

LAKE - SUMTER  
COMMUNITY  
COLLEGE  
1981 - 82



Two Decades of Service  
1962 - 1982

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

**Ralph Turlington, Commissioner of Education**

**Lee Henderson, Director, Division of Community Colleges**

**Accreditation**

Southern Association of Colleges and Schools

**Memberships**

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

This catalog is prepared and presented as an informational guide for students and the public-at-large. Every attempt has been made to assure that all information is accurate and current. However, an institution of higher education constantly reviews its policies and practices in order to improve its services and assure the highest practical standards for those who seek a quality education. Thus, this document represents the most accurate information available at the time of publication and serves as a general guide in areas such as course offerings, programs of study, fees, facilities, student services, general education, degree requirements, and related regulations, procedures and policies.

The provisions of this catalog do not constitute a contractual arrangement. The college reserves the right to change or otherwise improve any provision herein and will make every effort to inform students and other interested parties of such changes in an appropriate and timely manner. Students are responsible for familiarizing themselves with the information in this publication and should consult their advisor, an administrator or Board Rules and Regulations for additional information.

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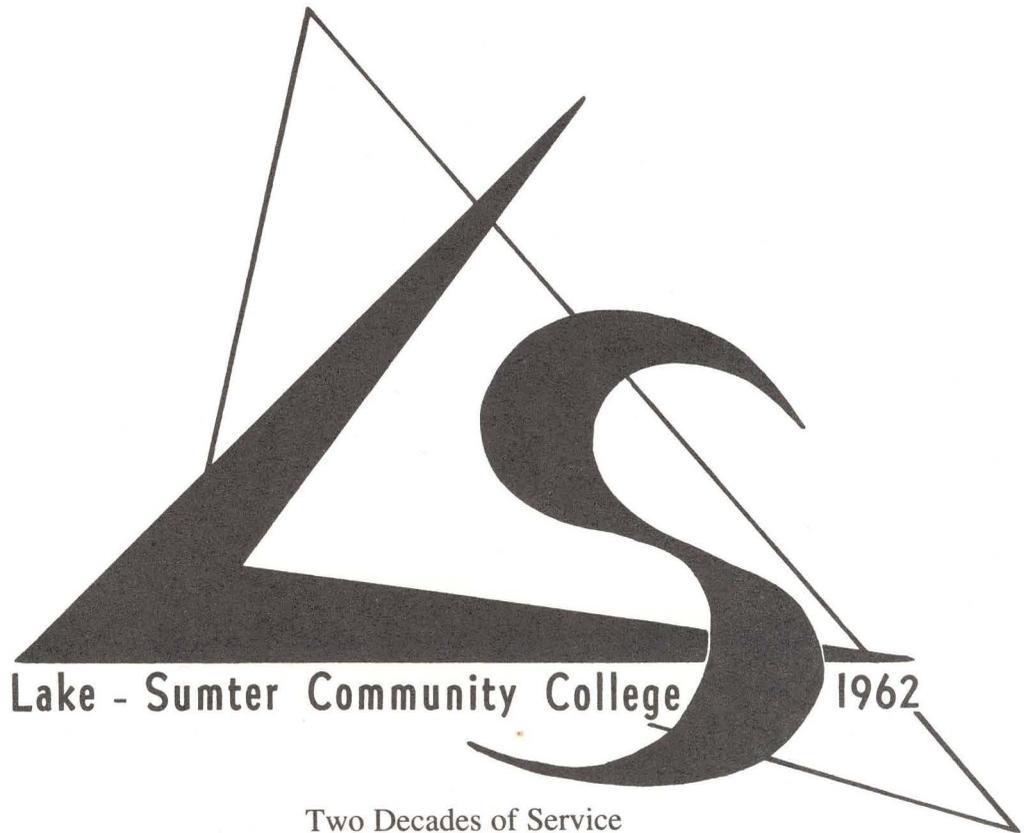
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# 1981-82

GENERAL

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1962 - 1982

5900 Highway #441 South  
Leesburg, Florida 32748  
(904) 787-3747

Sumter County Residents  
toll free number  
748-1959

A MESSAGE  
from  
the PRESIDENT



It is a pleasure to take this opportunity to acquaint you with Lake-Sumter Community College and invite your active participation in a manner that is both meaningful and beneficial to you. As a state-supported, public comprehensive community college, it is our mandate and obligation to offer a broad range of diversified higher educational services from which the public can benefit.

As you read this catalog you will discover many challenging opportunities which can be explored at the college level. For example, you may be interested in beginning or continuing work toward an associate or baccalaureate degree. Or, you may be seeking short-term learning opportunities which lead to possible career change, promotion or advancement, new job opportunities or exciting ways to develop your critical thinking, problem solving and decision making abilities as they apply to real-life situations and personal-societal dilemmas.

You will have the opportunity to cultivate values in the arts and sciences and be awakened to a better understanding of your historical and cultural heritage. You may also be awakened to many complex relationships and responsibilities which are vital for the enrichment of personal, academic and career goals as well as the creative use of leisure time.

Special opportunities are available for public forums, art/music/cultural events, off-campus courses, counseling and advisement, athletic activities, advanced courses, work-study programs, community services, student financial aid, cooperative education, computer literacy, and occupational-career studies. We also offer many quality postsecondary vocational programs.

A highly specialized faculty and staff complement a fully-equipped campus to promote quality higher education for the individual and the community. In short, we stand ready to assist you in attaining your lifelong learning goals.

A handwritten signature in cursive script that reads "Robert S. Palinchak". The signature is written in dark ink and is positioned above the typed name.

Robert S. Palinchak  
President  
Lake-Sumter Community College

## PHILOSOPHY

Lake-Sumter Community College strives to educate its students for responsible citizenship within our democratic system. Through a culturally and educationally enriched environment, the college provides for both intellectual achievement and creative growth, thereby encouraging each student to reach his maximum potential for himself and his society. Appropriate faculty, staff and facilities are maintained by the college for fulfillment of these goals.

## PURPOSE

Within the guidelines of the State of Florida and the Division of Community Colleges, the specific purposes of the college are to provide:

- (1) Programs paralleling the freshman and sophomore years at four-year colleges and universities, including a program of general education consistent with the Articulation Agreement between the Division of Community Colleges and the State University System.
- (2) Occupational programs which develop skills necessary for entry into a vocational/technical field, for advancement in a current occupation, or for a mid-life career change, as well as programs designed for business, industry and other organizations.
- (3) Developmental programs designed for the educationally disadvantaged.
- (4) Cultural, social and community service activities intended to enrich not only the lives of the students, but also of the entire community.
- (5) Credit and non-credit courses for those persons desiring fulfillment of personal educational objectives.
- (6) A program of student services, including admissions, orientation, financial aid, and counseling, which will assist students in making meaningful and appropriate academic, career and personal decisions.

## THE HISTORY OF LAKE-SUMTER COMMUNITY COLLEGE

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 coeducational community college began operation on Janu-

ary 2, 1962, as part of the state community college system.

The year 1982 commemorates two decades of service by Lake-Sumter Community College to students and community alike.

The college is located in the central part of Lake County in the geographic heart of the state. The area surrounding the institution offers a panorama of rolling hills covered with vast citrus groves, marsh lands abounding with wildlife, more than 1400 named lakes, outdoor recreation areas, and suburban type living.

The institution is located on a 110 acre site facing U.S. Highway 441, near the Leesburg airport and bordering Silver Lake. It contains modern, well-equipped, air-conditioned classrooms and laboratories, a learning resources center, college union, gymnasium, technical building, fine arts complex, and maintenance building.

## LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

In January, 1980, nineteen community leaders of Lake and Sumter Counties met with college representatives and organized the Lake-Sumter Community College Foundation, Inc.

The Foundation is an independent non-profit corporation, which can receive gifts that are tax-deductible in accordance with Internal Revenue Service regulations. Its purpose is to assist the college in providing excellent education and community service and to assist people of all ages in need of funds to attend Lake-Sumter Community College.

Through the Foundation, during its first year of service, donors provided scholarships for students; sponsored the Children's Theater; provided communications programs and scholarships from proceeds of the Marie Bolles Roast and Toast, which was held by the area chapter of the Florida Public relations Association; supported a College Jazz Festival; provided books for the College Library; and supplied funds for numerous other projects and needs of the college.

A benefit which results from the very existence and operation of the Foundation is the opportunity it provides citizens of this area to participate actively in the growth and development of their community college.

## LEARNING RESOURCES CENTER

The function of the Learning Resources Center is to serve the students, faculty, and community in academic and cultural developments. The Center is the focal point for curricular materials of the institution, thereby providing a diverse, extensive, and up-to-date collection of books, periodicals, documents, recordings, films and other non-print media.

The Book Collection consists of over 50,000 volumes which have been selected to meet the needs of students and faculty for reference and research, as well as recreational and enrichment reading.

The Periodical Collection consists of more than 375 current titles. These titles support the academic, vocational and technical programs of the college, as well as those of current and popular subjects. The holdings on microfilm and bound volumes of many of these periodicals date back to 1905. Subscriptions to the major periodical indexes are on file.

The Documents Collection is housed separately with approximately 50,000 items classified according to the Government Printing Office system. Lake-Sumter Community College is one of three state community colleges serving as depositories for Government Publications.

The Instructional Media Center consists of all forms of audiovisual materials and equipment. The cataloged collections, consisting of over 2,200 recordings (from classical music, drama, and poetry to the top current releases), tapes (audio and video), filmstrips, PIKs (Programmed Instructional Kits), and slide sets are available for research as well as classroom instruction and pleasurable listening.

Specially designed carrels are provided for a variety of equipment used for viewing and listening to the non-print materials.

Several credit classes are offered via videotape. These videotapes are housed in the Instructional Media Center for use by registered students; however, anyone may view any or all of the tapes in a series.

An electronic calculator is available for use within the Instructional Media Center.

Books may be borrowed for two weeks and may be renewed for a similar time period. Reference works and re-

serve materials may be checked out for overnight use only. A fine of five cents per day is charged for all regular overdue titles, and a fine of ten cents per hour is charged for overnight materials which are overdue.

Materials (books, periodicals, censes, etc.) which are not owned by the library may be obtained from other institutions through the inter-library loan program.

The Learning Resources Center has facilities for reproducing printed and non-printed materials, subject to copyright restrictions.

Periodically, various forms of cultural exhibits are displayed in the Center. Paintings, sculpture, crafts and collections are provided by students as well as local residents.

A staff of professional personnel, technicians, secretaries, and student assistants is ready to assist you in any of your reference needs.

The materials and sources of the Learning Resources Center are available to the residents of Lake and Sumter Counties without charge.

Both students and non-students may be issued a library identification card. This card must be presented each time materials are taken from the Center.

The Learning Resources Center hours are as follows:

#### **Term I and II**

Monday through Thursday 7:45 A.M.-9:30 P.M.  
Friday 7:45 A.M.-4:30 P.M.

#### **Term III and IV**

As announced.

## **ADMINISTRATIVE SERVICES**

### **USE OF COLLEGE FACILITIES**

The office of Administrative Services is responsible for scheduling the use of college facilities for college organizations and outside groups. College policy provides that a fee be charged outside groups if their activity is not definitely school related.

In addition, the college continues to serve as host to educational workshops and political forums.

## **COLLEGE BOOKSTORE**

Lake-Sumter Community College operates a bookstore in the college union building. The store offers both new and used textbooks, classroom supplies, gym clothes and sweatshirts.

The college bookstore is open during fall and spring semesters from 8:00 A.M. to 4:00 P.M.—Monday through Friday. Also, the store is open at night during the first week of classes in the fall and spring terms.

## **SPEAKERS BUREAU**

Lake-Sumter Community College offers the services of a Speakers Bureau for community groups and organizations.

Administrators, faculty members and students volunteer to fill requests from area groups for speakers and/or programs.

When calling for a speaker, the following information is requested: name of organization, name of chairman, desired subject area, size of expected audience, length of program, time, date, place and size of room where presentation is to be made.

Speakers are usually available to community and non-profit organizations on request through the Office of the President.

## **PARKING**

All motor vehicles driven to campus must be registered with the office of Administrative Services. Parking decals and parking regulations are issued free of charge to each student at both day and evening registrations. Those who need additional decals may obtain them at the college bookstore. All vehicles parked on campus must bear a current decal displayed in accordance with instructions.

When necessary, parking citations are issued by security personnel and records of violations are maintained in the college bookstore.

A warning is issued for the first violation. All other violations are \$5.00 each. Consult parking regulations for complete information.

## **FOOD SERVICE**

Food service at Lake-Sumter Community College is under lease. The cafeteria is located in the college union building and serves breakfasts, short orders, plate lunches, sandwiches, salads, desserts and beverages. Food service is available Monday through Friday until 1:00 P.M. However, the dining room and vending areas remain open until 9:30 P.M. Vending machines are located in several areas throughout the campus for the convenience of the students.

## **TRANSPORTATION**

At the present time the college is not served by public bus transportation.

## **CAMPUS CLUBS AND ORGANIZATIONS**

Campus clubs and organizations in need of maintenance services should submit a work order to the Dean of Administrative Services with the approval of the club sponsor.

## **SAFETY AND FIRE REGULATIONS**

Lake-Sumter Community College makes every effort to observe all safety and fire regulations as required by the State Department of Education. Lake-Sumter Community College is required to have a Safety and Health Inspection annually by the State Department of Education.

Fire drill instructions are posted in all buildings and classrooms. Also, a health and safety committee is responsible for identifying and eliminating unsafe hazards on campus. This activity is in compliance with the Florida Community College Risk Management Consortium.

All accidents on campus must be reported to the Dean of Administrative Services.

ADMISSIONS

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# ENTERING THE COLLEGE

## ADMISSIONS

### APPLICATION PROCEDURES

#### Submit the following to the Office of Admissions:

1. Application for admission.
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. NOTE: It shall be the responsibility of the applicant to supply transcript(s) to the admissions office.
3. Health Statement. (Part of application.) Students unable to participate in physical education must provide a medical statement from an M.D.
4. Affidavit of residence. (Part of application.)
5. Take the placement examination on the prescribed date. Students are encouraged to take the SAT or ACT.
6. Application fee—\$5.00

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 considered for final acceptance by the Office of Admissions.

### ADMISSION REQUIREMENTS

Applicants must have graduated from high school.

Transfer students will be accepted from other colleges or universities. Courses which were completed with grades of "D" or higher at other regionally accredited institutions are acceptable for transfer credit at Lake-Sumter Community College.

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. The USAFI GED diploma will be accepted.

Effective January 10, 1979, first-time college applicants who are at least 19 years of age and have not graduated from high school, and high school certificate holders who satisfy all other requirements are eligible for admission under the following conditions:

- (1) These applicants are eligible for admission as non-degree seeking students.
- (2) Class load for these students in their first full term must not exceed 12 semester hours.
- (3) College counselors must place these students initially in those courses best designed to improve basic skills.
- (4) Students admitted under this policy must complete requirements for a regular high school diploma or an equivalency diploma during their second term of enrollment if they wish to take courses other than those classified as occupational.
- (5) Students admitted under this policy must earn a regular high school diploma or an equivalency diploma prior to earning the AA or AS degree at Lake-Sumter Community College.

### INTERNATIONAL STUDENTS

Lake-Sumter welcomes international students. The following requirements must be met by students seeking admission on the F-1 Visa.

1. Complete application for admission.
2. Achieve TOEFL score of at least 550 and have it sent directly from a TOEFL testing center.
3. Secure an official translation of an original copy of high school (secondary school) transcript.
4. Submit a financial statement verifying at least six to eight thousand dollars to cover living expenses, tuition, etc.
5. Obtain an official translation of transcripts from other colleges attended, if any.
6. If presently enrolled in a college or university in the U.S., submit the form I-538 from that institution for transfer to Lake-Sumter.

### ADVANCED PLACEMENT STUDENTS

Lake-Sumter Community College provides an Advanced Placement Program to allow high school students to enrich their academic backgrounds. Inquiries concerning the Advanced Placement Program should be addressed to the Director of Admissions.

1. High school students who receive special permission from their principal, counselor and parents may be admitted to the Advanced Place-

ment Program. College credit will be awarded when earned. 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.

### EARLY ADMISSION STUDENTS

Lake-Sumter Community College, in order to provide greater flexibility and opportunity for superior high school students, will accept students into the Early Admission Program. The following conditions will prevail:

1. Completion of 11th grade.
2. Academic average of "B" (3.0) or better on all work attempted in high school.
3. Applicants will first be screened by a high school counselor who will recommend students on the basis of academic achievement, emotional stability, and maturity.
4. After the high school has screened the applicants, the names of those students who are recommended should be sent to the Office of Admissions together with (a) a high school transcript; (b) a letter of recommendation signed by both the principal and counselor; (c) letters of recommendation from two teachers; and (d) written parental approval and commitment to the program.
5. The student should submit a formal application to the Office of Admissions.
6. The Director of Admissions of the college will conduct an interview with each applicant and his or her parents. The Director of Admissions shall submit the application to an

Admissions Committee for final action.

- The Admissions Office, upon recommendation of the Admissions Committee, will give final approval to the admission of students into the Early Admissions Program.

## REGISTRATION

Evening students may register during the day on a walk-in basis or at evening registration. See college calendar for registration schedule. Day 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.

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.

## COLLEGE LEVEL EXAMINATION PROGRAM

Lake-Sumter Community College participates in the College Level Examination Program (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 Lake-Sumter Community College and applicants for admission are eligible to apply for participation in the CLEP program.

Students may earn a maximum of 39 semester hours of credit through CLEP. Lake-Sumter Community College will award credit at the following scores, or higher, on the subject matter examinations listed below with no letter grades or quality points assigned.

Examination & Course Equivalent	Minimum Score for awarding credit	Credit Hours awarded
American Gov't POS 2041	47	3
American History AMH 2010-2020	46	6
American Lit. AML 2020-2022	46	6
Biology APB 1150	49	3
College Algebra MAT 1033	50	3
English Lit. ENL 2030-2040	46	6
General Psych. PSY 2002	47	3
Intro. Accounting ACC 2001-2021	50	6
Intro. Sociology SOC 2000 & Elective	46	6
Western Civil. WOH 1012-1022	50	6

*No students will be permitted to take an examination for credit in a course in which they have already received credit.* When courses come in blocks of 6 semester hours, students *will not* be permitted to earn three hours through CLEP. Neither will students be permitted to take CLEP exams in courses for which they are currently enrolled. Nor will they be permitted to use CLEP for repeated courses.

NOTE: CLEP credits will not be awarded at Lake-Sumter Community College until the student has actually enrolled in Lake-Sumter Community College.

## AUDITING COURSES

Anyone who wishes to attend a class, but who does not wish to receive credit, may register as an audit student. Neither grades nor college credit will be granted. Eligible students who have registered as audit students may change to credit during the first week of classes. (See specific dates for those changes in the College Calendar section of this catalog.)

Students who desire to change from credit to audit may do so by securing the change forms from the Counseling Center, obtaining the approval of the instructor, and then filing the change form with the Director of Admissions prior to the end of the "W" period which is listed in the College Calendar section of this catalog for each term.

## CONTINUING EDUCATION UNIT (CEU)

In conjunction with professional organizations, businesses, and other groups,

the college awards the Continuing Education Unit, or CEU, for specially designed continuing education non-credit courses. The Continuing Education Unit is defined as ten contact hours of participation under a qualified instructor, capable direction, and responsible sponsorship.

## CREDIT BY EXAMINATION IN A.S. DEGREE PROGRAMS

Recognizing that competency in occupational skills and knowledge may have been acquired outside a classroom setting, Lake-Sumter Community College permits its students to earn up to 24 semester hours of credit in any Associate in Science degree program by passing departmental exemption examinations.

Credits will be awarded plus a grade of "S", but no quality points will be assigned. Students must register and pay tuition for each examination attempted.

Approval of the Division Chairman and the Director of Admissions must be obtained prior to the testing date listed for each subject for each term. The Director of Admissions should be contacted for additional information.

Examination in other subjects may be permitted if approved by the Division Chairman and the Director of Admissions.

## NON-TRADITIONAL CREDIT

Any student who expects to earn credit in a non-traditional way which is not covered in the college catalog must have his request for credit approved by the Director of Admissions before enrolling in the course or program.

## DIRECTED STUDIES

Under unusual circumstances a student may be permitted to enroll in a one hour course in directed studies. Contact the Dean of Student Services 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:

- 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 acquired 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 and written, at his own 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, Division Chairman and the Dean of the College.

### TRANSFER STATUS

For all transfer students the following classification scheme applies:

Freshman

1-27 semester hours

Sophomore

28 semester hours or more.

### 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.

### COURSE LOAD

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:

	Average	Maximum
Term I	16 sem. hrs.	19 sem. hrs.
Term II	16 sem. hrs.	19 sem. hrs.
Term III	7 sem. hrs.	9 sem. hrs.
Term IV	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 Terms III and IV combined. A student enrolling for more than 17 semester hours in Terms I and II, or for more than 7 semester hours in Term III or Term IV, must have a "B" average, the recommendation of his counselor, and the approval of the Dean of Student Services.

### SCHEDULE CHANGES/ADD-DROP

Necessary changes in class schedules may be made during a brief period at the beginning of each term as listed in the College Calendar. After the designated deadline, only class withdrawals or changes to audit will be permitted.

### WITHDRAWAL PROCEDURE

The college encourages each student to make every effort to complete the full term. Students who feel they must withdraw will be permitted to do so with a grade of "W" (without penalty) until the date listed in the college catalog for each term. See college calendar.

During the withdrawal period, instructors may withdraw a student with a grade of "W" for non-attendance. However, it should be noted that instructors are not required to withdraw students for non-attendance. The "W" grade for non-attendance will not be recorded for a period of seven days, thereby permitting the student to contact the Director of Admissions. No withdrawals will be permitted after the designated date in each term unless extenuating circumstances are to be considered by the instructor and the Director of Admissions. Withdrawal forms may be secured in the Counseling Center. Responsibility for withdrawal rests squarely on the student.

### SPECIAL HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

Basic Requirements: All full-time day students in degree programs are required to complete two courses in Physical Education. Preferably, this requirement would be met during the freshman year.

#### *Exceptions to PE Requirement*

1. Over one year active military service—2 credit hours exemption.

Evidence of such service must be on file with the Director of Admissions.

2. Twenty-eight years of age before the first day of the term.
3. Physical disability requiring a physician's statement—1 credit hour exemption per excused term. Excuse must be on file with the Director of Admissions.
4. Students who are classified as evening when they apply for degree.
5. Inmates.

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 are designed to develop basic performance skills, techniques, knowledge and appreciation of the values of the activities listed as course offering.

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 he must receive consent of the instructor.

### GRADUATION

The following requirements must be met by students planning to graduate from Lake-Sumter Community College.

1. Complete the requirements in general education as outlined in the catalog *except in certain occupational and pre-professional programs.*
2. Complete at least 64 semester hours of credit in a prescribed program except for specialized programs for which a higher number of credits is required.
3. Complete the last 12 semester hours at Lake-Sumter Community College. Any exception to this requirement must be approved by the President or his designee.
4. Earn 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 de-

leted from the final grade point average.

5. File an application for graduation with the Director of Admissions prior to the deadline published in the catalog. The applicant must meet the program requirements as outlined in the catalog under which he enrolls or the catalog currently in use at the time of graduation. 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 or the catalog in use at the time of graduation.
6. Take care of all financial obligations to the college.

### 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>
3.40-3.59	Cum Laude (with honor)
3.60-3.79	Magna Cum Laude (with high honor)
3.80-4.00	Summa Cum Laude (with highest honor)

### STUDENT FEES

#### GENERAL INFORMATION

1. Fees are payable at the time of registration and are subject to change.
2. Students are expected to maintain financial obligations to the college on a current basis. A transcript will not be issued nor will the student with any financial obligations be permitted to register for subsequent courses. The student is subject to suspension for delinquent obligations.
3. Audit—Fees are the same whether enrolled for credit or audit.
4. Student Activities are funded from matriculation fees.
5. Non-Credit Courses—Fees for special courses, seminars, institutes or workshops will be assessed based on the estimated cost of each course.
6. Applied music fees for private instruction are paid by the student in addition to regular tuition.

### APPLICATION FEE

A check or money order in the amount of \$5.00 must accompany an application submitted by students planning to enter Lake-Sumter Community College for the first time. This fee is neither refundable nor transferable. It is a one-time fee and covers all subsequent enrollments. This applies to all credit and/or audit students, whether full-time, part-time, day or evening.

### STUDENT FEES PER TERM

	Florida Residents	Non-Florida Residents
Per Semester		
Hour	\$15.50	\$31.00

### SPECIAL FEES (Non-Refundable)

1. Application fee \$5.00.
2. Late Registration \$10.00 per term.
3. Real Estate fees established by SREA.
4. Graduation fee \$10.00 per application.
5. Nursing Fee (Insurance) \$8.50 per student
6. Transcript fee: \$1.00 each

### SPECIAL FEES (Refundable if schedule changes are made during add-drop.)

See Course Descriptions for specific fees.

### FEES FOR OCCUPATIONAL COURSES

Students taking occupational course for reasons unrelated to employment may be required to pay a fee based on the direct cost of instruction of such courses.

### REFUND POLICY Credit Courses

Students completing the official withdrawal procedure will receive refunds in the amounts (or percentages) indicated below. These checks will be issued after the end of the add-drop period.

A student who is suspended and or dismissed is not entitled to a refund.

1. Class is cancelled by the college. . . . . 100%
2. Complete withdrawal prior to the end of the add-drop period . . . 100%

3. Special fees until the end of the add-drop period . . . . . 100%

### Change of Student Status

A student who changes class load status before the end of the add-drop period will pay or receive the rate difference between fees originally charged and those required for new status.

### Illness or Death of Student

1. Should illness or death occur prior to the expiration of six (6) calendar weeks during Term I, Term II or V, or prior to the expiration of three (3) weeks for Term III and Term IV—Credit courses only . . . . . 75%
2. No refund for non-credit courses.

### Non-Credit Courses

1. Completion of the official withdrawal procedure prior to the second class meeting . . . . . 100%
2. Special fees are not refundable.

### SENIOR CITIZEN WAIVER OF FEES

Persons sixty (60) years old or older may register for credit or audit status in credit courses on a space available basis and will have the application fee and course tuition waived for classes which are funded under the community college program fund. These persons must be legal Florida residents and meet residency requirements as established on the application for admission form.

### BAD CHECK RULE

The following rules apply to all checks returned to Lake-Sumter Community College due to insufficient funds:

- (1) A \$5.00 charge will be assessed by the college for handling each returned check.
- (2) A returned check will result in cancellation of registration if classes have not started. To be permitted to re-register, the amount of the returned check must be paid in cash or by a cashier's check, plus the \$5.00 returned check charge.
- (3) A returned check given for any purpose by a student who is attending classes will result in the student being dropped from class. Readmission will be permitted only after payment is made of the amount of the returned check by cash or by a

cashier's check, plus the \$5.00 returned check charge.

- (4) Any student whose record indicates that a returned check has not been cleared as indicated in (2) or (3) above will not be permitted to register for future courses at Lake-Sumter Community College. In addition, any request for a transcript of the student's college record will be refused.

## RESIDENCY REQUIREMENTS FOR FEE PURPOSES

### Definition of a Florida Resident for Fee Purposes

For the purpose of assessing tuition, applicants are classified as Florida or non-Florida students. In applying this regulation, "applicant" shall mean a student applying for admission to Lake-Sumter Community College if the student is at least 18 years of age or mar-

ried. If the student is a minor and unmarried, it shall mean the parents, parent, or legal guardian of that student. Such applicant will pay the non-Florida tuition and other charges required of non-Florida students, unless he is a citizen of the United States or Resident Alien and *shall have physically resided and had his habitation, with the intent to establish domicile, home and permanent abode in the State of Florida for at least 12 consecutive months (after reaching the age of majority, 18 years) immediately preceding the first day of classes.*

### Non-Florida Students for Fee Purposes

Non-Florida students are those who do not qualify as Florida residents.

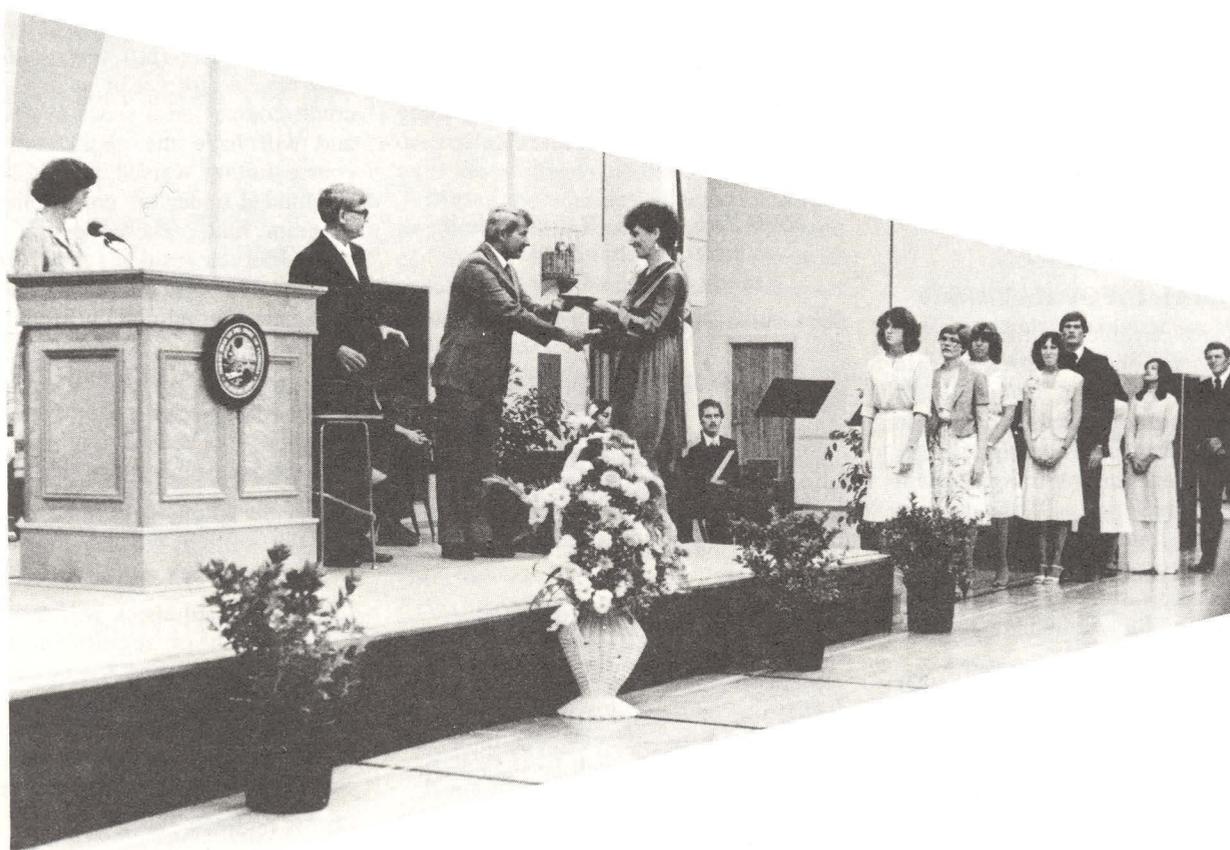
### International Students for Fee Purposes

International students pay Non-Florida student fees.

## Reclassification as a Florida Resident

A non-Florida resident may apply for reclassification of residency prior to any subsequent registration under the following provision.

1. To qualify for reclassification as a Florida resident, a person (or if a minor, his parents or legal guardian) shall have resided in Florida twelve (12) consecutive months.
2. Evidence of a Declaration of Domicile filed with the Clerk of the Circuit Court, Lake County Courthouse, must be presented by the student to the Office of Admissions.
3. An alien shall have resided in Florida for twelve (12) consecutive months and must present U.S. Immigration and Naturalization certification that the student is a resident alien or U.S. citizen. The resident alien number must be presented to the Office of Admissions.

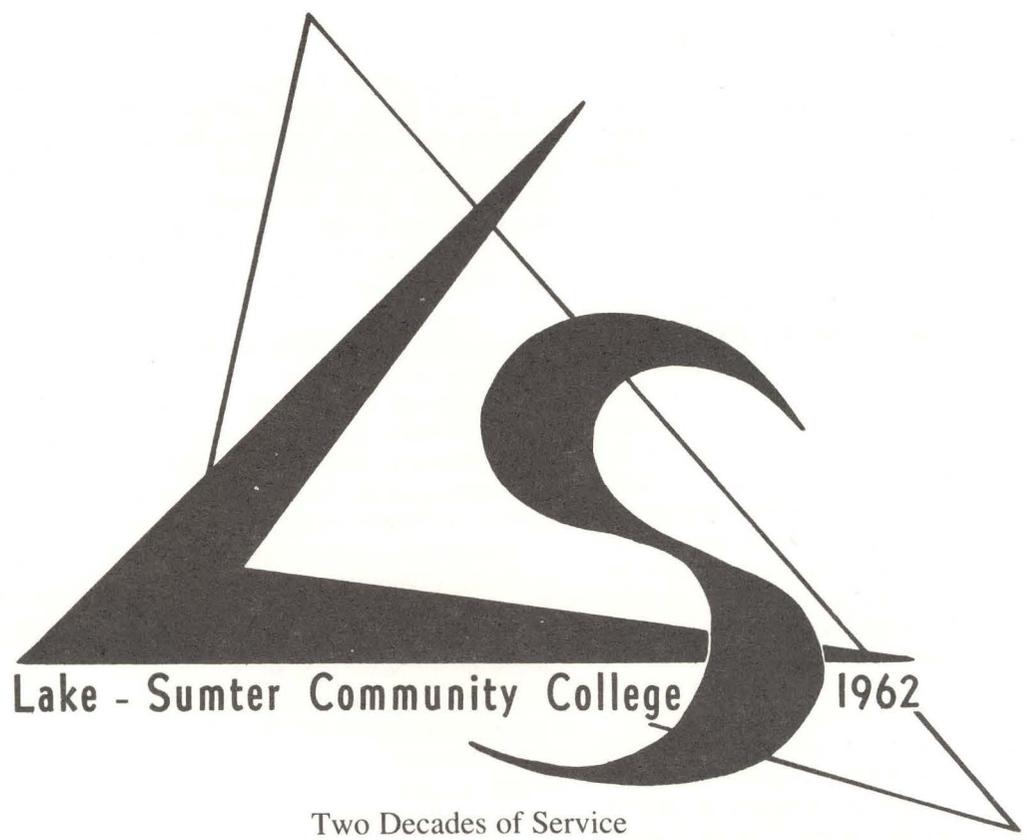


# STUDENT

# REVIEW SERVICES

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Two Decades of Service  
1962 - 1982

## STUDENT SERVICES

### COUNSELING

The Student Services program of the college is 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 financial aid
- Finding a job
- Discovering interests and aptitudes
- Understanding one's self and others
- Working out a personal problem

To take advantage of these services, students need only go to the Student Services Center to see a counselor. Conferences are held in strictest confidence. 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 which are available in the Student Services Center.

### ACADEMIC ADVISING/ PRE-REGISTRATION

Academic advising, which is available to all students, includes pre-registration whereby students select courses for the next term. In either individual or group meetings a college counselor assists students in choosing subjects which they need to prepare for their career field and to meet degree or certificate requirements. Although counselors give assistance, students bear major responsibility for proper course selection. A person may choose self-advisement if preferred.

The completed pre-registration reserves a seat in those selected classes until fees are paid on or before the regular registration date as listed in the College Calendar. Students are encouraged to pay fees by this date in order to avoid a late fee and cancellation of pre-registration.

In addition to course selections, the academic advising session may include an assessment of student abilities and in-

terests, exploration of various career fields, and advisement for job or transfer.

### CAREER CENTER

For students who have not decided on a career, or for those who have changed their minds, the Career Center can help. Fully staffed and equipped, the Center is a good place to begin a career search. Tests and inventories can be taken to help identify career possibilities, while other resources are available to help fully research any identified careers. Using the results of these searches, the counselors in the Center can help students set realistic life and career goals.

