

1972

CATALOG
LAKE-SUMTER
COMMUNITY
COLLEGE

1973

LEESBURG,
FLORIDA

LAKE-SUMTER COMMUNITY COLLEGE

GENERAL CATALOG

1972-1973

Member:

Southern Association of Colleges and Schools
Southern Association of Junior Colleges
American Association of Junior Colleges
Florida Association of Community Colleges
Florida Association of Colleges and Universities

**A PUBLIC COMMUNITY COLLEGE
SUPPORTED BY THE STATE
OF FLORIDA**

LEESBURG, FLORIDA



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COLLEGE ADMINISTRATION

Paul P. Williams, Ed.D.	<i>President</i>
William C. Bungert, Ed.D.	<i>Dean of the College</i>
Dixie Jean Allen, Ed.D.	<i>Dean of Student Personnel</i>
H. W. Asbell, M.S.	<i>Dean of Admissions and Administrative Services</i>
John E. Graham, M.A.	<i>Director of Finance</i>

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LaVera M. Yarish, Ed.S.	<i>Humanities</i>
Joseph E. Rhile, M.S.	<i>Business</i>
Louis R. Wirak, M.S.	<i>Mathematics-Science</i>

SPECIAL STAFF

Walter E. Allan, B.S.	<i>Director of Continuing Education</i>
Delbert H. Copeland, M.A.	<i>Director, Library Services</i>
Charles R. Furnas, B.B.A.	<i>Accountant</i>
Horace Jones, M.A.	<i>Counselor</i>
Joseph E. Rhile, M.S.	<i>Director of Vocational Education</i>
Helen Sergeson, M.Ed.	<i>Librarian</i>
Jean Sneed, M.A.	<i>Director, Information Services</i>
Mary Ruth Taylor, M.A.	<i>Director, Student Activities</i>
Gilbert Watts	<i>Director of Athletics</i>
J. Garland Wynn, M.S.	<i>Counselor</i>
Louis Burg	<i>Security Officer</i>
Edward Moyer	<i>Director of Maintenance</i>



FACULTY

- ALFORD, HAROLD D.** *Sociology*
 A.B. Hendrix College
 M.A. University of Chicago
 Ph.D. Columbia University
- ALLAN, WALTER E.** *Director of Continuing Education*
 B.S.M.E. Tufts University
 P.E. Professional Engineer
- ALLEN, W. CAROLYN** *Business*
 B.S. Florida State University
 M.S. University of Tennessee
- ALLEN, DIXIE JEAN** *Dean of Student Personnel*
 B.S., M.A. Florida State University
 Ed. D. University of Florida
- ASBELL, H. W.** *Dean of Admissions and Administrative Services*
 A.B. Stetson University
 M.S. Florida State University
- BISHOP, CLAYTON KENT** *Psychology*
 A.B. Brown University
 M.A. Yale University
 Ph.D. Indiana University
- BONNER, ARDEN P., JR.** *Math and Physics*
 A.B. University of Louisville
 M.Ed. University of Florida
- BRYDE, WALTER J.** *Acting Division Chairman*
 B.S. U.S. Military Academy
 M.A.T. University of Florida
Social Science
- BUNGERT, WILLIAM C.** *Dean of the College*
 A.B. Kalamazoo College
 M.A., Ed.D. Western Reserve University
- CAMERON, EDMUND S.** *Chemistry*
 B.S. University of Notre Dame
 M.S. Purdue University
- COPELAND, DELBERT H.** *Director, Library Services*
 B.S., M.A. Mississippi Southern College
- DANDRIDGE, VERA W.** *Science*
 B.S. Mississippi State College for Women
 M.A. Peabody College
- GATLIN, G. ERVIN** *Music*
 B.M.E., M.M.E. Florida State University
- GOLEN, STEVEN P.** *Business*
 B.S., M.A. Western Kentucky University
- GRAHAM, JOHN E.** *Director of Finance*
 B.S., M.A. Ball State University

- HOLLINGSWORTH, DELBERT L.** *Chairman, Division of Health
and Physical Education*
B.A. Tennessee Polytechnic Institute
M.A. University of Tennessee
- HUBBARD, CHARLES W.** *English, Reading*
B.S. Delta State College
M.A. Memphis State College
- JACKSON, EDWARD D., JR.** *Social Science*
B.A.E., M.Ed. University of Florida
- JACKSON, RAYMOND ALLAN** *Business*
B.A. Ohio State University
M.Ed. University of Florida
M.B.A. Rollins College
- JAMES, EDWARD W.** *Social Science*
B. Journ. University of Missouri
M.A. Mississippi College
- JONES, HORACE** *Counselor*
A.B., M.A. Florida A & M University
- KELLY, EDMONDE B.** *Chairman, Division of
Technical Education*
B.S. New York University
M.S. University of Illinois
P.E. Professional Engineer
- KIERNAN, LOYD J.** *Technical Education*
B.S. U.S. Naval Academy
M.Eng., M.Ed. Pennsylvania State University
- KING, JANET V.** *Art*
B.A. Southern Methodist University
M.A. University of Mississippi
- NEAL, JOHN RAY** *Social Science*
B.S., M.S. Memphis State University
- RENNIE, JAMES M.** *English*
B.A., M.A. University of South Florida
- RHILE, JOSEPH E.** *Chairman, Division of Business
Director of Vocational Education*
B.S. Drexel Institute
M.S. University of Pennsylvania
- RUTH, LESTER R., JR.** *English, Research*
A.B., M.A. Emory University
- SEBREE, EVELYN ALLEN** *Physical Education, Guidance*
B.S. University of Florida
M.A.T. Rollins College
- SERGESON, HELEN** *Librarian*
A.B. Michigan State University
M.Ed. University of Florida
- SHARP, EVERETT L.** *Mathematics*
B.S., M.A.T. Indiana University

- SINGLETON, LAUREN W.** *Technical Education*
 B.S. The Citadel
 M.S. Vanderbilt University
 M.S. University of Illinois
 P.E. Professional Engineer
- SLOCUM, VIRGINIA R.** *English*
 B.A. State University of New York
 M.Ed. Rutgers University
- SNEED, JEAN J.** *Director, Information Services*
 B.A. Michigan State University
 M.A. University of Florida
- TAYLOR, MARY RUTH** *Director, Student Activities*
 A.B., M.A. Marshall University
- WALKER, URSULA G.** *Guided Studies, English*
 A.B. University of Missouri
 M.A. Northwestern State University
- WALL, ROBERT C.** *Science*
 B.S. Eastern Michigan University
 M.S., Ph.D., University of Michigan
- WALLACE, ARTHUR C.** *English, French*
 A.B. Harvard College
 M.A. Stetson University
- WATTS, GILBERT** *Director of Athletics*
 A. B. Elon College
- WILLIAMS, PAUL P.** *President*
 B.S. Taylor University
 M.A. Western Reserve University
 Ed.D. University of Florida
- WILSON, GORDON PETER** *Mathematics*
 B.S., M.S. Florida Atlantic University
- WIRAK, LOUIS R.** *Chairman, Division of
 Math and Science*
 B.S. U.S. Military Academy
 C.E. Princeton University
 M.S. Florida State University
- WYNN, J. GARLAND, JR.** *Counselor*
 A.B. University of Miami
 M.S. Florida State University
- YARISH, LAVERA M.** *Chairman, Division of Humanities*
 B.S. Wisconsin State College
 M.Ed. University of Florida
 Ed.S. University of Florida

COLLEGE CALENDAR

1972-1973

TERM I 1972

August 11 - Friday	Last day for receiving applications for fulltime matriculation for Term I.
August 14 - Monday	Last day for college placement test - 8:30 A.M.
August 14 - Monday	Registration for evening students - 7:30 P.M.
August 15 - Tuesday	Registration for evening students - 7:30 P.M.
August 21 - Monday	Faculty meeting - 9:00 A.M.
August 21 - Monday	Orientation of new day students - 1:00 P.M.
August 21 - Monday	Last day for removing grades of "I" received in Term III-B
August 22 - Tuesday	Registration for day students - by appointment
August 23 - Wednesday	Registration for day students - by appointment
August 24 - Thursday	Late registration begins. A \$5.00 late registration fee will be charged during this period.
August 28 - Monday	First day for changes in day and evening schedules.
August 28 - Monday	Day and evening classes begin
August 29 - Tuesday	Last day for late day and evening registration. Deadline is 4:00 P.M.
August 30 - Wednesday	Last day for changes in day and evening schedules.
September 1 - Friday	Last day to change from audit to credit. Deadline is 4:00 P.M.
September 4 - Monday	Labor Day. Holiday for day and evening students.
September 5 - Tuesday	Classes resume at 8:00 A.M.
September 25 - Monday	Last day to apply for December graduation
October 6 - Friday	Last day for all registrants to complete admission requirements. Registration for credit will be changed to audit if requirements are not completed by this date.
October 13 - Friday	Mid-term progress reports of "D" or "F" due in office of Dean of Admissions and Administrative Services. Deadline is 8:00 A.M.
November 23 - Thursday thru November 24 - Friday	Thanksgiving holidays begin at 8:00 A.M. No classes.
November 27 - Monday	Classes resume at 8:00 A.M.

December 11 - Monday	Last day to withdraw from or change to audit in any Term I day or evening class with automatic grade of "W". Deadline is 4:00 P.M.
December 11 - Monday	Final examinations begin at 7:00 P.M.
December 15 - Friday	Final examinations and Term I end at 5:30 P.M.
December 18 - Monday	Last day for receiving applications for fulltime matriculation for Term II
December 18 - Monday	All grades due in office of Dean of Admissions and Administrative Services by 8:00 A.M.
December 19 - Tuesday	Last day for college placement tests for Term II – 8:30 A.M.
December 22 - Friday thru January 1 - Monday	Christmas Holidays. Offices closed.

TERM II
1973

December 18 - Monday	Last day for receiving applications for fulltime matriculation for Term II.
December 18 - Monday	Registration for Evening Students – 7:30 P.M.
December 19 - Tuesday	Registration for Evening Students – 7:30 P.M.
December 19 - Tuesday	Last day for college placement tests for Term II 8:30 A.M.
December 22 - Friday thru January 1 - Monday	Christmas Holidays Offices closed.
January 2 - Tuesday	Registration for day students by appointment
January 3 - Wednesday	Registration for day students by appointment
January 3 - Wednesday	Faculty reports
January 4 - Thursday	Late registration begins. A \$5.00 late registration fee will be charged during this period.
January 4 - Thursday	Day and evening classes begin.
January 4 - Thursday	First day for changes in day and evening schedules.
January 5 - Friday	Last day for removing grades of "I" received in Term I.
January 8 - Monday	Last day for changes in day and evening schedules.
January 9 - Tuesday	Last day for late day and evening registration for Term II. Deadline is 4:00 P.M.
January 12 - Friday	Last day to change from audit to credit. Deadline is 4:00 P.M.
January 26 - Friday	Last day to apply for April graduation.
February 14 - Wednesday	Last day for all registrants to complete admission requirements. Registration for credit will be changed to audit if requirements are not completed by this date.

February 26 - Monday	Registration for Term III-A Evening (Tentative).
March 1 - Thursday	Classes begin for Term III-A Evening (Tentative)
March 2 - Friday	Last day for late registration for Term III-A Evening (Tentative).
March 5 - Monday	Mid-term progress reports of "D" or "F" due in office of Dean of Admissions and Administrative Services. Deadline is 8:00 A.M.
April 18 - Wednesday	Last day to withdraw from or change to audit in any Term II day or evening classes with automatic grade of "W". Deadline is 4:00 P.M.
April 19 - Thursday and April 20 - Friday	Easter Holidays for day and evening students. Offices closed.
April 23 - Monday	Classes resume and final examinations begin at 8:00 A.M. for day and evening students.
April 23 - Monday	Last day for receiving applications for Term III-A.
April 24 - Tuesday	Last day for college placement tests for Term III-A.
April 26 - Thursday	Final examinations and Term II end at 9:30 P.M.
April 27 - Friday	All grades due in office of Dean of Admissions and Administrative Services by 12:00 noon.

**TERM III-A
1973**

April 23 - Monday	Last day for receiving applications for Term III-A
April 24 - Tuesday	Last day for college placement tests for Term III-A
May 2 - Wednesday	Registration for day students - 8:00 A.M. thru 12:00 noon. Anyone registering after this date will be assessed a \$5.00 late registration fee .
May 3 - Thursday	Last day for changes in day and evening schedules. Deadline is 4:00 P.M.
May 3 - Thursday	Day classes begin.
May 3 - Thursday	Last day for removing grades of "I" received in Term II.
May 3 - Thursday	Last day for late registration for day classes. Deadline is 4:00 P.M.
May 4 - Friday	Last day to change from audit to credit. Deadline is 4:00 P.M.
May 11 - Friday	Last day for all registrants to complete admission requirements. Registration for credit will be changed to audit if requirements are not completed by this date.

June 13 - Wednesday	Last day to withdraw from or change to audit in any Term III-A day or evening class with automatic grade of "W". Deadline is 4:00 P.M.
June 13 - Wednesday	Last day for receiving applications for fulltime matriculation for Term III-B.
June 14 - Thursday	Last day for college placement tests for Term III-B.
June 14 - Thursday	Final examinations begin at 12:30 P.M. for day students.
June 15 - Friday	Final examinations and Term III-A end at 12:30 P.M.
June 18 - Monday	All grades due in office of Dean of Admissions and Administrative Services. Deadline is 8:00 A.M.

**TERM III-B
1973**

June 13 - Wednesday	Last day for receiving applications for fulltime matriculation for Term III-B
June 14 - Thursday	Last day for college placement test for Term III-B.
June 19 - Tuesday	Registration for day students at 8:00 A.M. Anyone registering after this date will be assessed a \$5.00 late registration fee.
June 20 - Wednesday	Last day for changes in day schedules. Deadline is 4:00 P.M.
June 20 - Wednesday	Day classes begin.
June 20 - Wednesday	Last day to remove grades of "I" received in Term III-A.
June 21 - Thursday	Last day to change from audit to credit. Deadline is 4:00 P.M.
June 21 - Thursday	Last day for late registration for day classes. Deadline is 4:00 P.M.
June 29 - Friday	Last day to apply for August graduation.
July 4 - Wednesday	Holiday. Offices closed. No classes.
July 5 - Thursday	Classes resume at 8:00 A.M.
July 13 - Friday	Last day for all registrants to complete admission requirements. Registration for credit will be changed to audit if requirements are not completed by this date.
August 2 - Thursday	Last day to withdraw from or change to audit in Term III-B class with automatic grade of "W".
August 3 - Friday	Final examinations. Term III-B ends at 5:00 P.M.
August 6 - Monday	All grades due in office of Dean of Admissions and Administrative Services. Deadline is 8:00 A.M.

THE COLLEGE

HISTORY AND LOCATION

Lake-Sumter Community College was authorized by the 1961 Florida Legislature as a result of the efforts of citizens in Lake and Sumter counties. With the appointment of Dr. Paul P. Williams as first president, this co-educational community college began operation on January 2, 1962, as part of the state community college system.

The college is located in the Leesburg area of Lake County, Florida, in the geographic heart of the state. This area is midway between the Atlantic Ocean and the Gulf of Mexico, 200 miles south of Tallahassee, 250 miles north of Miami, and 37 miles west of Orlando. It offers a panorama of rolling hills, covered with vast citrus groves, marsh lands abounding in wildlife, more than 1,400 named lakes teeming with gamefish, scientifically planted pasture lands stocked with improved beef cattle, and suburban type living.

The weather is conducive to year-round living with an annual average temperature of 71.8 degrees, varying from a January average of 59.7 degrees to an August average of 82.4 degrees.

One daily and five weekly newspapers are published within the county; five local radio stations and one cable television station serve the growing population.

FACILITIES

The College is located on a 110 acre site facing U.S. Route 441, near the Leesburg airport and bordering Silver Lake. It contains modern, well-equipped, air-conditioned classrooms and laboratories, a library, College Union, gymnasium, general classroom building, teaching auditorium, science building, administration building, technical building, fine arts complex, and maintenance building.

ACCREDITATION

Lake-Sumter Community College is fully accredited by the Southern Association of Colleges and Schools and the Florida State Department of Education.

THE CIVIL RIGHTS ACT OF 1964

The Lake-Sumter Community College is operating under the terms of the Civil Rights Act of 1964, and in accordance with the federal compliance agreement, Form 441.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants for employment will receive consideration without regard to race, creed, color, national origin, or sex.

