III
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)
(Offered in the Spring only)
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: COSC 1437, ENRD 401 or equivalent

COSS 100 - Applied Study Skills
Application of study skills techniques to individual learning styles with concentration on note-taking, text marking, and test preparation.
Lecture Hrs. = 1, Lab Hrs. = 0

COSS 300 - Study Skills ()
Techniques of study such as time management, listening and note-taking, text marking, library and research skills, preparation for examinations, and use of learning resources.
Lecture Hrs. = 3, Lab Hrs. = 0

CPMT 1411 - Introduction to Computer Maintenance
Introduction to the installation, configuration, and maintenance of a microcomputer system.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

CPMT 1443 - Microcomputer Architecture (Raspberry Pi)
Computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls.
Lecture Hrs. = 3 Lab Hrs. = 3
Prerequisite: CPMT 1411

CPMT 1451 - IT Essentials: PC Hardware and Software
An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to concepts addressed by Cisco and CompTIA A+ certifications. Topics may adapt to changes in industry practices.
Lecture Hrs. = 3 Lab Hrs. = 3

CPMT 2449 - Advanced Computer Networking Technology

Network technology emphasizing network operating systems, network connectivity, hardware, and software. Includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.
Lecture Hrs. = 3, Lab Hrs. = 3

CPMT 2488 - Internship: Computer Installation and Repair Technology
A work-based learning experience that enables the student to apply specializing occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 15
Prerequisite: CPMT 1411 and ENRD 100 or equivalent

CRIJ 1301 - Introduction to Criminal Justice
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 1306Ω - Court Systems and Practices
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 1307 - Crime in America
American crime problems in historical perspective, social and public factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 1310 - Fundamentals of Criminal Law
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 1313 - Juvenile Justice System
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 2301Ω - Community Resources in Corrections
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and future trends in community treatment.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 2313Ω - Correctional Systems and Practices
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 2314 - Criminal Investigation
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; and case and trial preparation.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 2323 - Legal Aspects of Law Enforcement
Police authority; responsibilities; constitutional constraints; law of arrest, search, and seizure; and police liability.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CRIJ 2328 - Police System and Practices
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

CSME 1254 - Artistry of Hair Design I
Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.
Lecture Hrs. = 0, Lab Hrs. = 8
Prerequisite: ENRD 100 or equivalent

CSME 1255 - Artistry of Hair Design II
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.
Lecture Hrs. = 0, Lab Hrs. = 8
Prerequisite: CSME 1254, ENRD 100 or equivalent

CSME 1410 - Introduction to Haircutting and Related Theory
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: ENRD 100 or equivalent
Insurance Fee

CSME 1434 - Cosmetology Instructor I
The fundamentals of instructing cosmetology students.
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license are required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Insurance Fee

CSME 1435 - Orientation to the Instruction of Cosmetology
An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Note: A high school diploma or GED and a valid Texas Cosmetology Operator license are required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Insurance Fee

CSME 1453 - Chemical Reformation and Related Theory
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: ENRD 100 or equivalent
Insurance Fee

CSME 1505 - Fundamentals of Cosmetology
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.
Lecture Hrs. = 3, Lab Hrs. = 5
Prerequisite: ENRD 100 or equivalent

CSME 2337 - Advanced Cosmetology Techniques
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.
Lecture Hrs. = 1, Lab Hrs. = 7,
Prerequisite: CSME 1505, ENRD 100 or equivalent
Insurance Fee

CSME 2343 - Salon Development
Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.
Lecture Hrs. = 2, Lab Hrs. = 4,
Prerequisite: CSME 1505, ENRD 100 or equivalent
Insurance Fee

CSME 2350 - Preparation for the State Licensing Written Examination
Preparation for the state licensing written examination.
Lecture Hrs. = 1 Lab Hrs. = 7
Fee

CSME 2401 - The Principles of Hair Coloring and Related Theory
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and work place competencies related to hair color.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1505, ENRD 100 or equivalent
Insurance Fee

CSME 2410 - Advanced Haircutting and Related Theory
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1410, ENRD 100 or equivalent
Insurance Fee

CSME 2414 - Cosmetology Instructor II
A continuation of the fundamentals of instructing cosmetology students.
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1435
Insurance Fee

CSME 2415 - Cosmetology Instructor III
Presentation of lesson plan assignments and evaluation techniques.
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1435
Insurance Fee

CSME 2439 - Advanced Hair Design
Advanced concepts in the theory and practice of hair design.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1505, ENRD 100 or equivalent
Insurance Fee

CSME 2441 - Preparation for the State Licensing Examination
Preparation for the state licensing examination.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: First semester of Cosmetology certificate program
Insurance Fee

CSME 2444 - Cosmetology Instructor IV
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1435
Insurance Fee

CSME 2445 - Instructional Theory and Clinic Operation
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
Lecture Hrs. = 2, Lab Hrs. = 6,
Prerequisite: CSME 1435
Insurance Fee

CSME 2449 - Cosmetology Instructor III
Presentation of lesson plan assignments and evaluation techniques.
Lecture Hrs. = 2 Lab Hrs. = 6
Fee

CTEC 1401 - Applied Petrochemical Technology

Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.
Lecture Hrs. = 3, Lab Hrs. = 3

CTEC 2250 - Unit Operations II
A continuation of Unit Operations I. This course emphasizes dynamic computer simulations.
Lecture Hrs. = 2, Lab Hrs. = 0

CTEC 2333 - Comprehensive Studies in Chemical Technology
Capstone course requiring a special lab research project. Plan, design, and execute a research project or other simulated work experience; write a technical report of results; and prepare and deliver an oral presentation.
Lecture Hrs. = 3, Lab Hrs. = 0

CTEC 2386 - Internship: Chemical Technology/Technician
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A leaning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 9
Prerequisite: PTAC 1332, PTAC 1410, and Instructor's Permission

CTEC 2445 - Unit Operations
Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PTAC 1332, PTAC 1410, PTAC 2420, PTAC 2438, PTAC 2346, and SCIT 1414

DAAC 1304 - Pharmacology of Addiction
Emphasizes pharmacological effects of substances, including tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors. Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions
Exploration of procedures and tools used to identify substance use disorders and assess a client's problems, strengths, limitations, and resources.
Offered in Spring semester only.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DAAC 1311 - Counseling Theories
An examination of the major theories and current treatment modalities used in the field of counseling.
Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 1317 - Basic Counseling Skills
An overview and application of the basic counseling skills.
Offered in Spring semester only.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DAAC 1319Ω - Substance Related and Addictive Disorders
An overview of causes and impacts of substance use disorders, the primary prevention, intervention, and treatment methods utilized, the major drug classifications, and the counselor's code of ethics. Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 1380 - Cooperative Education: Substance Abuse/Addiction Counseling
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0,
External Hrs. = 12
Prerequisite: DAAC 2306 and ENRD 100 or equivalent

DAAC 1391 - Special Topics Substance Abuse Prevention Issues
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics largely focus on advanced media literacy, use of media to influence social norms, advanced program design and implementation, and/or other topics specific to substance abuse prevention efforts.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: DAAC 2354 and ENRD 100 or equivalent

DAAC 2306 - Substance Abuse Prevention I
Examination of substance use disorder prevention.
Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 2307 - Addicted Family Intervention
Examination of family systems focusing on the effects of substance use and recovery.
Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DAAC 2341 - Counseling Alcohol and Other Drug Addictions
Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. Offered in Fall semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 2343Ω - Current Issues
Examination of current issues related to substance use disorders.
Offered in Spring semester only.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DAAC 2353 - Substance Abuse Prevention II
In-depth exploration of research, evaluation methods and best practices in prevention program design.

Offered in Spring semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 2354 - Dynamics of Group Counseling
Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.
Offered in Spring semester only.
Offered in Spring semester only.
Lecture Hrs. = 3, Lab Hrs. = 0

DAAC 2380Ω - Cooperative Education: Substance Abuse/Addiction Counseling
Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 3, Lab Hrs. = 0,
External Hrs. = 12,
Prerequisite: 18 SCH of DAAC Coursework
Insurance Fee

DFTG 1405 - Technical Drafting
An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 1409 - Basic Computer-Aided Drafting
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 1417 - Architectural Drafting-Residential
Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols. (Spring and Fall semesters only).
(Spring and Fall semester only).
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 1430 - Civil Drafting
Preparation of civil drawings including drafting methods and principles used in civil engineering.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2419

DFTG 1433 - Mechanical Drafting
Preparation of mechanical drawings including dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 1445 - Parametric Modeling and Design
Parametric-based design software for 3D design and drafting.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: DFTG 1409, DFTG 2419

DFTG 2407Ω - Electrical Drafting
A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 2408Ω - Instrumentation Drafting
Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 2417 - Descriptive Geometry
Graphical solutions to problems involving points, lines, and planes in space.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

DFTG 2419 - Intermediate Computer-Aided Drafting
A continuation of practices and techniques in computer-aided design including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 1405, DFTG 1409

DFTG 2423 - Pipe Drafting
A study of pipe fittings, symbols, specifications, and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics, using AutoPLANT-3D software.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2419

DFTG 2428 - Architectural Drafting-Commercial
Preparation of architectural drawings for commercial structures with emphasis on construction methods, including architectural drafting procedures, practices, governing codes, accessibility requirements, terms and symbols.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2419

DFTG 2432 - Advanced Computer-Aided Drafting
Application of advanced CAD techniques.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2419

DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting
Use parametric-based software for mechanical design for advanced modeling and analysis.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 1445

DFTG 2438Ω - Final Project-Advanced Drafting
An advanced course in which students produce a comprehensive project from conception to conclusion.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2419

DFTG 2445Ω - Advanced Pipe Drafting

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting using AutoPLANT-3D software.
Lecture Hrs. = 3, Lab Hrs. = 3

DFTG 2457 - Advanced Technologies in Pipe Design and Drafting
Advanced design and production techniques using Intergraph Smart 3D process plant based design software.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: DFTG 2445

DFTG 2486 - Internship - Drafting and Design Technology/Technician, General
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 20
Prerequisite: DFTG 2419

DRAM 1120 - Theatre Practicum I
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.
Lecture Hrs. = 0, Lab Hrs. = 4

DRAM 1121 - Theatre Practicum II
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.
Lecture Hrs. = 0, Lab Hrs. = 4
Prerequisite: ENRD 401 or equivalent

DRAM 1310 - Theatre Appreciation
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.
Lecture Hrs. = 3, Lab Hrs. = 0

DRAM 1330 - Stagecraft I
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.
Lecture Hrs. = 2, Lab Hrs. = 4

DRAM 1341 - Stage Makeup
Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 100 or equivalent

DRAM 1342 - Costume Technology
Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 100 or equivalent

DRAM 1351 - Acting I
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.
Lecture Hrs. = 2, Lab Hrs. = 2

DRAM 1352 - Acting II
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 100 or equivalent

DRAM 2120Ω - Theatre Practicum III
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.
Lecture Hrs. = 0, Lab Hrs. = 4

DRAM 2121 - Theatre Practicum IV
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.
Lecture Hrs. = 0, Lab Hrs. = 4

DRAM 2289 - Theatre Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 8

DRAM 2331 - Stagecraft II
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: DRAM 1330, ENRD 100 or equivalent

DRAM 2336 - Voice for the Actor
Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.
Lecture Hrs. = 3, Lab Hrs. = 0

DRAM 2361 - History of Theatre I
Study of the history of the theater from primitive time through the Renaissance.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DRAM 2362 - History of Theatre II
Study of the history of the theater from the Renaissance through today.

Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

DRAM 2366 - Film Appreciation
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 402 or equivalent

ECON 2301 - Principles of Economics: Macroeconomics
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent, MATH 100 or equivalent

ECON 2302 - Principles of Economics: Microeconomics
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent, MATH 100 or equivalent

EDUC 1200 - Learning Frameworks
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. It is a required course for first-year-in-college students seeking to transfer to a four-year university.
Lecture Hrs. = 2, Lab Hrs. = 0

EDUC 1301Ω - Introduction to the Teaching Profession
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Up to 16 clock hours of P-12 field experiences may be provided by electronic or other video or technology-based method.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

EDUC 2301Ω - Introduction to Special Populations
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Up to 16 clock hours of P-12 field experiences may be provided by electronic or other video or technology-based method.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 402 or equivalent
Background Check Fees

ELPT 1315 - Electrical Calculations I
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry.
Lecture Hrs. = 2, Lab Hrs. = 2

ELPT 1321 - Introduction to Electrical Safety and Tools
Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.
Lecture Hrs. = 2, Lab Hrs. = 2

ELPT 1325 - National Electrical Code I
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
Lecture Hrs. = 3, Lab Hrs. = 0

ELPT 1329 - Residential Wiring
Wiring methods for single family and multi-family dwellings, includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
Lecture Hrs. = 2 Lab Hrs. = 2
Prerequisite: ENRD 100 or equivalent

ELPT 1411 - Basic Electrical Theory
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
Lecture Hrs. = 3, Lab Hrs. = 3

ELPT 1441 - Motor Control
Operating principles of solid state conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety interlocks wiring, and schematic diagram interpretations.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ELPT 1445 - Commercial Wiring

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ELPT 1451 - Electrical Machines
Direct current (DC) motors, single phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

ELPT 1455 - Electronic Applications
Electronics principles and the use of electronic devices. Includes diodes, transistors, and rectifiers.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ELPT 1411 and ENRD 401 or equivalent

ELPT 1457 - Industrial Wiring
Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.
Lecture Hrs = 3, Lab Hrs = 3

ELPT 2301 - Journeyman Electrician Exam Review
Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC).
Lecture Hrs. = 3, Lab Hrs. = 0

ELPT 2319 - Programmable Logic Controllers I
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ELPT 1411, ENRD 401, or equivalent

ELPT 2325 - National Electrical Code II
In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special condition, and advanced calculations.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent

ELPT 2331 - AC/DC Drives
Installation and maintenance of alternating current (AC) and direct current (DC) variable speed drives with emphasis on application, operating characteristics, and troubleshooting techniques.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

ELPT 2355 - Programmable Logic Controllers II
Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ELPT 2319 ,ENRD 401 or equivalent

ELPT 2380 - Cooperative Education: Electrical and power Transmission Installation
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 1, Lab Hrs. = 0,
External Hrs. = 19
Prerequisites: ENRD 401 or equivalent

ELPT 2405 - Motors and Transformers
Operation of single and three phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ELPT 1411

ENBR 402 - Writing II & Advanced Reading Bridge
This is an abridged version of ENRD 402, designed to develop students' critical reading and academic writing skills through review and practice. The focus of this intervention will be on student's refreshing their skills and applying critical reading skills for organizing, analyzing, evaluating and retaining material as well as practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis.
Successful completion of the intervention does not guarantee TSI college ready status in reading and writing. This intervention is paired with ENGL 1301.
Lecture Hrs. = 1, Lab Hrs. = 1
Prerequisite: Accuplacer Placement Test score of Reading 77 and Essay 6, or TSIA Reading score 350 or greater and Essay 5. Permission of instructor or division counselor is required to take this course.

ENGL 1301Ω - English Composition I
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

ENGL 1301T - English Composition I
This course focuses on writing for the workplace for students seeking a certificate or an AAS degree and is not intended as preparation for ENGL 1302. A concentrated study of the fundamentals of English usage; training in accurate reading and writing of prose, chiefly expository; study of the principles of library research and the techniques of writing research papers. Research required. This course is reading and writing intensive.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

ENGL 1302Ω - English Composition II
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation,

synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1301 with a grade of P, C or better

ENGL 2307Ω - Creative Writing I
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2311Ω - Technical Writing
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

ENGL 2321 - British Literature
Selected significant works of British literature. May include study of movements, schools, or periods.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2322Ω - English Literature: Beowulf to Romantic
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2323Ω - English Literature: Romantic to Present
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2326Ω - American Literature Survey
A general study of the significant writers and movements of American literature from its origins to the present. This course is reading intensive.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2327Ω - American Literature to 1860
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2328Ω - American Literature: 1860 to Present
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2331Ω - Cross-Cultural Literature
A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2341Ω - Forms of Literature
The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. This course is reading intensive.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1302 with a C or better

ENGL 2351Ω - Mexican-American Literature
A survey of Mexican American/Chicanx literature from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 1301 with a C or better Corequisite: ENGL 1302

ENGR 1201 - Introduction to Engineering
An introduction to the engineering profession with emphasis on technical communication and team based engineering design. Programming will be introduced for use in the design project.
Lecture Hrs. = 1, Lab Hrs. = 3
Corequisite: MATH 2413 or equivalent

ENGR 1304 - Engineering Graphics I
Introduction to computer-aided drafting using CAD software and sketching to generate two-and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.
Lecture Hrs. = 2, Lab Hrs. = 3
Prerequisite: MATH 1314 or equivalent

ENGR 2401 - Engineering Statics
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three

dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PHYS 2425 Corequisite: MATH 2414

ENGR 2402 - Engineering Dynamics
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENGR 2401

ENGR 2304 - Programming for Engineers
Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ENGR 1201

ENGR 2405 - Electrical Circuits I
Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first-and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles noted above involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MATH 2320, PHYS 2426

ENGT 2307 - Engineering Materials I for Engineering Technology
Instruction in the making and forming of steel and the classification of steel, cast iron, and aluminum. Topics include mechanical and physical properties, non-destructive testing principles of alloying, selection of metals, iron carbon diagrams, principles of hardening and tempering steel, and the metallurgical aspects of machining. Topics will also include an overview of properties and uses of polymer and ceramics.
Lecture Hrs. = 3, Lab Hrs. = 1

ENGT 2310 - Introduction to Manufacturing Processes
Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding machining, heat treating, plating, assembly procedures, process controls considerations, and casting and injection molding.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: PTAC 1332, PTAC 1410, PTAC 2420, PTAC 2438, PTAC 2346, and SCIT 1414

ENRD 100 - Beginning College Reading Skills Bridge
This NCBO (non-course based option) is designed to reinforce students' skills in basic sentence and paragraph structure, effective reading, fundamentals of grammar punctuation, and spelling, as well as vocabulary in context. This course is linked with ENRD 401 .
Lecture Hrs. = 1, Lab Hrs. = 0

ENRD 102 - Writing II & Advanced Reading Bridge
This NCBO (non-course based option) is designed to further develop students' critical reading and academic writing skills in an abbreviated, accelerated format. The focus of the course is on applying critical reading skills for organizing, analyzing, and evaluating material as well as practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. This course is linked with ENGL 1301.
Lecture Hrs. = 1, Lab Hrs. = 0
Prerequisite: ENRD 401

ENRD 401 - Integrated Writing I & Intermediate College Reading
This course is designed to develop students' critical reading and academic writing skills. The focus of the course is only applying basic critical reading skills for organizing, analyzing, retaining material, development of effective sentences. This includes examining the fundamentals of grammar, punctuation, and spelling as well as determining the main idea and supporting details from a written text. This course is linked with ENRD 100.
Lecture Hrs. = 4, Lab Hrs. = 0

ENRD 402 - Integrated Writing II & Advanced College Reading
This course is designed to further develop students' critical reading and academic writing skills. The focus of the course is on applying critical reading skills for organizing, analyzing, and evaluating material as well as practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. This course is linked with ENGL 1301.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: ENRD 401

ENTC 1343 - Statics
A study of the composition and resolution of forces and the equilibrium of forces acting on structures. Includes the concepts of friction, moments, couples, centroids, and moment of inertia.
Lecture Hrs. = 3, Lab Hrs. = 1

ENVR 1401Ω - Environmental Science I
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Laboratory activities will cover
methods used to collect and analyze environmental data.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

ENVR 1402 - Environmental Science II

A continued interdisciplinary study of natural sciences (ecology, chemistry, physics) and social sciences (economics, regulation, ethics) and how they apply to the environment. This course will build on the basic concepts discussed in ENVR 1401 and will focus on environmental assessment, measurements, and risk assessment. Laboratory exercises include current environmental quality assessment techniques, field sampling techniques, and related studies of local environments. Optional and required field trips.
Lecture Hrs. = 3, Lab Hrs. = 3

EPCT 1301 - Hazardous Waste Operations and Emergency Response
Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120 and 40 CFR-264.16
Lecture Hrs. = 3, Lab Hrs. = 0

EPCT 1341 - Industrial Hygiene
Concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods.
Lecture Hrs. = 3 Lab Hrs. = 0

EPCT 1349 - Environmental Regulation Interpretation and Applications
An in-depth study of the major federal and state environmental regulations.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

EPCT 1401 - Hazardous Waste Operations and Emergency Response (HAZWOPER)
Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120
Lecture Hrs. = 3 Lab Hrs. = 1
Prerequisite: End of course outcomes: Identify hazards associated with handling of hazardous waste a hazardous waste sites, cleanup operation, and corrective actions, demonstrate knowledge of site-specific Health and Safety Plan (HASP) and sampling and monitoring techniques; and identify minimum training requirements in 40 CFR 264.

