

...AN INSTITUTION OF Jolity WITH A TRADITION OF CO

# Lake-Sumter Community College 1986 - 1987

A Public Community College supported by the State of Florida

#### 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

#### NOTICE

The catalog is prepared and presented as an informational guide for students and the general public. 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, personnel listings 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.

### **Equal Access/Equal Opportunity**

Lake-Sumter Community College is dedicated to the concept of equal opportunity for all students and employees. The college will not discriminate on the basis of race, national origin, sex, handicap, or marital status against a student or an employee.

Lake-Sumter Community College operates under the terms of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Educational Amendments of 1972, in accordance with the Federal Compliance agreement, Form 441, and the Florida Educational Equity Act, F.S. 228.2001, 1985.



# President's Message

Greetings,

As you read this catalog we hope that you will share with us the sense of pride and accomplishment which was earned over twenty-five years of service to the citizens of Lake and Sumter Counties.

LSCC offers a broad range of courses and programs to meet the growing needs of citizens in a changing society. We offer alternatives and diversity to students who may be embarking in an academic or occupational career. Programs are available for the older student who may be working or seeking new skills, retraining or pursuing advanced study opportunities. Experience shows that our students tend to match or exceed the quality of learning attained by native students in our State Universities. Indeed, by most standards, LSCC can be relied upon to provide quality higher education at reasonable costs.

We also offer a variety of resources to people of all ages. For example, our library is open to the public; cultural programs are available at low cost, intercollegiate athletics and other student activities including band, chorus and drama are also enjoyed by many. You may also consider cooperative education, college publications and volunteer services.

Our Retired Senior Volunteer Program provides a needed service, the Small Business Center creates many interesting opportunities to bridge theory and practice, and our Weekend College continues to serve special needs.

In short, we have much to offer as an institution of quality. You have much to gain from our tradition of excellence.

Robert S. Palinchak President

Cobert Palinchak

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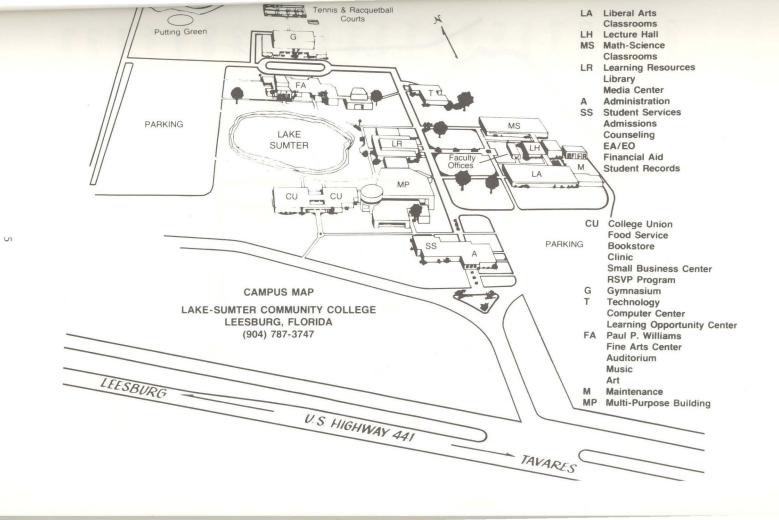


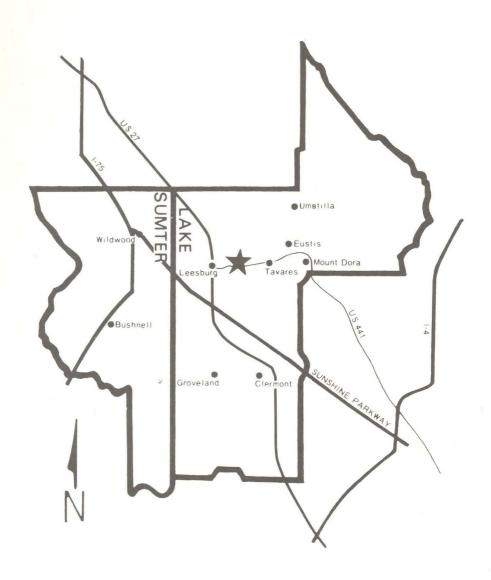
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# 1986-1987 CALENDAR

## 1986

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# COLLEGE CALENDAR 1986-1987

The college calendar consists of five terms and provides for year-round operation of the college as well as year-round scheduling of classes. Fall and Winter Semesters are sixteen weeks in length. Summer Term, of thirteen weeks duration, is also divided into two six-week terms.

#### **FALL SEMESTER**

**REGISTRATION DATES:** August 11 - 22: Late Registration (w/\$10 fee) August 25 - 29

August 20, Wednesday August 25, Monday Faculty reports. Staff Development Day begins at 8:30 a.m. Fall Term day and evening classes begin.

Late registration begins. A \$10 late registration fee will be

charged during this period.

August 29, Friday

Last day for schedule changes (Add-Drop). Deadline is 4:00

Last day to change from audit to credit. Deadline is 4:00 p.m.

Last day for late registration for Fall Term. Deadline is 4:00 p.m.

Last day to apply for CLAST (test date: Sept. 27.)

Last day to remove grades of "I" received in Summer Terms B and C.

LABOR DAY - Campus closed.

Last day to apply for Fall Term degree (diploma or certifi-

College Night for high school students. 7:00 - 9:30 p.m. Last day to withdraw from or change to audit any Fall Term

day or evening class with grade of "W" or "X". Deadline is 4:00 p.m.

THANKSGIVING HOLIDAYS - Campus closed.

September 1, Monday September 26, Friday

October 6, Monday October 24, Friday

November 27, Thursday

November 28, Friday December 1, Monday

December 9, Tuesday December 10, Wednesday December 12, Friday

December 15, Monday December 16, Tuesday

December 17, Wednesday December 18, Thursday

December 22, Monday through January 2, Friday Classes resume.

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.

Fall Term and final examinations end at 5:00 p.m. All grades due in the office of the Director of Admissions by 12:00 Noon.

Teaching Faculty begins Christmas Holidays.

Fall Term commencement. Degrees awarded; informal ceremony.

CHRISTMAS HOLIDAYS — Campus closed.

#### SPRING SEMESTER

**REGISTRATION DATES:** December 8 - 19, January 5 - 6; Late Registration (w/\$10 fee) January 7 - 14.

January 5, Monday Campus Open.

Faculty reports. Staff Development Day begins at 8:30 a.m..

January 7, Wednesday Spring Term day and evening classes begin.

Late registration begins. A \$10 late registration fee will be

charged during this period.

January 14, Wednesday Last day for schedule changes (Add-Drop). Deadline is 4:00

p.m.

Last day to change from audit to credit. Deadline is 4:00

p.m.

Last day for late registration for Spring Term. Deadline is

4:00 p.m.

January 19, Monday Last day to remove grades of "I" received in Fall Term. February 13, Friday

Last day to apply for Spring Term degree (diploma or cer-

tificate).

Last day to apply for CLAST (Test date: March 14).

SPRING BREAK — Campus closed.

March 5, Thursday

and March 6, Friday

March 9, Monday March 23, Monday

April 17, Friday April 27, Monday

April 30, Thursday May 1, Friday

May 6, Wednesday

May 7, Thursday

May 8, Friday

Classes resume.

Last day to withdraw from or change to audit any Spring Term day or evening class with grade of "W" or "X". Deadline is 4:00 p.m.

EASTER HOLIDAY — Campus closed. Final Examinations begin at 8:00 a.m.

Spring Term and final examinations end at 10:00 p.m. All grades due in the office of the Director of Admissions

by 12:00 noon.

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.

Last day to apply for Summer Term A degree (diploma or certificate).

Academic Honors Program at 8:00 p.m. President's Reception follows.

Last Day to apply for CLAST (Test date: June 6)

Spring Term Commencement. Degrees awarded; formal cer-

emony, 8:00 p.m.

#### **SUMMER TERM A**

**REGISTRATION DATES:** April 22 - May 5; Late Registration (w/\$10 fee) May 6

May 5, Tuesday May 6, Wednesday First duty day for Summer Term A full-time faculty. Summer Terms A and C day and evening classes begin. Last day for schedule changes Term A (Add-Drop). Deadline is 4:00 p.m.

Last day to change from audit to credit. Deadline is 4:00

Last day for late registration for Summer Term A. Deadline is 4:00 p.m.

Last day to apply for Summer Term A degree (diploma or certificate).

May 25, Monday June 2, Tuesday

MEMORIAL DAY — Campus closed.

Last day to remove grades of "I" received in Spring Term. Last day to withdraw from or change to audit in any Summer Term A class with grade of "W" or "X". Deadline is 4:00

June 22, Monday

June 23, Tuesday

Last day for all registrants to complete admission requirements for Term A. Registration for credit will be changed to non-degree seeking if requirements are not completed by this date.

Summer Term A and final examinations end at 4:00 p.m. All grades due in the office of the Director of Admissions by 12:00 noon.

June 24, Wednesday Last day to apply for Summer Terms B and C degrees (diploma or certificate).

Summer Term A Commencement. Degrees awarded: no June 25, Thursday ceremony.

#### SUMMER TERM B

**REGISTRATION DATES:** April 22 - May 13, June 22 - 23; Late Registration (w/\$10 fee) June 24.

June 23, Tuesday June 24, Wednesday

July 3, Friday

July 23, Thursday

First duty day for Summer Term B full-time faculty.

Summer Term B classes begin.

Last day for schedule changes (Add-Drop). Deadline is 4:00 p.m.

Last day to change from audit to credit. Deadline is 4:00

Last day for late registration with \$10 late fee. Deadline is 4:00 p.m.

Last day to apply for Summer Terms B and C degrees (diploma or certificate).

INDEPENDENCE DAY — Campus closed.

Last day to withdraw from or change to audit any Summer Term B class with grade of "W" or "X". Deadline is 4:00 p.m.

Last day to remove grades of "I" received in Summer Term A.

Last day for registrants to complete admission requirements August 10, Monday

for Summer Term B. Registrations will be changed to nondegree seeking if requirements are not completed by this date.

Summer Terms B and C and final examinations end at 10:00

p.m.

August 11, Tuesday All grades due in office of the Director of Admissions by

12:00 noon

August 13, Thursday Summer Term B Commencement. Degrees awarded; infor-

mal ceremony.

Last day to remove grades of "I" received in Terms A. B. September 9, Wednesday

and C.

#### SUMMER TERM C

**REGISTRATION DATES:** April 22 - May 5; Late Registration (w/\$10 fee) May 6 - 13.

May 5, Tuesday First duty day for Summer Term C full-time faculty.

May 6, Wednesday Term C classes begin.

Late registration begins. A \$10 late registration fee will be charged during this period.

May 13, Wednesday Last day for schedule changes, (Add-Drop), Deadline is 4:00

Last day to change from audit to credit in Term C. Deadline is 4:00 p.m.

Last day for late registration for Summer Term C. Deadline

is 4:00 p.m.

May 25, Monday MEMORIAL DAY — Campus closed.

Last day to remove grades of "I" received in Spring Term. June 2, Tuesday June 24, Wednesday Last day to apply for Terms B and C degrees (diploma or

certificate).

July 3, Friday INDEPENDENCE DAY — Campus closed.

July 23, Thursday Last day to remove grades of "I" received in Summer Term

Last day to withdraw or change to audit any Summer Term C class with grade of "W" or "X." Deadline is 4:00 p.m.

August 4, Tuesday Final examinations begin for Term C.

August 7, Friday Last day for registrants to complete admission requirements for Summer Term C. Registrations will be changed to non-

degree seeking if requirements are not completed by this date.

August 10. Monday Summer Term C and final examinations end at 10:00 p.m. August 11, Tuesday All grades due in the office of the Director of Admissions.

Deadline is 12:00 noon.

Summer Term C Commencement. Degrees awarded: infor-August 13, Thursday

mal ceremony.

September 9, Wednesday Last day to remove grade of "I" received in Summer Terms

B and C.

# THE 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:

- 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.
- 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.
- College preparatory 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 more than 70 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, The Paul P. Williams Fine Arts Center, bookstore, and Food Service Center. The latest facilities addition is the Multipurpose Building, which was completed in the summer of 1986. The new building is located between the current Administration Building and the Learning Resources Center. Among other things, it contains classrooms and laboratories for Nursing and Business programs, the bookstore, a television studio, and various faculty, administrative and student activities offices.

Located near the geographic center of Florida, the campus is surrounded by rolling hills and marsh lands abounding with wildlife. With more than 1,400 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 LSCC, the institution continues to have a major economic impact on the surrounding region. The curriculum continues to broaden and new programs are under way in areas such as word processing, nursing, digital electronics, and computer science. Programs and courses are also offered at several off-campus sites including LSCC centers in Sumter and South Lake counties and area high schools. Many qualified high school students choose to complete their secondary education while attending LSCC and thus get a head start toward their future goals.

In addition to high quality academic programs, the College continues to sponsor a wide variety of cultural entertainment activities through its Performing Arts Series.

In all ways the institution fulfills its role and mission as a public comprehensive community college dedicated to the service of its community.

# LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

Some 20 years after a group of concerned citizens came together to affirm the establishment of an institution of higher education to serve the citizens of Lake and Sumter counties, a second group of citizens came together. Working with college officials, they established the Lake-Sumter Community College Foundation, Inc., for the purpose of providing financial support to the College.

Since its origin, the Foundation has supported the student scholarship program, the Children's Theatre, the Performing Arts Series, the Brain Bowl, the College Singers, the College Library, and the nursing programs and activities.

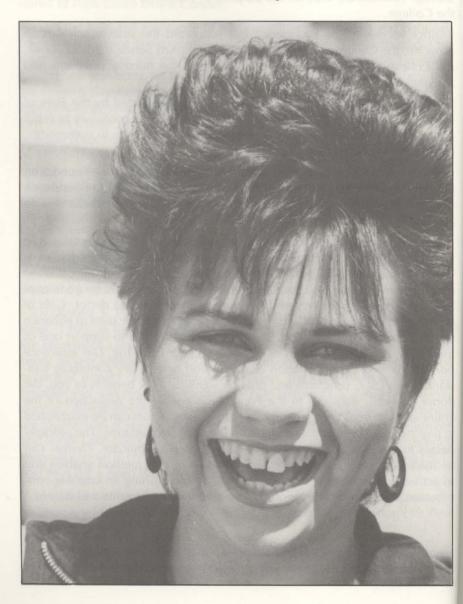
Because LSCC is tax-assisted but not fully tax-supported by the State of Florida, private support is essential to the College as it continues to fulfill and expand its mission of excellence in education, service to community, and financial assistance to qualified students.

Such private support is made possible through donations to the Foundation by individuals, civic groups, businesses and organizations. The Foundation is a non-profit corporation, and all gifts it receives are tax deductible in accordance with Internal Revenue Service regulations.

Your participation as a donor may provide significant tax advantages to you. You are encouraged to discuss arrangements for your individual contributions with an LSCC Foundation representative. Also, you may wish to consult your attorney, tax consultant or other financial advisor for additional advice about tax incentives and advantage open to you as donor. Gifts of cash, securities, real estate and/or personal property can be used to enhance existing programs. If you wish, your gift can be directed to support one or more specific LSCC programs or activities of your choosing. Life insurance policies naming the Foundation as owner and beneficiary contribute substantially to LSCC programs and provide significant tax benefits to you, the donor, as well. Beguests to the Foundation enable the deduction of the entire amount from your gross estate before taxes. Trusts can be established to pay income to you and/or another for life or a specified time. The property passes to the Foundation when individual benefits terminate. Pledges can be made for contributions over a specified time. This method enables you to actively participate in supporting LSCC by establishing an ongoing contribution plan specifically tailored to your individual benefits and wishes.

Honor and Memorial Funds for friends, associates or loved ones are sincere and lasting expressions of your feelings. Honor funds may include birthday remembrances, wedding anniversaries, graduations, special achievements, new arrivals and other commemorative events and occasions. For all donations to these funds, the Foundation will provide appropriate notification of your gifts to the person you designate.

Further information is available by contacting the Executive Director of the Foundation or the President of the College.



# ADMINISTRATIVE SERVICES

#### USE OF COLLEGE FACILITIES

The Dean of 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**

A private company operates the bookstore, which is located in the College Union building. The store offers both new and used textbooks, academic supplies and some clothing items. 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.

#### 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 \$2.00 each. Consult parking regulations for complete information. Parking decals may be obtained in the Bookstore.

#### **FOOD SERVICE**

A food vending service is located in the College Union. The air conditioned dining area will seat 90 students and is operated from 7:30 a.m. to 9:00 p.m., Monday through Friday.

Vending machines are available in the patio of the College Union and throughout the campus.

## **TRANSPORTATION**

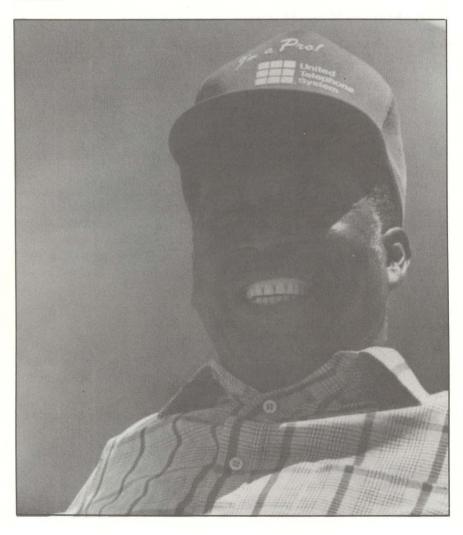
At the present time the College is not served by public bus transportation.

## SAFETY AND FIRE REGULATIONS

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

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

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



# DIVISION OF LEARNING RESOURCES

The Division of Learning Resources is responsible for providing resources and services which support the needs of the students, faculty, and community in academic and cultural development and personal enrichment. The Division is the focal point for curricular materials of the institution, thereby providing a diverse, extensive, and up-to-date collection of print and non-print materials.

#### LIBRARY

The book collection consists of over 56,000 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 400 current titles. These titles support the academic and vocational programs of the College, and provide information on current subjects of popular interest. An extensive microfilm collection facilitates research, and periodical indexes for these holdings are available.

The Government Documents collection is housed separately with approximately 37,000 items classified according to the Superintendent of Documents system. Lake-Sumter Community College is one of three Florida community colleges serving as Federal Depositories for United States Government Publications.

Books may be borrowed for two weeks and may be renewed. Reference works and reserve materials may be checked out for overnight use only. A fine of twenty 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. Overdue items or unpaid fines at the end of a term will result in withholding of student transcripts and delay in registration. Affiliation with the College is not required for library use or borrowing privileges.

Materials which are not owned by the library may be obtained from other institutions through the inter-library loan system.

## **INSTRUCTIONAL MEDIA CENTER**

The Instructional Media Center consists of all forms of audio visual materials and equipment. The catalogued collections, consisting of over 2,200 recordings (from classical music, drama, and poetry to the top current re-

leases), audio tapes, filmstrips, PIKs (Programmed Instructional Kits), and slide sets are available for research as well as classroom instruction and pleasurable listening.

The Media Center houses 800 general information and specific subject videotapes. Videotapes and audiovisual materials may be used for research, review, pleasure, or learning enhancement. Many subjects are handled through self-paced instructional modules.

Study 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.

Television programs and pre-recorded videotapes are distributed to all classrooms by way of a three channel closed-circuit television system (CCTV).

The Instructional Media Center operates a color television studio for college productions as well as broadcasting student productions.

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

Special lighted carrels, large print books and a magnification reader are available for handicapped patrons.

Periodically, various cultural exhibits are displayed in the Center. Paintings, sculpture, crafts and collections are provided by students, local residents, and travelling exhibitions.

Individual instruction and assistance are provided at any time by a staff of professional librarians, technicians, specialists, and secretaries. Special group orientation sessions providing information on general library and media usage and specific reference sources are presented to classes throughout the year.

Both students and non-students may apply for a Learning Resources identification card. This card must be presented each time materials are taken from the Center.

Students are expected to have consideration for others and to maintain an atmosphere conducive to quiet study.

The Learning Resources Center hours are as follows:

### **Fall and Spring Terms**

Monday through Thursday Friday Saturday 7:45 A.M. - 9:30 P.M. 7:45 A.M. - 4:30 P.M. 9:00 A.M. - 2:00 P.M.

## **Summer Term**

As announced.

# ENTERING THE COLLEGE

# **REQUIREMENTS FOR ADMISSION**

Students entering college for the first time may be admitted if they:

#### **Beginning Freshman/Degree Seeking Students**

	are graduates of state accredited secondary schools have earned a high school equivalency diploma through any State Department of Education based on the General Educational Development Tests.  have earned USAFI GED diploma
ansfer	Students.
_	Transfer students will be accepted from other colleges or universities.
8	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.
	You must request that each college or university you previously attended send a transcript of your record directly to the Admissions Office.
MINO.	Failure to furnish complete and accurate information may result in cancellation of registration and loss of all credits earned at this college.

#### SPECIAL ADMISSIONS

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**Non-Degree Seeking.** Applicants may enroll in college for personal enrichment, special interest, job improvement, or teacher certification. Applicants must be at least 19 years of age, have a high school diploma or GED. The student may register for credit or audit. No transcripts of previous high school or college coursework is required.

**Non-high School Graduate.** 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.

Non-high school graduates age 18 and younger, legally out of school, may enroll as audit students only.

**Transient Student.** You are seeking a degree at another institution and desire to take a course at Lake-Sumter Community College for transfer of credit there; you are not required to submit a transcript of your other college records but you must have permission of your "home" college or university.

**Dual Enrollment Program.** Lake-Sumter Community College provides a Dual Enrollment Program to allow high school students to enrich their academic backgrounds. Inquiries concerning the Dual Enrollment Program should be addressed to the Director of Admissions.

High school students who receive special permission from their principal, counselor and parents may be admitted to the Dual Enrollment Program. College credit will be awarded when earned. Plans to seek admission to the Dual Enrollment Program must be initiated with the high school officials.

**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.

The student should submit a formal application of the Office of Admissions.

Advanced Placement/College Board. 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 administered by the College Entrance Examination Board (CEEB). 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.

**Audit Students.** Students may enroll in college for "audit" status if they do not wish to receive college credit. Audit students must register during the regularly scheduled registration period and indicate on the registration form that they plan to audit the class.

- 1. As an audit student you must meet the admission requirements of the college.
- 2. Your fees and tuition are the same as for credit.
- You must be regular in attendance in your class and make regular class preparation. You may participate in all class activities but you will not be required to take examinations and will be given neither grades nor credit.
- 4. Once the late registration period has ended, you may not change from audit status to credit status.

**International Students.** Lake-Sumter welcomes international students. The College is authorized under Federal law to enroll non-immigrant alien students. The following requirements must be met by students seeking admission on the F-1 Visa.

- 1. Complete application for admission.
- 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, per year, to cover living expenses, tuition, etc.
- 5. Obtain an official translation of transcripts from other colleges attended, if any.
- 6. International students pay non-Florida student fees.

7. In addition to the application for admission fee of \$10.00, a one time \$20 processing fee is required. These fees are non-refundable.

**ROTC.** Students at Lake-Sumter Community College are eligible to apply for the United States Air Force ROTC Program at the University of Central Florida, Orlando. A maximum of four (4) semester hours of ROTC credit may be applied as elective credit toward a degree at Lake-Sumter. Further information is available at the ROTC office at UCF.

#### **CLASSIFICATION OF STUDENTS**

**Full-time.** You are a full-time student if enrolled for twelve (12) or more semester hours credit in Fall, Spring, or Summer C Terms, and 6 or more semester credit hours in Summer A or Summer B Terms.

**Part-time.** You are a part-time student if enrolled for less than twelve (12) semester hours credit in Fall, Spring, or Summer C Terms, or less than six (6) semester hours credit in Summer A or Summer B Terms.

**Freshman.** You are classified as a Freshman if you have completed less than twenty-eight semester hours credit of college work.

**Sophomore.** You are classified as a Sophomore if you have completed at least twenty-eight semester hours credit of college work.

## **ADMISSION PROCESS**

#### 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.)
- 4. Affidavit of residence. (Part of application.)
- 5. Take the placement examination on a scheduled date. (See Placement Testing Policy.)
- 6. Application fee \$10 (Non-Refundable.)

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.

# **RESIDENCY REQUIREMENTS**

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

You may be denied college credits for work done at Lake-Sumter Community College if it is determined you have made false or fradulent statements concerning your legal residence or your intentions as to legal residence in connection with, or supplemental to, your application for admission.

Non-Florida Residents. Non-Florida residents are those who do not qualify as Florida residents. College fees and tuition assessments are based on your legal residence or that of your parents or legal guardian, if you are under eighteen (18) years of age.

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

- 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.
- 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.

# ADMISSION REQUIREMENTS TO THE NURSING PROGRAM

Admission to the Nursing Program is limited due to clinical facilities and numbers of faculty.

- 1. High school graduation or G.E.D. is required.
- 2. Students must complete application for admission to Lake-Sumter Community College.
- 3. All degree-seeking students who enter Lake-Sumter Community College for the first time must take the English/Reading/Math Placement Tests. Contact the Counseling Center for test dates.
- 4. Students must be a Licensed Practical Nurse in the State of Florida or expect to complete an approved LPN Program by June of the admission year.
- 5. Two letters of recommendation from current employers or teachers must accompany the application.
- 6. Acceptance into the nursing program is conditional and pending satisfactory results of the physical examination. Evidence of good physical and mental health must be documented through a physical examination in January or February before applying for the program in March.
- 7. Prospective students must score at the 50 percentile or above on NLN Achievement Tests for Licensed Practical Nurses. These scores must be submitted at the time of application to the program and be no more than 3 years old. Contact the Counseling Office for testing dates.
- 8. Students selected for admission will have completed the required prerequisite courses.
- 9. Credit for the prerequisite general education and science courses must have been earned within 7 years of the date of admission to the program.
- 10. A Grade of "C" in all science courses with an overall GPA of 2.5 is the **minimal** acceptable standard for application to the program.
- 11. Application must be made *yearly* to the Nursing Program by April 1st. Acceptable applicants will be notified by May 15th if they are to begin in Summer Term B. Acceptance into Lake-Sumter Community College while taking the prerequisite general education courses does not constitute admission to the Nursing Program. A separate application must be made directly to the Nursing Program Office prior to April 1 of each year.

### **REGISTRATION PROCEDURE**

- 1. Complete all Admission Requirements.
- 2. Day and Evening registration hours are available for the student's convenience. A registration schedule of dates and hours is printed in the schedule of classes for each term.
- 3. A student whose attendance at the College is interrupted by one or more regular terms must apply for readmission. If the student is readmitted, the student will be subject to the rules and regulations that are in effect at the time of readmission.
- 4. Tuition and fees are due the day of registration.
- 5. The College Admissions Committee may review applications and has the authority to grant or refuse admission to the College.

### STUDENT RECORDS

In order that the college will be in compliance with P. L. 93-380 (Family Education and Privacy Act), commonly called the Buckley Amendment, and State Board of Education Regulations (6A-14.51) the following information is being provided you through this medium.

#### 1. Directory Information

The following items are classified by law as directory information.

- A. Student's name
- B. Address
- C. Telephone listing
- D. Date and place of birth
- E. Major field of study
- F. Participation in officially recognized activities and sports
- G. Weight and height of members of athletic teams
- H. Dates of attendance
- Degrees and awards received and most recent previous educational institution attended by the student.

Although Lake-Sumter Community College does not publish a directory, the above designated information will be released with discretion unless the student specifies in writing to the Director of Admissions that this information is to be withheld. If a student wishes directory information withheld, the notification must be given to the Director of Admissions not later than the 10th calendar day from the first day of classes in each term. Requests will not be honored after this date.

# 2. Guidelines concerning "parent"

In order for parent(s) to have access to a student's records, without written permission from the student, the parents must certify that the student is

economically dependent upon the parent(s) as defined by Section 152 of the Internal Revenue Code of 1954. Thus, it would be necessary for the parent to give proof of dependency to the custodian of records by showing a copy of the parent's current income tax report or other acceptable report for verification of claimed dependency.

#### 3. Student Rights

Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission of consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

#### 4. Notification by Educational Institutions

This is to officially notify students that the president of Lake-Sumter Community College has designated the Director of Admissions as custodian of records. His duties will include supervising compliance with the act and state regulations. The Director of Admissions and his office is located in the college Multipurpose building.

### 5. Procedure for Granting Access

Students who desire access to all items in their permanent folder that may be shown them, should make such a request in writing to the Director of Admissions. The Director must reply within 30 days after receipt of request.

