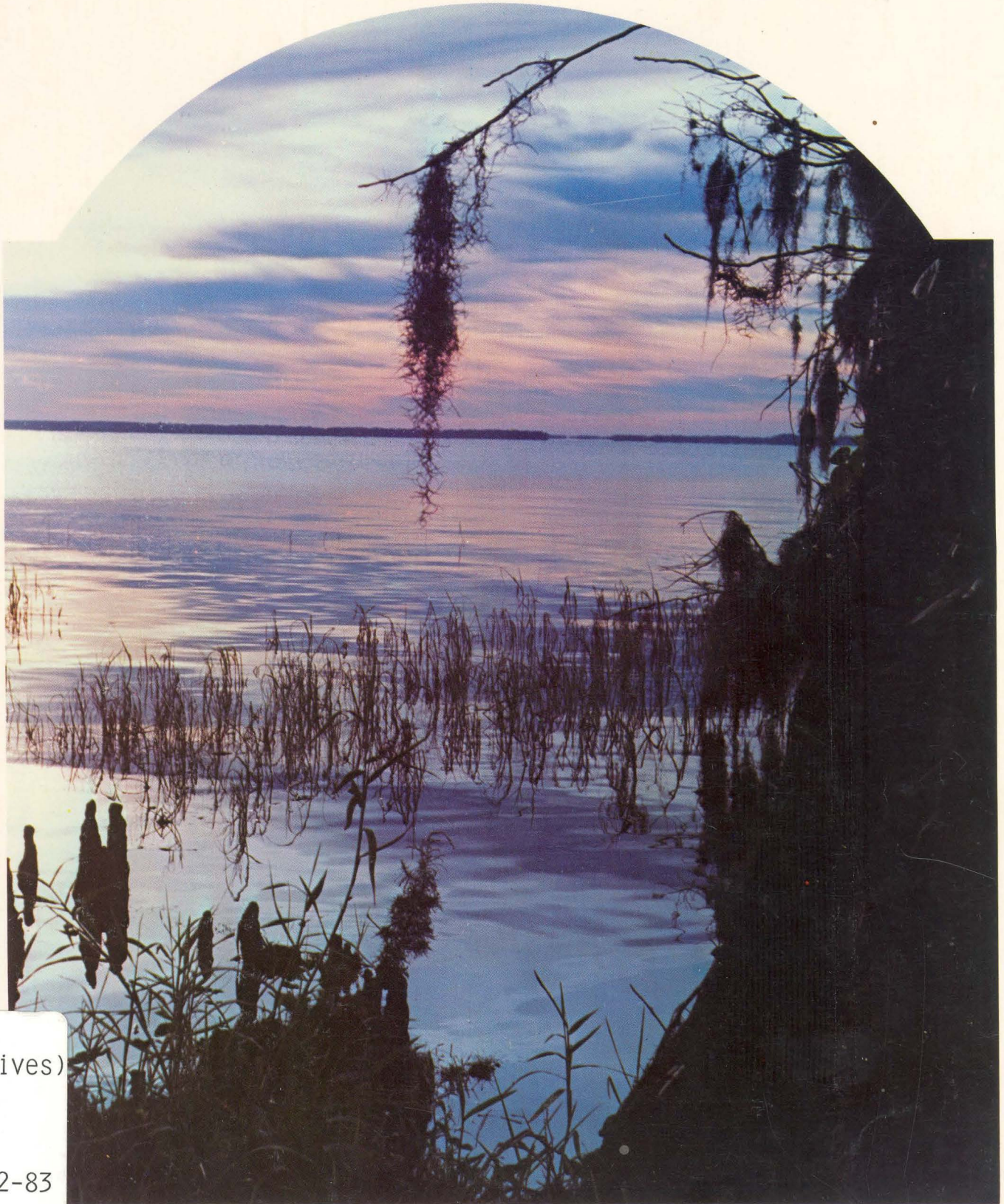


Lake-Sumter Community College

Leesburg, Florida 32748



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

Ralph D. Turlington, Commissioner of Education

Lee G. 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 counselor, an administrator or Board Rules and Regulations for additional information.

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.

PICTURE CREDITS

Cover Photo: Dr. Erv Gatlin, Faculty; *General Photos:* Larry T. Ellis, Administration; Ann Coleman, Student Photographer, and other student assistants.

Many Things to Many People

LAKE-SUMTER COMMUNITY COLLEGE
Silver Lake Center - MAIN CAMPUS
Highway 441
Leesburg, Florida 32748
Telephone: (904) 787-3747
SUNCOM: 352-7575

SOUTH LAKE CENTER
630 DeSoto Street
Clermont, Florida 32711

WILDWOOD CENTER
Wonder Street
Wildwood, Florida 32785
Telephone: 748-4611

Toll Free Number for Sumter County Residents
to Silver Lake Center 748-1959



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General
1982-83

A MESSAGE from the PRESIDENT



It is a pleasure to take this opportunity to acquaint you with Lake-Sumter Community College and the many services and opportunities which are available. As a state-supported, public comprehensive community college, it is our mandate to offer a broad range of high quality, diversified educational services from which the public can benefit.

As you read this catalog you will uncover many challenging and exciting opportunities which can help you achieve your personal or professional goals. We provide college courses which can help you earn one of several different Associate degrees. You may also acquire the learning and skills necessary for entry into the world of work or explore entirely new areas for a career change, promotion or advancement. We also provide the first two years of university-parallel courses which will help you attain a Bachelor's degree if that is your goal.

You will have the opportunity to cultivate your values in the arts and sciences and be awakened to a better understanding of your historical and cultural heritage. On a higher level, you will have educational opportunities to study the 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.

Many special opportunities are available for your participation. Examples include public forums, art/music/cultural events, off-campus courses, counseling and advisement, intramurals and intercollegiate athletics, advanced courses, work-study programs, community services, student financial aid, cooperative education, computer literacy, and several occupational programs. We also offer basic skills instruction and developmental studies in addition to quality postsecondary vocational programs.

It may interest you to know that our students are even more diversified than our programs. We serve high school students and older adults in addition to young married couples, business people, laborers, professionals, housewives and retired folks to cite a few. Most of our students are female and attend part-time while working to help support their families. They make college a part of their everyday lives. Average age is about 30 and rising as more and more people recognize that learning is a lifelong opportunity that does not end or terminate with an award of some kind.

A dedicated faculty and staff stand ready to assist you with your needs and goals. We also stand by the high quality of our educational programs and continue to promote excellence in all that we do. This has been our record of service for more than twenty years and we fully expect to maintain our standards into the future.

If we are able to help or assist you with your own future goals and ambitions, just give us a call or drop by to explore the opportunities.

Good luck and best wishes,

A cursive signature of Robert S. Palinchak in dark ink.

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.

LAKE-SUMTER COMMUNITY COLLEGE: AN OVERVIEW

Lake-Sumter Community College was authorized by the 1961 Florida Legislature as the result of efforts of citizens in Lake and Sumter counties. With the appointment of Dr. Paul P. Williams as first president, the college began operating on January 2, 1962, as part of the state community college system. Classes started on September 5, 1962, with 137 day students and 225 evening students. Tuition was \$8 per semester hour.

After outgrowing temporary facilities in Leesburg, groundbreaking for the permanent campus took place on May 18, 1964, with Governor Farris Bryant and Dr. James Wattenbarger in attendance with local officials. The first college commencement was held on June 5, 1964, in the Leesburg High School Auditorium with 39 graduates receiving recognition from Commissioner of Agriculture Doyle Conner.

With the help and assistance of leading citizens, educators and political figures, the college grew rapidly and the campus expanded throughout its 110 acre site on U. S. Highway 441, across from the Leesburg Airport and bordering on beautiful Silver Lake. Among the major facilities are modern classrooms and laboratories, a learning resources center, college union, gymnasium, technical education facility, fine arts complex, bookstore and cafeteria. Located near the geographic center of Florida, the campus is surrounded by rolling hills covered with vast citrus groves and marsh lands abounding with wildlife. With more than 1400 named lakes, the Lake-Sumter area includes many outdoor recreation areas and suburban type living.

Dr. Robert S. Palinchak became the college's second president in October, 1980, as the college began to round out twenty years of service to the citizens of Lake and Sumter counties. With more than 5,000 students being served annually by L-SCC, the institution continues to have a major economic impact on the surrounding region. The curriculum continues to broaden and new programs are underway in areas such as word processing, nursing, digital electronics, computer science and human services. Programs and courses are also offered at several off-campus sites including college centers in Wildwood and Clermont, Lake and Sumter Correctional Institutes, and area high schools. Many qualified high school students choose to complete their secondary education while attending L-SCC and thus get a head start toward their future goals.

In addition to high quality academic programs, the college continues to sponsor cultural activities and has featured notables such as John Carradine, John Spencer Churchill, Kenny Rogers, Reubin Askew, Vincent Price, Jack Anderson, Coretta Scott King, Jimmy Carter, Ralph Nader, Nancy Dickerson, Chuck Mangione, Maggie Kuhn and Maynard Ferguson among others.

Overall, the institution continues to fulfill its role and mission as a public com-

prehensive community college dedicated to the service of its community.

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.

Books may be borrowed for two weeks and may be renewed for a similar time period. Reference works and reserve 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, censuses, 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:

Terms I and II

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

Terms III and IV

As announced.

ADMINISTRATIVE SERVICES

USE OF COLLEGE FACILITIES

The Dean of Business and Administrative Services is responsible for scheduling the use of college facilities for all groups. College policy provides that a fee may be charged to those groups who are not college related. Facility use forms are available in the office of the Dean.

COLLEGE BOOKSTORE

Follett College Stores, a private company, operates the bookstore, which is located in the College Union building. The store offers both new and used textbooks as well as other supplies useful to our students. The bookstore is open from 8:00 a.m. to 3:00 p.m., Monday through Friday. Additionally, the store will be open in the evening during registration and the first week of classes.

SPEAKERS BUREAU

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

The Speakers Bureau consists of professional staff members who are available to community groups for various speaking engagements.

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.

This volunteer service is available to community and non-profit organizations on request through the office of the Assistant to the President.

PARKING

All motor vehicles driven on campus must be registered. Parking decals and parking regulations are issued at no charge to all students. All vehicles parked on campus must bear a current decal. Persons who violate college traffic regulations are subject to ticketing and fine. A warning is issued for the first violation. All other violations are \$5.00 each. Consult parking regulations for complete information. Parking decals may be obtained in the Bookstore.

FOOD SERVICE

The cafeteria is located in the College Union building and operates from 7:30 a.m. to 5:00 p.m. Monday through Friday. Vending machines are also available at various locations on campus.

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 Business and 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 Business and Administrative Services.

INFORMATION

LAKE-SUMTER COMMUNITY COLLEGE
Silver Lake Center – MAIN CAMPUS
 Highway 441
 Leesburg, Florida 32748
 Telephone: (904) 787-3747
 SUNCOM: 352-7575

SOUTH LAKE CENTER
 630 DeSoto Street
 Clermont, Florida 32711

WILDWOOD CENTER
 Wonder Street
 Wildwood, Florida 32785
 Telephone: 748-4611

Toll Free Number for
 Sumter County Residents
 to Silver Lake Center
 748-1959

	OFFICE OF:	Extension No.
ABSENTEES (Student)	Student Services	75
ADMISSIONS	Director of Admissions	48
ATHLETICS	Athletic Director	40
BOOKS AND SUPPLIES	Bookstore Manager	30
BUILDINGS & GROUNDS	Manager, Institutional Services	32
BUSINESS OFFICE	Director of Budget & Accounting	45
CAREER PLANNING	Learning Opportunity Center	72
CLUBS AND ORGANIZATIONS	Director of Student Activities	29
CONTINUING AND COOPERATIVE EDUCATION	Director of Cont. & Co-op Ed.	23
EQUAL ACCESS/EQUAL OPPORTUNITY	Assistant to the President	98
EMPLOYMENT (Student)	Coordinator of Cooperative Ed	23
FINANCIAL AID	Director of Financial Aid	19
FOOD SERVICE	Manager, Institutional Services	32
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GRADUATION	Director of Admissions	48
INFORMATION	Receptionist	22
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LOST AND FOUND	Director of Student Activities	29
LYCEUM PROGRAMS	Director of Student Activities	29
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COLLEGE CALENDAR 1982-83

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 1982-83

TERM I

Registration dates and times will be listed on course schedules issued each term.

August 23, Monday
August 26, Thursday
August 26, Thursday
August 27, Friday
September 1, Wednesday
September 2, Thursday
September 2, Thursday
September 2, Thursday
September 6, Monday
September 9, Thursday
October 8, Friday
October 22, Friday
October 22, Friday
November 24, Wednesday

Professional Staff meeting, 9:00 a.m.
Term I day and evening classes begin.
Late registration begins. A \$10 late registration fee will be charged during this period.
First day for schedule changes (Add-drop).
Last day to remove grades of I received in Terms IV and V
Last day for late registration. Deadline is 4:00 p.m.
Last day to change from audit to credit. Deadline is 4:00 p.m.
Last day for schedule changes.
Labor Day. Campus closed.
Co-op Learning Contracts due in the Co-op office.
Last day to apply for Term I graduation.
Mid-term progress reports of D or F due in the office of Director of Admissions. Deadline is 8:00 a.m.
Co-op Coordinator's visitation reports due in the Co-op office.
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 25, Thursday
and November 26, Friday
December 8, Wednesday
December 13, Monday
December 13, Monday
December 14, Tuesday
December 17, Friday

Thanksgiving Holidays begin at 8:00 a.m. Campus closed.
Co-op Employer's Evaluation due in the Co-op office.
Staff Development Day. Daytime classes will not meet.
Final examinations begin for evening classes only.
Final examinations begin at 8:00 a.m. for day classes.
Last day for all registrants to complete admission requirements. Registrations will be changed to non-degree seeking if requirements are not completed by this date.
Final examinations and Term I end at 4:30 p.m.
All grades due in the office of the Director of Admissions by 8:00 a.m.
Teaching faculty begins Christmas Holidays.
Commencement. Degrees awarded; no ceremony.