FITT 1164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Emphasis placed on diverse skills associated with operating a martial arts school or club including marketing; collecting leads and referrals; closing new member sales; scheduling introductory lessons; and customer satisfaction.
Lecture Hrs. = 0, Lab Hrs. = 0
External Hrs. = 7

FITT 1165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo School/Club Management
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Emphasis placed on diverse skills associated with operating a martial arts school or club including student management systems; generating equipment and uniform orders; processing and distributing receivables; conducting inventory; and facility maintenance.
Lecture Hrs. = 0, Lab Hrs. = 0
External Hrs. = 7

FITT 1280 - Health and Physical Education, General - Worlds Expo Event Internship
Under the supervision of the college and the employer, the student combines classroom learning with work experience. Martial arts competition at local, regional, national and international levels. Martial arts events that combine training, testing, and competition. Planning and implementation of competitions and events. Students will work directly with the Tournament Department with the Tournament of Champions and New Season Competition. Students are responsible for their travel arrangements to and from the world expo. An approved substitute activity is available if a student is unable to attend.
Lecture Hrs. = 1, Lab Hrs. = 0
External Hrs. = 7

FITT 1281 - Cooperative Education: Health & Physical Education, General - Worlds Expo Event Internship
Under the supervision of the college and the employer, the student combines classroom learning with work experience. Martial arts competition at local, regional, national and international levels. Martial arts events that combine training, testing, and competition. Planning and implementation of competitions and events. Students will work directly with the Tournament Department with the Tournament of Champions and New Season Competition. Students are responsible for their travel arrangements to and from the world expo. An approved substitute activity is available if a student is unable to attend.
Lecture Hrs. = 1, Lab Hrs. = 0
External Hrs. = 7

FITT 1371 - Songahm Taekwondo Movement/Basic Foundation
Newton's three laws of motion, the formula for kinetic energy, and the three-body action types commonly used in Songahm Taekwondo. Primary ranks and forms of Songahm Taekwondo. One-steps and sparring combinations for the primary ranks of Songahm Taekwondo. Emphasis placed on physical conditioning and practicing basic blocks, strikes, and kicks used in Songahm Taekwondo, and teaching the primary forms of Songahm Taekwondo: Songahm Il Jahng, Songahm Ee Jahng, and Songahm Sahm Jahng.
Lecture Hrs. = 3, Lab Hrs. = 0

FITT 1374 - Songahm Taekwondo Movement Intermediate
Intermediate elements of Songahm Taekwondo. Haeng Ung Lee's vision to make martial arts training safe, fun, and accessible. Intermediate ranks and forms of Songahm Taekwondo. One-steps and sparring combinations for the intermediate ranks of Songahm Taekwondo. Emphasis on memorization and physical demonstration of intermediate Songham Taekwondo movements.
Lecture Hrs. = 3, Lab Hrs. = 0

Prerequisite: FITT 1391

FITT 1375 - Songahm Taekwondo Movement Advanced
Mental Development in Songahm Taekwondo. Haeng Ung Lee's vision that Songahm Taekwondo has the power to change the world. The mission of martial arts organizations and professional societies. Advanced ranks and forms of Songahm Taekwondo. Sparring segments and sparring combinations for the advanced ranks of Songahm Taekwondo. Emphasis on demonstration and teaching the advanced forms of Songahm Taekwondo: In Wha Ee Jahng, Choong Jung Il Jahng, and Choong Jung Ee Jahng.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: FITT 1394

FITT 2164 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Tournaments
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Students in FITT 1164 will learn each process that goes into supporting local tournaments. From preparing the students for competition to judging each event. Students will gain experience by supporting local tournaments. An approved substitute activity may be used if a student is unable to attend a Songahm Taekwondo tournament. Students in FITT 1164 are expected to report to an approved certified Songahm Taekwondo Instructor for 7 hours each week.
Lecture Hrs. = 0, Lab Hrs. = 0
External Hrs. = 7

FITT 2165 - Practicum (or Field Experience) Health & Physical Education, General - Songahm Taekwondo Testing Cycle Administration
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Rank Testing as a tool to gain new leads, referrals and retain current members. Curriculum planning and lesson objectives for testing cycles.
Lecture Hrs. = 0, Lab Hrs. = 0
External Hrs. = 7

GAME 1201 - Computer Ethics
A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.
Lecture Hrs. = 1, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

GAME 1302 - Interactive Storyboarding
In-depth coverage of storyboarding for the development of interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart, and interactive storyboarding.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ENRD 401 or equivalent

GAME 1306 - Design and Creation of Games
Introduction to game and simulation development. Includes an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and that motivate game design.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ENRD 401 or equivalent

GAME 1336 - Introduction to 3D Game Modeling
Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: GAME 1302, GAME 1306

GAME 1394 - Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: Previously completed minimum 6 hours GAME course work.

GAME 1404 - Level Design
Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: GAME 1302, GAME 1306

GAME 2325 - 3D Animation II Character Setup
Skinning and weighting, forward kinematics, inverse kinetics, constraints, expressions, scripting and driven keys, mesh deformers, morph targets/blend shapes, and animation user interfaces.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: GAME 1302, GAME 1306

GAME 2332Ω - Project Development I
Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, character, and content for a real-time multiplayer game.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: GAME 1404, and COSC 1436

GAME 2334Ω - Project Development II
Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayer game applying skills learned in previous classes.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: GAME 2332

GAME 2338 - Game Testing
Testing and debugging gaming and simulation applications in the alpha and beta stages of production. Includes critiques of the product and written documentation of the testing and debugging processes.
Lecture Hrs. = 3, Lab Hrs. = 1

GAME 2386 - Internship - Animation, Interactive Technology, Video Graphics, and Special Effects
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the College and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 9
Prerequisites: GAME 1336 or COSC 1437

GAME 2387 - Internship Animation, Interactive Technology, Video Graphics and Special Effects
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the College and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 9
Prerequisites: GAME 2386

GAME 2402 - Mathematical Applications for Game Development
Presents applications of mathematics and science in game and simulation programming. Includes the utilization of matrix and vector operations, kinematics, and Newtonian principles in games and simulations. Also covers code optimization.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: MATH 1314

GEOG 1303 - World Regional Geography
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

GEOL 1301 - Earth Science
Survey of physical sciences with emphasis on the earth's ecological and geological processes.
Note: Students are advised to complete their science requirements before attempting this course.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

GEOL 1347 - Meteorology
Survey of meteorology and related sciences. Topics include atmospheric composition and structure. Earth's energy budget, interaction of oceans and atmosphere, weather systems, severe weather, climate variabiity and change, and impacts of severe weather and climate change on society.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent; MATH 420 or equivalent or MATH 342 or TECM 1341

GEOL 1403Ω - Physical Geology
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

GEOL 1404Ω - Historical Geology
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

GEOL 1405Ω - Environmental Science
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.
Lecture Hrs. = 3, Lab Hrs. = 3

GEOL 1447 - Meteorology
Survey of meteorology and related sciences.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent, MATH 100 or equivalent

GEOL 2289 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 2
Prerequisite: Instructor's Permission

GEOL 2389 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 4
Prerequisite: Instructor's Permission

GOVT 2107 - Federal and Texas Constitutions
A study of the United States and state constitutions, with special emphasis on Texas. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions.
Lecture Hrs. = 1, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

GOVT 2305Ω - Federal Government
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political

participation, the national election process, public policy, civil liberties and civil rights.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

GOVT 2306Ω - Texas Government
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

GOVT 2389 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
Lectures Hrs. = 3, Lab Hrs. = 0
Prerequisite: GOVT 2305 or GOVT 2306 or Permission of the Instructor

HART 1303 - Air Conditioning Control Principles
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
Lecture Hrs. = 2 Lab Hrs. = 3

HART 1356 - EPA Recovery Certification Preparation
Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.
Lecture Hrs. = 2 Lab Hrs. = 3

HART 1407 - Refrigeration Principles
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
Lecture Hrs. = 2 Lab Hrs. = 4

HART 1441 - Residential Air Conditioning
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.
Lecture Hrs. = 2 Lab Hrs. = 4

HART 1445 - Gas and Electric Heating
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Lecture Hrs. = 2 Lab Hrs. = 4

HART 2434 - Advanced Air Conditioning Controls
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.
Lecture Hrs. = 2 Lab Hrs. = 4
Prerequisite: HART 1407 , HART 1303 , HART 1356 , HART 1441 , HART 1445

HART 2436 - Air Conditioning Troubleshooting
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
Lecture Hrs. = 2 Lab Hrs. = 4
Prerequisite: HART 1407 , HART 1303 , HART 1356 , HART 1441 , HART 1445

HART 2438 - A/C Installation and Start Up
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
Lecture Hrs. = 2 Lab Hrs. = 4
Prerequisite: HART 1407 , HART 1303 , HART 1356 , HART 1441 , HART 1445

HART 2445 - Residential Air Conditioning Systems Design
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.
Lecture Hrs. = 2 Lab Hrs. = 4
Prerequisite: HART 1407 , HART 1303 , HART 1356 , HART 1441 , HART 1445

HIST 1301Ω - History of the United States to 1877
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.
A research component is required for honors credit.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HIST 1302Ω - History of the United States Since 1877
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.
A research component is required for honors credit.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HIST 2301Ω - History of Texas
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the

present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.
A research component is required for honors credit.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HIST 2321Ω - History of World Civilization to 1500
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.
A research component is required for honors credit.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HIST 2322Ω - History of World Civilization from 1500 to Present
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.
A research component is required for honors credit.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HIST 2327 - Mexican American History I (to the United States-Mexico War Era)
A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. (May be applied to U.S. History requirement.)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or co-enrollment in a dual credit program or permission from the instructor.

HIST 2328 - Mexican American History II (from the United States-Mexico War Era
A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. (May be applied to U.S. History requirement.)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or enrollment in a dual credit program or permission from instructor.

HIST 2381 - African American History I
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the formation and development of the United States to the Civil War/Reconstruction period. African American History I includes the study of African origins and legacy, trans-Atlantic slave trade, and the experiences of African Americans during Colonial, Revolutionary, Early National, Antebellum, and the Civil War, Reconstruction Eras. This course will enable students to understand African American history as an integral part of the U.S. history. (May be applied to the U.S. History requirement).
Students enrolled in HIST 2381 must have passed ENGL 1301 (Composition) or co-enrolled in ENGL 1301 as a corequisite (Exception: Dual credit students only need to be placed into college level reading and writing). Students must have a strong English back
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 2382 - African American History II
A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the United States from the Civil War/Reconstruction period to the present. African American History II examines segregation, disenfranchisement civil rights, migrations, industrialization, world wars, the Harlem Renaissance and the conditions of African Americans in the Great Depression, Cold War, and post-Cold War eras. This course will enable students to understand African American history as an integral part of U.S. history. (May be applied to the U.S. History Requirement)
Students enrolled in HIST 2382 must have passed ENGL 1301 (Composition I) or co-enrolled in ENGL 1301 as a co-requisite (Exception: Dual credit students only need to be placed into college level reading and writing). Students must have a strong English
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 2389 - Academic Cooperative: Local History Research Seminar

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objective in the study of human social behavior and/or social institutions.
Lecture Hrs., = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

HITT 1249 - Pharmacology
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.
Lecture Hrs. = 2, Lab Hrs. = 0

HITT 1255 - Health Care Statistics
Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.
Lecture Hrs. = 2, Lab Hrs. = 1
Prerequisite: HITT 1301 and MATH 1342

HITT 1301 - Health Data Content and Structure
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information including content of health records, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
Lecture Hrs. = 3, Lab Hrs. = 1

HITT 1305 - Medical Terminology I
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.
Lecture Hrs. = 3, Lab Hrs. = 0

HITT 1311 - Health Information Systems
Introduction to Health Information Technology standards, health-related data structures, software applications, and enterprise architecture in health care and public health.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent, HITT 1301, BCIS 1305

HITT 1341 - Coding and Classification Systems
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: HITT 1301, HITT 1305, BIOL 2401

HITT 1345 - Health Care Delivery Systems
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.
Lecture Hrs. = 3, Lab Hrs. = 0

HITT 1353 - Legal and Ethical Aspects of Health Information
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
Lecture Hrs. = 3, Lab Hrs. = 0

HITT 2160 - Clinical-Health Information/Medical Records Technology/Technician
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Lab Hrs. = 6,
Prerequisites: HITT 1301 , HITT 1341 , HITT 1345 , HITT 1353
Insurance Fee

HITT 2161 - Clinical-health Information/Medical Records Technology/Technician
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Lab Hrs. = 6,
Prerequisite: ENRD 100 or equivalent, HITT 1341, and HITT 2335
Insurance Fee

HITT 2246 - Advanced Medical Coding
Advanced concept of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: HITT 2335

HITT 2249 - Review Health Information Technology Competency Review
Review Health Information Technology (HIT) competencies, skills, and knowledge.
Lecture Hrs. = 1, Lab Hrs. = 2
Prerequisite: HITT 1249 , HITT 1301 , HITT 1305 , HITT 1311 , HITT 1341 , HITT 1345 , HITT 1353 , HITT 2335 , HITT 2343 , HPRS 2201
Corequisites: HITT 2246 , HITT 2339

HITT 2260 - Clinical-Health Information/Medical Records Technology/Technician
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Lab Hrs. = 8,
Prerequisite: HITT 1301, HITT 1345, HITT 1353, HITT 1341
Insurance Fee

HITT 2335 - Coding and Reimbursement Methodologies
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: HITT 1341

HITT 2339 - Health Information Organization and Supervision
Principles of organization and supervision of human, financial, and physical resources.
Lecture Hrs. = 3, Lab Hrs. = 1

HITT 2343 - Quality Assessment and Performance Improvement
Study of quality standards and methodologies in the health information management environment. Topics include licensing,

accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: HITT 1301

HMSY 1337 - Introduction to Homeland Security
Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

HPRS 2201 - Pathophysiology
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Lecture Hrs. = 2, Lab Hrs. = 0
Prerequisites: HITT 1305, BIOL 2401

HRPO 1311 - Human Relations
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

HRPO 2301 - Human Resources Management
Behavioral and legal approaches to the management of human resources in organizations.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

HUMA 1301ΩΣ - Introduction to the Humanities I
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HUMA 1302ΩΣ - Introduction to the Humanities II
Honors only. This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HUMA 1305Ω - Introduction to Mexican-American Studies
This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican American experience.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HUMA 1311 - Mexican-American Fine Arts Appreciation
This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/Chicano/a experience.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

HUMA 2319Ω - American Minority Studies
This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.
Lecture Hrs. = 3, Lab Hrs. = 0
Corequisite: ENGL 1301

HYDR 1345 - Hydraulics and Pneumatics
Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.
Lecture Hrs. = 2, Lab Hrs. =2
Prerequisite: MCHN 2405 and ENRD 100 or equivalent

IBUS 1300 - Global Logistics Management
Global logistics, management processes, procedures, and regulations used in transportation, physical distribution, warehousing, inventory control, materials handling, packaging, plant and warehouse location, risk management, customer service, and networks for logistics, suppliers, and information. Includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations.
Lecture Hrs. = 3, Lab Hrs. = 0

IBUS 1305Ω - Introduction to International Business and Trade
The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

IEIR 1302 - Introduction to Direct Current Circuits
Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 100 or equivalent and MATH 100 or equivalent

IFWA 1501 - Food Preparation I
A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups,

salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.
Lecture Hrs. = 2, Lab Hrs. = 4

IFWA 2346 - Quantity Procedures
Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.
Lecture Hrs. = 2, Lab Hrs. = 2

IMED 1316 - Web Design I
Instruction in web page design and related graphic design issues including mark-up languages, websites, and browsers.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ENRD 401 or equivalent

IMED 1445 - Interactive Digital Media I
Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ARTC 1453, READ 301 or equivalent

IMED 2309 - Internet Commerce
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce.
Lecture Hrs. = 3, Lab Hrs. = 1

IMED 2311 - Portfolio Development
Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and job-seeking techniques.
Lecture Hrs. = 3, Lab Hrs. = 1

IMED 2315 - Web Page Design II
Mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to World Wide Web Consortium (W3C) standards and legal issues.
Lecture Hrs. = 3, Lab Hrs. = 1

INMT 1311 - Computer Integrated Manufacturing
A study of the principles and application of computer integrated manufacturing including integration of material handling, manufacturing, and computer hardware and programming.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ENRD 100 or equivalent

INMT 1371 - Introduction to Digital Manufacturing
The purpose of this course is to give the student an introduction to various digital manufacturing methods including 3-D printing technologies also included is a survey in advanced manufacturing technologies including metals, ceramics, and plastics through subtractive and additive processes.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

INMT 1380 - Cooperative Education Manufacturing Technology/Technician
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 21
Prerequisite: ENRD 100 or equivalent

INTC 1305 - Introduction to Instrumentation
A survey of the instrumentation field and the professional requirements of the instrumentation technician.
Lecture Hrs. = 3, Lab Hrs. = 0

INTC 1307 - Instrumentation Test Equipment
Theory and application of instrumentation test equipment. Emphasizes accuracy, limitations of instruments, and calibration techniques.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

INTC 1312 - Instrumentation and Safety
An overview of industries employing instrument technicians. Includes instrument safety techniques and practices as applied to the instrumentation field.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

INTC 1343 - Application of Industrial Automatic Control
Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: INTC 1456 or DFTG 2408, ENRD 100 or equivalent

INTC 1348 - Analytical Instrumentation
Analytical instruments emphasizing utilization in process applications. Includes chromatography, pH, conductivity, and spectrophotometric instruments.
Lecture Hrs. = 3, Lab Hrs. = 0

INTC 1350 - Digital Measurement Controls
Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: INTC 1305 Corequisite: INTC 1441

INTC 1374 - Analytical Instrumentation II
A continuation of Analytical Instrumentation I. Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: INTC 1348

INTC 1401 - Principles of Industrial Measurements
Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.
Lecture Hrs. = 3, Lab Hrs. = 3

INTC 1425 - Instrument Hardware Installation I

Installation of instrumentation equipment into the process environment using industry standards.
Lecture Hrs. = 3, Lab Hrs. = 3

INTC 1441 - Principles of Automatic Control
Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: INTC 1456, ENRD 401 or equivalent

INTC 1448 - Analytical Instrumentation
A study of analytical instruments emphasizing their utilization in process applications including chromatography, pH, conductivity, and spectrophotometry instruments.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: INTC 1312, SCIT 1314, READ 300/REBR 300 or equivalent