#### 6. Challenges to the Content of Records

### A. Right to a Hearing

Upon written request, the custodian of records shall accord the student the opportunity to challenge his educational record. The student shall also be accorded the opportunity to include explanatory information in his or her record. A student may challenge a grade only on the ground that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded.

# B. Formal Proceedings

The following procedure should be followed in a formal appeal. The president shall appoint a committee of two faculty members and one student, in the case of formal hearings, to settle disputes between students and the institution over student records. If the student wishes a formal hearing, he or she shall make the request in writing to the president. The president shall reply to the appeal request within a period of 15 calendar days after receipt of the request. In each instance the college shall make every effort to guarantee the student due process. All procedures shall be documented by the College.

#### 7. Content of Consent

The College has developed a form for obtaining the student's consent to release his records.

#### 8. Fee for Copy of Record

Students who desire copies made of portions of their record will be charged the actual cost of reproduction. No charge shall be made for retrieval of records.

#### 9. Additional Information

Any student desiring complete information as it relates to student access and student protection of records should contact the Director of Admissions.

NOTE: Only the student can request that his or her transcript be sent to another person or institution. Transcripts must be ordered in person or in writing. Phone calls are not honored.



# ACADEMIC INFORMATION

### **FINAL GRADES**

Final grades are distributed following the close of the term. The following grade system is used.

		quality points per credit hour
Α	Excellent	4
В	Good	3
C	Average	2
D	Poor	1
F	Failure	0
W	Withdrew	
S	Satisfactory	
X	Audit	
1	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.

**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.

**Incomplete Course.** 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 3.80 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 3.80 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 3.40-3.79 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 3.40-3.79 and no failures and no incompletes among the 12 semester hours earned. Honors may be accorded for each subsequent 12 semester hours of credit using the guidelines above.

## **DEGREES AND PROGRAMS**

How to Choose Your Program. One of the basic questions that must be answered by the community college student is: "How many years do I plan to attend college?" Many students plan to stay at Lake-Sumter Community College for two years and then transfer to another college or university for two more years. If this is your plan, you should enroll in a transfer program, which leads to an Associate in Arts degree at Lake-Sumter Community College. Read carefully the information in the Associate in Arts Degree section.

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

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

#### **COMMUNITY SERVICES**

The Office of Community Services is responsible for all non-credit courses and the administration of the two off-campus extension centers.

**Non-Credit Courses:** A variety of non-credit courses open to the general public are offered throughout the year by the Office of Community Services. Courses are held on campus and at many convenient locations throughout Lake and Sumter counties. Courses are offered not only at night but also during the weekdays and even on Saturdays.

Non-credit courses are divided into three categories: (1) recreational, leisure and self-enrichment courses (2) supplemental vocational (3) community instructional services courses.

- (1) Recreational, Leisure and Self-enrichment Courses. These courses are self-supporting through student fees. Courses vary in length and cost, with the typical course running six to eight weeks and costing \$12 to \$16.
- (2) Supplemental Vocational Courses. Supplemental vocational courses such as real-estate renewal programs, are partially supported by public funds and therefore are offered at even lower rates than the self-supporting courses.
- (3) Community Instructional Services Courses. A special state grant provides for certain courses which address specific community problems in the following seven areas: health, safety, environment, human relations, government, child rearing and consumer education. Many of these courses are free and some are designed specifically for senior citizens.

Registrations for all non-credit courses are accepted on a first-come, first-served basis prior to the second session of each class. Mail-in and walk-in registrations are accepted. No confirmations are sent for mail-in registrations.

Full refunds are issued if the Office of Community Services is notified of the refund request prior to the second class session. No refunds are issued after this date.

Off-Campus Centers. In addition to offering classes in many part-time locations off-campus, Lake-Sumter Community College has two full-time off-campus centers. The Wildwood Center on Wonder Street in Wildwood serves Sumter County, while the South Lake Center is located at 664 Montrose Street in Clermont. A variety of credit and non-credit courses are offered at each center each term, bringing quality education close to home. For more information, contact the Office of Admissions for credit courses and the Office of Community Services for non-credit courses.

#### **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.

#### **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.

#### **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.

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.

Flexibility is built into the program by offering various work experience options and related classroom seminars. Each part-time training assignment earns three (3) semester hours of academic credit per term. Co-op students must maintain a 2.00 grade point average (C) or better to continue in the program.

**Prerequisites:** A student must have completed a minimum of 12 semester hours at Lake-Sumter Community College or an approved institution, with a 2.00 grade point average (C) or higher. In addition, the student must have the approval of the Division Chairman, the Instructor/Coordinator, and, before registering, a job which is approved for Co-op.

**Job Assistance:** The job placement office maintains a file of current job openings appropriate for Co-op experiences. Students will be assisted in finding the appropriate job based on their career goals.

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, employer evaluations, and attendance and participation in the Cooperative Education seminar.

Further information may be obtained by contacting the Cooperative Education Coordinator, located in the Multipurpose Building.

### **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.

## **COLLEGE LEVEL ACADEMIC SKILLS TEST**

The Lake-Sumter curriculum includes the communication and computation skills students are expected to achieve before leaving college. The College Level Academic Skills Test (CLAST), which tests these skills, is the result of state legislation designed to improve the quality of college education in Florida.

Standards for admission to upper division programs will apply equally and uniformly to community college students, transfer students, and university students. Scores on CLAST, which must be attained to receive the Associate in Arts degree and to enter the upper division (junior year) of a

state university of Florida, have been set as follows:

	Aug 1, 1984-	Aug 1, 1986	Aug 1, 1989
	July 31, 1986	July 31, 1989	and beyond
Computation	260	275	295
Reading	260	270	295
Writing	265	270	295
Essay	4	4	5

It should be noted that failure to achieve these scores does not end students' chances for continuing their education. It merely means that further work in the deficient area(s) will be required to improve scores on a subsequent test.

The following skills are tested by CLAST:

## **Reading Skills**

- Recognizing main ideas
- Identifying supporting details
- Determining meaning of words
- Recognizing author's purpose
- Identifying author's overall organizational pattern
- Distinguishing between fact and opinion
- Detecting bias
- Recognizing author's tone
- Recognizing relationships within and between sentences
- Recognizing valid arguments
- Drawing inferences and conclusions

## Writing Skills

- Selecting a subject which can be developed
- Determining the purpose and the audience for writing
- Limiting the subject to the requirements of time, purpose, and audience
- Formulating a thesis or main idea statement
- Providing adequate and relevant supporting details
- Arranging ideas in a logical organizational pattern with effective transition between parts
- Using words which convey the meaning required by context
- Avoiding inappropriate use of slang, jargon, cliches, pretentious expressions, and wordiness
- Placing modifiers correctly
- Coordinating and subordinating sentence elements

- Using parallel expressions for parallel ideas
- Avoiding fragments, comma splices, and fused sentences
- Using a variety of sentence patterns
- Avoiding unnecessary use of passive construction
- Avoiding awkward constructions
- Using standard verb forms
- Maintaining agreement between subject and verb, pronoun and antecedent
- Using proper case forms
- Using standard spelling, punctuation, and capitalization
- Using adjectives and adverbs correctly
- Maintaining a consistent point of view

## Computation Skills — Algorithms

- Adding, subtracting, multiplying, and dividing real numbers, including rational numbers in decimal and fractional forms
- Calculating percent increase and percent decrease
- Rounding measurements
- Calculating distances, areas, and volumes
- Adding, subtracting, dividing, multiplying real numbers
- Applying the order-of-operatons agreement
- Using scientific notation
- Solving linear equations and inequalities
- Using formulae to compute results
- Finding particular values of a function
- Factoring a quadratic equation
- Finding roots of quadratic equation
- Identifying information contained in graphs
- Determining the mean, median, and mode
- Counting subsets of a given set
- Deducing facts of set inclusion or set noninclusion from a diagram

## Computation Skills — Concepts

- Recognizing the meaning of exponents
- Recognizing the role of the base number in numeration systems
- Identifying equivalent forms of decimals, percents, and fractions
- Determining the order relation between magnitudes
- Identifying estimates of sum or product of numbers

- Identifying relationships between angle measures
- Classifying simple plane figures by recognizing their properties
- Recognizing similar triangles and their properties
- Identifying types of measurement (linear, square, cubic) for geometric objects
- Recognizing and using properties of addition and multiplication
- Determining whether a number is among the solutions of a given equation or equality
- Recognizing statements and conditions of proportionality and variation
- Identifying regions of the coordinate plane which correspond to specific conditions
- Recognizing properties and relationships among mean, median, mode in a variety of distributions.
- Choosing procedure for selecting unbiased sample.
- Identifying the probability of a specified outcome
- Identifying the negations of simple and compound statements
- Determining equivalence and nonequivalence of statements
- Drawing logical conclusions from data
- Recognizing invalid arguments with true conclusions

## **Computation Skills — Generalizations**

- Inferring relations between numbers in general by examining number pairs
- Selecting applicable properties for performing arithmetic calculations
- Inferring formulas for measuring geometric figures
- Selecting applicable formulas for computing measures of geometric figures
- Inferring relations among variables
- Selecting applicable properties for solving equations and inequalities
- Inferring relations and making accurate predictions from studying particular cases
- Inferring valid reasoning patterns and expressing them with variables
- Selecting applicable rules for transforming statements without affecting their meaning

## **Computation Skills** — **Problem Solving**

- Solving real-world problems involving perimeters, areas, and volumes of geometric figures; the Pythagorean property; the normal curve; and probabilities
- Solving real-world problems involving the use of variables

- Solving real-world problems which do not require the use of variables and do not involve percent
- Solving problems that involve the structure and logic of arithmetic and algebra
- Drawing logical conclusions when facts warrant them
- Solving real-world problems involving the normal curve
- Solving real-world problems involving probabilities

The unedited definitions of the Skills listed above are contained in State Board of Education Rule 6A-10.31, Florida Administrative Code.

## **RULE 6A-10.30 (GORDON RULE)**

Effective January 1983, the "Gordon Rule" is a statewide regulation which requires Associate in Arts degree recipients to have completed at least 12 semester hours of credit in composition (each course to require a minimum of 6000 words of composition) and 6 semester hours of credit in algebra at the college level or higher. This applies to all students entering college for the first time. Courses which will minimally fulfill these requirements are as follows:

#### Composition

ENC 1101 or 1132 ENC 1102 ENC 1103 ENC elective (CRW 2020, ENC 2210, MMC 2100, INR 2002, AMH 2010, AMH 2020)

#### Computation

MAT 1033 and MAC 1102 or MAC 1114 or MGF 2202 or MAC 1132 and MGF 2113

Any course which is covered by the State Board rule (English and mathematics) can be counted toward graduation only if a "C or better" is the grade in the course.

## 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 CLEP.

Students may earn a maximum of 39 semester hours of credit through CLEP. Lake-Sumter Community College will award credit to those who achieve 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 Government, POS 2041	50	3
American History I, AMH 2010	49	3
American History II, AMH 2020	49	3
American Literature, AML 2010-2022	50	6
Biology, APB 1150	49	3
College Algebra, MAT 1033	48	3
English Literature, ENL 2012-2022	49	6
General Psychology, PSY 2012	50	3
Introduction to Accounting, ACG 2001-2011	50	6
Introduction to Sociology, SYG 2000 & Elective	50	6
Western Civilization I, EUH 1000	50	3
Western Civilization II, EUH 1001	48	3

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. Students will not be permitted to take CLEP exams in courses for which they are currently enrolled, and will not 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.

## **CREDIT BY EXAMINATION**

Recognizing that academic achievement and competency in occupational skills 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 either Associate in Arts or Associate in Science degree programs by passing departmental exemption examinations.

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

Students will not be permitted to take an examination for credit in a course in which they already have received credit or failed.

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.

#### COURSE IN A.A. DEGREE PROGRAMS

BSC 1010C	General Biology
EGN 1120C	Engineering Graphics
EGN 1130C	Descriptive Geometry
ENC 1101	College Composition I
FRE 1100	Elementary French I
SPN 1100	Elementary Spanish I
ACG 2001	Principles of Accounting I
ACG 2011	Principles of Accounting II
EUH 1000	Western Civilization I
EUH 1001	Western Civilization II
AMH 2010	U.S. History to 1877
AMH 2020	U.S. History since 1877
POS 2041	American National Government
MAT 1033	Intermediate Algebra*
MAC 1132	Precalculus*

#### COURSE IN A.S. DEGREE PROGRAMS

ACG 2001 ACG 2011 BAN 1004	Principles of Accounting I Principles of Accounting II Principles of Bank Operations
BUL 2111	Business Law
GEB 1011	Introduction of Business
QMB 1001	Business Math
OST 1100C	Typewriting I
OST 1110C	Typewriting II
OST 2120C	Typewriting III
OST 1191C	Personal Typewriting
OST 1211C	Shorthand I
OST 1212C	Shorthand II
OST 2213C	Shorthand III
OST 2214C	Shorthand IV
OST 1330C	Business English
COC 1110C	Introduction to Computers & Programming
COC 1300C	Introduction to Data Processing
MTB 1321	Technical Math I
MTB 1322	Technical Math II

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

<sup>\*</sup>Only ONE of these courses may be exempted.

## **AIB TRANSFER CREDIT**

Lake-Sumter Community College accepts up to fifteen (15) credits hours of approved banking courses on a certified American Institute of Banking transcript with grades of C or above. Banking courses with grades lower than C must be taken again at LSCC.

Banking students will be permitted to earn credits by examination in banking courses for which an exemption examination is on file at LSCC. A grade of S will be awarded, but no quality points will be assigned. Students must register and pay tuition for each examination passed. Approval of the Division Chairman and the Director of Admissions must be obtained prior to the testing date listed for each term. The Director of Admissions should be contacted for additional information.

## **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 degree.
- 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.

## **DIRECTED STUDIES**

Under unusual circumstances a student may be permitted to enroll in a one hour course in directed studies. Contact the Director of Admission for additional information.

## 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.

## **CONTINUING EDUCATION UNIT (CEU)**

Lake-Sumter Community College offers the Continuing Education Unit (CEU) for approved non-credit continuing education programs. Programs approved for CEU awards must meet criteria set by the Southern Association of Colleges and Schools. One CEU is awarded for each 10 hours of instruction and is the nationally recognized standard unit of measure that can be earned by participants in qualified programs of continuing education. Verification of CEU awards is available through the Records Office upon request by the student.

## **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 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.

## **EXAMINATIONS AND TESTS**

Instructors may give tests and quizzes, oral and written, at their 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 Academic Services.

## **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
Fall Term	16 semester hrs.	19 semester hrs.
Spring Term	16 semester hrs.	19 semester hrs.
Summer Term A	6 semester hrs.	9 semester hrs.
Summer Term B	6 semester hrs.	9 semester hrs.
Summer Term C	6 semester hrs.	12 semester hrs.

A semester hour load of 12 credit hours is the minimum required for full-time status for the Fall and Spring Terms and Summer Terms A, B, C, combined. A student enrolling for more than 17 semester hours in the Fall and Spring Terms or for more than 7 semester hours in the Summer Term A and B, must have a "B" average, the recommendation of his counselor, and the approval of the Dean of Student and Learning Resources.

## STUDENT/INSTRUCTOR MISUNDERSTANDING

Should a misunderstanding or a problem arise between a student and a instructor, the student should contact the instructor for the purpose of resolving the difficulty. If the problem persists, the student should get in touch with the Division Chairman. Should the issue remain, the student should confer with the Dean of Academic 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. For those withdrawn by an instructor, 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 withdrawal 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 and must be turned in to the Admissions Office by the student. Students may also withdraw from a class by writing to the Admissions Office. The letter must include the name of the course, the reason for the request, and the student's signature authorizing the withdrawal. Responsibility for withdrawal rests squarely on the student.

#### **HEALTH AND PHYSICAL EDUCATION**

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.

No duplication of 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.

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 REQUIREMENTS**

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 preprofessional programs.
- 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.
- 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 is used in grade point average computation. Upon application for a degree, institutional credit will be deleted from the final grade point average.
- 5. Take the College Level Academic Skills Test and achieve minimum or higher scores.
- 6. 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.

7. Satisfy all financial obligations to the College.

## **GRADUATION WITH HONORS**

Students who have completed a minimum of twenty-four semester hours at Lake-Sumter Community College are eligible for graduation honors.

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

<b>Grade Point Average</b>	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)

## **GRADE POINT AVERAGE (GPA)**

Your grade point average (GPA) is determined by dividing total quality points earned by total academic credit hours attempted — not just those earned. Academic honors for graduation are determined by computing courses taken at all institutions (all college GPA) attended by the student. Only the last attempt of a repeated course counts in computing grade point average. A minimum 2.0 ("C") average is required for graduation. Quality points you may earn are calculated as follows:

Grade	Rating	Quality Points (per credit hour)
Α	Excellent	4
В	Good	3
C	Average	2
D	Passing Below Average	1
F	Failure	0
1	Incomplete	0
W	Withdrawn or Dropped	0
X	Audit	0
N	No Grade or Non-Credit	0
S	Satisfactory	0
Z	CLEP Credit	0

An incomplete may be assigned to students who are progressing satisfactorily and who, for valid reasons (i.e. emergencies such as serious illness or death of a family member), could not complete the work of a course within the semester. The "I" becomes an "F" unless the grade is changed by the instructor within the agreed time period for completion in the ensuing session.

As an example, if you signed up for a maximum full-time semester hours in a regular semester, as in Fall Term, with six (6) representative courses identified here by prefix and number with the credit hours and grades indicated, your grade point average would be thirty-two (32) quality points divided by sixteen (16) academic hours attempted or exactly 2.0 ("C").

Course Number	Semester Hours Attempted	Earned Grade	Hours Completed	Hours Passed	Quality Points
ENC 1101	3	Α	3	3	12
POS 2041	3	В	3	3	9
CHM 1015C	4	C	4	4	8
COC 1300	3	D	3	3	3
MAT 1033	3	F	3	0	0
HUM 1020	3	W	0	0	0
	19		16	13	32



# FINANCIAL INFORMATION

## **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.

## CREDIT CARD PAYMENT

The college will accept Mastercard/Visa for the payment of fees.

## **APPLICATION FEE**

A check, cash or money order in the amount of \$10 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

	Florida Residents	Non-Florida Residents
College Credit Per Semester Hour*	\$21	\$42
Non-Credit Semester Hour Equivalent (Per clock hour) Range	\$.34 - \$.60	\$.68 - \$1.20

<sup>\*(</sup>Includes Financial Aid & Student Activities and Service Fees)

## **NON-REFUNDABLE FEES**

1. Application Fees	\$10
2. Late Registration Fee (per term)	\$10
3. Real Estate fees established by SREA	N/A
4. Graduation Fee	\$15
5. Nursing Fee (Insurance)	\$15
6. Transcript Fee	\$2
7. International Student Processing Fee	\$20
8. Applied Music Fee-	
One-half clock hour	\$7.50
One clock hour	\$15
9. Lab Fees (See course descriptions)	

## 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.

10. Community Instructional Service classes (CIS) Minimum per course \$1

## REFUNDABLE FEES

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

See Course Descriptions for specific fees.

## **BAD CHECK RULE**

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

- 1. A \$10 charge will be assessed by the college for handling each returned check.
- A returned check will result in cancellation of registration if classes have not started. To be permitted to register, the amount of the returned check must be paid in cash or by a cashier's check, plus the \$10 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 \$10 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.

## **REFUND POLICY**

Credit Courses. Students will receive refunds as indicated below:

- 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 and/or cancellation of class 100%

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

NOTE: Application and Late fees are not refundable.

#### Change in Credit-hour Load.

A student who adds or drops a course will have his/her fees adjusted, either by paying for an addition or receiving a refund as required by the change.

No refund is made unless the student requests it and follows the guidelines given under Refund Procedures.

#### Illness or Death of Student.

Should illness or death occur prior to the expiration of six (6) calender weeks during the Fall, Spring, or Summer Term C, or prior to the expiration of three (3) weeks for Summer Terms A and B, a 75% refund will be issued for credit courses only.

#### Non-Credit Courses.

A 100% refund will be issued upon completion of the official withdrawal procedure prior to the second class meeting.

Special fees are not refundable unless the College cancels the class.

## **REFUND PROCEDURE**

Refunds of registration fees will be issued *only* when authorized by the Director of Admissions on the official form which is presented to the Business Office.

- 1. Issuance of refunds will occur three to four weeks after the major registration period for the term is over, and the add-drop period has ended.
- 2. Full refunds are made *only* when officially requested by the student and when a complete withdrawal occurs *on or before the final day of add-drop*.

#### Refund Monies.

Deductions from authorized refunds will be made for unpaid accounts due the College.

## 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 possible contribution 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 is available in the Financial Aid Office.

Unless otherwise noted, applications for aid should be filed by April 1 to be priority consideration for the following academic year, and by November 1 for Spring Term priority consideration.

Complete information on all aid programs is available in the Financial Aid office.

## **ACADEMIC PROGRESS**

Students at Lake-Sumter Community College must meet specified standards of academic progress in order to be eligible to receive financial assistance.

The minimum acceptable standards include the following three criteria:

- 1. Academic Performance. This is measured by cumulative grade point average (CGPA).
- 2. Progress Toward Degree or Certificate. This is measured by the total number of terms of attendance.
- 3. Completion of Educational Objective. This is measured by a time frame which establishes a maximum number of semesters of eligibility to receive aid.

The standards described here apply to all federal, state, and institutional programs, including short term loans, except those programs which have more stringent standards.

## **Eligibility Requirements**

#### **Initial Awards**

- 1. For entering freshmen who are first time college students there are no specific academic requirements for secondary school work.
- 2. For transfer students there are no grade point average requirements for work previously attempted at other institutions. However, credit hours attempted at all previously attended institutions which are accepted by LSCC will be calculated into the LSCC time frame formula.

#### Renewal Awards

To be eligible to receive renewal awards financial aid recipients must:

- 1. Maintain at least a 1.75 cumulative grade point average (CGPA) for the first 23 credit hours of work attempted at LSCC.
- 2. Maintain at least a 2.0 cumulative grade point average (CGPA) for all work attempted at LSCC which totals 24 hours or more.

## **Monitoring Satisfactory Progress**

The cumulative grade point average (CGPA), total number of semesters enrolled, and total hours of completion will be calculated for each financial aid applicant/recipient prior to making any awards. The calculations will be based on cumulative grades, semesters and hours at the end of the student's previous term of enrollment.

## **Probation**

Potential recipients of renewal awards who have not met the minimum standards of satisfactory progress will be notified that they are on probation for their next term of enrollment. They will, however, retain eligibility to receive aid for that term.

## Suspension

Students who fail to meet the minimum standards of progress after one term of probation will be ineligible to receive any additional financial aid awards until the standards of satisfactory progress are again met.

## Reinstatement of Eligibility

Financial aid recipients whose financial aid has been suspended may regain eligibility once the minimum standards have been met. A reinstatement of eligibility, however, does not necessarily guarantee that the student will be awarded financial aid for the following academic year. Awards are made on the basis of several factors, including the availability of funds and individual program requirements.

## **Appeal**

Returning LSCC students who are potential recipients of initial financial aid award who are determined to be ineligible due to their previous academic record, may file a written appeal to the Director of Financial Aid. The circumstances will be considered by the Director, who may allow a probationary period to assist the student in meeting the Standards of Satisfactory Progress for financial aid recipients.

It is the student's responsibility to be familiar with the standards of academic progress.

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

## **INSTITUTIONAL SCHOLARSHIPS**

Scholarships for students are made available through the contributions of individuals, organizations, and groups. 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 to meet their educational goals.

The following individuals, organizations and groups currently are providing scholarships for LSCC students:

Alpha Delta Kappa-Fidelis Beta Chapter Alpha Delta Kappa-Upsilon Chapter American Business Women's Association-Leesburg Charter Chapter American Business Women's Association-Triangle Charter Chapter American Legion-Post #76 Atlantic National Bank Bethel Baptist Association Bushnell Women's Club Chick-Fil-A Citizens National Bank Citrus High School Clermont/Groveland Elks Clermont High School Harry L. Collins, Barnett Bank Delta Sigma Theta Society, Leesburg Chapter Episcopal Churchwomen of St. James Eustis High School Eustis Service League First Family Federal Savings & Loan First National Bank of Mt. Dora First United Methodist Church-Eustis Florida Federal Savings & Loan Florida National Bank of Sumter County Florida Public Relations Association, Lake-Highlands Chapter Glendale Federal Savings & Loan Dr. James Glisson C. V. Griffin, Sr. Foundation, Inc. Golden Triangle Kiwanis Club Groveland FAA Alumni Chapter Groveland High School Groveland Kiwanis Hawthorne Memorial Scholarship Fund Huffstetler Foundation Mr. & Mrs. Maxwell Johnson Kiwanis Club of Clermont Kiwanis Club of Mt. Dora Kiwanis Club of Umatilla Lake Community Hospital Auxiliary Lake County Association of Educational Office Personnel Lake County Bank Lake County Medical Auxiliary

Lake County Retired Educators' Association Lake County Science Fair Lake-Sumter Community College Athletic Boosters, Inc. Lake-Sumter Community College Foundation, Inc. Leesburg Art Association Leesburg Commercial Leesburg High School Leesburg Kiwanis Sunrise Leesburg Women's & Men's Bowling Association Leesburg Women's Club Lion's Club of Fruitland Park Edwin B. Mead Scholarship Miss Mt. Dora Pageant Mt. Dora High School Mae Mueller Memorial Scholarship Nursing Endowment Scholarship Orange Blossom Doll Collectors' Club Peoples State Bank of Groveland Pilot Club of Lake County Mr. & Mrs. T. H. Poole Elizabeth Coryell Kline Rhile Memorial Scholarship Charlotte Robuck Rotary Club of Leesburg Rotary Club of Tavares Sally Smith Kirby Bill Sebree Memorial Scholarship Southeast Bank of Wildwood South Sumter High School Study Group of the Women's Club of Leesburg Sun Bank of Lake County Sunshine Circle of King's Daughters and Sons Tavares Junior Women's Club Theatre Arts Society Umatilla State Bank Umatilla Women's Club Wal-Mart Scholarship Foundation Webster Area Women's Club Winn-Dixie Stores, Inc. Winter Park Chapter - Professional Secretaries International Marvin C. Zanders Scholarship

## FLORIDA ACADEMIC SCHOLARS FUND

Under this program, scholarships are awarded to outstanding resident students who are first time college students. Eligibility is based on high school grades and standardized national test scores.

## **GRANTS**

Lake-Sumter Community College participates in several grant programs.

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 basic type of aid 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. Deadline for application is April 1 of the previous academic year.

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 determined by 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.

GUARANTEED STUDENT LOAN — Undergraduate students may borrow up to \$2500 per academic year from an approved lending agency, not to exceed educational costs. Repayment is begun after graduation with interest at eight percent (8%). Information and applications are available in the Financial Aid Office.

PARENT LOANS FOR UNDERGRADUATE STUDENTS — These loans are made to parents of college students by banks or credit unions to provide additional funds for education expenses. Repayment begins shortly after the funds are issued.

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 were borrowed. A \$10 collection fee will be added to the principal amount of any overdue or extended loan.

EDWARD FRANK PATROWICZ FUND — Dr. and Mrs. Tully C. Patrowicz established this loan fund in honor of his father, a life-time professional musician. The loan is made available to talented trumpet students who are above average in scholarship and character and in need of financial assistance. The loan is payable following the conclusion of the student's formal education with an interest rate in the amount of that charged by commercial lending agencies.

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

#### **EMPLOYMENT**

COLLEGE WORK-STUDY PROGRAM — This program provides employment opportunities for students enrolled on at least a half-time basis to assist them in earning the funds necessary to meet the cost of postsecondary education. Most student employment is provided on campus.

COLLEGE CAREER WORK EXPERIENCE PROGRAM — This program provides educationally relevant part-time employment for fulltime students with financial need who are two-year state residents and Florida high school graduates.

PUBLIC SCHOOL WORK EXPERIENCE PROGRAM — This program provides an opportunity for sophomores with a 3.0 GPA to work in public high schools as teacher aides or lab assistants.

## **OTHER PROGRAMS**

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

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. A course taken for audit cannot be approved for benefits.

A student receiving veterans' benefits (1) may enroll for independent study courses (i.e., television and cooperative education), provided more than one-half the credit hours required for certification are earned through regular classroom courses, and (2) may change degree programs only within VA regulations and with the approval of a college academic counselor.

**Academic Records.** A cumulative permanent record 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:

Grade	quality points per credit hour
Α	4
В	3
C	3 2
D	1
F	0
W	0
S	0
X	0
1	0

If an "I" is not removed by the date indicated on the College calender, it is 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 established standards.