### COLLEGE UNION

The College Union is maintained as the "Community Center" for the college family—students, administration, faculty, staff, alumni, and guests. The Union houses a number of facilities including the Bookstore and Cafeteria. It also houses the College Lounge, Conference and Game Room, Clinic, Office of the Director of Student Activities, Office of SGA, Office of Publications, and a Work Room. With the exception of the Bookstore and Cafeteria, the operation of the College Union is the responsibility of the Director of Student Activities.

### 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.

Student Services with the assistance of a Health Committee sponsors a Health Fair each year in which students and faculty members may undergo voluntary screening for possible health problems.

### HANDICAPPED STUDENTS

All programs at Lake-Sumter Community College are open to students with special handicaps. Facilities have been constructed or modified to accommodate handicapped students.

Special services available for handicapped students include admissions counseling, tutoring, reserved parking areas, guide services, and special instructional and library resources.

## 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 Lake-Sumter Community College students—fulltime, part-time, day or evening.

The purpose of the association is to promote active, responsible and cooperative citizenship through participation and self-government. The SGA will also establish rules for effective procedures 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 senators, and the spring election is for electing the executive officers. The executive officers, under the auspices of the Dean of Student Services, 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.

To be eligible to hold office in the Lake-Sumter Student Government Association, students must maintain a 2.0 average and carry a minimum of nine (9) hours.

### SGA—TRADITIONAL ACTIVITIES

#### SPRING AND FALL PICNICS

Games, contests, good food and fellowship are enjoyed by the Lake-Sumter Community College students, their guests and families, faculty and staff at the annual picnics.

The first Student Government Association Spring Picnic was held at Alexander Springs in 1963. Other sites have been Sanlando Springs and Minute Maid Park, however in recent years it has been held on the Lake-Sumter Community College campus.

#### MISS LAKE-SUMTER PAGEANT

Added to the traditional Spring and Fall Picnics is the Miss Lake-Sumter Pageant which was initiated in 1965 and has become an annual affair. It is held in the Fine Arts Auditorium during Term I. Any Lake-Sumter Community College female student enrolled in at least nine (9) hours with a cumulative grade point average of 1.6 or better is eligible to par-

ticipate. The entry does not have to be a member of the sponsoring club or organization. Clubs and organizations act as sponsors for interested women. Categories included in the competition are personal interviews, street dress, bathing suit, evening gown, and talent. A panel of qualified judges select Miss Lake-Sumter Community College and her court. Miss Lake-Sumter Community College represents the college in other pageants, at parades, and other special events throughout the year.

## CLUBS AND ORGANIZATIONS

The college encourages participation in student activities for all full and part-time students. All clubs and organizations are assisted by a faculty sponsor.

### BAPTIST CAMPUS MINISTRY

Membership is open to all students. The Baptist Campus Ministry is a Southern Baptist student organization whose objective is to provide a ministry to individuals in the campus community who have need for redemption and Christian growth.

### BLACK STUDENT UNION

Open to all students.  
The Black Student Union is composed of individuals who are interested in black culture, literature, art, music, and contemporary thought.

Its purpose is to promote active, responsible, cooperative citizenship through participation in self government. Functions will be related to the interests of the community.

### CIRCLE K

Open to all students.  
A service organization through which college men and women find a means for responsible student action in their communities and a more active involvement in campus life. Circle K is a practical laboratory for the development of personal leadership skills and the growth of personal initiative in analyzing the needs of our environment and attempting to find the solutions for them. It is also a means of forming friendships, working in a common cause with other students, and simply having fun. Kiwanis Club of Leesburg is the Kiwanis sponsor of Circle K at Lake-Sumter Community College.

### ICHTHUS

Open to all students.  
The objectives of Ichthus are: to lead students and faculty members to commitment to Jesus Christ as Savior and Lord; to guide them in Christian witnessing; to involve them in Christian social life and recreation; and to lead them to examine academic disciplines from a Christian perspective.

### PHI BETA LAMBDA

A national organization open to any student enrolled in at least one business class.

The purpose of this club is to give the student a better understanding of the business world. The club has money-making projects in order to send delegates to state and national conventions, as well as having business oriented programs with guest speakers.

### PHI THETA KAPPA

Honor students by invitation.  
Phi Theta Kappa is the only national scholastic honor society for American Junior Colleges.

Membership in Phi Theta Kappa is conferred on those junior college students who are in at least the upper ten per cent by scholastic rank of the total enrollment of their college. Initiates must be bona fide Lake-Sumter Community College students planning to receive an AA Degree at Lake-Sumter Community College and transfer to a 4-year college or university. They must have completed one term of a transfer program as it appears in the college catalog, and must be judged of good moral character and possessed of qualities of citizenship by the faculty of their junior college. Eligible students are selected from the Dean's List (Terms I and II).

### ROTARACT CLUB

Open to all students.  
The purpose of Rotaract is to develop leadership and responsible citizenship through service to the community, and to advance the cause of international understanding and peace, and to promote recognition and acceptance of high ethical standards as a leadership quality and vocational responsibility.

### STUDENT MUSIC EDUCATOR'S NATIONAL CONFERENCE

SMENC is a professional music organization open to all students.  
Its aim is to stimulate professional development to those preparing for a career

in music and related areas. Members participate in State, Division and National Conferences.

### THEATRE ARTS SOCIETY

Open to all students.  
The Theatre Arts Society is a service club which exists to foster interest in and promote the performing arts at Lake-Sumter Community College. Opportunity is provided for experience in all phases of theatre.

### YOUNG DEMOCRATS

Open to all students.  
The objective of the Young Democrats organization is to bring young people into the Democratic Party; to provide them an opportunity for political expression and recognition; and to encourage personal political involvement in campaigns and issues of our times.

### YOUNG REPUBLICANS

Open to all students.  
The purpose is to bring people into the Republican party and to provide them with an opportunity to learn and express themselves. The "Y.R.'s" also provide a chance for one to understand our political system and views of the Republican Party.

### VETERANS CLUB

The Veterans Club is a service club consisting of ex GI's of all services who have served more than one hundred-eighty (180) days active duty; to assist veterans in readjustment to all phases of college life. All members are available for unofficial information on the armed services to any student.

### MUSICAL ORGANIZATIONS

Musical performing organizations that are available on the Lake-Sumter Community College campus are College Chorus, College Singers, Collegium Musicum, Symphonic Band, Jazz-Lab Band, Community (evening) Band, and a variety of small ensembles.

## PUBLICATIONS

The college publishes a student newspaper, THE ANGLER, and a college yearbook-magazine, the NAIAD. The staff for both publications consists of students under the direction of a faculty advisor. Students interested in serving on the staff of the ANGLER or the NAIAD

are encouraged to contact the appropriate faculty advisors.

## INTRAMURALS

The Intramural Program provides an opportunity for students, faculty and staff to participate in the individual, dual and team activities of their choice. Activities are selected which will provide enjoyment and recreation at Lake-Sumter Community College and contribute to skills for leisure time later in life. The college provides this widely varied program for both men and women in order that all students may have a choice of activities.

The growth and success of the Intramural Program depends primarily upon participation. It is hoped that each student, faculty and staff member will take part in this activity. For more information contact the Director of Intramurals.

## ACTIVITIES

Backgammon  
Basketball  
  One on One  
  Free Throw (Men & Women)  
  Team-Men  
  Team-Women  
  Team-Co-ed  
Bowling  
Checkers  
Chess  
Flag Football Team-Men  
Golf Tournament  
L-SCC Decathlon  
Powder Puff Football Team-  
  Women  
Racquetball  
  Singles-Men & Women  
  Doubles-Men & Women  
  Mixed Doubles  
Softball-Co-ed  
Table Tennis  
Volleyball Teams (Co-ed)

## ATHLETICS

Any student interested in participating in varsity athletics should contact the college Athletic Director. Lake-Sumter Community College fields varsity teams in (1) men's golf, (2) men's tennis and (3) women's tennis. The college holds membership in the Florida Community College Activities Association and the National Junior College Athletic Association. In order to qualify for partici-

pation in any intercollegiate athletic activity, an athlete must fulfill the requirements set forth by the Florida Community College Activities Association, must be enrolled as a full-time student (12 semester hours) and must maintain a minimum 1.6 grade point average.

In addition to these 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 the 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. The above determination and declarations shall be based on the official records of the Director of Admissions.

## EMPLOYMENT

An effort is made to aid students to secure part-time and full-time employment in the vicinity of Lake and Sumter counties. See the Office of Cooperative Education for information about off campus job opportunities.

## HOUSING

Lake-Sumter Community College has no dormitory facilities. Current lists of private rooming facilities in the district are posted on the bulletin board by the Bookstore. The College assumes no responsibilities for providing or supervising student housing.

## CONDUCT

Any student who enrolls at Lake-Sumter Community College is expected to meet standards of good citizenship and to be a credit to the college, the community and himself.

Each student, by registering, agrees to abide by the rules of conduct outlined in the Student Handbook. Violation of any of these rules may lead to disciplinary action. Each student should read the Handbook carefully so that he is aware of his responsibilities.

## STUDENT FINANCIAL AID

The primary purpose of the Student Financial Aid Program at Lake-Sumter Community College is to provide financial assistance for academically qualified students who could not further their

education without support. The college expects the student and/or his family to make a maximum effort to meet his educational expenses.

The Student Financial Aid Program provides assistance in the form of scholarships, grants, loans, and employment. A financial aid booklet of consumer information entitled "Data on Dollar\$" is available in the Financial Aid Office.

Unless otherwise noted, applications for scholarships should be filed by March 15 to be considered for the following academic year, and by October 15 for Term II vacancies.

## SCHOLARSHIPS

Scholarships for students have been made available through the generosity of certain individuals, organizations and groups, as listed below. These scholarships are granted on the basis of academic ability, special talent, and/or financial need.

Recipient selection is made according to the wishes of those who made contributions, as indicated in the following three categories.

### SPECIAL SCHOLARSHIPS—I

Recipients of these scholarships are chosen by the contributing organization or individuals.

American Association of Medical Assistants: Lake County Chapter  
American Business Women: Leesburg Charter Chapter  
Bushnell Woman's Club  
Clermont—Groveland Elks  
Delta Kappa Gamma—Gamma Delta Chapter  
Delta Kappa Gamma—RHO Chapter  
Eustis High School  
Eustis Jaycees  
Eustis Service League  
First National Bank & Trust Co. of Eustis  
First United Methodist Church of Eustis  
Fruitland Park Lion's Club  
Gordon Jewelry Corporation  
Kiwans Club of Groveland  
Kiwans Club of Leesburg  
Lake County Association of Education Office Personnel  
Lake County Education Association  
Lake County Farm Bureau  
Lake County Medical Association, Inc.  
Lakes, Business and Professional Women's Club

Lakes & Hills National Association of Bank Women  
 Leesburg High School National Honor Society  
 Leesburg Woman's Club  
 March of Dimes: Mid-Florida Chapter  
 Marie Bolles Scholarship Fund  
 Edwin Budge Mead  
 Miami Norland Senior High School  
 Mount Dora High School Anchor Club  
 Mount Dora High School Key Club  
 Rotary Club of Eustis—Foundation  
 Rotary Club of Leesburg  
 Rotary Club of Tavares  
 Tavares High School—Belton Bond  
 Tavares Junior Woman's Club  
 Tavares Woman's Club  
 Triangle Club  
 Umatilla Band Aides  
 Umatilla Woman's Club  
 Winn Dixie

## **SPECIAL SCHOLARSHIPS—**

### **II**

Recipients of the following scholarships are chosen by the college financial aid committee according to guidelines established by the contributing organization or individual.

Delta Kappa Gamma Scholarship  
 First Family Savings and Loan Association of Eustis Book Scholarship  
 Dr. and Mrs. G. Ervin Gatlin Music Theory Scholarship  
 Greenlee, Paul, Furnas and Kurras Scholarship  
 Phi Theta Kappa—Lake-Sumter Community College  
 William Sebree Memorial Scholarship

## **GENERAL SCHOLARSHIPS**

General Scholarship recipients are chosen by the college financial aid committee on the basis of academic achievement and/or financial need. Information may be obtained from the college Financial Aid Office. The following individuals and organizations have made contributions to the general scholarship fund.

Dr. Dixie Jean Allen  
 Mr. and Mrs. W. Neff Sebree  
 Dr. and Mrs. Robert J. Sennett  
 Student Services Staff of Lake-Sumter Community College  
 Dr. and Mrs. Paul P. Williams

## **TUITION WAIVERS**

The Lake-Sumter Community College Board of Trustees awards tuition waivers

based on one or more of the following criteria:

1. Academic Achievement
2. Financial Need
3. Special Talent (Art, Athletic, Music, Speech, Drama, Other) Applications for the following academic year should be on file in the Financial Aid Office by March 15.

Additional tuition waivers which may be granted by the Board, according to specified guidelines, are for:

1. Publications Students
2. Student Government Association Officers
3. Eligible Law Enforcement Officers
4. Senior Citizens

## **GRANTS**

Lake-Sumter participates in several grant programs. Information regarding each of the following can be obtained in the Financial Aid Office.

### **BASIC EDUCATIONAL OPPORTUNITY GRANT**

The Basic Educational Opportunity Grant Program is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Basic grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full amount of financial need.

### **FLORIDA STUDENT ASSISTANCE GRANT**

The Florida Student Assistance Grant Program provides grants to capable students who are Florida residents and who have exceptional financial need. The awarding and amount of a grant is based on the financial need of a student. Applications may be obtained from the high school or college counselor. Deadline for application is April 1.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS**

The Supplemental Educational Opportunity Grant (SEOG) Program is a source of grant aid sponsored by the Office of Education. In order to be eligible for SEOG assistance, a student must be enrolled on at least a half-time basis and

demonstrate exceptional financial need. This need is determined by the college using a systematic and consistent need analysis system. An SEOG award must be matched by some other type of financial aid.

## **LOANS**

The following federal, state and local loan programs are available to students at Lake-Sumter Community College:

### **FLORIDA GUARANTEED INSURED STUDENT LOAN**

Students may borrow up to \$2500 per academic year from a local banking institution, not to exceed educational costs. Repayment is begun after graduation with interest at nine percent (9%). Information is available in the Financial Aid Office.

### **MICHAEL J. MUSCARA, SR., COMMAND SERGEANT MAJOR MEMORIAL LOAN FUND**

The Michael J. Muscara, Sr., Command Sergeant Major Memorial Loan Fund was established by friends of the late Sgt. Muscara, previously a student at Lake-Sumter Community College. The monies in this fund are available on a short-term, no interest basis to students who apply to the Director of Financial Aid.

Preference will be given to those who have served in the U.S. Army.

### **COLLEGE SHORT TERM LOAN FUND**

This loan fund is available to students for emergency short-term use. In most instances, loans may not exceed the amount of the borrower's tuition, fees and books. There is no interest on these loans which are repayable before the end of the term in which they are borrowed.

### **SOUTH LAKE COUNTY ROTARY LOAN FUND**

This fund is supported by the South Lake County Rotary Club. Loans are made for one semester, no interest is charged, and preference for the loans is given to South Lake County students.

### **EDWARD FRANK PATROWICZ FUND**

Dr. and Mrs. Tully C. Patrowicz established this loan fund in honor of his father, a life-time professional musician. The loan is made available to talented

trumpet students who are above average in scholarship and character and in need of financial assistance. The loan is payable following the conclusion of the student's formal education with an interest rate in the amount of that charged by commercial lending agencies.

### **PAM SUTTON MEMORIAL LOAN FUND**

This loan fund was established at the request of Mr. and Mrs. Frank Sutton in memory of their daughter, Pam, an honor graduate of Lake-Sumter Community College. Contributions to the fund were made by her family and friends. Loans from this fund are for one term, have no interest, and are especially for students who have a minimum GPA of 3.0. Other guidelines are available in the Financial Aid Office.

### **EMPLOYMENT COLLEGE WORK-STUDY PROGRAM**

This program provides employment opportunities for students enrolled on at least a half-time basis to assist them in earning the funds necessary to meet the costs of postsecondary education. Student eligibility is restricted to those students with the greatest financial need after considering all other aid the student is receiving.

### **OTHER PROGRAMS**

The college cooperates with other state and federal programs providing financial assistance to students such as:

- Comprehensive Employment Training Act (CETA)
- Division of Blind Services
- Social Security Administration
- Veterans' Administration
- Vocational Rehabilitation

Additional information regarding these programs is available in the Lake-Sumter Community College Financial Aid Office.

### **VETERANS' ADMINISTRATION POLICIES**

#### **Authorization**

Lake-Sumter Community College is approved for the education and training of veterans and other eligible persons under all public laws now in effect.

#### **Application**

Students who may be eligible for educational benefits should submit an application for admission to the college and apply to the Veterans' Affairs Office (VAO) on campus for veterans' benefits. After official enrollment, the college can certify the student in accordance with current Veterans' Administration (VA) regulations. Benefits will be determined by the VA.

#### **Approved Programs and Courses**

The VA will pay benefits only if a veteran or other eligible person is seeking a degree (A.A. or A.S.) and only for those courses which fulfill the requirements of the degree in which certified. A course taken for audit cannot be approved for benefits. A student receiving veterans' benefits may enroll for independent study courses (i.e., television and cooperative education), provided that more than one-half the credit hours required for certification are earned through regular class-room courses. A student may change a program only within VA regulations and with the approval of a college academic counselor. Information about VA limitations on program change is available in the VAO.

#### **Academic Records**

A cumulative permanent record card is kept on each student. This record shows for each term all college credits attempted and earned, all grades earned, including incompletes, (I), audits (X), withdrawals (W), and term and cumulative grade point averages (GPA). Each student is distributed a grade report at the end of each term indicating course work for the term, grades earned, term GPA and cumulative GPA.

#### **Grading System**

The college uses the following grading system:

	quality points per credit hour
A Excellent . . . . .	4
B Good . . . . .	3
C Average . . . . .	2
D Poor . . . . .	1
F Failure . . . . .	0
W Withdrew	
S Satisfactory	
U Unsatisfactory	
X Audit	
I Incomplete	

If an "I" is not removed by the dates indicated on the college calendar, it is automatically recorded as an "F"

Only grades of A, B, C, D, F are used in computing a grade point average (GPA).

#### **Academic Progress**

All students receiving financial aid, including those receiving veterans benefits, must achieve satisfactory progress toward educational goals by meeting the following standards:

1. Complete 50% of the hours attempted per term with a GPA of 1.5.
2. Achieve a cumulative GPA on the following scale:

Semester Hours	GPA
0-30	1.5
31-44	1.75
45 or more	2.0

A student who fails to meet these minimum standards of progress during any term will be placed on probation for the following term and be required to seek assistance from a college academic counselor but will remain eligible to receive veterans' benefits. If the standards of progress are met during the probationary term, the student will be removed from probation. A student who fails to meet the standards of progress during the probationary term will be reported to the VA as having made unsatisfactory progress and will be declared ineligible to receive veterans' benefits.

VA regulations require that unsatisfactory progress be reported when a student accumulates failing grades totaling more than 12 semester hours.

Unless there are mitigating circumstances, a student may be considered as having made unsatisfactory progress if graduation requirements cannot be completed in the approved length of time as certified to the Veterans' Administration.

#### **Reinstatement**

A student who is declared ineligible for veterans' benefits due to unsatisfactory progress and who wishes to be reinstated must undergo counseling.

#### **Change of Status**

VA benefits will be reduced if a student changes to audit or withdraws from a class. Further information is available in the VAO on campus.

#### **Attendance**

Punctual and regular attendance is encouraged in all courses, and it is the student's responsibility to become aware of each instructor's policy concerning abs-

ences. Each instructor will be requested to notify the Veterans' Affairs Office on campus of a veteran or other eligible person who has been excessively absent. Any student thus reported who cannot give a satisfactory explanation and does not resume class attendance will be reported to the VA as having terminated as of the last day of attendance.

#### **Fee Deferment**

Florida law provides for the deferment of payment of fees for veterans and other eligible persons. This deferment shall be

limited to one per academic year and an additional deferment each time there is a delay in receipt of benefits. Forms and additional information may be obtained in the VAO on campus.

#### **Tutorial Assistance**

Veterans and other eligible persons receiving an educational assistance allowance are eligible for reimbursement for tutorial assistance. is requested, and the course instructor must certify that the student needs private tutoring. Applica-

tions are available from the VAO on campus.

#### **Conduct Standards**

Conduct standards for veterans and other eligible persons are the same as those for all students as stated in the college catalog. If a student receiving veterans' benefits is dismissed from the college for disciplinary reasons, a report will be made to the VA and benefits will be terminated. A student thus dismissed may appeal to the college for readmission in a subsequent term.

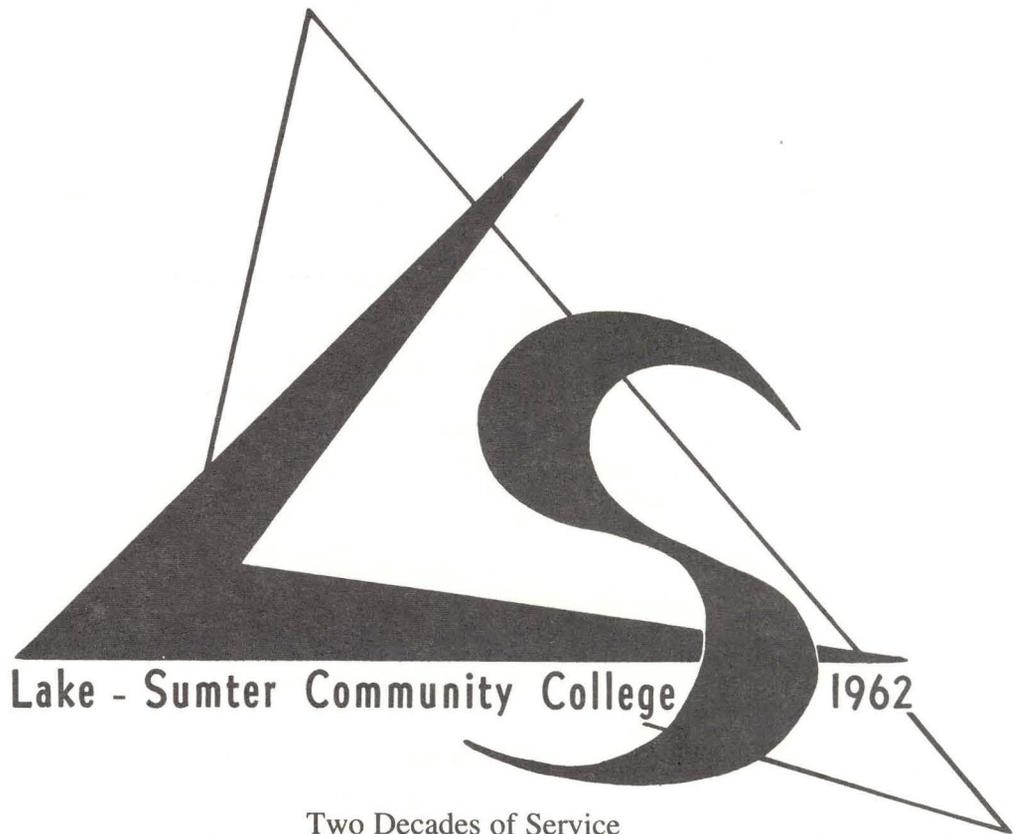




ACADEMIC

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Lake - Sumter Community College 1962

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## 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.

	quality points per credit hour
A Excellent.....	4
B Good.....	3
C Average.....	2
D Poor.....	1
F Failure.....	0
W Withdrew	
S Satisfactory	
U Unsatisfactory	
X Audit	
I Incomplete	
N No Credit	
NC No Credit Course	

### ACADEMIC AVERAGE

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.

### REPEATED COURSES

When a course is repeated, only the most recent grade earned shall be used in determining the student's average. Credit cannot be received in both courses.

Students are not permitted to repeat a course in which they attained a "C" or better except on an audit basis. However, a repeat is permitted in MGF 1303 or MAC 1132 if a grade of "C" is earned.

### INCOMPLETED COURSES

A student who is earning passing grades in a course but has not completed the required assignments by the end of the term may be assigned a grade of "I" provided the student's absence was

caused by illness or similar reasons. 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 Director of Admissions 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 student's grade point average until the final grade has been determined.

### THE PRESIDENT'S LIST

Superior academic achievement merits inclusion on the President's List.

Any full-time student who has accrued a minimum of 12 semester hours of credit at Lake-Sumter Community College is eligible by earning a 3.71 or higher grade point average with no failures and no incompletes during a term. An indication of this achievement will be placed on each student's permanent record.

Part-time students will be accorded honors based upon earning 12 semester hours of credit at Lake-Sumter Community College with a grade point average of 3.71 or higher with no failures and no incompletes among the 12 semester hours earned. Honors may be accorded for each subsequent 12 semester hours of credit using the guidelines above.

### THE DEAN'S LIST

Outstanding academic achievement merits inclusion on the Dean's List.

Any full-time student who has accrued a minimum of 12 semester hours of credit at Lake-Sumter Community College is eligible by earning a 3.20-3.70 grade point average with no failures and no incompletes during a term. An indication of this achievement will be placed on each student's permanent record.

Part-time students will be accorded honors based upon earning 12 semester hours of credit at Lake-Sumter Community College with a grade point average of 3.20-3.70 and no failures and no incompletes among the 12 semester hours earned. Honors may be accorded for each subsequent 12 semester hours of credit using the guidelines above.

## DEGREES AND PROGRAMS

### HOW TO CHOOSE YOUR PROGRAM

One of the basic questions that must be answered by the community college student is: "How many years do I plan

to attend college?" Many students plan to stay at Lake-Sumter Community College for two years and then transfer to another college or university for two more years. If this is your plan you should enroll in a transfer program, which leads to an Associate in Arts degree at Lake-Sumter Community College. Read carefully the information in the Associate in Arts Degree section.

### CAREER PROGRAMS

Some students are interested in preparing for a career that requires study beyond high school but does not require a four-year degree. Lake-Sumter Community College offers specialized courses that prepare the student for employment after two years of college. Such programs lead to the Associate in Science degree. If this is your plan, read the Associate in Science Degree section.

### CERTIFICATE PROGRAMS

"Do I have to pursue a degree?" The answer is "No." For the students who are interested in shortening the time spent in college, Lake-Sumter Community College offers Certificates in recognition of completed specified courses within the areas of Real Estate, Criminal Justice, Commercial Art and others. If you are interested in a certificate, read the Certificate Programs section of this catalog.

### SPECIAL PROGRAMS

#### OPEN CAMPUS EXTENSION PROGRAMS

Lake-Sumter Community College is committed to providing a variety of educational services to all Lake and Sumter County residents. To that end, the college provides both credit and non-credit courses at convenient locations throughout the two-county area.

Offerings include transfer courses, seminars and special programs, dealing with community education needs as well as cooperative projects with business and professional organizations.

Participating centers have included: Clermont High School, South Sumter High School, Umatilla High School, Wildwood High School, Lake Community Hospital, Leesburg General Hospital, South Lake Memorial Hospital, Bank of Mt. Dora, Exchange Bank of Clermont, First Federal Savings & Loan Association of Lake County, Sun First National Bank of Lake County, Leesburg

Community Building, Lake Square Mall Community Room, and many more.

### **COURSES BY TELEVISION**

Credit courses by television are offered by Lake-Sumter Community College as a member of the Central Florida TV Consortium. Courses are televised from Channel 24, WMFE-TV. Tapes are usually available for individual student's use at the college media center.

### **CORRECTIONAL INSTITUTION PROGRAMS**

Lake-Sumter Community College offers college credit programs at both Sumter Correctional Institution in Bushnell and Lake Correctional Institution in Clermont. In addition to regular college offerings, courses are offered in Job Placement Skills and various career courses designed to assist those men who are near to their release date in their transition to society. A number of inmates have received Associate in Arts Degrees through the Correctional Institutional Program.

### **PROFESSIONAL PROGRAMS**

Professionals in the field of Real Estate and Nursing are offered continuing education courses at the college which will permit them to meet their licensing requirements with the State of Florida.

### **COMMUNITY INSTRUCTIONAL SERVICES**

Through the Office of Continuing Education, the Community Instructional Services program offers free non-credit courses in many areas, including the following.

- Environment
- Health
- Safety
- Human Relations
- Government
- Child Rearing
- Consumer Education

These courses are held at convenient community locations throughout Lake and Sumter Counties and are taught by volunteer instructors. Designed to be of interest to the general public, many courses are specifically geared to meet the needs of senior citizens.

A new feature of the Community Instructional Services program is an educational brokerage system. Through educational brokering, persons who have special educational needs that cannot be

met by a traditional class are matched with resource people within the community who have the appropriate expertise or talent they desire.

### **COOPERATIVE EDUCATION**

The term "cooperative" is used as the title of this program because Cooperative Education is based on the idea that learning takes place in many different settings—both in and outside the classroom. The purpose is to create a total learning experience through which students will gain not only specific skills and a broad range of knowledge, but also a sense of professional, financial, and personal responsibility, and to provide better trained, more mature individuals to enter the world of work in their chosen careers. Cooperative Education at Lake-Sumter Community College integrates organized and supervised employment experiences with regular classroom study.

The idea of combining two forms of learning is not new. Cooperative Education was initiated at the University of Cincinnati in 1906 for engineering students. Since then, the experience of blending theory and practice to achieve a balanced education has proved so academically sound that there are now over a thousand American colleges which provide Cooperative Education.

College credit may be earned for work experience if the students' jobs are related to their field of study or vocational goal. Appropriate learning objectives will be identified and approved for evaluation. Transfer students may continue their Cooperative Education at colleges and universities throughout the United States.

Flexibility is built into the program by offering various work experience options and related classroom seminars. Students may earn up to nine (9) credit hours within certain programs.

### **Advantages to the Students**

Since each student goes into the Cooperative Education Program with different perspectives, capabilities, and knowledge about or experience in the world of work, it is difficult to uniformly characterize the advantages that Cooperative Education provides. However, on the basis of the experience of many other colleges as well as those of Lake-Sumter Community College students, the college believes that the following ad-

vantages may be gained from the Cooperative Education Program:

1. Gives reality to learning. Students find that their studies have greater meaning through coordinating work experience with classroom instruction. In addition, they can learn things on a job which cannot be taught in a classroom.
2. Increases educational motivation. The integration of work and study may increase student motivation because it engenders a sense of professionalism.
3. Stimulates personal growth. Students discover the cooperative education work experience can provide them with opportunities to broaden their outlook and shape their behavior patterns to meet the demands of that aspect of their future lives.
4. Provides orientation to the world of work. Students have an excellent opportunity to test their interests and abilities in connection with real jobs and gain a new understanding of, and a healthy attitude toward, the real world of work.
5. Provides finances. For students with limited finances, the earnings from their cooperative assignments are a means for them to obtain a college education which otherwise might be beyond their financial reach.
6. Provides experience that is often required for permanent employment.
7. Enables students already employed to explore other areas of their organization and receive college credits for their on-the-job learning experience.

Prerequisites: A student must have completed a minimum of 12 semester hours at Lake-Sumter Community College or an approved institution, (A mature person working full time at a vocation in his goal area may request the office of Cooperative Education to waive this requirement only) with a 2.00 grade point average (C) or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and before registering a job which is approved for co-op. The student must have completed or be currently enrolled in COE-1000 Seminar in Job Placement Skills.

The student's grade is based on the Instructor/Coordinator's evaluation of the student. This evaluation may include measurement of the student's progress

and productivity, the quality of student reports, student performance measured by the objectives stated in the learning contract, the extent of the on-the-job training assignment, and employer evaluations.

A student must register for COE 1000 to receive 1 hour elective credit and must register for the appropriate work internship to receive 3 hours credit.

**Credits:** A maximum of nine (9) co-op training assignment semester hours is acceptable toward an Associate Degree. Each part-time training assignment earns three (3) semester hours of academic credit during Term I, II, and V. Co-op students must maintain a 2.00 grade point average (C) or better to continue in the program.

#### **Alternating Plan**

The co-op program places the student on a schedule of alternating semesters of full-time work and full-time study. Since students are usually paired, the employer is provided with one full-time student-trainee filling the position while the other

student is enrolled in a study semester.

Students on the Alternating Plan who are working may earn up to nine (9) academic credits by registering for cooperative education internships. (See Course Description under appropriate discipline.) A learning contract establishing specific learning objectives to be achieved during the term will be consummated which will involve the student, the Instructor/Coordinator and the employer.

#### **Parallel Plan**

Students work part-time and attend class part-time, which may include evenings and weekends. On the Parallel Plan students may earn up to nine (9) academic credits by registering for cooperative education internships. (See Course Description under appropriate discipline.) A learning contract establishing specific learning objectives to be achieved during the term may be consummated, which will involve the student, the Instructor/Coordinator and the employer.

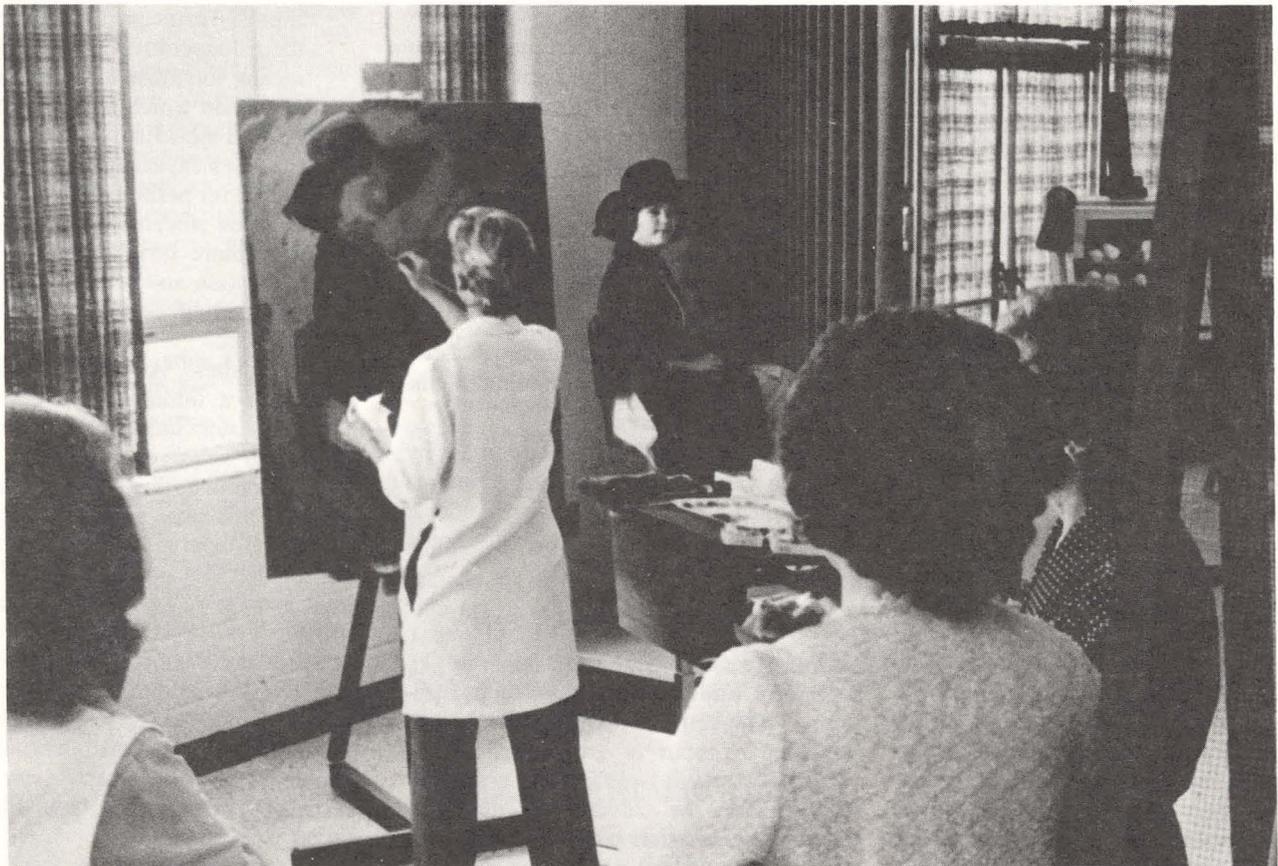
#### **The Student's Responsibility**

The student, upon entering the co-op program will make a commitment to uphold his obligation to the employer and to the college by constantly striving to maintain a high level of performance.