INTC 1456 - Instrumentation Calibration
Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent or co-req ENRD 401
CTEC 1401 , TECM 1301

INTC 2345 - Advanced Analyzers
Advanced topics in composition analyzers and their sample systems.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 100 or equivalent

INTC 2359 - Distributed Control Systems
Theory and application of distributed control systems. Includes hardware, firmware, software, configuration, communications, and networking systems required to implement a distributed control strategy.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: INTC 1441

INTC 2371 - Physical Properties Analyzers
An in-depth study of process analyzers used to measure pH, electrical conductivity, trace oxygen, vapor pressure, boiling point, density, viscosity, thermal conductivity, and other physical properties.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: CTEC 1401

INTC 2372 - Sample Systems
A study of sample conditioning systems and system components including the types of unit operations and process streams that may be analyzed.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: INTC 1348, INTC 2371, EPCT 1349

INTC 2380 - Cooperative Education: Instrumentation Technology/Technician
Career-related activities encountered in the student's area specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 1, Lab Hrs. = 0,
External Hrs. = 19
Prerequisite: INTC 1441 and ENRD 100 or equivalent

INTC 2405 - Instrument Hardware Installation II
Instrumentation skills in tubing and piping, measuring, layout, and testing. Includes instrumentation wiring, circuitry, heat tracing, chemical treatment, and craft-related calculations.
Lecture Hrs. = 3, Lab Hrs. = 3

INTC 2410 - Principles of Industrial Measurements II
Advanced principles of measurement and devices used to measure process variables and basic control functions.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: INTC 1401, ENRD 100 or equivalent

INTC 2433 - Instrumentation Systems Installation
Synthesis, application, and integration of instrument installation components.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: INTC 1441, INTC 1343, ENRD 401

INTC 2450 - Fieldbus Process Control Systems
A comprehensive view of fieldbus systems using theory, applications, and hands-on experiences.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: INTC 1441 and ENRD 100 or equivalent

ITCC 1408 - Introduction to Voice over Internet protocol (VoIp)
Basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

ITCC 1414 - Introduction to Networks
This course covers networking architecture, structure, security, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

ITCC 1440 - Routing & Switching Essentials
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Routing Information Protocol Version I, Routing Information Protocol Version 2, single area and multi-area Open Shortest Path First, virtual Local Area Networks, and inter-Virtual Local Area Network routing in both Internet Protocol Version 4 and Internet Protocol Version 6 networks.
Lecture Hrs. = 3, Lab Hrs. = 3

ITCC 2412 - Scaling Networks
This course describes the architecture, components, and operations of routers and switches in a larger and more complex

network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First, Enhanced Interior Gateway Routing Protocol, Spanning Tree Protocol, and Virtual Terminal Protocol in both Internet Protocol 4 and Internet Protocol 6 networks. Students will also develop the knowledge and skills needed to implement Dynamic Host Configuration Protocol and Domain Name System Security operations in a network.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITCC 1414 and ITCC 1440

ITCC 2413 - Connecting Networks
This course discusses the Wide Area Network technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and Wide Area Network technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement Internet Protocol Security and virtual private network (Virtual Private Network) operations in a complex network.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITCC 1414 and ITCC 1440

ITDF 1400 - Introduction to Digital Forensics
A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.
Lecture Hrs. = 3, Lab Hrs., = 3
Prerequisite: CPMT 1411

ITMT 1457 - Administering a Windows Operating System
A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network assess and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITNW 1425

ITNW 1309 - Fundamentals of Cloud Computing
Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.
Lecture Hrs. = 3, Lab Hrs. = 1

ITNW 1335 - Information Storage and Management
An introduction to data storage-related technologies. Topics include data storage for cloud, Big Data, mobile, social media, and software-defined data centers. Provides a strong understanding of storage technologies and prepares students for advanced concepts, technologies, and processes.
Lecture Hrs. = 3, Lab Hrs. = 1

ITNW 1351 - Fundamentals of Wireless LANs
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
Lecture Hrs. = 3, Lab Hrs. = 3

ITNW 1358 - Network +
Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.
Lecture Hrs. = 3, Lab Hrs. = 3

ITNW 1374 - Cloud Computing Security
Upon completing the degree or certificate, students will possess the skills necessary to deploy and manage application workloads on enterprise customers' cloud platforms such as Amazon Web Services (AWS) and Microsoft Azure. Foundational topics included in the program include scripting languages, cloud storage, database technologies, cloud networking, and security concepts related to cloud computing. More advanced operational concepts covered in the program include serverless computing, cloud infrastructure automation, containerization, and the orchestration of containerized application workloads such as Docker, and Kubernetes.
Lecture Hrs. = 2, Lab Hrs. = 4

ITNW 1425 - Fundamentals of Network Technology
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmision media, and networking hardware and software.
Lecture Hrs. = 3, Lab Hrs. = 3

ITNW 2329 - Application Development for the Cloud
A practical study of Cloud computing architecture and service. Includes designing and developing Cloud based applications, web services, micro services, and APIs; programming for the Cloud using API calls; and building and deploying server-side applications for the Cloud.
Lecture Hrs. = 3, Lab Hrs. = 1

ITNW 2412 - Routers
Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.
Lecture Hrs. = 3, Lab Hrs. = 3

ITNW 2427 - Advanced Cloud Concepts
Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database.
Lecture Hrs. = 3, Lab Hrs. = 3

ITNW 2453 - Advanced Routing and Switching
Advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments.

Emphasizes advanced routing protocols, Multi Protocol Label Switching (MPLS), and advanced security.
Lecture Hrs. = 3, Lab Hrs. = 3
Pre/corequisite: ITNW 2412

ITSC 1309 - Integrated Software Applications I
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.
Lecture Hrs. = 3, Lab Hrs. = 1

ITSC 1364 - Practicum (or Field Experience) - Computer and Information Sciences, General
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 21
Prerequisite: 12 or more SCH of Coursework in COSC, CPMT, ITSC, ITCC, ITSE, and/or ITSW courses, ENRD 401 or equivalent

ITSC 1391 - Special Topics in Computer and Information Sciences, General
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
This course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: COSC 1301, BCIS 1305, and ENRD 401 or equivalent

ITSC 1416 - Linux Installation and Configuration
Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ITSC 2335 - Application Software Problem Solving
Utilization of appropriate application software to solve advanced problems and generate customized solutions.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ITSC 2421 and COSC 1436 or ITSE 1431 and ENRD 401 or equivalent

ITSC 2339 - Personal Computer Help Desk Support
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: ITSC 2421 and COSC 1436 or ITSE 1431 and ENRD 401 or equivalent

ITSC 2421 - Integrated Software Applications II
Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: BCIS 1305, ENRD 401, or equivalent

ITSE 1350 - System Analysis and Design
Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

ITSE 1359 - Introduction to Scripting Languages
Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Topics may adapt to changes in industry practices.
Lecture Hrs. = 3, Lab Hrs. = 3

ITSE 1402 - Computer Programming
Introduction to computer programming including design, development, testing, implementation, and documentation.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ITSE 1431 - Introduction to Visual Basic Programming
Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent

ITSE 2302 - Intermediate Web Programming
Techniques for Web development. Includes server-side and client-side scripting.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent

ITSW 2337 - Advanced Database
Advanced concepts of database design and functionality.
Lecture Hrs. = 3, Lab Hrs. = 1

ITSY 1300 - Fundamentals of Information Security
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisites: ENRD 401 or equivalent (READ 301 or equivalent may replace ENRD 401)

ITSY 1372 - Cyber-Psychology and the Effects of Emerging Technology
A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer psychology through case studies and current events in the emerging technology industry.
Lecture Hrs. = 3, Lab Hrs. = 1

ITSY 1442 - Information Technology Security
Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup

procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: ITNW 1425, CPMT 1411, ITSY 1300

ITSY 2300 - Operating System Security
Safeguard operating systems by demonstrating support skills and designing and implementing security processes. Identify security threats and monitor security implementations. Use best practices to configure operating systems to industry security standards.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITMT 1457

ITSY 2342 - Incident Response and Handling
In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal, performing postmortem analysis; implementing and modifying security measures.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ITSY 1442, ITMT 1457

ITSY 2430 - Intrusion Detection
Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and docmenting network crises and activating the response team.
Lecture Hrs. = 3 Lab Hrs. = 3
Prerequisites: ITSY 1442, ITMT 1457

ITSY 2441 - Security Management Practices
In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITSY 1442

ITSY 2443 - Computer System Forensics
In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect document and evaluate evidence to perform postmortem analysis of a security breach.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITDF 1400

ITSY 2445 - Network Defense and Countermeasures
This is a practical application and comprehensive course that includes the planning, design, and construction of a complex network that will sustain an attack, documents events, and mitigate the effects of an attack.
Lecture Hrs. = 4, Lab Hrs. = 2
Prerequisite: ITSY 2430

ITSY 2459 - Security Assessment and Auditing
Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry specific levels of protection are in place to assure regulatory compliance.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ITSY 1442

ITSY 2487 - Internship-Computer and Information System Security
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 2, Lab Hrs. = 7
Prerequisite: ITSY 2430

KINE 1101 - Bowling, Beginning
A course designed to learn the rules, scoring, and fundamental techniques for bowling. An emphasis will be placed on proper execution and selection of equipment.
Lecture Hrs. = 0, Lab Hrs. = 3,
Material Fee

KINE 1102 - Bowling, Experienced
A course designed to learn techniques for experienced individuals. Emphasis will be placed on proper and additional techniques with regard to strategy.
Lecture Hrs. = 0, Lab Hrs. = 3,
Prerequisite: KINE 1101
Material Fee

KINE 1103 - Exercise, Beginning
A course designed to study and apply the components of muscular strength and endurance, flexibility, body composition, and cardiovascular endurance into a personal designed program of exercise. A prescribed program will be designed for students following pre-fitness assessment.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1104 - Exercise, Experienced
A course designed to study and apply various programs of exercise such as circuit training, weight training, super circuit training, and other prescribed programs for experienced individuals.
Lecture Hrs. = 0, Lab Hrs. =3

KINE 1105 - Industrial Kinesiology
A course designed to strengthen the body for the rigors of working in industrial environments. One emphasis includes problem solving and specific industrial safety skills performed under various conditions and environmental extremes. The course also includes first aid skills, and stress management.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1109 - Pilates, Beginning
A course designed to strengthen, lengthen, and tone the body without machines.
Lecture Hrs. = 0, Lab Hrs. =3
Prerequisite: ENRD 100 or equivalent

KINE 1110 - Pilates, Experienced
A course designed to strengthen, lengthen, and tone the body with an emphasis on students' progressing to intermediate and advanced levels.
Lecture Hrs. = 0, Lab Hrs. = 3

Prerequisite: KINE 1109

KINE 1111 - Aerobic Components, Beginning
A course designed to develop cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1112 - Aerobic Components, Experienced
A course designed to further improve cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1111

KINE 1115 - Swimming, Beginning
A course designed to learn skills for the crawl, back crawl, breaststroke, elementary backstroke, and sidestroke. Emphasis will be given to proper technique and proper breathing skills.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1116 - Swimming, Experienced
A course designed to review the skills for the five basic strokes. Attention will be given to competency in execution of the five basic strokes. Endurance will also be emphasized.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1115

KINE 1119 - Volleyball, Beginning
A course designed to learn the fundamental skills for volleyball such as serving, overhead pass, forearm pass, attacking, blocking, and floor defense. Team offensive and defensive systems will be discussed. Rules and proper equipment will be addressed.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1120 - Volleyball, Experienced
A course designed to review the fundamental skills for volleyball. Team offensive and defensive systems will be emphasized especially in regard to speed of play and set selection. Rules will be addressed.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1119

KINE 1121 - Water Aerobics, Beginning
A course designed to learn the basic skills for exercise in the water. Emphasis will be placed on various exercise routines in the water that incorporate strength, endurance, and flexibility.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1122 - Water Aerobics, Experienced
A course designed to review the basic skills for exercise in the water. Emphasis will be placed on various exercise routines with extended duration. Students will devise a routine of their own and incorporate strength, endurance, and flexibility.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1123 - Weight Training, Beginning
A course designed to introduce a variety of programs for building strength, power, endurance, flexibility and cardio vascular endurance. Both machines and free weights will be used for programs. Weight management will be discussed.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1124 - Weight Training, Experienced
A course designed to review a variety of programs for building strength, power endurance, flexibility and cardiovascular endurance. Supplementation and nutrition will be addressed.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1123

KINE 1127 - Yoga, Beginning
A course designed to learn the importance and benefits of yoga. Learning skills will include postures (asanas), breathing, and relaxation techniques. An emphasis will be made to improve flexibility, strength, muscle tone, and concentration.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1128 - Yoga, Experienced
A course designed to review the postures and techniques for Hatha Yoga. Emphasis will be given to flexibility, breathing, and relaxation techniques.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1127

KINE 1129 - Basketball, Beginning
A course designed to learn rules, fundamental techniques, and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1130 - Basketball, Experienced
A course designed to learn rules, advanced techniques, and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1129

KINE 1141 - Self-Defense, Beginning
Instructor will include specific moves related to martial art movements in regard to self-protection.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: ENRD 100 or equivalent

KINE 1142 - Self-Defense, Experienced
A course designed to review specific moves related to martial art movements in regard to self-protection. Students will be required to demonstrate proficiency in martial art movements in sequence.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1141

KINE 1143 - Walking/Jogging, Beginning
The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1144 - Walking/Jogging, Experienced

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively. This course encourages students to progress to intermediate or advanced levels.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1149 - Conditioning for Athletics
A course designed to develop dynamic power and flexibility for athletics.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 1150 - Conditioning for Athletics
A course designed to develop speed and power as related to athletics.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1149

KINE 1164 - Introduction to Physical Fitness and Wellness
This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.
Lecture Hrs. = 0 Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent.

KINE 1183M - Basketball Team
A course designed for individuals on athletic scholarship who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: Instructor's Permission

KINE 1184M - Basketball Team
A course designed for individuals on athletic scholarship who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1183M, Instructor's Permission

KINE 1185W - Tennis Team
A course designed for individuals on athletic scholarship who participate in tennis.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: Instructor's Permission

KINE 1186W - Tennis Team
A course designed for individuals on athletic scholarship who participate in tennis.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1185W, Instructor's Permission

KINE 1187W - Volleyball Team
A course designed for individuals on athletic scholarship who participate in volleyball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: Instructor's Permission

KINE 1188W - Volleyball Team
A course designed for individuals on athletic scholarship who participate in volleyball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1187W, Instructor's Permission

KINE 1301Ω - Foundations in Kinesiology
The purpose of this course is to provide students with an overview of the disciplinary knowledge that includes the historical development of physical education, kinesiology, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 1304 - Personal/Community Health
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 1306 - First Aid
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 1308 - Sports Officiating
The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.
Lecture Hrs. = 2, Lab Hrs. = 2

KINE 1321 - Coaching/Sports/Athletics
This course is designed to present foundational knowledge and management skills essential for coaching. Emphasis is on a comprehensive approach to the foundations and theories of coaching including development of a philosophy, objectives, coaching for character, coaching diverse athletes, and motivational techniques. Rules and terminology of competitive sports will be covered.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 1338 - Concepts of Physical Fitness
This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 1346 - Drug Use and Abuse
Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

KINE 2149 - Conditioning for Athletics
A course designed to develop dynamic speed, coordination, and balance as related to athletics.
Lecture Hrs. = 0, Lab Hrs. = 3

KINE 2150 - Conditioning for Athletics
A course designed to develop dynamic power and flexibility for athletics.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 2149

KINE 2183M - Basketball Team
A course designed for individuals on athletic scholarship who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1184M, Instructor's Permission

KINE 2184M - Basketball Team
A course designed for individuals on athletic scholarship who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1183M, Instructor's Permission

KINE 2185W - Tennis Team
A course designed for individuals on athletic scholarship who participate in tennis.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1186W, Instructor's Permission

KINE 2186W - Tennis Team
A course designed for individuals on athletic scholarship who participate in tennis.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 2185W, Instructor's Permission

KINE 2187W - Volleyball Team
A course designed for individuals on athletic scholarship who participate in volleyball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 1188W, Instructor's Permission

KINE 2188W - Volleyball Team
A course designed for individuals on athletic scholarship who participate in volleyball.
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: KINE 2187W, Instructor's Permission

LGLA 1219 - Paralegal Ethics
Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.
Lecture Hrs. = 2, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LGLA 1301 - Legal Research and Writing
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LGLA 1307 - Introduction to Law and the Legal Professions
Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LGLA 1317 - Law Office Technology
Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 1343 - Bankruptcy
Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 1345 - Civil Litigation
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 1351 - Contracts
Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 1353 - Wills, Trusts and Probate Administration
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 1355 - Family Law
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2303 - Torts and Personal Injury Law
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2305 - Interviewing and Investigating
A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LGLA 2307 - Law Office Management
Fundamental principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2309 - Real Property
Presents fundamental concepts of real property law including the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents emphasizing the paralegal's role in real property law.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2311 - Business Organizations
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2313 - Criminal Law and Procedure
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2323 - Intellectual Property
Presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and the processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2331 - Advanced Legal Research and Writing
Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LGLA 1301, LGLA 1307, ENGL 1301

LGLA 2333 - Advanced Legal Document Preparation
Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: 15 SCH of LGLA Coursework, ENRD 401 or equivalent

LGLA 2337 - Mediation
Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.
Lecture Hrs. = 3, Lab Hrs. = 0

LGLA 2388 - Internship: Legal Assistant/Paralegal
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 13
Prerequisite: 12 SCH of LGLA Coursework, ENGL 1302, SPCH 1315, ENRD 401 or equivalent

LGLA 2389 - Internship: Legal Assistant/Paralegal
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Capstone course to be taken toward end of program.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 13
Prerequisite: 15 SCH of LGLA Coursework, ENGL 1302, SPCH 1315

LMGT 1301 - Radio Frequency Identification (RFID)- History & Industrial Applications
Overview of the radio frequency identification (RFID) system and its utilization in the current logistical industry. Includes an introduction of the value of the RFID system as it relates to traffic management, transportation, inventory management, warehousing, packaging, order processing, and materials handling.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 1319 - Introduction to Business Logistics
A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LMGT 1321 - Introduction to Materials Handling
Introduces the concepts and principles of materials management to include inventory control and forecasting activities.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 1323 - Domestic and International Transportation Management
An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LMGT 1325 - Warehouse and Distribution Center Management
Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

LMGT 1340 - Contemporary Logistics Issues
Exploration of relevant and changing topics in the logistics management field. Includes group projects, interaction with local industry, class lectures, and case studies.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 1341 - Freight Loss and Damage Claims
An analysis of bill of lading contracts and liability for lost or damaged freight, including procedures for filing and documenting claims.
Lecture Hrs. = 3, Lab Hrs. = 0

LMGT 1345 - Economics of Transportation and Distribution
A study of the basic economic principles and concepts applicable to transportation and distribution.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 1493 - Special Topics in Logistics and Materials Management
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the profesional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 2330 - International Logistics Management
Identification of the principles and practices involved in international distribution systems including the multi-national corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 2334 - Principles of Traffic Management
A study of the role and functions of a transportation traffic manager within a commercial or public enterprise. Includes training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: LMGT 1319

LMGT 2388 - Internship: Logistics and Materials Management
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 9
Prerequisite: LMGT 1319