December 17, Friday
December 20, Monday
December 20, Monday
December 21, Tuesday
December 22, Wednesday
through
December 31, Friday

Christmas holidays. Campus closed

TERM II

Registration dates and times will be listed on course schedules issued each term.

January 3, Monday
January 4, Tuesday
January 6, Thursday
January 6, Thursday
January 7, Friday
January 13, Thursday
January 13, Thursday
January 17, Monday
January 20, Thursday
February 4, Friday
February 25, Friday
February 25, Friday
March 3, Thursday and
March 4, Friday
March 7, Monday
April 1, Friday
April 4, Monday

April 20, Wednesday
April 25, Monday
April 25, Monday
April 26, Tuesday

Campus open.
Faculty reports.
Day and evening classes begin for Term II.
Late registration begins. A \$10 late registration fee will be charged during this period.
First day for schedule changes (Add-drop).
Last day for registration for Term II. Deadline is 4:00 p.m.
Last day to change from audit to credit. Deadline is 4:00 p.m.
Last day to remove grades of I received in Term I.
Co-op Learning Contract due in the Co-op office.
Last day to apply for May graduation.
Mid-term progress reports of D or F due in the office of the Director of Admissions. Deadline is 8:00 a.m.
Co-op Coordinator's visitation report due in Co-op office.

Spring Break. Campus closed.
Classes resume.
Easter Holiday. Campus closed.
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.
Co-op Employer's Evaluation due in the Co-op office.
Staff Development Day. Daytime classes will not meet.
Final examinations begin for evening classes only.
Final examinations begin at 8:00 a.m. for day classes.

April 29, Friday
 April 29, Friday
 May 2, Monday
 May 3, Tuesday
 May 4, Wednesday

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.
 Final examinations and Term II end at 4:30 p.m.
 All grades due in the office of the Director of Admissions by 8:00 a.m.
 Academic Honors Program at 8:00 p.m. President's Reception follows.
 Commencement, 8:00 p.m. Reception follows.

TERM III

Registration dates and times will be listed on course schedules issued each term.

May 6, Friday
 May 6, Friday
 May 6, Friday
 May 6, Friday
 May 26, Thursday
 June 9, Thursday
 June 20, Monday

Terms III and V day and evening classes begin.
 Last day to change from audit to credit for Terms III and V. Deadline is 4:00 p.m.
 Last day for late registration for Terms III and V. Deadline is 4:00 p.m.
 Last day for schedule changes (Add-drop). Deadline is 4:00 p.m.
 Last day to remove grades of I received in Term II.
 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.
 Last day for all registrants to complete admission requirements for Term III. Registration for credit will be changed to non-degree seeking if requirements are not completed by this date.
 Final examinations for Term III.
 Term III ends at 5:00 p.m.
 All grades due in the office of the Director of Admissions. Deadline is 12:00 noon.
 Last day to apply for summer term degree.

June 20, Monday
 June 20, Monday
 June 21, Tuesday
 June 23, Thursday

TERM IV

Registration dates and times will be listed on course schedules issued each term.

June 23, Thursday
 June 23, Thursday
 June 23, Thursday
 June 23, Thursday
 June 23, Thursday
 June 23, Thursday
 July 4, Monday
 July 5, Tuesday
 July 18, Monday
 July 26, Tuesday
 August 8, Monday

Last day for late registration with \$10 late fee. Deadline is 4:00 p.m.
 First duty day for Term IV full-time faculty.
 Last day to change from audit to credit. Deadline is 4:00 p.m.
 Term IV classes begin.
 Last day for schedule changes (Add-drop). Deadline is 4:00 p.m.
 Last day to apply for summer term degree.
 Independence Day. Campus closed.
 Classes resume.
 Last day to remove grades of I received in Term III.
 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.
 Last day for registrants to complete admission requirements for Term IV. Registration will be changed to non-degree seeking if requirements are not completed by this date.
 Final examinations for Term IV. Terms IV and V end at 10:00 p.m.
 All grades due in the office of the Director of Admissions. Deadline is 12:00 noon.
 Commencement. Degrees awarded; no ceremony.
 Last day to remove grades of I received in Terms IV and V.

August 8, Monday
 August 9, Tuesday
 August 10, Wednesday
 September 5, Monday

TERM V

Registration dates and times will be listed on course schedules issued each term

May 6, Friday
 May 6, Friday
 May 17, Tuesday
 May 26, Thursday
 June 23, Thursday
 June 23, Thursday
 July 4, Monday
 July 5, Tuesday
 July 18, Monday
 July 19, Tuesday
 July 28, Thursday
 August 2, Tuesday
 August 2, Tuesday
 August 8, Monday
 August 8, Monday
 August 9, Tuesday
 August 10, Wednesday
 September 5, Monday

Term V classes begin.
 Last day for schedule changes. Deadline is 4:00 p.m. Last day for late registration. Deadline is 4:00 p.m. Last day to change from audit to credit in Term V. Deadline is 4:00 p.m.
 Co-op Learning Contracts due in the Co-op office.
 Last day to remove grades of I received in Term II.
 Last day to apply for summer term degree.
 Co-op Coordinator's visitation report due in Co-op office.
 Independence Day. Campus closed.
 Classes resume.
 Last day to remove grades of I received in Term III.
 Last day to withdraw or change to audit in Term V with grade of W or X. Deadline is 4:00 p.m.
 Co-op Employer's Evaluation due in the Co-op office.
 Final examinations begin for Term V classes.
 Last day for registrants to complete admission requirements for Term V. Registration will be changed to non-degree seeking if requirements are not completed by this date.
 Final examinations end for Term V.
 Term V ends at 10:00 p.m.
 All grades due in the office of the Director of Admissions. Deadline is 12:00 noon.
 Commencement. Degrees awarded; no ceremony.
 Last day to remove grade of I received in Terms IV and V.

Reference Calendar

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Admissions

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 Placement 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 of 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 to 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 2012-2022	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 form from the Instructor and then filing the 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.A. DEGREE PROGRAMS

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

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.

BSC1010C	General Biology
ENG1120C	Engineering Drawing
EGN1130C	Descriptive Geometry
ENC1101	College Composition
FRE1100	Elementary French
SPN1100	Elementary Spanish
PEN1122	Intermediate Swimming
PEL1111L	Beginning Bowling
ACC2001	Principles of Accounting
ACC2021	Principles of Accounting
WOH1012	History of World Civilization
WOH1022	History of World Civilization
AMH2010	U.S. History to 1865
AMH2020	U.S. History since 1865
POS2041	American National Government
MAT1002	General Education Mathematics
*MAT1033	Intermediate Algebra
*MAC1132	Algebra and Trigonometry

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

Only ONE of these courses may be exempted.

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:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade earned is at least the equivalent of a "C" at Lake-Sumter Community College.
- (3) The credit is acceptable by the institution conducting the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be 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	6 sem. hrs.	9 sem. hrs.
Term IV	6 sem. hrs.	9 sem. hrs.
Term V	6 sem. hrs.	12 sem. hrs.

A semester hour load of 12 credit hours is the minimum required for fulltime status for Term I, Term II, and Terms III, IV and V 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 from any instructor. 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 in a repeated course used in grade point average computation. Upon application for a degree, institutional credit will be deleted 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:

Grade Point Average	Honor
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. All fees are payable at the time of registration.

2. Students are expected to pay all financial obligations to the college promptly. 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. Non-Credit Courses – Fees for special courses, seminars, institutes or workshops will be assessed based on the estimated cost of each course.
5. Applied music fees for private instruction are paid by the student in addition to regular tuition.

APPLICATION FEE

A check, cash or money order in the amount of \$5.00 must accompany all applications for admission to the college. 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	\$17.00	\$34.00

NON-REFUNDABLE FEES

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

REFUNDABLE FEES

(Refundable when schedule changes are made during add-drop.)

See Course Descriptions for specific fees.

FEES FOR OCCUPATIONAL COURSES

Students taking occupational courses 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 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%

Non-Credit Courses

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

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, applications 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 married. If the student is a minor and unmarried, it shall mean the parents, parent, or legal guardian of the 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 has 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.





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Student Services

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

LEARNING OPPORTUNITY CENTER

For students who have not decided on a career, or for those who have changed their minds, the Learning Opportunity 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, Lost & Found, 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 handicaps. Facilities have been constructed or modified to accommodate handicapped students.

Services available to 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 Col-

lege Student Government Association, is composed of all Lake-Sumter Community College students – fulltime, parttime, 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 participate. 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.

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.

CAFE KLATCH

Open to all students.

The purpose of this service club is to make the Cafe more of a social place; to take student complaints pertaining to the cafe; to act as a sounding board for ideas pertaining to the cafe; to decorate for holidays; to make improvements in the cafe.

CHRISTIAN CAMPUS MINISTRY

Open to all students.

The aims of this group shall be to relate the individual student properly to his church and denomination during college and provide denominational leaders with direct access to students and vice versa. To promote spiritual and moral growth. To present a positive Christian witness to the campus and 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.

EL CIRCULO DE LATINOS Y AMIGOS

Open to all students.

To bring together in friendship and learning area residents interested in the Spanish language, history, and culture.

To develop appreciation of Spanish culture and its contribution to our current way of life. To study the Spanish speaking countries of the world and explore the variations in language and culture as they have developed in different parts of the world as the result of the different native influences. To provide social, creative, esthetic outlets for persons of all ages.

N A J E (National Association of Jazz Educators)

Open to all students interested in jazz and commercial music.

The purposes of this organization shall be to bring together those who are interested in jazz, rock, popular, and commercial music, to provide opportunities for musical experiences, and to support the promotion of jazz, rock, popular, and commercial music as a cultural idiom.

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 Americal 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

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. This club is sponsored by the Rotary Club of Leesburg.

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.

L-SCC VOLUNTEER SERVICES

Open to all eligible students.

To provide qualified volunteers to serve the communities in Lake and Sumter Counties in the areas of Human Services.

ALUMNI ASSOCIATION

Open to all graduates, former students, faculty and friends of the College.

To promote the welfare of Lake-Sumter Community College, its graduates, and former students; to promote the cause of higher education; and to render service to the graduates and former students through the maintaining of close relationship with the college and by keeping excellent channels of communication open through which the College can inform its Alumni about programs, goals and directions.

MUSICAL ORGANIZATIONS

Musical performing organizations that are available on the Lake-Sumter Community College campus are College Chorus, College Singers, Symphonic Band, Jazz-Lab Band, Musical Theater Practicum, 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 Tea-Men
Golf Tournament
L-SCC Decathlon
Pass, Punt & Kick
Powder Puff Football Team-Women
Racquetball
Singles-Men & Women
Doubles-Men & Women
Mixed Doubles
Soccer
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, (4) men's basketball and (5) women's volleyball. The college holds membership in the Florida Community College Activities Association and the National Junior College Athletic Association. In order to qualify for participation 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 employ-

ment 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 the 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 Dollars" is available in the Financial Aid Office.

Unless otherwise noted, applications for scholarships should be filed by April 1 and be considered for the following academic year, and by November 1 for Term 2 vacancies.

Academic Progress

Students who receive financial assistance through the Pell Grant, the College Work-Study Program, the Supplemental Educational Opportunity Grant Program, the Guaranteed Student Loan Program, the Veterans Administration are expected

to meet certain established standards of academic progress in order to remain eligible to receive financial assistance. These standards of progress have been determined in keeping with regulations governing student eligibility for assistance through federally funded student assistance programs.

Minimum standards of satisfactory progress shall be:

1. Completion of at least 50% of the hours attempted the previous term with a GPA of 1.75.

2. A cumulative GPA on the following scale:

Completed Semester Hours	Cumulative GPA
0-30	1.75
31 or more	2.0

A financial aid recipient who fails to meet these minimum standards of progress during any term

- (a) will be placed on financial probation for the following term.
- (b) will be eligible to receive financial assistance during the probationary term.

If the standards of progress are met during the probationary term, the student will be eligible for assistance the following term.

If the student fails to meet the standards of progress during the probationary term, he will be removed from the above named financial assistance programs until the term following the one in which he again meets the minimum standards.

The Director of Financial Aid reserves the right to make adjustments deemed necessary in instances of extenuating circumstances.

SCHOLARSHIPS

Board of Trustees Scholarships

The Lake-Sumter Community College Board of Trustees awards tuition scholarships 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 April 1.

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

1. Publications Students
2. Student Government Association Officers

Special Scholarships

Additional scholarships for students are made available through the contributions of individuals, organizations and groups. These scholarships may be granted on the basis of academic ability, special talent, and/or financial need.

Donors to the scholarship program may specify the criteria for recipient selection, or they may make unrestricted contributions and recipient selection will be made by appropriate college personnel.

It is through donations to the college scholarship program that the local community is able to assist deserving students meet their educational goals.

GRANTS

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

PELL GRANT – The Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell 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 student's 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 amount of a grant is based on the financial need of a student and the cost of attendance. 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 Federal government. In order to be eligible for SEOG assistance, a student must be enrolled on at least a halftime basis and demonstrate exceptional financial need. This need is deter-

mined by the college, using a systematic and consistent need analysis system.

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. 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 edu-

cation 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. Most student employment is provided on campus.

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 classroom 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:

	<i>quality points per credit hour</i>
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	1.75
31 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.