ADMINISTRATION

The College is operated under the control of the Lake-Sumter Community College District Board of Trustees.

TRIMESTER CALENDAR

The college calendar is organized on a trimester basis which provides for year-round operation. The academic year consists of three terms. Terms I and II are of sixteen weeks' duration, and Term III is a twelve-week summer term. Term III is divided into two six-week periods which are designated as Term III-A and Term III-B.

PHILOSOPHY

Dedicated to the proposition that the American way of life should fulfill the hope and privilege of every member of society to develop to the fullest measure his moral, intellectual, spiritual and physical potentialities, Lake-Sumter Community College recognizes its obligation to contribute to the cultural and educational enrichment of the community.

The college seeks to develop and carry out a program of general studies which will enhance the continuing growth and appreciation of the values of our cultural heritage in a democratic society, and which will foster enduring intellectual attitudes and habits. The college also seeks to develop special programs of study which will assist the student to increase occupational skills thus enabling him to find useful and satisfying employment.

Since Lake-Sumter Community College believes that education continues beyond college years, it is essential that students develop enduring intellectual attitudes and habits.

AIMS AND OBJECTIVES

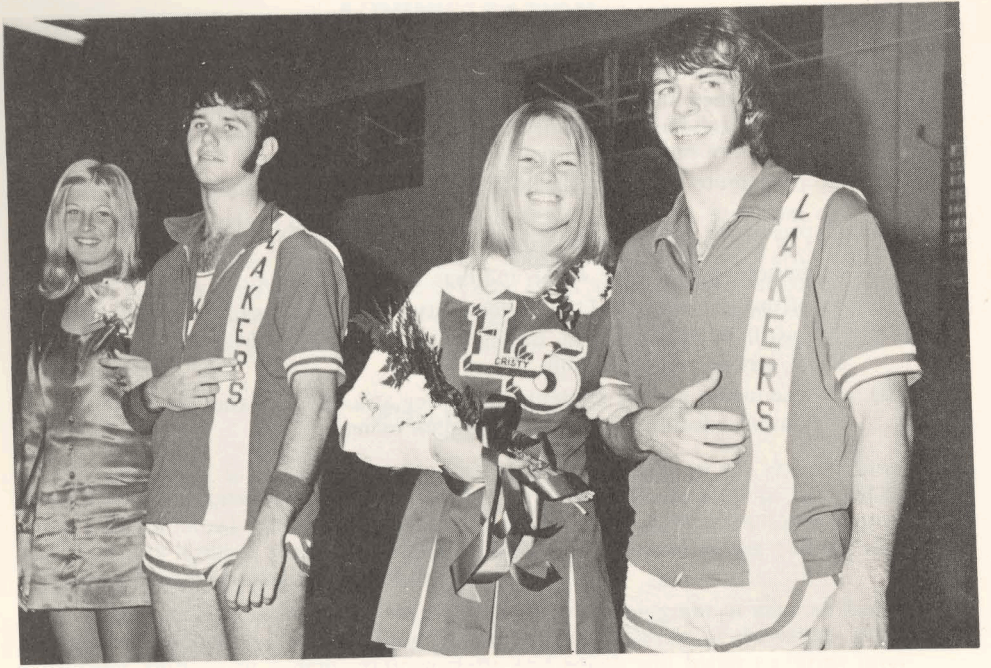
Lake-Sumter Community College is a two-year community college serving primarily Lake and Sumter counties. The college affords the youth and adults of this area an opportunity to prepare for vocational, technical, and professional careers. As an essential part of this preparation, students are given an opportunity to gain experience in responsible citizenship through a planned program of student activities. In addition the college offers specialized courses designed to serve various segments of the community.

The basic objectives followed at Lake-Sumter Community College as guidelines for developing and maintaining its educational practices include the following.

- (1) To provide opportunities for quality education consistent with the student's ability and preparation.
- (2) To prepare students for successful entry into the upper division of a senior college or university.

- (3) To develop technological and vocational skills and knowledge in adults, as well as young people, thereby enhancing their personal satisfactions and success in useful endeavor.
- (4) To encourage the personal development of the individual toward self-understanding, the ability to make intelligent decisions, and the utilization of his potentialities.
- (5) To contribute to the intellectual and cultural life of the community.
- (6) To inculcate democratic procedures and dedication to the American way of life in the minds of students.
- (7) To uphold belief in the worth and dignity of the individual.
- (8) To afford the individual the opportunity to exercise his initiative.
- (9) To instill in the minds of students the ideals of integrity, competence, service, and leadership.
- (10) To encourage among students a growing awareness of the need for continuing education in today's complex society.





GENERAL INFORMATION

PREPARATION FOR TRANSFER

As an integral part of the system of higher education in Florida, Lake-Sumter Community College offers lower division programs meeting the transfer standards of the state universities of Florida and most independent four-year colleges and universities in Florida and elsewhere.

GENERAL EDUCATION

Lake-Sumter Community College attempts to provide for each of its students an awareness and appreciation of those emotional, social, and intellectual aspects of living in a contemporary society which should be a part of the heritage of all educated men and women. Such general education complements special education for occupational competency or it may be an end sought for its own value.

TECHNICAL – VOCATIONAL EDUCATION

Lake-Sumter Community College offers training in technical and specialized vocational education for those students who wish to prepare for immediate employment upon completion of the appropriate program. Technical graduates may continue at some senior institutions to obtain baccalaureate degrees in engineering technologies.

CONTINUING EDUCATION

Continuing Education is concerned with all educational activities of the college other than the full-time day program. The program aims to seek out and meet specific educational needs of individuals, businesses, industries and institutions.

Activities in continuing education are divided into two general areas: (1) the Evening Division program which includes credit and non-credit courses for part-time students and (2) special credit and non-credit programs leading to degrees or certificates.

DEGREES OFFERED

Lake-Sumter Community College awards the Associate in Arts degree to students completing university transfer programs. Students completing specialized vocational or technical programs are awarded the degree of Associate in Science.

LIBRARY

The Lake-Sumter Community College Library is centrally located and functions with the philosophy that it serves the students, faculty, and community in academic and cultural developments. The resources (printed and non-printed) consist of approximately 35,000 volumes of books, over 300 current periodicals, recordings, slides, microforms of periodicals and newspapers, tapes, films, filmstrips, and Programmed Instruction Kits (multi-media materials). The library is a depository for Federal Government Publications.

The professional and non-professional library staff is ready to assist in the use of the materials and services. Students are urged to use the facilities for study and the materials for research as well as pleasure.

FOREIGN STUDENTS

Nationals of other countries who do not meet the residency requirements but who meet other admission requirements and are able to demonstrate competency in the English language may be admitted to the college upon individual approval by the Dean of Admissions.

INSURANCE

Low-cost accident insurance is available and all students are strongly encouraged to avail themselves of this service. Further information may be obtained at the college business office. Students participating in intercollegiate athletics must carry accident insurance.

BOOKSTORE

School supplies and textbooks may be purchased at the college book store located in the College Union.

FOOD SERVICE

Food service is available on campus in the cafeteria for day students. Vending machines are available for evening students.

CATALOG MODIFICATIONS

Any course, program, or policy stated in this publication may be modified by the administration.

STUDENT PERSONNEL SERVICES

COUNSELING

The Student Personnel Services of the college are designed to help each student develop habits, attitudes, and skills necessary for successful learning and to make progress toward his own personal maturity. Guidance and counseling services are provided to assist the student in:

- Getting acquainted with the college
- Selecting a college program
- Improving study techniques
- Choosing a career
- Selecting a senior institution
- Applying for a scholarship
- Finding a job
- Discovering interests and aptitudes
- Understanding one's self and others
- Working out a personal problem

In order to take advantage of the personnel services, a student may wish to set up regular appointments with one of the college counselors. Aids used in counseling include a wide assortment of standardized tests, college catalogs, career materials, military information, employment statistics, and other materials of an educational or vocational nature available in the Counseling Center.

Faculty members are available for academic counseling, and students are encouraged to seek assistance from their instructors.

COLLEGE UNION

A major center of student life on the campus is the College Union. It houses the office of the Director of Student Activities, student government office, publications room, college clinic, student lounge, conference room, bookstore, and cafeteria.

HEALTH SERVICES

The College Clinic is located in the College Union. In case of accident or illness students should report to the Clinic, which is under the supervision of the Director of Student Activities.

CONDUCT

Students enrolled at Lake-Sumter Community College are expected to act in a manner which will reflect credit to the college, the community, and themselves. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct adopted for students. Violation of any of these rules may lead to disciplinary action if the student is found guilty in accordance with prescribed procedures for the handling of disciplinary cases. Specific regulations relating to conduct may be found in the Student Handbook.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Lake-Sumter Community College, a member of the Florida State Junior College Student Government Association, is composed of all full-time Lake-Sumter Community College students who contribute financially to the association through the student activity fee.

The purpose of the association is to promote active, responsible and cooperative citizenship through participation and self government and to establish rules for effective procedure and conduct for extra-curricular activities in harmony with student interests.

The Student Government Association sponsors two elections each year. The fall election is for the purpose of electing class representatives, and the spring election is for electing the executive officers. The executive officers, under the auspices of the Dean of Student Personnel, select a faculty sponsor to serve in an advisory capacity for a period of one year. The Director of Student Activities also serves as an advisor.

Students must maintain a 2.0 average to be eligible to hold office in the Lake-Sumter Student Government Association.

CLUBS AND ORGANIZATIONS

Lake-Sumter Community College has developed numerous clubs and organizations, operated under the jurisdiction of the Student Government Association, to provide an opportunity for student participation in areas of special interest and service. New clubs may be organized to provide educational and recreational opportunities for students as interest demands.

Each club has an active faculty sponsor. First term freshmen are eligible to participate but must maintain minimum scholastic standards.

The following clubs are available at the Lake-Sumter Community College:

- Black Student Union
- Circle K
- Delta Phi Delta
- Ecolocrisis
- Gamma Theta Beta
- Ichthus
- International Students
- Kappa Iota Sigma
- L-SCC Alumni Association
- Lambda Sigma Lambda
- Phi Beta Lambda
- Phi Delta Alpha
- Phi Theta Kappa
- Sigma Society
- Student National Education Association
- Theatre Arts Society
- Veterans Club
- Wesley Fellowship
- Young Democrats
- Young Republicans

MUSICAL ORGANIZATIONS

Musical performing organizations that are available on L-SCC campus are College Chorus, College Band and Community Stage Band. Membership in any, or all, of these groups is open to anyone, not just the "experienced" performer.

These organizations are finding ever increasing opportunities to perform in the community schools, clubs, and festivals, and on campus at basketball games, student functions, and assemblies and the annual Spring Fine Arts Festival.

PUBLICATIONS

The college publishes a student newspaper staffed by students under the leadership of a faculty advisor.

The college yearbook magazine is published in the spring of the year. The staff consists of students under the direction of a faculty advisor.

EMPLOYMENT

An effort is made to aid deserving students to secure part-time employment in and about Lake and Sumter counties. Pay for these part-time jobs is determined by the individual employer. The office of the Dean of Student Personnel maintains an active file of part-time student employment opportunities. This office also assists graduates and others who must interrupt their schooling to secure full-time-employment.

HOUSING

Lake-Sumter Community College has no dormitory facilities and assumes no responsibility for boarding students. However, a new 200 unit apartment complex which is privately owned is under construction adjacent to the campus.

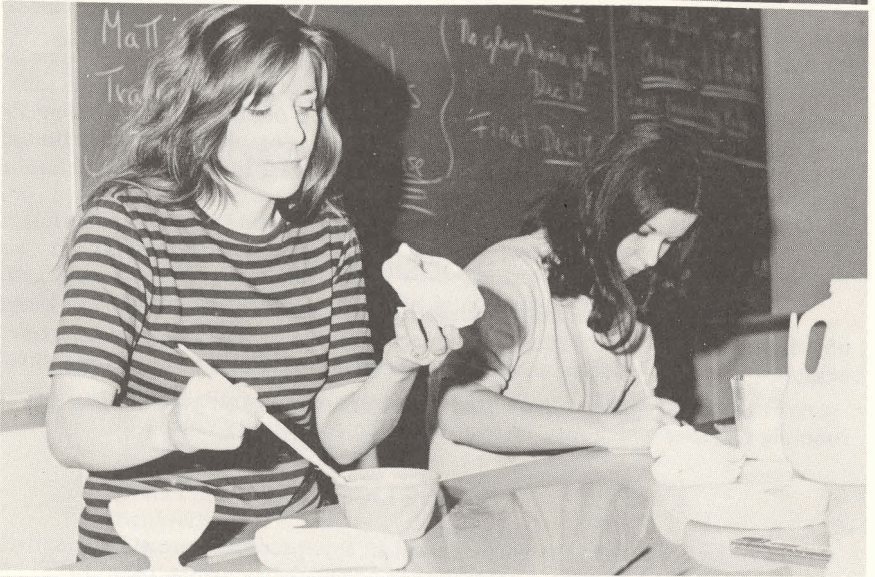
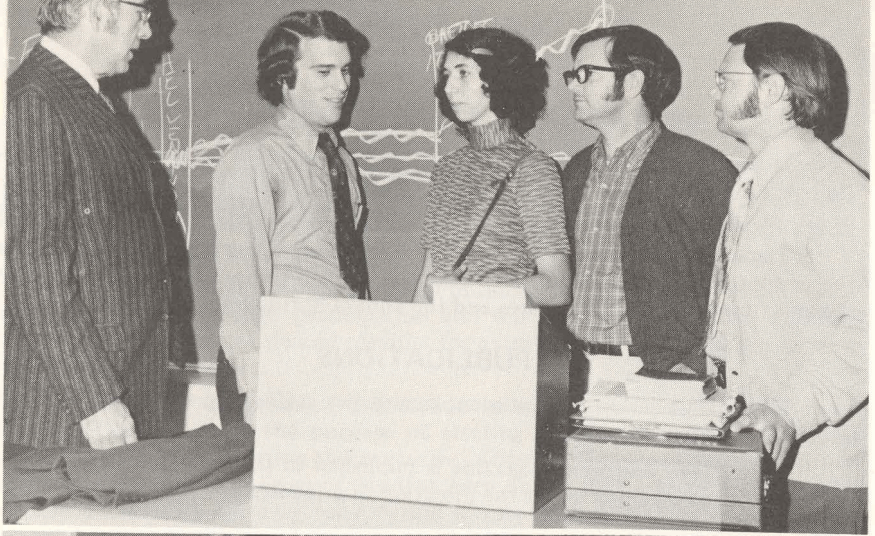
The office of Director of Student Activities has available a list of private rooming facilities which may be secured in the community college district.

ATHLETICS

In order to qualify for participation in any intercollegiate athletic activity sponsored by Lake-Sumter Community College, participants must fulfill the requirements as set forth by the Florida Junior College Conference, must be enrolled as a full-time student and must maintain a 1.6 average.

In addition to said requirements, a student shall not be eligible to participate in a particular sport if he has previously competed for two full seasons in that sport on this or any other collegiate level.

It shall be the duty of the athletic director to determine and declare the eligibility status of all students participating in the intercollegiate athletic activities of the college. Said determinations and declarations shall be based on the official records of the Dean of Admissions and Administrative Services.



FINANCIAL AID

SCHOLARSHIPS

A number of scholarships for the 1972-73 year have been made available through the generosity of certain individuals and organizations. Unless otherwise noted, applications for scholarships should be filed in the Counseling Center by May 1 to be considered for the following academic year. Scholarships are granted based on academic ability, special talent, and financial need.