Moreover, he will conduct himself as a professional while on the job. Experienced co-op students, upon returning to campus, may help conduct seminars to advise and guide new co-op students. Student must agree to co-op for at least two terms, if possible, which may be waived for second semester sophomores if approved by the Director of Cooperative Education and division chairman.

#### **OTHER PROGRAMS**

Many persons may wish to get more out of life through the attainment of further education but have no desire for formal recognition of their academic efforts. Such students may design their own individual program and may enroll in either credit or non-credit day or evening courses.



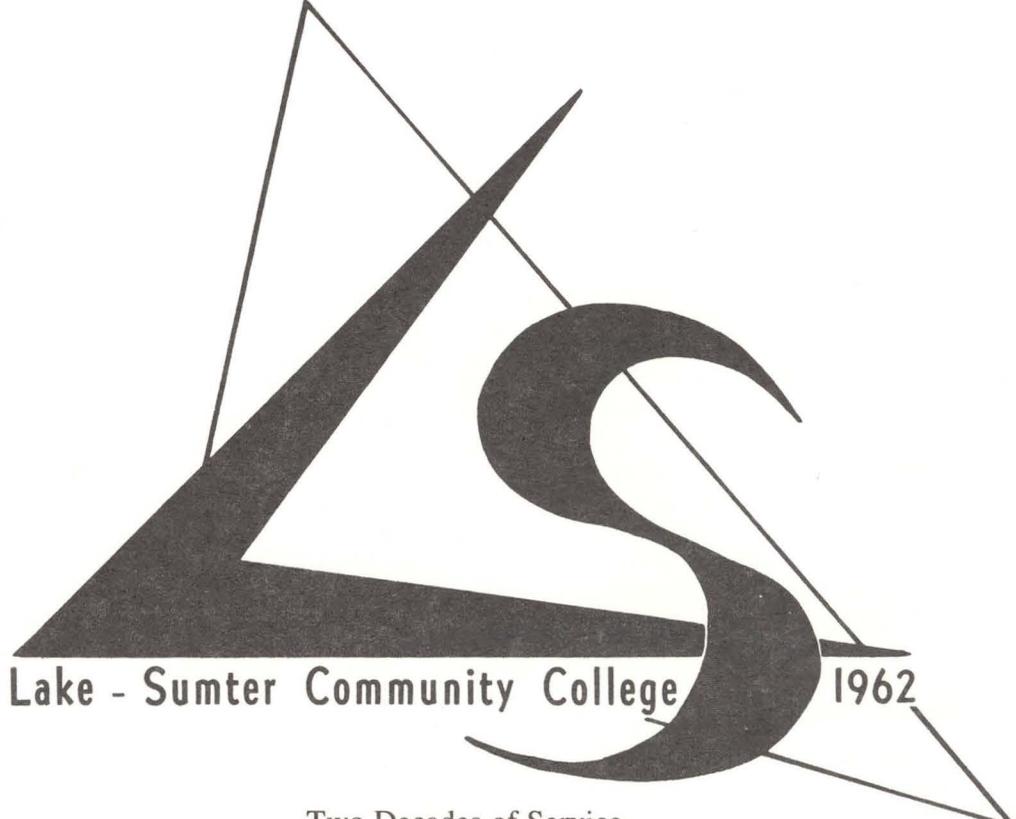
# PROGRAMS

OF

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Lake - Sumter Community College 1962

Two Decades of Service  
1962 - 1982

## ASSOCIATE IN ARTS DEGREE (A.A.) (UNIVERSITY PARALLEL OR TRANSFER PROGRAMS)

The Associate in Arts Degree programs are designed for those students who plan to transfer to a four-year college or university. The courses of study are equivalent to those offered to freshmen and sophomore students in the state universities of Florida. It is to be noted that all degree programs need not be completed in two years and that each degree program displayed in this catalog is to be used as a planning guide only.

### Articulation

The student who earns an Associate in Arts degree will be accepted as a junior at any state university in Florida. Many schools and colleges within the university have selective admission standards and may include specific course requirements, (i.e. foreign language, specific sciences) minimum grades and/or test scores. It is the student's responsibility to investigate transfer requirements at his or her chosen institution in order to take the appropriate coursework while at Lake-Sumter Community College.

### Graduation Requirements

It is the student's responsibility to meet all of the requirements as outlined in the Graduation Requirements section of this catalog.

### General Education Requirements

Lake-Sumter Community College believes that general education makes an important contribution to the total development and educational growth of the student by providing a basic liberal education. All degree programs therefore include general education coursework, 36 hours being typical for an Associate in Arts program.

### GENERAL EDUCATION

Students meeting all of the requirements in one of the University Parallel (Transfer) programs will be certified as having completed the general education requirements as agreed upon by all public institutions of higher learning in Florida.

A minimum of 36 semester hours of credit in general education is required in each transfer program. In addition, the physical education requirement (unless

waived) must be met in each degree program.

General education courses are distributed among the subject areas described below. When a program specified a general education elective, any of the courses listed below may be used.

### General Education Courses

#### English Composition:

A minimum of 6 credits, unless the program states otherwise, taken from ENC 1102, ENC 1103, ENC 1135, ENC 1136.

#### Humanities:

1. A minimum of 6 credits taken from AML 2020, AML 2022 (American Literature)  
ENL 2030, ENL 2040 (English Literature)  
LIT 2010, LIT 2020 (World Literature)
2. A minimum of 3 credits, unless the program states otherwise, taken from ARH 2050, ARH 2051, ART 2610 (Art History and Appreciation)  
HUM 1020 (Humanities)  
MUH 2011, MUL 2211 (Introduction to Music, Survey of Music Literature)  
PHI 2010 (Philosophy)

#### Mathematics:

A minimum of 3 credits, unless the program states otherwise, taken from MAC 1132, MGF 1303 (Algebra and Trigonometry)  
MAC 2311, MAC 2312, MAC 2411, MAC 2424 (Calculus)  
MAS 2301 (Sets, Relations and Functions)  
MAT 1002 (General Education Mathematics)  
MAT 1024, MAT 1033 (Algebra)  
STA 2024 (Statistics)

#### Science:

A minimum of 6 credits, unless the program states otherwise, taken from the following two areas

#### Biological Science

APB 1150 (Life Science)  
APB 2203, APB 2204 (Anatomy and Physiology)  
BOT 2010 (Botany)  
BSC 1010 (General Biology)  
IDS 1150 (Living Environment)  
MCB 2010 (Microbiology)  
ZOO 2013 (Zoology)

#### Physical Science

AST 1002 (Astronomy)

CHM 1015, CHM 2045, CHM 2046 (Chemistry)  
PHY 2048, PHY 2049, PHY 2053, PHY 2054 (Physics)  
PSC 1120, PSC 1500, PSC 1411, PSC 1431 (Physical Science)

#### Social Science:

A minimum of 9 credits unless the program states otherwise, taken from ANT 2000 (Anthropology)  
AMH 2010, AMH 2020, WOH 1012, WOH 1022 (History)  
DEP 2004, PSY 2012 (Psychology)  
INR 2002, POS 2041, POS 2112 (Political Science)  
SOC 2000, (Sociology)

#### Electives:

ANT 2410 (Anthropology)  
THE 2020 (Drama)  
ECO 1040, ECO 2000, ECO 2013, ECO 2023 (Economics)  
CRW 2020, ENC 1013, ENC 1016, ENG 2201, ENG 2301, ENG 2401 (English)  
REA 1105, REA 1106 (Reading)  
FRE 1100, FRE 1101, FRE 2200, FRE 2201 (French)  
REL 1301 (Humanities)  
DEP 2002, PSY 2904, SOP 1740 (Psychology)  
IDS 1151, IDS 2193, SSI 1011 (Social Science)  
SOC 2020, MAF 2001 (Sociology)  
SPN 1100, SPN 1101, SPN 2200, SPN 2201 (Spanish)  
SPC 2031 (Speech)  
MUT 1111C, MUT 1112C, MUT 2116C, MUT 2117C (Music Theory)

## ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.) (UNIVERSITY PARALLEL/TRANSFER)

At Lake-Sumter Community College, a student may complete the first two years of a wide variety of college majors. Students who are undecided about a major field or those who plan to prepare for a career not specifically outlined in this catalog are encouraged to use the General Transfer program as a guide. During the academic advising period, the student, with the aid of a counselor, will select general education courses and pre-professional courses recommended by the senior colleges. Catalogs and counseling manuals from transfer institutions are available to assist in course selection.

A partial list of the potential programs that can be pursued at a senior institution after completing the Associate in Arts degree at Lake-Sumter Community College is provided for student guidance.

#### I. AGRICULTURAL, CONSERVATION, AND ENVIRONMENTAL SCIENCES

Agronomy  
Animal Science  
Conservation  
Dairy Science  
Ecology  
Entomology and Nematology  
Environmental Design  
Fish, Game, or Wildlife Management  
Food and Resource Economics  
Food Science and Human Nutrition  
Forestry  
Horticulture  
Oceanography  
Ornamental Horticulture  
Poultry Science  
Range Management  
Resource Conservation  
Soils Science

#### II. BEHAVIORAL AND SOCIAL SCIENCES

Anthropology  
Archeology  
Criminal Justice  
Economics  
Geography  
Home Economics  
Industrial Management  
International Relations  
Law Enforcement  
Library Science  
Political Science  
Psychology  
Public Administration  
Public Relations  
Recreation  
Rehabilitation Counseling  
Social Work  
Sociology  
Urban Planning

#### III. BIOLOGICAL SCIENCES

Anatomy  
Bacteriology  
Biochemistry  
Biology  
Biophysics  
Botany  
Embryology  
Entomology  
Genetics  
Histology  
Marine Biology

Microbiology  
Neurosciences  
Nutrition  
Pathology  
Pharmacology  
Physiology  
Radiobiology  
Zoology

#### IV. BUSINESS, MANAGEMENT AND ADMINISTRATION

Accounting  
Advertising  
Banking  
Business and Commerce  
Business Economics  
Business Statistics  
Computer Science  
Credit Management  
Economics  
Finance  
Hospital Administration  
Hotel and Restaurant Management  
Insurance  
International Business  
Investments/Securities  
Labor-Management Relations  
Management  
Marketing  
Public Relations  
Real Estate  
Transportation Management

#### V. EDUCATION

Adult Education  
Agriculture Education  
Art Education  
Audiology  
Business Education  
Dance  
Early Childhood Education  
Education of the Deaf  
Education of the Emotionally Disturbed  
Education of Exceptional Children  
Education of the Gifted  
Elementary Education  
Business Education  
Health Education  
Home Economics Education  
Industrial Arts/Vocational Technical Education  
Library Science  
Mathematics Education  
Music Education  
Physical Education  
Reading Education  
Remedial Education  
Science Education  
Secondary Education  
Special Education  
Special Learning Disabilities  
Speech Pathology

#### VI. ENGINEERING AND ARCHITECTURE

Aeronautical Engineering  
Agricultural Engineering  
\*Architecture  
\*Architectural Engineering  
Bioengineering  
Biomedical Engineering  
Ceramic Engineering  
Chemical Engineering  
Civil Engineering  
Electrical Engineering  
Engineering Technology  
Environmental Engineering  
Geological Engineering  
Geophysical Engineering  
Industrial Engineering  
\*Landscape Architecture  
Mechanical Engineering  
Mining Engineering  
Marine Engineering  
Nuclear Engineering  
Ocean Engineering  
Petroleum Engineering

\*Transfer advised after 1 year

#### VII. ALLIED HEALTH

Hospital Administration  
Medical Laboratory Technology  
Medical Record Administration  
Mental Health

#### VIII. HUMANITIES AND ARTS

Art  
Art History  
Classics  
Communications  
Creative Writing  
Drama  
English  
Fashion Design  
Foreign Language  
History  
Interior Design  
Journalism  
Library Science  
Linguistics  
Literature  
Music  
Philosophy  
Radio Television and Film Communication  
Religion  
Speech

#### IX. MATHEMATICAL AND PHYSICAL SCIENCES

Astronomy  
Astrophysics  
Chemistry  
Earth Sciences  
Geology  
Mathematics

Metallurgy  
 Meteorology  
 Natural Sciences  
 Oceanography  
 Physical Sciences  
 Physics  
 Statistics

The university parallel programs are designed to meet the needs of the students who expect to transfer to a four-year college or university after the completion of their work at this institution. Upon meeting the graduation requirements and the completion of one of the following planned programs, the student is awarded an Associate in Arts degree.

The following transfer programs are designed to lead to advanced degrees at senior colleges.

Agriculture  
 Art or Art Education  
 Business Administration  
 Computer Science  
 Criminology and Corrections  
 Education  
 Engineering  
 Journalism  
 Medicine and Dentistry  
 Music  
 Nursing  
 Occupational Therapy  
 Optometry  
 Pharmacy  
 Physical Therapy  
 Police Administration  
 Social Science  
 Veterinary Medicine

Students who plan to follow one of a wide variety of academic majors not specifically outlined in this catalog should follow the General Transfer program.

Also students who are undecided on a major field but who plan to transfer after receiving the Associate in Arts degree are also advised to follow the General Transfer program.

Any student who intends to transfer to another school or college in an upper division institution should determine the foreign language requirements of the specific major field. Students who are uncertain of their programs would do well to begin a foreign language in the freshman year.

# Lake-Sumter Community College

Leesburg



Florida

This certifies that Lake-Sumter Community College upon the recommendation of the faculty has conferred upon

the degree of

**Associate in Arts**

with all the rights, honors and privileges thereunto appertaining.

Witness the Seal of the College and the signatures of its duly authorized officials hereunto affixed.

Given at Leesburg, Florida, this twenty-second day of April, one thousand nine hundred and eighty.

\_\_\_\_\_  
 Chairman, District Board of Trustees

\_\_\_\_\_  
 Dean of the College

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Registrar

## GENERAL TRANSFER PROGRAM

This program is appropriate for those students who have not chosen their major field of study but who plan to pursue a four-year degree. It also should be followed by students who have chosen a major field not specifically outlined in the following pages.

### FRESHMAN YEAR

<i>Term I</i>		<i>Credits</i>
ENGLISH	ENC 1103 or ENC 1102 <sup>1</sup>	3-5
MATHEMATICS	MAT 1024 or higher	3
SOCIAL SCIENCE		3
PHYS. ED.		1
ELECTIVES		4-6
		<hr/> 16

<i>Term II</i>		<i>Credits</i>
ENGLISH	ENC 1136 or ENC 1135	3-5
SOCIAL SCIENCE		3
HUMANITIES		
ELECTIVES		3
PHYS. ED.		1
ELECTIVES		4-6
		<hr/> 16

### SOPHOMORE YEAR

<i>Term I</i>		<i>Credits</i>
SOCIAL SCIENCE		3
HUMANITIES	Literature <sup>2</sup>	3
SCIENCE		3
ELECTIVES		7
		<hr/> 16

<i>Term II</i>		<i>Credits</i>
HUMANITIES	Literature	3
SCIENCE		3
GENERAL ED.		
ELECTIVE		3
ELECTIVES		7
		<hr/> 16

Total: 

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64

<sup>1</sup>Placement dependent upon test results.

<sup>2</sup>Select one literature sequence: ENC 2030-2040, AML 2020, 2022, or LIT 2210-2220.

## AGRICULTURE TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
BSC 1010C	General Biology	4	

BOT 2010C	General Botany		4
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
MAC 1132	Algebra & Trigonometry <sup>2</sup>	5	
POS 2041	American National Government		3
PHYS ED	Physical Education	1	1
		<hr/> 17	<hr/> 15

### SOPHOMORE YEAR

ZOO 2013C	General Zoology		4
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>3</sup>	3	3
ECO 2013	Principles of Economics		3
ELECTIVES		3	6
		<hr/> 15	<hr/> 17

Agriculture is a broad term. This program is designed to provide a general preparation for the many specialized fields available. Contact a counselor for requirements in your particular area of interest and select the most suitable electives available.

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## ART OR ART EDUCATION TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1024	Elementary Algebra	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
ARH 2050	Art History & Appreciation		3
PHYS ED	Physical Education	1	1
ART 1205	Design and Color	3	
ART 1201C	Design Structures		3
ART 1300	Freehand Drawing	3	
ART 1301	Freehand Drawing		3
		<hr/> 16	<hr/> 16

### SOPHOMORE YEAR

SCIENCE	Science <sup>3</sup>	3	3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
HUMANITIES	Literature <sup>4</sup>	3	3
ARH 2051	Art History & Appreciation	3	
ART 2540	Introduction to Painting	3	
ART 2110	Introduction to Ceramics		3
ART	Art Electives <sup>2</sup>	3	6
		<hr/> 18	<hr/> 15

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>Student should check his degree program; some universities require additional credits in science. Specific information is obtainable from a counselor.

<sup>4</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## BUSINESS ADMINISTRATION TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
GEB 1011	Introduction to Business	3	
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
HISTORY	History <sup>2</sup>	3	3
MAT 1033	Intermediate Algebra <sup>3</sup>	3	
MGF 1303	Inter. Algebra & Elem. Trig <sup>3</sup>		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology		3
COC 1300	Intro. to Data Processing	3	
ELECTIVES <sup>4</sup>			3
		<hr/>	<hr/>
		16	16

### SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
ACC 2021	Principles of Accounting II		3
ECO 2013	Principles of Economics I	3	
ECO 2023	Principles of Economics II		3
HUMANITIES	Literature <sup>5</sup>	3	3
SCIENCE	Science <sup>4</sup>	3	3
BUSINESS			
ELECTIVES		3	
STA 2024	Introduction to Statistics		3
ELECTIVES <sup>4</sup>		1	1
		<hr/>	<hr/>
		16	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>MAC 1132 may be substituted for MAT 1033 and MGF 1303.

<sup>4</sup>Some universities may require additional or different credits in math, science, and data processing. Specific information is obtainable from a counselor.

<sup>5</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## COMPUTER SCIENCE TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
MAC 1132	Algebra and Trigonometry <sup>2</sup>	5	
BSC 1010C	General Biology <sup>3</sup>	4	
MAC 2311	Calculus		5
STA 2024	Introduction to Statistics		3
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
COC 1300	Introduction to Data Processing		3
PHYS. ED.	Physical Education		1
SOCIAL SCIENCE	General Education <sup>4</sup>	3	
		<hr/>	<hr/>
		15	15

### SOPHOMORE YEAR

ZOO 2013C	General Zoology <sup>3</sup>	4	
MAC 2312	Calculus and Analytic Geometry		5
MAC 2424	Calculus and Differential Eqns		5
PHY 2048C	General Physics with Calculus	5	
PHY 2049C	General Physics with Calculus		5
COC 1110	Intro. to Computers and Computer Programming		3
COP 2110	Computer Programming-FORTRAN IV		3
HUMANITIES	Literature		3
PHYS. ED.	Physical Education		1
		<hr/>	<hr/>
		17	17

<sup>1</sup>Students may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient background in mathematics or science should consult a college counselor.

<sup>3</sup>Some universities may require different courses in science. Specific information is obtainable from a counselor.

<sup>4</sup>Student may select from approved courses. Consult a college counselor.

## CRIMINOLOGY AND CORRECTIONS TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1002	General Education Math	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
CCJ 1100	Intro. to Criminal Justice	3	
CCJ 1000	Introduction to Criminology		3
PHYS. ED.	Physical Education	1	1
ELECTIVES		3	3
		<hr/>	<hr/>
		16	16

### SOPHOMORE YEAR

SCIENCE	Science <sup>4</sup>	3	3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
HUMANITIES	Literature <sup>5</sup>	3	3
CJT 2100	Intro. to Criminal Investigation	3	
CCJ 2230	Criminal Procedures & Evidence		3
CCJ 2310	Introduction to Corrections	3	
CCJ 2600	Criminal Deviant Behavior		3
ELECTIVES		1	4
		<hr/>	<hr/>
		16	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>Select from ARH 2050 or ARH 2051; HUM 1020; MUH 2011, MUL 2211, or PHI 2010.

<sup>4</sup>Some universities may require additional credits in science. Specific information is obtainable from a counselor.

<sup>5</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## EDUCATION TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1033	Intermediate Algebra	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology	3	
SPC 2031	Fundamentals of Speech		3
ELECTIVES	Teaching Field	3	3
		<hr/>	<hr/>
		16	16

### SOPHOMORE YEAR

SCIENCE	Science	3	3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
LITERATURE	Humanities <sup>5</sup>	3	3
PSYCHOLOGY	Psychology <sup>2</sup>		3
ELECTIVES		7	7
		<hr/>	<hr/>
		16	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>Select from ARH 2050 or ARH 2051; HUM 1020; MUH 2011; MUL 2211, or PHI 2010.

<sup>4</sup>The University of Florida College of Education requires 10 semester hours of science, including work in both physical and biological science.

<sup>5</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## ENGINEERING TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
EGN 1120C	Engineering Drawing	3	
COP 2110C	Computer Programming — FORTRAN IV		3
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAC 1132	Algebra & Trigonometry <sup>2</sup>	5	
MAC 2311	Calculus		5
PHYS. ED.	Physical Education	1	1
		<hr/>	<hr/>
		16	16

### SUMMER TERM

ECO 2013	Principles of Economics I	3
EGN 2312	Vector Mechanics-Statics	3

## SOPHOMORE YEAR

HUMANITIES	Literature <sup>3</sup>	3	3
MAC 2312	Calculus and Analytic Geometry		5
MAC 2424	Calculus and Differential Equations		5
PHY 2048C	General Physics with Calculus	5	
PHY 2049C	General Physics with Calculus		5
POS 2041	American National Government	3	
EGN 2323	Vector Mechanics- Dynamics		3
		<hr/>	<hr/>
		16	16

<sup>1</sup>Students may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## JOURNALISM TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1024	Elementary Algebra	3	
SPC 2031	Fundamentals of Speech	3	
PHYS. ED	Physical Education	1	1
HUMANITIES	Humanities <sup>2</sup>		3
SCIENCE	Science <sup>3</sup>		4
MMC 2100	Writing for Mass Media	3	
ELECTIVES <sup>4</sup>		3	6
		<hr/>	<hr/>
		16	17

### SOPHOMORE YEAR

HUMANITIES	Literature <sup>5</sup>	3	3
AMH 2010	U.S. History	3	
AMH 2020	U.S. History		3
POS 2041	American National Gov.	3	
SCIENCE	Science <sup>3</sup>	3	3
POS 2112	State and Local Government		3
ELECTIVES <sup>4</sup>		3	4
		<hr/>	<hr/>
		15	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for freshman English requirement.

<sup>2</sup>Select from ARH 2050 or ARH 2051; HUM 1020; MUH 2011; MUL 2211; or PHI 2010.

<sup>3</sup>Some universities may require additional credits in biological and physical science. Consult a college counselor.

<sup>4</sup>Foreign language and additional history may be required at certain universities.

<sup>5</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022 or LIT 2210-2220.

## MEDICINE AND DENTISTRY TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
MAC 1132	Algebra & Trigonometry <sup>2</sup>	5	
MAC 2311	Calculus		5
POS 2041	American National Government	3	
PHYS. ED.	Physical Education	1	1
BSC 1010C	General Biology		4
		<hr/>	<hr/>
		16	17

### SOPHOMORE YEAR

MCB 2010C	Microbiology		4
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>3</sup>	3	3
ELECTIVES		3	4
		<hr/>	<hr/>
		15	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## MUSIC TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
MUT 1111	Basic Theory I	4	
MUT 1112	Basic Theory II		4
APPLIED MUSIC	Secondary Instrument	1	1
APPLIED MUSIC	Principal Instrument	2	2
PHYS. ED.	Physical Education	1	1
MUSIC	Music Organizations	1	1
MUL 2211	Survey of Music Literature		3
ELECTIVES	Music or Humanities Elective	1	
		<hr/>	<hr/>
		16	15

### SUMMER TERM

MAT 1002	General Education Mathematics	3	
APPLIED MUSIC	Principal Instrument	2	
		<hr/>	<hr/>
		5	

## SOPHOMORE YEAR

SOCIAL SCIENCE	General Education <sup>2</sup>	3	
SCIENCE	Science Electives	3	3
PSY 2012	Introduction to Psychology		3
MUT 2116	Music Theory III	4	
MUT 2117	Music Theory IV		4
APPLIED MUSIC	Secondary Instrument	1	1
APPLIED MUSIC	Principal Instrument		2
MUSIC	Music Organizations	1	1
ELECTIVES		3	1
		<hr/>	<hr/>
		15	15

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses.

## NURSING TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
BSC 1010C	General Biology	4	
CHM 1015C	Introductory General Chemistry		4
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psychology of Child Development		3
MAT 1033	Intermediate Algebra	3	
PHYS. ED.	Physical Education	1	1
ELECTIVES			3
		<hr/>	<hr/>
		14	14

### SUMMER TERM

ZOO 2013C	General Zoology	4	
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### SOPHOMORE YEAR

HISTORY	History <sup>2</sup>	3	3
POS 2041	American National Government	3	
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
SOC 2000	Introduction to Sociology		3
HUMANITIES	Literature <sup>3</sup>	3	3
ELECTIVES		2	
		<hr/>	<hr/>
		15	17

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## OCCUPATIONAL THERAPY TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1024	Elementary Algebra	3	
HISTORY	History <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	1
ART 2110	Introduction to Ceramics		3
PSC 1411	Physical Science	3	
ELECTIVES		<u>2</u>	
		15	17

### SOPHOMORE YEAR

APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
POS 2041	American National Government	3	
HUMANITIES	Literature <sup>4</sup>	3	3
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psych. of Child Development		3
ELECTIVES		<u>3</u>	<u>6</u>
		16	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student will select from WOH 1012, WOH 1022, AMH 2010, or AMH 2020.

<sup>3</sup>Select from ARH 2050 or ARH 2051; HUM 1020; MUH 2011; MUL 2211, or PHI 2010.

<sup>4</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## OPTOMETRY TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAC 1132	Algebra and Trigonometry <sup>2</sup>	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
POS 2041	American National Government		3
PHYS. ED.	Physical Education	1	1
ELECTIVE		<u>3</u>	
		16	16

BSC 1010C	General Biology	4
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### SOPHOMORE YEAR

ZOO 2013C	General Zoology	4	
MCB 2010C	Microbiology		4
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>3</sup>	3	3
ELECTIVES <sup>4</sup>		<u>2</u>	<u>2</u>
		14	14

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with sufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

<sup>4</sup>Electives should be selected on the basis of the university to be attended.

## PHARMACY TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAC 1132	Algebra and Trigonometry <sup>2</sup>	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
BSC 1010C	General Biology		
PHYS. ED.	Physical Education	1	
ELECTIVES		<u>3</u>	
		16	16

### SOPHOMORE YEAR

POS 2041	American National Government		3
PHYS. ED.	Physical Education		1
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>3</sup>	3	3
ELECTIVES		<u>3</u>	<u>5</u>
		15	17

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## PHYSICAL THERAPY TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAC 1132	Algebra & Trigonometry <sup>2</sup>	5	
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
POS 2041	American National Government	3	
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	1
ELECTIVES		4	4
		16	16

### SOPHOMORE YEAR

PSY 2012	Introduction to Psychology	3	
DEP 2002	Psychology of Child Development		3
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>3</sup>	6	6
		15	17

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Students with insufficient backgrounds in mathematics or science should consult a college counselor.

<sup>3</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## POLICE ADMINISTRATION TRANSFER PROGRAM

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup>	3	
ENC 1136	Composition II <sup>1</sup>		3
MAT 1002	General Education Math	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>	3	3
CCJ 1100	Introduction to Criminal Justice	3	
CCJ 1400	Police Organization & Administration		3
PHYS. ED.	Physical Education	1	1
ELECTIVES		3	3
		16	16

### SOPHOMORE YEAR

SCIENCE	Science <sup>4</sup>	3	3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
LITERATURE	Humanities <sup>5</sup>	3	3
CJT 2100	Introduction to Criminal Investigation	3	

CCJ 2600	Criminal Deviant Behavior		3
CCJ 2220	Criminal Law	3	
CCJ 2230	Criminal Procedures & Evidence		3
ELECTIVES		1	4
		16	16

<sup>1</sup>Student may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

<sup>3</sup>Select from ARH 2050 or ARH 2051; HUM 1020; MUH 2011; MUL 2211 or PHI 2010.

<sup>4</sup>Some universities may require additional credits in science and/or foreign language. Specific information is obtainable from a counselor.

<sup>5</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.

## SOCIAL SCIENCE TRANSFER PROGRAM

This program is designed to provide the student with a broad interdisciplinary background spanning the traditional social sciences. Such a program will provide a foundation for a comprehensive social science major, or for specialization within a specific academic area (i.e. economics, history, political science, psychology, sociology, etc.).

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I	3	
ENC 1136	Composition II		3
WOH 1012	World Civilization	3	
WOH 1022	World Civilization		3
POS 2041	American National Government		3
PHYS ED	Physical Education	1	1
MAT 1033	Intermediate Algebra	3	
SOC 2000	Introduction to Sociology	3	
PSY 2012	Introduction to Psychology		3
ELECTIVES <sup>1</sup>		3	3
		16	16

### SOPHOMORE YEAR

LITERATURE <sup>2</sup>			3
HUMANITIES <sup>3</sup>		3	
ECO 2013	Principles of Economics	3	
ECO 2023	Principles of Economics		3
AMH 2010	U.S. History	3	
AMH 2020	U.S. History		3
SCIENCE <sup>4</sup>		3-4	3-4
ELECTIVES <sup>5</sup>		3	3
		15-16	15-16

<sup>1</sup>Suggested courses might include ANT 2000, ECO 2000, for Term I, and MAF 2001, SOC 2020 for Term II.

<sup>2</sup>Check college catalog for AML, ENG, ENL, LIT course preferences.

<sup>3</sup>Suggested courses might include HUM 1020, PHI 2010.

<sup>4</sup>Check college catalog in biology, chemistry, and physics for course preferences.

<sup>5</sup>Suggested courses might include POS 2112, DEP 2004 for Term I, and INR 2002, DEP 2002 for Term II.

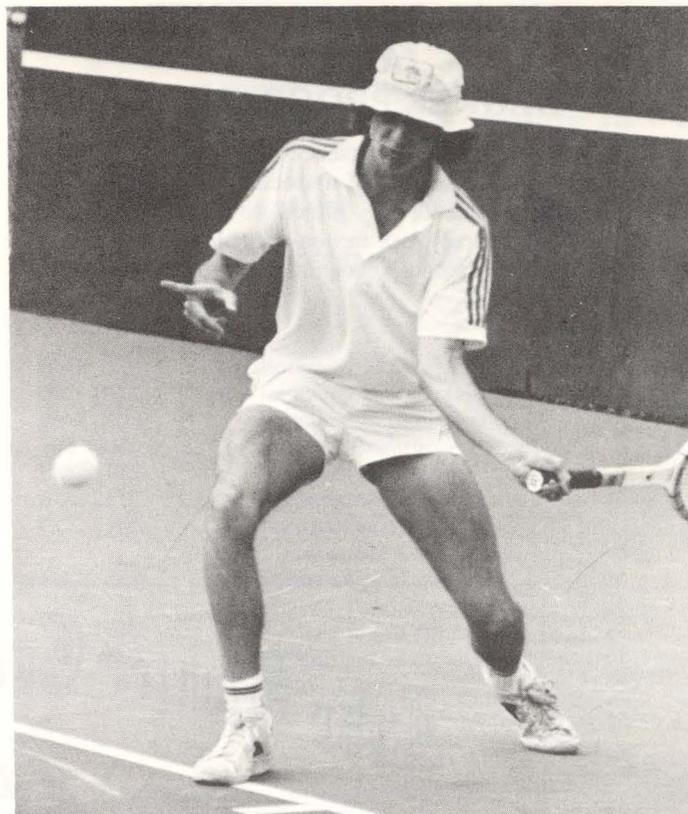
# VETERINARY MEDICINE TRANSFER PROGRAM<sup>1</sup>

## FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>2</sup>	3	
ENC 1136	Composition II <sup>2</sup>		3
BSC 1010C	General Biology	4	
CHM 2045C	College Chemistry	4	
CHM 2046C	College Chemistry		4
MAC 1132	Algebra & Trigonometry <sup>3</sup>	5	
MAC 2311	Calculus		5
POS 2041	American National Government		3
PHYS. ED.	Physical Education		1
		<hr/> 16	<hr/> 16

## SOPHOMORE YEAR

ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics	5	
PHY 2054C	General Physics		5
HUMANITIES	Literature <sup>4</sup>	3	3
BOT 2010C	General Botany		4
PHYS. ED.	Physical Education		1
ELECTIVE	Social Science		3
ELECTIVES		<hr/> 4	
		<hr/> 16	<hr/> 16



<sup>1</sup>Foreign language recommended for those planning a liberal arts major.

<sup>2</sup>Students may substitute ENC 1102 and ENC 1135 for the freshman English requirement.

<sup>3</sup>Students with insufficient backgrounds in mathematics or science should consult college counselor.

<sup>4</sup>Select one literature sequence: ENL 2030-2040, AML 2020-2022, or LIT 2210-2220.



**ASSOCIATE IN SCIENCE  
(A.S.)  
DEGREE PROGRAMS**

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. 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.

Some universities will accept credits from these programs, allowing the student to transfer credits and pursue a Bachelor's degree. Anyone completing one of these programs and who satisfies the requirements for graduation will be eligible to receive the Associate in Science degree.



This certifies that Lake-Sumter Community College upon the recommendation of the faculty has conferred upon

the degree of  
**Associate in Science**  
with all the rights, honors and privileges thereunto appertaining.

Witness the Seal of the College and the signatures of its duly authorized officials hereunto affixed.

Given at Leesburg, Florida, this twenty-third day of December, one thousand nine hundred and eighty.

\_\_\_\_\_  
Chairman, District Board of Trustees

\_\_\_\_\_  
Dean of the College

\_\_\_\_\_  
President

\_\_\_\_\_  
Dean of Student Services

## BANKING

This program is offered in cooperation with the American Institute of Banking program under the auspices of the Lake-Sumter Counties Chapter, American Institute of Banking Section, American Bankers' Association. A student completing this banking program and who satisfies requirements for graduation will be awarded an Associate in Science degree and can further earn American Institute of Banking certificates or diplomas.

### GENERAL COURSES

	<i>Credits</i>	
ACC 2001 . . . . . Principles of Accounting I	3	
BUL 2111 . . . . . Business Law . . . . .	3	
COC 1300 . . . . . Introduction to Data Processing . . . . .	3	
ECO 2013 . . . . . Principles of Economics I	3	
MAN 1100 . . . . . Human Relations in Business and Industry . . . . .	3	
QMB 1001 . . . . . Business Mathematics . . . . .	3	
QMB 2100 . . . . . Business Statistics . . . . .	3	
BAN 1110 . . . . . Principles of Banking . . . . .	3	
SES 1330 . . . . . Business English . . . . .	3	
SPC 2031 . . . . . Fundamentals of Speech . . . . .	3	
COE 1000 . . . . . Seminar in Job Placement Skills . . . . .	1	
	31	

**Select Thirty-Three (33) Credits from the Following:**

BAN 1150 . . . . . Marketing for Bankers . . . . .	3	
BAN 2010 . . . . . Federal Reserve System . . . . .	3	
BAN 2121 . . . . . Bank Cards . . . . .	3	
BAN 2000 . . . . . Business Financial Management . . . . .	3	
BAN 2210 . . . . . Analyzing Financial Statements . . . . .	3	
BAN 2100 . . . . . Money and Banking . . . . .	3	
BAN 2230 . . . . . Bank Investments . . . . .	3	
BAN 2240 . . . . . Installment Credit . . . . .	3	
BAN 2400 . . . . . Trust Functions and Services . . . . .	3	
BAN 2303 . . . . . Savings and Time Deposit Banking . . . . .	3	
BAN 2720 . . . . . Bank Management . . . . .	3	
BAN 2949 . . . . . Cooperative Education Internship in Banking . . . . .	3	
BAN 2200 . . . . . Credit Administration . . . . .	3	
REE 1200 . . . . . Real Estate Finance . . . . .	3	

## BUSINESS MANAGEMENT

This two-year program is designed for students who plan to seek employment as mid-management executives. The course of study includes basic principles of business, management, supervision, business law, accounting, data processing and other aspects of business and management.