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 policy concerning absences. 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

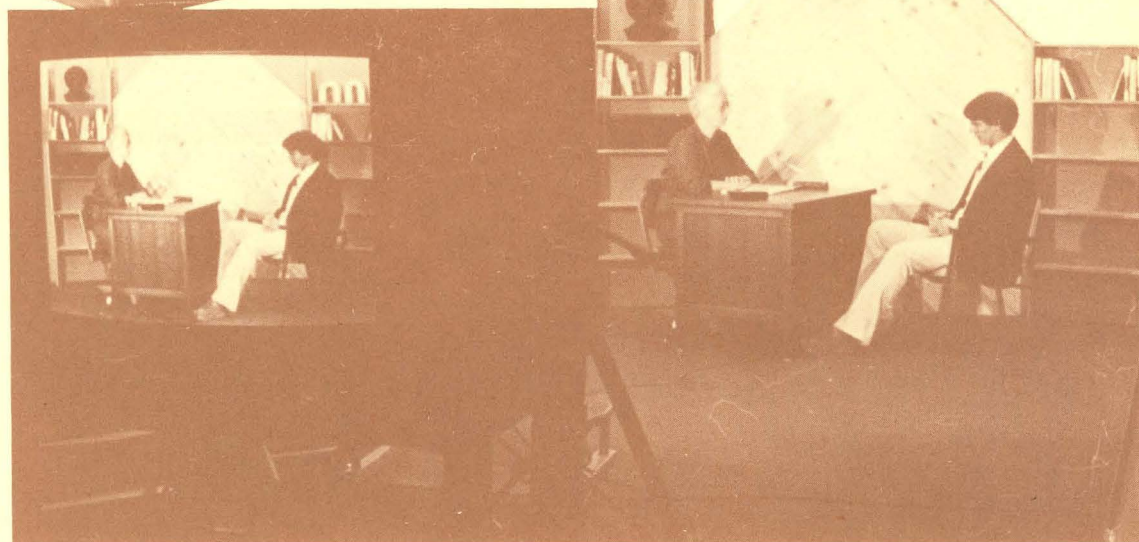
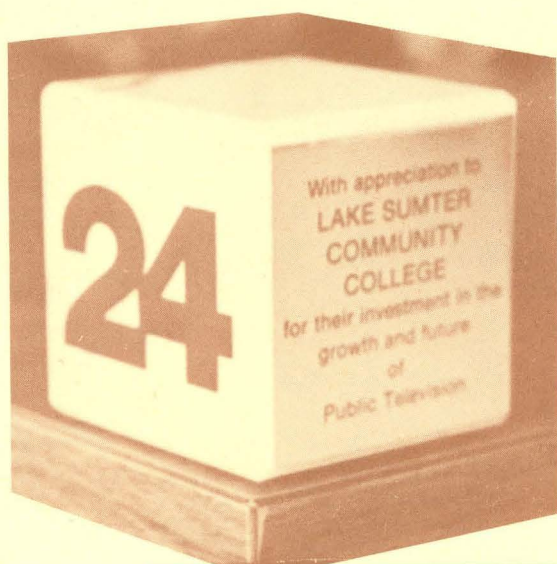
Veterans and other eligible persons receiving an educational assistance allow-

ance are eligible for reimbursement for tutorial assistance, if requested, and the course instructor must certify that the student needs private tutoring. Applications 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.







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Academics

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 the 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 recorded 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 stu-

dent 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: Wildwood Center, South Lake Center at Clermont, 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 and programs in the following areas:

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

These activities 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 programs 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 in 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 proven 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 with 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 advantages 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

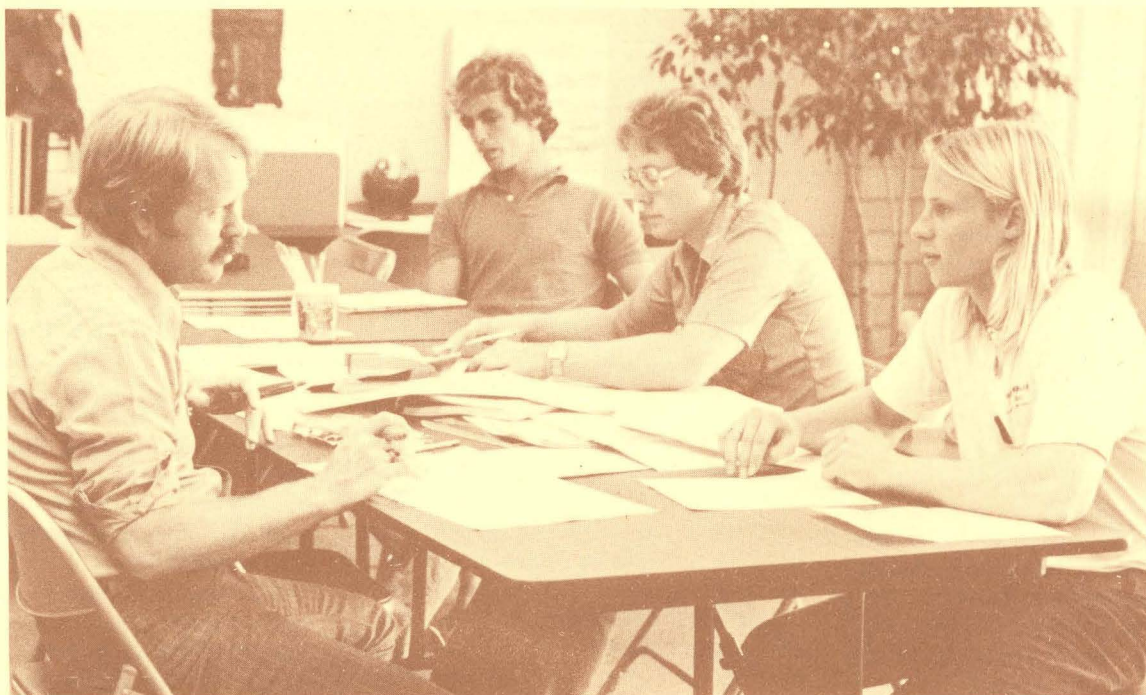
The student, upon entering the co-op program, will make a commitment to

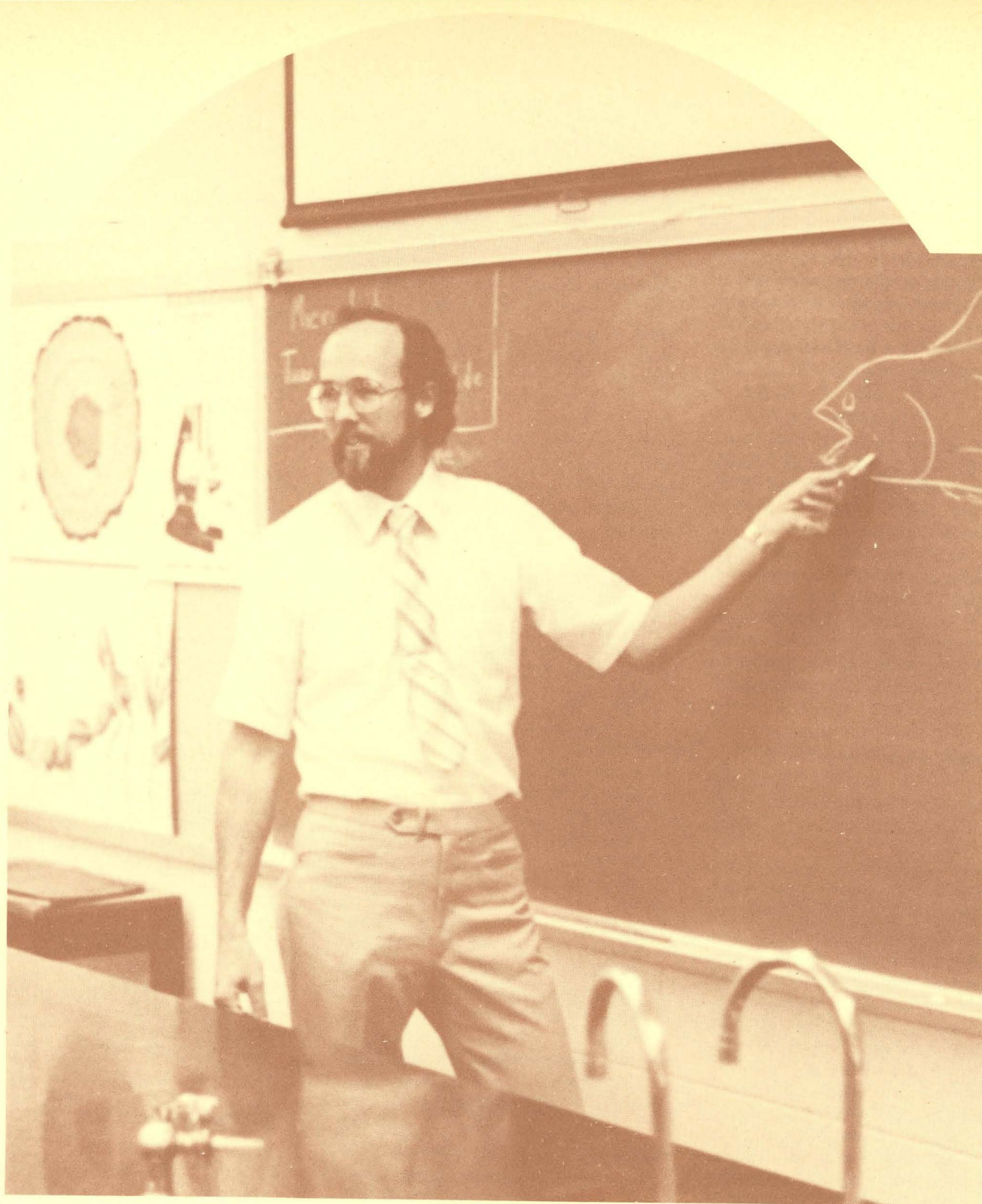
uphold his obligation to the employer and to the college, by constantly striving to maintain a high level of performance.

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





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Programs of Study

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.

Students entering Lake-Sumter Community College on or after January 3, 1983, will be affected by a new State Board of Education Rule requiring students to complete 12 semester hours coursework in English and six hours in mathematics before the student can receive a community college associate in arts degree or enter the upper level of a state university. An English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6,000 words. The mathematics coursework must include college-level algebra or higher. A grade of C or better will be considered successful completion.

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 specifies 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 1002, ENC 1101, ENC 1141,
ENC 1102.

Humanities:

1. A minimum of 6 credits taken from
AML 2010, AML 2022, (American Literature)
ENL 2012, ENL 2022 (English Literature)
LIT 2110, LIT 2120, (World Literature)
2. A minimum of 3 credits, unless that 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 2203C, APB 2204C (Anatomy and Physiology)
BOT 2010C (Botany)
BSC 1010C (General Biology)
IDS 1150 (Living Environment)
MCB 2010C (Microbiology)
OCE 1000 (Environment Marine)
ZOO 2013C (Zoology)

Physical Science

AST 1002 (Astronomy)
CHM 1015C, CHM 1200C, CHM 2045,
CHM 2046C (Chemistry)
PHY 2048C, PHY 2049C, PHY 2053C,
PHY 2054C, (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, EUH 1000,
EUH 1001, WOH 1012, WOH 1022
(History)
DEP 2004, PSY 2012 (Psychology)
INR 2002, POS 1001, 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 1001, ENC 1011, LIT
2090, LIT 2091, LIT 2092 (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

Agromony
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 Engineering
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

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.

IX. MATHEMATICAL AND PHYSICAL SCIENCES

Astronomy
Astrophysics
Chemistry
Earth Sciences
Geology
Mathematics
Metallurgy
Meteorology



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 December, one thousand nine hundred and eighty-one.


Chairman, District Board of Trustees


Dean of the College


President


Dean of Student Services



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*Associate in
Arts Programs*

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 59. See also the Index on page 56 under the Course Description section.

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		
Term I		Credits
ENGLISH	ENC 1101 or ENC 1002 ¹ ...	3-5
MATHEMATICS ..	MAT 1024 or higher	3
SOCIAL SCIENCE		3
PHYS. ED.		1
ELECTIVES		4-6
		16
Term II		Credits
ENGLISH	ENC 1102 or ENC 1141 ...	3-5
SOCIAL SCIENCE		3
HUMANITIES		
ELECTIVES		3
PHYS. ED		1
ELECTIVES		4-6
		16

SOPHOMORE YEAR		
Term I		Credits
SOCIAL SCIENCE		3
HUMANITIES	Literature ²	3
SCIENCE.....		3
ELECTIVES		7
		16
Term II		Credits
HUMANITIES	Literature	3
SCIENCE.....		3
GENERAL ED.		
ELECTIVE		3
ELECTIVES		7
		16
Total:		64

¹Placement dependent upon test results.
²Select one literature sequence: ENL 2012, 2022, AML 2010, 2022 or LIT 2110-2120.

AGRICULTURE TRANSFER PROGRAM

FRESHMAN YEAR		
		Credits
		Term I Term II
ENC 1101	Composition I ¹	3
ENC 1102	Composition II ¹	3
BSC 1010C	General Biology	4
BOT 2010C	General Botany	4
CHM 2045C	College Chemistry I	4
CHM 2046C	College Chemistry II	4
MAC 1132.....	Algebra & Trigonometry ² ..	5
POS 2041.....	American National Government	3
PHYS ED	Physical Education	1
		17
		15

SOPHOMORE YEAR

ZOO 2013C	General Zoology	4	
PHY 2053C I.....	General Physics	5	
PHY 2054C II	General Physics		5
HUMANITIES	Literature ³	3	3
ECO 2013	Principles of Economics		3
ELECTIVES		3	6
		15	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.

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.
²Students with insufficient backgrounds in mathematics or science should consult a college counselor.
³Select one literature sequence, ENI 2012-2022, AMI 2010-2022, or LIT 2110-2120.

ART OR ART EDUCATION TRANSFER PROGRAM

FRESHMAN YEAR		
		Credits
		Term I Term II
ENC 1101	Composition I ¹	3
ENC 1102	Composition II ¹	3
MAT 1024	Elementary Algebra	3
SOCIAL SCIENCE	General Education ²	3
ARH 2050	Art History & Appreciation	3
PHYS ED	Physical Education	1
ART 1205	Design and Color	3
ART 1201C	Design Structures	3
ART 1300	Freehand Drawing	3
ART 1301	Freehand Drawing	3
		16
		16

SOPHOMORE YEAR

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

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.
²Student may select from approved courses. Consult a college counselor.
³Student should check his degree program, some universities require additional credits in science. Specific information is obtainable from a counselor.
⁴Select one literature sequence, ENL 2012-2022, AMI 2010-2022, or LIT 2110-2120.