SPECIAL SCHOLARSHIPS

Asbell Scholarship
Anchor Club – Mt. Dora High School
Beta Club – Groveland High School
Bushnell Woman's Club
Central Packing Company
Clermont – Groveland Elks Lodge #1848
Clermont Woman's Club
Harry Lee Collins Trust Fund
Criterion Club, Inc.
Eustis High School Anchor Club
Eustis Rotary Club
Eustis Service League
First Federal Savings & Loan of Eustis
Florida Power Corporation
Groveland Junior Woman's Club
Hemispheric Friendship Fund
Lakes BPW Club
Lake County Education Association
L. Joe Jenkins Memorial Fund
Leesburg Art Association
Kiwans Club of Groveland
Kurfiss Memorial Scholarship
Leesburg BPW Club
Leesburg Junior Woman's Club
Leesburg Rotary Club
L-SCC Alumni Association – Mr. & Mrs. Bill Schrader
L-SCC Alumni Association
L-SCC Secretaries, Book Scholarship
Leesburg Soroptimist Club
Lions Club of Fruitland Park
Leesburg High School National Honor Society
Marathon BPW
National Honor Society – Mt. Dora High School
P.E.O. Educational Loan Fund
Phi Theta Kappa, L-SCC
Regents Scholarships
Research Associates
H. W. Sheppard
Sloan – Sennett Optometric Scholarship
South Lake County Rotary Club

Sumter County Teachers Association
Sumter Electric Cooperative, Inc.
Tech Engineering Scholarship
THAB
U.D.C., Florida Division
Umatilla High School Key Club & Student Council
Wildwood High School PTA
Wildwood Lions Club
Zeta Phi Beta Sorority

GENERAL SCHOLARSHIPS

Dr. Dixie Jean Allen
Bertha Hereford Hall Chapter – DAR
Mr. Walter Bryde
Dr. and Mrs. William C. Bungert
Leesburg Woman's Study Group
Mr. Loyd Kiernan
Mr. Joseph Rhile
Mrs. Ernest Robuck
Mrs. A. N. Stivender
Triangle Club Charities
Mrs. Ursula Walker
Dr. and Mrs. Paul Williams

WAIVER – OF – FEE SCHOLARSHIPS

Forty-four waiver-of-fee scholarships may be granted for the 1972-73 academic year. In addition to academic ability and financial need, factors such as athletic ability, musical talent and other special talents may be considered in making these scholarship awards.

For Latin American students, five waiver-of-fee scholarships may be granted for the 1972-73 academic year.

FLORIDA STUDENT LOAN PROGRAM

Lake-Sumter Community College participates in the Florida Student Scholarship and Loan Program which was authorized by the Florida Legislature and is administered by the Department of Education. Loans are made to full-time students who have been legal residents of Florida for the past two years. Information concerning this program may be obtained in the Counseling Center.

FEDERALLY INSURED STUDENT LOAN PROGRAM

Financial institutions of Florida are now lending money as a public service to students who need help with their educational expenses. Application forms may be secured in the Counseling Center.

STUDENT LOAN FUNDS

Lake-Sumter Community College maintains several small loan funds which are available to full-time students for emergency short-term use.

College Loan Fund
Brad McClain Loan Fund
South Lake County Rotary Loan Fund

EDUCATIONAL OPPORTUNITY GRANT PROGRAM

The college has a small number of awards made possible through the Educational Opportunity Grant Program. Awards are given to qualified students of exceptional financial need.

WORK-STUDY PROGRAM

A limited number of work assistantships through the College Work-Study Program are available at Lake-Sumter Community College. In order to be considered for one of these assistantships, one must meet the requirements established by the federal government and the college. Applicants should contact the Dean of Student Personnel for details.





ENTERING THE COLLEGE

ADMISSION REQUIREMENTS

Requirements for admission to Lake-Sumter Community College

Applicants must have graduated from a high school. Applicants from non-accredited high schools will be admitted on probation.

Transfer students in good standing will be accepted from another college or university.

A transfer student with a previous cumulative grade average below 1.6 will be admitted to Lake-Sumter Community College on probation. All transfer grades of "D" or above will be accepted at face value.

Students who have earned a high school equivalency diploma from the Florida State Department of Education or from a corresponding agency in another state whose standards meet the Florida requirements will be accepted in good standing.

ADMISSION PROCEDURE

Submit the following to the Office of Admissions:

1. Application for admission with photograph.
2. High school transcript showing final grades and date of graduation; or high school equivalency diploma; or an official college transcript from each institution attended.
3. Health certificate.
4. Affidavit of residence.
5. Take the placement examinations on the prescribed dates.

The student will be sent a tentative acceptance when his application is received by the Office of Admissions. Upon receipt of all items mentioned above, the student will be sent a final acceptance by the Office of Admissions.

Tuition and fees are due the day of registration.

The College Admissions Committee may review applications and has the authority to grant or refuse admission to the college.

AUDITING

Anyone may audit a course at Lake-Sumter Community College. This means that such a person will not be required to take examinations but may participate in discussions and other classroom course activities. An audit student will not receive a grade nor will college credit be granted. Eligible students who have registered as audit students may change to credit during the first week of classes. Students who desire to change from credit to audit must do so before the end of the "W" period.

Students who change to audit must secure the approval of the instructor before filing the change with the Dean of Admissions and Administrative Services. Although encouraged, classroom attendance is not required of the audit student.

REGISTRATION

Students are required to register for courses by appointment at the beginning of each term. Admissions procedures must be completed before registering for courses.

A student whose attendance at the college is interrupted by one or more regular terms must apply for readmission. If the student is readmitted, he will be subject to the rules and regulations that are in effect at the time he applies for readmission. See college calendar for registration dates.



FINANCIAL INFORMATION

STUDENT FEES

1. Full-Time Students

All fees are payable at the time of registration for each term, and students are automatically withdrawn within the first five days of classes if payment is not valid.

(PER TERM)

	<i>Florida Students</i>	<i>Out-of-State Students</i>
Matriculation	\$110.00	\$110.00
Tuition		100.00
Activity	15.00	15.00
Scholarship, State	4.50	4.50
Total	\$129.50	\$229.50

TERM III-A and TERM III-B

Students who enroll in III-A or III-B will be charged fees on a semester hour basis. (See scale under part-time students). Students who enroll in III-A and III-B will not be charged fees in excess of those paid by full-time students in Terms I or II. No student activity fee will be charged in Term III-A or III-B. For example: if a student enrolls for 6 credits hours in Term III-A, he would pay \$10.00 per semester hour or \$60.00. Should he enroll again in Term III-B for 6 hours, he would pay the difference between \$110.00 and \$60.00, or a total of \$50.00 for Term III-B.

2. Part-Time Students

	<i>Florida Students</i>	<i>Out-of-State Students</i>
Per Semester Hour	\$10.00	\$20.00

Part-time students are not charged activity fees but those desiring to engage in student activities may do so by paying the fee.

3. Audit

A fee of \$10.00 per semester hour is charged for auditing college courses.

4. Evening Students

Fees for credit courses are the same as those for day students.

5. Non-Credit Courses

Special courses, seminars, institutes or workshops. Fee is assessed to cover expenses incurred.

SPECIAL FEES

1. Laboratory fee (credit courses) \$5.00 per lab course
2. HPE fee (except bowling) \$1.00 per term
3. Bowling Fee \$8.00 per term
4. Late registration \$5.00
5. Transcript Fees:
 - First transcript Free
 - Additional transcript \$1.00
 - No transcript will be issued for any student who has not met his financial obligations to the institution.
6. Graduation fee \$5.00
7. Applied music: To be arranged between students and approved instructors.
8. Art (with exception of 201) \$5.00 per term
9. Real Estate (except when auditing) \$5.00 for test

REFUND OF FEES Credit Courses

Should the student complete all the steps for official withdrawal from classes, refund of registration fees will be made as indicated. A student who is suspended and/or expelled is not entitled to a refund.

By providing documented evidence of having been drafted by a Selective Service Board prior to the completion date of a term, a student may withdraw from all classes and will receive a full refund of the matriculation fee.

The student activity fee and special fees are not refundable.

TERMS I and II

1. Withdrawal within the first five days of classes 100%
2. Withdrawal after the fifth day and through tenth day of classes . . . 50%
3. The above days refer to calendar days for students enrolled in evening classes
4. If college cancels a class 100%
5. A student whose registration is cancelled by official college action at the beginning of a term 100%

TERMS III-A and III-B

1. Withdrawal within first three days of classes 100%
2. Withdrawal after the third day and through the fifth day of classes . . 50%

NON-CREDIT COURSES

1. Complete all steps for official withdrawal from the class prior to the second class meeting. Special fees not refundable 100%

RESIDENCE CLASSIFICATION

Students under 21 years of age whose parents have been residents of this state for at least twelve (12) months immediately prior to the initial registration are classified as Florida residents. Adult students must also meet this residence requirement.

Out-of-State students are those who do not qualify as Florida residents.

VETERANS PROGRAM

Lake-Sumter Community College is approved by the State Department of Education and the Veterans Administration for training. Veterans and dependents of deceased veterans who plan to attend college should consult the local Veterans Administration office early. They should then follow the regular college admission procedure.

Training time is computed by the Veterans Administration as follows:

12 or more semester hours	Full-time
9-11 semester hours	$\frac{3}{4}$ time
6-8 semester hours	$\frac{1}{2}$ time
Less than 6 hours - Tuition only	

NOTE: Not less than half-time training for war orphans.

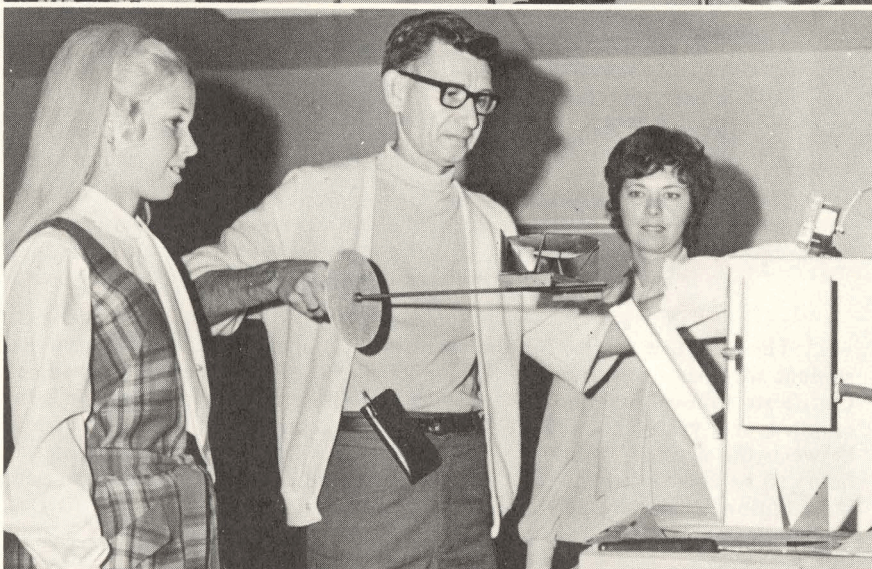
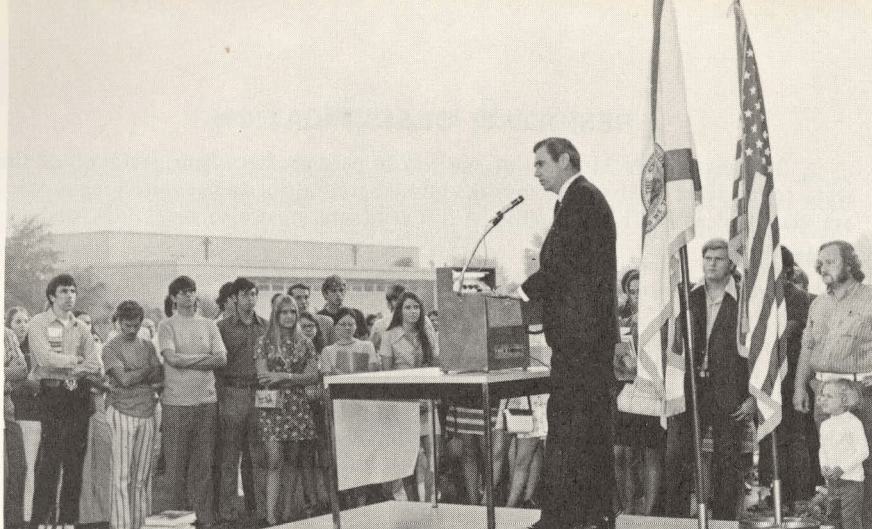
SELECTIVE SERVICE

The Selective Service System requires the College to submit for each male student who has a selective service number on file at the college, an Enrollment Certificate to local draft boards for every full-time student at the time he is first enrolled and yearly thereafter. This report is required on all male students between the ages of 18 and 25. Students must enroll for at least 12 semester hours to be considered full-time. Students desiring further information or needing additional Selective Service certification should request this from the Dean of Admissions.

SOCIAL SECURITY

The Social Security Administration requires the College to submit an enrollment certificate for students between the ages of 18 and 22 receiving educational benefits under the Social Security Act. Students receiving these benefits must be and remain full-time students. Students must enroll for 12 semester hours to receive full-time benefits.

Inquiries relating to Social Security benefits should be addressed to the students's Social Security Office.



ACADEMIC INFORMATION

PROGRESS AND FINAL GRADES

Progress grades of students doing unsatisfactory work in Terms I and II are distributed after the mid-term (eighth week of the term). Final grades are distributed following the close of the term. The following grading system is used.

A	Superior	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passing	1 quality point per credit hour
F	Failure	0 quality points per credit hour
W	Withdrawn	(Refer to college calendar for W period explanation)
Y	Exempt	
I	Incomplete	
S	Satisfactory (for courses numbered 100 or below)	
N	Continued in course (for courses numbered 100 or below)	
X	Audit	
R	Repeat course	

ACADEMIC AVERAGE AND REPEATED COURSES

A student's quality points must be at least double the number of semester hours of credit pursued for an associate degree. A student must maintain a scholastic average of "C" or better in order to graduate.

Courses from which a student withdraws with a "W" are not considered in any way in determining point averages. If a student receives a grade of "F", the hours of that course are not calculated in the grade point average, provided the student repeats the course and earns a higher grade.

A student's average will include grades on all work attempted at all institutions. Upon application for a degree, institutional credit will be deleted from the final grade point average. When a course is repeated, only the most recent grade earned shall be used in determining the student's average. When a course is repeated, credit cannot be received in both.

No student may repeat a course in which he has previously earned a grade of "C" or better except on an audit basis.

A student who is passing a course but has not completed the required work in the course at the end of the term may be assigned a grade of "I" provided the student was absent due to illness or some other good reason. An "I" must be removed by the dates indicated on the calendar. If the instructor has not changed the grade by the date specified on the college calendar, the Dean of Admissions and Administrative Services is automatically required to record an "F" for the course.

An incomplete may be removed even though the student is not enrolled in the college. "I" grades are not computed in the students grade point average until final grade has been determined.

ADVANCED PLACEMENT

Lake-Sumter Community College provides an Advanced Placement Program in order to allow gifted high school students to enrich their academic backgrounds. Other persons may also apply; Inquiries concerning the Advanced Placement Program should be addressed to the Dean of Admissions.

1. On-Campus program—Qualified high school students may enroll during the summer following their junior year for one or two courses. Students may then enroll for one college course during the first and second semesters of their senior year in high school. College credit will be given after students have earned a high school diploma. Plans to seek admission to the Advanced Placement Program must be initiated with the high school officials.

2. College Entrance Examination Board program—It is the policy of Lake-Sumter Community College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrolling in college. Credit thus granted by Lake-Sumter Community College is transferable to Florida institutions of higher education participating in a statewide advanced placement program. The student must apply to the college before credit will be awarded in this program.

COLLEGE LEVEL EXAMINATION PROGRAM

L-SCC participates in the College Level Examination (CLEP) conducted by the College Entrance Examination Board. This program is primarily designed to enable those who have reached the college level of education through such non-traditional ways as correspondence study, independent study, and on-the-job experience to earn college credit by examination.

Students currently enrolled at L-SCC and applicants for admission are eligible to apply for participation in the CLEP program.

Credit up to a maximum of 24 semester hours may be granted for one or more of the following examinations. A minimum scaled score of 50 (50th percentile), sophomore norms, is required for successful completion of any of the tests.

<i>Examinations</i>	<i>Course Equivalent</i>	<i>Credit Hours Awarded</i>
American Government	PL 225	3
American Literature	EN 212-213	6
Biology	BY 105	3
College Algebra	MS 101	3
English Composition	EN 101-102	6
English Literature	EN 203-204	6
Introductory Accounting	BA 201	3
Western Civilization	HY 101-102	6

No student will be permitted to take an examination for credit in a course in which he has already received credit.

Following the validation of the CLEP examination scores by the Admissions Office the appropriate amount of credit for the designated course will be

affixed to the students permanent record card, and such credit will count toward graduation requirements. Since no letter grades are given, the credit awarded is not calculated in the student's grade point average.

CLEP examinations are available at several testing centers in the state.

DIRECTED STUDIES

Under unusual circumstances a student may be permitted to enroll in a course in directed studies. Contact the Dean of Student Personnel for additional information.

INSTITUTIONAL CREDIT

Institutional credit refers to credit that is not transferable to other institutions and does not apply toward graduation.