### FRESHMAN YEAR

	<i>Credits</i>	
	<i>Term I</i>	<i>Term II</i>
QMB 1001 . . . . . Business Mathematics . . . . .		3
GEB 1011 . . . . . Introduction to Business . . . . .	3	
MAR 1011 . . . . . Principles of Marketing . . . . .		3
SES 1330 . . . . . Business English . . . . .	3	
ENC 1103 . . . . . Composition I <sup>1</sup> . . . . .		3
BUL 2111 . . . . . Business Law . . . . .		3
COC 1300 . . . . . Introduction to Data Processing . . . . .	3	
MAN 2000 . . . . . Principles of Management		3
PHYS. ED . . . . . Physical Education . . . . .	1	
COE 1000 . . . . . Seminar in Job Placement Skills . . . . .		1
SES 1191C . . . . . Personal Typewriting . . . . .	3	
	14	15

### SUMMER TERM

SPC 2031 . . . . . Fundamentals of Speech . . . . .	3
PHYS. ED . . . . . Physical Education . . . . .	1
SES 2325C . . . . . Business Machines & Filing . . . . .	3

### SOPHOMORE YEAR

ACC 2001 . . . . . Principles of Accounting I	3	
ACC 2021 . . . . . Principles of Accounting II		3
QMB 2100 . . . . . Business Statistics . . . . .	3	
MAN 2300 . . . . . Personnel Management . . . . .	3	
RMI 2000 . . . . . Principles of Insurance . . . . .		3
ECO 2000 . . . . . Introduction to Economics	3	
MAN 1100 . . . . . Human Relations in Bus/Ind . . . . .	3	
ENC 2315 . . . . . Technical Report Writing		3
SES 2336 . . . . . Business Communications		3
COC 1110C . . . . . Introduction to Computers and Computer Programming . . . . .		3
	15	15

<sup>1</sup>Student may substitute ENC 1102 for the English requirement.

## COMMERCIAL ART

The curriculum in commercial art prepares a student for opportunities where art is used as an important part of a business. The courses are designed to provide a broad and useful background for the person who desires employment in the areas of advertising design, layout and paste-up, story or fashion illustration, brochure design, and letterhead design. Working independently as a free-lance artist is also a possibility. Graduates may continue at some universities to obtain baccalaureate degrees in this field.

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1103	Composition I <sup>1</sup> . . . . .	3	
ART 1205	Design and Color . . . . .	3	
ART 1300	Freehand Drawing . . . . .	3	
ART 1230	Introduction to Commercial Art . . . . .	3	
ARH 2050	Art History and Appreciation . . . . .		3
ART 1231	Layout Production . . . . .		4
ART 1201C	Design Structures . . . . .		3
ART 2540	Introduction to Painting, Watercolor I . . . . .	3	
POS 2041	American National Government . . . . .		3
ART 1301	Freehand Drawing . . . . .		3
PHYS. ED	Physical Education . . . . .	1	
		<hr/> 16	<hr/> 16

### SOPHOMORE YEAR

ART 2253	Illustration . . . . .	3	
ART 1600	Basic Photography . . . . .	3	
ART 2232	Advertising Design . . . . .	3	
ART 2281	Typographic Letter Forms . . . . .	3	
ART 2551	Air Brush Techniques . . . . .	3	
ART 2254	Illustration Human Figure . . . . .		3
ART 2270	Graphic Symbol Design . . . . .		2
ART 2233	Experimental Design; Portfolio Preparation . . . . .		3
ART 2601	Creative Photography . . . . .		3
ARH 2051	Art History & Appreciation . . . . .	3	
PHYS. ED	Physical Education . . . . .		1
ELECTIVE <sup>2</sup>	. . . . .		3
		<hr/> 18	<hr/> 15

<sup>1</sup>Student may substitute ENC 1102 for the freshman English requirement.

<sup>2</sup>Student may select from approved courses. Consult a college counselor.

## CRIMINAL JUSTICE

This program is designed for in-service criminal justice personnel who are seeking an Associate in Science Degree in Criminal Justice. Students who plan to pursue a Bachelor's degree must enroll in courses listed in the Transfer Program.

		<i>Credits</i>
CCJ 1000	Introduction to Criminology . . . . .	3
CCJ 1100	Introduction to Criminal Justice . . . . .	3
CCJ 1400	Police Organization & Administration . . . . .	3
CCJ 2220	Criminal Law . . . . .	3
CCJ 2230	Criminal Procedure & Evidence . . . . .	3
CCJ 2310	Introduction to Corrections . . . . .	3
CCJ 2500	Juvenile Delinquency . . . . .	3
CCJ 2600	Criminal Deviant Behavior . . . . .	3
CJT 2100	Introduction to Criminal Investigation . . . . .	3
ENC 1103	Composition I . . . . .	3
ENC 2315	Technical Report Writing or	3
ENC 1136	Composition II . . . . .	3
SOC 2000	Introduction to Sociology . . . . .	3
SSI 9011	Introduction to the Social Sciences . . . . .	3
SPC 2031	Fundamentals of Speech . . . . .	3
MAT 1002	General Education Math . . . . .	3
PHYS. ED	Electives in Physical Education . . . . .	2
ELECTIVES	. . . . .	<hr/> 17
		<hr/> 64



## DATA PROCESSING

Computer programmers work closely with systems analysts to define problems, analyze the input data and the output report requirements, and prepare a program of instructions that the computer can follow to solve the problem. The highly abstract nature of systems and programming work requires strong logical and creative abilities. This program is intended to prepare the student for immediate employment as a programmer or assistant in systems work.

### FRESHMAN YEAR

		Credits	
		Term I	Term II
SES 1330	Business English	3	
COC 1300	Introduction to Data Processing	3	
GEB 1011	Introduction to Business		3
COC 1110C	Introduction to Computers and Computer Programming	3	
SES 1327C	Key punch		1
MAN 1100	Human Relations in Business and Industry	3	
SES 2325C	Business Machines and Filing		3
QMB 1001	Business Mathematics		3
SES 1191C	Personal Typewriting	3	
COP 2170C	Computer Programming-BASIC		3
COE 1000	Seminar in Job Placement Skills		1
PHYS. ED.	Physical Education		1
		<hr/>	<hr/>
		15	15

### SUMMER TERM

MAT 1033	Intermediate Algebra	3	
ECO 2000	Introduction to Economics	3	

### SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
ACC 2021	Principles of Accounting II		3
COP 2120C	Computer Programming-COBOL I	3	
COP 2121C	Computer Programming-COBOL II		3
COP 2160C	Computer Programming-RPG	3	
ENC 2315	Technical Report Writing		3
QMB 2100	Business Statistics	3	
BUL 2111	Business Law		3
SES 1150C	Word Processing I	3	
PHYS. ED.	Physical Education		1
		<hr/>	<hr/>
		13	15

## DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

The Digital Electronics Engineering Technology program is a two-year technical program leading to an Associate in Science Degree. It is designed to give students the opportunity to develop a strong background in electronics with emphasis on digital electronics and modern technology. Areas of employment for electronics technicians include communications, computers, electro-mechanical systems, manufacturing, sales, education, servicing, medicine, controls, and research.

### FRESHMAN YEAR

		Credits	
		Term I	Term II
ETE 1010C	Fundamentals of D.C. Circuits	4	
ETE 1020C	Fundamentals of A.C. Circuits		5
COC 1110C	Introduction To Computers and Computer Programming	3	
MTB 1321	Applied Technical Math I	4	
MTB 1322	Applied Technical Math II		4
ENC 1103	College Composition I <sup>1</sup>	3	
ENC 2315	Technical Report Writing		3
EGN 1120C	Engineering Drawing		3
PHYS. ED.	Physical Education		1
		<hr/>	<hr/>
		15	15

### SUMMER TERM

ETE 1140C	Electronic Devices	3	
ETD 2620C	Electronics Drafting	3	

### SOPHOMORE YEAR

ETE 2120C	Electronic Circuits	5	
ETE 2121C	Digital Electronics	4	
ETE 2680C	Introduction to Microprocessors	2	
ETE 2662C	Microcomputer Systems		5
ETE 2681C	Microelectronic Circuits		5
PHY 1001	Technical Physics	4	
COP 2110C	Computer Programming; FORTRAN IV		3
PHYS. ED.	Physical Education		1
		<hr/>	<hr/>
		15	14

<sup>1</sup>Student may substitute ENC 1102.

## GENERAL BUSINESS

This program is designed for students who expect to seek employment in the business world immediately upon graduation from this institution. It provides students with some skills and broad background in many areas of general business.

### FRESHMAN YEAR

	Credits	
	Term I	Term II
SES 1100C ..... Typewriting I .....	5	
SES 1110C ..... Typewriting II .....		3
QMB 1001 ..... Business Mathematics .....		3
GEB 1011 ..... Introduction to Business .....	3	
ENC 1016 ..... English Grammar .....	3	
SOCIAL SCIENCE Social Science <sup>1</sup> .....	3	
PHYS. ED. .... Physical Education .....	1	1
SES 2325C ..... Business Machines and Filing .....		3
MAR 1011 ..... Principles of Marketing .....		3
COE 1000 ..... Seminar in Job Placement Skills .....		1
	15	14

### SUMMER TERM

SPC 2031 ..... Fundamentals of Speech ..	3
SES 2120C ..... Typewriting III .....	3

### SOPHOMORE YEAR

SES 1330 ..... Business English .....	3	
ACC 2001 ..... Principles of Accounting I .....	3	
MAN 2000 ..... Principles of Management .....		3
BUL 2111 ..... Business Law .....		3
COC 1300 ..... Introduction to Data Processing .....		3
SES 2336 ..... Business Communications .....		3
ECO 2000 ..... Introduction to Economics .....	3	
SOCIAL SCIENCE Social Science <sup>1</sup> .....	3	
MAN 1100 ..... Human Relations in Bus/Ind .....		3
ELECTIVES .....		2
	15	14

<sup>1</sup>Students may select from PSY 2002, SOC 2000, POS 2041, AMH 2010, AMH 2020, WOH 1012, WOH 1022.

## EXECUTIVE SECRETARY

This program will provide the student with the skills needed for employment as an executive secretary, office manager, or administrative assistant in business, industry, or government. Telecommunications, office management, communication skills, and the use of word processing equipment are emphasized.

### FRESHMAN YEAR

	Credits	
	Term I	Term II
SES 1100C ..... Typewriting I .....	5	
SES 1110C ..... Typewriting II .....		3
SES 1210C ..... Shorthand I <sup>1</sup> .....	5	
SES 1211C ..... Shorthand II <sup>1</sup> .....		3
SES 1330 ..... Business English .....	3	
MAN 2000 ..... Principles of Management .....		3
QMB 1001 ..... Business Mathematics .....		3
PHYS. ED. .... Physical Education .....		1
GEB 1011 ..... Introduction to Business ..	3	
SES 2325C ..... Business Machines and Filing .....		3
	16	16

### SUMMER TERM

SES 2120C ..... Typewriting III .....	3
PHYS. ED. .... Physical Education .....	1
COE 1000 ..... Seminar in Job Placement Skills .....	1

### SOPHOMORE YEAR

ACC 2001 ..... Principles of Accounting I .....	3	
SES 2212C ..... Shorthand III <sup>1</sup> .....	3	
SES 2213C ..... Shorthand IV <sup>1</sup> .....		3
SPC 2031 ..... Fundamentals of Speech ..		3
BUL 2111 ..... Business Law .....		3
SES 2402C ..... Secretarial Office Procedures .....	3	
SES 2156C ..... Word Processing II .....		3
SES 2336 ..... Business Communications .....		3
COC 1300 ..... Introduction to Data Processing .....		3
MAN 2300 ..... Personnel Management ..	3	
	15	15

<sup>1</sup>Student may substitute equivalent course in Machine Shorthand.

## LEGAL SECRETARY

This program has been designed to provide the student with specialized skills required of a legal secretary. Emphasis is placed on legal terminology, law, legal office procedures, and word processing equipment.

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
SES 1100C	Typewriting I	5	
SES 1110C	Typewriting II		3
SES 1210C	Shorthand I <sup>1</sup>	5	
SES 1211C	Shorthand II <sup>1</sup>		3
SES 1330	Business English	3	
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
PHYS. ED.	Physical Education		1
BUL 2111	Business Law		3
SES 2325C	Business Machines and Filing		3
		16	16

### SUMMER TERM

SES 2120C	Typewriting III	3
PHYS. ED.	Physical Education	1
COE 1000	Seminar in Job Placement Skills	1

### SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
MAN 2000	Principles of Management		3
SES 2212C	Shorthand III <sup>1</sup>	3	
SES 2213C	Shorthand IV <sup>1</sup>		3
SPC 2031	Fundamentals of Speech	3	
SES 2402C	Secretarial Office Procedures	3	
SES 2156C	Word Processing II		3
SES 2336	Business Communications		3
SES 2431	Legal Office Procedures		3
COC 1300	Introduction to Data Processing	3	
		15	15

<sup>1</sup>Student may substitute equivalent course in Machine Shorthand.

## MEDICAL ADMINISTRATIVE ASSISTANT

This program has been designed to provide the student with the specialized skills required of medical administrative assistants. Emphasis is placed on medical terminology, medical office procedures, recordkeeping, and medical transcription.

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
SES 1100C	Typewriting I	5	
SES 1110C	Typewriting II		3
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
SES 1330	Business English	3	
MRE 1001	Medical Terminology & Records		3
SES 2325C	Business Machines and Filing		3
BSC 1010C	General Biology	4	
SPC 2031	Fundamentals of Speech		3
		15	15

### SUMMER TERM

PHYS. ED.	Physical Education	1
SES 2120C	Typewriting III	3
COE 1000	Seminar in Job Placement Skills	1

### SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
SES 2402C	Secretarial Office Procedures	3	
SES 2156C	Word Processing II		3
SES 2336	Business Communications		3
SES 2461	Medical Office Procedures		3
COC 1300	Introduction to Data Processing	3	
BUL 2111	Business Law		3
MAN 2300	Personnel Management	3	
PHYS. ED.	Physical Education	1	
ELECTIVES <sup>1</sup>		1	3
		14	15

<sup>1</sup>Student may select from approved courses.

## WORD PROCESSING

This program has been designed to provide the student with specialized skills required of word processing personnel. Emphasis is placed on magnetic card, memory, and visual display typewriters along with office procedures, management, and communication skills. Students will be prepared to enter business and industry as corresponding secretaries in a word processing center, word processing operators or as word processing supervisors.

### Freshman Year

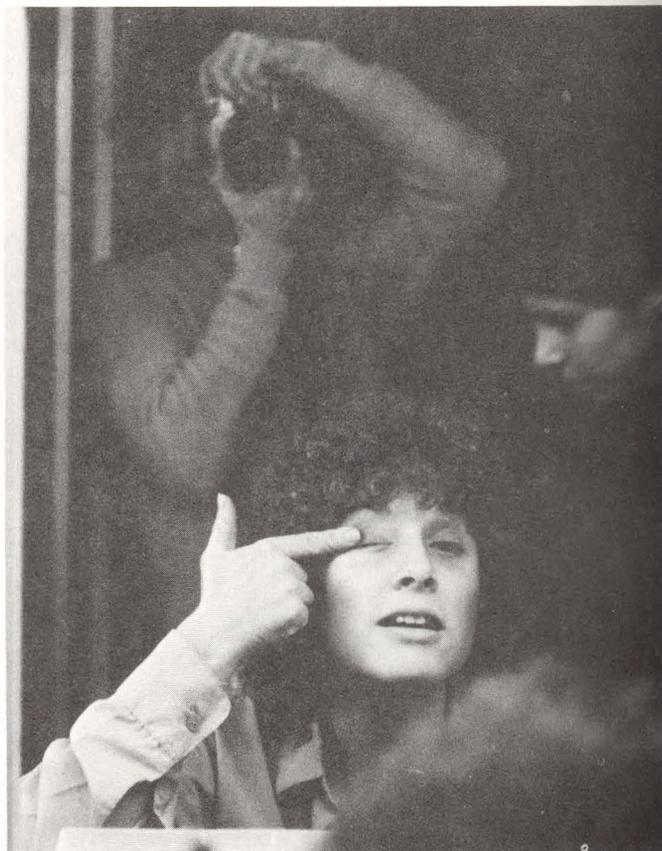
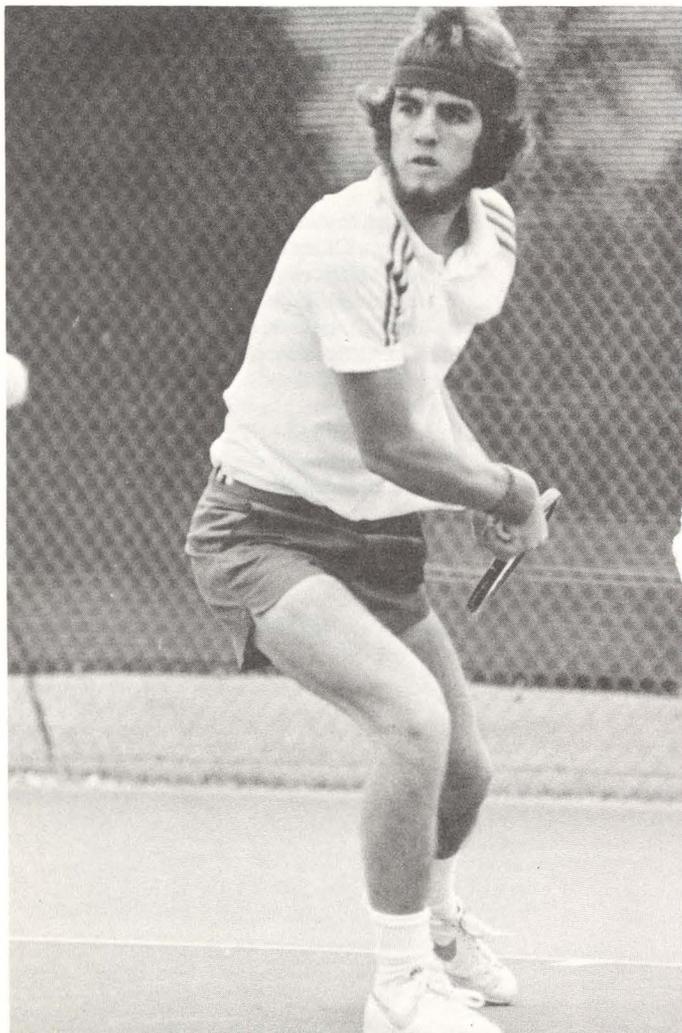
	Credits	
	Term I	Term II
SES 1100C . . . . . Typewriting I . . . . .	5	
SES 1110C . . . . . Typewriting II . . . . .		3
SES 1330 . . . . . Business English . . . . .	3	
ENC 1102C . . . . . Composition Skills . . . . .		5
QMB 1001 . . . . . Business Mathematics . . . . .		3
GEB 1011 . . . . . Introduction to Business . . . . .	3	
PHYS. ED. . . . . Physical Education . . . . .	1	
COC 1300 . . . . . Introduction to Data Processing . . . . .		3
SES 1150C . . . . . Word Processing I . . . . .	3	
	<u>15</u>	<u>14</u>

### Summer Term

SES 2120C . . . . . Typewriting III . . . . .	3
SES 2325C . . . . . Business Machines and Filing . . . . .	3

### Sophomore Year

ACC 2001 . . . . . Principles of Accounting I . . . . .	3
SPC 2031 . . . . . Fundamentals of Speech . . . . .	3
BUL 2111 . . . . . Business Law . . . . .	3
SES 2402C . . . . . Secretarial Office Procedures . . . . .	3
SES 2156C . . . . . Word Processing II . . . . .	3
SES 2336 . . . . . Business Communications . . . . .	3
ENC 2315 . . . . . Technical Report Writing . . . . .	3
MAN 2000 . . . . . Principles of Management . . . . .	3
MAN 1100 . . . . . Human Relations in Business/Ind. . . . .	3
PHYS. ED. . . . . Physical Education . . . . .	1
COE 1000 . . . . . Seminar in Job Placement Skills . . . . .	1
	<u>14</u>
	<u>15</u>



# Articulation Programs for Associate in Science Degree (A.S.)

## ARTICULATION PROGRAM IN MEDICAL LABORATORY TECHNOLOGY

This articulation program is designed for persons who desire preparation for employment as Medical Laboratory Technicians. Under this arrangement, students may complete the academic phase of their program at Lake-Sumter Community College and their specialized phase at Valencia Community College which will award the Associate in Science degree. Graduates are eligible to take the State Medical Laboratory Technician Examination for licensure and a national registry examination.

### Phase I—Academic (Lake-Sumter Community College)

#### SUMMER TERM

		<i>Credits</i>
BSC 1010C	General Biology <sup>1</sup>	4
		<i>Term I</i>
		<i>Term II</i>
CHM 1015C	Introduction to General Chemistry <sup>2</sup>	4
ENC 1103	Composition <sup>3</sup>	3
ENC 2315	Technical Report Writing	3
APB 2203C	Human Anatomy & Physiology I	4
APB 2204C	Human Anatomy & Physiology II	4
MCB 2010C	Microbiology	4
POS 2041	American National Government	3
PSY 2002	Introduction to Psychology	3
		<hr/> 3
		<hr/> 14
		<hr/> 14



### Phase II - Valencia Community College<sup>4</sup>

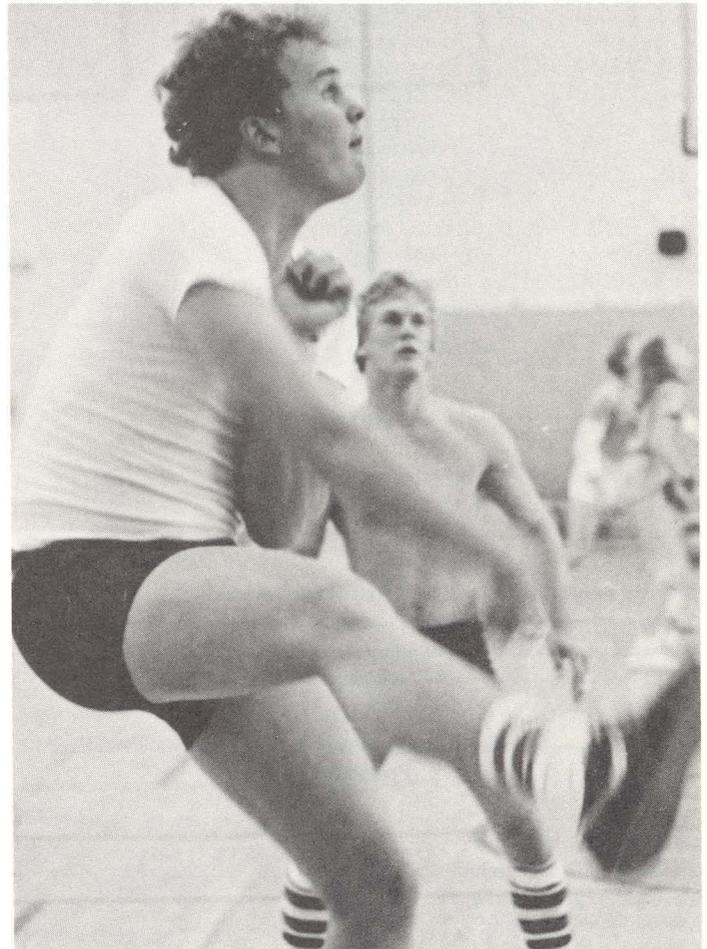
	<i>Credits</i>
General Chemistry for Laboratory Technology	6
Hematology	4
Introduction to Urinalysis	3
Immunology	4
Medical Microbiology	4
Clinical Chemistry	4
Blood Bank Practicum	2
Instrumentation	1
Hematology Practicum	4
Chemistry Practicum	4
Micro Practicum	4
Serology/Urinalysis Practicum	2
	<hr/> 42

<sup>1</sup>Prerequisite for APB 2203C and MCB 2010C or permission of the instructor.

<sup>2</sup>Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level within the past five years with a grade of "C" or higher in each course.

<sup>3</sup>Student may substitute ENC 1102 for the freshman English requirement.

<sup>4</sup>Consult the current Valencia Community College catalog for details of their phase of the program.



# ARTICULATION PROGRAM IN NURSING

Articulation programs in Associate Degree Nursing will permit a student to complete all academic work at Lake-Sumter Community College and the nursing phase either at Central Florida Community College or Valencia Community College. Both options are for the same purpose, involve similar academic and nursing courses, and lead to the Associate in Science Degree in Nursing.

This program usually involves a year full-time at Lake-Sumter Community College plus two years part-time at Central Florida Community College or Valencia Community College.

Upon successful completion of Phase II (Nursing), Valencia Community College or Central Florida Community College will award its respective Associate in Science Degree in Nursing. The student will also be eligible to write the Nursing State Board Examinations to become a Registered Nurse.

## LAKE-SUMTER—CENTRAL FLORIDA OPTION Phase I—Academic (Lake-Sumter Community College)

### SUMMER TERM

BSC 1010C	General Biology <sup>1</sup>	Credits 4
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### FRESHMAN YEAR

		Credits	
		Term I	Term II
CHM 1015C	Introduction to General Chemistry <sup>2</sup>	4	
ENC 1103	Composition I <sup>3</sup>	3	
PSY 2012	Introduction to Psychology		3
SOC 2000	Introduction to Sociology		3
POS 2041	American National Government	3	
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
NUR 0001	Nursing Orientation I (optional) <sup>4</sup>	(2)	
		14(16)	14

### TERM III

HUM 1020	Introduction to Humanities	3
MAT 1024	Elementary Algebra	3
		6

<sup>1</sup>Prerequisite for APB 2203C and MCB 2010C or permission of instructor.

<sup>2</sup>Not required of students who have completed a high school or college chemistry course.

<sup>3</sup>Student may substitute ENC 1102 for the freshman English requirement.

<sup>4</sup>Recommended for those without experience in medical environment.

## Phase II —Nursing (Central Florida C.C. One or Two-Year Program)<sup>1</sup>

	Credits
Basic Normal Nutrition <sup>2</sup>	3
Fundamentals of Nursing	7
Medical-Surgical Nursing I	9
Mental Health Nursing	1
Obstetrical Nursing	5

Pediatric Nursing	5
Medical-Surgical Nursing II	1
	42

<sup>1</sup>Consult the current Central Florida Community College catalog for details of their phase of the program.

<sup>2</sup>May be transferred from another accredited college.

## NURSING

### LAKE-SUMTER—VALENCIA OPTION

#### Phase I—Academic (Lake-Sumter Community College)

#### SUMMER TERM

		Credits	
		Term I	Term II
BSC 1010C <sup>1</sup>	General Biology <sup>2</sup>		4
ENC 1103	Composition I <sup>3</sup>	3	
ENC 2315	Technical Report Writing <sup>4</sup>		3
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psychology of Child Development		3
SOC 2000	Introduction to Sociology	3	
POS 2041	American National Government	3	
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
NUR 0001	Nursing Orientation I (optional) <sup>5</sup>	(2)	
		16(18)	14

#### Phase II—Nursing (Valencia Community College—Two-year Program)<sup>6</sup>

	Credits
Fundamentals of Nursing	8-10 <sup>7</sup>
Maternity Nursing	4
Psychiatric Nursing	4
Introduction to Medical-Surgical Nursing	4
Team Leadership	2
Nursing Care for Children	4
Nursing Care of Adults with Motor and Sensory Deprivation	4
Nursing Care of Adults with Problems of Inadequate Oxygenation	4
Nursing Care of Adults with Problems of Nutrition, Elimination, and Regulatory Mechanisms	4
Patient Care Management	6
44-46	

<sup>1</sup>Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level within the past five years with a grade of "C" or higher in each course.

<sup>2</sup>Prerequisite for APB 2203C and MCB 1010C or permission of instructor.

<sup>3</sup>Student may substitute ENC 1102 for freshman English requirement.

<sup>4</sup>Student may substitute ENC 1136.

<sup>5</sup>Recommended for those without experience in medical environment.

<sup>6</sup>Consult the current Valencia Community College Catalog for details of their phase of the program.

<sup>7</sup>Students who do not achieve a passing grade on the math pretest for nursing are required to register for MTB 1320 (Applied Mathematics for Health Care) concurrently with NYY 1140C or NUU 1210C.

## ARTICULATION PROGRAM IN RESPIRATORY THERAPY

This program is designed for persons who desire preparation for employment as Respiratory Therapists. Under this arrangement, students may complete the academic phase of their program at Lake-Sumter Community College and their specialized phase at Valencia Community College. Upon successful completion of Phase II, Valencia Community College will award the Associate in Science degree. Graduates of this program are eligible for the registration examination.

### Phase I — Academic (Lake-Sumter Community College)

#### SUMMER TERM

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
BSC 1010C	General Biology <sup>1</sup>	4	
CHM 1015C	Introduction to General Chemistry <sup>2</sup>	4	
ENC 1103	Composition I <sup>3</sup>	3	
ENC 2315	Technical Report Writing		3
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
POS 2041	American National Government		3
PSY 2012	Introduction to Psychology	3	
HUMANITIES	Elective <sup>4</sup>		3
MAT 1033	Intermediate Algebra	3	
		<hr/> 17	<hr/> 17



### Phase II — Valencia Community College<sup>5</sup>

	<i>Credits</i>
Introduction to Respiratory Therapy	2
Applied Physics	4
Basic Respiratory Equipment	3
Pulmonary Physiology	2
Advanced Respiratory Equipment & Functions	4
Respiratory Pathology	3
Cardiopulmonary Therapy	4
Advanced Cardiopulmonary Therapy	4
Clinical Practice	10
Hospital Organization and Management	2
Introduction to Pharmacology	2
	<hr/> 40

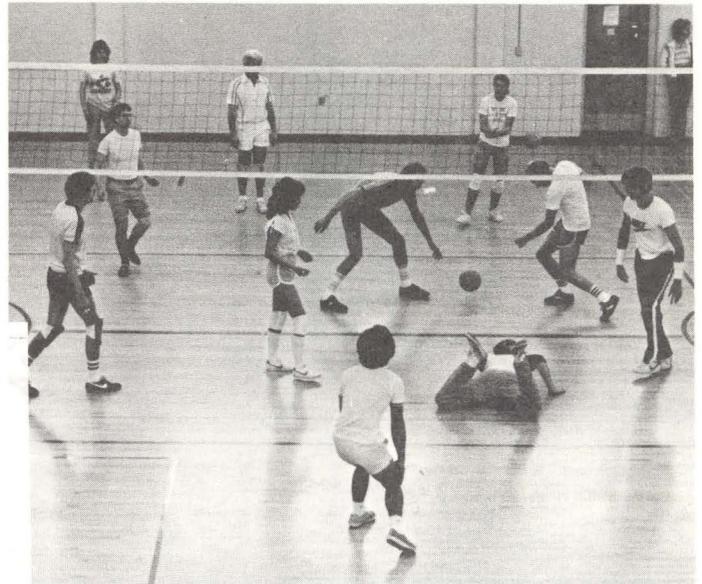
<sup>1</sup>Prerequisite for APB 2203C and MCB 2010C or permission of instructor.

<sup>2</sup>Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level within the past five years with a grade of "C" or higher in each course.

<sup>3</sup>Student may substitute ENC 1102 for the freshman English requirement.

<sup>4</sup>Student may select from approved courses. Consult a college counselor.

<sup>5</sup>Consult the current Valencia Community College catalog for details of their phase of the program.





# Certificate Programs

## COMMERCIAL ART (LAYOUT ARTIST)

Lake-Sumter Community College provides a 32 semester hour certificate program for persons either presently employed in the field or for those desiring preparation for employment mainly in the technical area of layout and pasteup.

This certificate program, in contrast to the more comprehensive two-year A.S. degree program, provides just the basics of the necessary skills and knowledge needed in the field of commercial art. All credits may be applied toward the Commercial Art Associate in Science degree at Lake-Sumter Community College if the student decides later to continue his training.

		<i>Credits</i>
ENC 1103	Composition I <sup>1</sup>	3
ART 1205	Design and Color	3
ART 1300	Freehand Drawing	3
ART 1230	Introduction to Commercial Art	3
ARH 2050	Art History and Appreciation	3
ART 1231	Layout Production	4
ART 1201C	Design Structures	3
ART 2540	Introduction to Painting, Watercolor I	3
POS 2041	American National Government	3
ART 1301	Freehand Drawing	3
PHYS. ED	Physical Education	1
		<hr/> 32

<sup>1</sup>Students may substitute ENC 1102 for the English requirement.

## CRIMINAL JUSTICE

Lake Sumter Community College provides a 30 semester hour certificate program 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 Lake-Sumter Community College.

	<i>Credits</i>
ENC 1103 . . . . . Composition I <sup>1</sup> . . . . .	3
SOC 2000 . . . . . Introduction to Sociology	3
CCJ 1000 . . . . . Introduction to Criminology . . . . .	3
CCJ 1100 . . . . . Introduction to Criminal Justice . . . . .	3
CCJ 2220 . . . . . Criminal Law . . . . .	3
CCJ 2230 . . . . . Criminal Procedure and Evidence . . . . .	3
CCJ 2310 . . . . . Introduction to Corrections	3
CCJ 2500 . . . . . Juvenile Delinquency . . . . .	3
CCJ 2600 . . . . . Criminal Deviant Behavior	3
SSI 9011 . . . . . Introduction to the Social Sciences . . . . .	3
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<sup>1</sup>Student may substitute ENC 1102 for the English requirement.

## DATA PROCESSING

Lake-Sumter Community College provides a 31-semester hour certificate program in Data Processing for present professionals in the field or for those desiring preparation for employment. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

COC 1300 . . . . . Introduction to Data Processing . . . . .	3
GEB 1011 . . . . . Introduction to Business . . . . .	3
COC 1110C . . . . . Introduction to Computers and Computer Programming . . . . .	3
QMB 1001 . . . . . Business Math . . . . .	3
SES 1191C . . . . . Personal Typewriting . . . . .	3
SES 1327C . . . . . Key punch . . . . .	1
MAN 1100 . . . . . Human Relations in Business and Industry . . . . .	3
ACC 2001 . . . . . Principles of Accounting I	3
ACC 2021 . . . . . Principles of Accounting II	3
COP 2120C . . . . . Computer Programming-COBOL I	3
COP 2121C . . . . . Computer Programming-COBOL II	3
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## DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

Lake-Sumter Community College provides a 44-semester hour certificate program in Digital Electronics Engineering Technology for present professionals or for others desiring employment in the digital electronics field. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

ETE 1010C . . . . . Fundamentals of DC Circuits . . . . .	4
ETE 1020C . . . . . Fundamentals of AC Circuits . . . . .	5
MTB 1321 . . . . . Applied Technical Math I . . . . .	4
MTB 1322 . . . . . Applied Technical Math II . . . . .	4
ETD 2620C . . . . . Electronics Drafting . . . . .	3
ETE 1140C . . . . . Electronic Devices . . . . .	3
ETE 2120C . . . . . Electronic Circuits . . . . .	5
ETE 2121C . . . . . Digital Electronics . . . . .	4
ETE 2681C . . . . . Microelectronics Circuits . . . . .	5
ETE 2680C . . . . . Introduction to Microprocessors . . . . .	2
ETE 2662C . . . . . Microcomputer Systems . . . . .	5
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## REAL ESTATE

Lake-Sumter Community College provides a 31-semester hour certificate program in Real Estate for present professionals in the field or for other members of the community interested in real estate.