Please refer to the standards in the front of this section. Also, read the complete requirements as published in the brochure "Standards of Satisfactory Progress for Financial Aid Recipients" which is available in the Records Office and the Financial Aid Office.

It is the student's responsibility to be familiar with the standards of academic progress.

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

**Changes of Status.** VA benefits will be reduced if a student, by auditing or withdrawing from a class, changes enrollment status from fulltime to three quarter-time or halftime, or from three quarter-time to halftime.

**Attendance.** Punctual and regular attendance is encouraged in all courses, and it is the student's responsibility to become aware of each instructor's policy concerning absences. Each instructor is requested to notify the Financial Aid 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 deferment of payment of fees for veterans and other eligible persons. This deferment is limited to one term per academic year with an additional deferment only when there is a delay in receipt of benefits.

**Tutorial Assistance.** Veterans and other eligible persons receiving an educational assistance allowance are eligible for reimbursement for tutorial assistance, if requested and needed. The course instructor must certify that the student needs private tutoring.

**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.

**Complete Information.** The campus Records Office has complete information on all applicable Veterans' Administration policies, academic progress, as well as appropriate applications and forms.

## STUDENT SERVICES

#### COUNSELING

The Student Services program of the College is designed to help students develop habits, attitudes, and skills necessary for successful learning and to make progress toward their own personal maturity. Guidance and counseling services are provided to assist students 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

Resolving a personal problem

To take advantage of these services, students need only go to the Student Service Office 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 Office.

## **PLACEMENT TESTING**

As a result of Florida Statutes concerning college preparatory instruction in community colleges (FS 240.117), all degree-seeking students and others wanting to take an English or math course must take an approved placement test in English, reading, and math before registering for classes. The purpose of the test is to identify students' competencies in these three areas in order that they register for classes compatible with those competencies.

Where sufficient deficiencies are noted, students will be required to take courses designated as college preparation. These include Basic Composition Skills, (ENC 1001), College Study Skills (ENC 1003), College Preparatory Reading (REA 9001), Introduction to Algebra (MAT 1002), and Elementary

Algebra (MAT 1024). Full-time students who qualify will take these courses during their first term of enrollment. Part-time students must complete the courses within their first 12 credits. Courses must be satisfactorily completed within three terms.

## ACADEMIC ADVISING/PRE-REGISTRATION

Academic advising is a process by which students get help with selecting the appropriate courses for their major fields of study. Each term students will have the opportunity to receive this assistance individually or in small groups. All students will initially see a college counselor for advisement, and may eventually be assigned a faculty advisor in their chosen field. Although counselors and faculty advisors give assistance, students bear major responsibility for proper course selection.

## **CAREER DEVELOPMENT**

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

## **JOB PLACEMENT**

Students who are planning to look for employment prior to and/or upon graduation from Lake-Sumter Community College may want to utilize the services of the Job Placement Office. Counselors are available to assist qualified students in their job search by providing job referral and placement (local, state, and federal job listings are available for students to review). Assistance is also available in perfecting job search techniques, resume preparation, and in perfecting interview skills.

Further information may be obtained by contacting the Job Placement Office located in the Multipurpose Building.

## THE LEARNING OPPORTUNITY CENTER

Open laboratories are conducted in mathematics, reading and English in the Learning Opportunity Center, located in the Technology Building. These laboratories are open at scheduled hours throughout the day Monday through Friday, and are available for use by students for individual work and problem solving. Also provided through the Learning Opportunity Center are tutoring services and academic testing, available as required for any student referred by an instructor.

#### THE COMPUTER LABORATORY

Located in the Multipurpose Building, a Computer Laboratory is available for use by computer science and data processing students on an individual basis. This laboratory is open throughout the week at scheduled hours.

## THE BUSINESS OCCUPATIONS LABORATORY

A fully equipped business occupations open laboratory is available at scheduled hours to business students. This laboratory is located in the Multipurpose Building.

#### SMALL BUSINESS CENTER

The Small Business Center was opened in January 1983 to provide service to the business community. The services provided are in the following areas: Counseling for business management; loan packaging assistance; financial management counseling; assistance in marketing techniques; tax assistance; guidance in personnel management techniques and inventory control. The Small Business Center also serves as a data resource bank.

In addition to providing free counseling services, the Center sponsors workshops and seminars for which a nominal fee is charged.

One of the Small Business Center's major projects for 1984 was the preparation and distribution of a local employer/employee labor market survey and training needs assessment. This two-part report examined the actual and perceived training needs in the area and the response of the community to the services being provided by various training agencies.

Also offered, in cooperation with the U.S. Small Business Administration, is a Business Management Institute Program. This program is designed to provide professional training for new, participating and prospective managers and owners of small businesses. This is a certificate program, with certificates awarded at the completion of each module. A Business Management Institute Certificate is awarded to those completing all five modules.

## RETIRED SENIOR VOLUNTEER PROGRAM

The Retired Senior Volunteer Program is sponsored by the College as a community service. The program recruits retired persons 60 years and older to perform volunteer work in the community, and searches for specific volunteers requested by local agencies.

RSVP receives grant money from ACTION to insure volunteers for accidents and liability and can also offer mileage reimbursement between home and an assignment for a limited number of volunteers.

The program encompasses a number of community initiatives so that the wealth of experience offered by the retired volunteer may help solve community problems. Among these initiatives are child abuse, crime prevention, alcohol and drug abuse and acute care.

#### **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, food service, Small Business Center and RSVP Office. It also houses the college lounge, clinic, office of the Director of Student Activities, office of Student Government Association, office of Publications and a workroom.

## **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 and immediate families 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 College Student Government Association, is composed of all Lake-Sumter Community College students — full-time, part-time, day or evening.

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

The Student Government Association sponsors two elections each year. The fall election is for the purpose of electing senators, and the spring election is for electing the executive officers. The executive officers, under the auspices of the Dean of Student/Learning Resources, 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 an executive office in Lake-Sumter Student Government Association students must have a 2.5 cumulative average and maintain a 2.0 Grade Point Average (GPA) and carry a minimum of nine (9) hours per semester. They must have completed at least 18 hours by the end of the Spring semester of the year they are seeking office and not intend to graduate from LSCC until the Spring Semester of the college year they are in office or at a later date.

Candidates for Senators must have a 2.0 cumulative average. New students must have a "C" average during their senior year in high school. All must maintain a 2.0 cumulative average to serve as senators.

Miss Lake-Sumter Pageant. The Miss Lake-Sumter Pageant, which was initiated in 1965, has become an annual affair. It is held in the Fine Arts Auditorium during the Fall Term. 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 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.

## **A.P.P.L.E.** (Associated Professional People Learning to Educate). Open to all education majors.

A.P.P.L.E. is a professional club, operating to enhance the preparation of education students for the assumption of professional responsibilities, and make students aware of opportunities available in the field of teaching. The club exists primarily to foster interest in and promote teaching as an exalted profession.

#### 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 college and community.

#### 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; and to present a positive Christian witness to the campus and community.

#### Circle K. Open to all students.

Circle K is 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.

This club brings together in friendship and learning area residents interested in the Spanish language, history, and culture.

Its purpose is 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 different native influences; and to provide social, creative, esthetic outlets for persons of all ages.

**Nursing Students' Association.** Open to pre-nursing students and all enrolled nursing students.

The purpose of Lake-Sumter Community College Nursing Students' Association is to aid in the preparation of nursing students for the assumption of professional responsibilities. It assists in development of the whole person, and his/her responsibility for the health care of people in all walks of life. It promotes and encourages participation in community affairs toward improved health care and the resolution of related social issues. District 21 at LSCC is a constituent of the National Student Nurse's Association, the largest independent student organization in the country.

**Phi Beta Lambda.** 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 competition, as well as having business oriented programs with guest speakers.

## Phi Theta Kappa. Honor students by invitation.

Phi Theta Kappa is the only national scholastic honor society for American Junior Colleges.

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

#### Rotaract. Open to all students.

The purpose of Rotaract is to develop leadership and responsible citizenship through service to the community, 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.

#### 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.

#### Volunteer Services. Open to all eligible students.

This organization provides 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.

The purposes are 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.

**LSCC Athletic Boosters, Inc.** Open to all alumni, college personnel and friends of the College.

The purpose is to support the athletic program at the College through individual contributions and fund raising events.

## **Musical Organizations**

Musical performing organizations that are available on the Lake-Sumter Community College campus are College Chorus, Symphonic Band, Jazz-Lab Band, Community Band, and Community Chorus.

## **PUBLICATIONS**

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

## **INTRAMURALS**

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

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

#### **Activities**

Backgammon

Basketball

One on One

Free Throw (Men & Women)

Team-Men

Team-Women

Team-Co-ed

Bowling

Checkers

Chess

Flag Football Team-Men

Golf Tournament

LSCC 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 Team (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) co-ed golf, (2) men's basketball and (3) 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 and must be enrolled as a full-time student (12 semester hours).

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.

## HOUSING

Lake-Sumter Community College has no dormitory facilities. Current lists of private rooming facilities in the district may be 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 described in the Student Handbook. Violation of any of these rules may lead to disciplinary action. Each student should become familiar with the rules of conduct.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree (A.A.) 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, are 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 course-work must include college-level algebra or higher. Any course which is covered by the State Board rule (English and mathematics) can be counted toward graduation only if a "C or better" was the grade in the course.

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 many degree programs.

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 12 credits as stated in each program.

## **Humanities:**

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)

A minimum of 3 credits, unless the program states otherwise, taken from ARH 2610, 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 6 credits, unless the program states otherwise, taken from MAT 1033

MGF 2202, MGF 2113

MAC 1102, MAC 1114, MAC 1132, MAC 2311, MAC 2312, MAC 2411

MAC 2424 (Calculus)

MAS 2301 (Sets, Relations and Functions)

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)

MCB 2010C (Microbiology)

OCE 1000 (Marine Environment)

## 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 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, (History)
DEP 2004, PSY 2012 (Psychology)
INR 2002, POS 1001, POS 2041, POS 2112 (Political Science)
SYG 2000, SYG 2010 (Sociology)

### **Electives:**

Any course not considered occupational can be used as an elective.

## 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.

## AGRICULTURAL, CONSERVATION, AND ENVIRONMENTAL SCIENCES

Agronomy
Animal Science
Conservation
Dairy Science
Ecology
Entomology and Nematology
Environmental Design
Fish, Game, or Wildlife Management

Food and Resource Economics
Food Science and Human Nutrition

Forestry

Horticulture

Oceanography

Ornamental Horticulture

Poultry Science

Range Management

Resource Conservation

Soils Science

## 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

## **BIOLOGICAL SCIENCES**

Anatomy

Bacteriology

**Biochemistry** 

Biology

**Biophysics** 

Botany

Embryology

Entomology

Genetics

Histology

Marine Biology

Microbiology

Neurosciences

Nutrition

Pathology

Pharmacology

Physiology

Radiobiology

Zoology

## 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

## **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

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

## **ENGINEERING AND ARCHITECTURE**

Aeronautical Engineering Agricultural Engineering Architecture\* Architectural Engineering\* Bioengineering Biomedical Engineering Ceramic Engineering Chemical Engineering Civil Engineering Electrical Engineering Engineering Technology **Environmental Engineering** Geological Engineering Geophysical Engineering Industrial Engineering Landscape Architecture\* Marine Engineering Mechanical Engineering Mining Engineering Nuclear Engineering Ocean Engineering Petroleum Engineering \*Transfer advised after 1 year

#### ALLIED HEALTH

Hospital Administration Medical Laboratory Technology Medical Record Administration Mental Health

### **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

## MATHEMATICAL AND PHYSICAL SCIENCES

Astronomy

Astrophysics

Chemistry

Earth Sciences

Geology

Mathematics

Metallurgy

Meteorology

**Natural Sciences** 

Oceanography

Physical Sciences

**Physics** 

Statistics

The university parallel programs are designed to meet the needs of 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

Broadcasting/Communications

**Business Administration** 

Computer Science

Criminology and Corrections

Education

Engineering

**Human Services** 

Journalism

Medicine and Dentistry

Music

Nursing

Occupational Therapy

Optometry

Pharmacy

Physical Therapy

Police Administration

Social Science

Veterinary Medicine

## **PLEASE NOTE**

Effective August 1, 1989, no student may be enrolled in a Florida state university who has not earned two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level. Students who have received Associate of Arts degrees prior to September 1, 1987, shall be exempt from the provisions of this paragraph.

## ASSOCIATE IN ARTS DEGREE PROGRAMS

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions appear in this catalog. Consult the index for individual listings.

## **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**

Fall		Credits
ENGLISH	ENC 1101 or 11321	3-4
MATHEMATICS	MAT 1033	3
SOCIAL SCIENCE		3
ELECTIVES		6-7
		15-17
Spring		Credits
ENGLISH	ENC 1102	3
SOCIAL SCIENCE		3
HUMANITIES		
ELECTIVES <sup>2</sup>		3
MATHEMATICS	MGF 2202	3
ELECTIVE		3
NATURAL SINGLASSING		15
		15

#### **SOPHOMORE YEAR**

Fall		Credits
SOCIAL SCIENCE		3
HUMANITIES	Literature	3
SCIENCE		3
ENGLISH	ENC 1103	3
ELECTIVES		5
		17
Spring		Credits
HUMANITIES	Literature	3
SCIENCE		3
GENERAL EDUCATION		
ENGLISH <sup>3</sup>	Elective	3
ELECTIVES		3
		4
		16

<sup>&</sup>lt;sup>1</sup>Placement dependent upon test results.

<sup>&</sup>lt;sup>2</sup>Select from ARH 2050 or ARH 2051, HUM 1020, MUH 2011, or PHI 2010.

<sup>&</sup>lt;sup>3</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, or MMC 2100.

## AGRICULTURE TRANSFER PROGRAM

## FRESHMAN YEAR

		Cre	dits
		Fall	Spring
ENC 1101	Composition I <sup>1</sup>	3	,
ENC 1102	Composition: Literature		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	Precalculus <sup>2</sup>	5	
MGF 2113	Topics in College Mathematics		1
POS 2041	American National Government		3
PHYS ED	Physical Education	1	
		17	15

## **SOPHOMORE YEAR**

		Cre	dits
		Fall	Spring
ENC 1103	Composition: Argumentation	3	, ,
ENGLISH	Elective <sup>3</sup>		3
ZOO 2013C	General Zoology	4	
PHY 2053 I	General Physics	5	
PHY 2054C II	General Physics		5
HUMANITIES	Literature <sup>4</sup>	3	3
ECO 2013	Principles of Economics I		3
ELECTIVE			3
		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.

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for Composition I.

<sup>&</sup>lt;sup>2</sup>Student with insufficient background in mathematics or science should consult a college counselor.

<sup>&</sup>lt;sup>3</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.

<sup>&</sup>lt;sup>4</sup>Select two literature courses.

# ART OR ART EDUCATION TRANSFER PROGRAM

		Cre	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	, ,
ENC 1102	Composition: Literature		3
MAT 1033	Intermediate Algebra	3	
MGF 2202	Finite Mathematics		3
SOCIAL SCIENCE	See listings <sup>2</sup>	3	3
ARH 2050	Art History & Appreciation		3
ART 1205C	Design and color	3	
ART 1201C	Design Structures		3
ART 1300	Freehand Drawing	3	
ART 1301	Freehand Drawing		3
		15	18
	SOPHOMORE YEAR		
SCIENCE	Science <sup>3</sup>		3-4
SOCIAL SCIENCE	General Education - See listings1	3	
HUMANITITES	Literature		3
ARH 2051	Art History & Appreciation	3	
ART 2561	Introduction to Painting		3
ART	ART Electives	3	3
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective <sup>4</sup>		3
		12	15.16
ELECTIVES	Racad on Program Paguiromento	3	15-16
ELECTIVES	Based on Program Requirements <sup>5</sup>	3	

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Student may select from approved courses. Consult a college counselor and university catalog.

<sup>&</sup>lt;sup>3</sup>Student should check degree program: some universities require additional credits in science and/or mathematics.

<sup>&</sup>lt;sup>4</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, or MMC 2100.

<sup>&</sup>lt;sup>5</sup>Electives should include at least one graphics course and at least one crafts course.

# BROADCASTING/COMMUNICATIONS TRANSFER PROGRAM

## **FRESHMAN YEAR**

		Credits
ENC 1101	Composition I	3
ENC 1102	Composition: Literature	3
MAT 1033	Intermediate Algebra	3
MGF 2202	Application & Appreciation of College Mathematics	
MMC 2100	Writing For The Mass Media	3
SPC 2016	Fundamentals of Speech	3
RTV 2000		3
ELECTIVE	Introduction to Broadcasting Social Science	3
ELECTIVE		3
ELECTIVE	Humanitites	3
POS 2112	Science	3
FOS 2112	State and Local Government	3
	SOPHOMORE YEAR	
ENC 1103	Composition: Argumentation	3
ELECTIVE	Literature	3
RTV 2200	Broadcast Production I	3
AMH 2020	American History	3
ECO 2013	Principles of Economics	3
POS 2041	American National Government	3
ELECTIVE	Science	6
ELECTIVE	Social Science	3
COC 1110	Computer Programming	3
ELECTIVE	General	3
		66

## **BUSINESS ADMINISTRATION TRANSFER PROGRAM**

		Cree	dits
COC 1300C ENC 1101	Introduction to Data Processing <sup>1</sup> College Composition I <sup>2</sup>	<i>Fall</i> 4 3	Spring
GEB 1011 HUMANITIES	Composition: Literature Introduction to Business Literature	3	3
MAC 1132 MAC 2311	Precalculus <sup>3</sup> Calculus <sup>1</sup>	5	3
PSY 2012 ELECTIVE <sup>1</sup>	Introduction to Psychology	3	3 3
		18	17

## **SOPHOMORE YEAR**

		Cree	dits
		Fall	Spring
ACG 2001	Principles of Accounting I	3	
ACG 2011	Principles of Accounting II		3
ECO 2013	Principles of Economics I	3	
ECO 2023	Principles of Economics II		3
ENC 1103	Composition: Argumentation	3	
HISTORY	History⁴	3	3
SCIENCE	Science <sup>1</sup>	3	3
STA 2024	Introduction to Statistics		3
		15	15

<sup>&</sup>lt;sup>1</sup> Some universities may require additional or different credits in math, science, and computer science.

## **COMPUTER SCIENCE TRANSFER PROGRAM**

		Cre	dits
		Fall	Spring
BSC 1010C	General Biology <sup>1</sup>	4	, 0
COC 1300C	Introduction to Data Processing		4
ENC 1101	College Composition I <sup>2</sup>	3	
ENC 1102	Composition: Literature		3
MAC 1132	Precalculus <sup>3</sup>	5	
MAC 2311	Calculus <sup>1</sup>		5
PHYS. ED.	Physical Education	1	1
POS 2041	American National Government	3	
STA 2024	Introduction to Statistics		3
		16	16
	SOPHOMORE YEAR		
COP 2110C	Computer Programming - FORTRAN		3
COP 2180C	Computer Programming - PASCAL	3	
ENC 1103	Composition: Argumentation	3	
ENC 2210	Technical Report Writing		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
		16	16

<sup>&</sup>lt;sup>1</sup>Some universities may require different courses in mathematics and science.

<sup>&</sup>lt;sup>2</sup> Student may substitute ENC 1132 for Composition I.

<sup>&</sup>lt;sup>3</sup> Student may be required to take lower math based on College Placement Tests.

<sup>&</sup>lt;sup>4</sup> Student may select INR 2002 or AMH 2020 which fulfills an English and history requirement. Specific information is obtainable from a counselor.

<sup>&</sup>lt;sup>2</sup>Students may substitute ENC 1132 for Composition I.

<sup>&</sup>lt;sup>3</sup>Students with insufficient background in mathematics or science should consult a college counselor.

# CRIMINOLOGY AND CORRECTIONS TRANSFER PROGRAM

			Credits
		Cred	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature <sup>1</sup>		3
MAT 1033	Intermediate Algebra	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
CCJ 1100	Introduction to Criminal Justice	3	
CCJ 1000	Introduction to Criminology		3
PHYS. ED.	Physical Education	1	1
MGF 2202	Finite Mathematics		
ELECTIVE		3	3
		16	16
	SOPHOMORE YEAR		
SCIENCE	Science⁴	3	
SSI 1011	Survey of Social Sciences		3
HUMANITIES	Literature	3	3
CJT 2100	Introduction to Criminal Investigation	3	
CCJ 2600	Criminal Deviant Behavior		3
CCJ 2310	Introduction to Corrections	3	
CCJ 2230	Criminal Procedures & Evidence		3
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective <sup>5</sup>		3
ELECTIVES		2	
		17	15

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

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

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

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

<sup>&</sup>lt;sup>5</sup>Student may select from CRW 2020; ENC 2210; AMH 2010; AMH 2020; INR 2002; or MMC 2100.

## **EDUCATION TRANSFER PROGRAM**

## **FRESHMAN YEAR**

		Cred	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
MAT 1033	Intermediate Algebra	3	
SOCIAL SCIENCE	General Education	3	3
HUMANITIES	Humanities <sup>3</sup>		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology	3	
SPC 2016	Fundamentals of Speech		3
ELECTIVES	Teaching Field	3	
MGF 2202	Finite Mathematics		3
		16	16
	SOPHOMORE YEAR		
SCIENCE	Science <sup>4</sup>	3	3
SOCIAL SCIENCE	General Education <sup>2</sup>	3	
HUMANITIES	Literature	3	3
PSYCHOLOGY	Psychology		3
ENC 1103	Composition: Argumentation	3	
ELECTIVES	Elective <sup>5</sup>		3
		4	4
		16	16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

## **ENGINEERING TRANSFER PROGRAM**

		Credits	
		Fall	Spring
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
EGN 1120C	Engineering Graphics	3	
POS 2041	American National Government		3
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature <sup>1</sup>		3
MAC 1132	Precalculus <sup>2</sup>	5	
MAC 2311	Calculus		5
PHYS. ED.	Physical Education	1	1
		16	16

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

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

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

<sup>&</sup>lt;sup>5</sup>Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, or MMC 2100.

## **SUMMER TERM**

ECO 2013	Principles of Economics I	3	
ENC 2210	Technical Report Writing	3	
		6	
	SOPHOMORE YEAR		
EGN 2312	Vector Mechanics - Statics	3	
EGN 2323	Vector Mechanics - Dynamics		3
COP 2110C	Computer Programming -		
	FORTRAN IV		3
AMH 2010	U.S. History to 1877	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
		16	16

<sup>&</sup>lt;sup>1</sup>Students may substitute ENC 1132 for Compositions I.

## **JOURNALISM TRANSFER PROGRAM**

			Credits	
		Fall		Spring
ENC 1101	Composition I <sup>1</sup>	3		
ENC 1102	Composition: Literature			3
MAT 1033	Intermediate Algebra	3		
MGF 2202	Finite Mathematics			3
MMC_2100	Writing for Mass Media	3		
HUMANITIES	Humanities <sup>2</sup>			3
SCIENCE	Science <sup>3</sup>	3		3
OST 1191C	Personal Typing	3		
ELECTIVES	Electives <sup>4</sup>	1		4
		16		16
	SOPHOMORE YEAR			
ENC 1103	Composition: Argumentation	3		
AMH 2020	American History			3
ECO 2013	Principles of Economics I	3		
HUMANITITES	Literature			3
POS 2041	American National Government	3		
COC 1110C	Computer Programming			3
SPC 2016	Fundamentals of Speech	3		
ELECTIVES⁴		4		7
		16		16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132.

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

<sup>&</sup>lt;sup>2</sup>Select from ARH 2050 or ARH 2051, HUM 1020, MUH 2011, or PHI 2010.

<sup>&</sup>lt;sup>3</sup>Some universities require additional hours. See counseling manuals.

<sup>&</sup>lt;sup>4</sup>Prerequisites of some universities should be selected as electives.

# MEDICINE AND DENTISTRY TRANSFER PROGRAM

		Crec	dits
		Fall	Spring
ENC 1101	Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Precalculus <sup>2</sup>	5	
MAC 2311	Calculus		5
POS 2041	American National Government	3	
ELECTIVE	Elective	1	1
BSC 1010C	General Biology		4
		16	17
	SOPHOMORE YEAR		
ENC 1103	Composition: Argumentation		3
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
ENGLISH	Elective <sup>3</sup>	3	1
		15	16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

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

<sup>&</sup>lt;sup>3</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.

## **MUSIC TRANSFER PROGRAM**

ENC 1101 ENC 1102 SOCIAL SCIENCE MAT 1033 MUT 1111 MUT 1112 APPLIED MUSIC APPLIED MUSIC PSY 2012 MUSIC ELECTIVES	Composition I¹ Composition: Literature General Education² Intermediate Algebra Basic Theory I Basic Theory II Secondary Instrument Principal Instrument Introduction to Psychology Music Organizations Music or Humanities	7 Credits Fall 3 3 4 1 2 3 1 17	Spring  3  3  4  1  2  16
MGF 2202	SUMMER TERM Finite Mathematics Applied Music Principal Instrument	3 2 5	
	SOPHOMORE YEAR		
ENC 1103 ENGLISH SCIENCE MUL 2211	Composition: Argumentation Elective <sup>3</sup> Electives Survey of Music Literature	3	3
APPLIED MUSIC APPLIED MUSIC MUSIC MUL 2116	Secondary Instrument Principal Instrument Music Organizations Music Theory III	1 2 1	3 1 2
MUT 2117 ELECTIVES	Music Theory IV	2	4
		16	16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>2</sup>Student may select from approved courses.
3Student may select from CRW 2020, ENC 2210, MMC 2100, INR 2002, AMH 2010 or AMH 2020.

## **NURSING TRANSFER PROGRAM**

		Cree	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	. 0
ENC 1102	Composition: Literature		3
BSC 1010C	General Biology	4	
CHM 1015C	Introductory General Chemistry <sup>2</sup>		4
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psychology of Child Development		3
MAT 1033	Intermediate Algebra	3	
MGF 2202	Finite Mathematics		3
HISTORY	History <sup>3</sup>	3	3
		16	16
	SUMMER TERM		
ZOO 2013C	General Zoology	4	
	SOPHOMORE YEAR		
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective4	3	3
POS 2041	American National Government	3	3
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
SYG 2000	Introduction to Sociology		3
HUMANITIES	Literature <sup>5</sup>	3	3
ELECTIVE		2	
		15	17

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Some universities also require CHM 1200C.

<sup>3</sup>Student may select from approved courses. Consult a college counselor.

<sup>4</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.

<sup>&</sup>lt;sup>5</sup>Select two literature courses. ENL 2012-2022, LIT 2110-2120, AML 2010-2022.

# OCCUPATIONAL THERAPY TRANSFER PROGRAM

## **FRESHMAN YEAR**

		Cred	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	-10
ENC 1102	Composition: Literature		3
MAT 1033	Intermediate Algebra	3	
HISTORY	History <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	1
ART 2110	Introduction to Ceramics		3
PSC 1411	Physical Science	3	
PSY 2012	Introduction to Psychology	3	
		16	17
	SOBHOMORE VEAR		
	SOPHOMORE YEAR		
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
POS 2041	American National Government	3	
HUMANITIES	Literature <sup>4</sup>	3	3
DEP 2002	Psych. of Child Development		3
ELECTIVE			3
MGF 2202	Finite Mathematics	3	
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective		3
		16	16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

## **OPTOMETRY TRANSFER PROGRAM**

		Credits	
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
MAC 1132	Precalculus <sup>2</sup>	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
POS 2041	American National Government		3
ELECTIVE <sup>3</sup>		3	
		15	15

<sup>&</sup>lt;sup>2</sup>Student will select from EUH 1012, EUH 1022, AMH 2010, or AMH 2020.

<sup>&</sup>lt;sup>3</sup>Select from ARH 2050; HUM 1020; MUH 2011; or PHI 2010.

<sup>&</sup>lt;sup>4</sup>Select two literature courses: ENL 2012-2022, AML 2010-2022, or LIT 2110-2120.

## **SUMMER TERM**

BSC 1010C	General Biology	4	
	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
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective <sup>4</sup>		3
		15	15

<sup>&</sup>lt;sup>1</sup>Student may substitute 1132 for Composition I.