CORRESPONDENCE COURSES

A maximum of 6 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade earned is at least the equivalent of a "C" at Lake-Sumter Community College.
- (3) The credit is acceptable by the institution conducting the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence unless the student is unable to obtain the course or courses at Lake-Sumter Community College.

Lake-Sumter Community College does not offer correspondence courses.

EXAMINATIONS AND TESTS

An instructor may give tests and quizzes, oral or written, at his discretion. Regularly scheduled examinations will be given at the end of each term. Special examinations or re-examinations will be given only with the approval of the instructor and the Dean of the College.

CLASSIFICATION OF STUDENTS

Freshman – 0-27 semester hours

Sophomore – 28 semester hours or more

WITHDRAWAL

A student who wishes to withdraw from the college for any reason must secure withdrawal forms from the Dean of Student Personnel and execute these forms as directed in order that his records may be cleared.

Students who officially withdraw from the college through the last day of regular classes of each term will have a grade of "W" entered upon their records.

A student has not withdrawn from the college until his withdrawal form has been filed with the Dean of Admissions.

CLASS ATTENDANCE

Punctual and regular attendance is encouraged in all courses and course activities. Any class session missed reduces the opportunity for learning and may have an adverse effect on the grade earned in the course. Instructors will establish and announce their class attendance policies at the beginning of each term.

After a student has accumulated unexcused absences equivalent to one week's attendance, the instructor may send a warning letter to the student. Additional absence(s) may result in the student being dropped from the class with or without penalty (e.g. with a grade of "W" or "F").

COURSE LOAD

The Lake-Sumter Community College operates on a year-round plan and courses are designated in terms of semester hours of credit. Normally, a three-semester hour course meets for three hours a week. However, certain courses which require laboratory work or skill practice may meet for more hours per week than the number of semester hours credit they carry.

Average and maximum course loads are as follows:

	<i>Average</i>	<i>Maximum</i>
Term I	16 sem. hrs.	19 sem. hrs.
Term II	16 sem. hrs.	19 sem. hrs.
Term III-A	7 sem. hrs.	9 sem. hrs.
Term III-B	7 sem. hrs.	9 sem. hrs.

A semester hour load of 12 credit hours is the minimum required for full-time status for Term I, Term II and Term III. Students enrolling for more than 17 semester hours in Terms I and II, and for more than 7 semester hours in Term III-A or Term III-B, must have a "B" average, the recommendation of their counselor, and the approval of the Dean of Student Personnel.

HONORS COURSES

Students with high academic averages and test scores are encouraged to enroll in honors courses. The purpose of such courses is to assure maximum development of exceptional academic ability and talent. In addition to covering course materials in greater depth, honors courses often provide the opportunity for research and independent study. All honors courses are designated by the symbol (H) following the course number.

SCHEDULE CHANGES

Schedule changes are permitted prior to the beginning day of each term by contacting the Dean of Student Personnel.

Schedule changes are not official until recorded with the Dean of Admissions and Administrative Services.

DEAN'S LIST

For the purpose of recognizing scholastic achievement, full-time students making a grade point average of 3.2 or more will be placed on the Dean's List at the end of each term.

GRADUATION WITH HONORS

Students who have attended Lake-Sumter Community College for at least one year are eligible for graduation honors.

The appropriate honors are recorded on the student's diploma. The honors based on scholastic achievement are as follows:

<i>Grade Point Average</i>	<i>Honor</i>
3.4	Cum Laude (with honor)
3.6	Magna cum laude (with higher honor)
3.8	Summa cum laude (with highest honor)

ACADEMIC PROBATION

Students are subject to academic probation under the following conditions:

1. Any full-time student who fails to maintain a 1.6 grade point average for all work attempted during the term. A student may be on probation for only one term. The course load during the probationary term is to be a maximum of thirteen semester hours, except with the consent of the Dean of Student Personnel.
2. Any student who is readmitted after having served a period of suspension at Lake-Sumter Community College.
3. Any transfer student who at the time of admission has less than a 1.6 cumulative average.

ACADEMIC SUSPENSION

Any student on probation who fails to achieve a 1.6 quality point average during the probationary term will be subject to academic suspension. Suspensions are enforced for one term, during which time the student may register for no college courses for credit. The suspended student may apply for readmission after one term, and if admitted, will be placed on probation for one term. He must then maintain a 1.6 average for all course work attempted or be suspended permanently.

The purpose of suspension from the college for academic reasons is to remove from credit registration at the college those students who would not ultimately meet requirements for graduation if they continue their current level of progress. A second suspension for academic reasons shall be final and the student will not be eligible for further credit registration at the college.

SPECIAL HEALTH and PHYSICAL EDUCATION REQUIREMENTS

Basic Requirements: All full-time day students in degree programs are required to: (1) successfully complete PE 101, (2) successfully complete one additional PE course and (3) meet the swimming requirement. Preferably, these requirements should be met during the freshman year.

Swimming Requirements: All full-time day students, including transfer students, in degree programs must demonstrate competency in swimming by

either passing a basic swimming test or by producing an American Red Cross card. Swimming tests will be given periodically. Non-swimmers must enroll in PE 110 (Beginning Swimming) prior to graduation. Successful completion of PE 110 will fulfill the basic requirements number 2 and 3 above.

Exceptions to PE Requirements:

1. Over one year active military service – 2 credit hours exemption. Evidence of such service must be on file with the Dean of Admissions and Administrative Services.
2. Twenty-eight years of age before the first day of the term.
3. Physical ability requiring a physician's excuse – 1 credit hour exemption per excused term. Excuse must be on file with the Dean of Admissions and Administrative Services.

A student may register for only one course per term, and no duplication of an activity is permitted unless approved. No more than four hours of cumulative credit in Health and Physical Education may be applied toward the 64 hours required for graduation. Varsity athletes must meet the regular health and physical education requirements.

Physical education activity courses (PE 110 to 153) are designed to develop basic performance skills, techniques, knowledge and appreciation of the values of the activities listed as course offerings.

Where there are beginning and intermediate courses offered in the same activity, the student must satisfactorily complete the beginning course before enrolling in the intermediate course, or must receive consent of the instructor.

REQUIREMENTS FOR GRADUATION

1. Complete the requirements in general education as outlined in the catalog (*with the exception in certain terminal and pre-professional curricular.*).
2. Complete at least 64 semester hours of credit in a prescribed program.
3. It is required that the student have a 2.0 overall average as well as a 2.0 average at Lake-Sumter Community College. Only the last grade earned in a repeated course is used in grade point average computation. Upon application for a degree, institutional credit will be deleted from the final grade point average.
4. File an application for graduation with the Dean of Admissions and Administrative Services prior to the deadline published in the college catalog. The applicant must meet the program requirements as outlined in the catalog under which he enrolls. A student whose attendance at the college is interrupted by one or more regular terms must meet the requirements of the catalog under which he re-enters.
5. Take care of all financial obligations to the college.
6. A student may not change his program after the beginning of the term in which he expects to be graduated.

ASSOCIATE IN ARTS DEGREE PROGRAMS

UNIVERSITY TRANSFER PROGRAMS

By selecting one of the four University Transfer Programs of Lake-Sumter Community College, students may complete two years of course work in a wide variety of academic areas leading to degrees from universities. Some of these programs are listed below. Others may also be available.

Pre-Accounting	Pre-Home Economics
Pre-Agriculture	Pre-Journalism
Pre-Architecture	Pre-Law
Pre-Art	Pre-Library Science
Pre-Astronomy	Pre-Mathematics
Pre-Biology	Pre-Medical
Pre-Building Construction	Pre-Meteorology
Pre-Business Administration	*Pre-Music
Pre-Chemistry	*Pre-Nursing
Pre-Criminal Justice	Pre-Occupational Therapy
Pre-Criminology and Corrections	Pre-Oceanography
Pre-Dental	Pre-Optometry
Pre-Economics	Pre-Pharmacy
Pre-Education	Pre-Physics
** Electrical Engineering Technology	Pre-Physiology
Pre-Engineering	Pre-Political Science
** Engineering Design Technology	Pre-Psychology
Pre-English	Pre-Social Welfare
Pre-Forestry	Pre-Sociology
Pre-French	Pre-Spanish
Pre-Geology	Pre-Speech
Pre-Health & Physical Education	Pre-Statistics
Pre-History	Pre-Veterinary Medicine

In general, a student who is in one of the transfer programs should avoid taking courses as electives which are listed in an A.S. degree program. Any exception to this must be approved by the Registrar.

- * Based on degree requirements of some senior institutions, students may be advised to transfer after completing the Freshman year at Lake-Sumter Community College.
- ** Programs in Engineering Design Technology and Electrical Engineering Technology are transferable to some universities in Florida and elsewhere. Students completing these A.S. degree programs at L-SCC may earn baccalaureate degrees at specified universities.

GENERAL EDUCATION

The General Education program is included in all transfer programs at Lake-Sumter Community College and consists of a minimum of 36 semester

hours of academic credit in the areas of Communications, Humanities, Mathematics, Science, Social Science and Health and Physical Education.

This program is designed

1. To give each student a background of experience in each of the academic areas.
2. To encourage students to elect courses which will assist them in their major fields of interest.

**SELECTING COURSES FOR TRANSFER
TO A SENIOR INSTITUTION**

Any student who plans to transfer to a senior college or university should confer with the office of the Dean of Student Personnel or an assigned academic advisor, prior to registration for any given term. During the academic advising period the student, with the aid of an advisor, will select those courses recommended by the senior institution to which the student plans to transfer. If his program requires a foreign language, the student should begin it in his freshman year, since most senior colleges require two years of a language for certain Bachelors' degrees. All students planning to transfer to senior colleges or universities should enroll in one of the transfer programs. It shall be the student's responsibility to make certain that courses listed in a selected program are completed as indicated in the catalog.

Students completing one of the university transfer programs will be eligible for graduation and will be certified as having completed the general education requirement as agreed upon by all public institutions of higher learning in Florida. The Associate in Arts degree will be awarded to students in University Transfer Programs who meet all requirements for graduation.

**GENERAL TRANSFER PROGRAM
FRESHMAN YEAR**

<i>Course</i>	<i>Description</i>	<i>Semester hours Credit</i>		
		<i>Term I</i>	<i>Term II</i>	
EN 101-102	Composition and Literature	3	3	
MS 101	Fundamental Mathematics	3		
*Language	Foreign Language	3	3	
HY 101-102	History of World Civilization	3	3	
AR 201 or MU 235 or PH 201	Humanities		3	
PE 101		Health & Physical Education	1	
PE		PE Elective		1
Electives			$\frac{3}{16}$	$\frac{3}{16}$

SOPHOMORE YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
**Science	Natural Science	3	3
*Language	Foreign Language	3	3
PL 225	Amer. National Govt.	3	
EN 203-204 or EN 212-213 or EN 215-216	Literature (Humanities)	3	3
Electives		<u>4</u>	<u>7</u>
		16	16

*Many universities require successful completion of a foreign language for certain degree programs. Other programs may not require a foreign language.

**Some universities may require additional credits in science. Specific information is obtainable from the Counseling Center.

PRE-ENGINEERING TRANSFER PROGRAM

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
CY 217-218	College Chemistry	4	4
EG 103	Engineering Drawing	3	
EG 104	Engineering Geometry		3
EN 101-102	Composition and Literature	3	3
MS 147	Algebra and Trigonometry	5	
MS 206	Calculus and Analytic Geometry		5
PE 101	Health and Physical Education	1	
PE	PE Elective	<u>1</u>	<u>1</u>
		16	16

SOPHOMORE YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
EN 203-204 or EN 212-213 or EN 215-216	} Literature (Humanities)	3	3
***HY 202	U.S. History Since 1865		3
MS 207-208	Analytic Geometry, Calculus and Differential Equations	5	5
PC 205-206	General Physics with Calculus	4	4
PL 225	American National Govt.	3	
Electives		<u>1</u>	<u>1</u>
		<u>16</u>	<u>16</u>

***Not recommended for foreign students. Another transfer elective is recommended.

PRE-BUSINESS ADMINISTRATION TRANSFER PROGRAM

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
BA 110	Introduction to Business	3	
EN 101-102	Composition and Literature	3	3
HY 101-102	History of World Civilization	3	3
MS 101	Fundamental Mathematics	3	
MS 102 } or MS 147 }	} Fundamental Mathematics Algebra and Trigonometry		3 (5)
PE 101	Health and Physical Education	1	
PE	PE Elective		1
PY 201	Introduction to Psychology		3
BA 236	Intro. to Data Processing	3	
BA 246	Basic Computer Languages and Programming		3
		<u>16</u>	<u>16 (18)</u>

SOPHOMORE YEAR

BA 201-202	Principles of Accounting	3	3
EC 201-202	Principles of Economics	3	3
EN 203-204 or EN 212-213 or EN 215-216	Literature (Humanities)	3	3
Science	Natural Science	3	3
PL 225	American National Government	3	
MS 204	Introduction to Statistics		3
Electives		<u>1</u>	<u>1</u>
		16	16

PRE-CRIMINAL JUSTICE TRANSFER PROGRAM

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
EN 101-102	Composition and Literature	3	3
MS 101	Fundamental Mathematics	3	
HY 101-102	History of World Civilization	3	3
AR 201 or MU 235 or PH 201	(Humanities)		3
CJ 101	Introduction to Law Enforcement and Criminal Justice	3	
CJ 111	Police Organization and Adm		3
PE 101	Health and Physical Education	1	
PE	PE Elective		1
Electives		<u>3</u>	<u>3</u>
		16	16

SOPHOMORE YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>		
		<i>Term I</i>	<i>Term II</i>	
Science	Natural Science	3	3	
PL 225	American National Government	3		
EN 203-204 or EN 212-213 or EN 215-216	} Literature (Humanities)	3	3	
CJ 209		Introduction to Criminalistics		3
CJ 211		Criminal Investigation	3	
CJ 212		Criminal Law	3	
CJ 213	Criminal Procedure and Evidence		3	
Electives		<u>1</u>	<u>4</u>	
		16	16	

Note: Suggested electives are: SO 225 and PY 201.

PRE-CRIMINOLOGY AND CORRECTIONS TRANSFER PROGRAM

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>		
		<i>Term I</i>	<i>Term II</i>	
EN 101-102	Composition and Literature	3	3	
MS 101	Fundamental Mathematics	3		
HY 101-102	History of World Civilization	3	3	
AR 201 or MU 235 or PH 201	} (Humanities)		3	
CJ 101		Introduction to Law Enforcement and Criminal Justice	3	
CJ 121		Introduction to Criminology		3
PE 101		Health and Physical Education	1	
PE	PE Elective		1	
Electives		<u>3</u>	<u>3</u>	
		16	16	

SOPHOMORE YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>		
		<i>Term I</i>	<i>Term II</i>	
Science	Natural Science	3	3	
PL 225	American National Government	3		
EN 203-204 or EN 212-213 or EN 215-216	Literature (Humanities)	3	3	
CJ 211		Criminal Investigation		3
CJ 213		Criminal Procedure and Evidence	3	
CJ 221		Institutional Procedures	3	
CJ 231	Group and Individual Counseling		3	
Electives		1	4	
		<u>16</u>	<u>16</u>	

Note: Suggested electives are: SO 225 and PY 201.





ASSOCIATE IN SCIENCE DEGREE

The following Associate in Science degree programs, containing college credit offerings of a specialized nature, are designed to prepare students for immediate employment. The inclusion of some course work in non-specialized areas should make it possible for students to acquire a foundation in general education. In addition, those who complete such programs will find that many of the credits earned may be transferred to senior institutions, should the junior college graduate desire to pursue a program leading to a Bachelor's degree. Students are not required to satisfy the State of Florida "General Education" requirements, but are encouraged to include as many of these courses as possible.

Anyone completing one of these programs will be eligible for graduation and will be eligible to receive the Associate in Science degree.

GENERAL BUSINESS

This program is designed for students who expect to enter business immediately upon graduation from this institution. It provides the student with training that will enable him to hold a clerical or minor executive position.

Typewriting subjects may be waived by demonstrating competency through examinations.