	<i>Credits</i>
REE 2000 . . . . . Introduction to Real Estate Principles and Practices	4
QMB 1001 . . . . . Business Mathematics . . . . .	3
ACC 2001 . . . . . Principles of Accounting I	3
REE 2041 . . . . . Real Estate Principles and Practices II . . . . .	3
ECO 2000 . . . . . Introduction to Economics	3
ACC 2509 . . . . . Income Tax Procedure . . . . .	3
BUL 2111 . . . . . Business Law . . . . .	3
SPC 2031 . . . . . Fundamentals of Speech . . . . .	3
RMI 2000 . . . . . Principles of Insurance . . . . .	3
	Electives . . . . .
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*We like it here.*



*We do too!*

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# COURSE

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Two Decades of Service  
1962 - 1982

# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public post-secondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's post-secondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in post-secondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC \_000 at a community college, he cannot be required to repeat SOC \_000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using *non-equivalent* courses for satisfying certain requirements.

## General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers

(and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC \_000.

## First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC \_1000; a school offering the same course in the sophomore year will number it SOC \_2000. The variance in first numbers does *not* affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "introductory Sociology," "general Sociology," and "Principles of Sociology." The titles do *not* affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples:

Marine Biology OCB \_013  
(lecture only)  
OCB \_013L  
(lab only)

Marine Biology OCB \_013C (lecture  
with Lab and lab combined)

Therefore, OCB \_013C is equivalent to OCB \_013 plus OCB \_013L.

## Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC \_132, \_133, \_134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

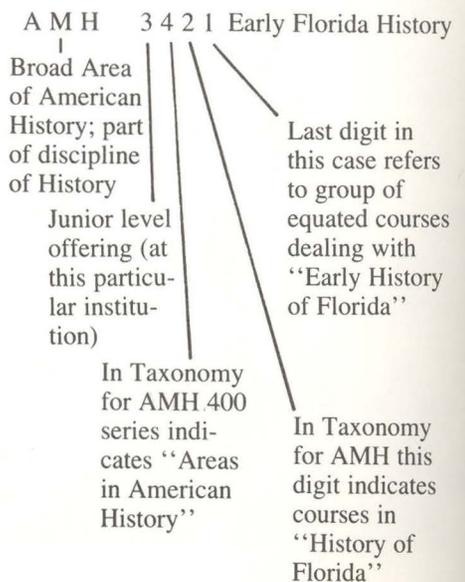
## Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History, ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were a 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses

has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

### Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with \_\_\_900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

### Authority for Acceptance of Equivalent Courses:

The following amendments to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents, and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978:

"... students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."



## COURSE DESCRIPTIONS

Courses classified as occupational (0) may be applied toward an Associate in Science degree or a specialized certificate program only. All other courses may be applied toward an Associate in Arts degree.

### ANTHROPOLOGY

#### ANT 2000 INTRODUCTION TO ANTHROPOLOGY 3 credits

An introduction to the study of man as a cultural animal. The development of human societies from preliterate beginnings. The rise of complex social organizations with an outline study of the major cultures developed by man. This will also be given as a home study course via open circuit television or on-campus closed circuit television.

#### ANT 2410 CULTURAL ANTHROPOLOGY 3 credits

The comparative study of human cultural systems: an ecological approach will be employed to understand the concept of culture. Cultural processes such as origin, function, and change will be discussed. Components of cultural systems including language, social organizations and subsistence activities will be analyzed. Contemporary world problems will be interpreted from a cultural perspective.

### ART

#### ART 1100C INTRODUCTION TO CRAFTS MEDIA 3 credits

A survey of the field of Arts and Crafts as it pertains to mental health programs, occupational therapy, education students and recreational leadership. Students will learn to use power and hand tools and will create projects in various media such as clay, wood, paper, fibers, leather and metal. Lab Fee \$10.

#### ARH 2050 ART HISTORY AND APPRECIATION 3 credits

An analysis and evaluation of art forms from Pre-History to the Renaissance and their correlation with the development of Modern Art. Familiarization with the basic tools and principles of art through studio experience.

#### ARH 2051 ART HISTORY AND APPRECIATION 3 credits

An analysis and evaluation of art forms from the Renaissance to the Twentieth century. Familiarization with the basic tools and principles of art with emphasis on understanding contemporary trends.

#### ARH 2610 AMERICAN ART HISTORY AND APPRECIATION 3 credits

A study and analysis of American art forms with an emphasis on the 19th and 20th centuries. A correlation will be made with the student's individual community bases by utilizing community field study techniques.

#### ART 1132C 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, natural materials, yarns, and basic stitches. Lab Fee \$10.

#### ART 1155 APPLIED DESIGN: ENAMELING ON METAL 3 credits

An introduction to techniques and materials used in creating jewelry, trays, bowls, and decorative plaques. Processes include preparation of metal, enameling, firing, and finishing fired pieces. Special techniques: sgraffito, limoges, cloisonne, and champleve. Lab Fee \$10.

#### ART 1201C DESIGN STRUCTURES 3 credits

An expansion of basic design and color concepts. Work on three dimensional and two dimensional design projects introduces the student to various ways of originating design systems. Emphasis on relating the visual image to basic elements of any page size through composition techniques. Prerequisites: ART 1300C and ART 1205C. Lab Fee \$10.

#### ART 1205C DESIGN AND COLOR 3 credits

The study of the principles and elements of design based upon individual work with pictorial forms, space, line, texture and color with emphasis upon two dimension design. Open to all students. Lab Fee \$10.

#### ART 1230C INTRODUCTION TO COMMERCIAL ART 3 credits

Introduces the student to the common tools, media and procedures applicable to a variety of areas within the graphic art field. Basic studio work in drawing, illustration, ad layout and indication, type, and production techniques. Lab Fee \$10.

#### ART 1231C LAYOUT PRODUCTION 4 credits

Provides basic terminology and standard techniques used in preparing art, copy, and photograph as "camera ready" for commercial printing reproduction. A vari-

ety of material closely simulates common art jobs from rough layouts to keys and mechanical stages. Lab Fee \$10.

#### ART 1300C FREEHAND DRAWING I 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. Lab Fee \$10.

#### ART 1301C FREEHAND DRAWING II 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. Lab Fee \$10.

#### ART 2110C INTRODUCTION TO CERAMICS 3 credits

This course introduces the student to materials and methods used in creating ceramic pieces. Handbuilding techniques include pinch, coil, slab, solid, and primitive. Surface decoration methods include slip, engobes, underglaze, and sgraffito. Lab Fee \$10.

#### ART 2111C INTERMEDIATE CERAMICS II 3 credits

Continuation of ART 2110C with emphasis on design, wheel throwing, glaze formulation, and Raku techniques. Prerequisite: ART 2110C or consent of instructor. Lab Fee \$10.

#### ART 2130C FIBER AND FABRIC DESIGN 3 credits

An introduction to textile processes, including silk screen printing, batik, tie and dye, and fiber manipulation techniques. Lab Fee \$10.

#### ART 2131C INTRODUCTION TO WEAVING 3 credits

An introduction to fiber process, including primitive loom building, carding, spinning, and pattern techniques. Emphasis will be on the use of fiber as a medium of expression in the visual arts. Prerequisite: ART 1205C or consent of the instructor. Lab Fee \$10.

#### ART 2232C ADVERTISING DESIGN 3 credits

Covers basic concepts of layout and effective visual communication through simulated job assignments. Problems in design for newspaper, magazine and brochures including key and mechanical preparation. Studies major printing reproduction processes. Mathematics as used for proportional scaling will be covered. Prerequisites: ART 1230C and ART 1231C. Lab Fee \$10.

**ART 2233C EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO 3 credits**

Offers the student an opportunity to refine or expand upon previous problems or ideas and focus on presentation techniques of finished work for job interviews. The problems of developing an effective resume, along with interview techniques will be studied. Enables the student to round out his abilities to the extent that the portfolio would exhibit a high level of competency in various aspects of the commercial art field. *Prerequisite: Sophomore status in Commercial Art Program.* Lab Fee \$10.

**ART 2253C ILLUSTRATION 3 credits**

Covers a variety of media common to commercial illustration and contemporary advertising. Considers the effects of photo-mechanical reproduction methods and cost as related to media and style of illustration. Work includes product, figure, cartoon and pictorial illustration. *Prerequisites: ART 1300 and ART 2540C.* Lab Fee \$10.

**ART 2254C ILLUSTRATION: HUMAN FIGURE 3 credits**

Study of structure and proportions of human body as related to fashion figure proportions. A variety of media and techniques are introduced with some consideration for fashion illustration as used in advertising. *Prerequisites: ART 1300C and ART 1301C.* Lab Fee \$10.

**ART 2270C GRAPHIC SYMBOL DESIGN 2 credits**

Introduces problems of consolidating simple and complex meanings into a single (or minimal) design image of strong visual impact. Problems based on the design of images which when combined with type or lettering, create visual effects that enhance the communication of a strong message to the viewers. Includes logo and letterhead design. Lab Fee \$10.

**ART 2281 TYPOGRAPHIC LETTER FORMS 3 credits**

Covers work in hand lettered calligraphic styles, type style indication for layouts, booklets, and other forms of visual communication. Work with various type styles enables the student to select appropriate type faces in correct point sizes. Students will learn to operate strike-on and phototypesetting machines, specify copy, and do basic copyfitting. Math as used for conversion of picas to inches will be covered. Knowledge of typewriter keyboard helpful. *Prerequisites: ART 1230C and ART 1231C.* Lab Fee \$10.

**ART 2400C BEGINNING PRINTMAKING 3 credits**

An introduction to techniques and mate-

rials used in relief printmaking. Emphasis will be on woodcut and linocut, with a study of other forms of creative printmaking. Lab Fee \$10.

**ART 2540C INTRODUCTION TO PAINTING: WATERCOLOR I 3 credits**

Developmental introduction to painting with the major emphasis on watercolor and allied media: tempera, pastel, ink, gouache and acrylic. Rendering techniques for both career and fine arts. *Prerequisite: ART 1300C, or consent of instructor.* Lab Fee \$10.

**ART 2541 BEGINNING OIL PAINTING 3 credits**

Specialized practice in oil or acrylic painting. Problems and special techniques. *Prerequisite: ART 2540C.* Lab Fee \$10.

**ART 2550C INTERMEDIATE OIL/ACRYLIC PAINTING 3 credits**

A painting class designed to further develop the skills and knowledge of the beginning painter. *Prerequisite: ART 2541C or consent of instructor.* Lab Fee \$10.

**ART 2551 AIR BRUSH TECHNIQUES 3 credits**

Introduces basic working procedures and skill development techniques of the airbrush, an air-spray painting tool used for special visual effects on artwork. Will explore projects in rendering basic volumetric forms and illustration, with some consideration for photo-retouching. Lab Fee \$10.

**ART 2552C AIR BRUSH II 3 credits**

A continuation of Air Brush Techniques I. Emphasis will be on development and refinement of basic techniques and skills acquired in ART 2551. Air Brush painting assignments of a specialized nature and advanced techniques will be explored. *Prerequisite: ART 2551.* Lab Fee \$10.

**ART 9280C LETTERING 3 credits**

Provides study, development of skills, execution, and creative uses of various lettering styles. Emphasis of lettering techniques will apply to the form of printed page and signs. Lab Fee \$10.

**ART 2560C OIL PAINTING: EXPLORING NEW TECHNIQUES AND MATERIALS 3 credits**

Special problems and critiques for the painter who is ready to learn techniques to refine his skills. *Prerequisite: ART 2550C or consent of instructor.* Lab Fee \$10.

**ART 2561C WATERCOLOR II 3 credits**

An extension of ART 2540C with an opportunity for creative development in watercolor techniques. *Prerequisites: ART 1300C or 1301C, water color workshop.* Open to beginning painters. Lab Fee \$10.

**ART 2701C INTRODUCTION TO SCULPTURE 3 credits**

An introduction to problems in both open and closed contemporary sculptural forms and composition. Work will include construction in the following media: plaster, clay, metal, wood, and other materials. Lab Fee \$10.

**ART 2904 OIL PAINTING: INDIVIDUALIZED STUDY 3 credits**

An independent study course for experienced artists who desire critiques and evaluation by an instructor. May be repeated with change of content for up to 12 credits. *Prerequisite: ART 2541C.* Lab Fee \$10.

**ART 2906 OIL AND ACRYLIC PAINTING: INDIVIDUALIZED STUDY 3 credits**

A painting course for the experienced artist who desires critical evaluation by a qualified instructor. Work in both oils and acrylics is offered. *Prerequisite: A previous course in painting.* Lab Fee \$10.

**ART 2949 COOPERATIVE EDUCATION INTERNSHIP IN ART 3 credits**

Supervised on-the-job training in an area related to art. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## AVIATION AND ALLIED STUDIES

**ASC 1550 AERODYNAMICS 3 credits**

An analysis of physical laws and aerodynamic principles of flight from qualitative and quantitative viewpoints with emphasis on practical aircraft performance. *Prerequisite: MAT 1024.*

**ATT 1100 PRIVATE PILOT AERONAUTICS 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.

**ATT 1120 INSTRUMENT PILOT  
AERONAUTICS 4 credits**

A survey of the concepts, techniques, and procedures involved in instrument flight including the study of navigational and flight control facilities, federal airway systems, instrument charts, publications, and regulations. Provides all the information required to pass the Federal Aviation Administration written examination for the Instrument Pilot rating. *Prerequisite: ATT 1100 or Private Pilot's License.*

**ATT 2110 COMMERCIAL PILOT  
AERONAUTICS 3 credits**

A study of the pertinent principles of commercial aviation. Includes a study of aerodynamics, meteorology, complex aircraft systems, and the privileges and limitations of the commercial pilot. Provides all the information required to pass the FAA written examination for the Commercial Pilot rating. *Prerequisite: ATT 1100 or Private Pilot's License.*

**MET 1740 METEOROLOGY 3 credits**

Basic concepts of meteorological phenomena affecting aircraft flight including temperature, pressure, moisture, stability of air, clouds, air masses, fronts, thunderstorms, icing and fog. Interpretation, analysis, and use of weather maps, reports and forecasts.

## BANKING

**BAN 1110 PRINCIPLES OF  
BANKING (0) 3 credits**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial banks to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls, and the public service obligations of banks.

**BAN 1150 MARKETING FOR  
BANKERS (0) 3 credits**

This course presents marketing as a broad concept covering public relations, advertising, and personal selling. It is designed for bankers who are unacquainted with marketing and deals with concepts and philosophies of marketing; marketing in-

formation, research and target; marketing mix; and methods of marketing planning.

**BAN 2000 BUSINESS FINANCIAL  
MANAGEMENT (0) 3 credits**

This course acquaints the student with principles of finance as applied to operations of a profit-seeking firm. Financial administration; decision-making; and measuring needs for acquiring and using business funds are emphasized. *Prerequisite: ACC 2001 or consent of instructor.*

**BAN 2100 FEDERAL RESERVE  
SYSTEMS (0) 3 credits**

A study of the history of the Federal Reserve System tracing its origin and the various stages of its historical development. A review of the current era particularly recent international monetary affairs in which the Federal Reserve System has played a role, the International Monetary Fund, more recent economic developments and a study of the goals of American monetary policy.

**BAN 2100 MONEY AND  
BANKING (0) 3 credits**

This course presents the basic economic principles related to money and banking. Emphasized will be the structure of the commercial banking system; nature and functions of money; banks and money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system. *Prerequisite: ECO 2013 or consent of instructor.*

**BAN 2121 BANK CARDS (0) 3 credits**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems in the successful management of a bank card plan.

**BAN 2200 CREDIT ADMIN-  
ISTRATION (0) 3 credits**

This course, directed toward the executive level, concerns itself with factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, and specific credit problems will be discussed.

**BAN 2210 ANALYZING  
FINANCIAL  
STATEMENTS (0) 3 credits**

This course is designed for lending personnel or management trainees with a basic knowledge of accounting. The course offers the student tools and techniques necessary for the evaluation of financial conditions and operating performance of a modern business enterprise. *Prerequisite: ACC 2001 or consent of instructor.*

**BAN 2230 BANK  
INVESTMENTS (0) 3 credits**

This course covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationship of investments in business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail. *Prerequisite: ECO 2013 or consent of instructor.*

**BAN 2240 INSTALLMENT  
CREDIT (0) 3 credits**

This course emphasizes the pragmatic "how to" details of installment credit. It will cover the principles of credit evaluations, open-end credit, marketing bank services, collection policies and procedures.

**BAN 2303 SAVINGS AND  
TIME DEPOSIT  
BANKING (0) 3 credits**

This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

**BAN 2400 TRUST FUNCTIONS  
AND  
SERVICES (0) 3 credits**

This course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

**BAN 2720 BANK  
MANAGEMENT (0) 3 credits**

This course, directed toward the executive level, presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, this course also uses illustrative cases.

**BAN 2949 COOPERATIVE  
EDUCATION  
INTERNSHIP  
IN BANKING (0) 3 credits**

Supervised on-the-job training in an area related to banking. Learning contract required. Grades based on satisfactory completion of training assignment, which in-

cludes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**RE 1200 REAL ESTATE FINANCE (0) 3 credits**

This course is designed for personnel involved in mortgage credit at all levels. It provides a background in the varied real estate mortgage credit operations of commercial banks.

**BIOLOGICAL SCIENCE**

**APB 1150 AN INTRODUCTION TO LIFE SCIENCE 3 credits**

A non-technical course designed for the student not planning to continue in the biological science. Man's structure and function will be stressed as well as his relationship to other living things and to his environment.

**APB 2203C HUMAN ANATOMY AND PHYSIOLOGY I 4 credits**

*3 hours lecture, 3 hours laboratory.* Offered in Term I only. This course deals with the structure, function and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous and endocrine systems. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work. *Prerequisite: BSC 1010C or permission of instructor.* Lab Fee \$10.

**APB 2204C HUMAN ANATOMY AND PHYSIOLOGY II 4 credits**

*3 hours lecture, 3 hours laboratory.* Offered in Term II only. A continuation of APB 2203C including the respiratory, cardiovascular, digestive, excretory and reproductive systems, plus the chemistry of body fluids. *Prerequisite: APB 2203C or permission of instructor.* Lab Fee \$10.

**BSC 1010C GENERAL BIOLOGY 4 credits**

*3 hours lecture, 2 hours laboratory.* Fundamental biological principles and modern concepts with their application to an

understanding of man in his biological world. Lab Fee \$10.

**BSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE 3 credits**

Supervised on-the-job training in an area related to biological science. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**BOT 2010C 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. *Prerequisite: BSC 1010.* Lab Fee \$10.

**IDS 1150 THE LIVING ENVIRONMENT 3 credits**

A college level, general education course in ecological-environmental education designed for either open-circuit study-at-home television or for on-campus presentations. Will provide students and the general public with an understanding of man's interdependence with his environment and his responsibility for it. Consists of 30 thirty-minute TV presentations, plus self-study text and supplement. *No prerequisites required.* Only one three-semester hour television course may be counted toward the science requirement for graduation.

**MCB 2010C MICROBIOLOGY 4 credits**

*3 hours lecture, 3 hours laboratory.* Usually offered in Term II only. A survey of microbial forms with emphasis on bacteria, their morphology, physiology and genetic mechanisms. *Prerequisite: BSC 1010C or APB 2203C or permission of instructor.* Lab Fee \$10.

**ZOO 2013C 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. *Prerequisite: BSC 1010.* Lab Fee \$10.

**BUSINESS**

**ACC 2001 PRINCIPLES OF ACCOUNTING I 3 credits**

A study of the principles of accounting including the accounting process for trading and non-trading business; sole proprietorship, partnership, and simple corporation accounting; accounting for pay-rolls and taxes, and the use of the voucher system.

**ACC 2021 PRINCIPLES OF ACCOUNTING II 3 credits**

A continuation of ACC 2001. *Prerequisite: ACC 2001.*

**ACC 2109 INTERMEDIATE ACCOUNTING I (0) 3 credits**

A continuation of the accounting principles involved in measuring income, expense and valuation of assets. *Prerequisite: ACC 2021.*

**ACC 2129 INTERMEDIATE ACCOUNTING II (0) 3 credits**

A continuation of ACC 2109. *Prerequisite: ACC 2109.*

**ACC 2409 COST ACCOUNTING (0) 3 credits**

A consideration of the accumulation, interpretation and control of costs by the job order and the process cost systems. *Prerequisite: ACC 2021.*

**ACC 2509 INCOME TAX PROCEDURE (0) 3 credits**

A study of the Internal Revenue Code, regulations, and cases which apply to the determination of taxation for individuals, partnerships and corporation. Consideration is given to income, deductions and filing. This course is designed for the general student.

**ACC 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING 3 credits**

Supervised on-the-job training in an area related to accounting. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter*

Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.

**BUL 2111 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.

**GEB 1011 INTRODUCTION TO BUSINESS 3 credits**

A survey course of the entire field of modern business activities. It includes a study of basic industries, forms of organization, marketing, finance, credit, problems of management, business risks, and the relation of government to business. It also introduces students to material necessary for selecting a career.

**MAN 1100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY (0) 3 credits**

An applied course concerned with human behavior and personnel relations in business and industry. The elements of human behavior that bear upon success and failure on the job, techniques of group participation and leadership, plus opportunity for self-analysis constitute the core of the course.

**MAN 2000 PRINCIPLES OF MANAGEMENT (0) 3 credits**

The basic principles of management underlying the solution of problems of organization and operation of business enterprises.

**MAN 2300 PERSONNEL MANAGEMENT (0) 3 credits**

A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying and training workers.

**MAN 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION 3 credits**

Supervised on-the-job training in an area related to accounting. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total

of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**MAR 1011 PRINCIPLES OF MARKETING (0) 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.

**MAR 2101 SALESMANSHIP (0) 3 credits**

A study of principles underlying all selling activities. This course presents principles and problems in personal selling relating to prospecting, preapproach, approach, demonstration, meeting objections and closing the sale.

**MAR 2302 ADVERTISING (0) 3 credits**

An introductory course that looks at advertising. A survey of the history of advertising, the creation of 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.

**MRE 1001 MEDICAL TERMINOLOGY AND RECORDS (0) 3 credits**

A study of basic terminology used in medical recordkeeping and correspondence. Recommended for medical assistants, medical secretaries and others employed in medical fields.

**QMB 1001 BUSINESS MATHEMATICS (0) 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 computation, and allied areas.

**QMB 2100 BUSINESS STATISTICS (0) 3 credits**

The application of basic statistical methods to business problems. Emphasis is on learning to select the appropriate statistical method, solving a given business problem, applying the chosen method, and interpreting the solution. Elementary

algebra desirable. *Prerequisite: QMB 1001 or consent of instructor.*

**RMI 2000 PRINCIPLES OF INSURANCE (0) 3 credits**

The principles and practices; economics of insurance; various types of contingency risks. Designed for buyers and users of insurance.

**SES 0191C TYPEWRITING FOR BEGINNERS (0) 3 credits**

Fundamentals of typewriting are stressed as a basis for keyboard mastery. Also includes the basic principles of typing business letters. Designed for adults seeking to brush up on typing skills or for beginners desiring a three-hour evening typewriting course. Institutional credit only. Lab Fee \$5.

**SES 0210C SHORTHAND FOR BEGINNERS (0) 3 credits**

Fundamentals of Gregg Shorthand are stressed for the beginning student. Includes shorthand theory. Designed for adults seeking to brush up on shorthand skills or for the beginner desiring a three-hour evening shorthand course. Institutional credit only.

**SES 1100C TYPEWRITING I 5 credits**

Five periods of instruction each week. Special emphasis on keyboard mastery by touch, skill building, technique development, with application of basic skills to practical business situations. Lab Fee \$5.

**SES 1110C TYPEWRITING II 3 credits**

Training is given in both business letter forms and tabulations. Emphasis is placed on both speed and accuracy. *Prerequisite: SES 1100C or Exemption Examination.* Lab Fee \$5.

**SES 1150 WORD PROCESSING I 3 credits**

This course is an introduction to the concepts of word processing. It will enable students to understand the meaning of word processing, the need for word processing in business, the implementation of word processing and the careers available in the word processing field. Lab Fee \$5.00. *Prerequisites: SES 1100C, SES 1191 or consent of instructor.* Lab Fee \$5.

**SES 1191C PERSONAL TYPEWRITING 3 credits**

Emphasis on developing keyboard mastery using correct typewriting techniques. Development of basic elements in using the typewriter as a tool for personal, academic or professional written work. Lab Fee \$5.

**SES 1210C SHORTHAND I 5 credits**

Five periods of instruction plus two hours of practice each week. Beginning course in the principles of Gregg Shorthand, Series 90. Emphasis is placed on shorthand theory and the development of dictation and transcription procedures. *Pre-*

*requisite: Having completed, exempted, or currently enrolled in SES 1100C, and SES 1330.*

**SES 1211C SHORTHAND II 3 credits**

Continuation of SES 1210C. Dictation and transcription of business letters are emphasized as well as the continued development of basic shorthand theory. *Prerequisite: Having completed, exempted or currently enrolled in SES 1100C, SES 1110C, SES 1210C, SES 1330, or exemption examination.*

**SES 1221C MACHINE SHORTHAND I (0) 5 credits**

Five periods of instruction plus two hours of practice each week. Basic theory of machine shorthand including memorization of abbreviated words, phrases, the rapid reading of machine shorthand, and the development of dictation and transcription. *Prerequisite: Having completed, exempted, or currently enrolled in SES 1100C and SES 1330.*

**SES 1222C MACHINE SHORTHAND II (0) 3 credits**

Three hours of instruction plus two hours of practice each week. Review of basic theory plus new theory, abbreviations, phrases. Emphasis is on speed building and accurate transcription. *Prerequisites: Having completed, exempted, or currently enrolled in SES 1100C, SES 1110C, SES 1330 and SES 1221C.*

**SES 1330 BUSINESS ENGLISH (0) 3 credits**

An intensive review and application of grammar, spelling and punctuation in business correspondence and communication.

**SES 1327 KEYPUNCH 1 credit**

A course designed to acquaint students with the operation of, and gain proficiency in, the use of card keypunch equipment. *Prerequisite: SES 1191 or permission of instructor.* Lab Fee \$5.

**SES 2120C TYPEWRITING III 3 credits**

The course stresses development of typing speed and accuracy. Training in special business forms, rough drafts, tabulation, spirit duplication, and mimeograph is given. *Prerequisites: SES 1110C or Exemption Examination.* Lab Fee \$5.

**SES 2160 WORD PROCESSING (0) 3 credits**

Covers basic principles of word processing. Includes typewriting, transcription, use of memory, magnetic and visual display typewriters, and other modern transcription equipment. Organization and operation of a word processing center is emphasized. In addition, students will learn the various roles and tasks involved in word processing. *Prerequisite: SES 1330, SES 2120C, SES 2402 or consent of instructor.* Lab Fee \$5.

**SES 2156 WORD PROCESSING II 3 credits**

This course offers advanced instruction on the word processing and machine transcription equipment, development of communication skills, and production of actual work assignments and typed material utilizing the word processing equipment. *Prerequisites: SES 2402C and SES 1150.* Lab Fee \$5.

**SES 2212 SHORTHAND III 3 credits**

Continued development of shorthand dictation and introductory communication production. Three hours instruction plus two hours of practice each week. *Prerequisites: SES 1110C, SES 1211C, SES 1330, SES 2120C or consent of instructor.*

**SES 2213C SHORTHAND IV 3 credits**

Continuation of SES 2212C. Shorthand dictation and refinement of communication production with emphasis on building transcription rate. *Prerequisites: SES 2120C, SES 1330 and SES 2212C or consent of instructor.*

**SES 2223C MACHINE SHORTHAND III (0) 3 credits**

Three hours of instruction and a minimum of two hours practice each week. Advanced speed building class and emphasis on communications production. *Prerequisite: SES 1110C, 1330, 1222C, 2120C.*

**SES 2224C MACHINE SHORTHAND IV (0) 3 credits**

Three hours of instruction and a minimum of two hours practice each week. Speed building at a high level is developed. Transcription production is emphasized. *Prerequisite: SES 1110C, 1330, 2223C, or Exemption Examination.*

**SES 2325C BUSINESS MACHINES AND FILING (0) 3 credits**

Course designed to develop skill in the operation of the ten-key adding machine, electronic calculator, printing calculator, filing and machine transcription. Minimum of three hours individual laboratory work is required per week. *Prerequisite: SES 1191C or having completed, exempted or currently enrolled in QMB 1001 and SES 1110C or consent of instructor.* Lab Fee \$5.

**SES 2336 BUSINESS COMMUNICATIONS (0) 3 credits**

This course is designed to provide liberal practice in writing clear and effective business letters, memorandums, and reports. The course provides practice in conducting effective briefings, presentations, and business meetings, and in handling oral communication responsibilities within the office. *Prerequisites: SES 1100C or SES 1191C, SPC 2031 or consent of instructor.*

**SES 2402C SECRETARIAL OFFICE PROCEDURES 3 credits**

This course will emphasize the administrative skills and qualifications of the successful secretary. Necessary skills in transcription and communications, decision-making, time management, and operation of various word processing equipment. *Prerequisites: SES 2120C, SS 1330 or consent of instructor.* Lab Fee \$5.

**SES 2431 LEGAL OFFICE PROCEDURES (0) 3 credits**

Emphasis is on the handling of legal forms; filing records; legal terminology and transcription; and other aspects of legal office procedures. *Prerequisites: SES 2212C or SES 2223C, SES 2120C, BUL 2111 or consent of instructor.*

**SES 2461 MEDICAL OFFICE PROCEDURES (0) 3 credits**

Emphasis is on the handling of medical forms for Workmen's Compensation and Medicare. The course will involve filing, recording, and transcribing materials used in medical office procedures. *Prerequisite: SES 2120C and MRE 1001.*

**SES 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS 3 credits**

Supervised on-the-job training in an area related to business. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**CHEMISTRY**

**CHM 1015C 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. Lab Fee \$10.

**CHM 2045C 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, homogenous reactions, acid-base properties, amphoterism, complex ion formation, chemical equilibria and oxidation-reduction process. *Corequisite: MAC 1132. Prerequisite: CHM 1015C or "A" in high school chemistry. Term I only.* Lab Fee \$10.

**CHM 2046C COLLEGE CHEMISTRY 4 credits**

3 hours lecture, 3 hours laboratory. A continuation of CHM 2045C with laboratory emphasis on qualitative analysis. *Prerequisite: CHM 2045C with a grade of "C" or higher. Term II only.* Lab Fee \$10.

**CHM 2949 COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY 3 credits**

Supervised on-the-job training in an area related to chemistry. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at a SCC or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**COOPERATIVE AND CAREER EDUCATION**

**COE 1000 SEMINAR IN JOB PLACEMENT SKILLS 1 credit**

A seminar designed to assess student's occupational interest and to train students in the employment process, including how to train for preemployment tests. The course will include how to fill out a job application; write cover, follow-up and thank you letters; write a resume; solve on-the-job problems; find a job; and act and dress during job interviews. As part of this training, students may be videotaped in practice TV interviews.

(Additional courses in cooperative education are described in this section of the catalog.)

**STD 1100 SELF-APPRAISAL AND CAREER PLANNING 1 credit**

A course which will provide students with the opportunity to increase their awareness of self in relation to values, goals, interests and attitudes. Total of 15 contact hours.

**STD 1150 EXPLORING CAREERS 1 credit**

A course which will provide students with an opportunity to explore a wide variety of career fields. Total 15 contact hours. *Prerequisite: STD 1100 or consent of instructor.*

**STD 1151 DEVELOPING A LIFE-CAREER PLAN 1 credit**

This course will provide the student with the opportunity to translate self-appraisal results and career-exploration discoveries into a concrete action plan. Total 15 contact hours. *Prerequisite: STD 1100, STD 1150 or consent of instructor.*

**STD 1934 LIFE SKILLS-MODULE I 3 credits**

This module is an overview course designed to cover the needs of inmates in the first six months of incarceration. The course includes such areas as: Understanding Life Skills; Developing Trust in the Group; Inmate Introspection; Ways Information is Received and Shared; Relating Effectively to Others; Decision Making, Setting Goals and Taking Action.

**CRIMINAL JUSTICE**

**CCJ 1000 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.

**CCJ 1100 INTRODUCTION TO CRIMINAL JUSTICE 3 credits**

Coursework includes an examination of law enforcement in the United States, its history, philosophy, functions, administrative and technical problems.

**CCJ 1400 POLICE ORGANIZATIONS 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 formation.

**CCJ 1440 ADMINISTRATION OF CORRECTIONAL INSTITUTIONS 3 credits**

Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations, and other correctional administrative functions.

**CCJ 2220 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.

**CCJ 2230 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.

**CCJ 2310 INTRODUCTION TO CORRECTIONS 3 credits**

Knowledge of the correctional institution and acquaintance with all its procedures. An introduction to the basic principles and philosophy of corrections with consideration given to community based corrections, probation, pardon, parole, and juvenile institutions.

**CCJ 2500 JUVENILE DELINQUENCY 3 credits**

Considered will be the problem of defining and measuring delinquency. The broad social and cultural aspects of delinquent behavior, casual theories, the police role, and the development of the juvenile court.

**CCJ 2600 CRIMINAL DEVIANT BEHAVIOR 3 credits**

A study of the types of deviant behavior encountered by the police officer in his day-to-day contact with the general public. Emphasis will be on recognizing and dealing with deviant behavior as well as the referral sources available to the officer.

**CJD 2310 POLICE LINE SUPERVISION (0) 5 credits**

Designed to increase the professionalism of Florida's law enforcement service as authorized by the Florida Police Standards Act. Topics include police organization and management; human relations; planning and development; personnel selection and training. Students must meet Police Standards Board requirements and be

sponsored by an appropriate law enforcement agency.

**CJD 2320 POLICE MID-MANAGEMENT (0) 5 credits**

Designed to increase the professionalism of Florida's law enforcement service as authorized by the Florida Police Standards Act. Topics include police decision-making and planning; human relations; personnel and records; police operations; and current court decisions. Students must meet Police Standards Board requirements and be sponsored by an appropriate law enforcement agency.

**CJT 2100 INTRODUCTION TO CRIMINAL INVESTIGATION 3 credits**

Introduction to investigate procedures, including theory, case preparation, interviewing of witnesses and suspects, and contemporary problems encountered in criminal investigation.

**CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE CORRECTIONS 3 credits**

Supervised on-the-job training in an area related to criminal justice/corrections. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman; the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## DATA PROCESSING

**COC 1110 INTRODUCTION TO COMPUTERS AND COMPUTER PROGRAMMING 3 credits**

An introductory course designed to familiarize the student with the electronic computer and demonstrate how it may be used in various areas of interest to the individual student. Topics to be included are Basic Computer Concepts, Flowcharting, Problem Solving, and the BASIC Programming Language utilizing the TRS-80 Microcomputer with BASIC Level II. Emphasis will be on the use of the micro-

computer and its attendant language. Lab Fee \$10.

**COC 1300 INTRODUCTION TO DATA PROCESSING 3 credits**

An introductory course to provide a foundation for more specific study in Data Processing. Provides instruction in the areas of what a computer is, what it can do, and how it can be used in commercial and scientific applications. Topics include information processing, history of computers, computer numbering systems, input-output devices, function of the central processing unit, secondary storage devices, flowcharting, documentation, and an introduction to high level programming languages through the class development of complete computer programs. This is a survey course designed to introduce the student to the entire data processing field.

**COP 2110C COMPUTER PROGRAMMING FORTRAN IV 3 credits**

*3 hours lecture.* An introductory course to computer programming. The solution of simple business, industrial, and scientific problems on digital computer systems using FORTRAN language. Lab Fee \$10.

**COP 2120 COMPUTER PROGRAMMING— COBOL I 3 credits**

Introduction to the COBOL programming language and its application to commercial electronic data processing problems. The student will design, implement, and fully document computer programs utilizing the COBOL language. Lab Fee \$10.