## **PHARMACY TRANSFER PROGRAM**

#### **FRESHMAN YEAR**

		Cred	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	, ,
ENC 1102	Composition: Literature		3
MAC 1132	Precalculus <sup>2</sup>	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
BSC 1010C	General Biology		4
ELECTIVES	3,	4	
		16	16
	SOPHOMORE YEAR		
POS 2041	American National Government		3
ZOO 2013C	General Zoology	4	3
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II	3	5
HUMANITIES	Literature <sup>3</sup>	3	3
ELECTIVE	Literature	3	3
ENC 1103	Composition: Argumentation	3	3
ENGLISH	Elective <sup>4</sup>	3	3
ENGLISH	Elective		3

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for Composition I.

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

<sup>&</sup>lt;sup>3</sup>Electives should be selected on the basis of the university to be attended.

<sup>&</sup>lt;sup>4</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.

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

<sup>&</sup>lt;sup>3</sup>Select one literature: ENL 2012-2022, AML 2010-2022 or LIT 2110-2120.

<sup>&</sup>lt;sup>4</sup>Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

# PHYSICAL THERAPY TRANSFER PROGRAM

		Cre	edits
FNIC 4404		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
MAC 1132	Precalculus <sup>2</sup>	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	
MGF 2113	Topics in College Mathematics		1
PSY 2012	Introduction to Psychology		3
ELECTIVE			1
		16	16
			, ,
	SOPHOMORE YEAR		
ENC 1103	Composition: Argumentation	3	
DEP 2002	Psychology of Child Development	3	3
ZOO 2013C	General Zoology	4	3
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature	3	3
ENGLISH	Elective <sup>3</sup>	_	3
ELECTIVE			3
		1.5	
		15	17

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Student with insufficient background in mathematics or science consult a college counselor.

<sup>3</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.

# POLICE ADMINISTRATION TRANSFER PROGRAM

		(	Credits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	,
ENC 1102	Composition: Literature		3
MAT 1033	Intermediate Algebra	3	
SOCIAL SCIENCE	General Education <sup>2</sup>	3	3
HUMANITIES	Humanities <sup>3</sup>		3
CCJ 1100	Introduction to Criminal Justice	3	
CCJ 1400	Police Organization & Administration		
PHYS. ED.	Physical Education		3
MGF 2202	Finite Mathematics	1	1
ELECTIVE		3	3
		16	16
	SOPHOMORE YEAR		
SCIENCE	Science <sup>4</sup>	3	
SSI 1011	Survey of Social Sciences		3
HUMANITIES	Literature	3	3
CJT 2100	Introduction to Criminal		
	Investigation	3	
CCJ 2600	Criminal Deviant Behavior		3
CCJ 2220	Criminal Law	3	
CCJ 2230	Criminal Procedures & Evidence		3
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective <sup>5</sup>		3
ELECTIVE		2	
		17	15

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

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

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

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

<sup>&</sup>lt;sup>5</sup>Student may select from CRW 2020; ENC 2210; AMH 2010; AMH 2020; INR 2002; or MMC 2100.

## 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 a specialization within a specific academic area (i.e. economics, history, political science, psychology, sociology, etc.)

		Cre	edits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
EUH 1000	Western Civilization	3	
EUH 1001	Western Civilization		3
POS 2041	American National Government		3
MAT 1033	Intermediate Algebra	3	
SYG 2000	Introduction to Sociology	3	
PSY 2012	Introduction to Psychology		3
MGF 2202	Finite Mathematics	3	3
ELECTIVES <sup>2</sup>			3
		15	18
	SOPHOMORE YEAR		
ENC 1103	Composition: Argumentation	3	
HUMANITIES	Elective <sup>3</sup>		3
HUMANITIES	Literature <sup>4</sup>	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 <sup>5</sup>		3-4	3-4
ELECTIVE <sup>6</sup>			3
		15-16	15-16

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Suggested courses might include ANT 2000, ECO 2000, for Fall Term, and MAF 2001, SYG 2020 for Spring Term.

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

<sup>&</sup>lt;sup>4</sup>Check college catalog for AML, ENL, LIT, course preferences.

<sup>&</sup>lt;sup>5</sup>Check college catalog in biology, chemistry, and physics for course preferences.

<sup>&</sup>lt;sup>6</sup>Student may select from INR 2002, DEP 2004, for Fall Term and POS 2112 for Spring Term.

# VETERINARY MEDICINE TRANSFER PROGRAM

		Cree	dits
		Fall	Spring
ENC 1101	College Composition I <sup>1</sup>	3	
ENC 1102	Composition: Literature		3
BSC 1010C	General Biology	4	
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Precalculus <sup>2</sup>	5	
MAC 2311	Calculus		5
POS 2041	American National Government		3
		16	15
	SOPHOMORE YEAR		
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature	3	3
BOT 2010C	General Botany		4
ELECTIVE	Social Science		3
ENC 1103	Composition: Argumentation	3	
ENGLISH	Elective <sup>3</sup>		3
		15	18

<sup>&</sup>lt;sup>1</sup>Students may substitute ENC 1132 for College Composition I.

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

<sup>&</sup>lt;sup>3</sup>Student may select from CRW 2020, ENC 2210, AMH 2010, AMH 2020, INR 2002, MMC 2100.



# ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The following Associate in Science (A.S.) 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 courses in your program. These descriptions appear in this catalog. Consult the index for individual listings.

## **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 diplomas.

#### **GENERAL COURSES**

		Credits
ACG 2001	Principles of Accounting I	3
BAN 1004	Principles of Bank Operations	3
BAN 2100	Money & Banking	3
BAN 2800	Law & Banking	3
COC 1300C	Introduction to Data Processing	4
ECO 2013	Principles of Economics I	3
MAN 1100	Human Relations in Business & Industry	3
QMB 1001	Business Mathematics	3
QMB 2100	Business Statistics	3
OST 1191C	Personal Typewriting	3
OST 1330	Business English*	3
SPC 2016	Fundamentals of Speech	3
		37

## Select twenty-seven (27) credits from the following:

		Credits
BAN 1150	Marketing for Bankers	3
BAN 1205	Corporate Banking	3
BAN 1252	Real Estate Finance	3
BAN 9701	Management Fundamentals	3
BAN 2811	Federal Regulations of Banking	3
BAN 2200	Credit Administration	3
BAN 2204	Introduction to Commercial Lending	3
BAN 2210	Analyzing Financial Statements	3
BAN 2230	Bank Investments	3
BAN 2240	Consumer Lending	3
BAN 2303	Savings & Time Deposit Banking	3
BAN 2400	The Trust Business	3
BAN 2720	Bank Management	3
BAN 2724	Branch Management	3
BAN 2949	Cooperative Education Internship in Banking	3

Students may be required to enroll in lower English and reading courses based on college placement tests. This is an Associate in Science curriculum and some courses may not be transferable to an Associate in Arts program. See Academic Advisor.

## **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.

		6	
		Cred	its
		Fall	Spring
COC 1300C	Introduction to Data Processing	4	
MTB 1321	Applied Technical Mathematics I	4	
MTB 1322	Applied Technical Mathematics II		4
ENC 1101	College Composition I <sup>1</sup>		3
COP 1510	Programming Logic Concepts	3	
COP 2170C	Computer Programming - BASIC		3
COP 2160C	Computer Programming - RPG		3
MAN 1100	Human Relations in Business and Industry	3	
CDA 1010	Digital Principles		3
	0	14	16
		14	16
	SUMMER TERM		
ENC 2210	Technical Report Writing	3	
QMB 2100	Business Statistics	3	
		6	
		Ö	
	SOPHOMORE YEAR		
COP 2120C	Computer Programming - COBOL I	3	
COP 2121C	Computer Programming - COBOL II	3	3
ACG 2001	Principles of Accounting I <sup>3</sup>	3	3
ACG 2011	Principles of Accounting II	3	3
CIS 2321C	Systems Analysis and Design	3	3
COP 2180C	Computer Programming - PASCAL	3	3
COP 2401C	Computer Programming - Assembly		3
	Language		
PHY 1001	Technical Physics	5	
Electives <sup>2</sup>			3
		14	15
		17	13

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Student may select from approved computer courses.

<sup>&</sup>lt;sup>3</sup>Student may be requested to transfer to basic accounting class.

Student may exempt introductory courses. See Academic Advisor.

Minimum hours in program is 64 hours.

## **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 Bachelors degree must enroll in courses listed in the Transfer Program.

## **FRESHMAN YEAR**

there are not become		Credits
CCJ 1000	Introduction to Criminology	3
CCJ 1100	Introduction to Criminal Justice	3
CCJ 2200	Criminal Law	3
CCJ 2310	Introduction to Corrections	3
CJT 2100	Introduction to Criminal Investigation	3
ENC 1101	College Composition I	3
SYG 2000	Introduction to Sociology	3

## SOPHOMORE YEAR

		Credits
CCJ 1400	Police Organization & Administration	3
CCJ 2230	Criminal Procedure & Evidence	3
CCJ 2500	Juvenile Delinguency	3
CCJ 2600	Criminal Deviant Behavior	3
ENC 2210	Technical Report Writing	3
or		3
ENC 1102	Composition Literature	3
SSI 1011	Introduction to the Social Sciences	3
MAT 1002	Introduction to Algebra	3
ELECTIVES		22
		67

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132 for College Composition I.

## **DATA PROCESSING**

The Data Processing program is designed to prepare a person for employment as a peripheral equipment operator, data typist, programmer, computer program operator with general office skills or to provide supplemental training for a person previously or currently employed in these occupations.

			Credits	
		Fall		Spring
OST 1330	Business English <sup>1</sup>	3		
COC 1300C	Introduction to Data Processing	4		
COP 1510	Programming Logic Concepts	3		
MAN 1100	Human Relations in Business and Industry	3		
OST 1191C	Personal Typewriting	3		
BUL 2111	Business Law			3
OST 2325C	Business Machines and Filing			3
GEB 1011	Introduction to Business			3
QMB 1001	Business Math <sup>2</sup>			3
COP 2170C	Computer Programming - BASIC			3
		16		15
	SUMMER TERM			
OCT 2226		2		
OST 2336	Business Communications	3		
QMB 2100	Business Statistics	3		
		6		
	SOPHOMORE YEAR			
COP 2120C	Computer Programming - COBOL I	3		
COP 2121C	Computer Programming - COBOL II			3
ACG 2001	Principles of Accounting 13	3		
ACG 2011	Principles of Accounting II			3
ECO 2000	Introduction to Economics	- 3		
OST 2711C	Word Processing I	3		
COP 2160C	Computer Programming - RPG			3
Electives <sup>4</sup>		3		6
		15		15

<sup>&</sup>lt;sup>1</sup>Student may be required to enroll in lower English and reading courses based on college placement tests.

<sup>&</sup>lt;sup>2</sup>Student may be required to take a higher or lower math course based on college placement tests.

<sup>&</sup>lt;sup>3</sup>Student may be requested to transfer to basic accounting class.

<sup>&</sup>lt;sup>4</sup>Student may select from approved computer courses.

Student may exempt introductory courses. See Academic Advisor.

Minimum hours in program is 64 hours.

# 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 electronic technicians include communications, computers, electro-mechanical systems, manufacturing sales, education, servicing, medicine, controls, and research.

		Cr	edits
		Fall	Spring
COC 1300C	Introduction to Data Processing	4	
ENC 1101	College Composition I <sup>1</sup>	3	
CET 2122C	Introduction to Microprocessors		4
EGN 1120C	Engineering Graphics		3
EET 1015C	Fundamentals of DC Circuits	4	
EET 1025C	Fundamentals of AC Circuits		4
MTB 1321	Applied Technical Mathematics I	4	
MTB 1322	Applied Technical Mathematics II		4
		15	15
	SUMMER TERM		
ETD 2620C	Electronic Drafting	3	
EET 1141C	Electronic Devices	3	
ENC 1102	Composition: Literature <sup>2</sup>	3	
		6-9	
	SOPHOMORE YEAR		
COP 2110C	Computer Programming -		
001 21100	FORTRAN IV		3
EET 2142C	Electronic Circuits	5	
<b>CET 2112C</b>	Digital Electronics	4	
ENC 2210	Technical Report Writing	3	
EET 2154C	Microelectronic Circuits		4
CET 2131C	Microcomputer Systems		5
PHY 1001	Technical Physics	5	
ENC 1103	Composition: Argumentation <sup>2</sup>		3
		17	12-15

<sup>&</sup>lt;sup>1</sup>Students may substitute ENC 1132 for College Composition I.

<sup>&</sup>lt;sup>2</sup>Only required for students planning to transfer to a 4-year school.

## **GRAPHIC DESIGN**

The curriculum in Graphic Design prepares a student for employment where art is used as an important part of a business. The courses are structured to provide creative development with technical knowledge and skills for the person who desires employment in the areas of advertising design, letterhead design, illustration, and creative art directing. Working independently as a freelance artist is also a possibility. Graduates may continue at some universities to obtain baccalaureate degrees in this field.

		Credits	
ENC 1101		Fall	Spring
ART 1205	College Composition I <sup>1</sup>	3	
and the same of th	Design and Color	3	
ART 1300	Freehand Drawing I	3	
ART 1230	Introduction to Graphic Design	3	
ART 2540	Introduction to Painting, Watercolor I	3	
ENC 1102, or			
COC 1110, or PSY 2012 <sup>2</sup>			
ART 1201C	D		3
ART 1301C	Design Structures		3
ART 1231C	Freehand Drawing II		3
ARH 2050	Layout Production I		3
AKH 2050	Art History and Appreciation		3
		15	15
	SUMMER TERM		
ART 2254	Illustration: Human Figure	3	
ART 2551	Airbrush Techniques	3	
		6	
		6	
	SOPHOMORE YEAR		
ART 2051	Art History and Appreciation	3	
ART 1600C	Basic Photography	3	
ART 2232	Advertising Design I	3	
ART 2234C	Layout Production II	3	
ART 2281	Typographic Letter Forms	3	
ART 2233C	Experimental Design: Portfolio	3	2
ART 2253	Illustration		3
ART 2235C	Advertising Design II		3
ART 2541C or ART	Beginning Oil Painting		3
2303	Ink Drawing		3
ART 2601	Creative Photography		3
	J F /		
		15	15

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132.

<sup>&</sup>lt;sup>2</sup>Student may choose one course.

Student may choose one couse.

## **HUMAN SERVICES**

The Human Services program is designed for persons seeking employment as para-professionals in the fields of education or social work. The program offers specialization in gerontology and education with the opportunity to earn on-the-job college credits for practicum in nursing homes, hospitals, or schools.

		Cred	its
		Fall	Spring
ENC 1101			
or			
1132	Composition*	3-4	
HUM 1020	Intro. to Humanitites		3
PSY 2012	Intro. to Psych.	3	
QMB 1001	Business Math		3
SYG 2000	Intro. to Sociology	3	
BSC 1010	General Biology		4
ARE 2040 or	Art. Exp. or		
ART 1100	Crafts Media	3	
SPC 2016	Fund. of Speech	3	
EDG 2949	and the second		
or			
SYG 2949	Co-Op**		3
Electives	in area of specialization***		3
		15-16	16
	SUMMER TERM		
DEP 2004	Human Development	3	
	SOPHOMOŘE YEAR		
ENC 1102	Composition	3	
APA 1002	Small Business Accounting	3	
HUN 1201	Basic Normal Nutrition	3	
HES 2400	First Aid/Personal Safety		3
MUT 2001	Fund. of Music Theory		3
EDG 2949	,		
or			
SYG 2949	Co-Op**		3
Electives	in area of specialization***	6	6
		15	15

<sup>\*</sup>Two composition courses must be taken in sequence. Placement testing will determine the specific courses required for each student.

<sup>\*\*</sup>EDG 2949 - Teacher Assistants

SYG 2949 - Gerontology - Social Worker

## \*\*\*Specializations

## **Teacher Assistants**

EDF 2003	Intro. to Education	3
LIT 2090	Contemp. Lit: Fiction	3
DEP 2002	Psychology of Child Development	3
DEP 2201	Psychology of Exceptional Children	3
OST 1191C	Personal Typing	3
		1
		15
Geronology Aide	es	
GYT 9000	Introduction to Gerontology	3
SYG 2410	Marriage and Family	3
SYG 2494	Co-Op	3
NSP 2290	Understanding Stress and Crisis	3
NSP 1100	Ethical Considerations in Health Care	1
NSP 1511	Health Care Perspectives for Older Adults	1
NSP 2251	Dealing with Death	1
		15

Students are encouraged to take courses of higher difficulty level in place of required courses wherever possible. See program advisor for permission.

If testing indicates the need for remediation before courses are taken, student may be required to take any or all of the following courses:

ENC 1001 - Composition Skills

REA 9001 - College Prep Reading

ENC 1003 - Study Skills

## MANAGEMENT

The purpose of this program is to provide basic knowledge and skills necessary for students seeking employment in various management fields and for those presently employed in some business career and desiring advancement. The program provides basic education in business with specialization courses in retailing/wholesaling/sales, technical/industrial, hotel/restaurant/institutional, and child-care management.

	Š.	C	redits
		Fall	Spring
OST 1330	Business English <sup>1</sup>	3	
ENC 1101 (or 113.	2) College Composition I (or		3 (4)
	Composition Skills)		
	Introduction to Computer Operations	3	
GEB 1011	Introduction to Business	3	
MAR 1011	Principles of Marketing		3
QMB 1001	Business Math <sup>1</sup>		3
OST 1191C	Personal Typewriting	3	
MAN 1100	Human Relations in Business and Industry	3	
MAN 2021	Principles of Management		3
ELECTIVE	(Specialization Area <sup>2</sup> )		1
		15	13 (14)
	SUMMER TERM		
OST 2325C	Business Machines and Filing	3	
Elective	(Specialization Area <sup>2</sup> )	3	
	the second secon	6	
		0	
	SOPHOMORE YEAR		
ACG 2001	Principles of Accounting I <sup>3</sup>	3	
BUL 2111	Business Law		3
MAN 2800	Small Business Management	3	
ECO 2000	Introduction to Economics	3	
OST 2336	Business Communications		3
QMB 2100	Business Statistics	3	
Electives	Computer Application Course(s)		3
Electives	(Specialization Area <sup>2</sup> )	3	6
		15	15

<sup>&</sup>lt;sup>1</sup>Student may be required to enroll in lower English, math, and reading courses based on college placement tests. <sup>2</sup>Student may select from approved courses.

<sup>&</sup>lt;sup>3</sup>Student may be requested to transfer to basic accounting class.

Specialization is not required. Select 12 hours of business/computer elective hours.

Student may exempt introductory courses. See Academic Advisor.

Minimum hours in the program is 64 hours.

## **SPECIALTY OPTION ELECTIVES**

DI LEIMETT OF HO		4 1.1		
Retailing/Wholesaling/Sale *Principles of Retailing			Technical/Industrial	
*Salesmanship	3		*Engineering Graphics	3
	3		*Principles of Accounting	3
*Advertising			 	
Cooperative Education	3		*Technical Report	3
Internship			Writing	
Principles of Accounting	3		Cooperative Education	3
			Internship	
Computer Programming	3		Computer Programming	3
— COBOL I			— COBOL I	
Microcomputer	_		Introduction to	4
Comparisons <sup>1</sup>	3		Microprocessors	
Fundamentals of Speech	3		Microcomputer	3
Introduction to	2		Comparisons <sup>1</sup>	
Data Processing	3		Fundamentals of Speech	3
			Introduction to	
			Data Processing	3
Child Care			Hotel/Restaurant/	
			Institutional	
*Introduction to	3		*Survey of Hotel/	3
Psychology			Restaurant/	
*Introduction to	3		Institutional	
Education			Management	
*Psychology of Child	3		*Salesmanship	3
Development			*Advertising	3
Cooperative Education	3		Cooperative Education	3
Internship			Internship	
Fundamentals of Speech	3		Fundamentals of Speech	3
Principles of Accounting	3		Principles of Accounting	3
II			II	9
Computer Programming	3		Computer Programming	3
— COBOL I			— COBOL I	5
Microcomputer	3		Microcomputer	3
Comparisons <sup>1</sup>			Comparisons <sup>1</sup>	3
Introduction to	3		Introduction to	3
Data Processing			Data Processing	5
Postal Management			Data Frocessing	
*Introduction to Postal Management		3		
*Customer Services - Postal Management		3		
*Delivery Services - Postal Management				
Fundamentals of Speech		3 3		
Technical Report Writing		3		
Introduction to Computers and Computer Programming		2		
Computer Programming - COBOL I		3		
Cooperative Education Internship		3 3 3		
Introduction to Data Processing		3		
Ill this placting is salasted the student mount	1 22 / 11 / 6		to the state of th	

<sup>1</sup>If this elective is selected, the student must substitute this course for Computer Application course(s). Courses marked with an asterisk (\*) are required courses in the specialization area.

### NURSING

Lake-Sumter Community College offers an Associate in Science Degree in Nursing. The student must be a Licensed Practical Nurse and successfully complete 30 credit hours of general education and 34 credit hours of nursing to complete the program. Upon completion of the degree in Nursing, the student is eligible to write the State Board Examination for licensure as a Registered Nurse. Admission to the Nursing Program is limited due to clinical facilities and numbers of faculty.

Students selected for admission will be Licensed Practical Nurses or will have completed an approved Practical Nursing program and be eligible to sit for the next licensing examination. These students must have completed the following prerequisite courses with a grade of "C" or higher.\*

		Credits
APB 2203C	Anatomy and Physiology I1	4
APB 2204C	Anatomy and Physiology II	4
MCB 2010C	Microbiology 1	4
DEP 2004	Psychology of Human Development	3
ENC 1101	College Composition I <sup>2</sup>	3
		18

### OTHER GENERAL EDUCATION REQUIREMENTS\*\*

		Credits
ENC 1102	Composition: Literature	3
HUN 1201	Nutrition	3
PSY 2012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology	3
		12

<sup>\*</sup>¹Prerequisite for APB 2203C and MCB 2010C is BSC 1010C or permission of instructor. Students must have a recent high school level Chemistry with a lab and Algebra with a grade of "C" or higher. (CHM 1015C, General Chemistry, and MAT 1024, Elementary Algebra will fulfill this requirement.)

### **NURSING COURSES\***

		Credits
NUR 2003	Nursing Transition	4
NUR 2700	Nursing Core I	6
NUR 2700L	Nursing Intervention I	6 6
NUR 2412	Nursing Core II	3
NUR 2500	Nursing Core III	3
NUR 2412L	Nursing Intervention II	6
NUR 2801	Nursing Core IV	2
NUR 2945L	Clinical, Practicum	4
		34

Students must be accepted into the Nursing Program to take Nursing courses. Nursing courses are only offered once each year in the term designated. Students must earn a minimum of "C" in each nursing course to be eligible to register for succeeding courses and to graduate from the Nursing Program.

<sup>&</sup>lt;sup>2</sup>Student may substitute ENC 1132.

<sup>\*\*</sup>Any three may be taken in conjunction with the nursing program if the prerequisite courses have been completed.

Student may substitute ENC 1132.

# SUGGESTED SEQUENCE FOR NURSING STUDENTS

# SUMMER TERM B

BSC 1010	General Biology (prerequisite for APB 2203	C)		Credits 4
	FRESHMAN YEAR			
			Credits	
		Fall		Spring
APB 2203C	Anatomy and Physiology I	4		
ENC 1101	College Composition I	3		
PSY 2012	Introduction to Psychology	3		
SYG 2000	Introduction to Sociology	3		
APB 2204C	Anatomy and Physiology II			4
MCB 2010C	Microbiology			4
ENC 1102	Composition: Literature			3
DEP 2004	Psychology of Human Development			3
		13		14
	SUMMER TERM A			
				Credits
HUN 1201	Nutrition			3
	SUMMER TERM B			
				Credits
NUR 2003	Nursing Transition			4
	SOPHOMORE YEAR			
			Credits	
		Fall		Spring
NUR 2700	Nursing Core I	6		. 0
NUR 2700L	Nursing Intervention I	6		
NUR 2412	Nursing Core II			3
NUR 2500	Nursing Core III			3
NUR 2412L	Nursing Intervention II			6
		12		12
	SUMMER TERM A			
				Credits
NILID 2001	Nursing Core IV			
NUR 2801 NUR 2945L	Clinical Practicum			2
NUN 2943L	Cililical Flacticulii			
				6

# **OFFICE TECHNOLOGY**

The purpose of this program is to provide the basic knowledge and skills necessary for students seeking employment in administrative support positions in offices and for students presently employed in some business career and desiring advancement. The program provides basic business education with specialization courses for executive and legal secretaries, medical assistants, and word processing personnel.

### FRESHMAN YEAR

		Cre	edits
OST 2325C	Davis and All I am I will	Fall	Spring
QMB 1001	Business Machines and Filing		3
OST 1100C	Business Math <sup>1</sup>		3
OST 1110C	Typewriting I	5	
OST 1330	Typewriting II Business English <sup>1</sup>		3
MAN 1100	Human Polations in D.	3	
777777 1100	Human Relations in Business and Industry	3	
el a	Introduction to Computer Operations		3
Electives	(Specialization Area) <sup>2</sup>	4	4
		15	16
	SUMMER TERM		
OST 2120C	Typewriting III	3	
	SOPHOMORE YEAR		
OST 2336	<b>Business Communications</b>		3
GEB 1011	Introduction to Business		3
ACG 2001	Principles of Accounting 13	3	3
OST 2402C	Office Administration	3	
OST 2711C	Word Processing I	3	
OST 2722C	Word Processing II		3
BUL 2111	Business Law	3	
Electives	(Specialization Area) <sup>2</sup>	3	6
		15	15

<sup>&</sup>lt;sup>1</sup>Student may be required to enroll in lower English, math, and reading courses based on college placement tests. <sup>2</sup>Student may select from approved courses.

Minimum hours in the program is 64 hours.

<sup>&</sup>lt;sup>3</sup>Student may be requested to transfer to basic accounting class.

Student may exempt introductory courses. See Academic Advisor.

### **Legal Specialization**

Shorthand I, II, III, IV (12) Legal Office Procedures (3) Elective (1)

or

Transcription I & II (6) Legal Office Procedures (3) Two Business Electives (6) Elective (1)

### **Medical Specialization**

Biology (4) Medical Terminology & Records (3) Medical Office Procedures (3) Transcription I and II (6)

### **Executive Specialization**

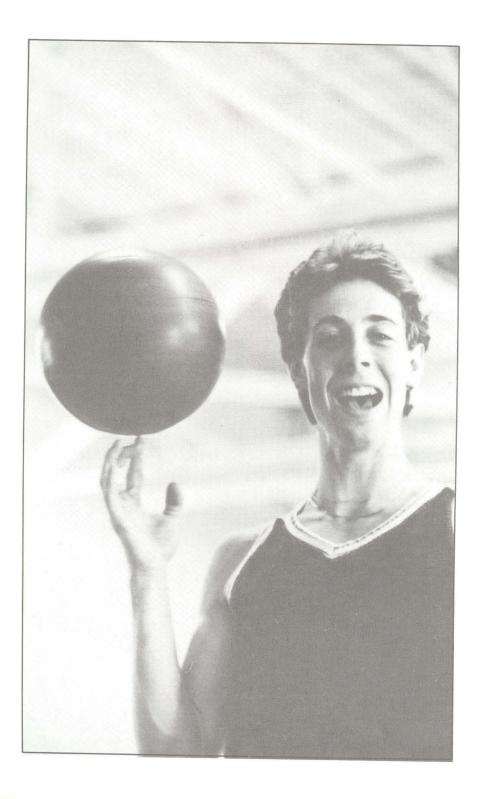
Shorthand I, II, III, IV (12) Electives (1) Business Elective (3)

or

Transcription I & II (6) Three Business Electives (9) Elective (1)

# **Word Processing Specialization**

Composition Skills (4)
Technical Report Writing (3)
Transcription I and II (6)
Business Electives (3)



# ARTICULATION PROGRAMS

Lake-Sumter Community College has formal articulation agreements with the Lake County Area Vocational-Technical Center in Criminal Justice and with Valencia Community College in Medical Laboratory Technology, Nursing and Respiratory Therapy.

**NOTICE TO STUDENTS.** It is important that you be familiar with complete descriptions in your program. These descriptions appear in this catalog. Consult the index for individual listings.

# ARTICULATION PROGRAM IN CRIMINAL JUSTICE

The Criminal Justice degree program is designed for persons presently employed in the field or those desiring preparation for employment. Those student entering this program having completed the 320 hour Basic Corrections Training of the Basic Police Recruit Training at the Lake county Area Vocational-Technical Center will be eligible to take an exemption exam to fulfill certain requirements of the program.