LSSS 300 - Learning Strategies for Success
This course prepares students to develop their own plan for academic, personal, and professional success through self-evaluation, application of specific strategies, discussions, journaling, and classroom exercises. These activities help students acquire effective study strategies, stimulate critical thinking, practice oral and written expression, establish goals, encourage meaningful relationships with instructors and classmates, and choose behaviors leading to a more successful academic experience.
This course is required for first year in college students testing into ENRD 401 or ENRD 402 and enrolling in 6 or more credits.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 300/REBR 300 or equivalent, Essay score 3 or better, Sentence Score 60 or better

MABR 330 - Intermediate Algebra Bridge
This course is an abridged version of MATH 330 that is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Students completing the course with a "B" or better and a score of 60% or higher on the comprehensive final exam must register for the paired course (MATH 1314). Credit for this course is not transferable.
Lecture Hrs. = 1, Lab Hrs. = 1
Prerequisite: Accuplacer (Bubble Score) College Math 40-50 & REBR >48 (or REBR 300) or TSIA Math Score >344, TSIA Reading Score >351

MABR 342 - Pre Statistics Bridge
This course is an abridged version of Math 342 that covers concepts of arithmetic skills, linear equations and inequalities, quadratic equations, functions, formulas, graphing linear equations, set theory, probability, and statistics with an emphasis on problem solving and critical thinking. The MABR 342 results will expire in 30 days, therefore students completing the course with a B or better, score 60% on comprehensive final, must register for the paired course (MATH 1332 or MATH 1342).
Lecture Hrs. = 2, Lab Hrs. = 1
Prerequisite: Accuplacer (Bubble Score) Elementary Algebra >50 & Reading >78 (or ENRD 402) or TSIA (Bubble Score) >339 & Read > 347 (or ENRD 402)

MATH 100 - Pre Algebra Bridge
This NCBO (non-course based option) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Mathematical concepts may include whole numbers, fractions, decimals, percent geometric formulas, ratios, and proportions, signed numbers, unit conversions and basic data analysis. This course is paired with MATH 420, MATH 342, TECM 1301, or RNSG 1301.
Lecture Hrs. =1, Lab Hrs. = 0

MATH 130 - Intermediate Algebra Bridge
This NCBO (non-course based options) is an accelerated, abbreviated study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is paired with MATH 1314 or MATH 1324.
Lecture Hrs. = 1, Lab Hrs. = 0

Prerequisite: MATH 420 and ENRD 401

MATH 142 - Pre Statistics Bridge
This NCBO (non-course based option) is an accelerated, abbreviated study of numeracy and the real number system; quantitative relationships, mathematical models, probability, and statistics with an emphasis on problem solving and critical thinking. This course is paired with: MATH 1332 or MATH 1342.
Lecture Hrs. = 1, Lab Hrs. = 0

MATH 310 - Pre Algebra
This course provides a transition from arithmetic to algebra. Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percent's, geometric formulas, ratio and proportions, and signed numbers. Unit conversion and basic data analysis will also be studied. A grade of "C" or higher prepares the student to take MATH 320, MATH 342, MATH 350, TECM 1341, or TECM 1349.
Credit for this course is not transferable.
Lecture Hrs. = 3, Lab Hrs. = 1

MATH 320 - Introductory Algebra
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. May not be applied toward a certificate or degree at Lee College.
Credit for this course is not transferable.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 100 and Math Level G, and ENRD 100

MATH 330 - Intermediate Algebra
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is paired with MATH 1314 or MATH 1324.
Credit for this course is not transferable.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 420 and ENRD 401

MATH 342 - Pre Statistics
This course support students in developing skills, strategies, and reasoining needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; quantitative relationships; mathematical models; probability, and statistics with an emphasis on problem solving and critical thinking. This course is paired with MATH 100 , MATH 1332 or MATH 1342 .
May not be applied toward a certificate or degree at Lee College.
Credit for this course is not transferable.
Lecture Hrs. = 3, Lab Hrs. = 0

MATH 350 - Mathematics for Allied Health
This course covers mathematics of dosages and solutions, reflecting a major emphasis on the metric, apothecary, and household systems in terms of refresher math, instruction in reading dosage labels, measurements of parenteral dosages, and pediatric drug calculations.
Credit for this course is not transferable.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: TSIA >336, MATH 100 or equivalent or ENRD 100 or equivalent

MATH 420 - Introductory Algebra
This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem-solving.
Lecture Hrs. = 4, Lab Hrs. = 0

MATH 1314 - College Algebra
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MATH 330 (C or better) or equivalent

MATH 1316 - Plane Trigonometry
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1314 (C or better) or equivalent

MATH 1324 - Finite Mathematics with Business Applications
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent

MATH 1325 - Calculus with Business Applications
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1324 or MATH 1314 (3 SCH version)

MATH 1332 - Contemporary Mathematics I
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.
Note: Students entering the University of Houston Clear Lake in the school of Human Sciences and Humanities (with the

exception of education majors) may use MATH 1332 as an admission requirement instead of college algebra.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)

MATH 1342 - Elementary Statistics
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals, and hypothesis testing. Use of appropriate technology is recommended.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)

MATH 1350 - Fundamentals of Mathematics I
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1314 (C or better) or equivalent

MATH 1351 - Fundamentals of Mathematics II
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1350

MATH 2305 - Discrete Mathematics
A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 2413 (C or better)

MATH 2318 - Linear Algebra
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MATH 2414 with a (C or better)

MATH 2320 - Differential Equations
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MATH 2414 or equivalent (C or better)

MATH 2412 - Precalculus
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 1314 (C or better) or equivalent

MATH 2413 - Calculus I with Analytic Geometry
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic and trigonometric functions, applications to calculation of areas and other applications.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 2412 (C or better) or equivalent

MATH 2414 - Calculus II with Analytic Geometry
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 2413 with a (C or better)

MATH 2415 - Calculus III with Analytic Geometry
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 2414 (C or better) or equivalent

MCHN 1302 - Print Reading for Machining Trades
A study of blueprints for machining trades with emphasis on machine drawings.
Lecture Hrs. = 3, Lab Hrs. = 0

MCHN 1320 - Precision Tools and Measurement
An introduction to the modern science of dimensional metrology. Emphasis on their identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.
Lecture Hrs. = 2 Lab Hrs. = 2

MCHN 1391 - Special Topics in Machinist/Machine Technologist
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
This course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 0

MCHN 1425 - Millwright I

An introduction to millwright technology. A study of common millwright tools, fasteners and development of skills in basic layout procedures, while following industry safety procedures.
Lecture Hrs. = 3, Lab Hrs. = 3

MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM)
A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing.
Lecture Hrs. = 3, Lab Hrs. = 3

MCHN 1429 - Millwright II
A continuation of millwright tools including specialty power and precision tools. Emphasis on safety in the accomplishment of these activities.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 1425

MCHN 1438 - Basic Machine Shop I
A course that introduces the student to machining fundamentals. The student will use basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.
Lecture Hrs. = 3, Lab Hrs. = 3

MCHN 1454 - Intermediate Machining II
Development of job process plan to include operation of lathes, milling machines, drill presses, and power saw. Set-up, layout, and tool maintenance is included. Emphasis on shop safety and preventative maintenance.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 1438

MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
Lecture Hrs. = 1, Lab Hrs. = 0,
External Hrs. = 14
Prerequisite: MCHN 2403

MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.
Lecture Hrs. = 3, Lab Hrs. = 3

MCHN 2405 - Millwright III
An introduction to bearings and seals. Identification of common bearings and seals. Emphasis on design and installation of seals and bearings.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 1302, MCHN 1425, MCHN 1429

MCHN 2407 - Millwright IV
This course will focus on troubleshooting, repair, assemble and install pumps.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 2405

MCHN 2412 - Millwright V
An introduction of drive installations using chain and belt drives. This course will focus on troubleshooting, repairing, and installing gearboxes, chain drives, and belt drives following current safety rules.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 2407, ESOL 310, or equivalent

MCHN 2431 - Operation of CNC Turning Centers
Set up and operate CNC turning centers; set the tool and workpiece offsets for machining operations; and edit the program as required.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 2403

MCHN 2434 - Operation of CNC Machining Centers
CNC operations with an emphasis on machining centers.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MCHN 2403

MRKG 1311 - Principles of Marketing
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.
Lecture Hrs. = 3, Lab Hrs. = 0

MRKG 2333 - Principles of Selling
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect sales people.
Lecture Hrs. = 3, Lab Hrs. = 0

MUAP 1101 - Strings-Violin
Non-major (1 credit) one 30-minute lesson per week

MUAP 1102 - Strings-Violin
Non-major (1 credit) one 30-minute lesson per week

MUAP 1105 - Strings-Viola
Non-major (1 credit) one 30-minute lesson per week

MUAP 1106 - Strings-Viola
Non-major (1 credit) one 30-minute lesson per week

MUAP 1109 - Strings-Cello
Non-major (1 credit) one 30-minute lesson per week

MUAP 1110 - Strings-Cello
Non-major (1 credit) one 30-minute lesson per week

MUAP 1113 - Strings-String Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 1114 - Strings-String Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 1117 - Woodwinds-Flute
Non-major (1 credit) one 30-minute lesson per week

MUAP 1118 - Woodwinds-Flute
Non-major (1 credit) one 30-minute lesson per week

MUAP 1121 - Woodwinds-Oboe
Non-major (1 credit) one 30-minute lesson per week

MUAP 1122 - Woodwinds-Oboe
Non-major (1 credit) one 30-minute lesson per week

MUAP 1125 - Woodwinds-Bassoon
Non-major (1 credit) one 30-minute lesson per week

MUAP 1126 - Woodwinds-Bassoon
Non-major (1 credit) one 30-minute lesson per week

MUAP 1129 - Woodwinds-Clarinet
Non-major (1 credit) one 30-minute lesson per week

MUAP 1130 - Woodwinds-Clarinet
Non-major (1 credit) one 30-minute lesson per week

MUAP 1133 - Woodwinds-Saxophone
Non-major (1 credit) one 30-minute lesson per week

MUAP 1134 - Woodwinds-Saxophone
Non-major (1 credit) one 30-minute lesson per week

MUAP 1137 - Brass-Trumpet
Non-major (1 credit) one 30-minute lesson per week

MUAP 1138 - Brass-Trumpet
Non-major (1 credit) one 30-minute lesson per week

MUAP 1141 - Brass-French Horn
Non-major (1 credit) one 30-minute lesson per week

MUAP 1142 - Brass-French Horn
Non-major (1 credit) one 30-minute lesson per week

MUAP 1145 - Brass-Trombone
Non-major (1 credit) one 30-minute lesson per week

MUAP 1146 - Brass-Trombone
Non-major (1 credit) one 30-minute lesson per week

MUAP 1153 - Brass-Tuba
Non-major (1 credit) one 30-minute lesson per week

MUAP 1154 - Brass-Tuba
Non-major (1 credit) one 30-minute lesson per week

MUAP 1157 - Keyboard-Percussion
Non-major (1 credit) one 30-minute lesson per week

MUAP 1158 - Keyboard-Percussion
Non-major (1 credit) one 30-minute lesson per week

MUAP 1161 - Strings-Guitar-Classical
Non-major (1 credit) one 30-minute lesson per week

MUAP 1162 - Strings-Guitar-Classical
Non-major (1 credit) one 30-minute lesson per week

MUAP 1165 - Keyboard-Organ
Non-major (1 credit) one 30-minute lesson per week

MUAP 1166 - Keyboard-Organ
Non-major (1 credit) one 30-minute lesson per week

MUAP 1169 - Keyboard-Piano
Non-major (1 credit) one 30-minute lesson per week

MUAP 1170 - Keyboard-Piano
Non-major (1 credit) one 30-minute lesson per week

MUAP 1177 - Strings-Harp
Non-major (1 credit) one 30-minute lesson per week

MUAP 1178 - Strings-Harp
Non-major (1 credit) one 30-minute lesson per week

MUAP 1181 - Voice
Non-major (1 credit) one 30-minute lesson per week

MUAP 1182 - Voice
Non-major (1 credit) one 30-minute lesson per week

MUAP 1187 - Strings-Guitar-Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 1188 - Strings-Guitar-Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 1191 - Strings-Guitar-Electric
Non-major (1 credit) one 30-minute lesson per week

MUAP 1192 - Strings-Guitar-Electric
Non-major (1 credit) one 30-minute lesson per week

MUAP 1201 - Strings-Violin
Non-major (2 credit) one 60-minute lesson per week

MUAP 1202 - Strings-Violin
Non-major (2 credit) one 60-minute lesson per week

MUAP 1203 - Strings-Violin
Major
Freshman

MUAP 1204 - Strings-Violin
Major
Freshman

MUAP 1205 - Strings-Viola
Non-major (2 credit) one 60-minute lesson per week

MUAP 1206 - Strings-Viola
Non-major (2 credit) one 60-minute lesson per week

MUAP 1207 - Strings-Viola
Major

Freshman

MUAP 1208 - Strings-Viola
Major
Freshman

MUAP 1209 - Strings-Cello
Non-major (2 credit) one 60-minute lesson per week

MUAP 1210 - Strings-Cello
Non-major (2 credit) one 60-minute lesson per week

MUAP 1211 - Strings-Cello
Major
Freshman

MUAP 1212 - Strings-Cello
Major
Freshman

MUAP 1213 - Strings-String Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 1214 - Strings-String Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 1215 - Strings-String Bass
Major
Freshman

MUAP 1216 - Strings-String Bass
Major
Freshman

MUAP 1217 - Woodwinds-Flute
Non-major (2 credit) one 60-minute lesson per week

MUAP 1218 - Woodwinds-Flute
Non-major (2 credit) one 60-minute lesson per week

MUAP 1219 - Woodwinds-Flute
Major
Freshman

MUAP 1220 - Woodwinds-Flute
Major
Freshman

MUAP 1221 - Woodwinds-Oboe
Non-major (2 credit) one 60-minute lesson per week

MUAP 1222 - Woodwinds-Oboe
Non-major (2 credit) one 60-minute lesson per week

MUAP 1223 - Woodwinds-Oboe
Major
Freshman

MUAP 1224 - Woodwinds-Oboe
Major
Freshman

MUAP 1225 - Woodwinds-Bassoon
Non-major (2 credit) one 60-minute lesson per week

MUAP 1226 - Woodwinds-Bassoon
Non-major (2 credit) one 60-minute lesson per week

MUAP 1227 - Woodwinds-Bassoon
Major
Freshman

MUAP 1228 - Woodwinds-Bassoon
Major
Freshman

MUAP 1229 - Woodwinds-Clarinet
Non-major (2 credit) one 60-minute lesson per week

MUAP 1230 - Woodwinds-Clarinet
Non-major (2 credit) one 60-minute lesson per week

MUAP 1231 - Woodwinds-Clarinet
Major
Freshman

MUAP 1232 - Woodwinds-Clarinet
Major
Freshman

MUAP 1233 - Woodwinds-Saxophone
Non-major (2 credit) one 60-minute lesson per week

MUAP 1234 - Woodwinds-Saxophone
Non-major (2 credit) one 60-minute lesson per week

MUAP 1235 - Woodwinds-Saxophone
Major
Freshman

MUAP 1236 - Woodwinds-Saxophone
Major
Freshman

MUAP 1237 - Brass-Trumpet
Non-major (2 credit) one 60-minute lesson per week

MUAP 1238 - Brass-Trumpet
Non-major (2 credit) one 60-minute lesson per week

MUAP 1239 - Brass-Trumpet
Major
Freshman

MUAP 1240 - Brass-Trumpet
Major
Freshman

MUAP 1241 - Brass-French Horn
Non-major (2 credit) one 60-minute lesson per week

MUAP 1242 - Brass-French Horn
Non-major (2 credit) one 60-minute lesson per week

MUAP 1243 - Brass-French Horn
Major
Freshman

MUAP 1244 - Brass-French Horn
Major
Freshman

MUAP 1245 - Brass-Trombone
Non-major (2 credit) one 60-minute lesson per week

MUAP 1246 - Brass-Trombone
Non-major (2 credit) one 60-minute lesson per week

MUAP 1247 - Brass-Trombone
Major
Freshman

MUAP 1248 - Brass-Trombone
Major
Freshman

MUAP 1253 - Brass-Tuba
Non-major (2 credit) one 60-minute lesson per week

MUAP 1254 - Brass-Tuba
Non-major (2 credit) one 60-minute lesson per week

MUAP 1255 - Brass-Tuba
Major
Freshman

MUAP 1256 - Brass-Tuba
Major
Freshman

MUAP 1257 - Keyboard-Percussion
Non-major (2 credit) one 60-minute lesson per week

MUAP 1258 - Keyboard-Percussion
Non-major (2 credit) one 60-minute lesson per week

MUAP 1259 - Keyboard-Percussion
Major
Freshman

MUAP 1260 - Keyboard-Percussion
Major
Freshman

MUAP 1261 - Strings-Guitar-Classical
Non-major (2 credit) one 60-minute lesson per week

MUAP 1262 - Strings-Guitar-Classical
Non-major (2 credit) one 60-minute lesson per week

MUAP 1263 - Strings-Guitar-Classical
Major
Freshman

MUAP 1264 - Strings-Guitar-Classical
Major
Freshman

MUAP 1265 - Keyboard-Organ
Non-major (2 credit) one 60-minute lesson per week

MUAP 1266 - Keyboard-Organ
Non-major (2 credit) one 60-minute lesson per week

MUAP 1267 - Keyboard-Organ
Major
Freshman

MUAP 1268 - Keyboard-Organ
Major
Freshman

MUAP 1269 - Keyboard-Piano
Non-major (2 credit) one 60-minute lesson per week

MUAP 1270 - Keyboard-Piano
Non-major (2 credit) one 60-minute lesson per week

MUAP 1271 - Keyboard-Piano
Major
Freshman

MUAP 1272 - Keyboard-Piano
Major
Freshman

MUAP 1277 - Strings-Harp
Non-major (2 credit) one 60-minute lesson per week

MUAP 1278 - Strings-Harp
Non-major (2 credit) one 60-minute lesson per week

MUAP 1279 - Strings-Harp
Major
Freshman

MUAP 1280 - Strings-Harp
Major
Freshman

MUAP 1281 - Voice
Non-major (2 credit) one 60-minute lesson per week

MUAP 1282 - Voice
Non-major (2 credit) one 60-minute lesson per week

MUAP 1283 - Voice
Major
Freshman
Co-enroll in an ensemble: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2142

MUAP 1284 - Voice
Major
Freshman
Co-enroll in an ensemble: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2143

MUAP 1287 - Strings-Guitar-Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 1288 - Strings-Guitar-Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 1289 - Strings-Guitar-Bass
Major
Freshman

MUAP 1290 - Strings-Guitar-Bass
Major
Freshman

MUAP 1291 - Strings-Guitar-Electric
Non-major (2 credit) one 60-minute lesson per week

MUAP 1292 - Strings-Guitar-Electric
Non-major (2 credit) one 60-minute lesson per week

MUAP 1293 - Strings-Guitar-Electric
Major
Freshman

MUAP 1294 - Strings-Guitar-Electric
Major
Freshman

MUAP 2101 - Strings-Violin
Non-major (1 credit) one 30-minute lesson per week

MUAP 2102 - Strings-Violin
Non-major (1 credit) one 30-minute lesson per week

MUAP 2105 - Strings-Viola
Non-major (1 credit) one 30-minute lesson per week

MUAP 2106 - Strings-Viola
Non-major (1 credit) one 30-minute lesson per week

MUAP 2109 - Strings-Cello
Non-major (1 credit) one 30-minute lesson per week

MUAP 2110 - Strings-Cello
Non-major (1 credit) one 30-minute lesson per week

MUAP 2113 - Strings-String Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 2114 - Strings-String Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 2117 - Woodwinds-Flute
Non-major (1 credit) one 30-minute lesson per week