BUSINESS ADMINISTRATION TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
GEB 1011	Introduction to Business	3	
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
HISTORY	History ²	3	3
MAT 1033	Intermediate Algebra ³	3	
MGF 1303	Inter. Algebra & Elem. Trig. ³		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology		3
COC 1300	Intro. to Data Processing	3	
ELECTIVES ⁴			3
		<u>16</u>	<u>16</u>

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 ⁵	3	3
SCIENCE	Science ⁴	3	3
BUSINESS ELECTIVES		3	
STA 2024	Introduction to Statistics		3
ELECTIVES ⁴		<u>1</u>	<u>1</u>
		<u>16</u>	<u>16</u>

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student may select from approved courses. Consult a college counselor.

³MAC 1132 may be substituted for MAT 1033 and MGF 1303.

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

⁵Select one literature sequence: ENL 2012-2022, AMI 2010-2022 or LIT 2110-2120

COMPUTER SCIENCE TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
MAC 1132	Algebra and Trigonometry ²	5	
BSC 1010C	General Biology ³	4	
MAC 2311	Calculus		5
STA 2024	Introduction to Statistics		3
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
COC 1300	Introduction to Data Processing		3
PHYS. ED.	Physical Education		1
SOCIAL SCIENCE	General Education ⁴	<u>3</u>	
		<u>15</u>	<u>15</u>

SOPHOMORE YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
POS 2041	American National Government	3	
MAC 2312	Calculus and Analytic Geometry		5
MAC 2424	Calculus and Differential Eqns.		5
PHY 2048C	General Physics with Calculus I	5	
PHY 2049C	General Physics with Calculus II		5
COC 1110	Intro. to Computers and Computer Programming	3	
COP 2110	Computer Programming-FORTRAN IV		3
HUMANITIES	Literature ⁵		3
PHYS. ED.	Physical Education		1
ELECTIVE		<u>1</u>	<u>1</u>
		<u>17</u>	<u>17</u>

¹Students may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient background in mathematics or science should consult a college counselor.

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

⁴Student may select from approved courses. Consult a college counselor.

⁵Select one literature sequence: ENL 2012-2022, 2040, AMI 2010-2022, or LIT 2110-2120.

CRIMINOLOGY AND CORRECTIONS TRANSFER PROGRAM

		<i>Credits</i>
ENC 1101	Composition I ¹	3
ENC 1102	Composition II ¹	3
MAT 1002	General Education Math	3
SOCIAL SCIENCE	General Education ²	6
HUMANITIES	Humanities ³	3
CCJ 1100	Intro. to Criminal Justice	3
CCJ 1000	Introduction to Criminology	3
PHYS. ED.	Physical Education	2
ELECTIVES		6
SCIENCE	Science ⁴	6
SOCIAL SCIENCE	General Education ²	3
HUMANITIES	Literature ²	6
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		<u>5</u>
		<u>64</u>

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student may select any Social Science Course.

³Select from ARH 2050 or ARH 2051, HUM 1020, MUH 2011, MUL 2211, or PHI 2010.

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

⁵Select one literature sequence: ENL 2012-2022, 2040, AMI 2010-2022, or LIT 2110-2120.

EDUCATION TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAT 1033	Intermediate Algebra	3	
SOCIAL SCIENCE	General Education ²	3	3
HUMANITIES	Humanities ³		3
PHYS. ED	Physical Education	1	1
PSY 2012	Introduction to Psychology	3	
SPC 2031	Fundamentals of Speech....		3
ELECTIVES	Teaching Field	3	3
		16	16

SOPHOMORE YEAR

SCIENCE.....	Science	3	3
SOCIAL SCIENCE	General Education ²	3	
LITERATURE.....	Humanities ⁵	3	3
PSYCHOLOGY ...	Psychology ²		3
ELECTIVES	7	7
		16	16

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student may select from approved courses. Consult a college counselor.

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

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

⁵Select one literature sequence: ENL, 2012-2022, AML 2010-2020, or LIT 2110-2120

ENGINEERING TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
EGN 1120C	Engineering Drawing	3	
POS 2041	American National Government.....		3
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAC 1132	Algebra & Trigonometry ² ..	5	
MAC 2311	Calculus		5
PHYS. ED	Physical Education	1	1
		16	16

SUMMER TERM

ECO 2013	Principles of Economics I ..	3
EGN 2312	Vector Mechanics-Statics ...	3
		6

SOPHOMORE YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 2210	Technical Report Writing ...	3	
HUMANITIES	Literature ³		3
MAC 2312	Calculus and Analytic Geometry.....	5	
MAC 2424	Calculus and Differential Equations.....		5
PHY 2048C	General Physics with Calculus I	5	
PHY 2049C	General Physics with Calculus II.....		5
COP 2110C	Computer Programming: FORTRAN IV	3	
EGN 2323	Vector Mechanics-Dynamics		3
		16	16

¹Students may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient backgrounds in mathematics or science should consult a college counselor.

³Select one literature sequence: ENI 2012-2022, AMI 2010-2020, or LIT 2110-2120.

HUMAN SERVICES TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
HUM 1020	Introduction to Humanities..	3	
HUS 1001	Introduction to Human Services	3	
Electives ²	3	3
PSY 2010	Introduction to Psychology		3
MAT 1002	General Education Mathematics	3	
SOC 2000	Introduction to Sociology...		3
HUS 1010	Observation (area of specialization)		3
PHYS. ED.	Physical Education Elective	1	1
		16	16

¹Students may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²If necessary as a prerequisite for ENC 1101, student may be asked to substitute any or all of the following for elective credit: ENC 1001, REA 1105, REA 1106.

SOPHOMORE YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ECO 2000	Introduction to Economics ..	3	
DEP 2004	Human Development	3	
SOP 2602	Social Psychology - Human Relations	3	
HUS 2810/2811....	Human Services Practicum I & II (in specialization area)	3	3
	Electives	3	3
AMH 2010	U. S. History to 1865		3
LIT 2090	Contemporary Literature ³ ...		3
	Community Relations		3
PHYS. ED.	Physical Education Elective	1	1
		16	16

³Student may substitute LIT 2091, or ENL 2022.

JOURNALISM TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAT 1024	Elementary Algebra	3	
SPC 2031	Fundamentals of Speech	3	
PHYS. ED	Physical Education	1	1
HUMANITIES	Humanities ²		3
SCIENCE	Science ³		4
MMC 2100	Writing for Mass Media	3	
ELECTIVES ⁴		3	6
		16	17

SOPHOMORE YEAR

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

¹Student may substitute ENC 1002 and ENC 1141 for freshman English requirement.

²Select from ARH 2050 or ARH 2051; HUM 1020, MUH 2011; MUL 2211; or PHI 2010.

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

⁴Foreign language and additional history may be required at certain universities.

⁵Select one literature sequence: ENL 2012-2022, AML 2010-2022 or LIT 2110-2120

MEDICINE AND DENTISTRY TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Algebra & Trigonometry ²	5	
MAC 2311	Calculus		5
POS 2041	American National Government	3	
PHYS. ED	Physical Education	1	1
BSC 1010C	General Biology		4
		16	17

SOPHOMORE YEAR

MCB 2010C	Microbiology		4
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature ³	3	3
ELECTIVES		3	4
		15	16

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient backgrounds in mathematics or science should consult a college counselor.

³Select one literature sequence: ENL 2012-2022, AML 2010-2022, or LIT 2110-2120.

MUSIC TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
SOCIAL SCIENCE	General Education ²	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	
		16	15

SUMMER TERM

MAT 1002	General Education		
	Mathematics	3	
APPLIED MUSIC	Principal Instrument	2	
		5	

SOPHOMORE YEAR

SOCIAL SCIENCE	General Education ²	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
		15	15

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student may select from approved courses.

NURSING TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		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
		14	14

SUMMER TERM

ZOO 2013C	General Zoology	4	
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NURSING TRANSFER PROGRAM

SOPHOMORE YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
HISTORY	History ²	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 ³	3	
ELECTIVES		2	3
		15	17

¹Student may substitute ENC 1002 and ENC 1141 for freshman English requirement.

²Student may select from approved courses. Consult a college counselor.

³Select one literature sequence: ENL 2012-2022, AML 2010-2022, or LIT 2110-2120.

OCCUPATIONAL THERAPY TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAT 1024	Elementary Algebra	3	
HISTORY	History ²	3	3
HUMANITIES	Humanities ³		3
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	1
ART 2110	Introduction to Ceramics		3
PSC 1411	Physical Science	3	
ELECTIVES		2	
		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 ⁴	3	3
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psych. of Child Development		3
ELECTIVES		3	6
		16	16

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student will select from WOH 1012, WOH 1022, AMH 2010, or AMH 2020.

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

⁴Select one literature sequence ENL 2012-2022, AML 2010-2022, or LIT 2110-2120

OPTOMETRY TRANSFER PROGRAM

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ²		3
MAC 1132	Algebra and Trigonometry ²	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
POS 2041	American National Government		3
PHYS. ED.	Physical Education	1	1
ELECTIVE		3	
		16	16

SUMMER TERM

BSC 1010C	General Biology	4
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SOPHOMORE YEAR

ZOO 2013C	General Zoology	4	
MCB 2010C	Microbiology		4
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature ³	3	3
ELECTIVES ⁴		2	2
		14	14

¹Student may substitute 1002 and ENC 1141 for the freshman English requirement.

²Students with sufficient backgrounds in mathematics or science should consult a college counselor.

³Select one literature: ENL 2012-2022, AML 2010-2020, or LIT 2110-2120.

⁴Electives 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 1101	Composition I ¹	3	
ENC 1102	Composition II ²		3
MAC 1132	Algebra and Trigonometry ²	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	
ELECTIVES		3	
		16	16

SOPHOMORE YEAR

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

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient backgrounds in mathematics or science should consult a college counselor.

³Select one literature: ENL 2012-2022, AML 2010-2022 or LIT 2110-2120.

PHYSICAL THERAPY TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAC 1132	Algebra & Trigonometry ²	5	
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
POS 2041	American National Government	3	
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	1
ELECTIVES			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 I	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature ³	3	3
ELECTIVES	Electives		6
		15	17

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient backgrounds in mathematics or science consult a college counselor

³Select one literature sequence: ENL 2012-2022, AML 2010-2022 or LIT 2110-2120.

POLICE ADMINISTRATION TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAT 1002	General Education Math	3	
SOCIAL SCIENCE	General Education ²	3	3
HUMANITIES	Humanities 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

		Credits	
		Term I	Term II
SCIENCE	Science ⁴	3	3
SOCIAL SCIENCE	General Education ²	3	
LITERATURE	Humanities ⁵	3	3
CIT 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

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Student may select from approved courses. Consult a college counselor.

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

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

⁵Select one literature sequence: ENL 2012-2022, AML 2010-2022, or LIT 2110-2120.

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

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		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 ²		3	63
		16	16

SOPHOMORE YEAR

LITERATURE ³		3	
HUMANITIES ⁴		3	
ECO 2013	Principles of Economics I	3	
ECO 2023	Principles of Economics II		3
AMH 2010	U.S. History	3	
AMH 2020	U.S. History		3
SCIENCE ⁵		3-4	3-4
ELECTIVES ⁶		3	3
		15-16	15-16

¹Student may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Suggested courses might include ANT 2000, ECO 2000, for Term I, and MAF 2001, SOC 2020 for Term II

³Check college catalog for AML, ENG, ENI, LIT course preferences.

⁴Suggested courses might include HUM 1020, PHI 2010.

⁵Check college catalog in biology, chemistry and physics for course preferences.

⁶Suggested courses might include POS 2112, DEP 2004 for Term I, and INR 2002, DEP 2002 for Term II.

VETERINARY MEDICINE TRANSFER PROGRAM¹

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
BSC 1010C	General Biology	4	
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Algebra & Trigonometry ² ..	5	
MAC 2311	Calculus		5
POS 2041	American National Government		3
PHYS. ED.	Physical Education		1
		16	16

SOPHOMORE YEAR

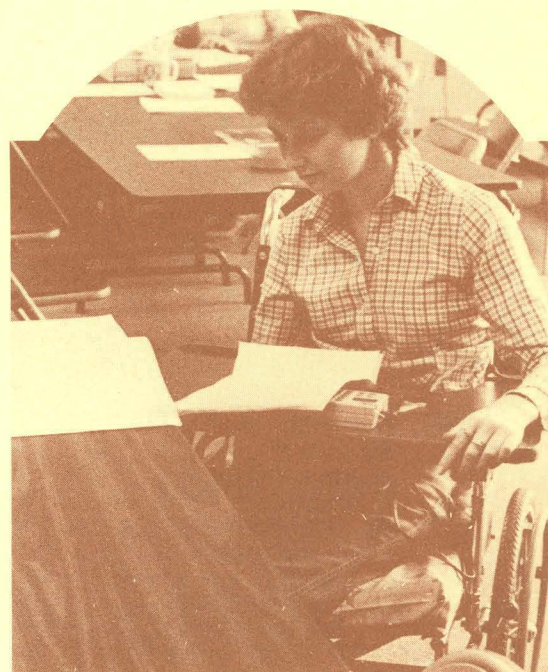
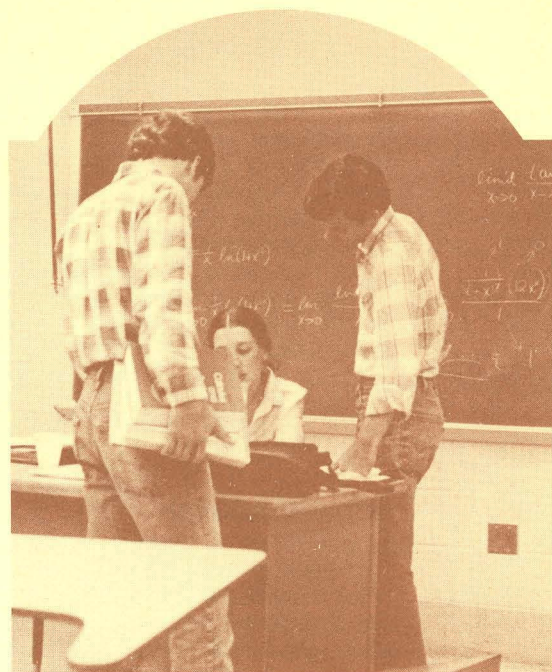
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics I	5	
PSY 2054C	General Physics II		5
HUMANITIES	Literature ³	3	3
BOT 2010C	General Botany		4
PHYS. ED.	Physical Education		1
ELECTIVE	Social Science		3
ELECTIVES ⁴		4	
		16	16

¹Students may substitute ENC 1002 and ENC 1141 for the freshman English requirement.