Lake-Sumter Community College will waive a maximum of twelve (12) credit hours upon the successful completion of six (6) hours credit in the Associate of Science in Criminal Justice Program, contingent on the student's successful completion of an exemption exam in any combination of the following courses adding up to a maximum of 12 credit hours.

CCJ 1440	Administration of Correctional Institutions	3	credits
CJD 1450	Corrections Procedures	6	credits
DEP 2000	Human Development	3	credits
CJT 1430	Traffic Enforcement, Investigation and Control	3	credits
CJD 1000	Police Procedures	6	credits

## Phase I: Lake County Area Vocational-Technical Center

320 Hour Basic Corrections Training or Basic Police Recruit Training

### Phase II: Lake-Sumter Community College

CCJ 1000	Introduction to Criminology	3	credits
CCJ 1100	Introduction to Criminal Justice	3	credits
CCJ 1400	Police Organization & Administration	3	credits
	Criminal Law		
CCJ 2220	Criminal Procedure & Evidence	3	credits
CCJ 2230	Introduction to Corrections	3	credits
CCJ 2310	Juvenile Delinquency	3	credits
CCJ 2500	Criminal Deviant Behavior	3	credits
CCJ 2600	Introduction to Criminal Investigation	3	credits
ENC 1101	College Composition I	3	credits
ENC 2210	Technical Report Writing	3	credits
or			
ENC 1102	Composition: Literature	3	credits
SYG 2000	Introduction to Sociology	3	credits
SSI 1011	Introduction to the Social Sciences	3	credits
MAT 1002	Introduction to Algebra	3	credits
ELECTIVES	10-2	22	credits
	52-6	54	

# 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 - Lake-Sumter Community College, Academic

### **SUMMER TERM**

General Biology<sup>1</sup>

BSC 1010C

Credits

	O,		
	FRESHMAN YEAR		
		Cre	dits
		Fall	Spring
CHM 1015C	Introduction to General Chemistry <sup>2</sup>	4	,
ENC 1101	College Composition 13	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		4
PSY 2012	Introduction to Psychology	3	3
		14	14

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

	Credits
General Chemistry for Laboratory Technology	6
Hematology	4
Introduction to Urinalysis	3
Immunology	- 4
Medical Microbiology	4
Clinical Chemistry	4
Blood Bank Practicum	2
Instrumentation	1
Hematology Practicum	4
Chemistry Practicum	4
Micro Practicum	4
Serology/Urinalysis Practicum	2
Urinalysis	2
Serology/Immunology	2
Immunohematology	2
	48

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

### ARTICULATION PROGRAM IN NURSING

The articulation program in Associate Degree Nursing will permit a student to complete all academic work at Lake-Sumter Community College and the nursing phase at Valencia Community College.

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

Upon successful completion of Phase II (Nursing), Valencia 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.

Phase I - Lake-Sumter Community College, Academic<sup>1</sup>

### **SUMMER TERM**

		Credits
BSC 1010C	General Biology <sup>2</sup>	4

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

<sup>&</sup>lt;sup>3</sup> Student may substitute ENC 1132 for freshman English requirement.

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

### FRESHMAN YEAR

		Cre	dits
ENC 1101	College Composition 13	Fall	Spring
ENC 2210 PSY 2012	Technical Report Writing⁴	3	3
DEP 2002	Introduction to Psychology Psychology of Child Development	3	3
SYG 2000 POS 2041	Introduction to Sociology	3	3
APB 2203C	American National Government Human Anatomy & Physiology I	3	
APB 2204C	Human Anatomy & Physiology II	4	4
MCB 2010C	Microbiology		4
		16	14

# Phase II - Valencia Community College, Nursing - Two-year Program

4.4932		Credits
NUR 1022	Mathematics and Pharmacology for Nurs.	2
NUR 1040C	Nursing I - Fundamentals of Nursing	
NUR 1200C	radising 1 - Fundamentals of Nursing	9
	Nursing II - Common Responses to Illness	10
NUR 2251C	Nursing III - Complex Responses to Illness	5
NUR 2103C	Nursing IV - Maternal Child Health Nursing	10
NUR 2310C	Nursing V - Psychiatric/ Mental Health Nursing	
NUR 2210	Land 1. The indirect Mental Fleatin Nursing	5
	Leadership Theory	1
NUR 2943C	Nursing VI - Clinical Practicum in Patient Care	
	Management	5
		47

<sup>&</sup>lt;sup>1</sup> Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level with a grade of "C" or higher in each course by May 1 for Fall Term admission and September 1 for Spring Term Admission to Valencia Community College.

# 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.

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

<sup>&</sup>lt;sup>3</sup> Student may substitute ENC 1132 for freshman English requirement.

<sup>&</sup>lt;sup>4</sup> Student may substitute ENC 1102.

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

### Phase I - Lake-Sumter Community College, Academic

### **SUMMER TERM**

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

### FRESHMAN YEAR

		Cre	edits
		Fall	Spring
CHM 1015C	Introductory General Chemistry <sup>2</sup>	4	
ENC 1101	College Composition 13	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 <sup>4</sup>		3
MAT 1033	Intermediate Algebra	3	
		17	.17

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

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
	42

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

# ARTICULATION PROGRAM IN EMERGENCY MEDICAL SERVICES

The Emergency Medical Services degree program is designed for students who desire a career in pre-hospital emergency medicine. The Emergency Medical Technician courses and the Paramedic courses will be taken at the Lake-County Area Vocational-Technical Center or other approved voca-

<sup>&</sup>lt;sup>2</sup> Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level with a grade of *C* or higher in each course.

<sup>&</sup>lt;sup>3</sup> Student may substitute ENC 1102 for the English requirement.

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

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

tional technical centers or community colleges. The academic courses will be taken at Lake-Sumter Community College.

To register for the program, the student must hold current Florida certification as an EMT. The academic courses may be taken during the year the student is required to work as an EMT before being admitted to the Paramedic program.

Upon completion of all of the required courses at LSCC with at least a 2.0 grade point average, 32 semester hours of credit will be waived upon current Florida licensure in Paramedic Medicine and the associate of science degree will be conferred by LSCC.

### Phase I: Lake-County Area Vocational-Technical Center

EMS 1114	Fundamentals of EMT	(4)
EMS 1115	Fundamentals of EMT Practicum	(2)
EMS 1431	EMT Clinical Practicum	(4)

### Phase II: Lake-Sumter Community College

		Cree	dits
		Fall	Spring
ENC 1101	College Composition I	3	
APB 2203C	Human Anatomy & Physiology I2	4	
APB 2204C	Human Anatomy & Physiology II		4
HUM 1020	Introduction to Humanities		3
PSY 2012	Introduction to Psychology	3	
SYG 2010	Social Problems		3
MAT 1024	Elementary Algebra <sup>3</sup>		3
Electives		6	3
		16	16
Total Hours Requi	red LSCC courses		32

Electives to be selected from courses listed below. The courses selected will be determined by the student's future career and educational goals.

SPC 2016	Fundamentals of Speech	3
DEP 2004	Psychology of Human Development	3
POS 2041	American National Government	3
MAN 2021	Principles of Management	3
MAN 1100	Human Relations in Business and	
	Industry	3

### Phase III: Lake-County Area Vocational-Technical Center

EMS 1332	Medical Ethics	(2)
EMS 2219	Paramedic I	(4)
EMS 2219L	Hospital Clinical Practicum	(4)
EMS 1341	Extrication/Rescue	(3)
EMS 2229	Paramedic II	(4)
EMS 2229	Field Internship Practicum	(5)

<sup>1</sup>Registration Requirements: Successful completion of State Board Examination for Emergency Medical Technician. Graduation Requirements: Successful completion of all Lake-Sumter work with at least a 2.0 grade point average. Upon completion of the LSCC course work, 32 semester hours of credit will be waived upon Florida licensure in Paramedic Medicine.

<sup>2</sup>Students may exempt one or both human anatomy and physiology courses via LSCC tests and may then substitute four or eight hours credit from CHM 1015C, CHM 1200C, MCB 2010C. See Course Descriptions section of the catalog for prerequisites (if any) for these courses.

<sup>&</sup>lt;sup>3</sup>or higher mathematics course



# **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	College Composition I <sup>1</sup>	3
ART 1205	Design and Color	3
ART 1300	Freehand Drawing	3
ART 1230	Introduction to Commercial Art	3
ARH 2050	Art History and Appreciation	3
ART 1231	Layout Production	4
ART 1201C	Design Structures	3
ART 2540	Introduction to Painting, Watercolor I	3
ELECTIVE	Social Science	3
ART 1301	Freehand Drawing	3
PHYS. ED.	Physical Education	1
		32

<sup>&</sup>lt;sup>1</sup> Students may substitute ENC 1132 for the English requirement.

## **COMPUTER SCIENCE**

Lake-Sumter Community College provides a 33 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.

		Credits
COC 1300C	Introduction to Data Processing	4
COP 1510	Programming Logic Concepts	3
COP 2160C	Computer Programming - RPG	3
COP 2170C	Computer Programming - BASIC	3
COP 2120C	Computer Programming - COBOL I	3
COP 2121C	Computer Programming - COBOL II	3
CDA 1010	Digital Principles	3
MTB 1321	Applied Technical Mathematics I <sup>1</sup>	4
MTB 1322	Applied Technical Mathematics II <sup>1</sup>	4
ELECTIVE <sup>2</sup>		3
		33

<sup>&</sup>lt;sup>1</sup> Students may substitute MAC 1132-2311.

<sup>2</sup> Student may select from the courses shown below:	
COP 2110CComputer Programming-FORTRAN IV	3
COP 2180CComputer Programming-PASCAL	3
COP 2400CMachine Language Programming & Microprocessors	3
CIS 2321CSystems Analysis and Design	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	College Composition I <sup>1</sup>	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
		30

<sup>&</sup>lt;sup>1</sup>Student may substitute ENC 1132.

### **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.

		Credits
ACG 2001	Principles of Accounting I	3
ACG 2011	Principles of Accounting II	3
COC 1300C	Introduction to Data Processing	4
COP 2120C	Computer Programming - COBOL I	3
COP 2121C	Computer Programming - COBOL II	3
COP 2160C	Computer Programming - RPG	3
GEB 1011	Introduction to Business	3
MAN 1100	Human Relations in Business and Industry	3
QMB 1001	Business Mathematics	3
OST 1191C	Personal Typewriting	3
		31

# DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

Lake-Sumter Community College provides a 30 semester hour certificate program in Digital Electronics Engineering Technology for present professionals or for others desiring employment in the digital electronics field. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

		Credits
COC 1020	Computer Literacy	1
CET 2112C	Digital Electronics	4
CET 2131C	Microcomputer Systems	5
EET 1015C	Fundamentals of DC Circuits	4
EET 1025C	Fundamentals of AC Circuits	4
EET 1141C	Electronic Devices	3
EET 2142C	Electronic Circuits	5
EET 2154C	Microelectronic Circuits	4
		30

### **REAL ESTATE**

Lake-Sumter Community College provides a 30 semester hour certificate program in Real Estate for present professionals in the field or for other members of the community interested in real estate. All credits may be applied toward other Associate in Science degree programs at Lake-Sumter Community College.

		Credits
ACG 2001	Principles of Accounting I	3
BUL 2111	Business Law	3
ECO 2000	Introduction to Economics	3
REE 2000	Real Estate Principles and Practices I	4
REE 2041	Real Estate Principles and Practices II	5
RMI 2000	Principles of Insurance	3
SPC 2016	Fundamentals of Speech	3
TAX 2000	Income Tax Procedures	3
ELECTIVE		3
		30

# WORD PROCESSING

Lake-Sumter Community College provides a 30 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 Office Technology Associate in Science degree at Lake-Sumter Community College.

0.00		Credits
OST 1100C	Typewriting I	F
OST 1110C	Typewriting II	5
OST 2120C		3
	Typewriting III	3
OST 1330	Business English <sup>1</sup>	3
ENC 1132	Composition Skills	
OST 2711C	Word Processing I	4
OST 2722C		3
	Word Processing II	3
OST 2325C	Business Machines and Filing	
OST 2336	Business Communications	3
	business communications	3
		30

<sup>&</sup>lt;sup>1</sup> Students may be required to enroll in lower English and reading courses based on college placement tests.

<sup>2</sup> Minimum hours in the program is 30 hours.

# 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 SYG \_\_000 at a community college, he cannot be required to repeat SYG \_\_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 post-secondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG \_\_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, the one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in the sophomore year will number it SYG 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, lecture only OCB\_013

Marine Biology, lab only OCB\_013L

Marine Biology, lecture and lab combined OCB\_013C

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, Early Florida History.

AMH represents a part of the discipline of History; more specifically an area of American History. The first digit, 3, indicates a junior level offering (at this particular institution). In the Taxonomy for AMH, the second digit, 4, represents areas in American History. The third digit, 2, indicates courses in the History of Florida. The last digit, in this case 1, refers to a group of equated courses dealing with the Early History of Florida.

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 automatically transferable but must be evaluated individually.

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

### **ANTHROPOLOGY**

### **ANT 2410 CULTURAL ANTHROPOLOGY**

3 lecture hours - 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 PROVIDING ART EXPERIENCES Laboratory fee: \$10

3 lecture hours - 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.

# ARH 2050 ART HISTORY AND APPRECIATION Offered Spring Term

3 lecture hours - 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 Offered Fall Term

3 lecture hours - 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 2370 A BRIEF SURVEY OF 18TH AND 19TH CENTURY ARTS

1 lecture hour - 1 credit

A survey of the artists and of the historic changes that became the foundation of the modern art movement. The emphasis will be on the student's gaining an insight into the evolution of current trends in art.

# ARH 2610 AMERICAN ART HISTORY AND APPRECIATION 3 lecture hours - 3 credits

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

### ART 1100C CRAFT MEDIA I Laboratory fee: \$10

3 lecture hours - 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.

### ART 1101C CRAFT MEDIA II

3 lecture hours - 3 credits

Laboratory fee: \$10

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

## ART 1103C CRAFT MEDIA III

3 lecture hours - 3 credits

Laboratory fee: \$10

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.

### ART 1133L FIBER ARTS Laboratory fee: \$5

1 lecture hour - 1 credit 1 laboratory hour

An introduction to techniques and materials used in creating design on and with various fibers and/or fabrics. Stitching, needleweaving, applique, stuffing, and quilting will be used to achieve both two- and three-dimensional designs.

### ART 1155C ENAMELING ON METAL

1 lecture hour and 1 laboratory hour - 1 credit

Laboratory fee: \$5

An introduction to techniques and materials used in creating jewelry, trays, bowls, and decorative plaques. Processes include preparation of metal, enameling, firing, and finishing fired pieces. Sgraffito, limoges, cloissone, and champleve techniques will be included.

### ART 1200C COLOR THEORY AND MIXING

1 credit

Laboratory fee: \$5

An introduction to color terminology, and theoretical color interaction. Includes the painting of color charts through visual exploration of color mixing. A basic course for the beginning artist or for the artist who has not had formal color training.

### **ART 1201C DESIGN STRUCTURES**

3 lecture hours - 3 credits

Offered Spring Term Laboratory Fee: \$10

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

### ART 1205C DESIGN AND COLOR

3 lecture hours - 3 credits

Offered Fall Term

Laboratory fee: \$10

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-dimensional design. *Open to all students.* 

### ART 1230C INTRODUCTION TO GRAPHIC DESIGN

3 lecture hours - 3 credits

Offered Fall Term Laboratory fee: \$10

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.

### **ART 1231C LAYOUT PRODUCTION I**

3 lecture hours - 3 credits

Offered Spring Term Laboratory fee: \$10

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.

### **ART 1280C LETTERING**

3 lecture hours - 3 credits

Laboratory fee: \$10

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.

### **ART 1289C CALLIGRAPHY**

1 lecture hour - 1 credit

Laboratory fee: \$5

An introduction to the study and practice of hand lettering forms and basic stroke patterns of different styles using pen and ink.

### ART 1300C FREEHAND DRAWING I

3 lecture hours - 3 credits

Offered Fall Term Laboratory fee: \$10

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*.

### ART 1301C FREEHAND DRAWING II

3 lecture hours - 3 credits

Offered Spring Term Laboratory fee: \$10

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*.

### **ART 1309C DRAWING WITH PENCILS**

1 lecture hour - 1 credit

Laboratory fee: \$5

A five week introduction to freehand drawing. Basic practice in the fundamentals used in specific pencil techniques will be covered.

### ART 1410L PAPERMAKING Laboratory fee: \$5

1 lecture hour and 1 hour laboratory - 1 credit

An introduction to traditional Western papermaking techniques. Students will explore hand papermaking as a medium of personal expression. Among processes taught will be embossing, lamination, and inclusion. Pulp preparation, dyeing, and drying techniques will be included.

### ART 1559C INTRODUCTION TO AIR BRUSH

1 lecture hour - 1 credit

Laboratory fee: \$5

A basic introduction to how the air brush operates and basic techniques of spraying, basic masking, and stenciling procedures will also be covered.

### **ART 2110C INTRODUCTION TO CERAMICS**

3 lecture hours - 3 credits

Laboratory fee: \$10

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*.

### ART 2111C INTERMEDIATE CERAMICS II

3 lecture hours - 3 credits

Prerequisite: ART 2110C or consent of instructor.

Laboratory fee: \$10

Continuation of ART 2110C with emphasis on design, wheel throwing, glaze formulation, and Raku techniques.

### ART 2232C ADVERTISING DESIGN I

3 lecture hours - 3 credits

Prerequisites: ART 1231C. Laboratory fee: \$10

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.

### ART 2233C EXPERIMENTAL DESIGN: PREPARING

### AN ORIGINAL PORTFOLIO

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: Sophomore status in Commercial Art Program or instructor consent Laboratory fee: \$10

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.

### ART 2234C LAYOUT PRODUCTION II

3 lecture hours - 3 credits

Prerequisite: ART 1231C Laboratory Fee: \$10

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 states.

### ART 2235C ADVERTISING DESIGN II

3 lecture hours - 3 credits

Prerequisite: ART 2232C Laboratory fee: \$10

A continuation of the first Advertising Design course with emphasis on creative visual art/design concepts used in a wider variety of advertising formats including letterhead and trademark design. Involves working advertising concepts through layout stages to production stage. Will include the use of various media for presentation.

#### **ART 2253 ILLUSTRATION**

3 lecture hours - 3 credits

Offered Fall Term

Prerequisites: ART 1300C and ART 2540C

Laboratory fee: \$10

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.

### ART 2254 ILLUSTRATION: HUMAN FIGURE

3 lecture hours - 3 credits

Offered Spring Term

Prerequisites: ART 1300C and ART 1301C or instructor consent

Laboratory fee: \$10

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.

### ART 2270C GRAPHIC SYMBOL DESIGN

2 lecture hours - 2 credits

Offered Spring Term Laboratory fee: \$10

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.

### ART 2281 TYPOGRAPHIC LETTER FORMS

3 lecture hours - 3 credits

Prerequisites: ART 1230C Laboratory fee: \$10

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

### ART 2303C INK DRAWING WITH PEN AND BRUSH

3 lecture hours - 3 credits

Laboratory fee: \$10

Studio techniques in line and pattern; color media development and individual resource development. The emphasis will be on technical proficiency with pen and ink.

### ART 2398C DRAWING WITH PRISMACOLOR

1 lecture hour - 1 credit

Laboratory fee: \$5

An in-depth study of the use of Prisma Pencils. The process combines the painter's use of color theory with the structure and linear techniques of the draftsman. Specific instruction in developing color form and value with pencil techniques will be covered.

### **ART 2399C DRAWING WITH INK**

1 lecture hour - 1 credit

Laboratory fee: \$5

Studio techniques in line, pattern, and tone. The emphasis will be on technical proficiency with pen and ink.

### **ART 2400C BEGINNING PRINTMAKING**

3 lecture hours - 3 credits

Laboratory fee: \$10

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.

### ART 2540 INTRODUCTION TO PAINTING:

### WATERCOLOR I

3 lecture hours - 3 credits

Offered Fall Term

Prerequisite: ART 1300C or consent of instructor

Laboratory fee: \$10

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.

### **ART 2541C BEGINNING OIL PAINTING**

3 lecture hours - 3 credits

Prerequisite: ART 2540C Laboratory fee: \$10

Specialized practice in oil or acrylic painting. Problems and special techniques.

### ART 2550C INTERMEDIATE OIL/ACRYLIC PAINTING

3 lecture hours - 3 credits

Prerequisite: ART 2541C or consent of instructor

Laboratory fee: \$10

A painting class designed to further develop the skills and knowledge of the beginning painter.

### **ART 2551 AIRBRUSH TECHNIQUES**

3 lecture hours - 3 credits

Laboratory fee: \$10

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.

### ART 2552C AIRBRUSH II

3 lecture hours - 3 credits

Prerequisite: ART 2551. Laboratory fee: \$10

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.

### ART 2560C OIL PAINTING: EXPLORING NEW TECHNIQUES

AND MATERIALS

3 lecture hours - 3 credits

Prerequisite: ART 2550C or consent of instructor

Special problems and critiques for the painter who is ready to learn techniques to refine his skills.

### ART 2561C WATERCOLOR II

3 lecture hours - 3 credits

Prerequisites: ART 1300C or 1301C, water color workshop.

Open to beginning painters.

Laboratory fee: \$10

An extension of ART 2540C with an opportunity for creative development in watercolor techniques.

#### ART 2701C INTRODUCTION TO SCULPTURE

3 lecture hours - 3 credits

Laboratory fee: \$10

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.

# ART 2904 OIL PAINTING: INDIVIDUALIZED STUDY Prerequisite: ART 2541C.

3 lecture hours - 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.

### ART 2906 OIL AND ACRYLIC PAINTING:

### **INDIVIDUALIZED STUDY**

3 lecture hours - 3 credits

Prerequisite: A previous course in painting.

A painting course for the experienced artist who desires critical evaluation by a qualified instructor. Work in both oils and acrylics is offered.

### ART 2949 COOPERATIVE EDUCATION INTERNSHIP IN ART

3 credits

Refer to the Cooperative Education heading for additional information.

### ART 9000 DECORATIVE PAINTING AND DESIGN I

1 credit

An introduction to Folk Art methods of decorating surfaces with either free-hand or pattern designs. No previous art training is required.

### ART 9001 DECORATIVE PAINTING AND DESIGN II

1 credit

Prerequisite: ART 9000

The student will build on the techniques and media introduced in ART 9000. The emphasis will be on techniques which lend depth and form to flat design elements.

### **ART 9002 DECORATIVE PAINTING III**

1 credit

Prerequisite: ART 9001 and ART 9002

More comples design problems utilizing stylized animal, bird and human shapes will be developed for the more advanced student. Creative designing will be emphasized.

# AVIATION AND ALLIED STUDIES

### **ASC 1550 AERODYNAMICS**

3 lecture hours - 3 credits

Prerequisite: MAT 1024

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

#### **ATT 1100 PRIVATE PILOT AERONAUTICS**

4 lecture hours - 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 lecture hours - 4 credits

Prerequisite: ATT 1100 or Private Pilot's License

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.

# ATT 2110 COMMERCIAL PILOT AERONAUTICS Prerequisite: ATT 1100 or Private Pilot's License

3 lecture hours - 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.

### **MET 1740 METEOROLOGY**

3 lecture hours - 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 1004 PRINCIPLES OF BANK OPERATIONS**

3 lecture hours - 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

### 3 lecture hours - 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**

3 lecture hours - 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 1252 REAL ESTATE FINANCE**

3 lecture hours - 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.

### **BAN 9701 MANAGEMENT FUNDAMENTALS**

3 lecture hours - 3 credits

Fundamental management concepts and techniques are stressed in this course dealing with the basic functions of planning, organization, staffing, leading and controlling. This will be useful for managers in banking as well as other types of businesses. This course offers a variety of management theories and approaches.

### **BAN 2100 MONEY AND BANKING**

3 lecture hours - 3 credits

Prerequisite: ECO 2013 or consent of instructor

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

#### **BAN 2200 CREDIT ADMINISTRATION**

3 lecture hours - 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 2204 INTRODUCTION TO COMMERCIAL LENDING

3 lecture hours - 3 credits

This course presents the role of the commercial lending function within the banking industry as well as discussing its importance in the total economy. Also provides an understanding of the technical skills necessary to be a successful commercial lender in today's competitive environment.

# BAN 2210 ANALYZING FINANCIAL STATEMENTS

3 lecture hours - 3 credits

Prerequisite: ACG 2001 or consent of instructor

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.

### **BAN 2230 BANK INVESTMENTS**

3 lecture hours - 3 credits

Prerequisite: ECO 2013 or consent of the instructor

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.

### **BAN 2240 CONSUMER LENDING**

3 lecture hours - 3 credits

Provides an overview of the consumer credit operation and examines the role of consumer credit in overall banking operations. It offers an improved understanding of the consumer credit function within a bank. This course will cover credit risk evaluation, policy, loan processing, servicing and collecting loans, compliance and portfolio management.

### BAN 2303 SAVINGS AND TIME DEPOSIT BANKING

3 lecture hours - 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 THE TRUST BUSINESS**

3 lecture hours - 3 credits

This course provides an overview of the trust department, including how the trust fits into the overall banking business, the services it provides, and in general, how those services are delivered. The changing role of the trust department is highlighted.

### **BAN 2720 BANK MANAGEMENT**

3 lecture hours - 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 2724 BRANCH MANAGEMENT**

3 lecture hours - 3 credits

Prerequisite: BAN 1004 and at least three (3) years experience.

This course is designed to present a comprehensive overview of the bra

This course is designed to present a comprehensive overview of the branch functions and the manager's role in their operation. Three separate modules provide a complete introduction to the functional aspects of the branch management position.

### **BAN 2800 LAW AND BANKING**

3 lecture hours - 3 credits

Designed to introduce the student to the following areas of banking: contracts, negotiable instruments, bank collections and deposits, secured loan transactions, consumer credit, and the U.S. court system.

### **BAN 2811 FEDERAL REGULATIONS OF BANKING**

3 lecture hours - 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 2949 COOPERATIVE EDUCATION INTERNSHIP IN BANKING

3 credits

Refer to the Cooperative Education heading for additional information.

### **BIOLOGICAL SCIENCE**

### **APB 1150 AN INTRODUCTION TO LIFE SCIENCE**

3 lecture hours - 3 credits

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

### APB 2203C HUMAN ANATOMY AND PHYSIOLOGY I

3 lecture hours and 3 laboratory hours - 4 credits

Offered Fall Term Day, Spring Term Evening

Prerequisite: BSC 1010C or permission of instructor. CHM 1015C highly recommended.

Laboratory fee: \$10

Usually offered in Fall Term 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.

### APB 2204C HUMAN ANATOMY AND PHYSIOLOGY II

3 lecture hours and 3 laboratory hours - 4 credits

Offered Spring Term Day, Summer C Term Evening

Prerequisite: Grade of C or higher in APB 2203C or permission of instructor.

Laboratory fee: \$10

Usually offered in Spring Term only. A continuation of APB 2203C including the respiratory, cardiovascular, digestive, excretory and reproductive systems, plus the chemistry of body fluids.

### **BOT 2010C GENERAL BOTANY**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term, even years.

Prerequisite: BSC 1010C Laboratory fee: \$10

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.

### BSC 1010C GENERAL BIOLOGY

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall, Spring, and Summer Terms

Laboratory fee: \$10

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

# BSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE

3 credits

Refer to the Cooperative Education heading for additional information.

### MCB 2010C MICROBIOLOGY

3 lecture hours and 3 laboratory hours - 4 credits

Offered Spring Term Day, Fall Term Evening

Prerequisites: BSC 1010C or APB 2203C or permission of instructor

Laboratory fee: \$10

A survey of microbial forms with emphasis on bacteria, their morphology, physiology and genetic mechanisms.

### OCE 1000 INTRODUCTION TO MARINE SCIENCE

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.

### **PBC 2311C MARINE SCIENCE**

3 lecture hours - 3 credits

Offered summers only at the Crystal River Marine Science Station.

An on-site study of marine algae, marine and fresh water tracheophyta. Collection, observation and study of marine and fresh water fauna. Collection, study, and comparison of marine and fresh water plankton. Observation and study of tides and meteorology typical of the Gulf Coast. Labs consist of collection and observation of fauna and flora indigenous to the area and study of collected samples in the lab. A science elective only. Does not count toward science requirement for graduation.

### **ZOO 2013C GENERAL ZOOLOGY**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall and Summer Term Prerequisite: BSC 1010C Laboratory fee: \$10

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.

### **BUSINESS**

### ACG 2001 PRINCIPLES OF ACCOUNTING I

3 lecture hours - 3 credits

Offered Fall Term

Prerequisite: Sophomore level or consent of the instructor

Laboratory Fee: \$5

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.