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
BA 101-102	Elementary & Intermediate Typewriting	3	2
BA 105	Business Mathematics		3
BA 110	Introduction to Business	3	
EN 101	English Composition	3	
PY 201	Introduction to Psychology	3	
SO 225	Introduction to Sociology		3
PE 101	Health and Physical Education	1	
PE	PE Elective		1
BA 141	Business English		3
Electives		3	4
		<u>16</u>	<u>16</u>

SOPHOMORE YEAR

BA 201-202	Principles of Accounting	3	3
BA 205	Principles of Management		3
BA 215	Business Law	3	
BA 220	Business Machines		3
BA 221	Business Correspondence		3
BA 236	Introduction to Data Processing	3	
EC 200	Introduction to Economics	3	
PL 225	American National Government	3	
Electives		1	4
		<u>16</u>	<u>16</u>

SECRETARIAL PROGRAMS

The two-year curriculum in secretarial training is designed for the student who desires full-time employment immediately after graduation from Lake-Sumter Community College. It provides a sound background in knowledge and skills required of office personnel, enriched with liberal arts training.

Shorthand and typewriting subjects may be waived by demonstrating competency through examinations.

EXECUTIVE SECRETARY

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours</i>	<i>Credit</i>
		<i>Term I</i>	<i>Term II</i>
BA 101-102	Elementary & Intermediate Typewriting	3	2
BA 103-104	Introductory & Intermediate Shorthand	4	3
BA 105	Business Mathematics		3
BA 110	Introduction to Business	3	
BA 141	Business English		3
EN 101	Composition & Literature	3	
PE 101	Health and Physical Education	1	
PE	PE Elective		1
BA 220	Business Machines		3
Elective		<u>1</u>	
		15	<u>15</u>

SOPHOMORE YEAR

BA 201-202	Principles of Accounting	3	3
BA 203-204	Advanced Shorthand	3	3
BA 211	Advanced Typewriting	2	
BA 217-218	Secretarial Office Procedures	4	4
BA 221	Business Correspondence		3
BA 236	Introduction to Data Processing	3	
SH 210	Fundamentals of Speech		3
PL 225	American National Government	<u>3</u>	
		18	<u>16</u>

LEGAL AND MEDICAL SECRETARY

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
*BA 101-102	Elementary & Intermed. Typewriting	3	2
*BA 103-104	Introductory & Intermed. Shorthand	4	3
BA 105	Business Mathematics		3
BA 110	Introduction to Business	3	
EN 101	Composition and Literature	3	
PE 101	Health and Physical Education	1	
PE	PE Elective		1
**BA 215	Business Law	3	
BA 141	Business English		3
SH 210	Fundamentals of Speech		3
		17	15

TERM III-A

BA 211	Advanced Typewriting	2	
PL 225	American National Government	3	
		5	

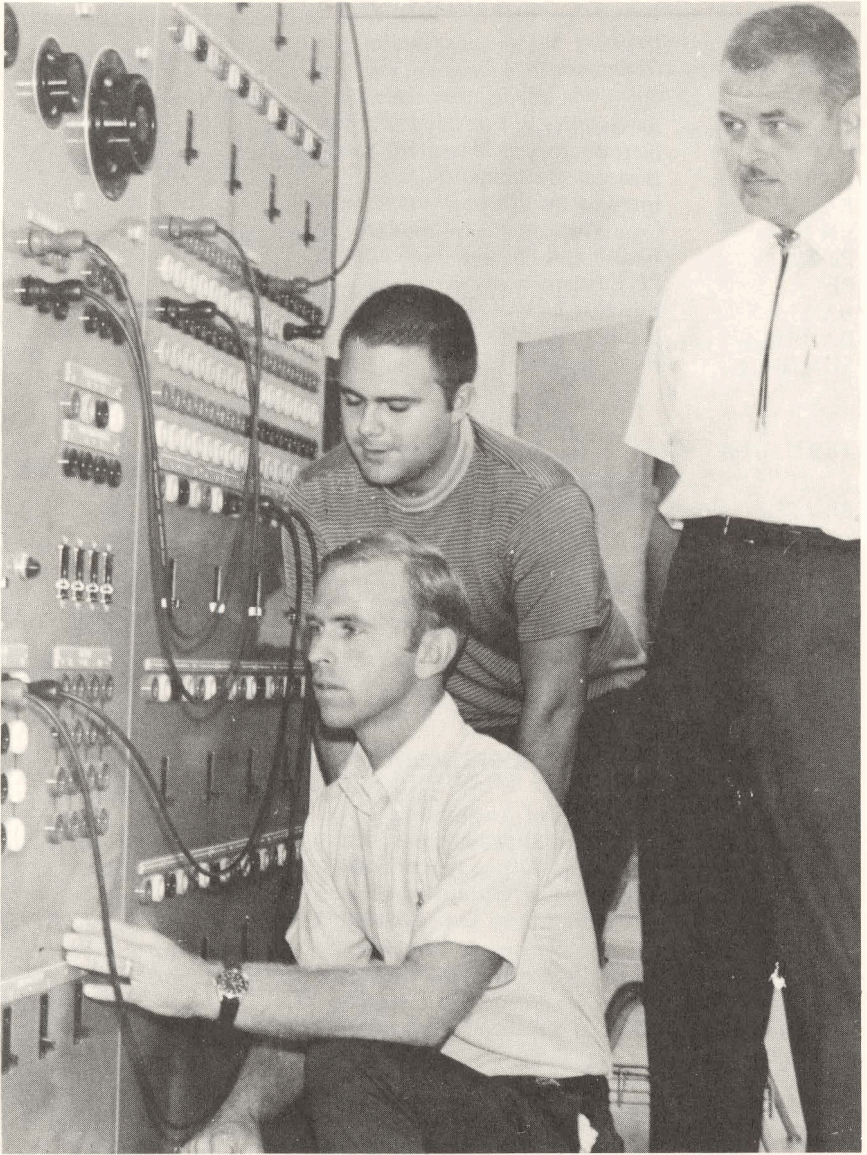
NOTE: Work experience during this summer term is strongly suggested.

SOPHOMORE YEAR

BA 201-202	Principles of Accounting	3	3
BA 203-204	Advanced Shorthand	3	3
BA 217-218	Secretarial Office Procedures	4	4
BA 221	Business Correspondence		3
BA 236	Introduction to Data Processing	3	
BA 229 } or BA 231 }	Legal Office Procedures		3
	Medical Terminology & Off. Proced.	13	16

*Anyone exempting BA 101 and/or BA 103 is required to take BA 220.

**Legal Secretary only. Elective for Medical Secretary.



TECHNOLOGY PROGRAMS

Lake-Sumter Community College provides its students in the Division of Technical Education with specialized two-year curricula, consisting of courses in several fields of technology combined with general education, to prepare them for employment by industrial, construction and engineering firms. Technology graduates continue at some senior institutions to obtain baccalaureate degrees in engineering technologies. The engineering technician assists the engineer or manager in the design, construction, installation, operation, and maintenance of buildings, machines, and electrical components.

All programs for engineering technicians include both theoretical and laboratory work in related applications. The course work is based upon the understanding and use of the principles and laws of mathematics and the physical sciences. Courses are offered in day and evening classes in order to make it possible for the person who is already employed to further his education.

The course work for engineering design technology and electrical engineering technology is identical for the first term freshman year. Students completing first term of their freshman year may then specialize in one of these two technologies as second term freshmen and as sophomores.

ENGINEERING DESIGN TECHNOLOGY

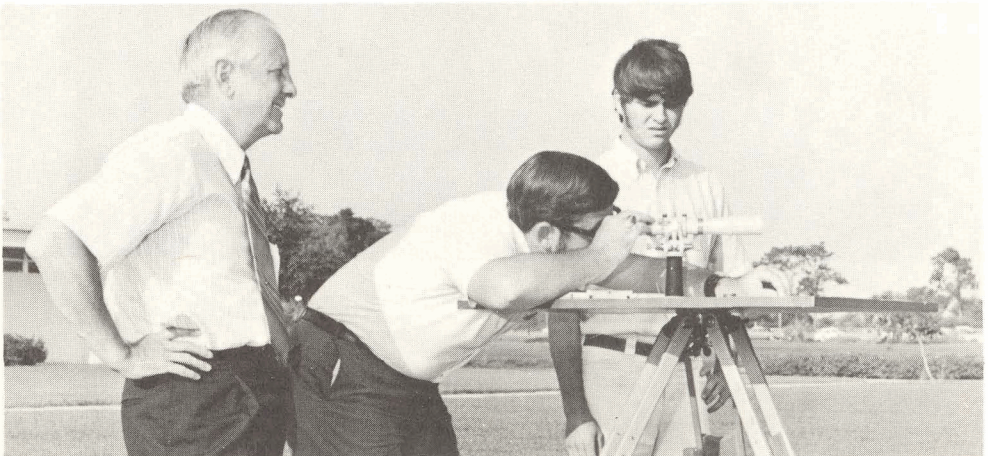
The engineering design technician assists the engineer or architect in the design of plants, structures and automated machines, including electrical layout, machine tools, space vehicles, airplanes, automobiles, and home appliances. Job titles: engineering aide, draftsman, designer, surveyor, construction inspector, junior engineer estimator, and construction superintendent.

Note 1: Students who pre-qualify in a technical course by examination may, with the approval of the Dean of Admissions and the Division Chairman, substitute an elective for which the student can meet prerequisites (Refer to course descriptions section of catalog).

Note 2: Students may, with the approval of the Dean of Admissions and the Division Chairman, substitute up to ten credit hours of previously approved offerings in Math, Science, or Engineering Technology for a like number of credit hours in this program (and vice versa).

Note 3: For Engineering Technology students MS 205 may be substituted for TG 205.

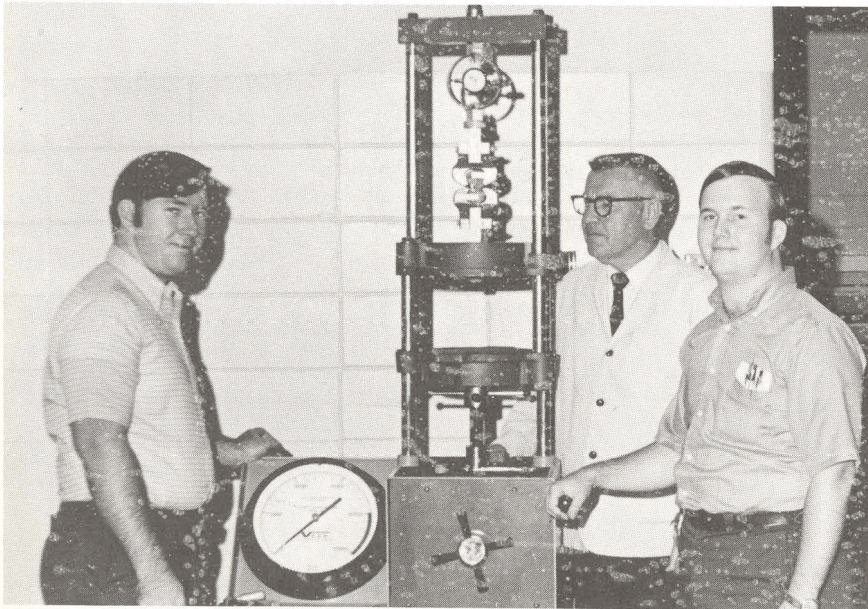
Note 4: Electives to be approved by Division of Technical Education.



ENGINEERING DESIGN TECHNOLOGY

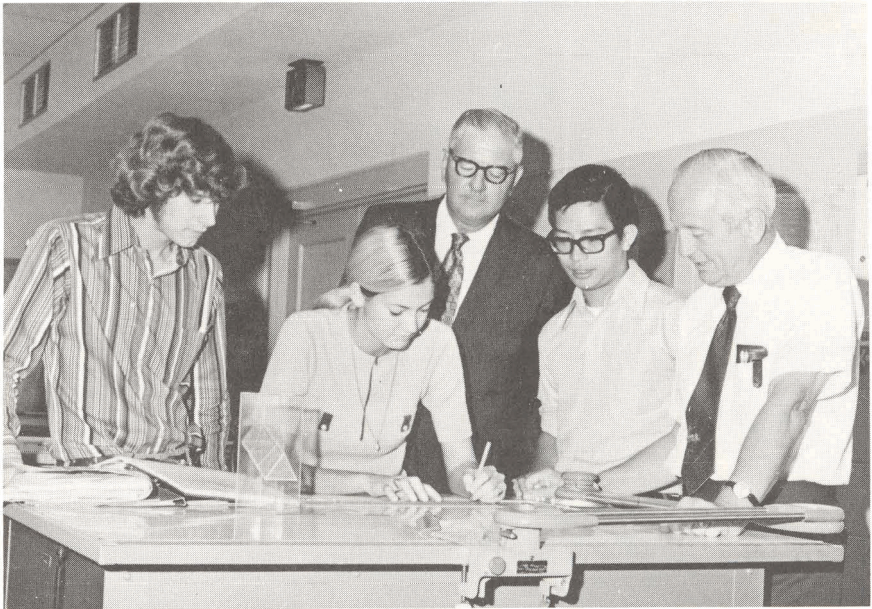
FRESHMAN YEAR

Course	Description	Semester Hour's Credit		
		Term I	Term II	Term III-A
TE 111 } or TE 110 }	D.C. & Magnetic Circuits	3		
EG 103	Applied Electricity and Electronics			
EN 101	Engineering Drawing	3		
EN 208	Elective		3	
MS 181	Composition and Literature	3		
MS 182	Technical Report Writing		3	
TG 205	Applied Technical Math I	4		
EG 161	Applied Technical Math II		4	
	Calculus with Technical Applications (note 3)			4
	Basic Engineering Computations	3		
	Elective		3	
TD 210	Topographic Drafting & Surveying			3
TD 211 } or TD 212 }	Estimating Construction Costs			
	Inspection Procedures Field and Office		3	
		16	16	7



SOPHOMORE YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hours Credit</i>	
		<i>Term I</i>	<i>Term II</i>
EG 201	Engineering Mechanics--Statics	3	
TD 203	Strength of Materials		4
TD 204	Engineering Laboratory		3
TD 207	Engineering Design Problems		3
TD 213	} Construction Management and Contracting		
or			
TD 214	} Specialized Studies in Engineering Technology	3	
TE 223	Computer Applications in Engineering		3
TG 248	Electrical-Electronics Drafting	3	
TG 201	Hydraulics	3	
PE 101	Health & Physical Educaiton	1	
PE	PE Elective		1
PL 225	American National Government	<u>3</u>	<u>1</u>
		<u>16</u>	<u>14</u>



ELECTRICAL ENGINEERING TECHNOLOGY

The electrical engineering technician assists the engineer in the design, operation, and construction of generating plants, electrical power transmission lines, communication lines, electrical control systems, electrical machinery, and electrical systems used in traffic-control and space operations. Job titles: engineering aide, communications technician, test technician, electrical contractor, powerhouse load dispatcher, and electrical draftsman.

FRESHMAN YEAR

<i>Course</i>	<i>Description</i>	<i>Semester Hour's Credit</i>		
		<i>Term I</i>	<i>Term II</i>	<i>Term III-A</i>
TE 111	D.C. and Magnetic Circuits	3		
TE 121	A.C. Circuits		5	
TE 132	Electronics I, Electron Theory			3
EG 103	Engineering Drawing	3		
EN 101	Composition & Literature	3		
EN 208	Technical Report Writing		3	
PE 101	Health & Physical Education		1	
MS 181	Applied Technical Math I	4		
MS 182	Applied Technical Math II		4	
TG 205	Calculus with Technical Applications (note 3)			4
EG 161	Basic Engineering Computations	3		
	Elective		3	
		16	16	7

SOPHOMORE YEAR

TG 248	Electrical-Electronic Drafting	3		
TE 211	Electronics II Electrical Circuits	5		
TE 213	Electrical Measurements	2		
TE 221	Electronics III, Industrial Electronics		5	
TE 222	Electronics IV, Pulse & Switching Circuits		5	
TE 212	Electrical Machinery	4		
TE 223	Computer Applications in Engineering		3	
PE	PE Elective	1		
PL 225	American National Government		3	
		15	16	

CERTIFICATE PROGRAM IN CRIMINAL JUSTICE

Lake-Sumter Community College provides a 30 semester hour certificate program in Criminal Justice for persons either presently engaged in the field or those desiring preparation for employment. All credits may be applied toward an Associate in Arts degree at L-SCC.

This program is of particular interest to city, county and state law enforcement officers.

EN 101	Composition and Literature	3
CJ 101	Introduction to Law Enforcement and Criminal Justice	3
CJ 111	Police Organization and Administration	3
CJ 211	Criminal Investigation	3
CJ 212 } or CJ 213 }	Criminal Law	3
	Criminal Procedure and Evidence	
PL 225	American National Government	3
PY 201	Introduction to Psychology	3
SO 225	Introduction to Sociology	3
Elective		3
*Elective		3
		30

*MS 101 Fundamentals of Math recommended.