²Students with insufficient backgrounds in mathematics or science should consult college counselor.

³Select one literature sequence: ENL 2012-2022, AMI 2010-2020, LIT 2110-2120.

⁴Foreign language recommended for those planning a liberal arts major.





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Associate in Science Programs

ASSOCIATE IN SCIENCE (A.S.) DEGREE PROGRAMS

The following Associate in Science degree programs, containing college credit offerings of a specialized nature, are designed primarily for employment opportunity. 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.

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 59. See also the Index on page 56 under the Course Description section.



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 Teesburg, Florida, this seventh day of August, one thousand nine hundred and eighty-one.


Chairman, District Board of Trustees


Dean of the College


President


Dean of Student Services

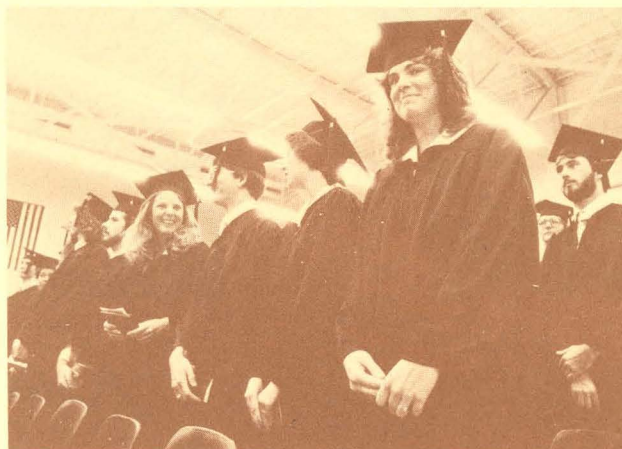


Photo by John Ashley

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	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
		<u>31</u>

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 1101	Composition I ¹		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	
		<u>14</u>	<u>15</u>

SUMMER TERM

SPC 2031	Fundamental of Speech	3
PHYS. ED	Physical Education	1
SES 2325C	Business Machines & Filing	3
		<u>7</u>

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 2210	Technical Report Writing...		3
SES 2336	Business Communications ..		3
COC 1110C	Introduction to Computers and Computer Programming		3
		<u>15</u>	<u>15</u>

¹Student may substitute ENC 1002 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 1101	Composition I ¹	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 ²			3
		<hr/> 18	<hr/> 15

¹Student may substitute ENC 1002 for the freshman English requirement.

²Student may select from approved courses. Consult a college counselor.

COMPUTER SCIENCE

The Computer Science program is structured to provide students with knowledge of the primary aspects of the computer, computer design, programming capacities and problem solving capabilities. Computer science is concerned with "software," or program design, programming, application of computer systems, and systems analysis.

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	College Composition I ¹	3	
ENC 2210	Technical Report Writing ...		3
COC 1110	Introduction to Computers & Computer Programming ..	3	
COC 1300	Introduction to Data Processing	3	
COP 2170	Computer Programming-BASIC		3
GEB 1011	Introduction to Business		3
MTB 1321	Applied Technical Mathematics I	4	
MTB 1322	Applied Technical Mathematics II		4
SES 1191	Personal Typewriting	3	
COA 1010	Digital Principles		3
		<hr/> 16	<hr/> 16

SOPHOMORE YEAR

COP 2110	Computer Programming-FORTRAN	3	
COP 2120	Computer Programming-COBOL I	3	
COP 2121	Computer Programming-COBOL II		3
COP 2160	Computer Programming-RPG		3
COP 2400	Machine Language Programming and Micro-processors	4	
COP2401	Computer Programming-Assembly Language		3
CIS 2232	Systems Analysis and Design		3
PHY 1001	Technical Physics		4
STA 2024	Statistics	3	
COE 1000	Seminar in Job Placement Skills	1	
PHYS ED	Physical Education	1	1
		<hr/> 15	<hr/> 17

¹Student may substitute ENC 1002 for the freshman English requirement.

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
CCJ1100	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 1101	Composition I	3
ENC 2210	Technical Report Writing	3
or		
ENC 1102	Composition II	3
SOC 2000	Introduction to Sociology	3
SSI 1011	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		14
		<hr/> 64

¹Student may substitute ENC 1002 for the freshman English requirement.



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

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
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	
CRM 1011	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 2170	Computer Programming-BASIC		3
COE 1000	Seminar in Job Placement Skills		1
PHYS. ED	Physical Education	15	15
		<hr/> 15	<hr/> 15

SUMMER TERM

MAT 1033	Intermediate Algebra	3
ECO 2000	Introduction to Economics	3
		<hr/> 6

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 2210	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	1
		<hr/> 13	<hr/> 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

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
ETE 1010C	Fundamentals of D.C. Circuits	4	
ETE 1020C	Fundamental 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 1101	College Composition I ¹	3	
ENC 2210	Technical Report Writing		3
EGN 1120C	Engineering Drawing		3
	Physical Education	1	
PHYS. ED			
		<hr/> 15	<hr/> 15

SUMMER TERM

ETE 1140C	Electronic Devices	3
ETD 2620C	Electronic Drafting	<hr/> 3
		6

SOPHOMORE YEAR

ETE 2120C	Electronic Circuits	5	
ETE 2121C	Digital Electronics	4	
ETE 2680C	Introduction to Microprocessors	2	
ETE 2682C	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/> 15	<hr/> 14

¹Student may substitute ENC 1002.

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

		<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 ¹	5	
SES 1211C	Shorthand II ¹		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
		<hr/> 16	<hr/> 16

SUMMER TERM

SES 2120C	Typewriting III	3
PHYS. ED	Physical Education	1
COE 1000	Seminar in Job Placement Skills	<hr/> 1
		5

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
SES 2212C	Shorthand III ¹	3	
SES 2213C	Shorthand IV ¹		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	<hr/> 3	
		15	<hr/> 15

¹Student may substitute equivalent course in Machine Shorthand.

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
GEM 1011	Introduction to Business	3	
ENC 1011	English Grammar	3	
SOCIAL SCIENCE	Social Science ¹	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
		6

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 ¹	3	
MAN 1100	Human Relations in Bus/Ind	3	
ELECTIVES		2
		15	14

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

HUMAN SERVICES

The Human Services A.S. Degree program is designed to meet the needs of individuals who want both academic and practical training to enter the helping profession as aides in the areas of education, recreation, gerontology, health, library, and social work.

FRESHMAN YEAR

		Credits
ENC 1101	College Composition I	
or		
ENC 1002	Composition Skills	3-5
HUM 1020	Introduction to Humanities	3
HUS 1001	Introduction to Human Services	3
ELECTIVES	Electives ¹	6
PHY 2012	Introduction to Psychology	
MAT 1002	General Education Mathematics	3
SOC 2000	Introduction to Sociology	3
HUS 1010/1801	Observation (area of specialization) ⁴	6
		30-32

If a student needs additional course work to reach the skill level required by ENC 1002 or ENC 1101, the program director may require any or all of the following courses in addition to the 30 credits listed above. ENC 1101, REA 1105, REA 1106.

SOPHOMORE YEAR

		Credits
ECO 2000	Introduction to Economics	3
DEP 2004	Human Development	3
SOP 2602	Human Relations	3
HUS 2810/2811	Human Services Practicum ³	6
ELECTIVES	Electives ¹	9
AMH 2010	U.S. History to 1865	3
LIT 2090	Contemporary Literature: Fiction ²	3
		30

¹Electives must be taken under only one specialization as specified below.

Human Services - General Focus

Recreation

Teacher Assistants

Additional courses and specializations will be developed.

²May substitute LIT 2091, LIT 2092.

³HUS 2810 and HUS 2811.

⁴HUS 1010 and HUS 1801.

Specializations

Minimum Required Electives – 15 credits

Human Services – General Focus– 15 Credits-Minimum

Electives to fit student need – may be from Sociology, History, Psychology, Art, or Music.

Recreation

		Credits
DEP 2002	Psychology of Child Development	3
DEP 2302	Adolescent Psychology	3
DAA 1160	Beginning Modern Dance	1
PEN 1113	Advanced Life Saving and Water Safety	1
PEN 1122	Intermediate Swimming	1
	Electives – choose from the following:	
PEL 1111/1112	Bowling	2
PEL 1121	Golf	1
PEL 1140-1320	Volleyball-Archery	1
PEL 1341-1342	Tennis	2
PEL 1346	Badminton	1
PEM 1101	Physical Fitness for Men	1
PEM 1107/1108	Fitness for Women	2
PEN 1121	Beginning Swimming (must be taken if necessary)	1
		<u>20</u>

Teacher Assistants

At least 15 credits from the following:

DEP 2002	Child Psychology	3
MUT 2001	Fundamentals of Music	3
ART 1100C	Crafts Media I	3
or		
ARE 2040	Providing Art Experiences	3
REA 1106	Techniques of Reading	3
EDF 2003	Introduction to Education	3
		<u>18</u>

Red Cross First Aid Certification required.

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

		Credits	
		Term I	Term II
SES 1100C	Typewriting I	5	
SES 1110C	Typewriting II		3
SES 1210C	Shorthand I ¹	5	
SES 1211C	Shorthand II ¹		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
		<u>16</u>	<u>16</u>

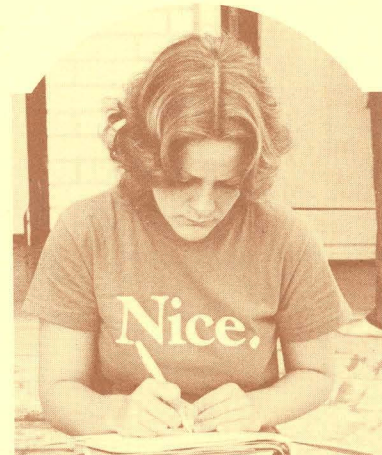
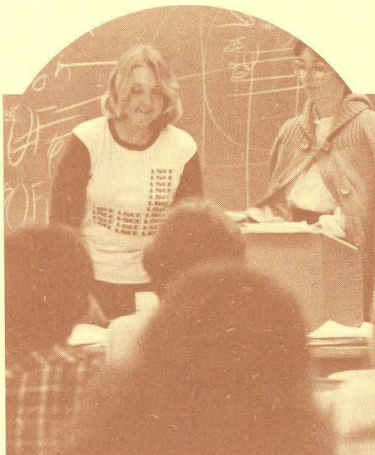
SUMMER TERM

SES 2120C	Typewriting III	3
PHYS. ED	Physical Education	1
COE 1000	Seminar in Job Placement Skills	1
		<u>5</u>

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
MAN 2000	Principles of Management		3
SES 2212C	Shorthand III ¹	3	
SES 2213C	Shorthand IV ¹		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 2431C	Legal Office Procedures		3
COC 1300	Introduction to Data Processing	3	
		<u>15</u>	<u>15</u>

¹Student 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

		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	
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
		5

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 2461C	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 ¹		1
		14
		15

¹Student may select from approved courses.



NURSING

An Associate in Science Degree program in Nursing is in the developmental state. For additional information contact the Director of Admissions.

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 1002C	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
SPC 2031	Fundamentals of Speech	3	
		15	14

SUMMER TERM

SES 2120C	Typewriting III	3
SES 2325C	Business Machines and Filing	3
		6

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3
SES 1150C	Word Processing I	3
BUL 2111	Business Law	3
SES 2402C	Secretarial Office Procedures	3
SES 2156C	Word Processing II	3
SES 2336	Business Communications	3
ENC 2210	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
		14
		15



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Articulation Programs

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 59. See also the Index on page 56 under the Course Description section.

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 ¹	4	
			<i>Term I Term II</i>
CHM 1015C	Introduction to General Chemistry ²	4	
ENC 1101	Composition ³	3	
ENC 2210	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	
		<u>14</u>	<u>14</u>

Phase II – Valencia Community College⁴

	<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	<u>2</u>
	42

¹Prerequisite for APB 2203C and MCB 2010C or permission of the instructor.

²Students 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.

³Student may substitute ENC 1002 for the freshman English requirement.

⁴Consult 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 COMMUNITY COLLEGE OPTION

Phase I – Academic (Lake-Sumter Community College)

SUMMER TERM

		Credits
BSC 1010C	General Biology ¹	4

FRESHMAN YEAR

		Credits	Term I	Term II
CHM 1015C	Introductory General Chemistry ²	4		
ENC 1101	Composition I ³	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) ⁴	(2)		
		14(16)		14

TERM III

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

Phase II – Nursing (Central Florida C.C Two-Year Program)¹

	Credits
Basic Normal Nutrition ²	3
Fundamentals of Nursing	7
Medical-Surgical Nursing	9
Mental Health Nursing	1
Obstetrical Nursing	5

Pediatric Nursing	5
Medical-Surgical Nursing II	7
Psychiatric Nursing	4
Nursing Ethics	1
	42

Consult the current Central Florida Community College catalog for details of their phase of the program.
²May be transferred from another accredited college.