### **ACG 2011 PRINCIPLES OF ACCOUNTING II**

3 lecture hours - 3 credits

Offered Spring Term
Prerequisite: ACG 2001
A continuation of ACG 2001.

### **ACG 2100 INTERMEDIATE ACCOUNTING I**

3 lecture hours - 3 credits

Prerequisite: ACG 2011

A continuation of the accounting principles involved in measuring income, expense and valuation of assets.

### **ACG 2110 INTERMEDIATE ACCOUNTING II**

3 lecture hours - 3 credits

Prerequisite: ACG 2100
A continuation of ACG 2100

# ACG 2360 COST ACCOUNTING

3 lecture hours - 3 credits

Prerequisite: ACG 2011

A study of the accumulation, interpretation and control of costs using both job order and process costing systems. In addition, budgeting, cost-volume-profit relationships and decision making in a managerial setting are considered.

# APA 1002 SMALL BUSINESS ACCOUNTING

3 lecture hours - 3 credits

Laboratory fee: \$5

Record keeping procedures for the small business on both the cash basis and the accrual basis. Special attention will be given to daily recording of transactions, periodic closing of the books and preparation of financial statements, accounts payable and receivable, banking procedures, and payroll. Practice sets will be used to reinforce the skills learned.

### APA 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING

3 credits

Refer to the Cooperative Education heading for additional information.

### **BUL 1004 YOU AND THE LAW**

### 1 lecture hour - 1 credit

A television course designed to acquaint the lay person with the legal principles on which the law is based and the system that administers the law. Subjects to be covered include court organization and procedure; administrative, tort, and credit law; and insurances, housing, investments, minor's rights, etc.

### **BUL 2111 BUSINESS LAW**

#### 3 lecture hours - 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 lecture hours - 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.

### HFT 1000 SURVEY OF HOTEL, RESTAURANT, INSTITUTIONAL MANAGEMENT

### 3 lecture hours - 3 credits

This course is to provide the student with an overall view of the successful operation and supervision of a hotel, restaurant or institution. Specific topics will include: financial controls, public relations, personnel, maintenance, inventory control, and food service control, etc.

### **HSC 1531 MEDICAL TERMINOLOGY**

### 2 lecture hours - 2 credits

This course is designed to acquaint the students with the essential understanding of terms used in the medical profession to the extent that proper interpretation may be made.

# MAN 1100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY

### 3 lecture hours - 3 credits

### Offered Fall Term

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 1391 INTRODUCTION TO POSTAL MANAGEMENT 3 lecture hours - 3 credits

This course provides the student with an overall working knowledge of the management responsibilities in the four postal functional areas of customer service, finance, emloyee and labor relations, and mail processing.

### MAN 2021 PRINCIPLES OF MANAGEMENT Offered Spring Term

3 lecture hours - 3 credits

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

### 3 lecture hours - 3 credits

# MAN 2300 PERSONNEL MANAGEMENT Offered Fall Term

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

# MAN 2340 PRINCIPLES OF SUPERVISION

3 lecture hours - 3 credits

Offered Spring Term

This course examines the problems and processes that are encountered by the first line supervisor. Topics studied include relations with labor unions, participating management, employment process, developing communication skills, time management and supervising special employment groups.

### MAN 2800 SMALL BUSINESS MANAGEMENT

3 lecture hours - 3 credits

A study of the basic principles involved in operating a successful small business. This course presents the principles and problems in the small business scene such as planning, locating, financing, opening, operating, evaluating, and controlling a small business. Basic foundations of budgeting, marketing, research, promotion, forecasting profit analysis, advertising, financial tracking, and credit are presented.

# MAN 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION

3 credits

Refer to the Cooperative Education heading for additional information.

### MAN 9392 CUSTOMER SERVICES

3 lecture hours - 3 credits

This course covers the understanding and knowledge necessary for successful empolyment in areas of postal-related customer services. Topics include, but are not limited to, retail operations, sales, clerical operations, services, and finance.

### MAR 1011 PRINCIPLES OF MARKETING Offered Spring Term

3 lecture hours - 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

3 lecture hours - 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 2151 PRINCIPLES OF RETAILING

3 lecture hours - 3 credits

Offered Spring Term Prerequisite: GEB 1011 Corequisite: MAN 2021

A study of the important principles underlying successful operating of a retailed store. Emphasis is placed on the importance of retailing in the economic structure and important aspects of successful retail store management.

### MAR 2302 ADVERTISING

3 lecture hours - 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.

### MAR 2949 COOPERATIVE EDUCATION INTERNSHIP IN MARKETING

3 credits

Refer to the Cooperative Education heading for additional information.

# MRE 1001 MEDICAL TERMINOLOGY AND RECORDS Offered Spring Term

3 lecture hours - 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.

# OST 0191C TYPEWRITING FOR BEGINNERS 3 lecture hours - 3 institutional credits Laboratory fee: \$5

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.

### OST 0211C SHORTHAND FOR BEGINNERS 3 lecture hours - 3 institutional 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.

### OST 1100C TYPEWRITING I

5 lecture hours - 5 credits

Offered Fall Term Laboratory fee: \$5

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. Additional practice hours may be necessary.

### OST 1110C TYPEWRITING II

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: OST 1100C or Exemption Examination.

Laboratory fee: \$5

Training is given in both business letter forms and tabulations. Emphasis is placed on both speed and accuracy. Additional practice hours may be necessary.

### **OST 1139 REFRESHER TYPEWRITING**

1 lecture hour - 1 credit

The course will cover fundamentals of typewriting review, keyboard review, letter styles and tabulation review. Designed for brushup in typing—not for beginning student.

# OST 1141 KEYBOARDING FOR COMPUTER OPERATIONS 3 lecture hours - 3 credits Laboratory fee: \$10

An introduction to the typewriter keyboard and the 10-key pad using "touch" typing method so that the student will be able to enter data on computer terminals efficiently and accurately. The student will develop a reasonable typing skill on straight-copy material (words and numbers).

### **OST 1191C PERSONAL TYPEWRITING**

3 lecture hours - 3 credits

Laboratory fee: \$5

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. Additional practice hours may be necessary.

### **OST 1211C SHORTHAND I**

3 lecture hours and 2 practice hours - 3 credits

Offered Fall Term

Prerequisite: Having completed, exempted, or currently enrolled in OST 1100C and OST 1330

Three periods of instruction plus two hours of laboratory 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.

### **OST 1212C SHORTHAND II**

3 lecture hours and 2 practice hours - 3 credits

Offered Spring Term

Prerequisite: Having completed, exempted, or currently enrolled in OST 1110C, OST 1211C, and OST 1330

Continuation of OST 1211C. Dictation and transcription of business letters are emphasized as well as the continued development of basic shorthand theory.

### **OST 1219 REFRESHER SHORTHAND**

1 lecture hour - 1 credit

This course will review the principles of Gregg Shorthand, Series 90, and will emphasize speed development in dictation and transcription.

### **OST 1221C MACHINE SHORTHAND I**

5 lecture hours and 2 practice hours - 5 credits

Prerequisite: Having completed, exempted or currently enrolled in OST 1100C and OST 1330

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.

### **OST 1222C MACHINE SHORTHAND II**

3 lecture hours and 2 practice hours -

Prerequisites: Having completed, exempted or currently enrolled in OST 1110C, OST 1330 and OST 1221C

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.

# **OST 1330 BUSINESS ENGLISH**

3 lecture hours - 3 credits\*

#### Offered Fall Term

An intensive review and application of grammar, spelling and punctuation in business correspondence and communication. \*Student may be required to enroll in a lower level English/reading course based on college placement tests.

### **OST 1339 BUSINESS ENGLISH REVIEW**

1 credit

Students will review parts of speech and their relationships within sentences, basic patterns for sentence construction and methods of punctuating sentences.

### **OST 1601C MACHINE TRANSCRIPTION I**

3 lecture hours - 3 credits

Offered Fall Term

Prerequisites: OST 2120C, OST 1330 or consent of instructor.

Laboratory fee: \$5

This course is designed to develop the student's proficieny in transcribing new business dictation into mailable copy. The student will review and develop skills in listening, spelling, punctuation, proofreading and business vocabulary.

# OST 1741C WORD PROCESSING - MICRO-COMPUTERS I

1 lecture hour - 1 credit

Laboratory fee: \$10

This course develops the skills necessary to use word processing software on a microcomputer. Students will learn keyboard operation, document storage and retrieval, correction techniques, text insertion and deletion, and formatting.

#### OST 2120C TYPEWRITING III

3 lecture hours - 3 credits

Offered Summer Term Prerequisite: OST 1110C Laboratory fee: \$5

The course stresses development of typing speed and accuracy. Training in special business forms, rough drafts, tabulation and reprographics is given. Additional practice hours may be necessary.

# OST 2213C SHORTHAND III

3 lecture hours and 2 practice hours - 3 credits

Offered Fall Term

Prerequisites: OST 1212C, OST 2120C or consent of instructor

Continued development of shorthand dictation and introductory communication production. Three hours instruction plus two hours of practice each week.

#### OST 2214C SHORTHAND IV

3 lecture hours and 2 practice hours - 3 credits

Offered Spring Term Prerequisite: OST 2213C

Continuation of OST 2213C. Shorthand dictation and refinement of communication production with emphasis on building transcription rate.

### OST 2223C MACHINE SHORTHAND III

3 lecture hours and 2 practice hours - 3 credits

Prerequisites: OST 1222C and OST 2120C

Three hours of instruction and a minimum of two hours practice each week. Advanced speed building class and emphasis on communications production.

#### OST 2224C MACHINE SHORTHAND IV

3 lecture hours and 2 practice hours -

3 credits

Prerequisite: OST 2223C or exemption exam

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.

#### OST 2325C BUSINESS MACHINES AND FILING

3 lecture hours and

Offered Spring and Summer Terms

2 practice hours - 3 credits

Prerequisites: Completed, exempted or currently enrolled in QMB 1001 and

OST 1191C or OST 1110C or consent of instructor.

Laboratory fee: \$5

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 two hours individual laboratory work is required per week.

#### **OST 2336 BUSINESS COMMUNICATIONS**

3 lecture hours - 3 credits

Offered Spring Term

Prerequisites: OST 1100C or OST 1191C, OST 1330, sophomore level, or consent of the instructor

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.

# OST 2397 CERTIFIED PROFESSIONAL SECRETARY REVIEW 1 lecture hour - 1 credit (Parts V and VI)

This course will provide the student with a review of Parts V and VI of the Certified Professional Secretaries (CPS) examination. A certifed professional secretary is one who has successfully completed all six parts of the examination administered by the Institute for Certifying Secretaries. Students completing all 6 review parts should sit for the CPS exam.

# OST 2402C OFFICE ADMINISTRATION 3 lecture hours and 2 practice hours - 3 credits Offered Fall Term

Prerequisites: OST 2120C, OST 1330 or consent of instructor

Laboratory fee: \$10

This course introduces the student to the principles of administrative office management and office automation. Emphasis is placed on the practical aspects of the tasks performed by administrative support personnel.

### OST 2431C LEGAL OFFICE PROCEDURES

3 lecture hours and 2 practice hours - 3 credits

Offered Spring Term

Prerequisites: OST 2213C or OST 2223C, OST 2120C, BUL 2111 or consent of the instructor

Emphasis is on the handling of legal forms, filing records, legal terminology and transcription, and other aspects of legal office procedures.

# OST 2461C MEDICAL OFFICE PROCEDURES 3 lecture hours and 2 practice hours -

Offered Spring Term

Prerequisites: OST 2120C and MRE 1001

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.

#### **OST 2602C MACHINE TRANSCRIPTION II**

3 lecture hours - 3 credits

Offered Spring Term Prerequisite: OST 1601C Laboratory fee: \$5

A continuation of OST 1601C for advanced development of transcription skills and other necessary skills for mailable transcripts. The student will develop proficiency in using appropriate office reference manuals.

# OST 2711C WORD PROCESSING I 3 lecture hours and 2 practice hours - 3 credits

Offered Fall Term

Prerequisites: OST 1100C, OST 1191C, or consent of instructor.

Laboratory Fee: \$10

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.

# OST 2722C WORD PROCESSING II 3 lecture hours and 2 practice hours - 3 credits Offered Spring Term

Prerequisites: OST 2402C, OST 2711C or consent of instructor

Laboratory fee: \$10

This course offers advanced instruction on the word processors and machine transcription equipment, and the development of communication skills. Production of actual work assignments and typed material utilizing word processing equipment is emphasized.

# OST 2742 WORD PROCESSING - MICROCOMPUTERS II

1 lecture hour - 1 credit

Laboratory fee: \$10

This course is a continuation of Word Processing - Microcomputers I. The course will include the study of advanced word processing techniques. Topics covered are typing and printing tables, use of subscripts, global search and replace, file handling, pagination, printing with headings and footings, and the use of the merge function to create personalized form letters.

#### OST 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS

3 credits

Refer to the Cooperative Education heading for additional information.

# QMB 1001 BUSINESS MATHEMATICS Offered Spring Term

3 lecture hours - 3 credits

This course is designed to develop skill in the use of computations in business offices and to develop and 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.

### **OMB 2100 BUSINESS STATISTICS**

3 lecture hours - 3 credits

Offered fall Term

Prerequisite: OMB 1001 or consent of instructor.

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.

# RMI 2000 PRINCIPLES OF INSURANCE

3 lecture hours - 3 credits

Offered Spring Term

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

#### **SPC 1410 PARLIAMENTARY PROCEDURES**

1 lecture hour - 1 credit

This course will provide the student with skills to conduct meetings in accordance with procedures in ROBERTS RULES OF ORDER, prepare constitution and bylaws, prepare minutes of meetings, and other topics relating to meeting procedures as time permits.

#### **TAX 2000 INCOME TAX PROCEDURES**

3 lecture hours - 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.

#### **CHEMISTRY**

## CHM 1015C INTRODUCTORY GENERAL CHEMISTRY

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall, Spring and Summer Terms Laboratory fee: \$10

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.

#### CHM 1200C INTRODUCTORY ORGANIC AND BIOCHEMISTRY

TRY 3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term: Day even years; evening odd years

Prerequisite: CHM 1015C Laboratory Fee: \$10

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.

# CHM 2045C COLLEGE CHEMISTRY I 3 lecture hours and 3 laboratory hours - 4 credits

Offered Fall Term Only Corequisite: MAC 1132.

Prerequisite: CHM 1015 or A in high school chemistry

Laboratory fee \$10

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.

#### CHM 2046C COLLEGE CHEMISTRY II

3 lecture hours and 3 laboratory hours -

Offered Spring Term Only

Prerequisite: CHM 2045C with a grade of C or higher.

Laboratory fee: \$10.00

A continuation of CHM 2045C with laboratory emphasis on qualitative analysis.

### CHM 2949 COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY

3 credits

Refer to the Cooperative Education Heading for additional information.

#### CITRUS TECHNOLOGY

## **FRC 1003 CITRUS OVERVIEW**

1 lecture hour - 1 credit

This course will review the history of area citrus, fruit production, processing and marketing. Federal regulations, research and support services in the area will be included.

# COMPUTER SCIENCE AND DATA PROCESSING

#### CAP 1801 LOTUS 1 - 2 - 3

Laboratory fee: \$10

1 credit

This course involves an electronic spreadsheet with additional features of database management and business graphics. Topics covered include: building basic spreadsheets, moving and copying spreadsheet cells, using micro keyboard, basic database functions—sort and query and basic graphic features.

# CAP 1806 INTRODUCTION TO DATABASE SOFTWARE

1 lecture hour - 1 credit

Laboratory fee: \$10

This course will provide the student with an overview of the types of database or file management programs available and their use. The student will have "hands-on" experiences.

# CAP 1807 dBASE III

Laboratory fee: \$10

1 lecture hour - 1 credit

An intensive, hands-on course in the manipulation of large databases by utilizing the high level programming language of dBASE III. The course will explore complex databasing criteria use, including formulas. The course will study the use and construction of macro-key programming in the manipulation of data, and training in the design of databases with special attention to utilization e.g. sorting, extracting, listing, printing, etc.

# CAP 1838 INTRODUCTION TO LOTUS SYMPHONY Laboratory fee: \$10

1 lecture hour - 1 credit

This course provides instruction in the use of a multi-task business program. The common purpose is to provide the means for management to increase productivity and make decisions effectively.

# **CAP 1903 INTRODUCTION TO PC-DOS**

1 lecture hour - 1 credit

Laboratory fee: \$10

The student will study a major disk operating system for personal computers. The student will learn to use the system to enter programs, create and manipulate files and perform utility functions, such as erasing or renaming files, formatting disks, and making "back-up" copies of data.

### **CAP 2803 ADVANCED LOTUS 1-2-3**

1 lecture hour - 1 credit

Laboratory fee: \$10

This course provides instruction and experience in the construction and utilization of computer generated spreadsheets and databases, such as those produced by such software programs as Lotus 1-2-3, Supercalc and Lotus Symphony. Emphasis will be on Lotus 1-2-3 but the methods and concepts of most spreadsheet programs are similar.

#### **CDA 1010 DIGITAL PRINCIPLES**

3 lecture hours - 3 credits

Offered Spring Term

Prerequisites: MTB 1321, COC 1300C

Digital principles and applications including a study of numbering systems, coding, logic gates, mapping, Boolean algebra, flip-flops, counters, registers, and arithmetic circuits.

#### CDA 1146 MICROCOMPUTER COMPARISONS

3 lecture hours - 3 credits

Prerequisite: COC 1300C Laboratory fee: \$10

An introduction to microcomputers which allows students the opportunity to gain operating proficiency on several different computers and the various I-O devices through classroom instruction and "hands-on" experiences. The course will include operating systems, application software, utility programs, internal hardware, hardware and software comparisons, microcomputer selection, expansion of hardware, and selecting compatible software. Some BASIC programming will be included.

## CIS 2321C SYSTEMS ANALYSIS AND DESIGN

3 lecture hours - 3 credits

Offered Spring Term Prerequisite: COC 1300C

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.

# **COC 1020 COMPUTER LITERACY**

1 lecture hour - 1 credit

Laboratory fee: \$10

The course provides the study of general computer operations for the non-technical major and for business persons in the community. Topics included are: history of computers, use of existing computer programs, introduction to word processing, introduction to database and introduction to spreadsheets.

# COC 1110C INTRODUCTION TO COMPUTERS AND COMPUTER PROGRAMMING

3 lecture hours - 3 credits

Laboratory fee: \$10

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, problem solving, and the BASIC programming language utilizing the microcomputer with BASIC. Emphasis will be on the use of the microcomputer and its attendant language. This course is not recommended for computer science/data processing majors.

# COC 1300C INTRODUCTION TO DATA PROCESSING Laboratory fee: \$10

4 lecture hours - 4 credits

An introductory course to provide a foundation for more specific study in data processing. Provides instruction in the areas of what a computer is, what it can do, and how it can be used in commercial and scientific applications. Topics include information processing, history of computers, computer numbering systems, input-output devices, function of the central processing unit, secondary storage devices, flowcharting, documentation and an introduction to high-level programming languages through the class development of complete computer programs. This is a survey course designed to introduce the student to the entire data processing field as well as providing "hands-on" experience with one system.

# COC 2949 COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE 3 credits Refer to the Cooperative Education heading for additional information.

# COP 1405 PROGRAMMING IN ASSEMBLY I

1 lecture hour - 1 credit

Laboratory fee: \$10

This course will introduce the student to programming in the 8088 Assembly language.

# **COP 1510 PROGRAMMING LOGIC CONCEPTS**

3 lecture hours - 3 credits

The student will earn the logic required for analyzing problems and how to communicate their solutions. Course will include "common sense" analysis, logic flowcharting, top-down charts (structured methods), decision tables and related case studies involving: standard flow, totals, control breads, editing, random and sequential file updating, table handling and other problems of interest to the student.

# COP 2110C COMPUTER PROGRAMMING - FORTRAN IV Laboratory fee: \$10

3 lecture hours - 3 credits

An introductory course to computer programming. The solution of simple business, industrial and scientific problems on digital computer systems using FORTRAN language.

#### COP 2120C COMPUTER PROGRAMMING - COBOL I

3 lecture hours - 3 credits

Offered Fall Term

Prerequisite: COC 1300C or consent of instructor.

Laboratory fee: \$10

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.

## COP 2121C COMPUTER PROGRAMMING - COBOL II

3 lecture hours - 3 credits

Offered Spring Term Prerequisite: COP 2120C Laboratory fee: \$10

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.

# COP 2160C COMPUTER PROGRAMMING - RPG

3 lecture hours - 3 credits

Prerequisite: COC 1300C or consent of the instructor Laboratory fee: \$10

An introduction to computer operational procedures and the RPG programming language. Programs encompass those applications most common in small business data processing needs. Topics covered will be: standard forms, editing, control levels, multiple records in files, table/array processes, sequential and random updating.

# COP 2170C COMPUTER PROGRAMMING — BASIC

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: COC 1110C or consent of the instructor

Laboratory fee: \$10

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 1110C and covers problem definition, input and output design, flowcharting techniques, and documentation.

# COP 2180C COMPUTER PROGRAMMING — PASCAL

3 lecture hours - 3 credits

Laboratory fee: \$10

Provides a study of the programming language, PASCAL, and its application to scientific or business problems. The course covers the structure and syntax of the language; input and output statements; control structure; data types; arrays; procedures and functions with value and variable parameters; program development; user defined and advanced data types; simple data structures; and stacks and QUEUES.

## **COP 2400C MACHINE LANGUAGE PROGRAMMING AND**

MICROPROCESSORS

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall Term Prerequisite: CDA 1010 Laboratory fee: \$10

Machine language programming techniques and microprocessor architecture and design.

# COP 2401C COMPUTER PROGRAMMING -

**ASSEMBLY LANGUAGE** 

3 lecture hours - 3 credits

Offered Spring Term

Prerequisites: COC 1300C and any programming language course or consent of

instructor

Laboratory fee: \$10

Assembly language programming techniques and their application to electronic data processing problems. The student will design and implement assembly language programs for a main frame computer. This includes an introduction to OCL or JCL language.

#### 1 lecture hour - 1 credit

#### **COP 2406 PROGRAMMING IN ASSEMBLY II**

Prerequite: COP 1405 Laboratory fee: \$10

This course is a followup course to Programming in Assembly I.

### **COOPERATIVE AND CAREER EDUCATION**

#### **COE 1000 SEMINAR IN IOB PLACEMENT SKILLS**

1 lecture hour - 1 credit

A seminar designed to assess a student's occupational interests 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: A minimum of 12 semester hours (or one semester) at LSCC or an approved institution; a grade point average of 2.00 or better; and a job which is approved for Co-op (See Cooperative Education Coordinator).* 

\*\*\*Available in the following academic disciplines: ART 2949 (Art); BAN 2949 (Banking); BSC 2949 (Biological Science); APA 2949 (Accounting); COC 2949 (Computer Science); MAN 2949 (Business Administration); SES 2949 (Business); CHM 2949 (Chemistry); CCJ 2949 (Criminal Justice Corrections); SYG 2949 (Sociology); PSY 2949 (Psychology); POS 2949 (Government); JOU 2949 (Journalism); 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); RTV 2949 (Broadcasting); MAR 2949 (Advertising & Marketing).

#### SLS 1401 CAREER PLANNING

3 lecture hours - 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 lecture hours - 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 lecture hours - 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 lecture hours - 3 credits

Offered Fall Term

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 lecture hours - 3 credits

Offered Spring Term

Principles of organization and administration in law enforcement, functions and activites, planning and research; public relations; personnel and training; inspection and control; policy formation.

# CCJ 1440 ADMINISTRATION OF CORRECTIONAL INSTITUTIONS

3 lecture hours - 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 Offered Fall Term

3 lecture hours - 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 Offered Spring Term

3 lecture hours - 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 lecture hours - 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 lecture hours - 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 development of the juvenile court.

# CCJ 2600 CRIMINAL DEVIANT BEHAVIOR Offered Spring Term

3 lecture hours - 3 credits

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

#### CJD 1450 CORRECTIONS PROCEDURES

6 lecture hours - 6 credits

This course examines the basic procedures and methods used in the operation of a correctional facility such as handling institutional disturbances, use of chemical agents, civil disorders, and transportation of inmates. Also included are proficiency skills in first aid, firearms qualification, and controlling techniques. The course must be taken in conjunction with CCJ 1440, CCJ 2220, CCJ 2310 and DEP 2000 in order to meet the basic correctional officer training standards required by the Criminal Justice Standards and Training Commission. Students desiring this highly specialized training should contact the Criminal Justice Department.

### CIT 2100 INTRODUCTION TO CRIMINAL INVESTIGATION 3 lecture hours - 3 credits

Introduction to investigative procedures, including theory, case preparation, interviewing of witnesses and suspects, and contemporary problems encountered in criminal investigation.

## CJT 2110 ADVANCED CRIMINAL INVESTIGATION 3 lecture hours - 3 credits

Detailed study of criminal investigation emphasizing continuity from preliminary investigation to trial. Scientific aspects of criminal investigation with emphasis upon recording of the crime scene and collection and preservation of evidence are included. The student is introduced to the capabilities of the crime laboratory.

## **CJT 2311 ADVANCED FIREARMS TRAINING**

3 lecture hours - 3 credits

Prerequisite: Criminal Justice Major, or permission of Instructor.

Emphasis will be placed on the skilled use of Police firearms, including the legal restrictions, responsibilities and proper safety precautions. An introduction to the use of shotguns and rifles will be given, but emphasis will be on the use of pistols.

# CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE CORRECTIONS

3 credits

Refer to the Cooperative Education heading for additional information.

#### DRAMA

#### THE 2020 INTRODUCTION TO THEATRE ARTS

3 lecture hours - 3 credits

An introduction to the history and theory of drama, the analysis of representative plays for production, and the fundamentals of acting.

#### THE 2925 THEATRE PRACTICUM

3 lecture hours - 3 credits

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

#### THE 2950 APPLIED THEATRE ARTS

3 lecture hours - 3 credits

An introduction to technical theatre-sets, lighting, make-up and costuming, and actor's workshop. May be repeated for credit.

# THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE

3 credits

Refer to the Cooperative Education heading for additional information.

#### TPA 2081L SCENE PAINTING WORKSHOP

1 lecture hour - 1 credit

A course designed for students with some art experience who wish to create stage scenery and backdrops.

# TPP 2110 ACTING I

3 lecture hours - 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 lecture hours - 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 lecture hours - 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 lecture hours - 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.

#### **ECO 2013 PRINCIPLES OF ECONOMICS I**

3 lecture hours - 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, instability, depression and inflation and policies to minimize them.

# ECO 2023 PRINCIPLES OF ECONOMICS II Offered Spring Term

3 lecture hours - 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 the Cooperative Education heading for additional information.

## **EDUCATION**

#### **EDF 2003 INTRODUCTION TO EDUCATION**

3 lecture hours - 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 the Cooperative Education heading for additional information.

### **ENGINEERING**

## **EGN 1120C ENGINEERING GRAPHICS**

3 lecture hours - 3 credits

Prerequisite: MAT 1002

The fundamentals of technical drafting in engineering including geometric constructions, lettering, pictorial drawing, orthographic projections, auxiliary projections, sectional views, and dimensioning as well as an introduction to descriptive geometry. Minimum of four hours individual laboratory work required per week.

#### **EGN 1130C DESCRIPTIVE GEOMETRY**

3 lecture hours - 3 credits

Prerequisite: EGN 1120C

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.

## 3 lecture hours - 3 credits

# **EGN 2121C ADVANCED ENGINEERING DRAWING**

Prerequisite: EGN 1120C

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.

# **EGN 2312 VECTOR MECHANICS: STATICS**

3 lecture hours - 3 credits

Offered Fall Term Prerequisite: MAC 2311

Vector treatment of force systems in equilibrium. Topics include statics of particles and rigid bodies, centroids, moments of inertia, trusses and friction.

# **EGN 2323 VECTOR MECHANICS: DYNAMICS**

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: EGN 2312 and PHY 2048

Kinematics and kinetics of particles and rigid bodies, mass and acceleration, work and energy, and impulse and momentum.

# EGN 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGINEERING

3 credits

Refer to the Cooperative Education heading for additional information.

# **ENGINEERING TECHNOLOGY**

#### CFT 2112C DIGITAL ELECTRONICS

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall Term

Corequisite: EET 2142C or consent of the instructor

Laboratory fee: \$10

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.