MUAP 2118 - Woodwinds-Flute
Non-major (1 credit) one 30-minute lesson per week

MUAP 2121 - Woodwinds-Oboe
Non-major (1 credit) one 30-minute lesson per week

MUAP 2122 - Woodwinds-Oboe
Non-major (1 credit) one 30-minute lesson per week

MUAP 2125 - Woodwinds-Bassoon
Non-major (1 credit) one 30-minute lesson per week

MUAP 2126 - Woodwinds-Bassoon
Non-major (1 credit) one 30-minute lesson per week

MUAP 2129 - Woodwinds-Clarinet
Non-major (1 credit) one 30-minute lesson per week

MUAP 2130 - Woodwinds-Clarinet
Non-major (1 credit) one 30-minute lesson per week

MUAP 2133 - Woodwinds-Saxophone
Non-major (1 credit) one 30-minute lesson per week

MUAP 2134 - Woodwinds-Saxophone
Non-major (1 credit) one 30-minute lesson per week

MUAP 2137 - Brass-Trumpet
Non-major (1 credit) one 30-minute lesson per week

MUAP 2138 - Brass-Trumpet
Non-major (1 credit) one 30-minute lesson per week

MUAP 2141 - Brass-French Horn
Non-major (1 credit) one 30-minute lesson per week

MUAP 2142 - Brass-French Horn
Non-major (1 credit) one 30-minute lesson per week

MUAP 2145 - Brass-Trombone
Non-major (1 credit) one 30-minute lesson per week

MUAP 2146 - Brass-Trombone
Non-major (1 credit) one 30-minute lesson per week

MUAP 2153 - Brass-Tuba
Non-major (1 credit) one 30-minute lesson per week

MUAP 2154 - Brass-Tuba
Non-major (1 credit) one 30-minute lesson per week

MUAP 2157 - Keyboard-Percussion
Non-major (1 credit) one 30-minute lesson per week

MUAP 2158 - Keyboard-Percussion
Non-major (1 credit) one 30-minute lesson per week

MUAP 2161 - Strings-Guitar-Classical
Non-major (1 credit) one 30-minute lesson per week

MUAP 2162 - Strings-Guitar-Classical
Non-major (1 credit) one 30-minute lesson per week

MUAP 2165 - Keyboard-Organ
Non-major (1 credit) one 30-minute lesson per week

MUAP 2166 - Keyboard-Organ
Non-major (1 credit) one 30-minute lesson per week

MUAP 2169 - Keyboard-Piano
Non-major (1 credit) one 30-minute lesson per week

MUAP 2170 - Keyboard-Piano
Non-major (1 credit) one 30-minute lesson per week

MUAP 2177 - Strings-Harp
Non-major (1 credit) one 30-minute lesson per week

MUAP 2178 - Strings-Harp
Non-major (1 credit) one 30-minute lesson per week

MUAP 2181 - Voice
Non-major (1 credit) one 30-minute lesson per week

MUAP 2182 - Voice
Non-major (1 credit) one 30-minute lesson per week

MUAP 2187 - Strings-Guitar-Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 2188 - Strings-Guitar-Bass
Non-major (1 credit) one 30-minute lesson per week

MUAP 2191 - Strings-Guitar-Electric
Non-major (1 credit) one 30-minute lesson per week

MUAP 2192 - Strings-Guitar-Electric
Non-major (1 credit) one 30-minute lesson per week

MUAP 2201 - Strings-Violin
Non-major (2 credit) one 60-minute lesson per week

MUAP 2202 - Strings-Violin
Non-major (2 credit) one 60-minute lesson per week

MUAP 2203 - Strings-Violin
Major
Sophomore

MUAP 2204 - Strings-Violin
Major
Sophomore

MUAP 2205 - Strings-Viola
Non-major (2 credit) one 60-minute lesson per week

MUAP 2206 - Strings-Viola
Non-major (2 credit) one 60-minute lesson per week

MUAP 2207 - Strings-Viola
Major
Sophomore

MUAP 2208 - Strings-Viola
Major
Sophomore

MUAP 2209 - Strings-Cello
Non-major (2 credit) one 60-minute lesson per week

MUAP 2210 - Strings-Cello
Non-major (2 credit) one 60-minute lesson per week

MUAP 2211 - Strings-Cello
Major
Sophomore

MUAP 2212 - Strings-Cello
Major
Sophomore

MUAP 2213 - Strings-String Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 2214 - Strings-String Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 2215 - Strings-String Bass
Major
Sophomore

MUAP 2216 - Strings-String Bass
Major
Sophomore

MUAP 2217 - Woodwinds-Flute
Non-major (2 credit) one 60-minute lesson per week

MUAP 2218 - Woodwinds-Flute
Non-major (2 credit) one 60-minute lesson per week

MUAP 2219 - Woodwinds-Flute
Major
Sophomore

MUAP 2220 - Woodwinds-Flute
Major
Sophomore

MUAP 2221 - Woodwinds-Oboe
Non-major (2 credit) one 60-minute lesson per week

MUAP 2222 - Woodwinds-Oboe
Non-major (2 credit) one 60-minute lesson per week

MUAP 2223 - Woodwinds-Oboe
Major
Sophomore

MUAP 2224 - Woodwinds-Oboe
Major
Sophomore

MUAP 2225 - Woodwinds-Bassoon
Non-major (2 credit) one 60-minute lesson per week

MUAP 2226 - Woodwinds-Bassoon
Non-major (2 credit) one 60-minute lesson per week

MUAP 2227 - Woodwinds-Bassoon
Major
Sophomore

MUAP 2228 - Woodwinds-Bassoon
Major
Sophomore

MUAP 2229 - Woodwinds-Clarinet
Non-major (2 credit) one 60-minute lesson per week

MUAP 2230 - Woodwinds-Clarinet
Non-major (2 credit) one 60-minute lesson per week

MUAP 2231 - Woodwinds-Clarinet
Major
Sophomore

MUAP 2232 - Woodwinds-Clarinet
Major
Sophomore

MUAP 2233 - Woodwinds-Saxophone
Non-major (2 credit) one 60-minute lesson per week

MUAP 2234 - Woodwinds-Saxophone
Non-major (2 credit) one 60-minute lesson per week

MUAP 2235 - Woodwinds-Saxophone
Major
Sophomore

MUAP 2236 - Woodwinds-Saxophone
Major
Sophomore

MUAP 2237 - Brass-Trumpet
Non-major (2 credit) one 60-minute lesson per week

MUAP 2238 - Brass-Trumpet
Non-major (2 credit) one 60-minute lesson per week

MUAP 2239 - Brass-Trumpet
Major
Sophomore

MUAP 2240 - Brass-Trumpet
Major
Sophomore

MUAP 2241 - Brass-French Horn
Non-major (2 credit) one 60-minute lesson per week

MUAP 2242 - Brass-French Horn
Non-major (2 credit) one 60-minute lesson per week

MUAP 2243 - Brass-French Horn
Major
Sophomore

MUAP 2244 - Brass-French Horn
Major
Sophomore

MUAP 2245 - Brass-Trombone
Non-major (2 credit) one 60-minute lesson per week

MUAP 2246 - Brass-Trombone
Non-major (2 credit) one 60-minute lesson per week

MUAP 2247 - Brass-Trombone
Major
Sophomore

MUAP 2248 - Brass-Trombone
Major
Sophomore

MUAP 2253 - Brass-Tuba (2)
Non-major (2 credit) one 60-minute lesson per week

MUAP 2254 - Brass-Tuba
Non-major (2 credit) one 60-minute lesson per week

MUAP 2255 - Brass-Tuba
Major
Sophomore

MUAP 2256 - Brass-Tuba
Major
Sophomore

MUAP 2257 - Keyboard-Percussion
Non-major (2 credit) one 60-minute lesson per week

MUAP 2258 - Keyboard-Percussion
Non-major (2 credit) one 60-minute lesson per week

MUAP 2259 - Keyboard-Percussion
Major
Sophomore

MUAP 2260 - Keyboard-Percussion
Major
Sophomore

MUAP 2261 - Strings-Guitar-Classical
Non-major (2 credit) one 60-minute lesson per week

MUAP 2262 - Strings-Guitar-Classical
Non-major (2 credit) one 60-minute lesson per week

MUAP 2263 - Strings-Guitar-Classical
Major
Sophomore

MUAP 2264 - Strings-Guitar-Classical
Major
Sophomore

MUAP 2265 - Keyboard-Organ
Non-major (2 credit) one 60-minute lesson per week

MUAP 2266 - Keyboard-Organ
Non-major (2 credit) one 60-minute lesson per week

MUAP 2267 - Keyboard-Organ
Major

Sophomore

MUAP 2268 - Keyboard-Organ
Major
Sophomore

MUAP 2269 - Keyboard-Piano
Non-major (2 credit) one 60-minute lesson per week

MUAP 2270 - Keyboard-Piano
Non-major (2 credit) one 60-minute lesson per week

MUAP 2271 - Keyboard-Piano
Major
Sophomore

MUAP 2272 - Keyboard-Piano
Major
Sophomore

MUAP 2277 - Strings-Harp
Non-major (2 credit) one 60-minute lesson per week

MUAP 2278 - Strings-Harp
Non-major (2 credit) one 60-minute lesson per week

MUAP 2279 - Strings-Harp
Major
Sophomore

MUAP 2280 - Strings-Harp
Major
Sophomore

MUAP 2281 - Voice
Non-major (2 credit) one 60-minute lesson per week

MUAP 2282 - Voice
Non-major (2 credit) one 60-minute lesson per week

MUAP 2283 - Voice
Major
Sophomore
Co-enroll in an ensemble: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2144

MUAP 2284 - Voice
Major
Sophomore
Co-enroll in an ensemble: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2145

MUAP 2287 - Strings-Guitar-Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 2288 - Strings-Guitar-Bass
Non-major (2 credit) one 60-minute lesson per week

MUAP 2289 - Strings-Guitar-Bass
Major
Sophomore

MUAP 2290 - Strings-Guitar-Bass
Major
Sophomore

MUAP 2291 - Strings-Guitar-Electric
Non-major (2 credit) one 60-minute lesson per week

MUAP 2292 - Strings-Guitar-Electric
Non-major (2 credit) one 60-minute lesson per week

MUAP 2293 - Strings-Guitar-Electric
Major
Sophomore

MUAP 2294 - Strings-Guitar-Electric
Major
Sophomore

MUEN 1123 - Lee College Orchestra
Open to Lee College students. Required of instrumental majors when feasible. Study and performance of standards orchestral literature. One three-hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1125 - Concert Band
An instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1133 - Woodwind Ensemble
Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 1134 - Brass Ensemble
Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 1135 - Baytown Jazz Band
Practice and performance of various jazz idioms. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1136 - Chamber Ensemble
Chamber Ensemble is a mixed instrumentation group of wind, string, percussion, or brass players performing chamber (small group) repertoire from any style period. A maximum of four credit hours may be earned.
Lecture Hrs. = 0 Lab Hrs. = 1

MUEN 1137 - Guitar Ensemble

Study and performance of guitar ensemble literature (4 or more students). Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 1138 - Percussion Ensemble
Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements (4 or more students). Admission by audition or instructor's consent.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 1141 - Lee College Concert Choir
Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1142 - Baytown Community Chorus
Open to all students of Lee College. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 3, Lab Hrs. = 1

MUEN 1152 - Chamber Choir
A vocal ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1153 - Chamber Choir
(Continuation of MUEN 1152.) The study of vocal chamber ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 1154 - Swing Choir
The study of swing, popular, and jazz vocal idioms in a small vocal chamber ensemble for the study and performance of contemporary literature.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 2123 - Lee College Orchestra
Open to all Lee College Students. Required of instrumental majors when feasible. Study and performance of standard orchestral literature. One three hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 2125 - Concert Band
All instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 2133 - Woodwind Ensemble
Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 2134 - Brass Ensemble
Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 2135 - Baytown Jazz Band
Practice and performance of various jazz idioms. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 2136 - Chamber Ensemble
Chamber Ensemble is a mixed instrumentation group of wind, string, percussion, or brass players performing chamber (small group) repertoire from any style period. A maximum of four credit hours may be earned.
Lecture Hrs. = 0 Lab Hrs. = 1

MUEN 2138 - Percussion Ensemble
Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements, (4 or more students). Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 1, Lab Hrs. = 1

MUEN 2141 - Lee College Concert Choir
Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUEN 2142 - Baytown Community Chorus
Open to all Lee College students. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent.
May be repeated for credit.
Lecture Hrs. = 0, Lab Hrs. = 4

MUSB 1305 - Survey of the Music Business
An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities.
Lecture Hrs. = 3, Lab Hrs. = 0

MUSB 2350 - Commercial Music Project
The primary objective of this course is to apply the skills learned in other commercial music courses. This is a hands-on project oriented course aimed at helping students create a portfolio of their work. Artists and their music will be the focus. Each student

must design and complete his/her own project with instructor's approval.
Lecture Hrs. = 1, Lab Hrs. = 4

MUSC 1323 - Audio Electronics
Basic concepts in electricity, Ohm's Law, circuit analysis, and troubleshooting. Includes soldering techniques and equipment maintenance.
Lecture Hrs. = 2, Lab Hrs. = 2

MUSC 1331Ω - MIDI I
Exploration of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.
Lecture Hrs. = 2, Lab Hrs. = 3

MUSC 1335 - Commercial Music Software
Specialized training in commercial music software applications.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: MUSC 1427

MUSC 1396 - Special Topics in Recording Arts Technology/Technician
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
This course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: MUSC 1427

MUSC 1405 - Live Sound I
An overview of the field of live sound. Includes principles of live sound and the theory an interconnection of the components of a sound reinforcement system.
Lecture Hrs. = 2, Lab Hrs. = 6
Prerequisite: ENRD 401 or equivalent

MUSC 1427 - Audio Engineering I
The tools, personnel and standard workflow of a recording studio. Topics include fundamentals of sound and overview of tracking, editing, and mixing audio.
Lecture Hrs. = 3, Lab Hrs. = 2

MUSC 2355 - MIDI II
Advanced MIDI concepts and techniques. Includes synchronizing MIDI and audio devices and advanced sequencer operation.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: MUSC 1331, MUSC 1427

MUSC 2386 - Internship: Recording Arts Technology/Technician
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 11
Prerequisite: MUSC 2427

MUSC 2402 - Sound Systems Technician
Technical and non-technical skills necessary to perform duties of a sound systems technician. Includes business and customer relationships, advanced signal flow, system packaging, system integration, system protection/maintenance, electrical distribution for audio systems, and rigging from a sound systems technician's perspective.
Lecture Hrs. = 3, Lab Hrs. = 2

MUSC 2403 - Live Sound II
Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.
Lecture Hrs. = 2, Lab Hrs. = 6
Prerequisite: MUSC 1405 and ENRD 401 or equivalent

MUSC 2427 - Audio Engineering II
Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices.
Lecture Hrs. = 2, Lab Hrs. = 6
Prerequisite: MUSC 1427

MUSC 2447 - Audio Engineering III
Advanced techniques in recording and manipulation of audio. Includes digital audio editing, recording techniques, and signal processing.
Lecture Hrs. = 2, Lab Hrs. = 6
Prerequisite: MUSC 2427

MUSC 2448 - Audio Engineering IV
Continued enhancement of recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations, and music markets.
Lecture Hrs. = 2, Lab Hrs. = 6
Prerequisite: MUSC 2447

MUSC 2453 - Live Sound III
Advanced concepts of live sound engineering for front-of- house mix. Includes techniques required to build and maintain a live sound mix for an audience.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: MUSC 2403 and ENRD 401 or equivalent

MUSC 2459 - Sound System Optimization
System optimization. Includes related acoustic principles and system alignment procedures. Emphases system equalization, time/phase alignment, subsystem integration, loud- speaker management systems, ear training, and industry standard acoustic analysis software.
Lecture Hrs. = 3, Lab Hrs. = 2
Prerequisite: MUSC 2402 and ENRD 401 or equivalent

MUSI 1116 - Sight Singing and Ear Training I
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.
Lecture Hrs. = 0, Lab Hrs. = 3
Corequisite: MUSI 1311

MUSI 1117 - Sight Singing and Ear Training II

Singing tonal music in various clefs, continued aural study of the elements of music, dictation of intermediate rhythm, melody and diatonic harmony.
(Spring semester only)
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: MUSI 1116, ENRD 100 or equivalent Corequisite: MUSI 1312

MUSI 1181 - Piano Class I
Class instruction in the fundamentals of keyboard technique for beginning piano students.
Lecture Hrs. = 1, Lab Hrs. = 1

MUSI 1182 - Piano Class II
Advanced beginning class instruction in the fundamentals of keyboard technique.
Lecture Hrs. = 1, Lab Hrs. = 1

MUSI 1183 - Voice Class I
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree.
Lecture Hrs. = 0, Lab Hrs. = 2

MUSI 1192 - Guitar Class I
Class instruction in the fundamental guitar playing, including technique, music reading, fretboard theory, melodic and harmoic realizations.
Lecture Hrs. = 0, Lab Hrs. = 2

MUSI 1303 - Fundamentals of Music
Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. Course does not apply to a music major degree.
Lecture Hrs. = 3, Lab Hrs. = 0

MUSI 1306Ω - Music Appreciation
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)
Music majors should enroll in MUSI 1307.
Lecture Hrs. = 3, Lab Hrs. = 0

MUSI 1307 - Music Literature
A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.
Lecture Hrs. = 3, Lab Hrs. = 0

MUSI 1310 - American Music
A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music.
Lecture Hrs. = 3, Lab Hrs. = 0

MUSI 1311 - Music Theory I
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.
(Offered Fall semester only).
Lecture Hrs. = 3, Lab Hrs. = 1

MUSI 1312 - Music Theory II
The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.
(Offered Spring semester only).
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MUSI 1311 and ENRD 100 or equivalent Corequisite: MUSI 1117

MUSI 2116 - Sight Singing and Ear Training III
Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
(Offered Fall semester only).
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: MUSI 1117, ENRD 100 or equivalent Corequisite: MUSI 2311

MUSI 2117 - Sight Singing and Ear Training IV
Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.
(Offered Spring semester only).
Lecture Hrs. = 0, Lab Hrs. = 3
Prerequisite: MUSI 2116, ENRD 100 or equivalent Corequisite: MUSI 2312

MUSI 2181 - Piano Class III
Intermediate class instruction of keyboard technique.
Lecture Hrs. = 1, Lab Hrs. = 1

MUSI 2182 - Piano Class IV
Advanced class instruction of keyboard technique.
Lecture Hrs. = 1, Lab Hrs. = 1

MUSI 2311Ω - Music Theory III
Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MUSI 1312 and ENRD 100 or equivalent Corequisite: MUSI 2116

MUSI 2312Ω - Music Theory IV
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.
(Offered Spring semester only).
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: MUSI 2311 and ENRD 100 or equivalent Corequisite: MUSI 2117

MUSI 2389 - Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of music.
Lecture Hrs. = 0, Lab Hrs. = 3,
External Hrs. = 2
Prerequisite: COMM 2324, COMM 2220

NDTE 1401 - Film Interpretation of Weldments
A study of radiographic film, including exploration of radiographic basics, interpretation, and causes and effects of discontinuities.
Lecture Hrs. = 3, Lab Hrs. = 3

NDTE 1405 - Introduction to Ultrasonics
Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing.
Lecture Hrs. = 3, Lab Hrs. = 3

NDTE 1410 - Liquid penetrant/Magnetic particle Testing
A theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel.
Lecture Hrs. = 3, Lab Hrs. = 3

NDTE 2411 - Preparation for Certified Welding Inspector Exam
Welding fundamentals, welding inspection and code interpretation in preparation for the certified welding inspector examination.
Lecture Hrs. = 3, Lab Hrs. = 3