CERTIFICATE PROGRAM IN CRIMINOLOGY AND CORRECTIONS

Lake-Sumter Community College provides a 30 semester hour certificate program in Criminology and Corrections for persons presently employed in these fields or desiring preparation for such employment. All credits may be applied toward an Associate in Arts degree at L-SCC.

This program is of particular interest to corrections and parole officers as well as those interested in the sociological aspect of Criminology and Corrections.

EN	101	Composition and Literature	3
CJ	101	Introduction to Law Enforcement and Criminal Justice	3
CJ	121	Introduction to Criminology	3
CJ	221	Institutional Procedures	3
CJ	231	Group and Individual Counseling	3
PL	225	American National Government	3
PY	201	Introduction to Psychology	3
SO	225	Introduction to Sociology	3
Elective		English or Social Science	3
*Elective			<u>3</u>
			<u>30</u>

*MS 101 Fundamentals of Math recommended

CERTIFICATE PROGRAM IN REAL ESTATE

Lake-Sumter Community College provides a 30 semester hour certificate program in Real Estate for present professionals in the field or for other members of the community interested in real estate.

All credits may be applied toward the Associate in Science Degree at Lake-Sumter Community College.

BA 270	Introduction to Real Estate Principles and Practices		3
BA 226	Salesmanship		3
BA 105	Business Mathematics		3
BA 110	Introduction to Business		3
BA 201	Principles of Accounting		3
BA 215	Business Law		3
EC 200 } EC 201 }	Introduction to Economics or Principles of Economics		3
BA 208	Income Tax Procedure		3
Electives			<u>6</u>
			<u>30</u>

COURSE DESCRIPTIONS

Single numbers indicate one-semester courses. Double numbers joined by a hyphen, as 101-102, are used for courses that extend through two terms. Such courses must be taken in their entirety unless special permission is granted to divide them. Credits and hours of class each week are indicated.

Any course may be cancelled if the enrollment is not sufficient to warrant its continuance.

AEROSPACE

- AN 106 – Aerospace Flight Theory** **4 credits**
This course is designed to educate the student in the principles of flight, navigation, weather, aircraft operations, and air traffic controls necessary to pass the Federal Aviation Administration written examination for the Private Pilot's License.

ART

- AR 101 DESIGN AND COLOR** **3 credits**
The study of the elements of design based upon individual work with pictorial forms, space, line, texture and color with emphasis upon two dimensional design. *Open to all students.*
- AR 102 DESIGN AND COLOR** **3 credits**
The study of the elements of design with emphasis upon three-dimensional design. Work will include construction in the following media: paper, clay, paper mache, and wood. *Open to all students.*
- AR 103 FREEHAND DRAWING** **3 credits**
An introduction to materials and basic practice in the fundamentals used in drawing from nature. Problems in pencil, conte, charcoal, pen, ink, and brush. *Open to all students.*
- AR 104 FREEHAND DRAWING** **3 credits**
Emphasis will be on compositional drawing including still life, landscape, and perspective with special attention given to creative problems and individual styles. *Open to all students.*
- AR 109 APPLIED DESIGN: CREATIVE STITCHERY AND FABRIC COLLAGE*** **3 credits**
Exercises in color, texture, and two dimensional design will be the basis upon which students will create their own pieces by the use of scrap fabrics and yarns and simple stitches.
- AR 110 APPLIED DESIGN: ENAMELING ON METAL*** **3 credits**
Enameling is an art form used to create colorful jewelry, trays, bowls and decorative plaques. Students will learn the fundamental processes of preparing the metal, applying and firing the enamels, and finishing the fired pieces. Special techniques will include sgraffito, limoges, cloisonne, and champleve.
- AR 201 ART HISTORY AND APPRECIATION** **3 credits**
The analysis and evaluation of art forms based on their history and development. Familiarization with the basic tools and principles of art.

AR 203 INTRODUCTION TO PAINTING: MIXED MEDIA 3 credits

4 studio hours

Compositional drawing, theory, and practice to develop technical understanding and abilities for painting. Introduction to a wide variety of painting materials including oil crayon, pastel, watercolor, gouache, acrylic tissue and oil. *Prerequisite: AR 103.*

AR 204 BEGINNING OIL PAINTING 3 credits

Specialized practice in oil or acrylic painting. Problems and special techniques. *Prerequisite: AR 203.*

AR 205 ELEMENTARY SCULPTURE 3 credits

This course will deal with problems in sculptural form and composition. Work will be in plaster, clay, metal, wood and other materials, with emphasis on both open and closed contemporary sculptural forms.

AR 213 INTRODUCTION TO CERAMICS 3 credits

This beginning ceramics workshop for participants will explore the making of ceramics by solid, coil, slab, casting, and primitive techniques; they will experiment with a variety of methods for surface decoration including clip, engobes, graffito, and underglaze.

AR 224 GRAPHIC ART* 3 credits

Paper and fabric decoration by means of silk screening, block printing, and other techniques.

**These art courses offered in rotation in the evening program.*

BIOLOGICAL SCIENCE

BY 105 GENERAL BIOLOGY 3 credits

Fundamental biological principles and modern concepts, and their application to an understanding of man in his biological world.

BY 106 GENERAL BIOLOGY LABORATORY 1 credit

2 hours laboratory

Introduction to laboratory experience covering topics in BY 105. *Corequisite or prerequisite: BY 105.*

BY 215 GENERAL BOTANY 4 credits

3 hours lecture, 2 hours laboratory

Fundamentals of structure and function of the flowering plants with some emphasis on the more simple plants. A study of the root, stem, leaf, and flower in their structural and functional relations, and the basic principles of plant classification. *Prerequisites: BY 105 and BY 106.*

BY 216 GENERAL ZOOLOGY 4 credits

3 hours lecture, 2 hours laboratory

Survey of the vertebrate and invertebrate animal phyla and principles of animal biology with emphasis on comparative gross anatomy and physiology of each. Laboratory work includes examination of preserved and living examples of the animal groups. *Prerequisites: BY 105 and BY 106.*

- BY 217 (H) BIOLOGICAL SCIENCES SEMINAR** 1 credit
2 hours laboratory
 A seminar designed to promote individual research and experimentation in the biological sciences. *Prerequisite: Consent of instructor.* Those students who have shown interest and capability in biological sciences will receive first consideration.
- BY 224 COMPARATIVE VERTEBRATE ANATOMY** 4 credits
3 hours lecture, 4 hours laboratory
 The structure of various chordates. Designed for the pre-medical, pre-dental, pre-veterinary and biology majors. *Prerequisite: BY 216.*
- BY 226 GENETICS** 3 credits
 A study of the principles of genetics in relation to plants and animals, including man. This course without a lab is designed for students of biology, psychology, social science, nursing and medical technology. *Prerequisite: BY 215 or 216.*

BUSINESS

- BA 101 ELEMENTARY TYPEWRITING** 3 credits
5 hours
 Special emphasis on skill building, technique development, with application of basic skills to practical business situations. The various letter styles are introduced.
- BA 102 INTERMEDIATE TYPEWRITING** 2 credits
3 hours
 Training is given in both business letter forms and tabulations. Emphasis is placed on both speed and accuracy. *Prerequisite: BA 101 or Exemption Examination.*
- BA 103 INTRODUCTORY SHORTHAND** 4 credits
3 hours lecture, 2 hours laboratory
 Beginning course in the principles of Gregg Shorthand, Diamond Jubilee Series. Emphasis is placed on shorthand theory and the development of dictation and transcription procedures. *Prerequisite: having completed, exempted, or currently enrolled in BA 101.*
- BA 104 INTERMEDIATE SHORTHAND** 3 credits
 Continuation of the beginning course in the principles of Gregg Shorthand Diamond Jubilee Series. Dictation and transcription of business letters are emphasized as well as the continued development of basic shorthand theory. *Prerequisite: BA 103 or Exemption Examination.*
- BA 105 BUSINESS MATHEMATICS** 3 credits
 This course is designed to develop skill in the use of computations in business offices and to develop an understanding of business situations which will enable the student to apply his arithmetical skill. It will include problems of simple interest, percentage, simple bank and trade discounts, depreciation, installment buying, payroll computations, and allied areas.

- BA 110 INTRODUCTION TO BUSINESS** **3 credits**
 General business course covering modern business activities as a whole, including a study of basic industries, forms of organization, marketing, finance, credit, problems of management, business risks, and the relation of government to business.
- BA 125 MARKETING** **3 credits**
 The functions and institutions involved in the marketing of goods and services are examined. A coordinated study of the trade channels, movement of goods, middlemen, commodity marketing, and government controls.
- BA 141 BUSINESS ENGLISH** **3 credits**
 An intensive review and application of grammar, spelling and punctuation in business correspondence and communication.
- BA 201-202 PRINCIPLES OF ACCOUNTING** **6 credits**
3 hours each course
 A study of the principles of accounting including the accounting process for trading and non-trading businesses; sole proprietorship, partnership, and simple corporation accounting; accounting for payrolls and taxes; and the use of the voucher system.
- BA 203-204 ADVANCED SHORTHAND AND DICTATION** **6 credits**
3 hours each course
 Emphasis is on rapid reading, fluent and speedy writing of outlines and complete mastery of brief forms, derivatives and phrases. The mechanics of correctly written English and vocabulary building are stressed. Vocational, literary, legal, and Congressional Record material is introduced.
- BA 205 PRINCIPLES OF MANAGEMENT** **3 credits**
 The basic principles of management underlying the solution of problems of organization and operation of business enterprises.
- BA 208 INCOME TAX PROCEDURE** **3 credits**
(offered on demand in evening)
 A study of the Internal Revenue Code, regulations, and cases which apply to the determination of taxation for individuals, partnerships and corporations. Consideration is given to income, deductions and filing. This course is designed for the general student.
- BA 211 ADVANCED TYPEWRITING** **2 credits**
3 hours
 This course stresses the development of typing and accuracy. Training in the special business forms, rough drafts, and tabulation is given. *Prerequisite: BA 102 or Exemption Examination.*
- BA 215 BUSINESS LAW** **3 credits**
 Designed to acquaint the student with the common practical laws as applied to ordinary business procedures. A study of laws relating to contracts, negotiable instruments, agency, estates and trusts, security devices, personal and real property, business crimes, and government regulation.

- BA 217-218 SECRETARIAL OFFICE PROCEDURES** 8 credits
4 hours each course
 This course covers the scope of secretarial duties and qualifications of the successful secretary in an office situation. Education and training, personal attitudes, dress and appearance are studied through reports and discussions. Instruction and practice on various office machines will also be a part of the course. *Prerequisites: BA 102, 104.*
- BA 220 BUSINESS MACHINES** 3 credits
 Development of skill in the operation of the ten-key adding machine, full-key adding machine, printing calculator, and rotary calculator. Minimum of three hours individual laboratory work is required per week.
- BA 221 BUSINESS CORRESPONDENCE** 3 credits
 Writing clear, forceful and effective business letters. Construction of letters dealing with orders, inquiries, adjustments, credits, collections, sales and applications for employment. All work done in this course is typewritten. *Prerequisite: BA 102.*
- BA 225 PERSONNEL MANAGEMENT** 3 credits
 A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying and training workers.
- BA 226 SALESMANSHIP** 3 credits
 A study of principles underlying all selling activities. This course presents principles and problems in personal selling relating to prospecting, pre-approach, approach, demonstration, meeting objections, and closing the sale.
- BA 227 ADVERTISING** 3 credits
 An introductory course that looks at advertising. A survey of the history of advertising, the creation of advertising, and advertising planning and management. A presentation of the position of the buyer as opposed to the position of the seller in advertising, advertising psychology, and the media used in advertising.
- BA 229 LEGAL OFFICE PROCEDURES** 3 credits
 Emphasis is on the handling of legal forms; filing; records; legal terminology and transcription; legal office procedures. *Prerequisites: BA 102, 104, or consent of instructor.*
- BA 231 MEDICAL TERMINOLOGY AND OFFICE PROCEDURES** 3 credits
 Emphasis is on the handling of medical forms; filing; records; medical terminology and transcription; and medical office procedures. *Prerequisites: BA 203 and sophomore standing.*

- BA 236 INTRODUCTION TO DATA PROCESSING** 3 credits
 An introductory course. Includes punched-card data processing, electronic data processing, its capabilities, limitations, and impact. Other topics such as basic programming, language programming and introductory problems involving a computer are covered.
- BA 246 BASIC COMPUTER LANGUAGES & PROGRAMMING** 3 credits
 An introductory course to computer programming. The solution of simple business, industrial, and scientific problems on digital computer systems using FORTRAN, COBOL, and similar program languages.
- BA 251 INTERMEDIATE ACCOUNTING** 3 credits
 A continuation of the accounting principles involved in measuring income, expense, and valuation of assets. *Prerequisite: BA 202*
- BA 252 INTERMEDIATE ACCOUNTING** 3 credits
 A continuation of BA 251. *Prerequisite: BA 251.*
- BA 270 COURSE I: INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES** 3 credits
 Will include the following items: real estate business activity, property, contracts, deeds, financing real estate, mortgage market, brokerage, taxation, legal descriptions, broker and salesman responsibility, and ethics. This course is authorized by the Florida Real Estate Commission.

CHEMISTRY

- CY 117 INTRODUCTORY GENERAL CHEMISTRY** 4 credits
3 hours lecture, 2 hours laboratory
 An introduction to the elementary aspects of modern chemistry including: the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases. (*Students who have taken this course may not take PS 101 for credit.*)
- CY 217 COLLEGE CHEMISTRY** 4 credits
3 hours lecture, 3 hours laboratory
 A quantitative study of theoretical and descriptive aspects of the states of matter: atoms, molecules, bonding, homogeneous and heterogeneous reactions, acid-base properties, amphoterism, complex ion formation, chemical equilibria and oxidation-reduction process. *Corequisite: MS 147. Prerequisite: CY 117 or "B" or higher in high school chemistry.*
- CY 218 COLLEGE CHEMISTRY** 4 credits
3 hours lecture, 3 hours laboratory
 A continuation of CY 217 with laboratory emphasis on qualitative analysis. *Prerequisite: CY 217 with a grade of "C" or higher.*

CRIMINAL JUSTICE

- CJ 101 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE** 3 credits
 Coursework includes an examination of law enforcement in the United States, its history, philosophy, functions, administrative and technical problems.

- CJ 111 POLICE ORGANIZATION AND ADMINISTRATION** **3 credits**
Principles of organization and administration in law enforcement, functions and activities: Planning and research; public relations; personnel and training; inspection and control; policy formulation.
- CJ 121 INTRODUCTION TO CRIMINOLOGY** **3 credits**
An introductory course to provide the student with an intelligent understanding of the causes of crime and delinquency, the methods of prevention and control of crime and delinquency, and an understanding of penal and correctional procedures.
- CJ 209 INTRODUCTION TO CRIMINALISTICS** **3 credits**
General course in the scientific aspects of criminal investigation with emphasis upon recording the crime scene, collection and preservation of evidence, and the examination of evidence employing techniques available to the criminal investigator or crime scene technician. Advanced criminalistics discussed to the extent necessary to familiarize the student with the capabilities and limitations of the advanced police science laboratory.
- CJ 211 CRIMINAL INVESTIGATION** **3 credits**
Introduction to criminal investigation procedures, including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.
- CJ 212 CRIMINAL LAW** **3 credits**
Topics include the nature, sources, and types of criminal law. Also, the classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.
- CJ 213 CRIMINAL PROCEDURE AND EVIDENCE** **3 credits**
Principles, duties, and mechanics of criminal procedure in Florida as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement.
- CJ 221 INSTITUTIONAL PROCEDURES** **3 credits**
Knowledge of the institution and acquaintance with all its procedures, including custodial, classification, reception and orientation, release procedures, and other phases of institutional management.
- CJ 231 GROUP AND INDIVIDUAL COUNSELING** **3 credits**
The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated and the individual and group approaches to counseling are reviewed.

ECONOMICS

- EC 200 INTRODUCTION TO ECONOMICS** **3 credits**
Introduction to Economics is a transferable course for students who do not major in economics of business administration. It is designed for students taking a one semester course in economics who wish a general in-

roduction to economic analysis. Topics studied in the course include the organization and functioning of the private economy, supply and demand, the role of prices, forms of business enterprise, determinants of the level of income and employment, money and banking, labor-management relations, and international economic relations.