# CET 2122C INTRODUCTION TO MICROPROCESSORS

3 lecture hours and 2 lab hours - 4 credits

Offered Fall Term Laboratory fee: \$10

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.

# **CET 2131C MICROCOMPUTER SYSTEMS**

3 lecture hours and 4 laboratory hours - 5 credits

Offered Spring Term

Prerequisite: CET 2122C and CET 2112C or consent of the instructor

Laboratory fee: \$10

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.

# EET 1015C FUNDAMENTALS OF DC CIRCUITS

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall Term Prerequisite: MTB 1321 Laboratory fee: \$10

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.

# **EET 1025C FUNDAMENTALS OF AC CIRCUITS**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term Corequisite: MTB 1322 Prerequisite: EET 1015C Laboratory fee: \$10

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.

# **EET 1141C ELECTRONIC DEVICES**

2 lecture hours and 2 laboratory hours - 3 credits

Offered Summer Term

Prerequisite: EET 1025C or consent of the instructor

Laboratory fee: \$10

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.

# EET 2142C ELECTRONIC CIRCUITS

3 lecture hours and 4 laboratory hours - 5 credits

Offered Fall Term

Prerequisite: EET 1141C or consent of the instructor

Laboratory fee: \$10

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.

# **EET 2154C MICROELECTRONIC CIRCUITS**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term

Prerequisite: EET 2142C or consent of the instructor

Laboratory fee: \$10

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.

# ETD 2105C ARCHITECTURAL DRAFTING

3 lecture hours - 3 credits

Prerequisite: EGN 1120C

The basic knowledge of architectural drawing with emphasis placed on residential construction and building techniques. Plans, elevations, sections and perspectives are covered.

#### **ETD 2620C ELECTRONIC DRAFTING**

3 lecture hours - 3 credits

Offered Summer Term Prerequisite: EGN 1120C

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.

#### **ENGLISH**

## **AML 2010 AMERICAN LITERATURE**

3 lecture hours - 3 credits

Prerequisite: ENC 1102

This course deals with major American writers of prose and poetry from colonial times to 1900. 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.

### **AML 2022 AMERICAN LITERATURE**

3 lecture hours - 3 credits

Prerequisite: ENC 1102

A continuation of AML 2010. Major American writers from 1900 to the present are studied.

#### **CRW 2020 CREATIVE WRITING**

3 lecture hours - 3 credits

Prerequisite: ENC 1101

A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents.

## **ENC 1001 BASIC COMPOSITION SKILLS**

3 lecture hours - 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 degree program at LSCC.

#### **ENC 1003 COLLEGE STUDY SKILLS**

3 lecture hours - 3 credits

A course designed to improve study skills in the areas of textbook study, notetaking, memory training, time management, outlining, study techniques, and test taking. In addition, approximately one-third of the course is devoted to enhancing spelling skills, using a modular-taped, individualized format. Highly recommended for all students with study-habit problems. May not be used in any degree program at LSCC.

# ENC 1011 ENGLISH GRAMMAR Offered Fall and Spring Term

3 lecture hours - 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 Offered Fall and, Spring Term

3 lecture hours 3 credits

This course provides practice in writing expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A-10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. The course requires approximately 6,000 words of composition using all the methods of discourse except argument.

### **ENC 1102 COMPOSITION: LITERATURE**

3 lecture hours - 3 credits

Prerequisite: ENC 1101

A composition course which focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing a major research paper. Approximately 6,000 words of writing is required.

#### **ENC 1103 COMPOSITION: ARGUMENTATION**

3 lecture hours - 3 credits

Offered Fall and Spring Term Prerequisite: ENC 1102

This course builds upon the expository skills acquired in College Composition I, but goes on to argumentation with emphasis placed upon the logical development of ideas. A term or library paper will be required. Approximately 6,000 words of theme writing is required.

# **ENC 1132 COMPOSITION SKILLS**

4 lecture hours - 4 credits

Offered Fall and Spring Term

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 four periods weekly. Course requires approximately 6,000 words of composition.

#### **ENC 9139 UPDATING YOUR COMPOSITION SKILLS**

1 lecture hour - 1 credit

The course will introduce students to expository, persuasive, and personal essays, and each essay form will be practiced. Students will also study diction and revision. Grammar and mechanics will be reviewed as needed. May be used as elective credit only.

#### **ENC 9145 WRITING: MODERN TECHNIQUES**

1 lecture hour - 1 credit

This course is designed to present both creative and organized approaches to writing. Creative approaches will stress word choice, variety, and sensory description. Structured writing will be based on organization of factual material for clarity of presentation. Word processing software will be utilized to aid in the editing process. May be used for elective credit only.

#### **FNC 2210 TECHNICAL REPORT WRITING**

3 lecture hours - 3 credits

Offered Fall and Spring Term

Prerequisite: ENC 1101, SES 1330, or consent of the instructor

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.

#### ENG 1001 WRITING A LIBRARY OR RESEARCH PAPER

Directed study - 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 INTERNSHIP IN ENGLISH**

3 credits

Refer to the Cooperative Education heading for additional information.

### **ENL 2012 ENGLISH LITERATURE I**

3 lecture hours - 3 credits

Prerequisite: ENC 1102

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.

#### **ENI. 2022 ENGLISH LITERATURE II**

3 lecture hours - 3 credits

Prerequisite: ENC 1102

A continuation of ENL 2012. Concentrates on material from the beginning of the 18th century to the present.

# ENL 2330 OVERVIEW OF SIXTEENTH CENTURY ENGLISH LITERATURE: SHAKESPEARE 3 lecture hours - 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: SURVEY 3 lecture hours - 3 credits

A study of contemporary movements in literature based on the critical reading analysis of English and American writers.

## LIT 2091 CONTEMPORARY LITERATURE: NOVELS 3 lecture hours - 3 credits

A study of important novelists. 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 lecture hours - 3 credits

A study of contemporary movements in drama based on the critical reading and analysis of English and American plays written and acted.

# LIT 2110 WORLD LITERATURE I

3 lecture hours 3 credits

Prerequisite: ENC 1102

Materials are drawn from the masterpieces of the world. Deals with selections beginning with Homer and terminating with the Renaissance.

#### LIT 2120 WORLD LITERATURE II

3 lecture hours - 3 credits

Prerequisite: ENC 1102

A continuation of LIT 2110. Concentrates on the periods following the Renaissance, reaching and including modern times.

# REA 9001 COLLEGE PREP READING 3 lecture hours and 2 hours laboratory - 3 credits

INSTITUTIONAL CREDIT ONLY: NOT FOR ANY DEGREE PROGRAM

A course designed to provide reading instruction to those students below a 10.5 grade reading level so that such students may progress to college level courses leading to eventual completion of a college degree. Exit level competencies, by law, must be equal to those needed for college-level courses. L-SCC has determined that successful achievement will be certified by ATTAINING 10.5 GRADE READING LEVEL ON THE NELSON-DENNY READING TEST, OR OTHER NORM-REFERENCED TEST YET TO BE DEFINED. Students will be required to repeat the course, paying normal, required tuition each time, until completeion is achieved. Three (3) semesters are allowed, by law, for completion.

#### **REA 1105 READING SKILLS**

#### 3 lecture/lab hours - credits

A course designed to provide reading instruction as required by L-SCC for those students whose reading level falls between 10.5 and 13.0 in order that such students may progress to degree completion with minimal difficulties. Specifically, students will be asked to (1) demonstrate attainment of CLAST-mandated reading skills (including supporting details, words in context, purpose, tone, argument, explicit/implicit sentence relationships, ability to detect bias and fact vs opinion, and draw logical inferences and conslusions); (2) develop an interest in reading for pleasure; and (3) improve rate flexibility. Primarily for students who score below the cutoff on the placement test, but may be taken by any student desiring to enhance reading skills. Some extra lab (L.O.C.) hours usually will be necessary for progress to occur.

## **REA 1405 SPEED READING TECHNIQUES**

## 3 lecture/lab hours - 3 credits

A course in reading instruction for those students reading above a 13.0 (freshman) grade level, designed especially for those desiring to read faster and better. Emphasis will be placed on speed reading techniques with proper attention to commensurate comprehension. Open to any students not required to take College Prep Reading (REA 9001) or Reading Skills (REA 1105)

## **FIRE SCIENCE**

### FFP 1000 INTRODUCTION TO FIRE SCIENCE

### 3 lecture hours - 3 credits

This course includes the history and development of the Fire Service: the role played by the fire service, safety personnel, and auxiliary organizations. Units of general fire hazards, fire causes, application of fire protection principles, statistical and phenomenal categorization of fire incidents are taught. Included also are a survey of professional fire protection career opportunities and current trends in modern fire service operation.

## FFP 1410 FIREFIGHTING TACTICS AND STRATEGY I

### 3 hours lecture - 3 credits

This course includes: a review of fire behavior and its physical phenomena; a study of firefighting tactics, plus determining manpower and apparatus needs; methods of attack and fireground coordination; engine and ladder company operations; and safety for the firefighter. Practical problems will include situation scenarios.

### FFP 2150 METHODS & TECHNIQUES OF INSTRUCTION

#### 3 lecture hours - 3 credits

Principles, procedures and techniques of teaching with emphasis on principles of learning, development of training, outlines, methods of instruction, use of visual aids, and testing procedures. The course emphasizes techniques and communication of ideas and strengthening retention of skills obtained by the fire protection student in the learning process.

#### **FRENCH**

### FRE 1100 ELEMENTARY FRENCH I

#### 3 lecture hours - 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 lecture hours - 3 credits

Prerequisite: FRE 1100

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

## FRE 2200 INTERMEDIATE FRENCH III

### 3 lecture hours - 3 credits

Prerequisite: 2 years of high school French or 1 year of college French

Includes abundant practice in conversation, a review of French grammar, readings, essays and short stories on an intermediate level.

#### FRE 2201 INTERMEDIATE FRENCH IV

#### 3 lecture hours - 3 credits

Prerequisite: FRE 2200

A continuation of FRE 2200.

#### **GEOGRAPHY**

# GEA 2900 GEOGRAPHY: REGIONAL STUDY INDEPENDENT STUDY

#### 1-3 lecture hours - 1-3 credits

An analysis of various world regions in terms of their geographic configuration. The student will discuss the physical, political, and economic geography of the selected region in a term paper to be turned in at the end of the semester.

#### HISTORY

# AMH 2010 U.S. HISTORY TO 1877 Offered Fall and Spring Term

3 lecture hours - 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. Course requires approximately 6,000 words of writing.

# AMH 2020 U.S. HISTORY SINCE 1877 Offered Spring Term

3 lecture hours - 3 credits

A continuation of U.S. History from 1877 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. Course requires approximately 6,000 words of writing.

#### **AMH 2040 ADAMS CHRONICLES**

3 lecture hours - 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.

#### **AMH 2070 FLORIDA HISTORY**

3 lecture hours - 3 credits

The course includes studies relating to explorations, Indians, international rivalry and conflict, Andrew Jackson, territorial politics and issues, early statehood, Civil War and Reconstruction, and finally, Florida's growth in the 20th century. Special emphasis will be given to political, economic, and cultural forces as they have affected Florida's development during its five hundred years of recorded history.

#### **EUH 1000 WESTERN CIVILIZATION I**

3 lecture hours - 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 lecture hours - 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.

#### HIS 2949 COOPERATIVE EDUCATION INTERNSHIP IN HISTORY

3 credits

Refer to the Cooperative Education heading for additional information.

#### **HUMANITIES**

# **HUM 1020 INTRODUCTION TO HUMANITIES**

3 lecture hours - 3 credits

Prerequisite: ENC 1101 or consent of the instructor

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.

#### **REL 1301 THE LONG SEARCH**

3 lecture hours - 3 credits

A television course

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 the Cooperative Education heading for additional information.

# **IOURNALISM**

#### **IOU 1400 PUBLICATIONS LABORATORY**

3 lecture hours - 3 credits

Instruction and practical experience in writing, layout and editing through working with college publications under supervision of journalism faculty.

# JOU 2949 COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM

Refer to the Cooperative Education heading for additional information.

## MMC 2100 WRITING FOR THE MASS MEDIA Offered Fall Term

3 lecture hours - 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.

## MMC 2946 COMMUNICATIONS PRACTICUM

6 hours laboratory - 3 credits

Prerequisites: MMC 2100 and consent of the instructor.

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

#### **MMC 2944 NEWSPAPER PRACTICUM**

Prerequisite: MMC 2100 Writing for the Mass Media

Practical application of writing, editing, layout, and other aspects of newspaper production through experience with the college newspaper and under the supervision of the journalism faculty.

#### RTV 2000 INTRODUCTION TO BROADCASTING

3 lecture hours - 3 credits

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

#### RTV 2200 BROADCAST PRODUCTION I

3 lecture hours - 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.

#### RTV 2949 COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING

Refer to the Cooperative Education Heading for additional information.

#### LASER TECHNOLOGY

#### **ETG 1701 INTRODUCTION TO LASERS**

3 lecture hours - 3 credits

Prerequisite: Grade of C or higher in any mathematics course that includes trigonometry, or consent of instructor

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 lecture hours - 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 lecture hours - 3 credits

A study in the design, production, and usage of non-print materials and the operation of equipment including basic television.

#### **MATHEMATICS**

#### MAC 1102 COLLEGE ALGEBRA

3 lecture hours - 3 credits

Prerequisite: C or above in MAT 1033 or placement

Includes the properties of the ordered real number field, exponential and logarithmetic functions, polynomial equations and inequalities.

## MAC 1114 COLLEGE TRIGONOMETRY

3 lecture hours - 3 credits

Prerequisite: C or above in MAC 1102

Continuation of MAC 1102 and in addition, coverage of trigonometric functions, identities and equations.

#### MAC 1132 PRECALCULUS

5 lecture hours - 5 credits

Offered Fall and Spring Term

Prerequisite: C or higher MAC 1114 or placement or consent of the instructor

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, and theory of equations, with emphasis on preparation for MAC 2311 Calculus.

#### **MAC 2311 CALCULUS**

5 lecture hours - 5 credits

Offered Spring Term

Prerequisite: C or higher in MAC 1132

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.

# MAC 2312 CALCULUS AND ANALYTIC GEOMETRY

5 lecture hours - 5 credits

Offered Fall Term

Prerequisite: C or higher in MAC 2311

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.

## MAC 2411 CONCEPTS OF CALCULUS

3 lecture hours - 3 credits

Prerequisite: MAC 1132 or MAC 1114

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology.

# **MAC 9302 DIFFERENTIAL EQUATIONS**

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: C or higher in MAC 9313 or permission of instructor

Solution of ordinary differential equations; series and numerical solution; Laplace transforms. Applications.

# MAC 9313 CALCULUS AND ANALYTIC GEOMETRY

2 lecture hours - 2 credits

Offered Spring Term

Prerequisite: C or higher in MAC 2312

Continuation of MAC 2312. Multiple integrals, line integrals, surface integrals, topics in vector calculus.

# MAS 2301 SETS, RELATIONS AND FUNCTIONS

3 lecture hours - 3 credits

Prerequisite: MGF 1303 or MAC 1114 with C or higher math course.

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.

# MAT 0003 MATHEMATICAL COMPUTATION SKILLS

3 lecture hours - 3 credits

Emphasis is placed on mastery of fundamental arithmetic skills and everyday applications of arthmetic.

# MAT 1002 INTRODUCTION TO ALGEBRA Offered Fall, Spring, Summer Terms

3 lecture hours - 3 credits

Operations with signed numbers, decimals and fractions, ratios, percentages, geometric formulas, a first introduction to algebra. This course does not count toward any AA degree at LSCC.

# MAT 1024 ELEMENTARY ALGEBRA

3 lecture hours - 3 credits

Offered Fall, Spring, Summer Terms

Prerequisite: C or higher in MAT 1002 or placement.

Basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, graphing, linear systems. This course does not count toward any AA degree at LSCC.

# MAT 1033 INTERMEDIATE ALGEBRA

3 lecture hours - 3 credits

Offered Fall, Spring, Summer Terms

Prerequisite: C or above in MAT 1024 or placement

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.

# MAT 1025 HOW TO SOLVE ALGEBRA WORD PROBLEMS

1 lecture hour - 1 credit

A course designed to help the solve linear algebraic word problems. After a review of order of operations, the four fundamental operations with signed numbers and the solving of linear equations, the work will begin with verbal phrases as mathematical phrases and then progress to translating phrases into equations and their solutions.

# MGF 2113 TOPICS IN COLLEGE MATHEMATICS

1 lecture hour - 1 credit

Offered Fall and Spring Term

Included is a study of sets, logic, bases, informal geometry, probability, and statistics. To be taken following or in concurrence with MAC 1102 or MAC 1132. Either MFG 2113 or MGF 2202 may be taken for credit, but not both. Not required of any student whose program includes six hours of mathematics at the level of MAC 1102 or higher.

#### MGF 2202 FINITE MATHEMATICS

3 lecture hours - 3 credits

Offered Fall, Spring, and Summer Terms

Prerequisite: "C" or higher in MAT 1033 or MAC 1102.

This course covers topics in geometric and measurement concepts, logical reasoning, counting principles and probability, topics in statistics including the Normal Curve and Set Theory. Credit may not be claimed for both Finite Mathematics and Topics in College Mathematics.

# MTB 1321 APPLIED TECHNICAL MATHEMATICS I

4 lecture hours - 4 credits

Offered Fall Term

Prerequisite: MAT 1024 or higher or high school basic algebra course with a grade of "C" or higher.

Study of principles of algebra including graphs, systems of equations, inequalities, determinants, exponents and complex numbers as applied to technical fields.

# MTB 1322 APPLIED TECHNICAL MATHEMATICS II

4 lecture hours - 4 credits

Offered Spring Term

Prerequisite: MTB 1321 or MAT 1102

Continuation of MTB 1321 Applied Technical Math I to include logrithmic and trigonmetric functions, identities and equations and an introduction to differential and integral calculus with emphasis on applications to technical fields.

#### **STA 2024 INTRODUCTION TO STATISTICS**

3 lecture hours - 3 credits

Offered Fall and Spring Terms

Prerequisite: C or higher in MAC 1102, or MTB 1321 and MTB 1322 or consent of the instructor.

Development of the fundamental statistical methods including sampling, probability, probability functions, distribution of measurements, normal distribution, estimation, statistical inference, correlation and analysis. Applications to business, social sciences, physical sciences, engineering sciences.

### MENTAL HEALTH

### MHT 1010 PRINCIPLES OF MENTAL HEALTH

3 lecture hours - 3 credits

Introduction to mental health concepts and psychological therapies; emphasis on communication and discussion of observational experiences.

#### MUSIC

#### MUH 2011 LISTENING AND APPRECIATION

3 lecture hours - 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 lecture hours - 3 credits

Offered Spring Term

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 lecture hour and 2 laboratory hours - 1 credit

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 CONCERT CHOIR**

1 lecture hour and 2 laboratory hours - 1 credit

Open to all singers who wish to participate in a mixed chorus. May be repeated for credit.

#### **MUN 1341 PACESETTERS**

1 lecture hour - 1 credit

A vocal performance group, selected by audition, which will specialize in featuring contemporary music: pop, folk, jazz, and rock music. May be repeated for credit.

#### **MUN 1460 CHAMBER ENSEMBLE**

1 lecture hour and 1 laboratory hour - 1 credit

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 lecture hour and 2 laboratory hours - 1 credit

A select vocal performing ensemble. Admission by audition. May be repeated for credit.

#### **MUN 2710 JAZZ BAND**

1 lecture hour and 2 laboratory hours - 1 credit

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.

#### MUN 9270 COMMUNITY ORCHESTRA

2 lecture hours - 2 credits

This class will play a variety of music, from Bach to present day. Anyone who plays an orchestral instrument will be welcome to participate. If or when the number of students becomes unwieldy, auditions will be held.

## MUO 1001 MUSICAL THEATER PRACTICUM

2 lecture hours - 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 department and characterization.

### MUT 1111C BASIC THEORY I Offered Fall Term

3 lecture hours and 2 laboratory hours - 4 credits

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**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term

Prerequisite: MUT 1111C or consent of the instructor.

A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

## MUT 2001 FUNDAMENTALS OF MUSIC THEORY

3 lecture hours - 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**

3 lecture hours and 2 laboratory hours - 4 credits

Offered Fall Term

Prerequisite: MUT 1112C

Further study of the melodic and harmonic elements of music.

#### MUT 2117C MUSIC THEORY IV

3 lecture hours and 2 laboratory hours - 4 credits

Offered Spring Term Prerequisite: MUT 2116C

Advanced study of the melodic and harmonic elements of music.

#### MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC

3 credits

Refer to the Cooperative Education heading for additional information.

## **MVB 9870 BRASS METHODS**

2 lecture hours - 2 credits

This class will explore different ways to produce a sound from all of the brass family. All students will participate with the playing of these instruments, along with learning repair techniques for all of the instruments.

#### **MVP 9870 PERCUSSION METHODS**

2 lecture hours - 2 credits

This class will explore all the many ways to produce a sound from the many percussion instruments. All students will participate in the playing of these instruments, along with learning the skills of adjustment of sound.

# MVS 9116 GUITAR TECHNIQUES I

2 lecture hours - 2 credits

Guitar Techniques I is designed for beginners. Melodic and chord approaches will be utilized in the teaching process. One goal will be to cover at least the first level of a Mel Bay Guitar Methods book.

Guitar Techniques II is designed as a followup to Guitar Techniques I. It will basically deal with a Mel Bay Book II level, or possibly Book III. Both chord and melodic approaches will be stressed.

## **MVS 9870 STRING TECHNIQUES I**

2 lecture hours - 2 credits

This course will explore different ways to produce a sound from all of the members of the string family. All students will participate with playing of these instruments along with learning repair techniques for all of the instruments.

#### **MVS 9871 STRING TECHNIQUES II**

2 lecture hours - 2 credits

This course will continue to explore the different ways to produce sound from all of the members of the string family. All class members will continue to play their own instrument and learn how to make it match or fit in with a string section.

#### MVW 9870 WOODWIND METHODS

2 lecture hours - 2 credits

This class will explore different ways to produce a sound from all of the woodwind family. All students will participate in the playing of instruments, along with learning repair techniques for all of the instruments.

#### 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 private 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
MVS	1214	String Bass
MVS	1216	Guitar
MVS	9217	Violin
MVS	9218	Viola
MVS	9219	Cello
MVV	1211	Voice
MVW	1211	Flute
MVW	1212	Oboe
MVW	1213	Clarinet
MVW	1214	Bassoon
MVW	1215	Saxophone
MVS	1216	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
MVS	9317	Violin
MVS	9318	Viola
MVS	9319	Cello
MVV	1311	Voice
MVW	1311	Flute
MVW	1312	Oboe
MVW	1313	Clarinet
MVW	1314	Bassoon
MVW	1315	Saxophone

One thirty-minute private 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 Horr
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 SOPHOMORE INSTRUCTION

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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).

IVIVD	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**

MV/R 2321

#### 1 lecture hour and 1 laboratory hour - 1 credit

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 lecture hour and 1 laboratory hour - 1 credit Prerequisite: MVK 1111 or consent of the instructor

Continuation of MVK 1111. Intermediate class instruction for the student who has had some training on the piano. May be repeated for credit.

#### **MVV 1111 CLASS VOICE**

## 1 lecture hour and 1 laboratory hour - 1 credit

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 lecture hour and 1 laboratory hour - 1 credit

Prerequisite: MVV 1111 or consent of the instructor

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level. May be repeated for credit.

### NURSING

All NSP Nursing courses are designed for continuing education for health professionals.

#### NSP 1100 ETHICAL CONSIDERATIONS IN HEALTH CARE

1 lecture hour - 1 credit

The purpose of this course is to provide the health care professional the opportunity to examine ethical problems which confront the workers as he/she cares for patients. Conflicts examined will include the "Right to Die", abortion, euthanasia, refusal of treatment, parents' and children' rights, No Code, and others.

#### NSP 1400 SPECIAL TOPICS IN PEDIATRICS

1 lecture hour - 1 credit

This course seeks to increase the students' knowledge of various topics pertaining to Pediatric Nursing. Topical offerings will vary each term, but all will include pathology, psychosocial needs, and pharmacology relevant to the subject. May be taken more than one time for credit.

# **NSP 2206 PERSONALITY AND ADJUSTMENT**

1 lecture hour - 1 credit

This course is designed to acquaint the student with information concerning the development of personality and to guide him or her into review of the patterns of adjustment. Strategies which may be useful for the care-giving professionals in working with their clientele will be discussed.

### NSP 1511 HEALTH CARE PERSPECTIVE FOR THE OLDER ADULT

1 lecture hour - 1 credit

To enhance the student's knowledge of the care of the elderly, and to build a network of concerned, enlightened professionals across disciplinary lines that can resolve specific health problems of the older adult.

#### NSP 1703 SPECIAL TOPICS IN CRITICAL CARE

1 lecture hour - 1 credit

Each term different topics in critical care will be discussed which are pertinent to the critical care nurse. Such topics as arrythmia interpretation, respiratory problems, hemodynamics, drug interactions, and psychological problems of the ICU will be offered. May be taken more than one time for credit.

# NSP 2136 MANAGEMENT PRINCIPLES FOR HEALTH PROFESSIONALS

1 lecture hour - 1 credit

The course is designed to acquaint the student with basic management principles relating to organizational structure, goal setting, decision-making and leadership skills. Role-playing is incorporated as a learning technique.

# NSP 2251 DEALING WITH DEATH: PERSONALLY AND PROFESSIONALLY

1 lecture hour - 1 credit

This course is designed to assist the student in exploring his attitudes and feelings concerning death and the dying person. Practical thoughts on how to give care with compassion and dignity will be discussed.

### NSP 2290 UNDERSTANDING STRESS AND CRISIS

3 lecture hours - 3 credits

Explores the causes of and the strategies for the management of stress and crisis. Techniques for effective crisis management will be explored.

#### NSP 2330 MATERNITY CARE TODAY

1 lecture hour - 1 credit

An overview of maternal nursing designed to update nurses on the latest theories and techniques. A continuing education course for credit.

#### NSP 2700 ADVANCED CONCEPTS OF CRITICAL CARE 2 lecture hours - 2 credits

Will provide the critical care professional with the detailed knowledge, understanding, and highly technical skills associated with rendering care to patients with complex, acute medical and surgical problems.

#### **NSP 2701 BASIC CONCEPTS OF CRITICAL CARE**

2 lecture hours - 2 credits

An introduction to the nursing theory and skills needed in the critical care units.

## NSP 2741 CANCER UPDATE: A NURSING CHALLENGE 1 lecture hour - 1 credit

Students will explore and discuss the latest concepts and practices related to Cancer nursing. Treatment modalities, pharmocological advances, psychosocial needs of the clients, as well as community resources, will be examined.

#### NUR 2003 NURSING TRANSITION

3 lecture hours and 2 laboratory hours - 4 credits

Offered Summer Term B

Prerequisite: APB 2203C, APB 2204C, MCB 2010C, ENC 1101, DEP 2004

Laboratory fee: \$20

Must be admitted to the Associate Degree Nursing Program or consent of the Instructor.

Focuses on concepts basic to Associate Degree Nursing. The Nursing Process and Communication Skills are emphasized. Introduction of stress and adaptation theory is correlated with the client's psychosocial responses to stress. Basic physical assessment and a review of clinical nursing skills are practiced in the laboratory component.

#### NUR 2700 NURSING CORE I - ADULT/CHILD HEALTH

6 lecture hours - 6 credits

Offered Fall Term

Prerequisite: NUR 2003 Nursing Transition Corequisite: NUR 2700L Nursing Interventions I

The student will continue to examine developmental theories and concepts related to human growth and development throughout the life-span. The psychosocial, cultural, socioeconomic, and familiar influences on the client's health will be examined as well as the physiological processes of the client's health problems. Students will begin to understand the utilization of the Nursing Process with clients of all ages with complex responses to illness.

#### **NUR 2700L NURSING INTERVENTIONS I**

12 laboratory hours - 6 credits

Offered Fall Term

Prerequisite: NUR 2003 Nursing Transition

Corequisite: NUR 2700 Nursing Core I Adult/Child Health

Laboratory fee: \$25

Selected clinical experiences with children and adults to complement Nursing Core I. Learning experiences will involve clients of different ages with complex health problems. Students will have the opportunity to learn and practice selected nursing skills in the campus nursing laboratory.