OSHT 1301 - Introduction to Safety and Health
An introduction to the basic concepts of safety and health.
Lecture Hrs. = 3, Lab Hrs. = 0

OSHT 1307 - Construction Site Safety and Health
Introduction to safety requirements for construction sites including occupational health and environmental controls.
Lecture Hrs. = 3, Lab Hrs. = 0

OSHT 1309 - Physical Hazards Control
A study of the physical hazards in industry and the methods of workplace design a redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.
Lecture Hrs. = 3, Lab Hrs. = 0

OSHT 1313 - Accident Prevention, Inspection, and Investigation
Providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.
Lecture Hrs. = 3, Lab Hrs. = 0

OSHT 1316 - Material Handling
Proper methods for material handling and storage including safety practice, proper equipment usage, engineering controls, personal protective equipment, and motor fleet safety.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

OSHT 1321 - Fire Protection Systems
Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

OSHT 1391 - Special Topics in Occupational Safety & Health-OSHA 30 Hr Certification & First Aid Certification
Provides specialized OSHA 30-hour certification training for recognizing, avoiding, preventing, stopping potential jobsite hazards. Includes first aid training.
Lecture Hrs. = 3, Lab Hrs. = 0

OSHT 2309 - Safety Program Management
Examine the major safety management issues that effect the workplace including safety awareness loss control, regulatory issues, and human behavior modification.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: OSHT 1301 and ENRD 100 or equivalent

OSHT 2320 - Safety Training Presentation Techniques
Principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills.
Lecture Hrs. = 3 Lab Hrs. = 0
Prerequesite: ENRD 401

OSHT 2401 - OSHA Regulations: General Industry
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: OSHT 1301, ENRD 100 or equivalent

PFPB 1305 - Basic Blueprint Reading for Pipefitters
Reading, interpreting, and sketching piping drawings. Includes isometric and orthographic views.
Lecture Hrs. = 3, Lab Hrs. = 0

PFPB 1350 - Plumbing and Pipefitting Equipment and Safety
Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.
Lecture Hrs. = 3, Lab Hrs. = 0

PFPB 1408 - Basic Pipefitting Skills
Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges, and fasteners used in the trade.
Lecture Hrs. = 3, Lab Hrs. = 3

PFPB 2310 - Intermediate Blueprint Reading for Pipefitters
Reading and interpreting advanced working drawings to calculate piping runs. Includes instrumentation symbols and abbreviations and the use of advanced sketching techniques to create isometric and orthographic drawings of piping and piping components.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: PFPB 1305

PFPB 2343 - Advanced Pipe Practices
Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: PFPB 2408

PFPB 2407 - Pipe Fabrication and Installation I
Pipe fabrication of various materials and installation of pipe supports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PFPB 1408

PFPB 2408 - Piping Standards and Materials
Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PFPB 2407

PFPB 2441 - Pipe Fabrication and Installation II
Advanced pipe fabrication of various materials with emphasis on vertical, horizontal, and rolling off-sets using 45-degree fittings and odd-angle fittings.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PFPB 2408

PFPB 2449 - Field Measuring, Sketching, and Layout
Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PFPB 2310

PHIL 1301Ω - Introduction to Philosophy
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

PHIL 1304Ω - Introduction to World Religions
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

PHIL 2306 - Introduction to Ethics
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

PHYS 1317 - Physical Science II
This is part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will emphasize topics from physics, astronomy, and geology.
Prerequisites: ENRD 402 , MATH 420 or equivalent

PHYS 1401Ω - College Physics I: Mechanics and Heat
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent, MATH 1314 (C or better) or equivalent.

PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PHYS 1401 (C or better) and ENRD 402 or equivalent

PHYS 1403Ω - Stars and Galaxies
An introductory course will concentrate on the origin, life, and fate of the stars and universe, the various objects in the universe, the exploration of the universe by astronomer, and the understanding of the principles that lie behind the functioning of the universe. Discussion of atomic spectra, nuclear energy, and astronomical tools (such as optical, radio, and other telescopes and image enhancers) as they provide knowledge about distant objects will be included. Recent discoveries about quasars, black holes, and cosmology will be emphasized.
NOTE: This course intended for Non-Science majors.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

PHYS 1404Ω - The Solar System
An introductory course will concentrate on the origin, life, and fate of the solar system, the various bodies in the solar system (planets, satellites, meteors, comet, and asteroids), and the solar system mechanic. Theories about the structure and origin of the solar system, with emphasis on recent discoveries will be included.
NOTE: This course intended for Non-Science majors.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

PHYS 1405Ω - Conceptual Physics I
An elementary course in fundamental concepts of mechanics, heat, and gravitation, with emphasis on the scientific approach

to solving problems. For elementary education, liberal arts, and other non-science majors and students.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

PHYS 1407Ω - Conceptual Physics II
An elementary course in fundamental concepts of electricity, magnetism, sound, light, and modern physics with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 402 or equivalent

PHYS 1415 - Physical Science I
This is a part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will emphasize topics from physics, meteorology, and chemistry.
Lecture Hrs. = 3, Lab Hrs. = 3

PHYS 1417 - Physical Science II
This is part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will emphasize topics from physics, astronomy, and geology.
Lecture Hrs. = 3, Lab Hrs. = 3

PHYS 2289 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 2
Prerequisite: Instructor's Permission

PHYS 2389 - Academic Cooperative
An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.
Lecture Hrs. = 1, Lab Hrs. = 4
Prerequisite: Instructor's Permission

PHYS 2425Ω - University Physics I
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MATH 2413 (C or better)

PHYS 2426Ω - University Physics II
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PHYS 2425 (C or better) and MATH 2414 (C or better)

POFI 1349 - Spreadsheets
Skill development in concepts, procedures, and application of spreadsheets.
This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: Basic Computer Skills

POFI 1391 - Special Topics in Information Processing/Data Entry Technician
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students. This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: BCIS 1305 or POFI 1401

POFI 1441 - Computer Applications II
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.
This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 3

POFI 2301 - Word Processing
Word Processing software focusing on business applications.
This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1

POFI 2331 - Desktop Publishing
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.
This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1

POFI 2340 - Advanced Word Processing
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents.

This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1

POFI 2350 - Databases
In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisites: BCIS 1305, POFI 1401, or equivalent

POFT 1220 - Job Search Skills
Skills to seek and obtain employment in business and industry.
Lecture Hrs. = 2, Lab Hrs. = 0

POFT 1227 - Introduction to Keyboarding
Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.
Lecture Hrs. = 1, Lab Hrs. = 2

POFT 1232 - Workplace Diversity
Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment.
Lecture Hrs. = 2, Lab Hrs. = 0

POFT 1291 - Special Topics in Business Communications
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The course was designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 2 Lab Hrs. = 0

POFT 1300 - Career Exploration/Planning
An introduction to career exploration, education planning, and job searching.
Lecture Hrs. = 3, Lab Hrs. = 0

POFT 1301 - Business English
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
Lecture Hrs. = 3, Lab Hrs. = 0

POFT 1309 - Administrative Office Procedures I
Study of current office procedures, duties, and responsibilities applicable to an office environment.
Lecture Hrs. = 3, Lab Hrs. = 1

POFT 1325 - Business Math Using Technology
Skill development in business math problem-solving using technology.
Lecture Hrs. = 3, Lab Hrs. = 1

POFT 1328 - Business Presentations
Skill development in planning and conducting business presentations including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1

POFT 1329 - Beginning Keyboarding
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
Lecture Hrs. = 3, Lab Hrs. = 1

POFT 1349 - Administrative Office Procedures II
In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking.
Only offered during Fall Semester.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: POFT 1309

POFT 1366 - Practicum (or Field Experience): General Office Occupations and Clerical Services
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 21

POFT 1392 - Special Topics in Administrative Assistant/Secretarial Science, General
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Prerequisite: BCIS 1305 or POFI 1401

POFT 2203 - Speed and Accuracy Building
Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.
This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 2, Lab Hrs. = 1

POFT 2301 - Intermediate Keyboarding
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.
Lecture Hrs. = 3, Lab Hrs. = 1

POFT 2312 - Business Correspondence and Communications
Development of writing and presentation skills to produce effective business communications. Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communication.
Lecture Hrs. = 3, Lab Hrs. = 0

POFT 2331 - Administrative Project Solutions
Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: BCIS 1305 or POFI 1401

POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs. = 0, Lab Hrs. = 0
External Hrs. = 21

PSTR 1301 - Fundamentals of Baking
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.
Lecture Hrs. = 2, Lab Hrs. = 4
Prerequisite: ENRD 100 or equivalent or Level One Certificate

PSTR 1401 - Fundamentals of Baking
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.
Lecture Hrs. = 2, Lab Hrs. = 2

PSTR 2431 - Advanced Pastry Shop
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.
Lecture Hrs. = 2, Lab Hrs. = 3

PSYC 2301 - Introduction to Psychology
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

PSYC 2314 - Life Span Growth and Development
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: PSYC 2301 with a C or better and ENRD 402 or equivalent

PSYC 2317 - Statistics for Behavioral Sciences
This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisites: PSYC 2301 (C or better), MATH 1314 College Algebra

PSYT 1013 - Psychology of Personal Adjustment
Development of personal, social, and work adjustment skills.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: Instructor's permission only

PSYT 1325 - Death and Dying
Study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.
Lecture Hrs. = 3, Lab Hrs. = 0

PTAC 1302 - Introduction to Process Technology
Introduction to the processing industries.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

PTAC 1308 - Safety, Health, and Environment I
An overview of safety, health, and environmental issues in the performance of all job tasks in process industries.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

PTAC 1332 - Process Instrumentation I
Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

PTAC 1410 - Process Technology I: Equipment
Instruction in the use of common process equipment.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

PTAC 1465 - Internship - Process Technology/Technician
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 12
Prerequisite: PTAC 1332, PTAC 1410 and Instructor's Permission

PTAC 2314 - Principles of Quality
Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

PTAC 2346 - Process Troubleshooting
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, SCIT 1414, and MATH/TECM elective

PTAC 2420 - Process Technology II: Systems
A study of various process systems including related scientific principles.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PTAC 1332, PTAC 1410

PTAC 2438 - Process Technology III: Operations
This course emphasizes activities associated with process operations. Students write and follow procedures and operate actual equipment.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, SCIT 1414, and MATH/TECM elective

PTAC 2486 - Internship - Process Technology/Technician

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 24
Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, PTAC 2438, SCIT 1414, and MATH/TECM elective

RBTC 1301 - Programmable Logic Controllers
A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.
Lecture Hrs. = 2, Lab Hrs. = 2
Corequisite: INTC 1441

RNSG 1129 - Integrated Nursing Skills II
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of patients across the lifespan. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework.
Lecture Hrs. = 0, Lab Hrs. = 4
Corequisite: RNSG 1361, RNSG 2504

RNSG 1162 - Clinical - Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 1251 and RNSG 1162 concurrently to progress to next nursing level.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 6,
Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262, RNSG 2161, RNSG 2201, BIOL 2421. RN only: ENGL 1302, Humanities and Oral Communication electives Corequisite: RNSG 1251, RNSG 2160, RNSG 2213
Insurance Fee

RNSG 1205 - Nursing Skills I
Study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress.
Lecture Hrs. = 1, Lab Hrs. = 4,
Prerequisite: Admission to RN Program Corequisite: RNSG 1261 , RNSG 1413
Testing Fee

RNSG 1219 - Integrated Nursing Skills I
Study of the concepts and principles necessary to perform basic nursing skills for inidivualized care of patients across the lifespan; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values with a legal/ethical framework.
Lecture Hrs. = 0, Lab Hrs. = 4
Corequisite: RNSG 1523, RNSG 1260

RNSG 1251 - Care of the Childbearing Family
Study of concepts related to the provision of perinatal nursing care for childbearing families. Content includes knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Progression; student must pass RNSG 1251 and RNSG 1162 concurrently to progress to the next nursing level.
Lecture Hrs. = 2, Lab Hrs. = 0,
Prerequisite: Admission to RN Program or RNT Program, RNSG 1262, RNSG 1343, RNSG 2161, RNSG 2201, BIOL 2421. RN only: ENGL 1302, Humanities and Oral Communication Electives
Corequisite: RNSG 1162, RNSG 2160, RNSG 2213
Testing Fee

RNSG 1260 - Clinical-Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 2
Corequisite: RNSG 1219, RNSG 1523

RNSG 1261 - Clinical - Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 1261 to progress to next nursing level.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 8
Prerequisites: Admission to the RN Program Corequisite: RNSG 1205, RNSG 1247, RNSG 1413

RNSG 1262 - Clinical - Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 1343 and RNSG 1362 concurrently to progress to next level.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 6,
Prerequisite: Admission to RN or RNT Program, RNSG 1205 , RNSG 1261 , RNSG 1413 , BIOL 2402, BIOL 2421, PSYC 2314, RNSG 2307 (RNT only) Corequisite: RNSG 1343, RNSG 2161, RNSG 2201
Insurance Fee

RNSG 1301 - Pharmacology
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. In addition, the course focuses on the basic concepts and terminology used in the study of pharmacology. Pharmacokinetics for major drug classifications is emphasized as well as drug administration routes.

Note that the RN Math Requirement that is a prerequisite for this course can be satisfied by (a) passing the math portion of one of the TSIA approved tests; (b) successfully completing MATH 320, (c) earning a grade of C or better in MATH 350, or (d) ea
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent; and MATH 350 (B or better) or MATH 330 or equivalent (College Ready Standard)

RNSG 1327 - Transition to Professional Nursing
Content includes health promotion, expanded assessment, analysis of data, clinical reasoning processes and clinical judgment, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach.
Lecture Hrs. = 2, Lab Hrs. = 2

RNSG 1343Ω - Complex Concepts of Adult health
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Progression: student must pass RNSG 1343 and RNSG 1262 concurrently to progress to next nursing level.
Lecture Hrs. = 3, Lab Hrs. = 0,
Prerequisite: Admission to RN Program, RNSG 1205 , RNSG 1261 , RNSG 1413 , BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307 , BIOL 2421 Corequisite: RNSG 1262 , RNSG 2161 , RNSG 2201
Testing Fee

RNSG 1361 - Clinical-Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Clinical Hrs. = 144
Corequisite: RNSG 1129, RNSG 2504

RNSG 1413 - Foundations for Nursing Practice
Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress to next nursing level.
Lecture Hrs. = 4, Lab Hrs. = 0,
Prerequisites: Admission to the RN Program Corequisite: RNSG 1205, RNSG 1261
Testing Fee

RNSG 1523 - Introduction to Professional Nursing for Integrated Programs
Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prvention across the lifespan; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to patients across the lifespan; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.
Lecture Hrs. = 8, Lab Hrs. = 0
Prerequisites: RNSG 1219, RNSG 1260 Corequisite: RNSG 1219, RNSG 1260

RNSG 2160 - Clinical: Nursing Registered Nurse Training
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 6,
Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262 , RNSG 2161, RNSG 2201, BIOL 2421. RN only: ENGL 1302, Humanities and Oral Communication electives Corequisite: RNSG 1162, RNSG 1251, RNSG 2213
Insurance Fee

RNSG 2161 - Clinical - Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 6,
Prerequisite: Admission to RN Program, RNSG 1205 , RNSG 1261 , RNSG 1413 , BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307 , BIOL 2421 Corequisite: RNSG 1343 , RNSG 1262 , RNSG 2201
Insurance Fee

RNSG 2201 - Care of Children and Families
Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.
Lecture Hrs. = 2, Lab Hrs. = 0,
Prerequisite: Admission to RN Program, RNSG 1205 , RNSG 1261 , RNSG 1413 , BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307 , BIOL 2421 Corequisite: RNSG 1343, RNSG 1262 , RNSG 2161
Testing Fee

RNSG 2213 - Mental Health Nursing
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach.
Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.
Lecture Hrs. = 2, Lab Hrs. = 0,
Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262 , RNSG 2161, RNSG 2201, BIOL 2421. RN only: ENGL 1302, Humanities and Oral Communication electives Corequisite: RNSG 1162, RNSG 1251, RNSG 2160
Testing Fee

RNSG 2221 - Professional Nursing: Leadership and Management
Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Emphasizes the impact of laws and regulations on the provision of safe and effective professional nursing care including topics such as confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation in both theory and in the health care setting.
Lecture Hrs. = 1, Lab Hrs. = 0,
Clinical Hrs. = 2,
Prerequisites: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213 Corequisites: RNSG 2432, RNSG 2263
Insurance Fee

RNSG 2263Ω - Clinical- Nursing Registered Nurse Training
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.
Lecture Hrs. = 0, Lab Hrs. = 0,
Clinical Hrs. = 10
Prerequisite: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213 Corequisite: RNSG 2221, RNSG 2432
Insurance Fee

RNSG 2307 - Adaptation to Role of Professional Nurse
Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: Admission to RNT Program

RNSG 2432 - Enhanced Concepts of Adult Health I
Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients and families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach.
Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.
Lecture Hrs. = 4, Lab Hrs. = 0,
Prerequisite: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213 Corequisite: RNSG 2221, RNSG 2263
Testing Fee

RNSG 2462 - Clinical - Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 12
Corequisite: RNSG 2514

RNSG 2463 - Clinical-Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 4
Corequisite: RNSG 2535

RNSG 2504 - Integrated Care of the Patient with Common Health Care Needs
Application of a systematic, problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the lifespan with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perninatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.
Lecture Hrs. = 8, Lab Hrs. = 0
Corequisite: RNSG 1361, RNSG 1129

RNSG 2514 - Integrated Care of the Patient with Complex Health Care Needs
Application of a systematic, problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to patients and families across the lifespan with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content inculdes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.
Lecture Hrs. = 8, Lab Hrs. = 0
Corequisite: RNSG 2462

RNSG 2535 - Integrated Patient Care Management
Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skill, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework.
Lecture Hrs. = 4, Lab Hrs. = 4
Corequisite: RNSG 2463

RTVB 1321 - TV Field Production
Video field camera set up and operation for broadcast and digital media. Incorporates basic editing and field audio techniques.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: MUSC 1427

SCIT 1414 - Applied General Chemistry I
Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, solutions, and an overview of organic chemistry.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: ENRD 401 or equivalent, MATH 100 or equivalent

SCIT 1418 - Applied Physics
Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics.
Lecture Hrs. = 3, Lab Hrs. = 3
Corequisite: ENRD 401 or equivalent, MATH 100 or equivalent

SOCI 1301Ω - Introductory Sociology
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

SOCI 1306 - Social Problems
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

SOCI 2301 - Marriage and the Family
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.
Lecture Hrs. = 3 Lab Hrs. = 0

SOCI 2319Ω - Multi-Cultural Studies
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SOCI 1301 with a C or better and ENRD 402 or equivalent

SOCI 2326 - Social Psychology
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.
Lecture Hrs. = 3 Lab Hrs. = 0

SOCI 2336 - Criminology
The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

SOCI 2340 - Drug Use & Abuse
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.
Lecture Hrs. = 3 Lab Hrs. = 0

SOCW 2361 - Introduction to Social Work
An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession including social work values, ethics, and areas of practice utilized under a Generalist Social Work Model. (Offered Fall semester only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

SOCW 2362 - Social Welfare: Legislation, Programs, and Services
This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

SOCW 2389 - Academic Cooperative
A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The course must include a minimum of 80 contact hours (48 hours in a social service setting).
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SOCW 2361

SPAN 1411 - Beginning Spanish I
Basic Spanish language skills in listening, speaking, reading, and writing with a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.
Lecture Hrs. = 3, Lab Hrs. = 3

SPAN 1412 - Beginning Spanish II
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: SPAN 1411, READ 300/REBR 300 or equivalent

SPAN 2311 - Intermediate Spanish I
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SPAN 1412, READ 300/REBR 300 or equivalent

SPAN 2312 - Intermediate Spanish II
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SPAN 2311 or equivalent transfer credit.
Continuation of SPAN 2311.