**COP 2121 COMPUTER PROGRAMMING— COBOL II 3 credits**

Follow-on course to COBOL I. Advanced programming techniques as applied to more complex commercial electronic data processing problems are addressed along with subroutines, and table and file handling and processing. *Prerequisite: COBOL I.* Lab Fee \$10.

**COP 2160 COMPUTER PROGRAMMING— RPG 3 credits**

An introduction to computer operational procedures and the RPG programming language. Programs encompass those applications most common in small business data processing needs. *Prerequisite: ENC 1103 or SES 1330 or permission of instructor.* Lab Fee \$10.

**COP 2170 COMPUTER PROGRAMMING— BASIC 3 credits**

A course designed to assist the student in developing programming skills using the BASIC language in business oriented problems. This is a follow-on course to COC 1110 and covers problem definition,

input and output design, flowcharting techniques, and documentation. *Prerequisite: COC 1110 or permission of instructor.* Lab Fee \$10.

## DRAMA

**THE 2020 INTRODUCTION TO THEATRE ARTS 3 credits**

An introduction to the history and theory of drama, the analysis of representative plays for production, and the fundamentals of acting.

**THE 2950 APPLIED THEATRE ARTS 3 credits**

An introduction to technical theatre-sets, lighting, make-up and costuming, and actor's workshop.

**THE 2925 THEATRE PRACTICUM 3 credits**

Course provides intermediate level practical experience in acting, set construction, costuming, make-up, and lighting.

**TPA 208IL SCENE PAINTING WORKSHOP 1 credit**

A course designed for students with some art experience who wish to create stage scenery and backdrops.

**TPP 2110 ACTING I 3 credits**

Acting workshop employing improvisation, scenes from plays, and a class production. Will provide introduction to acting techniques, exercises, and a history of acting styles.

**TPP 2111 ACTING II 3 credits**

A continuation of Acting I to give students an opportunity to continue development of basic acting skills primarily through more intense scene work applied to creating specific characters.

**THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE 3 credits**

Supervised on-the-job training in an area related to speech and theatre. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chair-*

man, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.

## ECONOMICS

### ECO 1040 PERSONAL FINANCE 3 credits

A study of consumer practices and habits, as well as modern applications of the principles of personal and family finance. Subjects included are credit, investments, insurance, taxation, and consumer protection.

### ECO 2000 INTRODUCTION TO ECONOMICS 3 credits

Introduction to economics is a transferable course for students who do not major in economics or business administration. It is designed for students taking a one-semester course in economics who wish a general introduction to economics analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with emphasis on current economic problems.

### ECO 2013 PRINCIPLES OF ECONOMICS I 3 credits

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment and the price level; banking, government finance, and the national debt; and economic instability, depression and inflation, and policies to minimize them.

### ECO 2023 PRINCIPLES OF ECONOMICS II 3 credits

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; and theory of consumer behavior theory of the firm, and competition and monopoly, including the application of microeconomic analysis to contemporary problems

### ECO 2949 COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS 3 credits

Supervised on-the-job training in economics. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in*

*his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## EDUCATION

### EDG 2949 COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION 3 credits

Supervised on-the-job training in an area related to education. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## ENGINEERING

### EGN 1120C 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. *Prerequisite: MAT 1002.*

### EGN 1130C DESCRIPTIVE 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: EGN 1120C.*

### EGN 2121C ADVANCED ENGINEERING DRAWING 3 credits

A course building on fundamental drafting engineering-drawing capabilities for those needing more advanced drafting skills and

knowledge as applied to design, machines, structures, welding, riveting, piping, electric systems and construction. *Prerequisite: EGN 1120C.*

### EGN 2312 VECTOR MECHANICS: STATICS 3 credits

Vector treatment of force systems in equilibrium. Topics include statics of particles and rigid bodies, centroids, moments of inertia, trusses, and friction. *Prerequisite: MAC 2311.*

### EGN 2323 VECTOR MECHANICS: DYNAMICS 3 credits

Kinematics and kinetics of particles and rigid bodies, mass and acceleration, work and energy, and impulse and momentum. *Prerequisite: EGN 2312.*

### EGN 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGINEERING 3 credits

Supervised on-the-job training in an area related to engineering. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## ENGINEERING TECHNOLOGY

### ETD 2105C ARCHITECTURAL DRAFTING 3 credits

The basic knowledge of architectural drawing with emphasis placed on residential construction and building techniques. Plans, elevations, sections and perspectives are covered. *Prerequisite: EGN 1120C.*

### ETD 2620C ELECTRONICS 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 standards used on prints and diagrams for control circuits with some data processing applications. Minimum of four hours individual laboratory work required per week. *Prerequisite: EGN 1120C.*

**ETE 1010C FUNDAMENTALS OF DC CIRCUITS 4 credits**

Fundamentals of DC circuits - Theory of electrical current, voltage, and resistance in DC circuits, DC circuit analysis involving Ohm's Law, Kirchhoff's Laws, Thevenin's and Norton's Theorems, and similar analysis techniques; mathematics necessary for the application of circuit analysis will be studied. Lab Fee \$10.

**ETE 1020C FUNDAMENTALS OF AC CIRCUITS 5 credits**

3 hours lecture, 4 hours laboratory. The study of alternating current circuits and transient analysis of circuits containing resistance, capacitance, and inductance. Basic magnetic laws are introduced with the study of the transformer. *Corequisite: MFB 1222. Prerequisite: EE 1010.* Lab Fee \$10.

**ETE 1140C ELECTRONIC DEVICES 3 credits**

2 hours lecture, 2 hours laboratory. Electron theory and its application to semiconductor devices. Introduction to solid state devices. Included is the study of the structure of matter, diodes, transistors, biasing, and other devices. *Prerequisite: ETE 1020 or permission of instructor.* Lab Fee \$10.

**ETE 2120C ELECTRONIC CIRCUITS 5 credits**

3 hours lecture, 4 hours laboratory. Basic electronic circuits, including signal and power amplifiers, oscillators, rectifiers, and power supplies. Mathematical and practical analysis of circuit performance. Emphasis is placed on solid state technology. *Prerequisite: ETE 1140 or permission of instructor.* Lab Fee \$10.

**ETE 2121C DIGITAL ELECTRONICS 4 credits**

Digital electronics principles and applications including a study of Boolean Algebra and solid state logic circuits. Lab Fee \$10.

**ETE 2662C MICROCOMPUTER SYSTEMS 5 credits**

An extension of Introduction to Microprocessors and requiring a knowledge of basic and digital electronics as a background. Emphasis on microprocessor architecture, programming, interfacing, and input/output operations. *Prerequisite: ETE 2680C and ETE 2120C or permission of instructor.* Lab Fee \$10.

**ETE 2680C INTRODUCTION TO MICRO-PROCESSORS 2 credits**

An introductory course in the operation and programming of microprocessors including numbering systems and codes and the basics of microcomputers and computer arithmetic. Microprocessor programming and architecture will be introduced. There are no prerequisites for this course

and no prior knowledge of electronics is required. Lab Fee \$10.

**ETE 2681C MICROELECTRONIC CIRCUITS 5 credits**

The computation and measurement of common operational amplifier parameters. The design of basic operational amplifier linear, integrator, and differentiator circuits. Operational amplifier current sources and current-to-voltage and voltage-to-current converters are investigated. *Prerequisite: ETE 2120C or permission of instructor.* Lab Fee \$10.

**SUR 2100C SURVEYING I 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 including transit, level, and plane table with telescopic alidade. Field survey problems to enable students to do elementary mapping and to read topographical maps. *Prerequisites: EGN 1120C and MGF 1303 or permission of instructor.*

## ENGLISH

**AML 2020 AMERICAN LITERATURE 3 credits**

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: ENC 1136 or ENC 1135C.*

**AML 2022 AMERICAN LITERATURE 3 credits**

A continuation of AML 2020. *Prerequisite: ENC 1136 or ENC 1135C.*

**CRW 2020 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: ENC 1136.*

**ENC 1013 BASIC COMPOSITION SKILLS 3 credits**

A freshman English course structured to meet the needs of students who have problems requiring some individualized help. Classes are limited in size to allow more opportunity for instructor-student interaction. May not be used to satisfy any of 6-hour English requirement in Associate in Arts programs.

**ENC 1016 ENGLISH GRAMMAR 3 credits**

A course in the basics of traditional English grammar intended as a complement

to our composition and creative writing courses, as a review for students who have been removed from the education picture for several to many years, and as a primary course for students wishing to improve their knowledge of English. In addition to grammar, units in spelling and study skills will be offered. Useful as an English elective.

**ENC 1102C COMPOSITION SKILLS 5 credits**

Course is designed to stress coherent expository writing. Practice and instruction is provided in basic sentence structure, acceptable usage, vocabulary development, and writing coherent themes. Sections will meet five periods weekly.

**ENC 1103 COLLEGE COMPOSITION I 3 credits**

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

**ENC 1135 STUDIES IN COMPOSITION AND LITERATURE 5 credits**

Continued practice in writing expository essays as well as an introduction to the interpretation of literature. Sections meet five periods weekly, including a writing lab.

**ENC 1136 COLLEGE COMPOSITION II 3 credits**

A second course in composition based upon the study of major literary genres. Critical and interpretive essays are written on subjects drawn from literature. *Prerequisite: ENC 1103.*

**ENC 1251 WRITING A LIBRARY OR RESEARCH PAPER 1 credit**

A directed study giving practice in collecting, evaluating, and interpreting selected readings, and then writing a term paper of approximately 1500 words.

**ENC 2315 TECHNICAL REPORT WRITING (0) 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: ENC 1103 or SES 1330 or permission of instructor.*

**ENG 2201 CONTEMPORARY LITERATURE: FICTION\* 3 credits**

A study of contemporary movements in fiction based on the critical reading analysis of English and American short stories and novels published since 1870.

**ENG 2301 CONTEMPORARY LITERATURE: NOVELS\* 3 credits**

A study of important novelists who have published since 1890. Students will have a

chance to examine the important themes in literature as treated by a variety of authors.

**ENG 2401 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.

**ENG 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGLISH** 3 credits

Supervised on-the-job training in English. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**ENL 2030 ENGLISH LITERATURE** 3 credits

A lecture and discussion class introducing students to the major British writers. Traces the main lines of literary tradition to the end of the 17th century. *Prerequisite: ENC 1136 or ENC 1135C.*

**ENL 2040 ENGLISH LITERATURE** 3 credits

A continuation of ENL 2030. Concentrates on material from the beginning of the 18th century to the present. *Prerequisite: ENC 1136 or ENC 1135C.*

**ENL 2130 OVERVIEW OF SIXTEENTH CENTURY ENGLISH LITERATURE: SHAKESPEARE** 3 credits

A survey of five of Shakespeare's famous plays viewed on television and discussed with an instructor. May be repeated twice with different course content.

**LIT 2210 WORLD LITERATURE** 3 credits

Materials are drawn from the masterpieces of the world. Deals with selections beginning with Homer and terminating with the Renaissance. *Prerequisite: ENC 1136 or ENC 1135C.*

**LIT 2220 WORLD LITERATURE** 3 credits

A continuation of LIT 2210. Concentrates on the periods following the Renaissance, reaching and including modern times. *Prerequisite: ENC 1136 or ENC 1135C.*

**REA 1105 READING SKILLS** 3 credits

A reading course designed to give intensive practice in basic reading and study skills. Instruction is individualized to allow each student to progress as rapidly as he can.

**REA 1106 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.*

## FRENCH

**FRE 1100 ELEMENTARY FRENCH** 3 credits

A beginning course in French which begins with the study of grammar. Conversational skills are then emphasized followed by practice in reading and writing.

**FRE 1101 ELEMENTARY FRENCH** 3 credits

A continuation of FRE 1100 giving additional practice in grammar, reading, writing, listening and speaking. *Prerequisite: FRE 1100.*

**FRE 2200 INTERMEDIATE FRENCH** 3 credits

Includes abundant practice in conversation, a review of French grammar, readings, essays and short stories on an intermediate level. *Prerequisite: Two years of high school French or one year of college French.*

**FRE 2201 INTERMEDIATE FRENCH** 3 credits

A continuation of FRE 2200. *Prerequisite: FRE 2200.*

## HISTORY

**AMH 2010 U.S. HISTORY TO 1865** 3 credits

A survey of the development of the United States from its colonial origins to the end of the Civil War. Recommended especially for sophomores.

**AMH 2020 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. Recommended especially for sophomores.

**AMH 2040 ADAMS CHRONICLES** 3 credits

This is a social history of the United States between 1750 and 1900 which may be offered as a study-at-home course, incorporating television presentations and independent study. It focuses on the lives of four generations of the Adams family, and their role in the major events of the periods as well as historical personalities with whom the Adams came in contact.

**WOH 1012 HISTORY OF WORLD CIVILIZATION** 3 credits

A survey of the cultures of mankind from its 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.

**WOH 1022 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 Revolution, the forces of liberalism, conservatism and reaction, nationalism and the rise and growth of nation states, imperialism and international rivalries and conflict. Attention is given to developments in Asiatic and African areas and the impact of Western Civilization on their societies.

**HIS 2949 COOPERATIVE EDUCATION INTERNSHIP IN HISTORY** 3 credits

Supervised on-the-job training in an area related to history. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## HUMANITIES

**HUM 1020 INTRODUCTION TO HUMANITIES** 3 credits

An introductory course designed to give the student some awareness and apprecia-

\*Courses will be offered in rotation.

tion of his cultural heritage in art, music, philosophy, and literature as it has developed during the major periods of western history.

**REL 1301 THE LONG SEARCH 3 credits**

A television and home study course based on the B.B.C. production "The Long Search." The series consists of a survey of major religions in modern times and enhances understanding and religious tolerance.

**HUM 2949 COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES 3 credits**

Supervised on-the-job training in an area related to humanities. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment, of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisite: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and job which is approved for co-op.*

**JOURNALISM**

**JOU 1400 PUBLICATIONS LABORATORY 3 credits**

Instruction and practical experience in writing, layout and editing through working with college publications under supervision of journalism faculty.

**MMC 2100 WRITING FOR THE MASS MEDIA 3 credits**

A pre-professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. *Open to all students interested in writing.*

**LIBRARY SCIENCE**

**LIS 1001 INTRODUCTION TO THE USE OF LIBRARY MATERIALS 3 credits**

An introductory course to familiarize the student with a range of library skills and demonstrate their utilization. Emphasis will be placed on print and non-print materials (their arrangements, organiza-

tion) and how these materials are helpful for research and classroom work. Recommended for the student who plans to transfer to a senior institution, or who is interested in library work, and who wants to improve his library work skills.

**LIS 2702 EDUCATIONAL EQUIPMENT AND MATERIALS 3 credits**

A study in the design, production, and usage of non-print materials and the operation of equipment including basic television.

**MATHEMATICS**

**MAC 1132 ALGEBRA AND TRIGONOMETRY 5 credits**

Integrated algebra and trigonometry including algebraic properties of the real numbers system, sets, functions, graphs, equations, inequalities, systems of equations, matrices and determinants, exponents and logarithms, and trigonometric functions, complex numbers, theory of equations, and probability. *Prerequisite: B or higher grade in high school courses covering two years of Algebra and one-half year of Trigonometry, plus high standing on placement test, or B or higher in MGF 1303 or C or higher in MAS 2301 or permission of instructor.*

**MAC 2311 CALCULUS 5 credits**

Function concept; limits of functions; derivatives of elementary functions (polynomial, rational, exponential, logarithmic, trigonometric); conics; curve sketching; integrals and integration methods. Applications of differentiation and integration. *Prerequisite: "C" or higher in MAC 1132.*

**MAC 2312 CALCULUS AND ANALYTIC GEOMETRY 5 credits**

Continuation of MAC 2311. Differential geometry in rectangular, polar, cylindrical, and spherical coordinates. Elementary vector analysis; improper integrals; infinite series; power series; introductory linear algebra; partial derivatives. *Prerequisite: MAC 2311.*

**MAC 2411 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: MAC 1132 or "C" or higher in MGF 1303.*

**MAC 2424 CALCULUS AND DIFFERENTIAL EQUATIONS 5 credits**

Multiple integrals; line integrals; theory and solution of ordinary differential equa-

tions with applications; LaPlace transforms; series solutions; numerical solutions; simultaneous differential equations. *Prerequisite: MAC 2312.*

**MAS 2301 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: MGF 1303 with "C" or better or higher math course.*

**MAT 1002 GENERAL EDUCATION MATHEMATICS 3 credits**

Survey of basic mathematics to include operations with whole numbers, decimals, fractions, and percentages; English and metric measurement; geometric formulas; scientific notation. Applied problems stressed. Calculator required.

**MAT 1024 ELEMENTARY ALGEBRA 3 credits**

Emphasis is placed on the basic concepts and operations of algebra. Students may transfer from MAT 1024 to MAT 1033 during the first month of Term I and II.

**MAT 1033 INTERMEDIATE ALGEBRA 3 credits**

Principles and techniques of intermediate 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 properties of the real numbers and complex numbers. Students may change from MAT 1033 to MAT 1024 during the first month of Term I and II.

**MAT 9000 MATHEMATICAL COMPUTATION SKILLS 3 credits**

Emphasis is placed on mastery of fundamental arithmetic skills and everyday applications of arithmetic.

**MGF 1303 COLLEGE ALGEBRA AND ELEMENTARY TRIGONOMETRY 3 credits**

A continuation of MAT 1033. Functions and graphs, basic trigonometry and logarithms, compound interest and annuities, probability, and selected topics in elementary statistics. *Prerequisite: MAT 1033.*

**MTB 1321 APPLIED TECHNICAL MATH I 4 credits**

Study of the principles of Algebra and their application to the solution of en-

gineering problems. *Prerequisite: MAT 1024 or High School basic Algebra course with a grade of "C" or better.*

**MTB 1322 APPLIED  
TECHNICAL  
MATH II 4 credits**

Continuation of Applied Technical Math I to include elementary geometry, trigonometry, vectors, and an introduction to calculus, with emphasis on engineering applications. *Prerequisite: MTB 1321 or MAT 1033.*

**STA 2024 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 for students majoring in Business Administration and is recommended as an elective for students majoring in Education, Biological Science, Psychology, Sociology, Mathematics and Physics. *Prerequisite: MGF 1303 with "C" or better or higher math course.*

## MENTAL HEALTH

**MHT 1010 PRINCIPLES  
OF MENTAL  
HEALTH 3 credits**

Introduction to mental health concepts and psychological therapies; emphasis on communication and discussion of observational experiences.

## MUSIC

**MUH 2011 INTRODUCTION  
TO MUSIC 3 credits**

A general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. Designed for non-music majors.

**MUL 2211 SURVEY  
OF MUSIC  
LITERATURE 3 credits**

Designed to acquaint the student with musical styles and their historical backgrounds. Intended for music majors but open to all students with a background in music.

**MUN 1130 SYMPHONIC  
BAND 1 credit**

*Meets 3 hours weekly.* Open to all students of the college; participation by music-major instrumentals required. Traditional and contemporary band literature is included in the performance repertoire. May be repeated for credit.

**MUN 1340 COLLEGE  
CHORUS 1 credit**

*Class meets 3 hours weekly.* Open to all singers who wish to participate in a mixed chorus. May be repeated for credit.

**MUN 1460 CHAMBER  
ENSEMBLE 1 credit**

*Class meets 2 hours weekly.* Provides students an opportunity to study and perform chamber ensemble music from Renaissance to Twentieth Century. May be repeated for credit.

**MUN 2310 COLLEGE  
SINGERS 1 credit**

*Class meets 3 hours weekly.* A select vocal performing ensemble. Admission by audition. May be repeated for credit.

**MUN 2710 JAZZ-LAB  
BAND 1 credit**

*Class meets 3 hours weekly.* Music and non-music majors are invited to participate with the permission of the director. An organization devoted to the study and performance of jazz, rock, popular and show music. May be repeated for credit.

**MUO 1001 MUSICAL THEATER  
PRACTICUM 2 credits**

Provides an opportunity for study and performance of vocal techniques for the stage. Emphasis is on solo and ensemble vocal techniques including tone production, breathing, position, stage deportment and characterization.

**MUT 1111C BASIC  
THEORY I 4 credits**

*Class meets 5 hours; 3 hours lecture, 2 hours laboratory.* A basic course for music majors in the fundamentals of music including melodic, rhythmic, and harmonic elements of music. Laboratory experience will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sightsinging.

**MUT 1112C BASIC  
THEORY II 4 credits**

*Class meets 5 hours; 3 hours lecture, 2 hours laboratory.* A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sightsinging. *Prerequisite:*

*MUT 1111 or permission of the instructor.*

**MUT 2001 FUNDAMENTALS  
OF MUSIC  
THEORY 3 credits**

A basic course in music skills—notation, rhythm, sight-singing, piano, and conducting fundamentals. For the general student or education major. Music major elective if student lacks background in theory.

**MUT 2116C MUSIC  
THEORY III 4 credits**

*Three hours lecture, two hours laboratory.* Continuation of MUT 1111. Further study of the melodic and harmonic elements of music. *Prerequisite: MUT 1112.*

**MUT 2117C MUSIC  
THEORY IV 4 credits**

*Three hours lecture, two hours laboratory.* Continuation of MUT 2116. Advanced study of the melodic and harmonic elements of music. *Prerequisite: MUT 2116.*

**MUT 2641 JAZZ  
IMPROVISATION 2 credits**

*Class meets 2 hours weekly.* Examines the theory of chord progression, substitution and symbolism as it applies to jazz and commercial music. Performance emphasis will be on the melodic and harmonic aspects of an improvised line with attention to melodic contour and jazz ornamentation. *May be repeated for credit.*

**MUS 2949 COOPERATIVE  
EDUCATION  
INTERNSHIP  
IN MUSIC 3 credits**

Supervised on-the-job training in an area related to music. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, evaluation by student, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

## APPLIED MUSIC

Entering students will be assigned to the freshman level and will repeat at that level until they gain enough proficiency to advance to the sophomore level. Jury examination will be required each term in the principal area of instruction. All students enrolled in applied music are required to attend the regularly scheduled recitals. Applied music fees for private instruction are paid by the student in addition to regular tuition.

### SECONDARY FRESHMAN INSTRUCTION—1 credit each course

One thirty-minute lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May be repeated for maximum credit of eight hours (four hours maximum to count toward graduation).

MVB	1211	Trumpet
MVB	1212	French Horn
MVB	1213	Trombone
MVB	1214	Baritone Horn
MVB	1215	Tuba
MVK	1211	Piano
MVK	1213	Organ
MVP	1211	Percussion
MVV	1211	Voice
MVW	1211	Flute
MVW	1212	Oboe
MVW	1213	Clarinet
OVW	1214	Bassoon
MVW	1215	Saxophone
MVS	1216	Guitar

### SECONDARY SOPHOMORE INSTRUCTION—1 credit each course.

One thirty-minute lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May be repeated for a maximum credit of eight hours (four hours maximum to count toward graduation).

MVB	2221	Trumpet
MVB	2222	French Horn
MVB	2223	Trombone
MVB	2224	Baritone Horn
MVB	2225	Tuba
MVK	2221	Piano
MVK	2223	Organ
MVP	2221	Percussion
MVV	2221	Voice
MVW	2221	Flute
MVW	2222	Oboe

MVW	2223	Clarinet
MVW	2224	Bassoon
MVW	2225	Saxophone
MVS	2226	Guitar

### PRINCIPAL FRESHMAN INSTRUCTION—2 credits each course.

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major. May be repeated for a maximum of eight credit hours (four hours maximum to count toward graduation).

MVB	1311	Trumpet
MVB	1312	French Horn
MVB	1313	Trombone
MVB	1314	Baritone Horn
MVB	1315	Tuba
MVK	1311	Piano
MVK	1313	Organ
MVP	1311	Percussion
MVS	1314	String Bass
MVS	1316	Guitar
MVV	1311	Voice
MVW	1311	Flute
MVW	1312	Oboe
MVW	1313	Clarinet
MVW	1314	Bassoon
MVW	1315	Saxophone

### PRINCIPAL SOPHOMORE INSTRUCTION—2 credits each course.

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major. May be repeated for a maximum of eight credit hours (four hours maximum to count toward graduation).

MVB	2321	Trumpet
MVB	2322	French Horn
MVB	2323	Trombone
MVB	2324	Baritone Horn
MVB	2325	Tuba
MVK	2321	Piano
MVK	2323	Organ
MVP	2321	Percussion
MVS	2324	String Bass
MVS	2326	Guitar
MVV	2321	Voice
MVW	2321	Flute
MVW	2322	Oboe
MVW	2323	Clarinet
MVW	2324	Bassoon
MVW	2325	Saxophone

**MVK 1111 CLASS PIANO 1 credit**

Class meets 2 hours weekly. Elementary Keyboard techniques for the beginning student. Class open to all students of the college, designed primarily for the music major for his secondary instrument requirement. *May be repeated for credit.*

**MVK 2121 CLASS PIANO 1 credit**

Class meets 2 hours weekly. Continuation of MVK 1111. Intermediate class instruction for the student who has had some training on the piano. *May be repeated for credit. Prerequisite: MVK 1111 or permission of instructor.*

**MVK 1171 JAZZ KEYBOARD HARMONY 1 credit**

Class piano instruction on jazz keyboard—first semester, where students will learn to accompany using chord progressions.

**MVV 1111 CLASS VOICE 1 credit**

Class meets 2 hours weekly. Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level. *May be repeated for credit.*

**MVV 2121 CLASS VOICE 1 credit**

Class meets 2 hours weekly. Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level. *May be repeated for credit. Prerequisite: MVV 1111 or permission of instructor.*

**NURSING****NUR 0001 NURSING ORIENTATION (0) 2 credits**

An orientation course to introduce nursing students to various aspects of nursing in hospitals, offices of medical doctors, and other locations where registered nurses are employed. Insurance Fee \$8.50.

**PHA 1510 INTRODUCTION TO PHARMACOLOGY I (0) 3 credits**

A course which presents the basic pharmacological principles of medical substances, their actions and reactions on the organ system of the body.

**PHA 1511 INTRODUCTION TO PHARMACOLOGY II (0) 3 credits**

A continuation of Pharmacology I. *Prerequisite: PHA 1510.*

**HUN 1201 BASIC NORMAL NUTRITION 3 credits**

Introduction to scientific principles of nutrition. The sources, requirements for various age groups, digested utilization, absorption, and role of specific nutrients are presented.

**PHILOSOPHY****PHI 2010 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. *Open to sophomores only or to second semester freshmen who receive permission of instructor.*

**PHOTOGRAPHY****ART 1600C BASIC PHOTOGRAPHY 3 credits**

An introduction to black and white photography. Emphasis will be on basic mastery of the following skills: camera handling, exposure, pictorial composition and design, film and print development, darkroom procedure, and print display. The student must supply his own adjustable camera (preferably 35mm or 120), film, paper, and other related materials. Lab Fee \$10.

**ART 2601C CREATIVE PHOTOGRAPHY 3 credits**

A continuation of Basic Photography. Emphasis will be on augmentation and refinement of basic skills acquired in ART 1600C. Photographic problems of a specialized nature and advanced print-making techniques will be explored. Camera, film, paper, and other related materials are to be supplied by the student. *Prerequisite: ART 1600C or consent of the instructor.* Lab Fee \$10.

**PHYSICAL EDUCATION****DAA 1160 BEGINNING MODERN DANCE 1 credit**

2 hours. Coeducational. This course is designed to help the student discover movement as a medium for expression and the development of ideas toward evolving their own ways of movement; toward learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required. Fee \$1.

**PEL 1111L BEGINNING BOWLING (Special Fee) 1 credit**

2 hours. Coeducational. Course is basically designed for the beginning bowler. Instruction is given in bowling skills, techniques, history, scoring, rules, etiquette and physical and social values of the sport. Stress is placed on correctness of performance as well as the competitive

nature of the game. Class is held at the Leesburg Bowling Lanes. All equipment furnished at the lanes. Fee \$16.

**PEL 1112L INTERMEDIATE BOWLING (Special Fee) 1 credit**

2 hours. Coeducational. Course is basically designed for the student wanting to further develop his/her bowling skills. Instruction is continued in bowling skills, techniques, rules, etiquette, and physical and social values of the sport. Opportunity to practice skills in intra-class league play and various tournament-type situations. *Prerequisite: PEL 1111L or permission of instructor.* Fee \$16.

**PEL 1121L BEGINNING GOLF 1 credit**

2 hours. Coeducational. Designed for the beginner or weak golfer. Course includes practice of basic skills, instruction in rules, golfing etiquette, and purchase and care of equipment. All equipment is furnished. Fee \$1.

**PEL 1140L-1320L VOLLEYBALL-ARCHERY 1 credit**

2 hours. Coeducational. Volleyball includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Archery stresses the basic fundamentals of sight shooting used in target archery and hunting. Dress in gym attire for volleyball only. All equipment is furnished. Fee \$1.

**PEL 1341 BEGINNING TENNIS 1 credit**

2 hours. Coeducational. Course is basically designed for the beginning tennis player. Instruction is given in playing skills, techniques, history, rules, strategy and social and physical values of tennis. Tournament play will be provided on an intra-class basis. All equipment is furnished. Fee \$1.

**PEL 1342L INTERMEDIATE TENNIS 1 credit**

2 hours. Coeducational. Course is designed specifically for the student wanting to develop advanced skills in tennis. Instruction and practice in the basic strokes are given for the player to master the basic skills. Advanced strokes in tennis (drop shot, lob, overhead smash, drop volley and different services) are introduced. Principles of singles and doubles strategy are covered. *Prerequisite: PEL 1341L or permission of instructor.* Fee \$1.

**PEL 1346L BADMINTON 1 credit**

2 hours. Coeducational. Playing skills, techniques, and the rules of badminton are emphasized. Intra-class play presents opportunities for the development of playing strategy and the improvement of new or previously acquired skills. All equipment is furnished. Fee \$1.

**PEL 1441L RACQUETBALL 1 credit**

Coeducational. Course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) presents opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut-throat will be provided. All equipment is furnished. Fee \$1.

**PEM 1101L PHYSICAL FITNESS FOR MEN 1 credit**

2 hours. Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage the student to maintain good physical fitness throughout life. All equipment is furnished. Fee \$1.

**PEM 1107L FIGURE AND FITNESS IMPROVEMENT FOR WOMEN I 1 credit**

2 hours. Course is designed to provide instruction in techniques of body conditioning. Students explore the values of exercise to physical fitness, posture, weight control, figure improvement and body systems with an emphasis on participation in a variety of exercise programs. Programs such as jogging, weight training, floor exercises, bicycling and rope skipping are included. The class is developed to make the student aware of the fact: "Fitness is a lifetime venture." All equipment is furnished. Fee \$1.

**PEM 1108L FIGURE AND FITNESS IMPROVEMENT FOR WOMEN II 1 credit**

2 hours. Course is designed to continue with the process of PEM 1107L. Fee \$1.

**PEM 1945L VARSITY ACTIVITIES 1 credit**

2 hours. Coeducational. Course is designed for the varsity athlete. Student must participate as a member of one of the college varsity teams during the term that the sport is in season. Permission of Athletic Director is required. Fee \$1.

**\*PEN 1113L ADVANCED LIFE SAVING AND WATER SAFETY 1 credit**

2 hours. Coeducational. Course includes instruction in water safety, self rescue, drownproofing, and techniques for assisting others in danger of drowning. Successful completion qualifies the student for the American Red Cross Advanced Life Saving Certificate. *Prerequisite: Be able to swim 400 yards continuously, pos-*

*sess a strong kick and swim two (2) body lengths under water. Fee \$1.*

**\*PEN 1121L BEGINNING SWIMMING 1 credit**

2 hours. Coeducational. An elementary swimming program designed to make the individual safe in the water. Students registering for this course should be non-swimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely with ease and confidence. Fee \$1.

**\*PEN 1122L INTERMEDIATE SWIMMING 1 credit**

2 hours. Designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered: elementary back stroke, American crawl, side stroke, breast stroke, back crawl and drownproofing. Fee \$1.

**\*PEN 1231L BEGINNING SAILING 1 credit**

2 hours. Coeducational. An introductory course to familiarize the student with the concepts and techniques of sailing and canoeing. *Prerequisite: Must be a swimmer. A swimming test is administered prior to sailing or canoeing. Fee \$1.*

**PET 2949 COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION 3 credits**

Supervised on-the-job training in an area related to physical education. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

**HES 2949 COOPERATIVE EDUCATION INTERNSHIP IN HEALTH 3 credits**

Supervised on-the-job training in an area related to health. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assess-

ment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.*

\*Classes meet double sessions in order to avoid cold weather. In Term I all aquatic activities conclude at mid-semester (Sept. thru Oct. only). In Term II these classes meet the first regular class of the semester, then postpone meeting again until warm weather arrives in early March.

## PHYSICAL SCIENCE

**PSC 1120 EARTH, SEA AND SKY 3 credits**

A general education telecourse that surveys astronomy, meteorology, climatology, oceanography, and geology. A text and student study guide are required. Thirty half-hour television lessons are shown on public television. No prerequisites required. Only one three-semester hour television course may be used in meeting the science requirement for graduation.

**PSC 1411 PHYSICAL SCIENCE 3 credits**

A non-mathematical study of chemistry and its practical applications. Topics include atomic structure, chemical bonding, acid-base behavior, energy sources, pollution, and consumer chemistry.

**PSC 1431 PHYSICAL SCIENCE 3 credits**

A course for the non-science major including a survey of light, mechanics, electricity and magnetism. *Prerequisite: MAT 1024.*

**PSC 1500 ASCENT OF MAN 3 credits**

History of man as seen through the history of science based upon thirteen films ranging over two million years and twenty-seven countries and exploring in depth the scientific discoveries that have shaped man's history. Course requires study based upon 13 films which will be presented on public television. No prerequisites required. Only one three-semester hour television course may be used in meeting science requirement for graduation.

## PHYSICS

### AST 1002 INTRODUCTION TO ASTRONOMY 3 credits

A study of the development and present understanding of the universe: The solar system, the nature of electromagnetic radiation, astronomical instruments, stars, galaxies, and cosmology.

### PHY 1001 TECHNICAL PHYSICS 4 credits

A study of classical mechanics, heat, light, and sound. Particularly suited for students who require a physics background for a technical program of study. Emphasis on problem solving. *Prerequisite:* MTB 1322 or permission of instructor.

### PHY 2048C GENERAL PHYSICS WITH CALCULUS 5 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:* MAC 2311. *Co-requisite:* MAC 2312. Lab Fee \$10.

### PHY 2049C GENERAL PHYSICS WITH CALCULUS 5 credits

3 hours lecture, 1 hour problem solving, 3 hours laboratory. A continuation of PHY 2048C. Covers electricity, optics, and introduction to modern physics. *Prerequisite:* PHY 2048 C with grade of "C" or better. Lab Fee \$10.

### PHY 2053C GENERAL PHYSICS 5 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 MAC 1132 or "A" in MGF 1303. Lab Fee \$10.

### PHY 2054C GENERAL PHYSICS 5 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:* PHY 2053C. Lab Fee \$10.

## POLITICAL SCIENCE

### INR 2002 INTERNATIONAL RELATIONS 3 credits

This course is designed for those with an academic interest in world politics. Major

areas of study include research methods, the nation-state system, national power, social change, various political cultures, the foreign policy process, the United Nations, regionalism, military interactions international commerce, and global problems. *Prerequisite:* POS 2041 or consent of instructor.

### POS 1040 AMERICAN GOVERNMENT SURVEY 3 credits

A one-semester TV-Self Study overview of the government system of the United States. It includes theory and principles of constitutional government and integrates basic political science theory with contemporary American action. State government is covered also, using California, Illinois, and Texas as models.