NURSING

LAKE-SUMTER-VALENCIA COMMUNITY COLLEGE OPTION¹

Phase I – Academic (Lake-Sumter Community College)

SUMMER TERM

		Credits	Term I	Term II
BSC 1010C	General Biology ²	4		
ENC 1101	Composition I ³		3	
ENC 2210	Technical Report Writing ⁴			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 001	Nursing Orientation I (optional) ⁵	(2)		
		16(18)		14

Phase II – Nursing (Valencia Community College – Two-year Program)⁶

	Credits
Fundamentals of Nursing	8-10 ⁷
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

¹Prerequisite for APB 2203C and MCB 2010C or permission of instructor.

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

³Student may substitute ENC 1002 for the freshman English requirement.

⁴Recommended for those without experience in medical environment.

¹Students 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.

²Prerequisite for APB 2203C and MCB 1010C or permission of instructor.

³Student may substitute ENC 1002 for freshman English requirement.

⁴Student may substitute ENC 1102.

⁵Recommended for those without experience in medical environment.

⁶Consult the current Valencia Community College Catalog for details of their phase of the program.

⁷Students 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 ¹	4	
CHM 1015C	Introductory General Chemistry ²	4	
ENC 1101	Composition I ³	3	
ENC 2210	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 ⁴		3
MAT 1033	Intermediate Algebra	3	
		<hr/> 17	<hr/> 17

Phase II – Valencia Community College⁵

	<i>Credits</i>
Introduction to Respiratory Therapy	2
Applied Physics	4
Basic Respiratory Equipment	3
Pulmonary Physiology	4
Advanced Respiratory Equipment & Functions	4
Respiratory Pathology	3
Cardiopulmonary Therapy	4
Advanced Cardiopulmonary Therapy	4
Clinical Practice I, II, III, IV, V	10
Hospital Organization and Management	2
Introduction to Pharmacology	2
	<hr/> 42

¹Prerequisite for APB 2203C and MCB 2010C or permission of instructor.

²Students 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.

³Student may substitute ENC 1002 for the freshman English requirement.

⁴Student may select from approved courses. Consult a college counselor.

⁵Consult the current Valencia Community College catalog for details of their phase of the program.





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Certificate Programs

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 59. See also the Index on page 56 under the Course Description section.

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.

		Credits
ENC 1101	Composition I ¹	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

¹Students may substitute ENC 1002 for the English requirement.

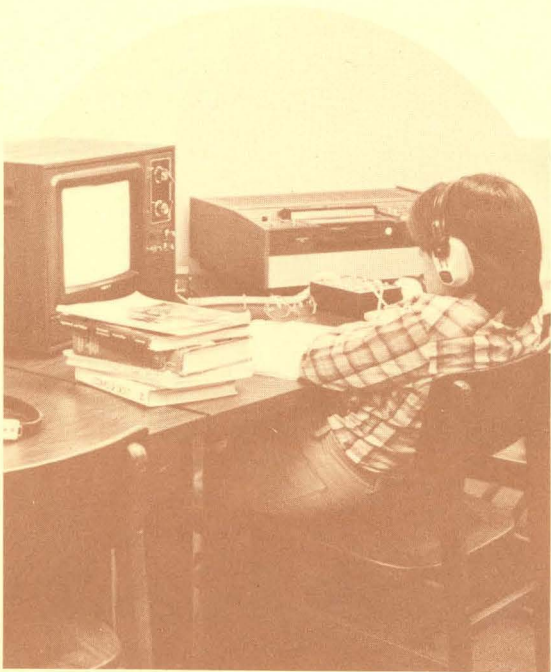
COMPUTER SCIENCE

Lake-Sumter Community College provides a 32-semester hour certificate program in Computer Science for present professionals or others desiring employment as computer programmers. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

COC 1300	Introduction To Data Processing	3
COC 1110	Introduction To Computers and Computer Programming	3
MTB 1321	Applied Technical Math I	4
MTB 1322	Applied Technical Math II	4
COP 2170	Computer Programming - BASIC	3
CDA 1010	Digital Principles	3
ELECTIVE	Elective ¹	3
COP 2120	Computer Programming-COBOL I	3
COP 2121	Computer Programming-COBOL II	3
CIS 2232	Systems Analysis and Design	3
		<hr/> 32

¹Elective chosen from courses shown below:

COP 2110	Computer Programming-FORTRAN	3
COP 2160	Computer Programming-RPG	3
COP 2400	Machine Language Programming & Microprocessors	3



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.

		Credits
ENC 1101	Composition I ¹	3
CJT 2100	Introduction to Criminal Investigation	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 1011	Introduction to the Social Sciences	3
		<hr/> 30

¹Student may substitute ENC 1002 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
CRM 1011	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
		<hr/> 31

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 other 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	Fundamental 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	Electronic Drafting	3
ETE 1140C	Electronic Devices	3
ETE 2120C	Electronic Cicuits	5
ETE 2121C	Digital Electronics	4
ETE 2681C	Microelectronics Circuits	5
ETE 2680C	Introduction to Microprocessors	2
ETE 2682C	Microcomputer Systems	5
		<hr/> 44

REAL ESTATE

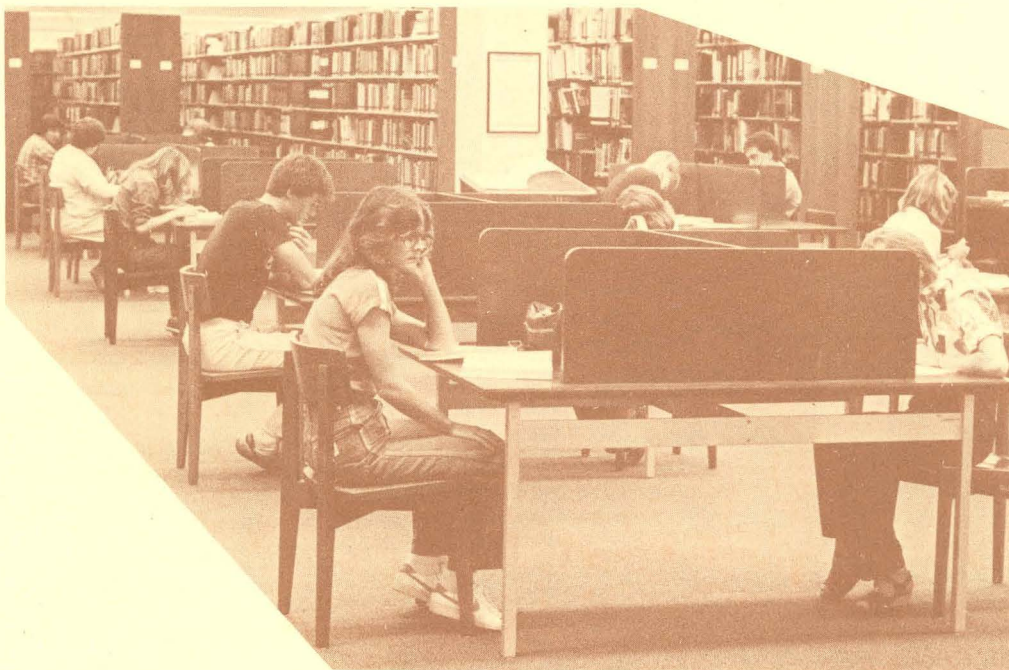
Lake-Sumter Community College provides a 31-semester hour certificate program in Real Estate for present professionals in the field or for other members of the community interested in real estate.

		Credits
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	3
		<hr/> 31

WORD PROCESSING

Lake-Sumter Community College provides a 31 semester hour certificate program for persons either presently employed in the field or for those desiring preparation for employment as word processing operators. All credits may be applied toward the Word Processing Associate in Science degree at Lake-Sumter Community College.

SES 1100C	Typewriting I	5
SES1110C	Typewriting II	3
SES 2120C	Typewriting III	3
SES 1330	Business English	3
ENC 1002C	Composition Skills	5
SES 1150C	Word Processing I	3
SES 2156C	Word Processing II	3
SES 2325C	Business Machines and Filing	3
SES 2336	Business Communications	3
		<hr/>
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Criminal Justice	65	Psychology	74
Drama	66	Real Estate	74
Economics	66	Social Science	75
Education	66	Sociology	75
Engineering	66	Spanish	75
English	67	Speech	75
French	68		
History	68		
Humanities	69		
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Course Descriptions

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.

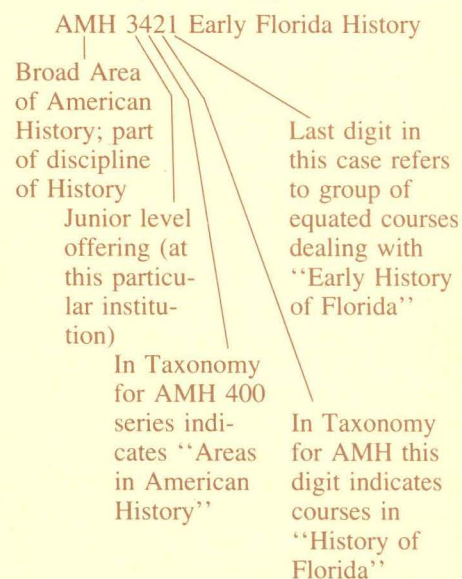
Explanation of Prefixes and Numbers

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 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 auto-

matically 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 May 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

ARE 2040 HUMAN SERVICES: PROVIDING ART EXPERIENCES 3 credits

This course is designed to provide competencies for anyone teaching art. Purposes, selection of experiences and materials, method of teaching, and evaluation of activities will be included. 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.

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 cen-

turies. A correlation will be made with the student's individual community bases by utilizing community field study techniques.

ART 1100C CRAFT MEDIA I 3 credits

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Projects in metal, wood, plaster, mosaic, and found materials. Open to all students. Recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy, and education. Lab fee: \$10.

ART 1101C CRAFT MEDIA II 3 credits

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Projects in basketry, weaving, stitchery, needlepoint, and other crafts. Open to all students. Recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy, and education. Lab fee: \$10.

ART 1103C CRAFT MEDIA III 3 credits

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Projects in printing and painting on fabric, quilting, tie and dye, batik, and three-dimensional construction. Open to all students. Recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy, and education. 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 variety of material closely simulates common art jobs from rough layouts to keys and mechanical stages. Lab Fee \$10.

ART 1280C 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 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. *Open to all students.* 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 1300C FREEHAND DRAWING 3 credits

An introduction to materials and basic practice in the fundamentals used in drawing from nature. Problems in pencil, conte, charcoal, pen, ink, and brush. *Open to all students.* 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 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 phototype-setting 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 materials 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 AIRBRUSH
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 AIRBRUSH II 3 credits

A continuation of Airbrush Techniques I. Emphasis will be on development and refinement of basic techniques and skills acquired in ART 2551. Airbrush painting assignments of a specialized nature and advanced techniques will be explored. *Prerequisite: ART 2551.* 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

**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 information, research and target; marketing mix; and methods of marketing planning.

BAN 1205 CORPORATE BANKING (0) 3 credits

This is a practical course designed to assist the newly appointed commercial loan officer in developing a sound foundation on which to construct sound lending practices.

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 2010 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 cap-

ital; 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 ADMINISTRATION (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 3 credits

Refer to page 65, under the Cooperative Education Heading for additional information.

REE 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.

May not be taken by anyone who has passed BSC 1010C General Biology.

APB 2203C HUMAN ANATOMY AND PHYSIOLOGY I 4 credits

3 hours lecture, 3 hours laboratory. Usually 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. Usually 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

Refer to page 65, under the Cooperative Education Heading for additional information.

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 1010C. 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 thirty 30-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.

OCE 1000 OCEANUS: THE MARINE ENVIRONMENT 3 credits

The course focuses on the marine environment and investigates the following areas: pervasiveness of the ocean; the ocean's impact on geopolitical and economic development of man; oceanic pollutants and potential exploration of the marine resources; contributions to the physical and historical development of man. This course is taught via television. Only one three-semester hour television course may be counted toward the science requirement for graduation.

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 1010C. 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 payrolls 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 3 credits

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

ACC 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING 3 credits

Refer to page 65, under the Cooperative Education Heading for additional information.

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

Refer to page 65, under the Cooperative Education Heading for additional information.

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.

**RE 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.

**MB 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.

**MB 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.*

**MI 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.

**ES 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.

**ES 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.

ES 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.

ES 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. *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. *Prerequisite: 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 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 and phrases. Emphasis is on speed building and accurate transcription. *Prerequisites: Having completed, exempted, or currently enrolled in 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 2120C TYPEWRITING III 3 credits

The course stresses development of typing speed and accuracy. Training in special

business forms, rough drafts, tabulation, and Reprographics is given. *Prerequisites: SES 1110C or exemption examination.* Lab Fee \$5.

**SES 2156C 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 or consent of instructor.* Lab Fee \$5.

SES 2212C 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 1211C, 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. *Prerequisite: SES 2212C.*

**SES 2223C MACHINE SHORT-
HAND 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 1222C, SES 2120C.*

**SES 2224C MACHINE SHORT-
HAND 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 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, dictation equipment, 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 COM-
MUNICATIONS (0) 3 credits**

This course is designed to provide liberal practice in writing clear and effective business letters and memorandums. 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, SES 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

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 1200C INTRODUCTORY
ORGANIC AND
BIOCHEMISTRY 4 credits**

This course is primarily designed to provide students planning a career in the health-related fields or in the life sciences with an introduction to organic and biochemistry. Major emphasis will be on the nomenclature, preparation and reactions of the functional groups. In addition, this course should serve as a valuable introduction for those who will later require a year-long sequence of organic chemistry. The laboratory will provide students with experiments which illustrate the principles of organic chemistry. Lab Fee \$10.

**CHM 2045C COLLEGE
CHEMISTRY I 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 II 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

COMPUTER SCIENCE AND DATA PROCESSING

**CDA 1010 DIGITAL
PRINCIPLES 3 credits**

Digital principles and applications including a study of numbering systems, coding, logic gates, mapping, Boolean algebra, flip-flops, counters, registers, and arithmetic circuits. *Prerequisites:* MTB 1321, COC 1300.