SPAN 2313 - Spanish for Native/Heritage Speakers I
This course builds upon existing oral proficiency of heritage speakers of Spanish. Enhances proficiency in the home-based language by developing a full range of registers including public speaking and formal wirtten discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SPAN 2312, Placement Exam, or Departmental Approval.

SPAN 2315 - Spanish for Native/Heritage Speakers II
This course builds upon existing oral proficiency of heritage speakers of Spanish. Enhances proficiency in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: SPAN 2313, Placement Exam, or Departmental Approval

SPCH 1311 - Introduction to Speech Communication
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

SPCH 1315Ω - Principles of Public Speaking
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.
Lecture Hrs. = 3, Lab Hrs. = 0

SPCH 1318 - Interpersonal Communication
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

SPCH 1321 - Business and Professional Communication
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

SPCH 1342 - Voice and Diction
This course is open to all students interested in improving their diction development of the voice and proper diction, subjects include coaching of the individual student with the aid of audio taping and an audio journal.
Same as DRAM 2336.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 300/REBR 300 or equivalent

SPCH 2333 - Discussion and Small Group Communication
This course covers discussion and small group theories and techniques as they relate to group process and interaction.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent and one of the following: SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321

SPCH 2335 - Argumentation and Debate
This course emphasizes theories and practice in argumentation and debate including analysis reasoning, organization, evidence, and refutation.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent and one of the following: SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321

SPCH 2341 - Oral Interpretation
This course is an introduction to the study and application of the oral performance of literature with emphasis on preparation and oral reading of various types of literature, exercises in arranging and adapting literature, choral speaking, practice in phrasing, vocal quality, rhythm, and bodily responses. Literature will be analyzed and researched with sensitivity to the sociological, political, and anthropological forces that shaped the literature.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent and one of the following: SPCH 1311, SPCH 1315, SPCH 1318, and SPCH 1321

SPNL 1301 - Health Care Spanish
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 402 or equivalent

TECA 1303 - Family, School and Community
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.
Lecture Hrs. = 3, Lab Hrs. = 2,
Prerequisite: ENRD 401 or equivalent
Background Check Fee

TECA 1311 - Educating Young Children
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.
Lecture Hrs. = 3, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent
Background Check Fee

TECA 1318 - Wellness of the Young Child
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.
Lecture Hrs. = 3, Lab Hrs. = 2
Prerequisite: ENRD 401 or equivalent
Background Check Fee

TECA 1354 - Child Growth and Development
A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 401 or equivalent

TECM 1301 - Industrial Mathematics
Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.
Lecture Hrs. = 3, Lab Hrs., = 0
Prerequisite: ENRD 401 or equivalent and MATH 100 or equivalent

TECM 1341 - Technical Algebra
Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent and MATH 100 or equivalent

TECM 1349 - Technical Math Applications
Trigonometry and geometry as used in a variety of technical settings. Includes the use of plane and solid geometry to solve areas and volumes encountered in industry.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENRD 100 or equivalent and MATH 100 or equivalent

VNSG 1161 - Clinical - Licensed Practical/Vocational Nurse Training
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 6,
Prerequisite: ADM to VN Program Corequisite: VNSG 1226 , VNSG 1304 , VNSG 1423 , VNSG 1429
Insurance Fee

VNSG 1219 - Leadership and Professional Development
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
Lecture Hrs. = 1, Lab Hrs. = 1,
Testing Fee

VNSG 1226 - Gerontology
Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.
This course will run concurrently with VNSG 1429 and VNSG 1432 .
Lecture Hrs. = 2, Lab Hrs. = 0
Prerequisite: BIOL 2404 (B or better), VNSG 1423 , VNSG 1304 , VNSG 1331 , VNSG 1227 , VNSG 1161 ; Prerequisite: ADM to VN Program Corequisite: HITT 1305, VNSG 1429 , VNSG 1234 , VNSG 1432 , VNSG 1360

VNSG 1227 - Essentials of Medication Administration
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.
Lecture Hrs. = 0, Lab Hrs. = 4
Prerequisite: BIOL 2404, (B or better); Prerequisite: ADM to VN Program Corequisite: VNSG 1161 , VNSG 1304 , VNSG 1331 , VNSG 1423

VNSG 1230 - Maternal- Neonatal Nursing
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. This course will also include disorders of the female reproductive system.
Lecture Hrs. = 2 Lab Hrs. = 0
Prerequisite: Admission to VN Program Corequisite: VNSG 2260

VNSG 1234 - Pediatrics
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.
This course will run concurrently with VNSG 1429 and VNSG 1432 .
Lecture Hrs. = 2, Lab Hrs. = 0
Prerequisite: Admission to VN Program Corequisite: VNSG 2260

VNSG 1260 - Clinical - Vocational Nursing
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 2
Prerequisites: VNSG 1304 , VNSG 1423 , and VNSG 2431

VNSG 1304 - Foundation of Nursing
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course will also include introduction to the principles of nutrition.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ADM to VN Program

VNSG 1330 - Maternal- Neonatal Nursing
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. This course will also include disorders of the female reproductive system.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: HITT 1305, VNSG 1227 , VNSG 1234 , VNSG 1331 , VNSG 1360 , VNSG 1423 ; Prerequisite: ADM to VN Program Corequisite: VNSG 1219 , VNSG 2361 , VNSG 2431

VNSG 1331 - Pharmacology
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ADM to VN Program Corequisite: VNSG 1429, VNSG 1460

VNSG 1360 - Clinical - Licensed Practical/Vocational Nurse Training
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 18,
Corequisite: VNSG 1227 , VNSG 1234 , VNSG 1331 , VNSG 1432 , HITT 1305
Insurance Fee

VNSG 1423 - Basic Nursing Skills
Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.
Lecture Hrs. = 2, Lab Hrs. = 3,
Prerequisite: ADM to VN Program Corequisite: VNSG 1260
Lab Fee

VNSG 1429 - Medical-Surgical Nursing I
Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings. This course will focus on the heath care needs of the adult client with disorders of the respiratory, musculoskeletal, genitourinary/male reproductive integumentary, immune systems as well as cancer.
Lecture Hrs. = 4, Lab Hrs. = 1,
Prerequisite: ADM to VN Program Corequisite: VNSG 1331 , VNSG 1460
Testing Fee

VNSG 1432 - Medical-Surgical Nursing II
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course will focus on the heath care needs of the adult patient with disorders of the endocrine, gastrointestinal, nervous, cardiovascular, eye and ear, genitourinary systems, and fluid and electrolytes.

Lecture Hrs. = 4, Lab Hrs. = 1,
Prerequisite: Admission to VN Program, VNSG 1429 Corequisite: VNSG 1331, VNSG 1460
Testing Fee

VNSG 1460 - Clinical - Vocational Nursing
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 4
Prerequisites: VNSG 1331, VNSG 1432

VNSG 1637 - Clinical - Vocational Nursing
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 2
Prerequisites: VNSG 1304 , VNSG 1423 , VNSG 2431

VNSG 1639 - Clinical - Vocational Nursing
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0
Clinical Hrs. = 4
Prerequisites: VNSG 1330, VNSG 1234

VNSG 2260 - Clinical -Vocational Nursing
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0 Lab Hrs. = 0
Clinical Hours = 12
Prerequisite: Admission to VN Program Corequisites: VNSG 1330 , VNSG 1234

VNSG 2361 - Clinical - Licensed Practical/Vocational Nurse Training
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Lecture Hrs. = 0, Lab Hrs. = 0,
External Hrs. = 15,
Prerequisite: HITT 1305, VNSG 1227 , VNSG 1234 , VNSG 1331 , VNSG 1360 , VNSG 1423 ; Prerequisite: ADM to VN Program Corequisite: VNSG 1219 , VNSG 1330 , VNSG 2431
Insurance Fee, Testing Fee

VNSG 2431 - Advanced Nursing Skills
Application of advanced level nursing skills and competencies in a variety of health care setting utilizing the nursing process as a problem solving tool.
Lecture Hrs. = 4, Lab Hrs. = 4
Prerequisite: Admission to VN Program, VNSG 1260 Corequisite: VNSG 1260

VNSG 2460 - Clinical - Vocational Nursing
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Clinical Hrs. = 12
Prerequisites: VNSG 1330, VNSG 1234

WLDG 1200 - Introduction to Welding
Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.
Lecture Hrs. = 1 Lab Hrs. = 2

WLDG 1312 - Introduction to Flux Cored Arc Welding
An overview of terminology, safety procedures, and equipment setup. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: READ 300/REBR 300 or equivalent

WLDG 1313 - Introduction to Blueprint Reading for Welders
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.
Lecture Hrs. = 3, Lab Hrs. = 0

WLDG 1323 - Welding Safety, Tools, and Equipment
An introduction to welding equipment and safety practices, including OSHA standards for industry.
Lecture Hrs. = 3, Lab Hrs. = 0

WLDG 1327 - Welding Codes
An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Includes API 1104 and ASME, Section IX and B31.3.
Lecture Hrs. = 3, Lab Hrs. = 0

WLDG 1337 - Introduction to Welding Metallurgy
A study of metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.
Lecture Hrs. = 3, Lab Hrs. = 0

WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW)
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs.
Lecture Hrs. = 3, Lab Hrs. = 3

WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW)
Principles of gas metal arc welding ,setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: /ENRD 100 or equivalent

WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW)
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: WLDG 1428

WLDG 1435 - Introduction to Pipe Welding
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: WLDG 2443

WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: WLDG 1428

WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW)
Advanced topics in GTAW welding, including welding in various positions and directions.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: WLDG 1434

WLDG 2453 - Advanced Pipe Welding
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: WLDG 1435

The Community and Lee College

Off-Campus Education

To provide quality education to service area residents, Lee College offers educational services for students who find it difficult to attend classes on the main campus. Instructors are selected from full-time faculty, outstanding area educators, and other professional specialists. Off campus classes are held at off-site locations, including:

Lee College Huntsville Center

Lee College provides degrees and certificates through the Texas Department of Criminal Justice-Institutional Division. Huntsville students must meet all academic requirements of the college and the state, in addition to security clearance requirements of the Texas Department of Criminal Justice.

Lee College at the McNair Center on I-10

Lee College has a state-of-the-art instructional space where students receive hands-on technical training with the latest technology to prepare for high-paying careers in the growing petrochemical and construction industries at 3555 I-10 in Baytown. Programs at the center serve the needs of the student population and the corporate community.

Industrial & Construction Technologies: The center offers hands-on industrial maintenance technology programs, such as Welding and HVAC technician. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For information and schedules for student services offered at the Center, call 281-425-6384 or refer to www.lee.edu/learning/locations/mcnair.

Corporate College: The center also offers courses and customized programs for nearly every industry sector. More importantly, we make our training fit your organization and your needs. For information on a customized solution tailored to your company's needs, call 281.425.6311 or refer to www.lee.edu/workforce/corporate-college.

Lee College Education Center – South Liberty County

The Lee College Education Center - South Liberty County offers residents in the surrounding areas the chance to pursue a wide range of educational opportunities right in their own backyard. The center offers a wide array of programs. Dual-credit classes for local high school students, core classes for adult learners wishing to pursue a college degree, workforce and community education courses, and workshops. For information or to schedule an appointment, call 832-556-5660 or refer to www.lee.edu/liberty.

Off-Campus Classes

Classes are scheduled at various locations throughout the Lee College service area. Class offerings are based on the needs of each location, available equipment, and enrollment. Refer to www.lee.edu/schedule-of-classes/ for a list of available classes.

The Center for Workforce and Community Development

Is located at:

909 Decker Drive

Baytown, Texas

Office Hours:

Monday	7:30 a.m.-5:15 p.m.
Tuesday - Thursday	7:30 a.m.-7:00 p.m.
Friday	7:30 a.m.-5:00 p.m.
Phone Number:	281-425-6311
Fax Number:	281-425-6855
Website:	http://www.lee.edu/workforce
Email:	workforce@lee.edu
Facebook	facebook.com/centerforworkforce

Corporate College

Companies have specific challenges. Advisors for Lee College - Corporate College will work with you to assess your needs and recommend a customized solution using a comprehensive training approach. Training can be scheduled at a time/date that is convenient for you. Corporate College is a workforce resource for business collaboration, understanding demands, customized training, high- and low-tech solutions, skilled employees, and stronger communities.

Small Business Development Center

The Lee College Small Business Development Center (SBDC) provides businesses with no-cost, one-on-one consulting and information assistance to foster economic growth in the community. SBDC works with existing companies and start-up firms; the Lee College SBDC functions in association with the University of Houston, the U.S. Small Business Administration, and the area Chambers of Commerce.

For more information, call the SBDC Office: 281.425.6309 or refer to www.lee.edu/workforce/sbdc/.

Healthcare Training

Paraprofessionals in the healthcare industry assist doctors, nurses, pharmacists, and other medical professionals in providing patient care and related services in settings such as hospitals, pharmacies, medical labs, health clinics, schools, physicians' offices, nursing care facilities, and patient homes. They serve an important role in the healthcare field as they often work directly with patients, but may also assist with administrative duties and record keeping. They help patients feel well-cared for and perform routine tasks such as drawing blood, bathing patients, filling prescriptions, measuring and recording temperatures, blood pressure, and other vital signs. Typically, students enrolled in these courses complete their training within only a few months and can increase their employability by obtaining a certification in their field of study. Some graduates choose to go straight into the workforce, while others continue on in pursuit of a degree in nursing or an allied health field, such as dental hygiene.

We currently offer the following courses, several of which have an online option.

- Clinical Medical Assistant
- Dental Assisting
- EKG Technician
- Phlebotomy Technician

Logistics, Warehouse, and Distributions

The Manufacturing Skill Standards Council (MSSC) Certified Logistics Associate-Certified Logistics Technician (CLA/CLT) covers core competency areas defined by MSSC's skills standards for higher-skilled, frontline material handling workers in factories, warehouses, distribution centers, and transporters. The CLA is a prerequisite for CLT. Individuals are assessed for two credentials, and students who achieve both certifications may be eligible to apply for 3 hours of college credit toward the Associate of Applied Degree in Logistics.

Each course delivered through the program corresponds to a major competency area. The MSSC CLA/CLT Training Program consists of two online MSSC courses, with classroom facilitation by an MSSC Certified Instructor. Successful completion of the CLA/CLT Training Program will be as indicated by documentation that the participant passed the MSSC Certified Logistics Associate Online Assessment and the MSSC Certified Logistics Technician Online Assessment.

NCCER Core Training

The National Craft Assessment and Certification Program (NCACP) Core Curriculum, presented as the Introduction to Industrial Crafts & Trades, is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills, and Introduction to Construction Drawings.

Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. NCCER offers a complete series of entry- and journey-level written assessments as part of its National Craft Assessment and Certification Program (NCACP).

These assessments evaluate the knowledge of an individual in a specific craft area. All assessments are based upon the NCCER Curriculum and have been developed in conjunction with industry Subject Matter Experts.

Community Education

Lee College's Center for Workforce and Community Development offers a variety of non-credit programs, courses and classes for individuals who are on a journey to enhance the quality of their personal lives by learning new skills, acquiring knowledge that's useful in the workforce or their daily lives, increasing their physical fitness level, developing a new hobby, or just having fun.

Continuous registration is available weekdays in the Center for Workforce and Community Development. Because these programs are self-supporting, course costs are dependent upon materials and instructor fees.

- Linked Classes
- Personal Enrichment

- Recreation and Fitness
- Adult Education
- Senior Adult and Travel
- Kids at College

Linked Classes

Linked Classes are academic/credit classes in which Community Education students may register, with the instructor's permission. Enrollment is limited and is on a space-available basis. Students are expected to do all the required work, take exams, and receive a grade of either Pass or Fail. No college credit hours are earned. Linked Classes start and end with the credit class schedule.

Personal Enrichment/Recreation & Fitness

Personal enrichment courses provide adults with opportunities to enhance the quality of their lives through vocational activities. Courses are tailored to meet the expressed needs of the community and are based upon the philosophy that adults continue to develop intellectually, socially, and aesthetically throughout their lives. Course selections include personal development, arts and crafts, cooking, music, languages, physical fitness, and recreation.

Continuing Education Unit (CEU)

Many professions and state licenses require community education units (CEUs) by the license holders prior to relicensure. One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education achievements. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

Online Learning

Lee College, in partnership with a variety of Educational Online Instruction Centers, offers over 300 highly interactive online learning courses and programs from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing, and everything in between. Our course offerings are designed to enhance your life, expand your knowledge, as well as provide professional skills required for many in-demand occupations. The affordability and flexibility of our online courses make it easy for students to begin at any time and from anywhere to achieve their desired goals, whether personal or professional.

Computer Technology

Computer technology courses offer hands-on training and practices so students will gain real-world experiences for today's ever-expanding world of technology. Our courses and programs help all students (beginners, intermediate, and advanced) achieve the computer concentration and proficiency desired.

Adult Education Program

A partnership between the Harris County Department of Education's Adult Basic Education and Lee College offers the community a path to education and careers. The Adult Basic Education (ABE) Program assists adults in obtaining the knowledge and skills necessary for work, further education, family self-sufficiency, and community involvement. High School Equivalency (HSE) - formerly known as General Educational Development (GED) - classes are held at the Adult Learning Center.

Students are required to attend a student orientation, during which a test assessment will be provided. For more information, please call 281.425.6536 or visit www.lee.edu/workforce/adult-basic-education/index.php.

Information about GED testing can be obtained from the Testing Center at 281.425.6262.

Senior Adult and Travel

The Senior Adult Program offers programs of interest to senior citizens in the college's service communities. Day trips to cultural, historical, and fascinating attractions in Houston and the surrounding area are also offered. The program also hosts holiday parties and travel opportunities domestically and abroad. International travel opportunities have included Italy, Alaska, Ireland, and Mexico. Participation in any of these activities is open to anyone over the age of 55.

A newsletter, FOCUS, is made available several times a year. To be included on the mailing list, please contact the Center for Workforce and Community Development.

Kids at College

Lee College Kids at College Summer Camps offer top-rated camps more than a traditional learning environment. Our curriculum is packed with music, theater, dance, science, technology, engineering, art, and math courses to provide kids a comprehensive and exciting educational experience. Camp offerings include

cheer, volleyball, basketball, tennis, arts and crafts, and career exploration courses and workshops.

Community Services

Minority Access Committees

Since 1986, two volunteer organizations, the Hispanic and the Black Educational Access and Completion Committees (HEACC and BEACC), have worked under the leadership of Lee College to coordinate programs designed to encourage Hispanics, African-Americans, and other under-represented groups pursue an education. Membership is free and is open to all.

These nationally recognized committees are dedicated to providing services and activities that encourage educational access to anyone and conduct programs that preserve the heritage of each culture.

Events and programs have included bilingual college planning seminars, financial aid workshops, receptions honoring educators, graduation programs for Hispanic and African-American high school seniors, cooperative programs with other service area organizations and churches, fundraising and scholarship activities, elementary and junior high school tutoring and motivational programs, writing and poster contests, and observance and celebrations of respective holidays.

Wellness Center and Pool

The Lee College Wellness Center is a state-of-the-art exercise facility located in the Sports Arena on the Lee College campus. The center boasts an array of equipment, including treadmills, upright/recumbent bicycles, cross trainers, steppers, elliptical trainers, rowers, and a complete line of Magnum resistance equipment, providing you with an extensive range of options for achieving your fitness goals. The wellness center also includes access to Lee College's indoor pool, perfect for various uses, including water aerobics and free swim.