EC 201 PRINCIPLES OF ECONOMICS **3 credits**

This course in macro economics is primarily concerned with the measurement and determination of national income. Major attention is devoted to the role of consumption, investment, and government action in the determination of the level of employment and income. The banking system and money are analyzed in relation to income theory. The theories studied are applied to such problems as inflation, unemployment, business fluctuations, and economic growth.

EC 202 PRINCIPLES OF ECONOMICS **3 credits**

An extension of EC 201. Emphasis is on micro economics with a concentration on a study of the pricing process in the private economy. Topics include the theories of demand and production, and the determination of prices for commodities and factors of production in competitive and non-competitive markets. In addition, international trade, labor relations, and the problems of advanced and under-developed economies are studied.

ENGINEERING

EG 101 INTRODUCTION TO ENGINEERING **1 credit**

Special approval required.

Course work will provide the student a limited familiarity with the planning, construction, operations, and manufacturing aspects of engineering and the relationships among engineers and other professionals and with the general public.

EG 103 ENGINEERING DRAWING **3 credits**

The fundamentals of technical drafting in engineering including geometric constructions, lettering, freehand drawing and sketching, orthographic projections, auxiliary projections, sectional views, and dimensioning. Minimum of four hours individual laboratory work required per week.

EG 104 ENGINEERING GEOMETRY **3 credits**

The theory of orthographic projections of point, line and plane; the analysis of solids, sections and intersections, the development of surfaces and engineering problems. Minimum of four hours individual laboratory work required per week. *Prerequisite: EG 103.*

EG 105 BASIC ENGINEERING FOR NON-ENGINEERS **3 credits**

An introductory study of engineering and its relationship to the environment and human society. Study will include engineering field and office procedures, some engineering history, and examples of engineering works of public interest, including environmental considerations. Not intended for Pre-Engineering, Pre-Architecture, Pre-Building Construction, or Engineering Technology students.

EG 151 GENERAL ENGINEERING**4 credits**

A study of materials and equipment used in engineering practice in field, office and laboratory, and the fundamental principles applicable to such use. Will include basic electricity, statics, graphical problem solving, and use of surveying instruments. Co-requisites EG - 103 and MS - 181 or permission of instructor.

EG 161 BASIC ENGINEERING COMPUTATIONS**3 credits**

Course work will include solution of practical everyday engineering problems using principles of statics, kinetics and mathematics. Slide rule required. Graphical solutions will also be used. Co-requisite MS 181 and EG 103 or permission of instructor.

EG 201 ENGINEERING MECHANICS – STATICS WITH VECTORS**3 credits**

The study of force systems in equilibrium. Topics: moments of inertia, centroids, couples, trusses, and friction. *Pre-requisite: MS 205 or TG 205 or permission of instructor.*

ENGLISH**EN 098-099 BASIC ENGLISH SEQUENCE****6 credits**

A review of English essentials for students who need additional preparation to enter English 101. Students may be changed from EN 098 or 099 to EN 101 during the first month of Term I or Term II. Likewise, students in EN 101 who feel that they need more preparation may transfer into EN 098 or 099 during the first month of Term I or II. Institutional credit only.

EN 098 BASIC ENGLISH**3 credits**

Practice in composition emphasizing basic sentence structures, acceptable usage, vocabulary development, and precision of expression. Institutional credit only.

EN 099 BASIC ENGLISH**3 credits**

Stresses the use of more complex sentence structures, gives practice in writing paragraphs, and concludes with a study of rhetorical principles used in writing the whole composition. Institutional credit only.

EN 100 BASIC ENGLISH: READING AND STUDY SKILLS**3 credits**

A review of basic reading and study skills. For institutional credit only.

EN 101 COLLEGE COMPOSITION**3 credits**

This course stresses writing skills through practice in mechanics, writing themes, oral expression, and individual conferences.

EN 102 INTRODUCTION TO LITERATURE**3 credits**

An introduction to the major literary genres. Readings in prose, poetry, and drama offer a study of literary and cultural backgrounds.

- EN 110 READING TECHNIQUES** **3 credits**
 A developmental reading course designed to improve speed and comprehension. Adjustment of reading materials to fit individual needs. Open to all students.
- EN 203-204 ENGLISH LITERATURE** **6 credits**
3 hours each course
 A lecture and discussion class introducing students to the major British writers. The first term traces the main lines of literary tradition to the end of the 17th century. The second term concentrates on material from the beginning of the 18th century to the present. Courses must be taken in sequence. *Prerequisite: EN 102.*
- EN 206 INTRODUCTION TO TECHNICAL REPORT WRITING** **1 credit**
Special approval required.
 A condensed version of EN 208 with less coverage in depth and omitting the requirement for a term paper. *Prerequisites: EN 101 and EN 102 or permission of instructor.*
- EN 207 CREATIVE WRITING** **3 credits**
 A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents. *Prerequisite: EN 102.*
- EN 208 TECHNICAL REPORT WRITING** **3 credits**
 Training in collection, organization, analysis, evaluation and presentation of industrial or scientific data in concise and lucid form, to include use of drawings and charts. *Prerequisite: EN 101 or permission of instructor.*
- EN 209 INTRODUCTION TO JOURNALISM** **3 credits**
 Principles and practice of writing news. Practical experience in gathering, writing, and copyreading both news and feature stories.
- EN 212-213 AMERICAN LITERATURE** **6 credits**
3 hours each course
 The course deals with major American writers of prose and poetry from colonial times to the present. It is designed to place American authors in proper perspective with regard to the world of literature and to stress the creative contribution of each author studied. *Prerequisite: EN 102.*
- EN 215-216 WORLD LITERATURE** **6 credits**
3 hours each course
 Materials are drawn from the masterpieces of the western world. The first term deals with selections beginning with Homer and terminating with the Renaissance. The second term concentrates on the periods following the Renaissance, reaching and including modern times. *Prerequisite: EN 102.*
- EN 221 CONTEMPORARY LITERATURE: FICTION*** **3 credits**
 A study of contemporary movements in fiction based on the critical reading and analysis of English and American short stories and novels published since 1870.

EN 222 CONTEMPORARY LITERATURE: DRAMA* 3 credits
A study of contemporary movements in drama based on the critical reading and analysis of English and American plays written and acted since 1900.

**Courses in Contemporary Literature will be offered in rotation.*

FRENCH

FR 101-102 ELEMENTARY FRENCH 6 credits
3 hours each course
A beginning course in French which begins with the study of grammar. Conversational skills are then emphasized followed by practice in reading and writing.

FR 155 FRENCH ORAL EXPRESSION 1 credit
Special approval required.
A course which deals with the spoken language emphasizing pronunciation and everyday conversation. Restricted to credit students in FR 201.

FR 201-202 INTERMEDIATE FRENCH 6 credits
3 hours each course
Includes abundant practice in conversation, a review of French grammar, and extensive readings in the study of French civilization. *Prerequisite: two years of high school French or one year of college French.*

GEOGRAPHY

GY 201 WORLD GEOGRAPHY 3 credits
A study of mankind in his relationship to his natural environment in the various climatic, regional, and economic zones of the world and the utilization of natural resources in relation to cultural development with emphasis upon place geography.

* HEALTH AND PHYSICAL EDUCATION

**PE 101 HEALTH, FITNESS, SAFETY
AND RECREATIONAL SPORTS** 1 credit
Orientation for the activities courses offered in the physical education program and classroom activities to include lectures, films, good physical and mental health. Desirable health and safety practices, the value of exercise and the worthy use of leisure time are discussed.

**See page 36 for a description of the content in P.E. activity courses – PE 110 through PE 153.*

PE 110 BEGINNING SWIMMING <i>2 hours</i>	1 credit
PE 111 INTERMEDIATE SWIMMING <i>2 hours</i>	1 credit
PE 112 SENIOR LIFE SAVING AND WATER SAFETY <i>2 hours</i>	1 credit
PE 114 BEGINNING SAILING <i>2 hours</i>	1 credit
PE 120 TENNIS AND BADMINTON <i>2 hours</i>	1 credit
PE 121 VOLLEYBALL AND ARCHERY <i>2 hours</i>	1 credit
PE 122 FLAG FOOTBALL AND PHYSICAL CONDITIONING FOR MEN <i>2 hours</i>	1 credit
PE 123 FIGURE AND FITNESS IMPROVEMENT FOR WOMEN <i>2 hours</i>	1 credit
PE 124 BEGINNING BOWLING (Special Fee) <i>2 hours</i>	1 credit
PE 125 INTERMEDIATE BOWLING (Special Fee) <i>2 hours</i>	1 credit
PE 140 SPECIAL STUDY IN PHYSICAL EDUCATION <i>2 hours</i> Special approval required.	1 credit
PE 151 VARSITY ACTIVITIES <i>2 hours</i>	1 credit
PE 152 VARSITY ACTIVITIES <i>2 hours</i>	1 credit
PE 153 VARSITY ACTIVITIES <i>2 hours</i>	1 credit

HISTORY

HY 101 HISTORY OF WORLD CIVILIZATION	3 credits
A survey of the cultures of mankind from his primitive origins through the Renaissance and Reformation. Emphasis is placed on Greece and Rome,	

the Middle Ages, and the early civilizations of Asia, Africa and the Americas as well as Europe in their contributions to the problems of the modern world.

HY 102 HISTORY OF WORLD CIVILIZATION **3 credits**

Continuation of the survey of mankind from the Reformation to modern times. Emphasis is placed on the Scientific and Industrial Revolutions, the forces of liberalism, conservatism and reaction, nationalism and the rise and growth of nation states, imperialism and international rivalries and conflicts. Attention is given to developments in Asiatic and African areas and the impact of Western Civilization on their societies.

HY 201 U.S. HISTORY TO 1865 **3 credits**

A survey of the political, economic, and social development of the United States to 1865.

HY 202 U.S. HISTORY SINCE 1865 **3 credits**

A continuation of U.S. History from 1865 to the present. Emphasis is given to the factors that have changed the United States from a rural to urban-industrial nation, and to a leading world power.

MATHEMATICS

MS 100 BASIC MATHEMATICS **3 credits**

A preparatory course for those students who are not ready to enter MS 101. Emphasis is placed on the basic principles of arithmetic and algebra. Students may change from MS 100 to MS 101 or from MS 101 to MS 100 during the first month of Terms I and II. Institutional credit only.

MS 101 FUNDAMENTALS OF MATHEMATICS **3 credits**

Principles and techniques of elementary algebra including: sets and natural numbers, the arithmetic and algebra of integers and rational numbers, first degree equations and inequalities, equations in two variables and graphs thereof using real numbers, properties of the real numbers and complex numbers. Students may change from MS 100 to MS 101 or from MS 101 to MS 100 during the first month of Terms I and II.

MS 102 FUNDAMENTAL MATHEMATICS **3 credits**

A continuation of MS 101. Functions and graphs, basic trigonometry and logarithms, compound interest and annuities, probability, and selected topics in elementary statistics. *Prerequisite: MS 101.*

MS 103 MATHEMATICAL RECREATIONS **1 credit**

A relaxed, recreational approach to mathematics designed to stimulate interest in mathematics and problem-solving.

MS 107 INTRODUCTION TO LOGIC AND SETS **1 credit**

A brief study of logic and sets including the set-theoretical material for modern treatments of elementary probability and statistics. *Prerequisite: MS 101.*

- MS 147 ALGEBRA AND TRIGONOMETRY** **5 credits**
 Integrated algebra and trigonometry including: algebraic properties of the real number system, sets, functions, graphs, equations, inequalities, systems of equations, matrices and determinants, exponents and logarithms, the trigonometric functions, complex numbers, theory of equations, and probability. *Prerequisite: B average in high school mathematics including two years of algebra or one and one-half years of high school algebra and one-half year of trigonometry plus high standing in Florida Twelfth grade test, "A" in MS 101 or "B" in MS 102.*
- MS 181 APPLIED TECHNICAL MATH I** **4 credits**
 Study of the principles of algebra, trigonometry, logarithms and slide rule and their application to the solution of engineering problems.
- MS 182 APPLIED TECHNICAL MATH II** **4 credits**
 Extension of Applied Technical Math I to include elementary analytic geometry and vectors, with emphasis on practical applications. *Prerequisite: MS 181, MS 102, or MS 147.*
- MS 201 SETS, RELATIONS AND FUNCTIONS** **3 credits**
 The vocabulary and symbolism of sets; real numbers and conditions; relations and functions, and mathematical structures (Boolean algebra, groups and fields). Material is developed so as to provide the student with a broader base of understanding in order to reach higher levels of abstraction. This course is valuable to the students who intend to major in mathematics or who contemplate a teaching career in mathematics. *Prerequisite: MS 101 or higher.*
- MS 202 MATHEMATICS, A HUMAN ENDEAVOR** **3 credits**
 A general education elective which introduces the student to what mathematics is like, its extent and power, and some of its historical aspects. Computation is minimized in favor of developing an appreciation for the significance of mathematics in our culture.
- MS 204 INTRODUCTION TO STATISTICS** **3 credits**
 Development of the fundamental statistical methods including: sampling, distribution of measurements, probability, statistical inference, correlation and analysis. Relationship of these concepts to social and physical sciences. This course is required by students majoring in Business Administration and is recommended as an elective for students majoring in Education, Biological Science, Psychology, Sociology, Mathematics and Physics. *Prerequisite: MS 102 or higher.*
- MS 205 INTRODUCTION TO CALCULUS** **4 credits**
 A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology. *Prerequisite: MS 147 or "B" or higher in MS 102.*
- MS 206-207-208 CALCULUS, ANALYTIC GEOMETRY, AND DIFFERENTIAL EQUATIONS** **15 credits**
5 hours each course
 Differentiation and integration of algebraic, logarithmic, exponential, and

trigonometric functions with one independent variable; conics; methods of integration, definite integrals, applications to areas, volume and work; calculus of two or more variables; partial differentiation; vectors, curvilinear motion; linear transformations; multiple integrals, centroids, improper integrals; indeterminate forms, infinite series; differential equations and Laplace transforms. *Prerequisite: "B" or higher in MS 147.*

MUSIC

- MU 020 COLLEGE CHORUS** **1 credit**
3 hours
 Repertoire will include works from all periods and styles of choral literature. May be repeated each term for not more than four hours of accumulated credit.
- MU 030 COLLEGE BAND** **1 credit**
3 hours
 A wind and percussion ensemble open to all students who exhibit basic proficiency on a band instrument.
- ** MU 110-111 APPLIED MUSIC** **2 credits**
1 hour each course
 One-half hour private lesson weekly; secondary instrument or voice.
- ** MU 125-126 APPLIED MUSIC** **4 credits**
2 hours each course
 One-hour private lesson weekly; principal instrument or voice. Emphasis on tone production, technical skill, literature, and performance.
- ** MU 210-211 APPLIED MUSIC** **2 credits**
1 hour each course
 Continuation of Music 110-111.
- ** MU 225-226 APPLIED MUSIC** **4 credits**
2 hours each course
 Continuation of Music 125-126.
- MU 230 THE FUNDAMENTALS OF MUSIC THEORY** **3 credits**
 Includes the elements of sight-singing, dictation, ear training, rhythm, keyboard, notation, terminology and form. Special emphasis given to elementary education; open to all students.
- * MU 235 MUSIC HISTORY AND APPRECIATION** **3 credits**
 A general survey of music from its rhythmic beginnings. Evaluation of music literature as an expression of the various periods of history, Renaissance through Contemporary.

**Open to all students.*

***See "Special Fees" Page 28.*

PHILOSOPHY

- PH 201 INTRODUCTION TO PHILOSOPHY** 3 credits
A study of major problems of philosophy – especially those dealing with knowledge, mind, value, and reality. The course includes selected readings from such major philosophers as Plato, Aquinas, Descartes, Locke, Hume, Kant, Russell, and James.
- PH 207 INTRODUCTION TO LOGIC** 3 credits
This course deals with creative and critical thinking. Topics will include the uses of language, identification and analysis of fallacious as well as valid reasoning, and the techniques of inductive and scientific reasoning.
Prerequisite: Sophomore standing.

PHYSICAL SCIENCE

- PS 101 PHYSICAL SCIENCE** 3 credits
A non-mathematical study of chemical principles. Topics will include atomic structure, chemical bonding, acid-base behavior, and oxidation-reduction. (*Students may not take both PS 101 and CY 117 for credit toward graduation*)
- PS 102 PHYSICAL SCIENCE** 3 credits
A course for the non-science major including a survey of light, mechanics, electricity and magnetism. *Prerequisite: MS 101 or MS 181.*
- PS 103 PHYSICAL SCIENCE LABORATORY** 1 credit
2 hours laboratory
Elective laboratory to accompany or to follow PS 101. Introduction to laboratory experience covering topics in PS 101.
- PS 104 PHYSICAL SCIENCE LABORATORY** 1 credit
2 hours laboratory
Elective laboratory to accompany or to follow PS 102. Introduction to laboratory experience covering topics in PS 102.