**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 microcomputer 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 com-

puter 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:* COP 2120. 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:* COC 1300 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.

**COP 2400 MACHINE LANGUAGE
PROGRAMMING
AND MICRO-
PROCESSORS 4 credits**

3 hours of lecture, 2 hours of laboratory. Machine language programming techniques and microprocessor architecture and design. *Prerequisite:* CDA 1010. Lab Fee \$10.

COP 2401 COMPUTER PROGRAMMING – ASSEMBLY LANGUAGE 3 credits

Assembly language programming techniques and their application to electronic data processing problems. The student will design and implement assembly language programs for the Z-80 microprocessor. *Prerequisites:* CDA 1010 and COP 2400. Lab Fee \$10.

CIS 2232 SYSTEMS ANALYSIS AND DESIGN 3 credits

Preparation of a system solution to a data processing problem which includes documentation of inputs, outputs, data flow and a general description of runs and logic; the consideration of a gross schedule of events required from project approval through detailed design programming, testing and program phase-in. *Corequisite:* COP 2121; *Prerequisite:* COC 1300.

CRM 1011 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.

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.

*****2949 COOPERATIVE EDUCATION INTERNSHIP IN CERTAIN ACADEMIC DISCIPLINES 3 credits**

Supervised on-the-job training in an area related to certain academic disciplines. 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 three times for credit. *Prerequisites:* Having completed or currently enrolled in COE 1000; a minimum of 12 semester hours (or one semester) at L-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.

***Available in the following academic disciplines: ART 2949 (Art); BAN 2949 (Banking); BSC 2949 (Biological Science); ACC 2949 (Accounting); MAN 2949 (Business Administration); SES 2949 (Business); CHM 2949 (Chemistry); CCJ 2949 (Criminal Justice Corrections); SOC 2949 (Sociology); POS 2949 (Government); HES 2949 (Health); PET 2949 (Physical Education); THE 2949 (Speech & Theatre); ECO 2949 (Economics); EDG 2949 (Education); EGN 2949 (Engineering); ENG 2949 (English); HIS 2949 (History); HUM 2949 (Humanities); MUS 2949 (Music).

STD 1151 CAREER PLANNING 3 credits

A course which will provide students with the opportunity to increase awareness of self in relation to values, goals, interests and attitudes; to explore a wide variety of career fields; and to translate self-appraisal results and career exploration discoveries into a concrete action plan.

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 deal-

ing 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 investigative 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

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. May be repeated for credit.

**THE 2925 THEATRE
PRACTICUM 3 credits**

Course provides intermediate level practical experience in acting, set construction, costuming, makeup, and lighting. May be taken up to three times.

**THE 2949 COOPERATIVE EDU-
CATION INTERNSHIP
IN SPEECH &
THEATRE 3 credits**

Refer to page 65, under the Cooperative Education Heading for additional information.

**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.

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**

Refer to page 65, under the Cooperative Education Heading for additional information.

EDUCATION

**EDF 2003 INTRODUCTION TO
EDUCATION 3 credits**

A general overview of education and teaching developed through a study of the organization and structure of American education, the process of teaching, and current issues and problems related to education.

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

Refer to page 65, under the Cooperative Education Heading for additional information.

ENGINEERING

**EGN 1120C ENGINEERING
DRAWING 3 credits**

The fundamentals of technical drafting in engineering including geometric constructions, lettering, pictorial drawing, 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 2121CC 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

ENGINEERING TECHNOLOGY

**ETD 215C 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**

3 hours lecture, 2 hours laboratory. 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. *Corequisite:* MTB 1321. 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:* MTB 1322. *Prerequisite:* ETE 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. Emphasis is on integrated circuit technology as applied to digital electronics. *Corequisite:* ETE 2120 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**

3 hours lecture, 4 hours laboratory. 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.

**ETE 2682C MICROCOMPUTER
SYSTEMS 5 credits**

3 hours lecture, 4 hours laboratory. 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.

ENGLISH

**AML 2010 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 1102 or ENC 1141.

**AML 2022 AMERICAN
LITERATURE 3 credits**

A continuation of AML 2020. *Prerequisite:* ENC 1102 or ENC 1141.

**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 1102.

**ENC 1001 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 the 6-hour English requirement in Associate in Arts programs.

**ENC 1002 COMPOSITION
SKILLS 5 credits**

Course is designed to stress coherent expository writing. Practice and instruction are provided in basic sentence structure, acceptable usage, vocabulary development, and mechanics of expression. Sections will meet five periods weekly.

**ENC 1003 CONCEPTUAL APPROACH
TO WORD STUDY 3 credits**

A course designed to improve study skills in the area of textbook study, notetaking, memory improvement, listening, outlining and test taking. Also intended to upgrade spelling skills through the use of a new technique called Concept Spelling, in which traditional rules are subordinated in favor of approximately 50 concepts that have been proven to really teach students how to spell. Useful as an elective in all major areas and highly recommended for all students with study-habit problems.

**ENC 1011 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. Useful as an English elective.

ENC 1101 COLLEGE COMPOSITION I 3 credits

This course stresses instruction in writing expository essays. Grammar and mechanics are reviewed; vocabulary, sentence structure, and organization are improved through practice with different types of essays. Coherence, logical reasoning, and originality are emphasized.

ENC 1102 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 1101.*

ENC 1141 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. *Prerequisite: ENC 1002 or ENC 1001.*

ENC 2210 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 1101, SES 1330 or permission of instructor.*

ENG 1001 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.

ENG 2949 COOPERATIVE EDUCATION INTERSHIP IN ENGLISH 3 credits

Refer to page 00, under the Cooperative Education Heading for additional information.

ENL 2012 ENGLISH LITERATURE I 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 1102 or ENC 1141.*

ENL 2022 ENGLISH LITERATURE II 3 credits

A continuation of ENL 2030. Concentrates on material from the beginning of the 18th century to the present. *Prerequisite: ENC 1102 or ENC 1141.*

ENL 2330 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 2090 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.

LIT 2091 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.

LIT 2092 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.

LIT 2110 WORLD LITERATURE I 3 credits

Materials are drawn from the masterpieces of the world. Deals with selections beginning with Homer and terminating with the Renaissance. *Prerequisite: ENC 1101 or ENC 1141.*

LIT 2120 WORLD LITERATURE II 3 credits

A continuation of LIT 2210. Concentrates on the periods following the Renaissance, reaching and including modern times. *Prerequisite: ENC 1101 or ENC 1141.*

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.*

*Courses will be offered in notation.

FRENCH

FRE 1100 ELEMENTARY FRENCH I 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 II 3 credits

A continuation of FRE 1100 giving additional practice in grammar, reading, writing, listening and speaking. *Prerequisite: FRE 1100.*

FRE 2200 INTERMEDIATE FRENCH III 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 IV 3 credits

A continuation of FRE 2200. *Prerequisite: FRE 2200.*

HISTORY

AMH 2010 U.S. HISTORY TO 1877 3 credits

A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores.

AMH 2020 U.S. HISTORY SINCE 1877 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

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.

EUH 1000 WESTERN CIVILIZATION I 3 credits

A survey of European History from its origins through the Reformation. Emphasis is placed on Greece and Rome, the Middle Ages, and the origins of Modern Europe.

EUH 1001 WESTERN CIVILIZATION II 3 credits

A continuation of the European History from the Reformation to the contemporary period. Emphasis is placed on the intellectual, political, and industrial revolutions, as well as emerging nationalism, the growth of nation states, and international rivalries and conflicts.

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

Refer to page 65, under the Cooperative Education Heading for additional information.

HUMANITIES

HUM 1020 INTRODUCTION TO HUMANITIES 3 credits

An introductory course designed to give the student some awareness and appreciation of his cultural heritage in art, music, philosophy, and literature as it has developed during the major periods of western history. *Prerequisite: ENC 1101, ENC 1002 or permission of instructor.*

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

Refer to page 65, under the Cooperative Education Heading for additional information.

HUMAN SERVICES

HUS 1001 INTRODUCTION TO HUMAN SERVICES 3 credits

An informational course designed for the student considering a career in the field of human service. For the purpose of this course "human services" will be defined as those

occupations that have direct contact with "clients" for the expressed purpose of changing or maintaining the client in his social or individual functioning level. Topics include human service organizations; psychological problems related to adjustment; coping with stress; attitudes, values, and moral issues in human services; para-professional and professional relationships.

HUS 1010 HUMAN SERVICES OBSERVATION 3 credits

A course designed to get students into the service area that they want to enter at graduation. The student will observe the kinds of skills and knowledge that are needed for success in his chosen field.

HUS 1801 HUMAN SERVICES OBSERVATION/ PARTICIPATION 3 credits

A course designed to provide initial practical experience through supervised participation in the student's chosen area of specialization.

HUS 2801 HUMAN SERVICES PRACTICUM I 3 credits

3 hours lecture, 3 hours laboratory. A course designed to place the student in a working situation pertinent to his or her career choice where he or she will be supervised by the student's employer and a college faculty member.

HUS 2811 HUMAN SERVICES PRACTICUM II 3 credits

3 hours lecture, 3 hours laboratory. A course designed to place the student in a working situation pertinent to his career choice where he will be supervised by his employer and a college faculty member.

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.*

RTV 2000 INTRODUCTION TO BROADCASTING 3 credits

An introduction to the social, legal, cultural, business and career aspects of broadcasting.

RTV 2200 BROADCAST PRODUCTION I 3 credits

A survey course that presents the history, growth and development of broadcasting

with practical experiences in staging, writing, equipment operation and production. Opportunities to work in front of the camera and behind the scenes will be made available.

LASER TECHNOLOGY

ETG 1701 INTRODUCTION TO LASERS (0) 3 credits

This course will present the elements of a laser, operation of a helium-neon gas laser lasing action, properties of laser light and a survey of laser systems.

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, organization) 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 equations 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 0003 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 engineering 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 1116 HISTORY OF JAZZ 3 credits

A study of the development of popular and jazz music with emphasis on musical styles and outstanding artists.

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 instrumentalists 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 sight-singing.

**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 sight-singing. *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**

3 hours lecture, 2 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**

3 hours lecture, 2 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

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 PHARMA-
COLOGY 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 PHARMA-
COLOGY 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 exercise, 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. 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, downproofing, 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, possess 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 each 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 downproofing. 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**

Refer to page 65, under the Cooperative Education Heading for additional information.

**HES 2949 COOPERATIVE
EDUCATION
INTERNSHIP
IN HEALTH 3 credits**

Refer to page 65, under the Cooperative Education Heading for additional information.

*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.

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 I 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. *Corequisite:* MAC 2312. Offered in Term I only. Lab Fee \$10.

**PHY 2049C GENERAL
PHYSICS WITH
CALCULUS II 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 2048C with grade of "C" or better. Offered in Term II only. Lab Fee \$10.

**PHY 2053C GENERAL
PHYSICS I 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 "B" in MGF 1303. Offered in Term I only. Lab Fee \$10.

**PHY 2054C GENERAL
PHYSICS II 5 credits**

3 hours laboratory, 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. Offered in Term II only. 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 1001 INTRODUCTION TO
POLITICAL
SCIENCE 3 credits**

A survey of political science as an academic discipline which includes a consideration of important concepts and perspectives in the development of political thought, and an examination of major structures, processes, and activities as applied to selected national political systems.

**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 gov-

ernment 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 within 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

Refer to page 65, under the Cooperative Education Heading for additional information.

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 cog-

nitive, physical, social and moral development. *Prerequisite: PSY 2012.*

DEP 2201 PSYCHOLOGY OF EXCEPTIONAL CHILDREN 3 credits

This course is designed to promote understanding of the psychological growth and development of exceptional children and youth and the role of handicaps in the lives of children, their parents, the school system, and society in general.

DEP 2302 ADOLESCENT PSYCHOLOGY 3 credits

This course is designed to acquaint students with the unique problems encountered by anyone working with adolescents; physical development, emotional development, cognitive development, emerging sex roles, and social patterns.

PSY 1992 DYNAMICS OF BEHAVIOR 3 credits

A course designed to give students theory and practice in solving problems of interpersonal relations and self-development; to help them develop skills necessary for effective learning and living through group and individual experiences. Open only to students selected by full-time developmental teaching faculty.

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 study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, 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 major subject area (selected by students and instructor) will be covered in depth with specialized readings, research projects, films, seminar discussions and independent study. Experimental methodology and beginning statistics will also be covered. *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 women.

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 2200 REAL ESTATE FINANCING (0) 3 credits

Topics include sources of funds, types of financing instruments, types of mortgages, types of loans and leases, appraisals and property valuation, capitalization, trusts, and tax shelters.

REE 2201 REAL ESTATE CURRENT ISSUES (0) 3 credits

Topics include consideration of the challenges of real estate management today, including concerns of people relationships, the functions and systems that make these managements work, the job of the manager and his functions, selection and training of staff, and methods employed to produce a profitable operation.

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

Refer to page 65, under the Cooperative Education Heading for additional information.

SPANISH

SPN 1010 CONVERSATIONAL SPANISH (0) 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 val-

uable in everyday situations. Institutional credit only.

SPN 1011 INTERMEDIATE CONVERSATIONAL SPANISH (0) 3 credits

A continuation of SPN 1010 providing opportunities to develop a wider vocabulary.

SPN 1100 ELEMENTARY SPANISH I 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 II 3 credits

A continuation of SPN 1100. *Prerequisite: SPN 1110.*

SPN 2200 INTERMEDIATE SPANISH III 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 IV 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 FUNDAMENTAL 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.

SPC 2033 ADVANCED PUBLIC SPEAKING 3 credits

A course designed for those who desire advanced training in public speaking. It affords extensive practice in areas such as reporting, defining, deviating, refining, and changing attitudes.