Eddie V. Gray Wetlands Education and Recreation Center

Located on the banks of Goose Creek across from Robert E. Lee High School on Market Street in Baytown, the Eddie V. Gray Wetlands Education and Recreation Center is operated by the City of Baytown, Lee College, and the Goose Creek School District. The center features 5,000 square feet of meeting rooms and laboratory space, as well as 9,000 square feet of open space for the growing of fish and plants and the building of environmental projects. Meeting rooms and the laboratory feature an eight-station computer lab and a teachers' library.

Canoeing, water and boat safety, fly-fishing, and country western line and jitterbug dance classes are examples of the many short-term Lee College Community Education courses offered at the Center.

Lee College TRiO Educational Opportunity Center (EOC)

Located at 4804 I-10 East, Suite B., Baytown, TX 77521, the EOC provides eligible students with services including one-on- one counseling sessions, career and academic advising, assistance with college admission and financial aid applications, assistance with course selection, childcare information, academic counseling, tutoring referrals, and GED information.

In order to receive these services, an adult must be a U.S. citizen or permanent resident, age 19 or older, and plan to attend college.

For additional information, call 832.556.4506 or visit www.lee.edu/eoc.

Student Employment and Career Services

Student employment services are offered to current and former students. See Student Life Opportunities, Services, and Policies for more information. https://www.lee.edu/student-employment-and-career-services/.

Performing Arts Center

Lee College Performing Arts Center is a 57,900 square-foot facility for the cultural enrichment of the local community. The only facility of its kind in East Harris County, the Performing Arts Center is equipped with industry-standard theatrical lighting and sound systems, drapery systems, an orchestra shell, and other state-of-the-art equipment. The building features the Lisa H. Urban Grand Foyer, the Melva Johnson Black Box Theatre, a 700-seat main theatre with proscenium stage, and various practice and performance halls.

About Lee College

In 1931, the Board of Trustees of the Goose Creek Independent School District identified the need to establish a junior college dedicated to providing educational opportunities to students who could not afford it. In 1934, they established the Lee Junior College of Goose Creek, Texas.

One hundred seventy-seven students enrolled in the inaugural session. By 1935, enrollment increased 33 percent, bringing the total student population to 236. That same year, the college held its first commencement exercises. Four women, Juanita Barrington (Mrs. David Holm), Byrtis Avey (Mrs. Elmer Brinkley),

La Del Payne (Mrs. Barney Hillard), and Hudnall Spence (Mrs. Robert Southwick) received diplomas.

Recognizing the need for both a strong academic curriculum and a comprehensive technical/vocational curriculum, the founders of the college established the Robert E. Lee Vocational Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941, and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid-1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945, Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the following two decades.

In 1948, the college's name was changed to Lee College. That same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

A successful bond election in 1949 led to the completion of the first two buildings - the Administration Building and the Gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the college's growth exceeded its leaders' expectations, and plans for additional buildings were accelerated. A Liberal Arts Building (now John Britt Hall) was added in 1958. By 1961, the campus had doubled in size. The Library was completed and the Gymnasium expanded in 1962. Construction of Moler Hall, Technical Vocational Building One, and Bonner Hall soon followed.

Under the leadership of Dean Rundell, Lee College successfully separated from the local public school district in 1965. On August 18, 1965, Lee College's first Board of Regents, appointed by the public school board, assumed governance of the College.

In 1966, the College, under the leadership of Dean Rundell and George Beto and in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from an initial enrollment of 182 students to a current enrollment of more than 1,000 students.

In 1966, Dr. Richard Strahan became the first full-time president of Lee College. Since the separation from the local public school district, the college has had nine presidents:

Dr. Strahan	1966 -1971
Dr. Raymond Cleveland	1971 - 1973
Dr. Jim Sturgeon	1973 - 1976
Dr. Robert Cloud	1976 - 1986
Dr. Vivian B. Blevins	1986 - 1991
Dr. Jackson N. Sasser	1992 - 2001
Dr. Martha M. Ellis	2002 - 2008
Dr. Michael Murphy	2009 - 2012
Dr. Dennis Brown	2012 - 2020
Dr. Lynda Villanueva	2020- Present

The Lee College Foundation was established in 1968. A non-profit dedicated to providing scholarships to deserving Lee College students, the Foundation has a current portfolio balance of more than $6.5 million and awards more than 200 scholarships each year. In 1969, in cooperation with two Liberty County School districts, Lee College began offering courses in Liberty and Dayton.

In 1972, course offerings were expanded to include community education courses, as well as the senior adults program. These community-oriented, short-term courses have experienced a dramatic growth in popularity and are further evidence of the flexibility of the community college concept.

In 1986, Lee College partnered with San Jacinto Mall to offer programs and services to constituents outside the College's service area. That same year, the Friends of Lee College, a group of volunteers dedicated to funding and supporting college educational programs, was also established. Under the leadership of John B. Tucker, this group raised more than $2 million to support programs and facilities improvements.

A focus on local economic development led to the establishment of the Small Business Development Center in 1987. Additionally, that year, Lee College began instituting new industrial programs and revising existing curriculums in an effort to respond to the needs of local industries.

In 1987, the college instituted an agreement with the University of Texas School of Nursing in Galveston, enabling registered nurses the opportunity to pursue a Bachelor of Science Degree in Nursing.

A successful bond election in 1988 enabled the college to initiate a construction program featuring a new science building, a lecture hall, and major renovations to several campus facilities.

The 711 West Texas property, acquired in 1990, was renovated to house a performing and fine arts complex in addition to an allied health suite named the McNulty-Haddick Complex, in honor of Alma Haddick and her husband, Luther.

In February 2000, local voters passed a $20 million bond election to build a new advanced technology center/library, a completely renovated gymnasium, and a newly constructed sports/wellness

complex. Other renovations and additional parking were also included.

Today, more than 13,000 Lee College students are enrolled in academic, technical education, and non-credit continuing education programs each semester. Basic education is available for those seeking to improve reading, writing, mathematics, and language skills, in addition to a nationally-acclaimed honors curriculum.

Lee College Setting and Facilities

Lee College is a public community college located in Baytown, Texas, approximately thirty miles east of Houston.

The college is situated on an attractive 40-acre campus. The buildings are complemented by lighted tennis courts, a sports complex including an arena and a multi-generational wellness center with racquetball courts and a heated swimming pool, an Advanced Technology Center and Library, a Performing Arts Center (PAC), and a Technical Education Center in McNair.

Rundell Hall houses the admissions office, counseling center, financial aid, and cashier. A 25,000-square-foot newly renovated Student Center provides meeting space for student organizations and recreational and study areas, a shopping market, a clothing closet, and childcare assistance for students with basic needs, as well as Books and Beans coffee and snack bar.

Lee College Administrators and Faculty

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Glossary

Colleges use many words in special ways. This alphabetical list explains those special meanings used in this catalog and by the Lee College staff.

Academic Probation - describes the situation that occurs when a student's grade average falls below a C- (2.0 grade point average). The student must raise that average in the next semester or withdraw from the college.

Academic Suspension - failure to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specific period of time, usually one semester.

Accredited - having the official approval for college programs and/or degrees by various groups. This approval gives Lee College students many benefits, including the ability to transfer credits to other colleges and universities.

Accuplacer - Lee College's state-approved test to determine college readiness for TSIA standards.

Add - enrollment in a course after registration. An official form must be completed in the Admissions Office.

Admission - steps that students follow before attending classes at a college.

Alien - a student who is not a citizen of the United States.

Alumni - graduates of a college or university.

American College Test (ACT) - one of the several tests used as a part of college entrance requirements. Lee College does not require the ACT.

Applied Science (Technical) - the Applied Science Division includes a wide variety of highly technical credit courses and degree and certificate programs designed to meet the needs of students who seek employment. Some applied science courses are transferable to university-level study.

Articulation - an agreement between two institutions whereby students receive credit for prior education.

Assessment - the process of discovering the strengths and weaknesses in students' school backgrounds in order to place students in courses in which they can succeed.

Associate Degree - a general name for any one of the degrees offered by a community college. Lee College offers Associate of Arts (AA), Associate of Applied Sciences (AAS), and Associate of Science (AS) Degrees.

Associate Degree (ADN) - an Associate of Applied Science Degree (AAS) that permits students to take the National Test for Registered Nurses (RN).

Associate of Applied Science - the Associate of Applied Science Degree (AAS) provides the student a degree in a chosen technical major and is intended for students who plan to enter the workforce upon program completion.

Associate of Arts - the Associate of Arts Degree (AA) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

Associate of Arts in Teaching - the Associate of Arts in Teaching (AAT) degree provides students the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree in Education.

Associate of Science - the Associate of Science degree (AS) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

Audit - enrollment in a credit class for no credit.

Bachelor's Degree - formal name for a four-year college degree; examples include the Bachelor of Arts (BA) and the Bachelor of Science (BS). An Associate degree (two-year degree) is the highest degree offered at Lee College.

Calendar - the schedule of dates for official college activities.

Capstone Course - a comprehensive course taken during a student's last semester that demonstrates program mastery.

Catalog - official annual college publication containing information about its regulations, requirements, policies, and procedures. The catalog includes general information, admissions information, general academic regulations, general non-academic information, financial aid and scholarship information, and educational programs of study.

Certificate of Completion and Certificates - programs of study up to 59 credits designed for entry-level employment or knowledge upgrade.

College-level Courses - all credit courses offered by Lee College. Note that developmental courses have a three-digit course number.

Commencement - a graduation ceremony in which colleges and universities award certificates and degrees to students.

Community College (Junior College) - a two-year college, also known as a community college. Most often, community colleges offer associate degrees, certificates, and courses for transfer to universities.

Complete Withdrawal - this is the process of withdrawing from all classes after registration. See drop.

Concurrent or Dual Enrollment - a system whereby a student takes a course at one institution and receives credit at more than one institution.

Community Education - courses offered for non-credit; may or may not offer Community Education Unit (CEUs).

Core Courses - those general education courses that degree plans require; for example, English 1302, History 1301, etc. Also referred to as core curriculum.

Course - work accomplished in a class during a semester or term. Each course successfully completed adds a certain number of semester hours of credit to a student's transcript.

Course Load - total number of semester hours that a student takes during a semester.

Course number - the course number identifies each course with a prefix that designates the subject area and a number that designates that particular course; for example, HUMA
1301. Developmental courses have three-digit numbers.

Course Waiver - official permission to omit one course in a degree plan.

Credit - see Semester Credit Hour.

Credit Courses - courses taken for credit that accumulate toward a college degree or certificate.

Credit hour - see Semester Credit Hour.

Curriculum (plural form curricula) - courses of study offered by a college or the particular course of study of a department or a class.

Dean - an administrator of the college who is responsible for a particular area.

Degree Plan - a series of courses laid out for an individual student's degree.

Degree program - courses required to complete a particular degree. These are listed under each particular program of study.

Developmental Courses - courses designed to help prepare students for college-level coursework. These courses cannot be applied to certificates or degrees at Lee College or transferred to other institutions.

Drop - withdrawal from a particular course. See the Student Services chapter for an explanation of the Lee College drop policy.

Early Registration - the period in which students can register for next semester's classes prior to the end of the current semester (see the calendar for dates).

Electives - a course selected by the student that is optional to the degree or certificate plan.

Extension Courses - classes taught at a location other than the main campus.

Extracurricular Activities - activities outside the classroom that contribute to a well-rounded education. They can include activities such as intramural sports, clubs, organizations, student government, and recreational and social events.

Faculty - the faculty is composed of all people who instruct classes on a college campus.

Fees - charges other than tuition costs, such as student activity fees and specific course fees.

Field of Study - courses that will satisfy lower-division requirements for a baccalaureate degree in a specific academic area.

Financial Aid - the money available to help students attend college.

Full-time Student - a student who is taking 12 or more semester hours in any fall or spring semester.

Fully Online Learning Course - a course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

Grade Point Average (GPA) - overall average of a student's grades. Divide the number of semester hours attempted by the grade points accumulated.

Gulf Coast Intercollegiate Conference (GCIC) - competition among Gulf Coast colleges in music and intramurals.

Hazelwood Act - money available from the state of Texas for the education of Texas veterans.

Honors Program - a program designed to provide students with an enriched intellectual experience. Students interested in honors classes should contact the honors coordinator.

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

In-District - the area around a community college that is part of the taxing district for that college. Tuition is lower for in-district residents (see tuition schedule).

Incomplete (I) - the grade given when illness or some other serious cause prevents a student from completing the requirements of a course during that semester.

Individualized Class (Self-paced Instruction) - classes in which students complete the requirements on their own time, under the direction of an instructor, and outside the classroom setting.

Intramural - activities that provide competition within the college rather than between two colleges.

Long Term - semesters consisting of 16 or more weeks, i.e., Fall and Spring semesters.

Lyceum - a series of Lee College cultural programs offered to students and the community.

Major/Minor - student's chosen field of study; it usually requires the successful completion of a specified number of credit hours. A minor is a secondary field of study requiring fewer hours.

Mentor - a faculty or staff member who serves as a contact for college students who are enrolled for the first time.

Needs Analysis - a process to determine a student's eligibility for financial aid.

Non-Credit Status (NC) - the designation given to students who do not wish to receive credit for a course. The student receives a grade of NC.

Non-Traditional Student - an adult student for whom several or many years have passed between his or her previous education and the start or continuation of a college program. "Non-traditional" may also refer to any student who is not the traditional 18-year-old high school graduate (e.g., a single parent, a GED graduate, or a part-time student who works full-time).

Online Learning - a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of online learning courses are defined as: Fully Online Learning and Hybrid/Blended.

Out-of-District - the area outside of the taxing district for a community college. Tuition is higher for out-of-district students.

Overload - additional courses over the usual 18 hours permitted.

Pell Grant - money given by the federal government for tuition and books for students who demonstrate financial need.

Placement - the process of discovering students' strengths and weaknesses and placing them in courses that fit their abilities and backgrounds.

Plagiarism - use of the words or thoughts of an author without giving that author credit. While most students' plagiarism is unintentional, it is a serious offense. Students should consult their instructors regarding this issue.

Prerequisite - courses or skills required as background for college-level courses.

Program - plan of study which, when completed, results in a degree or certificate.

Registration - the process of signing up for particular classes and paying fees. Registration is necessary every semester before attending classes.

Remediation - the process of assisting the student to develop the basic skills required for college work. See Developmental Courses.

Resident - a student who has lived in Texas for at least one year prior to the date of registration.

Resignation - the process of withdrawing from all classes during a semester.

Schedule of Classes - a list of courses with sections, semester credit hours, room numbers, times, days, and instructors for the semester, published prior to registration for each semester.

Scholastic Aptitude Test (SAT) - one of several tests whose scores are used as part of a college's entrance requirements. Lee College does not require the SAT.

Section - a particular class. On the class schedule, the number that follows the decimal point is the section number. It separates that class from all others with the same course number.

Semester Credit Hour (SCH) - the customary unit of measure for counting college credit. Classes that meet three hours per week in long semesters usually have three credits. For courses offered by Lee College, the second digit of the course number is the number of credits associated with the course. Three-digit numbers do not award college credit, i.e., READ 300.

Semester (Term) - the period of time during which classes are offered is called a semester. For example, the semester system consists of a Fall (August - December) semester, a Spring (January - May) semester, and a Summer (June - August) semester. At Lee College and at some other colleges and universities, there are often intersession terms or semesters (during the Christmas holidays, for example). See the current class schedule for exact dates.

Senior College - a college or university that offers a bachelor's degree or above.

Short Term - semesters consisting of less than 16 weeks, i.e., summer semesters.

Sophomore - student who has earned at least 30 credit hours toward a degree or certificate.

Student Assistant - part-time (no more than 19.5 hours per week) work on campus. The pay rate is minimum wage.

Student Service Fee - the money that all students pay to support student publications, organizations, and activities.

Syllabus - a description of a college course including its title, course number, required text(s), stated objectives, and requirements.

Transfer Student - a student who applies credit earned from one college or university to a program at another. For example, many Lee College students transfer to a four-year college or university.

Transcript - record of courses attempted and grades earned. Individuals may obtain a copy of their transcript from the Admissions and Records Office.

Tuition - the basic charge per semester hour for college courses.

Withdrawal - see Drop.

Work Study - college work study is a program that allows students with documented financial need to apply for part-time (no more than 19.5 hours per week) employment on campus. The pay is minimum wage.

Campus Contacts

Counseling: 281.425.6384
Switchboard: 281.427.5611

SUBJECT	CONTACT	TELEPHONE
Adding or Dropping a Class	Admissions Office	281.425.6393
Academic Curricula	AVP, Academic Affairs	281.425.6821
Admissions Information	Admissions Office	281.425.6393
Advanced Placement	Advising & Transfer Programs	281.425.6381
Allied Health	Allied Health Office	281.425.6308
Athletics	Kinesiology, Athletics & Wellness	281.425.6487
Black Ed. Access & Completion Committee (BEACC)	Outreach Office (BEACC)	281.425.6245
Books and Supplies	Instructional Materials	281.425.6445
Business Matters	Business Office	281.425.6321
Career Counseling	Student Employment & Career Services	832-556-4009
Change of Major	Admissions Office	281-425-6393
Change of Name or Address	Admissions Office	281.425.6393
Child Care	Student Resource & Advocacy Center	832-556-5129
Class Schedules	Advising & Transfer Programs	281.425.6381
Cosmetology	Cosmetology Office	281.425.6286
Counseling/Advising Services	Advising & Transfer Programs	281.425.6384
Credit by Examination	Admissions Office	281.425.6393
Degree Requirements	Admissions Office	281.425.6393
Disability Services	Counselor-Students with Disabilities	832-556-4069
Drama/Music	Visual & Performing Arts Division	281.425.6307
Dual Credit	Dual Credit Office	281.425.6230
English	English & Humanities	281.425.6417
Evaluations of Transcript Credit	Admissions Office	281.425.6503
Financial Aid	Financial Aid Office	281.425.6362
Graduation Requirements	Admissions Office	281.425.6393
Honors Program	Honors Coordinator	281.425.6530
I.D. Cards	Advising & Transfer Programs	281.425.6381

SUBJECT	CONTACT	TELEPHONE
International Student Services	Admissions Office	281.425.6393
Job Placement	Student Employment & Career Services	832.556.4009
Library	Library	281.425.6588
Lost & Found	Security	281.425.6888
Instructional Media Assistance	myLC Help Desk	281.425.6952
Nursing	Nursing Office	281.425.6229
Parking	Security	281.425.6d888
Project Leeway	Student Resource & Advocacy Center	832.556.5129
Publicity & Publications	Marketing & Public Affairs	281.425.6336
Recruitment	Recruitment & Outreach	832.556.4014
Registration	Admissions Office	281.424.6393
Residency Issues	Admissions Office	281.425.6393
Scholarship & Loans	Financial Aid Office	281.425.6377
Small Business Development Center	Director of SBDC	281.425.6556
Student Activities/Organizations	Student Activities Director	281.425.6861
Student Congress	Student Activities Director	281.425.6861
Testing & Placement	Testing Center	281.425.6262
Technical Curricula	AVP, Academic Affairs	281.425.6821
Transcript Request	Admissions Office	281.425.6395
Tuition & Fees	Business Office	281.425.6321
Use of College Facilities	Facilities	832.556.4046
Veterans' Affairs	Veterans Center	832.556.4300
Waiver of Course	Admissions Office	281.425.6393
Wellness Center	Arena	281.425.6439
Withdrawal from College	Admissions & Records	281.425.6393
Workforce	Workforce/Industrial Training	832.556.4446