PHYSICS

- PC 201 GENERAL PHYSICS** 4 credits
3 hours lecture, 1 hour problem solving, 3 hours laboratory
Primarily for pre-professional students not majoring in engineering or physics. Covers classical and modern treatment of mechanics, sound and heat. *Prerequisite: Eligibility for MS 147.*
- PC 202 GENERAL PHYSICS** 4 credits
3 hours lecture, 1 hour problem solving, 3 hours laboratory
Treats modern electricity and magnetism theory. Light studied as a wave in transmission and quantum in emission and absorption. Theories of atoms and their nuclei from Bohr to present day. *Prerequisite: PC 201.*

PC 205 GENERAL PHYSICS WITH CALCULUS 4 credits
3 hours lecture, 1 hour problem solving, 3 hours laboratory
A course designed primarily for majors in the physical sciences and engineering. Covers mechanics, heat and sound. *Prerequisite: MS 206. Corequisite: MS 207.*

PC 206 GENERAL PHYSICS WITH CALCULUS 4 credits
3 hours lecture, 1 hour problem solving, 3 hours laboratory
A continuation of PC 205. Covers electricity, optics, and introduction to modern physics. *Prerequisite: PC 205 with grade of "C" or better.*

POLITICAL SCIENCE

PL 225 AMERICAN NATIONAL GOVERNMENT 3 credits
A survey course in which the structure and procedures of American government in theory and practice are studied. Emphasis is placed on democratic values, the Constitution, Federalism, civil liberties, political behavior, the executive, legislative and judicial branches. Required in degree-granting programs.

PL 226 STATE AND LOCAL GOVERNMENT 3 credits
This course deals with state and federal relations. Organization, structure, and work of the executive, legislative, and judiciary; suffrage, elections; relationships between the state and local governments, with special reference to Florida, constitute the core of this subject.

PL 230 INTERNATIONAL RELATIONS 3 credits
An introductory course designed to demonstrate the basic factors involved in international affairs. Emphasis will be placed on the historical development of foreign affairs and the United States.

PL 280(H) POLITICAL STUDIES 1 credit
An honors seminar that provides the opportunity for independent study in the major areas of political science (American Government, International Relations, Comparative Governments, Political Parties and Political Theory). The primary purpose is the broadening of the student's knowledge in a specific area through research. *Prerequisite: Consent of Instructor.*

PSYCHOLOGY

PY 201 INTRODUCTION TO PSYCHOLOGY 3 credits
For the beginning student in psychology. Designed to provide an understanding of human behavior from the mental, physical, and emotional standpoints, and to lay a foundation for additional work in psychology. Class discussions are supplemented with demonstrations, group experiments, and motion pictures.

PY 202 APPLIED PSYCHOLOGY 3 credits
This course deals with the problems of mental hygiene, training in industry and business; and man-machine relationships. Special emphasis is laid on human engineering and its place in the industrial world. Other topics taken up are: scope of consumer psychology, motivation research, product testing and television research. *Prerequisite: PY 201 or consent of instructor.*

PY 205 PSYCHOLOGY OF CHILD DEVELOPMENT **3 credits**

The development of the human being from birth to adolescent period is considered with respect to physical, mental, emotional, and social growth. Special emphasis is placed upon the influence of the home and school in the personality development of the child. *Prerequisite: PY 201.*

PY 206 HUMAN ADJUSTMENT **3 credits**

A study of the mechanisms of adjustment, motivation, frustration and conflict. Learning, personality measurement and psychotherapy are considered. Emphasis is placed on the psychological processes of the normal individual functioning in the society rather than on behavior disorders. *Prerequisite: PY 201 or consent of instructor.*

SOCIAL SCIENCE

SS 100 BASIC SOCIAL SCIENCE **3 credits**

This course is planned to aid the student in his understanding of the basic definitions, conceptions, skills, and techniques in the social science disciplines with emphasis upon the study of history, political science, economics and sociology. *Required for students who show a deficiency in social science on the college placement test.* After successful completion, students may enroll in the regular social science courses. *Institutional credit only.*

SOCIOLOGY

SO 225 INTRODUCTION TO SOCIOLOGY **3 credits**

An introductory course designed to provide students with an intelligent understanding of social structures, social processes, social controls, and the nature of culture.

SO 226 MARRIAGE AND THE FAMILY **3 credits**

A study of values in mate selection and marriage and the problems of adjustment in the early years of family living. The prevalence and causes of family instability and conflict are examined together with the positive values of marriage relationship. *Prerequisite: SO 225 or consent of instructor.*

SO 230 SOCIAL PROBLEMS **3 credits**

An exploration of American contemporary social problems with emphasis upon the involvement of the individual, family and community. Topics such as Crime and Delinquency, Racial Problems, Dependency and Poverty, Religious Conflicts, and Urban and Rural Communities are analyzed in the light of factual data. *Prerequisite: SO 225 or consent of instructor.*

SPANISH

SP 101-102 ELEMENTARY SPANISH **6 credits**

3 hours each course

Designed for beginners and covering fundamentals of grammar. A thorough drill in pronunciation is emphasized. Early in the course easy texts for the reading of simple prose are introduced.

- SP 156 CONVERSATIONAL SPANISH** **3 credits**
 A Spanish course especially structured for the person who plans to travel in Spanish-speaking countries. Emphasis is on vocabulary development and other concepts valuable in everyday situations. Institutional credit only.
- SP 157 INTERMEDIATE CONVERSATIONAL SPANISH** **3 credits**
 A continuation of SP 156 providing opportunities to develop a wider vocabulary. Institutional credit only.
- SP 201-202 INTERMEDIATE SPANISH** **6 credits**
3 hours each course
 Includes abundant practice in Spanish pronunciation and conversation, a review of grammar, extensive readings in the study of Spanish civilization. *Prerequisite: two years of high school Spanish or one year of college Spanish.*

SPEECH

- SH 209 IMPROVING VOICE AND DICTION** **1 credit**
Special approval required.
 A course which gives specialized work in and emphasis on enunciation, phonics, and clarity of expression.
- SH 210 FUNDAMENTALS OF SPEECH** **3 credits**
 The basic principles of oral communication; analysis and correction of individual problems, use of voice and body; interpretation, organization and delivering general platform speeches, and parliamentary procedure.
- SH 250 ORAL INTERPRETATION OF LITERATURE** **3 credits**
 A course designed to enhance the student's appreciation of great literature while giving special attention to the application of techniques of oral reading. Special emphasis upon the ways that vocal patterns convey meaning and emotion.

TECHNOLOGY

- TD 203 STRENGTH OF MATERIALS** **4 credits**
 The study of strengths and properties of various materials; investigation of stresses, strains, elasticity, thermal properties, engineering, deflections and deformations, with their effect on design. *Prerequisite: EG 201 and TG 205 or permission of instructor.*
- TD 204 ENGINEERING MATERIALS LAB** **3 credits**
1 hour lecture, 4 hours laboratory
 A study in instrumentation, materials testing and pneumatics; and to acquaint the student with the devices used by technicians and engineers in industry.

- TD 207 ENGINEERING DESIGN PROBLEMS** **3 credits**
 A study of the nature of engineering and the methodology applicable to the problems which the student will encounter in his specific field of interest. *Corequisites: TD 203 and TD 204 or permission of instructor.*
- TD 210 TOPOGRAPHIC DRAFTING AND SURVEYING** **3 credits**
2 hours lecture, 2 hours laboratory
 The application of basic drawing principles to field surveys involving differential leveling and angular and distance measurements. The study and use of selected surveying instruments. Field survey problems to enable students to do elementary mapping and to read topographical maps. *Prerequisite: EG 103 and MS 181 or permission of instructor.*
- TD 211 ESTIMATING CONSTRUCTION COSTS** **3 credits**
 Approximate and exact methods of computing construction costs. Nature and application of estimates for preliminary planning, budgeting, bid letting, and performance payments. *Prerequisite: Completion of first term of freshman year or permission of instructor.*
- TD 212 INSPECTION PROCEDURES – FIELD AND OFFICE** **3 credits**
 The presentation of organizations, policies procedures and practices for the engineering and construction of facilities. The relationships of inspectors to owner, architect, engineer, and public authorities are included. *Prerequisite: Completion of first term of freshman year or permission of instructor.*
- TD 213 CONSTRUCTION MANAGEMENT AND CONTRACTING** **3 credits**
 Presentation and study of the legal, ethical, political, architectural and economic implications of contracts and of the procedures for soliciting, accepting, administering, and changing lump-sum, unit-price and cost-plus contracts. *Prerequisite: Completion of freshman year or permission of instructor.*
- TD 214 SPECIALIZED STUDIES IN
ENGINEERING TECHNOLOGY** **3 credits**
 Work-and-study option tailored to the needs of the individual student and/or individual specific prospective employer. Liberal use of directed individual study and work will be required. Consultation service and monitoring of each student's performance will be by a professionally and technically qualified member of the faculty, selected on the basis of the specialization involved. *Prerequisite: Completion of freshman year or permission of instructor.*
- TE 110 APPLIED ELECTRICITY & ELECTRONICS** **3 credits**
 Basic principles of electrical, electronic and magnetic circuits, and the broad application of such circuits in industry. This course is designed to familiarize the non-TE technician with the field of electrical/electronic technology. *Prerequisite: none, Corequisite: MS 181.*

- TE 111 FUNDAMENTALS OF DC AND MAGNETIC CIRCUITS** **3 credits**
2 hours lecture, 2 hours laboratory
 Theory of electrical current, voltage, and resistance in DC circuits. DC network analysis involving Kirchoff's Laws; Thevenin's and Norton's theorems, and similar analysis procedures. Basic magnetic circuits laws. *Prerequisite: or corequisite: MS 181.*
- TE 121 FUNDAMENTALS OF AC CIRCUITS** **5 credits**
3 hours lecture, 4 hours laboratory
 Single phase and polyphase circuit characteristics. The application of circuit analysis procedures to AC circuits. *Prerequisite: TE 111 or permission of instructor. Corequisite: MS 182.*
- TE 132 ELECTRONICS I, ELECTRON THEORY** **3 credits**
2 hours lecture, 2 hours laboratory
 Electron theory and its application in vacuum tubes, gas tubes, photoelectric tubes, and semiconductors. *Prerequisite: TE 121 or permission of instructor.*
- TE 211 ELECTRONICS II, ELECTRONIC CIRCUITS** **5 credits**
3 hours lecture, 4 hours laboratory
 Basic electronic circuits, including signal and power amplifiers, oscillators, rectifiers, and filter networks. Mathematical and practical analysis of circuit performance. Both tube and solid state circuits are covered. *Prerequisite: TE 132 or permission of instructor.*
- TE 212 ELECTRICAL MACHINERY** **4 credits**
3 hours lecture, 2 hours laboratory
 The principles of DC and AC electro-mechanical transducers, including design, theory of operation, and performance characteristics under load. *Prerequisite: TE 121 or permission of instructor.*
- TE 213 ELECTRICAL MEASUREMENTS** **2 credits**
1 hour lecture, 2 hours laboratory
 A detailed laboratory study of basic electrical and electronic measuring devices, including calibration and proper use of meters, oscilloscopes, bridges, power supplies, and recording devices. *Prerequisite: TE 132 or permission of instructor.*
- TE 221 ELECTRONICS III, INDUSTRIAL ELECTRONICS** **5 credits**
3 hours lecture, 4 hours laboratory
 The study of basic industrial control circuits. Timing, sequence and power control circuits, magnetic amplifiers, and basic servo systems. *Prerequisite: TE 211 or permission of instructor.*
- TE 222 ELECTRONICS IV, PULSE AND SWITCHING CIRCUITS** **5 credits**
3 hours lecture, 4 hours laboratory
 The generation of non-sinusoidal signals, and their effect on various electronic circuit components. Computer applications are developed. *Prerequisite: TE 211 or permission of instructor.*

TE 223 COMPUTER APPLICATIONS IN ENGINEERING

3 credits

2 hours lecture, 2 hours laboratory

Introduction to FORTRAN and special languages and their use with computers in the solution of engineering problems.

TG 201 HYDRAULICS

3 credits

2 hours lecture, 2 hours laboratory

A study of the mechanics of fluids and gases as related to industry, flood control and irrigation. *Prerequisite: MS 182, or permission of instructor.*

TG 205 CALCULUS WITH TECHNICAL APPLICATIONS

4 credits

Differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions with one independent variable; methods of integration, definite integrals, applications to areas, volumes, and work; multiple integrals, centroids, and moments of inertia; infinite series. Particular stress is placed on technical applications. *Prerequisite: MS 102 or MS 182, or permission of instructor.*

TG 248 ELECTRICAL AND ELECTRONIC DRAFTING

3 credits

Study of prints and diagrams related to electrical and electronic systems and controls normally used in industry, and a practical study of the symbols and standard used on prints and diagrams for control circuits with some data processing applications. *Prerequisite: EG 103.* Minimum of four hours individual laboratory work required per week.

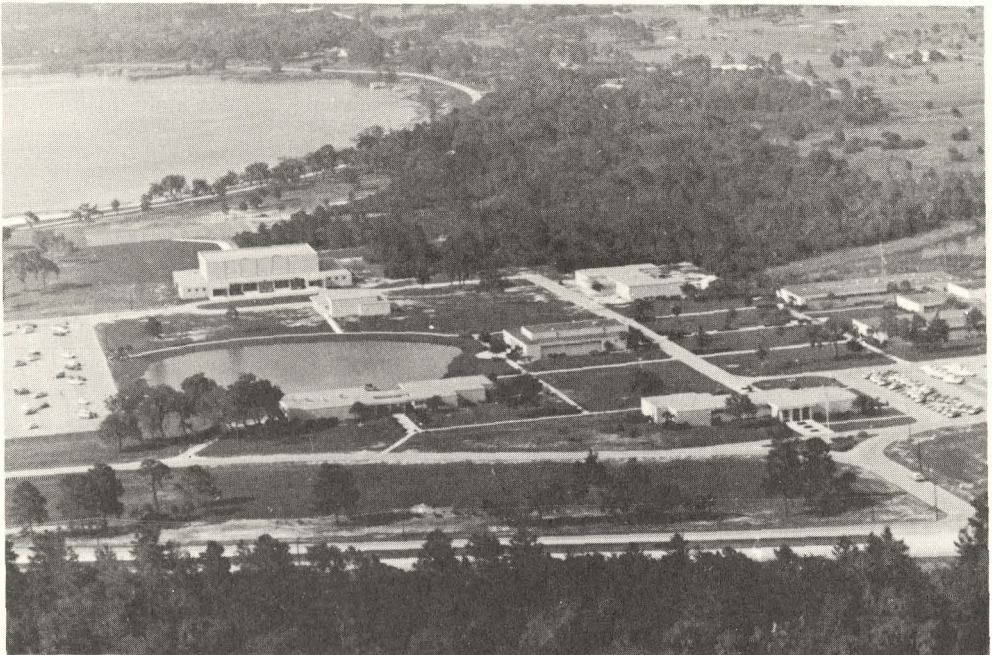


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COLLEGE PLAN

Name _____

Degree _____ Program _____

Term _____ Year _____

Course	Sem Hrs	Grade

Term _____ Year _____

Course	Sem Hrs	Grade

Term _____ Year _____

Course	Sem Hrs	Grade

Term _____ Year _____

Course	Sem Hrs	Grade

Term _____ Year _____

Course	Sem Hrs	Grade

Term _____ Year _____

Course	Sem Hrs	Grade

REQUEST FOR ADMISSION PAPERS

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and other papers will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to the Dean of Admissions, Lake-Sumter Community College, Leesburg, Florida, 32748.

**Office of Admissions
Lake-Sumter Community College
Leesburg, Florida 32748**

Dear Sir:

Please send the necessary admission papers to:

Name
(First) (Middle) (Last)

Mailing Address
.....

I was graduated from High School in 19.....

I (have) (have not) previously attended another college or university.

I expect to enroll for term of 19
, II, III-A, III-B

Date

Signed

LAKE-SUMTER COMMUNITY COLLEGE

LEESBURG, FLORIDA 32748

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