### POS 2041 AMERICAN NATIONAL GOVERNMENT 3 credits

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

### POS 2112 STATE AND LOCAL GOVERNMENT 3 credits

This course examines the state and local political environment within the United States federal system. Major areas of study include research methods, policy responsibilities, legal frameworks, political participation, urban politics, the legislative, executive, and judicial branches. Specific aspects of the political environment with Florida are also examined. *Prerequisite:* POS 2041 or consent of instructor.

### POS 2905 POLITICAL STUDIES 1 credit

Provides an opportunity for personal study in specialized areas of political science (Political Theory, Political Participation, Comparative Politics, International Relations, National, State, and Local Government). Objectives include the development of factual background, analytical ability, and communication skills through individual research. *Prerequisite:* Consent of instructor.

### POS 2949 COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT 3 credits

Supervised on-the-job training in an area related to government. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites:* Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter

Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and a job which is approved for co-op.

## PSYCHOLOGY

### DEP 2000 HUMAN DEVELOPMENT 3 credits

A study of the mechanics of adjustment, motivation, frustration and conflict. Learning, personality measurement and psychotherapy are considered. Emphasis is placed on the psychological process of the normal individual functioning in the society rather than on behavior disorders.

### DEP 2002 PSYCHOLOGY OF CHILD DEVELOPMENT 3 credits

The development of the human being from birth through the 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. Course is on independent study basis via television. *Prerequisite:* PSY 2012.

### DEP 2004 PSYCHOLOGY OF HUMAN DEVELOPMENT 3 credits

An introduction to the study of the changes taking place in human behavior over the life span—from conception to death. Areas to be emphasized are personality and cognitive, physical, social and moral development. *Prerequisite:* PSY 2012.

### PSY 2002 SURVEY OF PSYCHOLOGY 3 credits

For the beginning student, who cannot attend on a regular basis. Designed to provide an understanding of human behavior from the mental, physical, and emotional standpoint. Course may be taken on independent study basis via open circuit television or on-campus closed circuit television.

### PSY 2012 INTRODUCTION TO PSYCHOLOGY 3 credits

An introduction to the scientific approach to the study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, abnormal, therapy and social interaction.

**PSY 2904 INTRODUCTION TO PSYCHOLOGY-HONORS 3 credits**

This course is intended for the student interested in a career in Psychology or a deeper understanding of the field. A minimum of six subject areas (selected by students and instructor) will be covered in depth with specialized readings, research projects, films, seminar discussions and independent study. *Prerequisite: PSY 2012.*

**SOP 1740 PSYCHOLOGY OF WOMEN 3 credits**

The purpose of this course is to increase understanding of women's behavior and the physiological and environmental (cultural) factors which influence that behavior. Topics studied will include image of women in mythology—past and present; cross-cultural sex roles; physiological development of women; hormonal influences; sex-role identity formation; problems involved in marriage, divorce, widowhood, single parenting, career conflicts; vocational and educational problems—re-entry into these areas; midlife crisis; menopause, and the aging woman.

**SOP 2602 SOCIAL PSYCHOLOGY - HUMAN RELATIONS 3 credits**

This course stresses the human factors present in employment relationships. Topics include communication factors—verbal and non-verbal—motivational factors, leadership, personal problems of workers, performance evaluation, job discrimination, and international business relations.

## REAL ESTATE

**MTB 2100 REAL ESTATE MATHEMATICS (0) 2 credits**

Designed for people employed in Real Estate sales, officials of financial institutions involved in Real Estate, and students of Real Estate. Emphasis will be given to solving mathematical problems involved in Real Estate transactions.

**REE 2000 INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES I (0) 4 credits**

This course is designed to meet the requirements of the Florida Board of Real Estate for Principles and Practices of Real Estate I. It includes basic real estate information together with the areas of real estate law which are included on the Florida Real Estate Salesman's examination. Test Fee \$7.

**REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES II (0) 3 credits**

This course is designed to prepare students for the Florida Real Estate Brokers examination. These students must be licensed Florida Real Estate salesmen who have been properly qualified by the Florida Board of Real Estate before being permitted to register for the course. Test Fee \$7.

**REE 2081 CONTINUING EDUCATION SEMINAR IN REAL ESTATE (0) 1 credit**

A mandatory course for Real Estate salesmen and brokers who wish to maintain their licenses. Will include Real Estate License Law, plus state, federal, and income tax laws affecting Real Estate.

**REE 2100 AN INTRODUCTION TO APPRAISING REAL PROPERTY (0) 4 credits**

An introduction to the principles and techniques involved in real property evaluation. Special emphasis will be given to residential properties.

**REE 2441 REAL ESTATE LAND TITLES (0) 3 credits**

This course will cover abstracting, construction of, and application to real estate titles. Topics included will be Land Descriptions, the Government Survey System, Probate and Related matters, Corporate and Collective type of Ownership, Personal Property Related to Real Estate, and Statutory Federal and other Regulations.

## SOCIAL SCIENCE

**IDS 1151 MAN & ENVIRONMENT A Social Science Approach 3 credits**

An interdisciplinary social science study-at-home course, incorporating television presentations and independent study, designed to acquaint the student with the role individuals, government, and social institutions play in the cause and solution of environmental problems. Topics include: resource management, human adjustment to environmental change, the political system and the environment, and the environment and technology. Midterm and final examinations will be administered on campus.

**IDS 2193 THE AGE OF UNCERTAINTY 3 credits**

This course, based on a B.B.C. television series, may be offered for home study. The major elements of the social sciences are utilized in an interdisciplinary synthesis of the material. The objective is to provide the student with an understanding

of current social, economic, and political problems through a personalized view of modern economic history.

**SSI 1011 INTRODUCTION TO THE SOCIAL SCIENCES 3 credits**

This course is a survey of the basic concepts and issues of the social sciences. Emphasis is placed on the study of the social sciences and their applications.

## SOCIOLOGY

**MAF 2001 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: SOC 2000 or consent of instructor.*

**SOC 2000 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.

**SOC 2020 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.

**SOC 2949 COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY 3 credits**

Supervised on-the-job training in an area related to sociology. Learning contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, and assessment of job performance by college Instructor/Coordinator. May be taken a total of 3 times for credit. *Prerequisites: Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at Lake-Sumter Community College or an approved institution (a mature person working full time at a vocation in his goal area may request the Office of Cooperative Education to waive this requirement); a grade point average of 2.00 or better; the approval of the Division Chairman, the Instructor/Coordinator, the Director of Cooperative Education or his designate; and job which is approved for co-op.*

## SPANISH

### SPN 1010 CONVERSATIONAL SPANISH (O) 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.

### SPN 1011 INTERMEDIATE CONVERSATIONAL SPANISH (O) 3 credits

A continuation of SPN 1010 providing opportunities to develop a wider vocabulary.

### SPN 1100 ELEMENTARY SPANISH 3 credits

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.

### SPN 1101 ELEMENTARY SPANISH 3 credits

A continuation of SPN 1100. *Prerequisite: SPN 1110.*

### SPN 2200 INTERMEDIATE SPANISH 3 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.*

### SPN 2201 INTERMEDIATE SPANISH 3 credits

A continuation of SPN 2200. *Prerequisite: SPN 2200.*

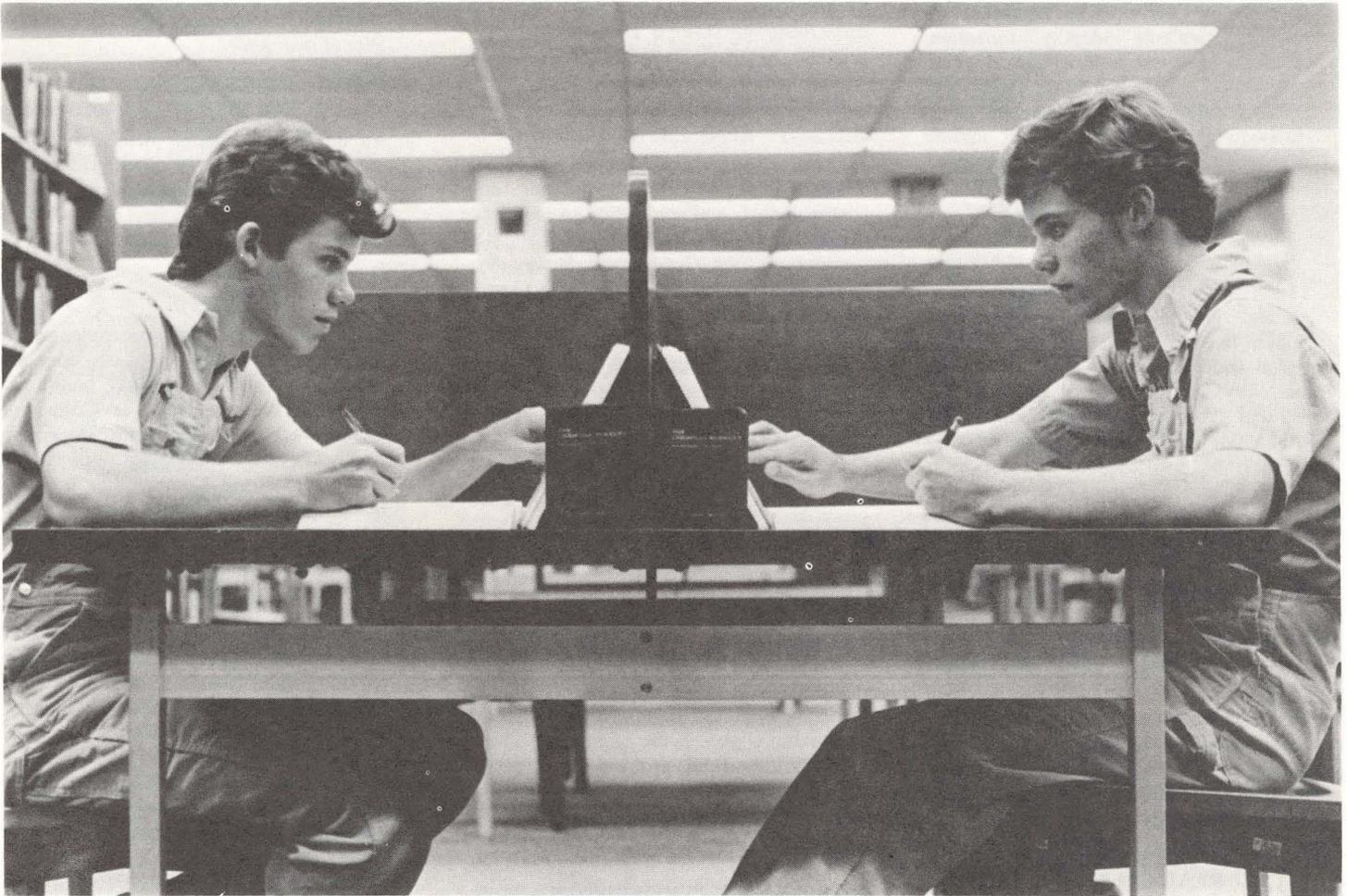
## SPEECH

### ORI 2000 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.

### SPC 2031 FUNDAMENTALS OF SPEECH 3 credits

A course that covers the basic principles of oral communications; analysis and correction of individual problems, use of voice and body; interpretation, organization and delivering general platform speeches.



# COLLEGE

# PERAZZINI

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## DISTRICT BOARD OF TRUSTEES



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Umatilla  
LAKE COUNTY



**Dr. J. R. Peacock, Vice-Chairman**  
Clermont  
LAKE COUNTY



**Robert K. Carbaugh  
Tavares**  
LAKE COUNTY



**Dr. Francis H. Deter**  
Lake Panasoffkee  
SUMTER COUNTY



**Roy Meador**  
Leesburg  
LAKE COUNTY



**Dr. Mildred M. Mizell  
Coleman**  
SUMTER COUNTY



**Beulah Savage**  
Leesburg  
LAKE COUNTY



**Freddie Thornton**  
Wildwood  
SUMTER COUNTY



**Almeda B. Williams**  
Wildwood  
SUMTER COUNTY

## ADMINISTRATION

### ROBERT S. PALINCHAK

*President*

B.S., East Stroudsburg State College;  
M.A., Loyola College; Ph.D., Syracuse University

### WILLIAM C. BUNGERT

*Dean of Academic Services*

B.A., Kalamazoo College; M.A., Ed.D., Case Western Reserve University

### DIXIE JEAN ALLEN

*Dean of Student Services*

B.S., Florida State University; M.A., Florida State University; Ed.D., University of Florida

### BRUCE D. IVEY

*Dean of Business and Administrative Services*

B.S., Florida State University; M. Ed., Ph.D., University of Florida

### WALTER E. ALLAN

*Assistant Dean of Academic Services*

B.S.M.E. Tufts University  
M.Ed., Ed.S. University of Florida  
Ed. D. Florida State University

## DIVISION CHAIRMEN

### JAMES D. GRIGSBY

*Chairman, Business, Technology and HPE*

B.S.B.A., M.B.A., University of Central Florida

### ROBERT C. WALL

*Chairman, Mathematics-Science*

B.S., Eastern Michigan University;  
M.S., University of Michigan; Ph.D., University of Michigan

### LaVERA M. YARISH

*Chairman, Humanities-Social Science*

B.S., Wisconsin State College;  
M.Ed., University of Florida; Ed.S., University of Florida; Ed.D., Florida State University

## FACULTY AND

### ADMINISTRATIVE STAFF

ARTHUR, SHARON . . . . Mathematics

A.B., M.A. University of Georgia

BONNER, A. P., JR. . . . Mathematics,  
Physics

A.B. University of Louisville

M.Ed. University of Florida

BROWN, BARBARA D. . . Cooperative  
Education Coordinator

B.A. University of Central Florida

BYNUM, LEROY E., JR. . . . . Music

B.M. University of North Carolina

M.M. University of South Florida

CAMERON, EDMUND S. . . Chemistry

B.S. University of Notre Dame

M.S. Purdue University

CAPONI, MARY H. . . . . Business

B.A., M.Ed. University of Central

Florida

COPELAND, DELBERT H. . . . Director  
of Learning Resources

B.S., M.A. Mississippi Southern

College

CUPPETT, THOMAS H. . . . . English,  
Reading

B.C.S. Ben Franklin University

B.A. University of Maryland

M.Ed. Florida Atlantic University

DABNEY, DEBRA Y. . . . . Health and  
Physical Education, Intramurals

B.S., M.Ed. Florida A&M University

DANDRIDGE, VERA W. . . . Biological  
Sciences

B.S. Mississippi University

for Women

M.A. Peabody College

Ed. S. University of Florida

FRITCH, LYNN P. . . . . English, Speech

B.A. Mercer University

GASTON, ANN H. . . . . Developmental  
English

A.B. Queens College

M.A., Ed.S. Appalachian State

University

GATLIN, G. ERVIN. . . . . Music

B.M.E., M.M.E., Ed.S, Ed.D.

Florida State University

GEISSLER, RICHARD F. . . . . Data  
Processing

B.S.E.E., M.S.E.E. Purdue

University

GRABER, JARED S. . . . Social Science

B.A. State University of New York

at Albany

M.A. San Diego State University

HAMILTON, CHRISTYNE

*Director of Budget and Accounting*

A.A. Johnson Junior College

B.S. Rollins College

HERRING, ANN SHERRY . . . . .  
Coordinator, Community

Instructional Services

B.A. University of West Florida

HOLLINGSWORTH, DELBERT L. . . .  
Health & Physical

Education, Director of Athletics

B.S. Tennessee Polytechnic Institute

M.A. University of Tennessee

KEHDE, PETER M. . . . . Biological  
Sciences

B.S. Eckerd College

M.S. Oklahoma State University

KELTON, H. JEANNE . . . . . Art

B.A., M.Ed. University of

Central Florida

KENNEDY, WILLIAM C., II . . . . .  
Counselor

B.A., M.A. Stetson University

KERTZ, JACOB D. . . . . Engineering,  
Mathematics

B.S.M.E. University of Idaho

M.S. U.S. Naval Postgraduate School

Ed.S. University of Florida

KING, JANET V. . . . . Art

B.A. Southern Methodist University

M.A. University of Mississippi

Ed.S. University of Florida

KRAUSE, DAVID F. . . . Social Science

B.A. State University of New York

at Geneseo

M.A. University of Tennessee

MARANTZ, I. BART. . . . . Music

B.M. University of Miami

M.M. New England Conservatory

of Music

MEYER, CAROLYN J. . . . Psychology

B.A., M.A. Fairleigh Dickinson

University

Ph.D. Fordham University

MORRIS, JEFFREY K. . . . . Criminal  
Justice Coordinator, Sociology

B.S. Florida State University

M.S. Eastern Kentucky University

NEAL, JOHN R. . . Economics, Business

B.S., M.A. Memphis State University

PAYNE, F. DAVID. . . . English, Drama

B.A. University of Florida

M.A.T. Trenton State College

RAGER, MARY JO . . . . . Business

B.A. University of Central Florida

RATA, JOHN W. . . . . English,  
Photography

B.G.S., M.A.T. Rollins College

RENNIE, JAMES M. . . . . English

B.A., M.A. University of

South Florida

RHILE, JOSEPH E. . . . . Business

B.S. Drexel Institute

M.S. University of Pennsylvania

Ph.D. Georgia State University

RICCI, GLENN A. . . . Commercial Art

B.A. Point Park College

M.F.A. University of Wyoming

RUTH, LESTER R., JR. . . . . Director of  
Planning & Research  
A.B., M.A. Emory University  
Ed.S. University of Florida  
Ed.D. Florida State University

SEBREE, EVELYN A. . . . . Director of  
Financial Aid  
B.S., Ed.S. University of Florida  
M.A.T. Rollins College  
Ph.D. Florida State University

SERGESON, HELEN C. . . . . Librarian  
A.B. Michigan State University  
M.Ed. University of Florida

SHARP, E. LAMAR . . . . . Mathematics  
B.S., M.A.T. Indiana University

SMITH, ROBERT GERALD . . . . .  
Director of Admissions  
B.S.Ed. Georgia Southern College  
M.Ed. Rollins College

SNEED, JEAN J. . . . . Director of  
Community Relations, Journalism  
B.A. Michigan State University  
M.A., Ed.S. University of Florida  
Ed.D. Florida State University

SPERO, ABBY ANN . . . . . English  
B.A. State University of New York,  
Binghamton  
M.A., Ed.S. University of Iowa

TAYLOR, MARY RUTH . . . Director of  
Student Activities  
A.B., M.A. Marshall University

TITEN, JENNIFER J. . . English, French  
B.A. Elizabethtown College  
M.A. University of Florida

TRABERT, W. DOUGLAS . . . . . Media  
Specialist  
B.S.E. Central Missouri State  
M.A.E. Western Carolina University

WAGONER, BOBBIE D. . . . .  
Mathematics  
B.S. University of North Carolina  
M.A. Appalachian State University

### **PRESIDENT EMERITUS**

PAUL P. WILLIAMS  
*President Emeritus*  
B.S., Taylor University; M.A., Case  
Western Reserve University; Ed.D.,  
University of Florida

### **CAREER EMPLOYEES**

ADAMS, LEROY . . . . . Supervisor of Grounds  
BUI, TUAN-QUANG . . . . . Custodian  
BURG, LOUIS . . . . . Director of Security

CLELAND, JANET . . . . . Teacher Assistant  
A.A. Lake-Sumter Community College  
COLLINS, JOSEPH J. . . . . Bookkeeper  
B.B.A. University of Miami  
CRABB, EVELYN S. . . . . Secretary,  
Assistant Dean of Academic Services  
CUMBAA, GREGORY S. . . . . Theater  
Manager  
DIXON, WILLIAM . . . . . Computer  
Programmer  
A.A. Lake-Sumter Community College  
A.S. St. Petersburg Junior College

FORTIER, TIMOTHY P. . . . . Custodian  
FURNAS, BETTY LOU . . . . . Secretary to  
the President

GATLIN, JEANNE K. . . . . Secretary, Dean  
of Business and Administrative Services

GRANT, FREIDA . . . . . Faculty Secretary  
HAYNES, BESSIE . . . . . Secretary, Director  
of Learning Resources Center

HUNT, PATRICIA P. . . . . Secretary,  
Director of Admissions

HUTCHESON, P. JOYCE . . . . . Cashier  
A.S. Lake-Sumter Community College

JOHNSON, DOROTHY . . . . . Processing  
Secretary, Library

JOHNSON, LOU ANN . . . . . Secretary,  
Director of Financial Aid  
A.S. Lake-Sumter Community College

LANE, HAROLD . . . . . Supervisor  
of Maintenance

LEAVITT, MARYLYN J. . . . . Secretary,  
Counseling

LEDBETTER, ERWIN . . . . . Custodian  
LOWERY, CATHERINE . . . . . Secretary,  
Bookstore & Student Records

LOWERY, C. RAY . . . . . Media  
Productions Supervisor

A.A. Santa Fe Community College  
B.A. University of Central Florida

MATTHIAS, TAMARA JEAN . . . . . Xerox  
Operator, Postal Clerk

MOORE, REBA I. . . . . Receptionist,  
PABX Operator

MOSLEY, FRED . . . . . Custodian  
PERRY, FLOYD O. . . . . Custodian

PHILLIPS, MARGUERITE S. . . . . Bookstore  
Manager

RANKINE, SHARON . . . . . Secretary,  
Community Relations and Research

ROBINSON, MELVINA G. . . . . Secretary,  
Dean of Student Services  
A.S. Hampton Junior College

SCALZO, JOSEPH J., JR. . . . . Custodian  
SHAFFER, SUZANNE S. . . . . Library  
Technician

A.A. Lake-Sumter Community College

SMITH, CATHERINE G. . . . . Secretary,  
Continuing Education

A.S. Lake-Sumter Community College

TALLMAN, NEVA C. . . . . Secretary,  
Dean of the College

TRULUCK, JOHN G. . . . . Director,  
Data Processing

B.S. University of Florida

VICKERY, HARVEY B. . . . . Mechanic  
WALKER, GLORIA B. . . . . Secretary,  
Veterans Affairs and Student Records  
A.A. Seminole Community College  
WALTER, DORIS R. . . . . Secretary,  
Records  
WHITEHEAD, MARIAN . . . . . Secretary,  
Media Center

## **LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC. OFFICERS AND DIRECTORS**

Marie B. Bowden, President  
Secretariat  
Leesburg

Jerry Eubanks, Vice President  
Florida Bank of Sumter County  
Bushnell

Jean Sneed, Ed.D., Secretary  
Lake-Sumter Community College  
Leesburg

William Furnas, C.P.A., Treasurer  
Greenlee, Paul, Furnas & Kurras, CPAs  
Eustis

Robert S. Palinchak, Ph.D.,  
President  
Lake-Sumter Community College

James A. Boyd, Jr.  
Boyd's Furniture  
Leesburg

Joe Duncan  
Barnett Bank of Eustis, Tavares Office  
Tavares

Wendell Colson  
Sun First National Bank of Lake County  
Leesburg

Joe Hall, Ed.D.  
Educational Consultant  
Leesburg

John Harder  
Poynter-Harder Construction Co.  
Eustis

Neal Huebsch  
Attorney  
Eustis

Horace Jones  
Leesburg

Mary Jane Purser  
Howey-in-the-Hills

Arthur E. Roberts  
Attorney  
Groveland

Beulah Savage  
Lake-Sumter Community  
College  
Board of Trustees  
Leesburg

William Seabrook  
Seabrook Pharmacy  
Mount Dora

Robert Shoemaker, Sr.  
Sumter Motor Company  
Wildwood

## **COLLEGE ADVISORY COMMITTEES**

### **BANKING**

STEVEN D. BOLT  
Assistant Trust Officer  
First National Bank of Mount Dora

MARY H. CAPONI  
Instructor  
Lake-Sumter Community College

SCHUAN FARRIOR  
Computer Operator  
Sun Bank of Lake County

SUE McDUFFIE, Chairman  
President, Lake and Sumter Counties  
Chapter of American Institute of  
Banking

ALEX OGILVIE  
Assistant Vice President  
Southeast Bank of Wildwood

LILLIAN ROGGELIN  
Administrative Assistant  
First National Bank and Trust Company

JERRY SMITH  
Director of Admissions  
Lake-Sumter Community College

### **BLACK CITIZENS FOR MINORITY RECRUITMENT**

EDLYN ALLEN  
Dean of Girls  
Leesburg High School

WALTER BERRY  
Teacher  
Lake County Schools

BETTYE CONEY  
Speech Therapist  
Lee Adult Center

L.C. CONEY  
Teacher  
Sumter County Schools

OLIVIA CRAWFORD  
Teacher  
Lake County Schools

DORIS DANIELS  
Librarian  
Leesburg Junior High School

MARY DUBOSE  
Home-School Liason  
Sumter County School Board

LORENZO HARLEY  
Teacher  
Lake County Schools

TOMMY HAYES  
Youth Services Counselor  
Eustis, Florida

DOUG HILL  
Assistant Principal  
Leesburg High School

JESS HOLLIMAN  
Band Director  
Leesburg Junior High School

BENNIE KINSLER  
Minister, Counselor  
Leesburg, Florida

BERNARD LEMON  
Minister, Counselor  
Leesburg, Florida

DOROTHY McGRIFF  
Day Care Center Counselor  
Clermont, Florida

JOYCE McTIER  
Assistant Principal  
Mt. Dora High School

LILLIE MOSLEY  
Teacher and Former Dean of Students  
Eustis High School

RENA POOLE  
Teacher  
Lake County Schools

MELVINA ROBINSON  
Secretary  
Lake-Sumter Community College

OSCAR SMALL  
Retired  
Wildwood, Florida

RUDOLPH SIMMONS  
Seaboard Railroad  
Wildwood, Florida

MARGARET WARD  
Teacher  
Lake County Schools

LEROY WILSON  
Counselor  
Sumter County Schools

College Personnel:

JERRY SMITH  
Director of Admissions

### **BUSINESS**

NORMAN ADAMS  
Vice President  
First Federal Savings and Loan of  
Brooksville

FRANKIE ATKINS  
Business Office Supervisor  
Florida Telephone Corporation

MARY CAPONI  
Business Instructor  
Lake-Sumter Community College

BELVA CODDING  
Vice President-Cashier  
Bank of Mount Dora

DOROTHY KURRAS  
CPA  
Greenlee, Paul, Furnas and Kurras

SUSAN MILLER  
Secretary  
Del Potter, Attorney

ROBERT H. MOODY  
General Commercial/Marketing Manager  
Florida Telephone Corporation

JANE PARKER  
Business Manager  
Leesburg Family Medicine

TOM SKIDMORE  
Attorney

KATHY WILLIAMS  
Deputy Clerk, Uniform Support  
Lake County Courthouse

#### COMMERCIAL ART

SARAH BARTKO  
Art Teacher  
Eustis High School

TED BOWERSOX  
Vice-President, Ford Press

FRONTZ  
Art Teacher  
Leesburg High School

JOHN GRIFFIN  
Artist  
Tamjo Sign Company

GARY HOPCRAFT  
Artist  
Isis Studio

JOYCE HUGHES  
Art Director, Ad Graphics

KIRKLAND  
Art Teacher  
South Sumter High School

KEN MOWEN  
Commercial Art Instructor

#### COMPUTER SCIENCE/DATA PROCESSING

JAMES FORBES  
Director of Data Processing  
City of Leesburg

RICHARD GEISSLER  
Technology Instructor  
Lake-Sumter Community College

JAMES R. GREER  
Data Processing Manager  
Lake County School Board

SUSAN HALL  
Teacher, Business Data Processing  
Wildwood High School

CONLEY KIDD  
Division Equipment Supervisor  
Florida Telephone Corporation

ROBERT LARSEN  
Instructor, Dept. of Computer Science  
University of Central Florida

DAVID OHNSTAD  
President, Lake Data Center, Inc.

WILLIAM WINTER  
Manager, Quality Assurance,  
Quality Control  
Bushnell Electronics

LEROY WILSON  
Curriculum Assistant  
South Sumter High School

CARL VOSSBERG, III  
President, Electron Machine  
Corporation

ROBERT MILLER  
Principal, Treadway Elementary School

BRIGETTE BOHR  
Receptionist  
Dr. D. S. Robertson

#### CONTINUING EDUCATION FOR NURSES

BETTY CRABB, RN  
Continuing Education Director  
Lake Community Hospital

MARGARET EASTERWOOD, RN  
In-Service Education Director  
Director of Nurses  
South Lake Memorial Hospital

ANN FIELDS, RN  
Head Staff Nurse  
Sumter County Health Department

MARJORIE GARAUX, RN  
Director of Nurses  
Harry-Anna Crippled Childrens Hospital

JANE HAYNES, RN  
President, Lake County Nurses  
Association  
Harry-Anna Crippled Childrens Hospital

HERBERT MARTIN, LPN  
Staff Nurse  
Waterman Memorial Hospital

JEANNE MEELER, LPN  
President, LPN's Lake and Sumter  
Counties  
Waterman Memorial Hospital

EDNA NICELY, RN  
In-Service Director  
Waterman Memorial Hospital

ERLINE O'BRIEN  
Director of In-Service Education  
Leesburg General Hospital

ROBERT C. WALL, Ph.D.  
Chairman, Division of Mathematics and  
Science  
Lake-Sumter Community College

THELMA WATTS, RN  
Chairman, Health Occupations  
Education  
Lake County Area Vocational Technical  
Education  
Lake County Area Vocational Technical  
Center

MARY ZINION, RN  
Staff Nurse  
Lake County Health Department

#### COOPERATIVE EDUCATION

WALTER E. ALLAN  
Assistant Dean of Academic Services  
Lake-Sumter Community College

DERRELL BENTON  
Student  
Lake-Sumter Community College

BARBARA BROWN  
Coordinator, Cooperative Education  
Lake-Sumter Community College

MARY CAPONI  
Business Instructor  
Lake-Sumter Community College

JAMES EDWARDS  
Educator, Sumter County Board  
of Public Instruction

MARJORIE LUNA  
Retired Judge

BARBARA MANNING  
Manager, Florida State Employment  
Service

MIRIAM MATTHEWS  
Personnel Officer  
Sun First National Bank

KEN MULLIS  
President  
Flagship Bank of Lake County

S. T. E. PINKNEY  
Coordinator, Federal Migrant Program

BETTY PHILLIPS  
Personnel  
Florida Telephone Corporation

SHERRY PUCKETT  
Office of Clerk of Circuit Court  
Lake County

EVELYN START  
Educator, District School Board of  
Lake County

TOM SWAIM  
Tax Collector  
Sumter County

BERTHA WALTERS  
Manager, Sears Roebuck & Co.

#### **CORRECTIONS**

JEFFREY K. MORRIS  
Criminal Justice Coordinator  
Lake-Sumter Community College

G. E. JOHNSON  
Sheriff, Sumter County  
Bushnell, Fl

KENNETH HELMS  
Superintendent, Sumter Correctional  
Institution

JIMMY D. BROGDEN  
Counseling & Social Services  
Sumter Correctional Institution

CHARLES ROBBINS  
Chief Correctional Officer  
Lake Correctional Institution

STERLING G. STAGGERS  
Superintendent  
Lake Correctional Institution

ABBY SPERO  
Instructor  
Lake-Sumter Community College

#### **EA/EO**

THELMA COLDEN  
Instructor  
North Sumter Middle School  
Wildwood, Florida

DEBRA DABNEY  
Instructor  
Lake-Sumter Community College

MING THI NGUYEN  
Student  
Lake-Sumter Community College

MELVINA ROBINSON  
Secretary  
Lake-Sumter Community College

ABBY A. SPERO  
Instructor  
Lake-Sumter Community College

JAMES REEVE  
Owner, Lake County Septic Tank Co.

LORETTA WHITE  
Student  
Lake-Sumter Community College

KATHY H. WILLIAMS  
Clerk, Florida Telephone Corporation

#### **ELECTRONICS**

WALTER E. ALLAN  
Assistant Dean of Academic Services  
Lake-Sumter Community College

RICHARD DENNING  
Chairman, Engineering Technology  
Dept.  
University of Central Florida

RICHARD F. GEISSLER  
Technology Instructor  
Lake-Sumter Community College

ROBERT GLOVER  
Personnel Director  
Florida Telephone Corporation

CONRAD LAMMON  
Supervisor, Electronics Lab  
Martin-Marietta Corporation

RICHARD NEWMAN  
Consulting Engineer

WALLY PHILLIPS  
Assistant Supervisor  
Electronics Lab  
Martin-Marietta Corporation

ROCCO SABINE  
Electronics Instructor  
Lake County Vo-Tech Center

JOHN SISLER  
General Manager  
Sumter Electric Cooperative

BILLY G. SPIKES  
District Manager  
Florida Power Corporation

#### **HEALTH RELATED OCCUPATIONS**

B. F. BROKAW, B.A.  
Chairman, Health Manpower

EDMUND S. CAMERON  
Instructor  
Lake-Sumter Community College

MARY CUNNINGHAM, R.N.  
Nursing Service Administrator  
Lake Community Hospital

PAULA KNIGHT, R.N.  
Project-Health  
Sumterville

NICHOLAS MUNHOFEN II  
Hospital Administrator  
Leesburg General Hospital

CAROLYN POITIER, R.N.  
Staff Nurse  
Waterman Memorial Hospital

JOSEPH RISKO, M.D.  
Internist

ROBERT C. WALL, Ph.D.  
Chairman, Mathematics and Science  
Lake-Sumter Community College

W. J. WILKINS, JR.  
Dentist  
Eustis

#### **LOCAL VOCATIONAL COUNCIL**

MARY CAPONI  
Business Instructor  
Lake-Sumter Community College

BARBARA MANNING  
Employment Office Manager II

MARVIN L. GEIGER  
General Chairman  
Brotherhood of Locomotive Engineers

ANNETTE MILLER  
Senior Vice President  
Southeast Bank of Wildwood

JOE NORMAN  
Division Plant Manager  
Florida Telephone Corporation

WILLIAM C. BUNGERT  
Dean of the College  
Lake-Sumter Community College

JOHN SISLER (Chairman)  
General Manager  
Sumter Electric Cooperative, Inc.

TOM SCHLEY  
Director of Employment and Training  
Lake County Board of County  
Commissioners

LUCKY JENKINS  
Orthopedic Physicians Assistant  
Lake Orthopedic Clinic

#### **POLICE STANDARDS**

HOWARD H. BABB, JR.  
Public Defender  
5th Judicial Circuit

JAMES B. BROWN  
Capt., Lake County Sheriff's Dept.

PAUL FROST  
Chief of Police  
Tavares

EARL F. GOODEN  
Lt., Mt. Dora Police Dept.

NOEL E. GRIFFIN, JR.  
Sheriff, Lake County

ROBERT A. LOCKE  
Chief of Police  
Mt. Dora

JEFFREY K. MORRIS  
Criminal Justice Coordinator  
Lake-Sumter Community College

RAYMOND F. NEWMAN  
Coordinator, School of Law  
Enforcement  
Lake County Vo-Tech Center

PATRICIA PALMER  
Psychologist

RALPH F. PERRY  
Chief of Police  
Leesburg

RICHARD SINGLETARY  
Assistant State Attorney  
5th Judicial Circuit

#### **REAL ESTATE**

MARY H. CAPONI  
Business Instructor  
Lake-Sumter Community College

DENA DEPPE  
Co-Owner, Golden Realty

DON DRIGGERS  
Owner, Don Driggers Realty

RUFUS H. PACE  
Owner, Rufus H. Pace

GROVER C. REED, JR.  
Owner, Grover Reed Masonry Contractor

JOSEPH E. RHILE  
Instructor  
Lake-Sumter Community College

CLYDE W. SLOCOM  
Real Estate Instructor

JAY VANDERMEER  
Owner, Clermont Realty Company

WILLIAM C. WING  
Owner, William C. Wing, Realtor

#### **WORD PROCESSING**

HELEN BLACKMON  
Office Manager  
Getzen and Hagin, P.A.

MARY CAPONI  
Business Instructor  
Lake-Sumter Community College

DOTTIE GAINES  
Word Processing Supervisor  
Lake County Traffic Dept.

PAMILLA HERON  
Correspondence Specialist  
Sun First National Bank of Lake County

ANGELA JONES  
Word Processing Supervisor  
First Family Federal Savings & Loan  
Assn.