# NUR 2412 NURSING CORE II - FAMILY HEALTH CONCEPTS 3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: NUR 2003 Nursing Transition, NUR 2700 Nursing Core I, NUR 2700L

Nursing Interventions I, PSY 2012 Introduction to Psychology

Corequisites: NUR 2500 Nursing Core III Mental Health Concepts, NUR 2412L Nursing Interventions II

A continued examination of psychosocial and pathophysiological processes concerning complex health problems of clients and their families with emphasis on the reproductive system and sexual needs. Students will utilize the nursing process while interacting with families who are experiencing normal pregnancies as well as interruptions in the pregnancy cycle. Family health concepts will be emphasized as family dynamics are examined during the study of neonates, high risk infants and children with long term heath needs.

#### **NUR 2412L NURSING INTERVENTIONS II**

12 laboratory hours - 6 credits

Offered Spring Term

Prerequisite: NUR 2003 Nursing Transition, NUR 2700 Nursing Core I, NUR 2700L

Nursing Interventions I, PSY 2012 Introduction to Psychology

Corequisite: NUR 2412 Nursing Core II Family Health Concepts, NUR 2500 Nursing

Core III Mental Health Concepts

Laboratory fee: \$25

Selected clinical experiences to complement Nursing Core Spring Term, and Spring Term. Learning experiences will involve clients and their families with simple and complex physical and mental health problems. Students will utilize the Nursing Process with clients experiencing interruptions in the pregnancy cycle, infant through adolescent children. Selected clinical experiences will be utilized through the Community Mental Health Center.

#### NUR 2500 NURSING CORE III -

### MENTAL HEALTH CONCEPTS

3 lecture hours - 3 credits

Offered Spring Term

Prerequisite: NUR 2003 Nursing Transition, NUR 2700 Nursing Core I, NUR 2700L

Nursing Interventions I, PSY 2012 Introduction to Psychology

Corequisite: NUR 2412 Nursing Core II Family Health Concepts, NUR 2412L Nursing Interventions II

The student will build on the mental health concepts and interpersonal skills learned in previous nursing courses. Students will utilize the Nursing Process to care for clients of different ages and their families having simple and complex responses to mental illness and psychosocial stress.

#### NUR 2801 NURSING CORE IV -

#### LEADERSHIP/MANAGEMENT

2 lecture hours - 2 credits

Offered Summer Term

Prerequisite: NUR 2003 Nursing Transition, NUR 2700 Nursing Core I, NUR 2412 Nursing Core II, NUR 2500 Nursing Core III, NUR 2700L Nursing Interventions I, NUR 2412L Nursing Interventions II

Corequisite: NUR 2945L Clinical Practicum

Discussion of the transition from student to Associate Degree Nurse. Role change, setting priorities, professional, ethical and legal aspects of nursing will be examined. Beginning management and leadership skills will be emphasized. Community resources and the role of the nurse in various health care settings will be explored. Concepts will be applied in the Clinical Practicum.

### **NUR 2945L CLINICAL PRACTICUM**

8 laboratory hours - 4 credits

Offered Summer Term A

Prerequisite: NUR 2003 Nursing Transition, NUR 2700 Nursing Core I, NUR 2412 Nursing Core II, NUR 2700L Nursing Intervention I, NUR 2412L Nursing Intervention

II, NUR 2500 Nursing Core III

Corequisite: NUR 2801 Nursing Core IV, Leadership/Management

Leadership and Team Nursing will be practiced under the guidance of the faculty. Remaining clinical experiences will be under preceptor guidance. Opportunity for extensive practice in applying all previously learned theoretical knowledge in nursing in the clinical setting.

#### PHA 1510 INTRODUCTION TO PHARMACOLOGY I

3 lecture hours - 3 credits

A course which presents the basic pharmacological principles of medical substances, their actions and reactions on the organ system of the body.

# PHA 1511 INTRODUCTION TO PHARMACOLOGY II

3 lecture hours - 3 credits

Prerequisite: PHY 1510

A continuation of Pharmacology I.

#### HUN 1201 BASIC NORMAL NUTRITION

3 lecture hours - 3 credits

Offered Spring Term Evening, Summer "A" Term Day Prerequisite: BSC 1010C or permission of instructor

Introduction to scientific principles of nutrition. Topics include the sources, requirements for various age groups, digested utilization, absorption, and role of specific nutrients plus concepts of diet therapy.

#### **PHILOSOPHY**

#### PHI 2010 INTRODUCTION TO PHILOSOPHY

3 lecture hours - 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 lecture hours - 3 credits

Laboratory fee: \$10

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.

#### **ART 2601C CREATIVE PHOTOGRAPHY**

3 lecture hours - 3 credits

Prerequisite: ART 1600C or consent of the instructor

Laboratory fee: \$10

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 printmaking techniques will be explored. Camera, film, paper, and other related materials are to be supplied by the student.

#### PHYSICAL EDUCATION

#### DAA 1160 BEGINNING MODERN DANCE

1 lecture hour and 1 laboratory hour - 1 credit

## Fee: \$1

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.

# HES 2400 FIRST AID AND PERSONAL SAFETY

3 lecture hours - 3 credits

Laboratory fee: \$2

Presented is a study of approved First Aid practices which are essential for survival in emergencies. Emphasis is placed on skills and knowledge essential to the prevention of accidents. The "Good Samaritan Act" (July 1965) will be discussed. This course does not satisfy the basic activity physical education requirement.

# PEL 1111L BEGINNING BOWLING Special Fee: \$25.50

1 lecture hour and 1 laboratory hour - 1 credit

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.

# PEL 1112L INTERMEDIATE BOWLING 1 lecture hour and 1 laboratory hour - 1 credit Prerequisite: PEL 1111L or permission of instructor.

Special Fee: \$25.50

Coeducational. Course is basically designed for the student wanting to develop further 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.

# PEL 1121L BEGINNING GOLF

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

#### PEL 1140L VOLLEYBALL

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

Coeducational. Volleyball includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Dress in gym attire. All equipment is furnished.

# PEL 1341L BEGINNING TENNIS

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

# PEL 1342L INTERMEDIATE TENNIS 1 lecture hour and 1 laboratory hour - 1 credit Prerequisite: PEL 1341L or permission of instructor

Fee: \$1

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.

# **PEL 1346L BADMINTON**

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

Coeducational. Playing skills, techniques, and the rules of badminton are emphasized. Intraclass play presents opportunities for the development of playing strategy and the improvement of new or previously acquired skills. All equipment is furnished.

## PEL 1441L RACQUETBALL

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

#### PEL 1442L INTERMEDIATE RACQUETBALL

Fee: \$1

Coeducational. Designed for the student who wants to develop further racquetball skills. Instruction and practice are continued in basic strokes and advanced strokes are introduced. Intra-class competition will provide opportunities for self-evaluation. Playing experience will be provided in singles, doubles and cut-throat games. All equipment is furnished. Completion of PEL 1441-Racquetball or permission of instructor is required.

#### PEM 1101L PHYSICAL FITNESS FOR MEN I

1 lecture hour and 1 laboratory hour -

Fee: \$1

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.

#### PEM 1102L PHYSICAL FITNESS OF MEN II

1 lecture hour and 1 laboratory hour -1 credit

Fee: \$1

Course is designed to continue the process of PEM 1101L.

## PEM 1107L FIGURE AND FITNESS IMPROVEMENT

FOR WOMEN I

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

# PFM 1108L FIGURE AND FITNESS IMPROVEMENT

FOR WOMEN II

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

Course is designed to continue with the process of PEM 1107L.

## PEM 1171L AEROBIC DANCE

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

A course designed to acquaint the student with the basic functioning of the human cardiovascular system through dance.

# PEM 1945L VARSITY ACTIVITIES

1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

# PEN 1113L ADVANCED LIFE SAVING AND WATER SAFETY

1 lecture hour and

1 laboratory hour - 1 credit

Prerequisite: Be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.

Fee: \$1

Coeducational. Course includes instruction in water safety, self rescue, drownproofing, and techniques for assisting others in danger of drowning. Successful completion qualifies the student for the American Red Cross Advanced Life Saving Certificate.

PEN 1121L BEGINNING SWIMMING 1 lecture hour and 1 laboratory hour - 1 credit

Fee: \$1

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.

# PEN 1122L INTERMEDIATE SWIMMING 1 lecture hour and 1 laboratory hour - 1 credit Fee: \$1

Designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered: elementary back stroke, American crawl, side stroke, breast stroke, back crawl and drownproofing.

#### PEN 1231L BEGINNING SAILING 1 lecture hour and 1 laboratory hour - 1 credit Prerequisite: Must be a swimmer. A swimming test is administered prior to sailing or canoeing.

Fee: \$1

Coeducational. An introductory course to familiarize the student with the concepts and techniques of sailing and canoeing.

# PEO 2003 SPORTS OFFICIATING

3 lecture hours - 3 credits

Fee: \$1

Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities. Coeducational.

# PET 2949 COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION

3 credits

Refer to the Cooperative Education heading for additional information.

# HES 2949 COOPERATIVE EDUCATION INTERNSHIP IN HEALTH

3 credits

Refer to the Cooperative Education Heading for additional information.

\*Classes meet double sessions in order to avoid cold weather. In Fall Term all aquatic activities conclude at mid-semester (Sept. thru Oct. only). In Spring Term 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 television course

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 lecture hours - 3 credits

#### Offered Fall Term

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 lecture hours - 3 credits

Prerequisite: MAT 1024

A course for the non-science major including a survey of light, mechanics, electricity and magnetism.

#### **PHYSICS**

### **AST 1002 INTRODUCTION TO ASTRONOMY**

3 lecture hours - 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 lecture hours, 3 laboratory hours - 5 credits

## Offered Fall Term

Prerequisite: MTB 1322 or consent of instructor

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.

#### PHY 2048C GENERAL PHYSICS WITH CALCULUS I

3 lecture hours,

1 hour problem solving, 3 laboratory hours - 5 credits

Offered Fall Term Prerequisite: MAC 2311 Corequisite: MAC 2312 Laboratory fee: \$10

A course designed primarily for majors in the physical sciences and engineering. Covers mechanics, heat and sound.

#### PHY 2049C GENERAL PHYSICS WITH CALCULUS II

3 lecture hours,

1 hour problem solving, 3 laboratory hours - 5 credits

Offered Spring Term

Prerequisite: PHY 2048C with grade of C or better.

Laboratory fee: \$10

A continuation of PHY 2048C. Covers electricity, optics, and introduction to modern physics.

# PHY 2053C GENERAL PHYSICS I 3 lecture hours, 1 hour problem solving, 3 laboratory hours - 5 credits

Offered Fall Term

Prerequisite: Eligibility for MAC 1132.

Laboratory fee: \$10

Primarily for pre-professional students not majoring in engineering or physics. Covers classical and modern treatment of mechanics, sound and heat.

#### PHY 2054C GENERAL PHYSICS II

3 lecture hours,

1 hour problem solving, 3 laboratory hours - 5 credits

Offered Spring Term Prerequisite: PHY 2053C Laboratory fee: \$10

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.

## **POLITICAL SCIENCE**

#### **INR 2002 INTERNATIONAL RELATIONS**

3 lecture hours - 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. Course required approximately 6,000 words of expository writing.

## POS 1001 INTRODUCTION TO POLITICAL SCIENCE

3 lecture hours - 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 lecture hours - 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 lecture hours - 3 credits

Offered Fall and Spring Term

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

#### POS 2112 STATE AND LOCAL GOVERNMENT

3 lecture hours - 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.

#### **POS 2410 POLITICAL STUDIES**

1-3 lecture hours - 1-3 credits

Prerequisite: Consent of instructor

Provides an opportunity for personal study in specialized areas of political science (Political Theory, International Relations, National, State, and Local Government). Objectives include the development of factual background, analytical ability, and communication skills through individual research.

#### POS 2949 COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT

3 credits

Refer to the Cooperative Education heading for additional information.

#### **PSYCHOLOGY**

#### DEP 2002 PSYCHOLOGY OF CHILD DEVELOPMENT

3 lecture hours - 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 also offered on independent study basis via television.

### DEP 2004 PSYCHOLOGY OF HUMAN DEVELOPMENT Offered Fall Term

3 lecture hours - 3 credits

An introduction to the study of the changes taking place in human behavior over the life span — from conception to death. Areas to be emphasized are personality and cognitive, physical, social and moral development.

#### DEP 2201 PSYCHOLOGY OF EXCEPTIONAL CHILDREN

3 lecture hours - 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 system, and society in general.

#### **DEP 2302 ADOLESCENT PSYCHOLOGY**

3 lecture hours - 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 2012 INTRODUCTION TO PSYCHOLOGY

3 lecture hours - 3 credits

Offered Fall and Spring Term

An introduction to the scientific study of human behavior with emphasis on the history and psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction.

# PSY 2904 INTRODUCTION TO PSYCHOLOGY - HONORS 3 lecture hours - 3 credits Prerequisite: PSY 2012

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.

#### PSY 2949 COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY

Refer to the Cooperative Education heading for additional information.

#### **SOP 1740 PSYCHOLOGY OF WOMEN**

3 lecture hours - 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.

#### **REAL ESTATE**

#### MTB 2100 REAL ESTATE MATHEMATICS

2 lecture hours - 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 REAL ESTATE PRINCIPLES AND PRACTICES I

4 lecture hours - 4 credits

Test fee: \$10

This course is designed to meet requirements of the Florida Real Estate Commission 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.

# REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES II 5 lecture hours - 5 credits Test fee: \$10

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 Real Estate Commission before being permitted to register for the course.

### REE 2081 CONTINUING EDUCATION SEMINAR IN REAL ESTATE

1 lecture hour - 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

4 lecture hours - 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**

3 lecture hours - 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 2091 REAL ESTATE CURRENT ISSUES**

#### 3 lecture hours - 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**

3 lecture hours - 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 AND ENVIRONMENT**

3 lecture hours - 3 credits

#### A television course

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 lecture hours - 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 lecture hours - 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.

#### **GEY 2000 INTRODUCTION TO GERONTOLOGY**

3 lecture hours - 3 credits

Analyses of the impact of aging on the individual and on social institutions; discussion of the demographic, social, and cultural factors related to aging; the impact of social policies and institutional services affecting the aged.

#### SOCIOLOGY

#### SYG 2410 MARRIAGE AND THE FAMILY

3 lecture hours - 3 credits

Prerequisite: SYG 2000 or consent of instructor

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.

#### **SYG 1002 GENERAL SOCIOLOGY**

3 lecture hours - 3 credits

Introductory level course designed to survey specific topics comprising sociology. Related categories of social framework, processes, controls and problems are dealt with in an interesting, stimulating and non-traditional manner.

#### SYG 2000 INTRODUCTION TO SOCIOLOGY Offered Fall Term and Spring Term

3 lecture hours - 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.

#### **SYG 2010 SOCIAL PROBLEMS**

3 lecture hours - 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.

#### SYG 2949 COOPERATIVE EDUCATIONAL INTERNSHIP IN SOCIOLOGY

3 credits

Refer to the Cooperative Education heading for additional information.

#### **SPANISH**

#### SPN 1000 BEGINNING SPANISH

1 lecture hour - 1 credit

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

#### SPN 1010 CONVERSATIONAL SPANISH

3 lecture hours - 3 credits

A Spanish course especially structured for the person who plans to travel in Spanish-speaking countries. Emphasis is on vocabulary development and other concepts valuable in everyday situations. Institutional credit only.

# SPN 1011 INTERMEDIATE CONVERSATIONAL SPANISH (O) 3 lecture hours - 3 credits A continuation of SPN 1010 providing opportunities to develop wider vocabulary.

#### SPN 1100 ELEMENTARY SPANISH I

3 lecture hours - 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 lecture hours - 3 credits

Prerequisite: SPN 1100
A continuation of SPN 1100.

#### SPN 2200 INTERMEDIATE SPANISH III

3 lecture hours - 3 credits

Prerequisite: 2 years of high school Spanish or 1 year of college Spanish

Includes abundant practice in Spanish pronunciation and conversation, a review of grammar, extensive readings in the study of Spanish civilization.

#### SPN 2201 INTERMEDIATE SPANISH IV

3 lecture hours - 3 credits

Prerequisite: SPN 2200

A continuation of SPN 2200.

#### **SPEECH**

#### **ORI 2000 ORAL INTERPRETATION OF LITERATURE**

3 lecture hours - 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 2016 FUNDAMENTALS OF SPEECH 3 lecture hours - 3 credits Offered Fall Term, Spring Term, and Summer

A course that covers intrapersonal, interpersonal, and public communication. The student develops confidence as an oral communicator through the study of self, others and the preparation and delivery of public speeches.

#### SPC 2600 ADVANCED PUBLIC SPEAKING

3 lecture hours - 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.

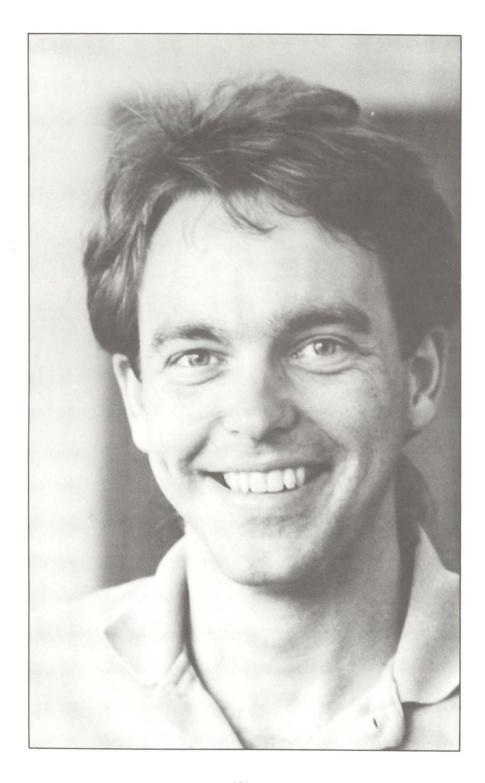
#### SPC 1066 UPDATING PUBLIC RELATIONS SPEAKING SKILLS 1 lecture hour - 1 credit

The course is intended to teach students how to prepare and deliver an oral presentation in a business setting. May be used for elective credit only.

## SPA 1001 INTRODUCTION TO SPEECH PATHOLOGY AND AUDIOLOGY

3 hours lecture - 3 credits

An introduction into the field of Speech Pathology and Audiology with descriptions of various communication disorders, diagnosis and therapy.



## COLLEGE PERSONNEL

#### **EXECUTIVE ADMINISTRATION**

#### Palinchak, Robert S.

President

M.A., Loyola College Ph.D., Syracuse University

#### Yarish, LaVera M.

Dean of Academic Services B.S., Wisconsin State College M.Ed., Ed.S., University of Florida Ed.D., Florida State University

#### Paul, Allen Z.

Dean of Administrative Services B.A., University of Oklahoma M.S., Ph.D., J.D., Florida State University

#### Allen, Dixie Jean

Dean of Student and Learning Resources B.S., M.A., Florida State University Ed.D., University of Florida

#### Staff, Bruce S.

Director, Vocational-Technical Education B.S., Pennsylvania State University M.B.A., Michigan State University Ed.S., Ed.D., University of Missouri

#### Hamilton, Christyne

Director, Budget/Accounting A.A., Johnson Junior College B.S., Rollins College

#### **ACADEMIC ADMINISTRATION**

#### Caponi, Mary H.

Associate Dean, Business and Technologies B.A., M.Ed., University of Central Florida

#### Tolliver, Kenneth R.

Associate Dean, Humanities and Social Sciences

B.A., University of Chicago

M.A., Kings College Cambridge, England

#### Wall, Robert C.

Associate Dean, Mathematics, Science and Allied Health
B.S., Eastern Michigan University
M.S., Ph.D., University of Michigan

#### **FACULTY AND ADMINISTRATIVE STAFF**

Burg, Jennifer J.

English, French B.A., Elizabethtown College M.A., University of Florida

Cameron, Edmund S.

Chemistry
B.S., University of Notre Dame
M.S., Purdue University

Cuppett, Thomas H.

English, Reading
B.C.S., Ben Franklin University
B.S., University of Maryland
M.Ed., Florida Atlantic University
Ph.D., Florida State University

Dabney, Debra W.

Health, Physical Education B.S., M.Ed., Florida A. & M. University

Dandridge, Vera W.

Biological Science
B.S., Mississippi University for Women
M.A., Peabody College
Ed.S., University of Florida

Fritch, Lynn P.

English, Speech
B.A. Mercer University
M.A., University of Central Florida

Gonzales, Carlos

Assistant Director of Budget/Accounting B.S.B., Kansas State Teachers College

Graber, Jared S.

Social Science
B.A., State University of New York, Albany
M.A., San Diego State University

Grigsby, James D.

Business

B.S.B.A., M.B.A., University of Central Florida

Ed.D., Florida Atlantic University

Hansen, Lee G.

Public Information Officer B.A., Ohio State University

Herring, Ann Sherry

Community Services, Director B.A., M.Ed., University of West Florida Ed.S., Florida Atlantic University

Holloway, Bonnie

Accounting M.S., M.B.A., Stetson University, C.P.A.

Huey, David G.
Computer Science

B.S., Morehead State University

Jochims, Dennis F.

Developmental English/Tech Writing A.A., Tallahassee Community College B.A., M.A., Florida State University

Johnson, Ben E.

English, Humanities B.R.E., William Tyndale College M.A., Eastern Michigan University

Kehde, Peter M.

Biological Sciences B.S., Eckerd College M.S., Oklahoma State University

Kelton, H. Jeanne

Art, Business
B.A., M.Ed., University of Central Florida

Kennard, Robert

Mathematics

B.S., M.S., University of Delaware Ph.D., Carnegie-Mellon Univerity

Kennedy, William C., II

Counselor

B.A., M.A., Stetson University Ph.D., University of Florida

Kertz, Jacob D.

Engineering, Mathematics
B.S.M.E., University of Idaho
M.S., U.S. Naval Postgraduate School
M.S., George Washington University

King, Janet V.

Art

B.A., Southern Methodist University M.A., University of Mississippi Ed.S., University of Florida

Krause, David F.

Social Science

B.A., State University of New York, Geneseo M.A., University of Tennessee

Levanduski, John J.

Computer Science, Business A.S., Corning Community College B.S., M.S., Elmira College

McLean, Susan R.

Nursing, Program Director B.S.N., M.N., University of Florida

Meyer, Carolyn J.

**Psychology** 

B.A., M.A., Fairleigh Dickinson University Ph.D., Fordham University

## Morris, Jeffrey K. Criminal Justice

B.S., Florida State University
M.S., Eastern Kentucky University

#### Neal, John R.

Economics, Business
B.S., M.A., Memphis State University
M.S.M., Rollins College

#### Payne, F. David

English, Drama B.A., University of Florida M.A.T., Trenton State College

#### Pearson, George R.

Digital Electronics B.S.E.E., U.S. Naval Academy

#### Pennacchia, Susan M.

Nursing

B.S.N., M.S.N., Catholic University

#### Rager, Mary Jo

Business

B.A., M.Ed., University of Central Florida

#### Rata, John W.

English, Humanities, Photography B.G.S., M.A.T., Rollins College

#### Ricci, Glenn A.

Graphic Design/Art B.A., Point Park College M.F.A., University of Wyoming

#### Ruth, Lester R., Jr.

Institutional Research and Information Analysis, Director A.B., M.A., Emory University Ed.S., University of Florida Ed.D., Florida State University

#### Scarbrough, Jon

Computer Science A.D./Basketball Coach B.A., Augustana College

#### Sebree, Evelyn A.

Financial Aid, Director B.S., Ed.S., University of Florida M.A.T., Rollins College Ph.D., Florida State University

#### Sharp, E. Lamar

Mathematics

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

#### Smith, Robert Gerald

Admissions and Recruitment, Director B.S.Ed., Georgia Southern College M.Ed., Rollins College Ed.S., Florida Atlantic University

#### Sneed, Jean J.

English, Journalism B.A., Michigan State University M.A., Ed.S., University of Florida Ed.D., Florida State University

#### Stein, Denise E.

Head Librarian
A.A., Indian River Community College
B.A., Florida Atlantic University
M.L.n., Emory University

#### Stephenson, Mary Sue

Nursing

B.S.N., Northeastern Louisiana University

#### Taylor, Mary Ruth

Counselor, Student Activities, Director A.B., M.A., Marshall University

#### Trabert, W. Douglas

Media Specialist
B.S.E., Central Missouri State
M.A.E., Western Carolina University

#### **PRESIDENT EMERITUS**

#### Williams, Paul P.

President Emeritus
B.S., Taylor University
M.A., Case Western Reserve University
Ed.D., University of Florida

#### **CAREER EMPLOYEES**

#### Abee, Nancy

Accounting Technician

#### Adams, Leroy

Supervisor of Grounds

#### Basler, Shirley

Project Director RSVP

#### Beers, B. David

Computer Programmer
B.S., Middle Tennessee State University

#### Brautcheck, Joyce H.

Financial Specialist

A.S., Lake-Sumter Community College

#### Bui, Tuan-Quang

Custodian

#### Burgess, Sharon Receptionist

#### Charles, Leslie

Cleland, Janet

Teacher Assistant, Coordinator of Intramurals

A.A., Lake-Sumter Community College

Colborne, Frances E.

Administrative Assistant/Secretary

Collins, Joseph J.

Accounting Technician B.B.A., University of Miami

Crabb, Evelyn

Secretary, Dean of Administrative Services

Cumbaa, Gregory S.

Theatre Technician

**Driggers, Ernestine** Admissions Clerk

Farrell, Charles

HVAC Technician

Finley, Benjamin

Accountant

B.A., University of Central Florida

Fortier, Timothy

Mechanic/Custodian

Furnas, Betty Lou

Financial, Purchasing Specialist

Gatlin, Jeanne K.

Administrative Specialist, Personnel and Risk Management

Grant, Freida

Secretary to Dean, Academic Services

Haynes, Bessie T.

Secretary, Library

Hewson, Clarence Custodian

Hunt, Patricia

Secretary, Director of Admissions & Recruitment

Johnson, Dorothy J.

Processing Secretary, Library

Johnson, Lou Ann

Financial Aid Technician

A.S., Lake-Sumter Community College

Knost, Joan C.

Executive Secretary to the President

A.A., Colby Junior College

B.A., Smith College

Langfield, Rita

Records Clerk

Leavitt, Marylyn

Secretary, Counseling Center

Lowery, Catherine A.

Accounts Pavable Technician

Martin, Shirley

Faculty Secretary

Mosley, Fred

Custodian

Norman, J. Phillip

Manager, Computer Center

B.A., Erskin College

M.Div., Emory University

Pew. Samuel

Custodian

Prescott, Lynn

Custodian

Rider, Kenneth

Manager of Institutional Services

A.A., St. Petersburg Junior College

B.S.M.E., University of Florida

Robinson, Melvina

Secretary, Dean of Student and Learning

Resourses

A.S., Hampton Junior College

Shaffer, Suzanne

Library Specialist

A.A., Lake-Sumter Community College

Smith, Catherine G.

Records Technician

A.S., Lake-Sumter Community College

Vann, Clyde F.

Coordinator of Small Business Center

B.S., University of Alabama

Vickery, H. Benjamin

Carpenter/Custodian

Wagner, Shirley

Faculty Secretary

B.A., West Virginia Weslevan

Walker, Gloria

Faculty Secretary

A.A., Seminole Community College

B.I.S., University of South Florida

Whitehead, Marian E.

Secretary, Media Center

Wilson, Lynn F.

Duplicating/Postal Clerk

#### **PART-TIME & SPECIAL SERVICE STAFF**

Bolles, Marlene S. LOC Assistant

Broomfield, Elsie

Minority Student Specialist
B.S., Florida A & M University

Doss, Terry
Assistant Golf Coach
A.A., Lake-Sumter Community College
B.A., University of Central Florida

Hannah, Kathy Secretary/Receptionist

Kelley Al, Jr. Varsity Golf Coach A.A., University of Florida

Lemon, Jacqueline
Librarian
B.A., Florida A. & M. University
M.A., University of South Florida

Miller, Jane C.
Career Counselor
B.A., University of Georgia
M.A., University of South Florida

Peterson, Jong Hyun Librarian B.A., Finch College M.L.S., University of Maryland

Poole, Rena
Minority Student Specialist
A.A., Florida Normal College
B.S., Florida A & M University
M.S., East Tennessee State University

**Prince, John F.** *Media, Graphic Technician* 

Smith, Claude Librarian B.S., Florida State University

Vance, Frances B. *Librarian*M.S.Ed., Miami University
M.L.S., Kent State University

Wild, Irene Music, Choral Conductor B.A., M.A., Portland School of Music

## LSCC FOUNDATION DIRECTORS

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