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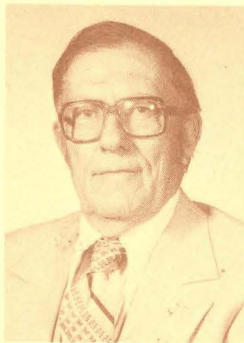
DISTRICT BOARD OF TRUSTEES



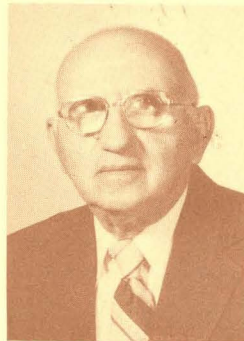
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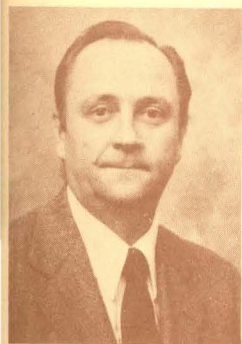
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B.S., M.A.T., Indiana University

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Lake County School Board

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Lake Community Hospital

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Lake Community Hospital

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City of Leesburg Fire Department

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Leesburg General Hospital

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Leesburg General Hospital

THOMAS HONAKER
Hospital Administrator
South Lake Memorial Hospital

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South Lake Memorial Hospital

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Director of Nurses Service
Waterman Memorial Hospital

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THELMA WATTS, DR.
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Lake County Vo-Tech Center

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Chairman, Business and Technologies
Lake-Sumter Community College

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Co-Owner
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DON DRIGGERS
Owner
Don Driggers Realty

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HELEN BLACKMON
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MARY CAPONI
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Lake-Sumter Community College

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Lake County Traffic Department
Lake County Courthouse

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Sun First National Bank of Lake County

JOYCE LONSDALE
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Instructor – Business
Lake-Sumter Community College

JENNIFER SNAVELY
Word Processing Operator
State Attorney's Office
Fifth Judicial District
Lake County Courthouse

CATHY YEOMANS
Word Processing Supervisor
State Attorney's Office
Fifth Judicial District
Lake County Courthouse

Lake Sumter Community College has something for you . . .

*Let us
help put
you in
the picture*

PLEASE FORWARD THE FOLLOWING INFORMATION TO ME.

Name _____

Mailing Address _____

City _____ State _____ Zip _____

☐ Application for Admission to Lake-Sumter Community College.

☐ Financial Aid Information (Including Scholarships, Grants, Loans)

☐ Schedule of Classes for:

☐ Term I (September-December)

☐ Term II (January-April)

☐ Term III (May-June)

☐ Term IV (June-August)

☐ Term V (Evening May-August)

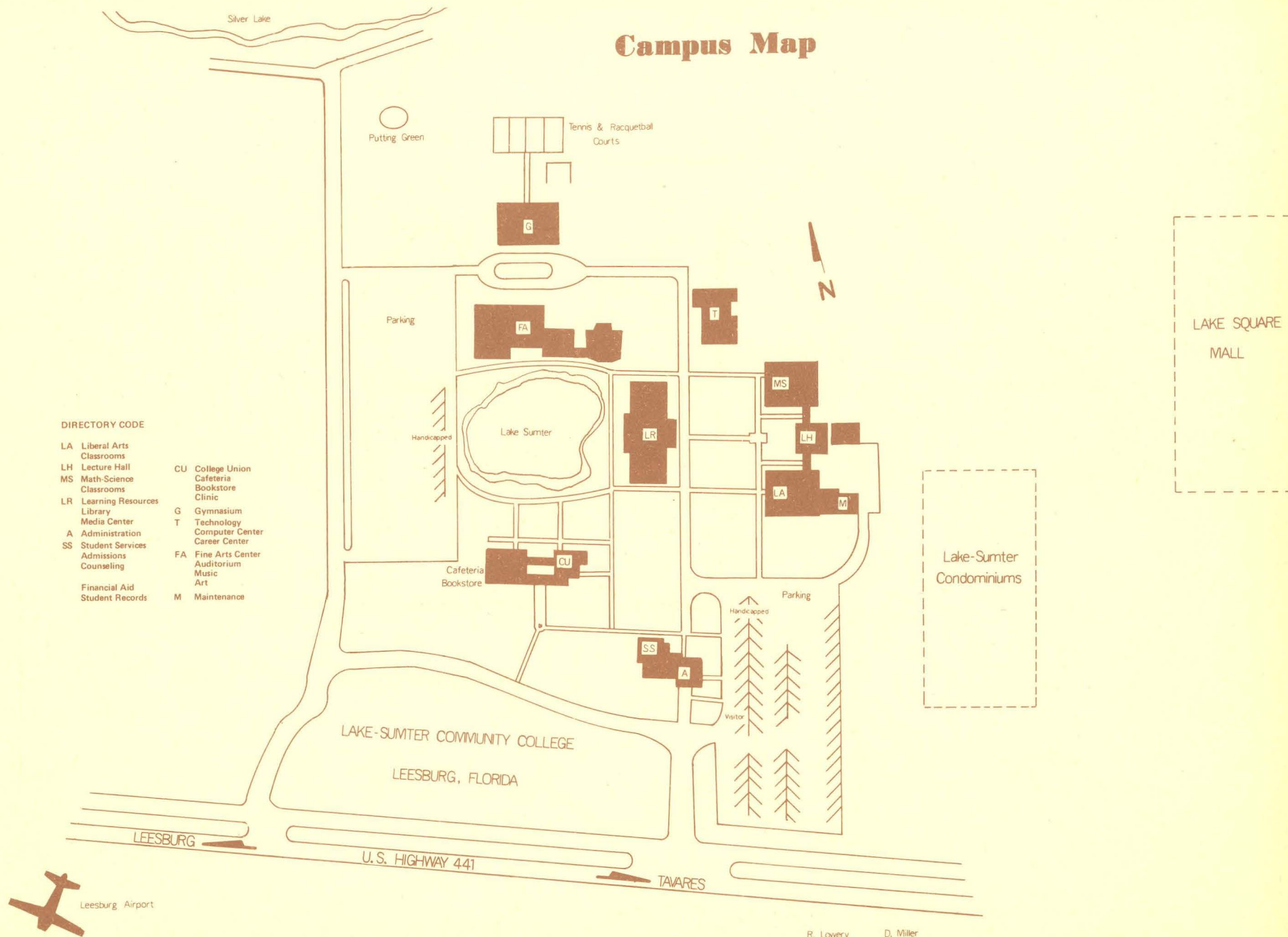
My major area of interest is _____

Mail to: ADMISSIONS
LAKE-SUMTER COMMUNITY COLLEGE
LEESBURG, FLORIDA 32748

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Campus Map



LAKE-SUMTER COMMUNITY COLLEGE

LEESBURG, FLORIDA 32748

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A developing college ...

ACCREDITATION: L-SCC is fully accredited by Southern Association of Colleges and Schools.

PROGRAM/COURSE OPPORTUNITIES:
(Partial Listing)

Art	English
Aviation	Exec. Secretary
Banking	History
Biological Science	Journalism
Business Admin.	Mathematics
Chemistry	Music
Commercial Art	Nursing
Computer Science	Philosophy
Criminal Justice	Photography
Data Processing	Physics
Digital Electronics	Real Estate
Drafting	Social Science
Drama	Sociology
Economics	Spanish
Education	Typing
Engineering	Word Processing

STUDENTS: About 2,500 each semester, both for credit and non-credit. Average age is 29.

FACULTY/STAFF: Our greatest resource is the college's faculty and staff, highly qualified and dedicated to helping all students.

Lake-Sumter Community College is a comprehensive community college offering degrees in Associate in Arts (AA) and Associate in Science (AS).

CAMPUS: The 110-acre campus is located on U.S. 441 between Leesburg and Tavares with ten modern, climate-controlled buildings. Included are a Fine Arts Center with an auditorium, music and art facilities; a Learning Resources Center with a library and Media Center open for use by all residents of Lake and Sumter Counties; a gym; College Union; Administration Building; and classroom buildings.

WHO ATTENDS: The college serves working parents, high school graduates, retired persons, business people, laborers and advanced placement students.

SPECIAL PROGRAMS/SERVICES: Classes are offered in off-campus locations in Wildwood, Bushnell, Clermont and other cities. Non-credit courses are also available.

COOPERATIVE EDUCATION: Cooperative Education program offers practical experience and direct linkage to college studies through selected jobs in the community.

ATHLETICS/INTRAMURALS: The college program includes men's basketball, women's volleyball, tennis and golf. The intramural program involves hundreds of students in activities from chess to flag football.

CULTURAL PROGRAMS: A variety of speakers and theatrical, musical and dance programs are scheduled by the College Lyceum Committee. The college also sponsors children's theater for area elementary school youngsters, concerts by college bands and choral groups and art shows.

TUITION AND FINANCIAL AID: The 1982-83 registration fee for college credit courses is \$17.00 per semester hour for Florida residents and \$34.00 per semester hour for non-Florida students. Scholarships, grants-in-aid, loans and student employment are available for students in need of financial assistance.

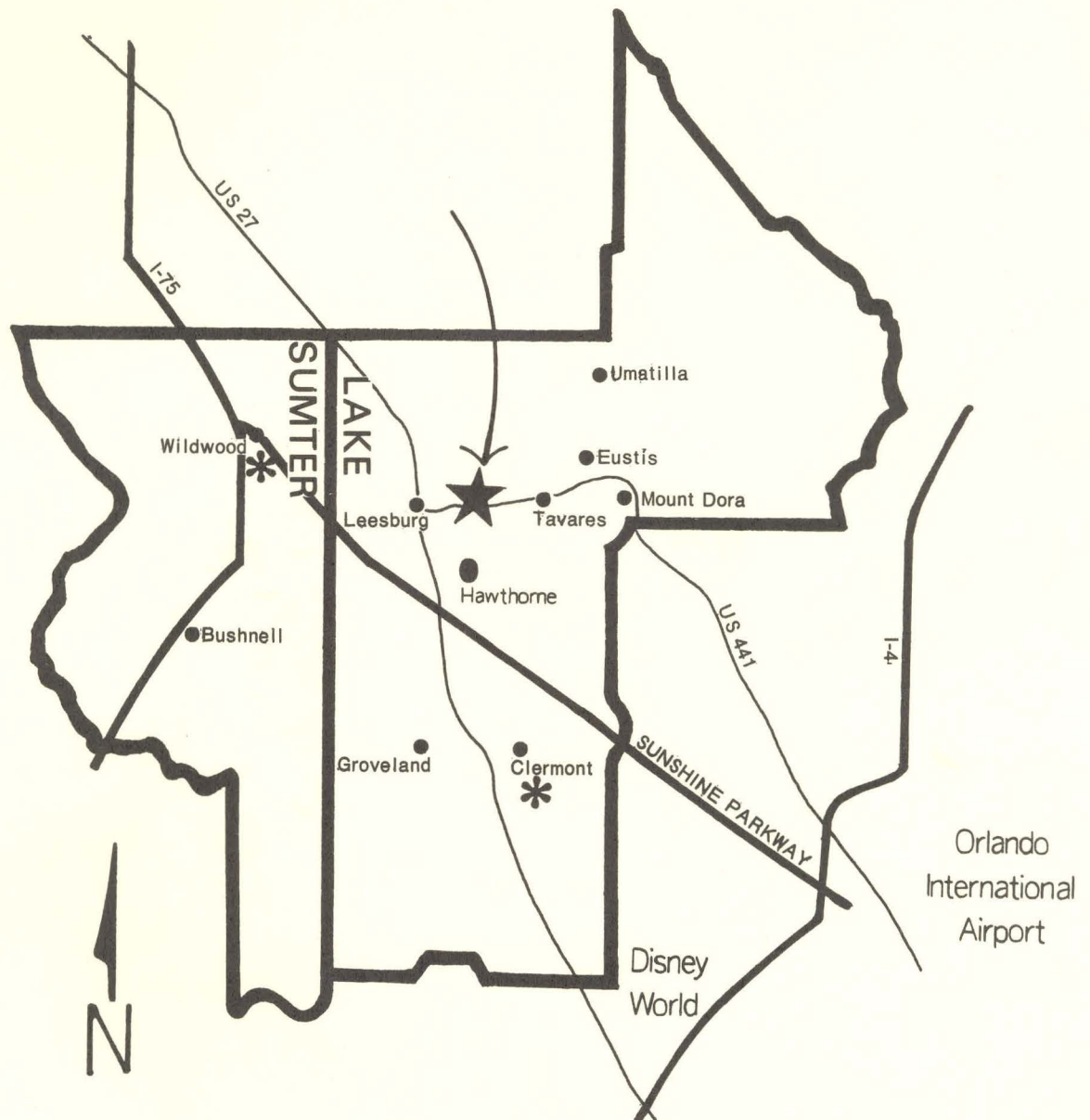
HOW TO REGISTER: For credit classes, apply to the Admissions Office. Those interested in non-credit courses should call or visit the Continuing Education Office. The college has an open door admissions policy, students being placed in academic programs following diagnostic testing.

L-SCC FOUNDATION: The Lake-Sumter Community College Foundation is a non-profit incorporated body set up by leading citizens to help to insure the provision of quality education and appropriate opportunities and services to residents of the college district.

FOR MORE INFORMATION: Visit the campus on U.S. 441 between Leesburg and Tavares or call 787-3747 (toll-free from Sumter County 748-1959).

*... in a growing community,
1982-83*

LAKE-SUMTER COMMUNITY COLLEGE DISTRICT



LAKE-SUMTER COMMUNITY COLLEGE

Silver Lake Center – MAIN CAMPUS
 Highway 441
 Leesburg, Florida 32748
 Telephone: (904) 787-3747
 SUNCOM 352-7575

Toll Free Number for
 Sumter County Residents
 to Silver Lake Center
 748-1959

SOUTH LAKE CENTER

630 DeSoto Street
 Clermont, Florida 3271

WILDWOOD CENTER

Wonder Street
 Wildwood, Florida 32785
 Telephone: 748-4611