MARY JO RAGER  
Business Instructor  
Lake-Sumter Community College

JENNIFER SNAVELY  
Word Processing Operator  
State Attorney's Office  
Fifth Judicial Circuit

CATHY YEOMANS  
Word Processing Supervisor  
State Attorney's Office  
Fifth Judicial Circuit

# MISCELLANEOUS

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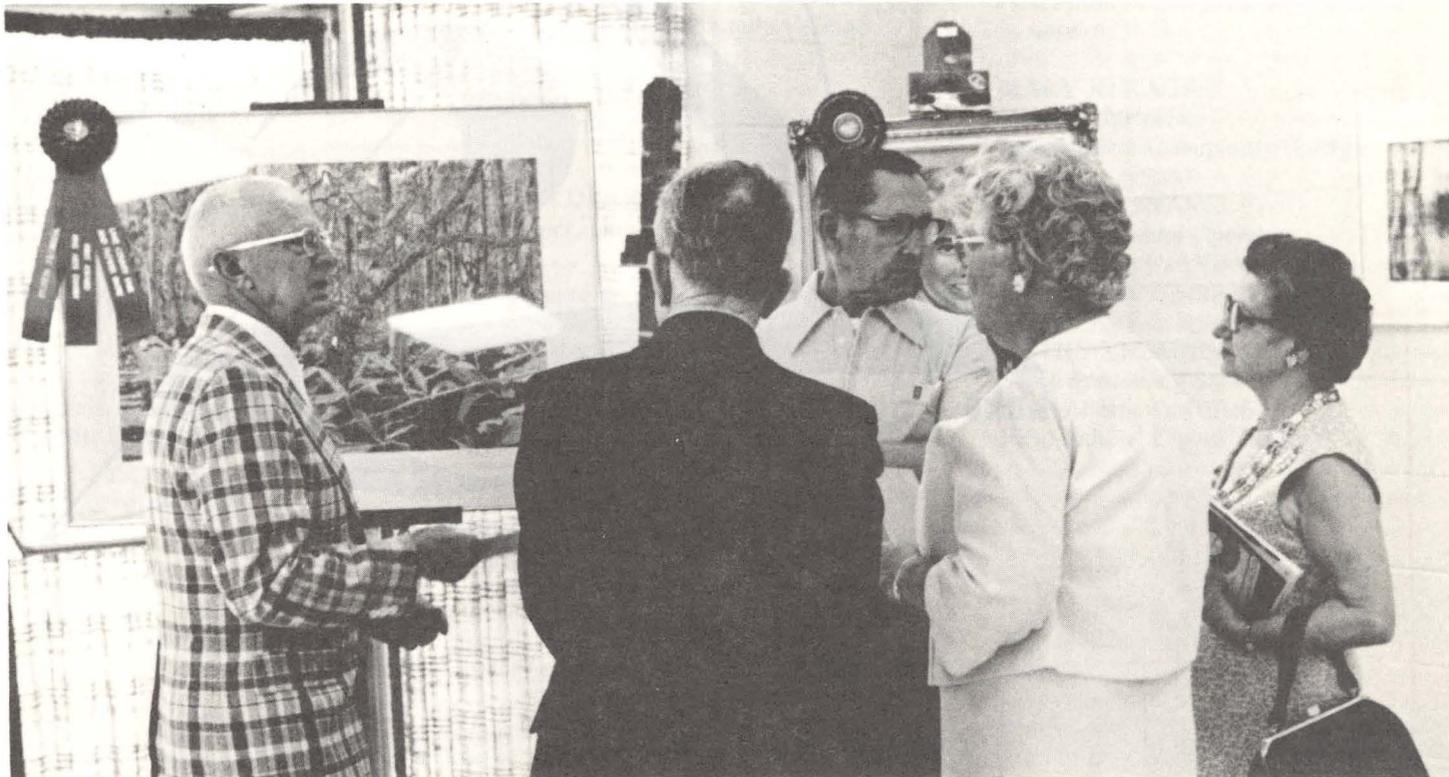


## FOR MORE INFORMATION

Telephone: (904) 787-3747

Sumter County Residents dial toll free: 748-1959

	<b>Office of:</b>	<b>Extension No.</b>
ABSENTEES (Student) .....	Dean of Student Services .....	20
ADMISSIONS .....	Director of Admissions .....	48
ATHLETICS .....	Director of Athletics .....	40
BOOKS AND SUPPLIES .....	Bookstore Manager .....	30
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# Reference Calendar

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S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
<b>JAN</b>							<b>APR</b>							<b>JULY</b>							<b>OCT</b>							
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25	26	27	28	29	30	31	26	27	28	29	30	26	27	28	29	30	31	25	26	27	28	29	30	31				
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31																			31										
<b>FEB</b>							<b>MAY</b>							<b>AUG</b>							<b>NOV</b>								
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28	29	30	31	27	28	29	30	26	27	28	29	30	26	27	28	29	30	26	27	28	29	30	31						

# COLLEGE CALENDAR 1981 - 82

## COLLEGE CALENDAR

The college calendar consists of five terms and provides for year-round operation of the college as well as year-round scheduling of classes. Terms I and II (fall and winter) are sixteen weeks in length. Summer Term V, of thirteen weeks duration, is also divided into two six-week terms: Term III and Term IV.

## COLLEGE CALENDAR 1981-82

### Term I

August 3, Monday	Walk-in registration for evening credit students
August 10, Monday	Last day for receiving application for full-time enrollment for Term I
August 24, Monday	Faculty and Administrative staff meeting, 9:00 a.m.
August 25, Tuesday	Registration for day students by appointment
August 25, Tuesday	Registration for evening students, 4:30-8:00 p.m.
August 26, Wednesday	Registration for day students by appointment
August 27, Thursday	Late registration begins. A \$10 late registration fee will be charged during this period.
August 27, Thursday	Term I day and evening classes begin
August 28, Friday	First day for schedule changes
September 2, Wednesday	Last day to remove grades of I received in Terms IV and V
September 3, Thursday	Last day for late registration. Deadline is 4:00 p.m.
September 3, Thursday	Last day to change from audit to credit. Deadline is 4:00 p.m.
September 3, Thursday	Last day for schedule changes
September 7, Monday	Labor Day. Campus closed
September 10, Thursday	Co-op learning contracts due in the Co-op office
October 9, Friday	Last day to apply for Term I degree
October 23, Friday	Last day for all registrants to complete admission requirements. Registration will be changed to non-degree seeking if requirements are not completed by this date.
October 23, Friday	Mid-term progress reports of D and F due in the Office of Director of Admissions. Deadline is 8:00 a.m.
October 29, Thursday	Co-op Coordinator's visitation reports due in the Co-op office
November 25, Wednesday	Last day to withdraw from or change to audit any Term I day or evening class with grade of W or X. Deadline is 4:00 p.m.
November 26, Thursday & November 27, Friday	Thanksgiving holidays begin at 8:00 a.m.. Campus closed.
December 1, Tuesday	Walk-in registration begins for evening credit students 1:00-4:00 p.m.
December 10, Thursday	Final examinations begin for evening classes only. Dayclasses continue regular instruction
December 10, Thursday	Co-op employer's evaluation due in the Co-op office
December 11, Friday	Regular day class instruction continues
December 14, Monday	Final examinations begin at 8:00 a.m. for day classes
December 17, Thursday	Final examinations and Term I end at 4:30 p.m.
December 18, Friday	All grades due in the office of the Director of Admissions by 12:00 noon
December 21, Monday	Teaching faculty begin Christmas holidays
December 22, Tuesday	Term I degrees awarded
December 23, Wednesday through January 1, Friday	Christmas holidays. Campus closed

### Term II

January 1, Friday	New Year's holiday. Campus closed
January 4, Monday	Faculty and staff report
January 5, Tuesday	Registration for day students by appointment
January 5, Tuesday	Registration for evening students 4:30-8:00 p.m.
January 6, Wednesday	Registration for day students by appointment
January 7, Thursday	Late registration begins. A \$10 late registration fee will be charged during this period.
January 7, Thursday	Day and evening classes begin for Term II
January 8, Friday	First day for schedule changes
January 14, Thursday	Last day for late day and evening registration for Term II. Deadline is 4:00 p.m.
January 14, Thursday	Last day for schedule changes
January 14, Thursday	Last day to change from audit to credit. Deadline is 4:00 p.m.
January 18, Monday	Last day to remove grades of I received in Term I
January 21, Thursday	Co-op learning contract due in the Co-op office
February 5, Friday	Last day to apply for May graduation
February 26, Friday	Mid-term progress reports of D or F due in Office of Director of Admissions. Deadline is 8:00 a.m.
March 5, Friday	Last day for all registrants to complete admissions requirements. Registration will be changed to non-degree seeking if requirements are not completed by this date.
March 11, Thursday	Co-op Coordinator's visitation report due in Co-op Office
April 5, Monday	Last day to withdraw from or change to audit in any Term II day or evening class with grade of W or X. Deadline is 4:00 p.m.

April 8, Thursday through  
 April 12, Monday Spring break. Campus closed  
 April 13, Tuesday Classes resume  
 April 22, Thursday Final examinations begin for evening classes only. Day classes continue regular instruction.  
 April 22, Thursday Co-op employer's evaluation due in the Co-op Office  
 April 23, Friday Day classes continue regular instruction  
 April 26, Monday Final examinations begin at 8:00 a.m. for day classes  
 April 29, Thursday Final examinations and Term II end at 4:30 p.m.  
 April 30, Friday All grades due in the office of the Director of Admissions by 8:00 a.m.  
 May 3, Monday Academic Honors Program 8:00 p.m. President's Reception to follow.  
 May 4, Tuesday Commencement, 8:00 p.m. Reception to follow.

### Term III

May 5, Wednesday Registration from 8:00 a.m. through 12:00 noon for Terms III and V.  
 May 6, Thursday Term III and Term V day and evening classes begin  
 May 6, Thursday Last day to change from audit to credit for Terms III and V. Deadline is 4:00 p.m.  
 May 6, Thursday Last day for late registration for Terms III and V. Deadline is 4:00 p.m.  
 May 6, Thursday Last day for schedule changes. Deadline is 4:00 p.m.  
 May 28, Friday Last day to remove grades of I received in Term II  
 June 4, Friday Last day for all registrants to complete admission requirements for Terms III and V. Registration for credit will be changed to non-degree seeking if requirements are not completed by this date.  
 June 4, Friday Last day to withdraw from or change to audit any Term III class with grade of W or X. Deadline is 4:00 p.m.  
 June 18, Friday Final examinations for Term III  
 June 21, Monday All grades due in the office of the Director of Admissions. Deadline is 8:00 a.m.  
 June 25, Friday Last day to apply for summer term degree

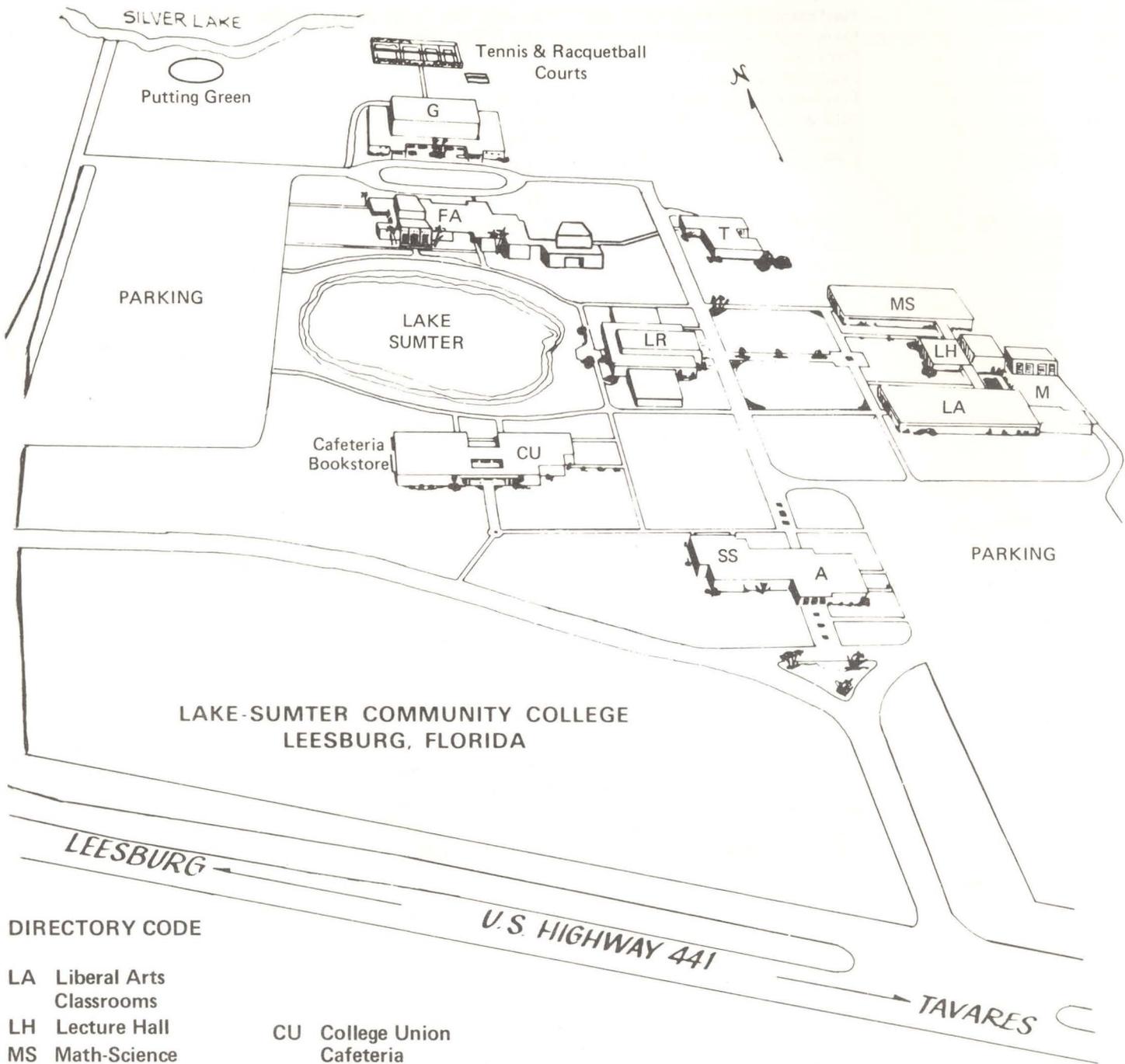
### TERM IV

June 22, Tuesday Registration from 8:00 a.m. to 12:00 noon. Anyone registering after this date will be assessed a \$10 late registration fee.  
 June 23, Wednesday First duty day for Term IV full-time faculty  
 June 23, Wednesday Term IV classes begin  
 June 23, Wednesday Last day for schedule changes. Deadline is 4:00 p.m.  
 June 23, Wednesday Last day for late registration. Deadline is 4:00 p.m.  
 June 23, Wednesday Last day to change from audit to credit. Deadline is 4:00 p.m.  
 June 25, Friday Last day to apply for summer term degree  
 July 5, Monday Independence Day holiday. Campus closed  
 July 6, Tuesday Classes resume  
 July 19, Monday Last day to remove grades of I received in Term III  
 July 26, Monday Last day to withdraw or change to audit in Terms IV and V with grade of W or X. Deadline is 4:00 p.m.  
 August 2, Monday Final examinations begin for Term V classes  
 August 6, Friday Final examinations for Term IV. Terms IV and V end at 4:30 p.m.  
 August 9, Monday All grades due in the Office of the Director of Admissions. Deadline is 8:00 a.m.  
 August 10, Monday Summer term degrees awarded  
 September 6, Monday Last day to remove grades of I received in Terms IV and V

### TERM V

May 5, Wednesday Registration from 8:00 a.m. through 12:00 noon for Term V. Anyone registering after this date will be assessed a \$10 late registration fee.  
 May 6, Thursday Term V classes begin  
 May 6, Thursday Last day for schedule changes. Deadline is 4:00 p.m.  
 May 6, Thursday Last day for late registration. Deadline is 4:00 p.m.  
 May 6, Thursday Last day to change from audit to credit in Term V. Deadline is 4:00 p.m.  
 May 20, Thursday Co-op learning contract due in the Co-op office  
 May 28, Friday Last day to remove grades of I received in Term II  
 June 21, Monday Co-op Coordinator's visitation report due in Co-op office  
 June 25, Friday Last day to apply for summer term degree  
 July 5, Monday Independence Day holiday. Campus closed  
 July 6, Tuesday Classes resume  
 July 19, Monday Last day to remove grades of I received in Term III  
 July 19, Monday Last day to withdraw or change to audit in Term V with grade of W or X. Deadline is 4:00 p.m.  
 July 29, Thursday Co-op employer's evaluation due in the Co-op office  
 August 2, Monday Final examinations begin for Term V classes  
 August 6, Friday Final examinations end for Term V  
 August 6, Friday Term V ends at 4:30 p.m.  
 August 9, Monday All grades due in the Office of the Director of Admissions. Deadline is 8:00 a.m.  
 August 10, Tuesday Summer term degrees awarded  
 September 6, Monday Last day to remove grades of I received in Terms IV and V

# Campus Map



## DIRECTORY CODE

LA	Liberal Arts Classrooms	CU	College Union Cafeteria Bookstore Clinic
LH	Lecture Hall	G	Gymnasium
MS	Math-Science Classrooms	T	Technology Computer Center Career Center
LR	Learning Resources Library Media Center	FA	Fine Arts Center Auditorium Music Art
A	Administration	M	Maintenance
SS	Student Services Admissions Counseling EA/EO Financial Aid Student Records		

## 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 Director 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)

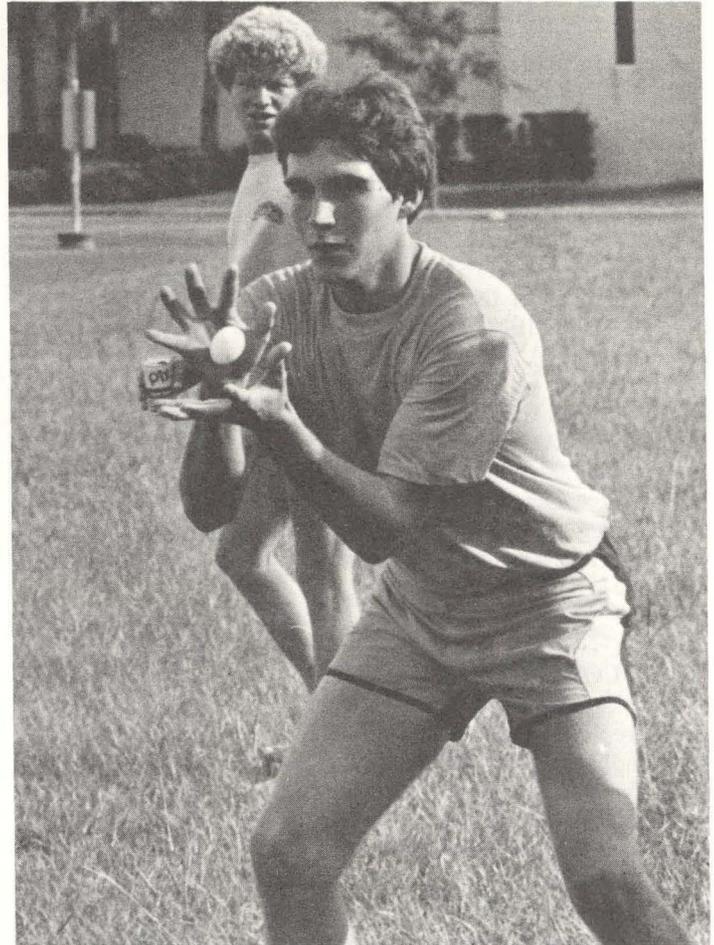
Mailing Address \_\_\_\_\_

I was graduated from \_\_\_\_\_ High School in 19 \_\_\_\_\_

I expect to enroll for term \_\_\_\_\_ of 19 \_\_\_\_\_  
I, II, III, IV, V

Date \_\_\_\_\_

Signed \_\_\_\_\_



## NOTICE

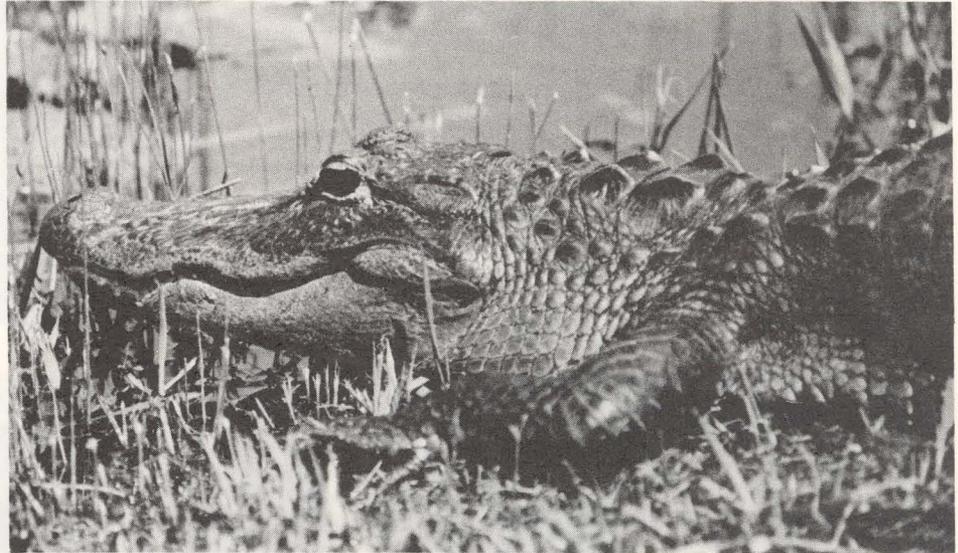
LAKE-SUMTER COMMUNITY COLLEGE IS DEDICATED TO THE CONCEPT OF EQUAL OPPORTUNITY. THE COLLEGE WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN OR HANDICAP IN ITS EMPLOYMENT PRACTICES OR IN THE ADMISSION AND TREATMENT OF STUDENTS.

### THE CIVIL RIGHTS ACT OF 1964

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.

### BUCKLEY AMENDMENT

Lake-Sumter Community College has implemented written policies which are in compliance with Public Law 93-380 (Family Educational and Privacy Act). Students are notified in writing at least twice per year of their rights relative to student records.

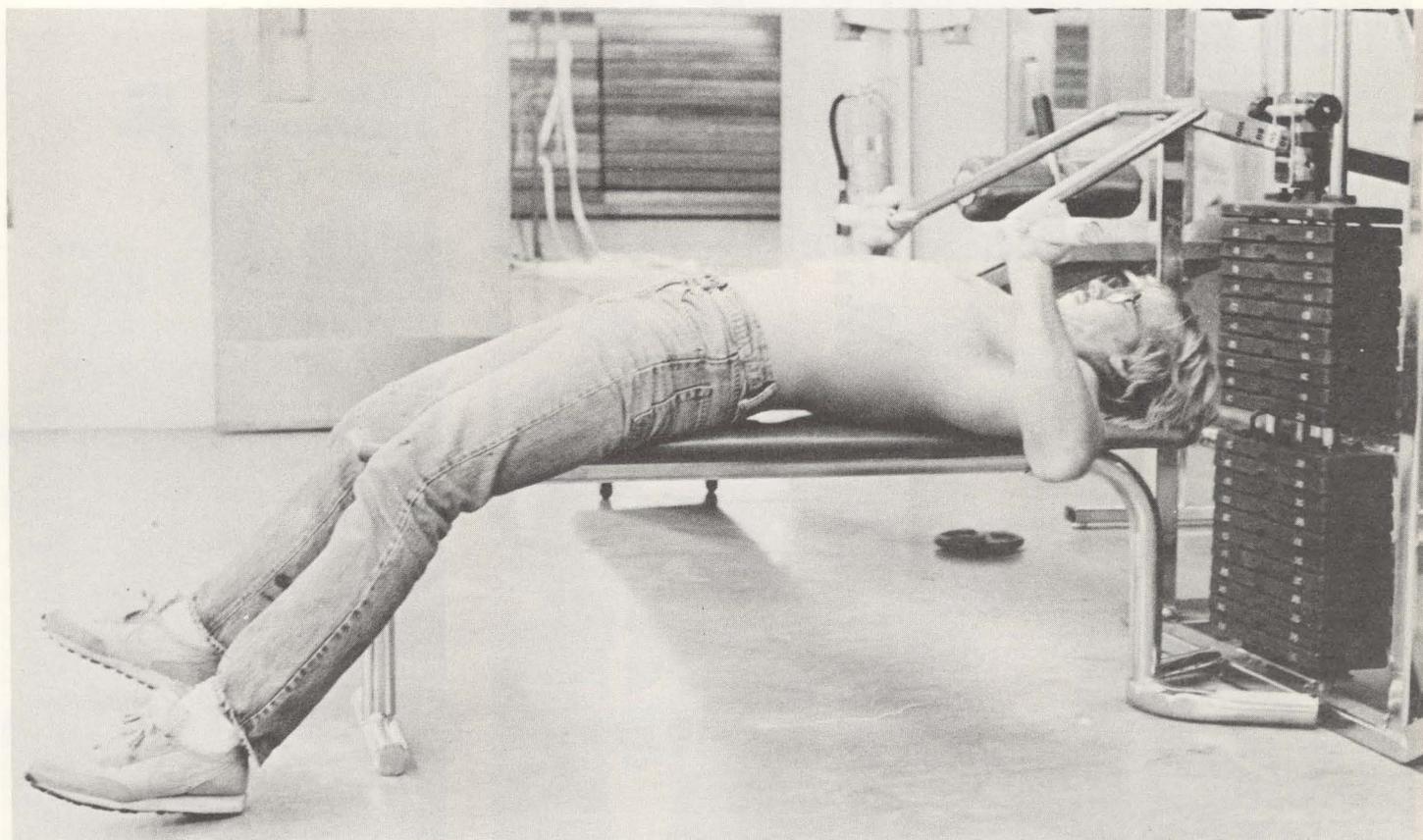


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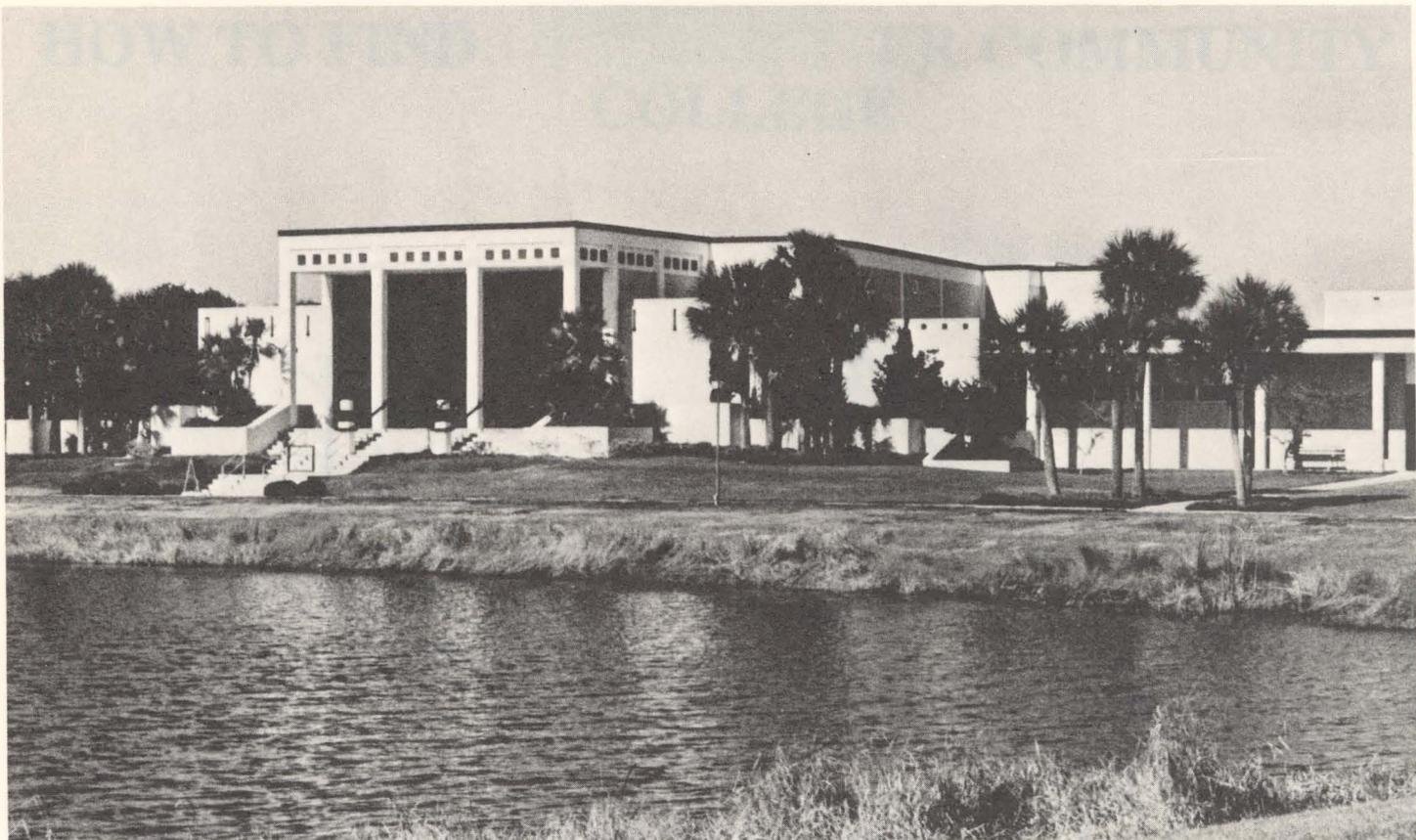
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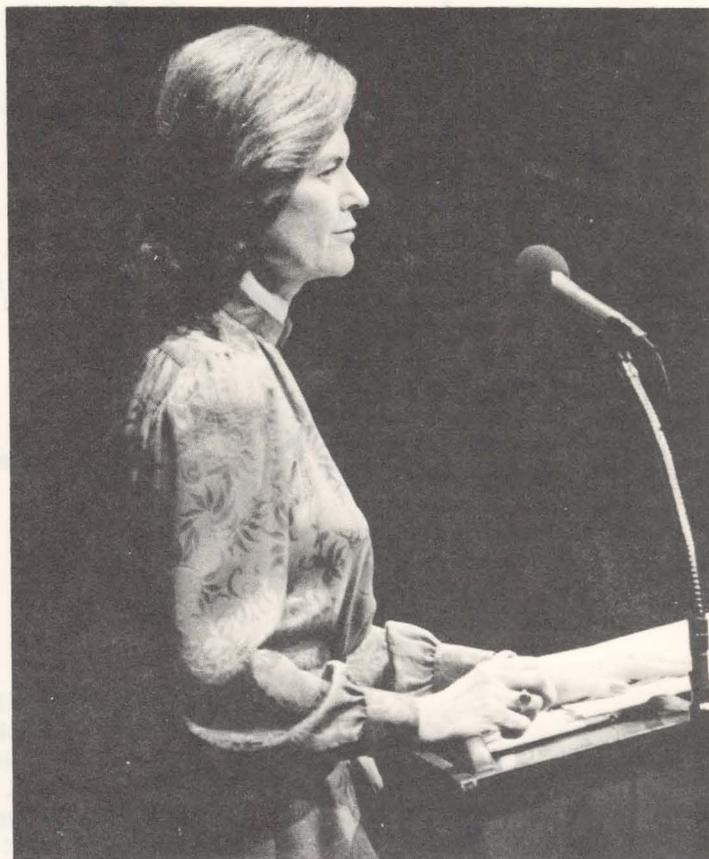
*Get Involved!*



*Keep in shape for college.*



*A nice place . . .*



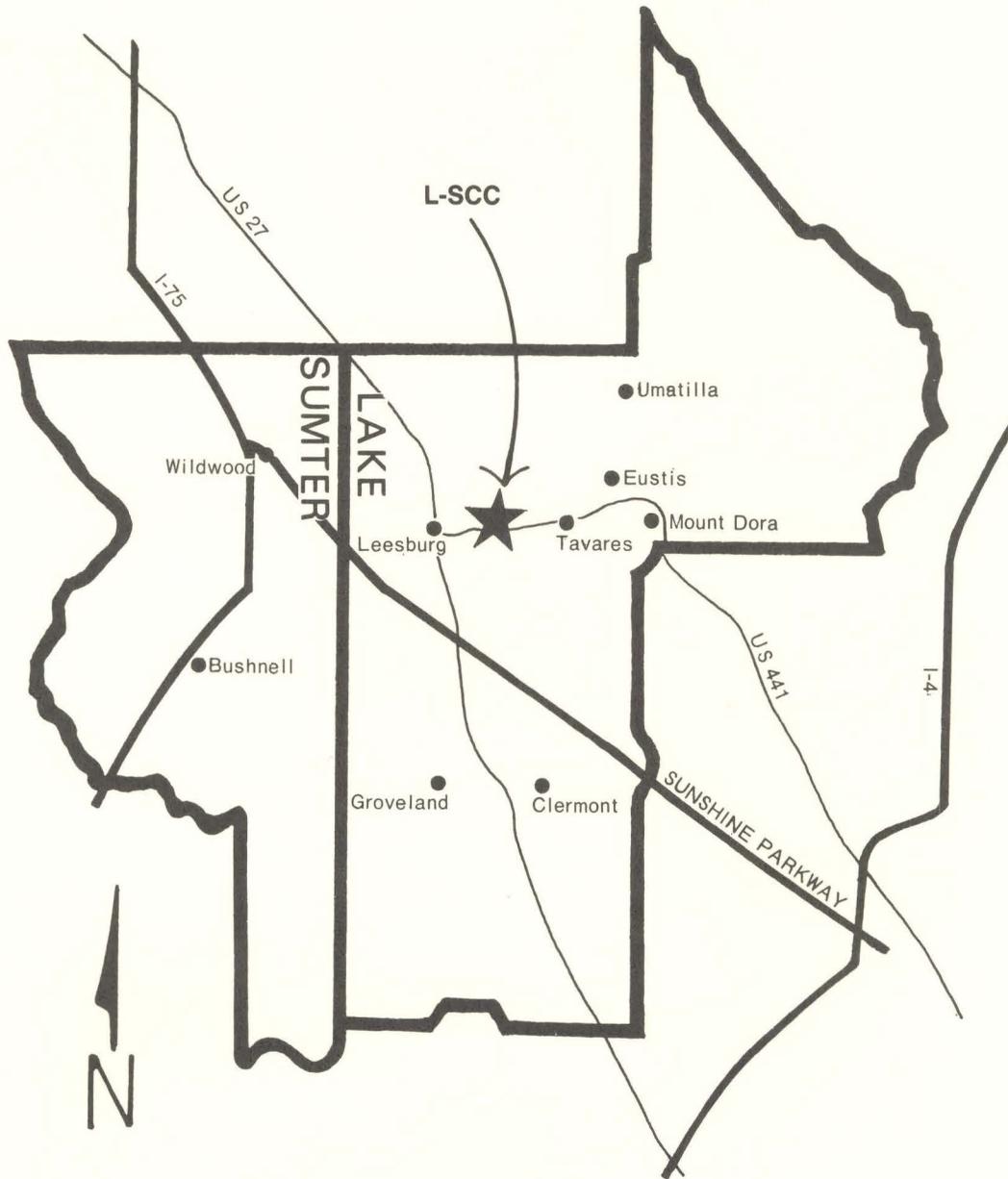
*To meet interesting people*

LAKE-SUMTER COMMUNITY COLLEGE LIBRARY



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# HOW TO FIND LAKE-SUMTER COMMUNITY COLLEGE



LAKE-SUMTER COMMUNITY COLLEGE  
5900 Highway #441, South  
Leesburg, Florida 32748  
(904) 787-3747  
Sumter County Residents  
Toll Free Number 748-1959

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# LAKE-SUMTER COMMUNITY COLLEGE

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