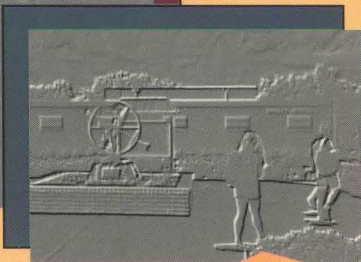
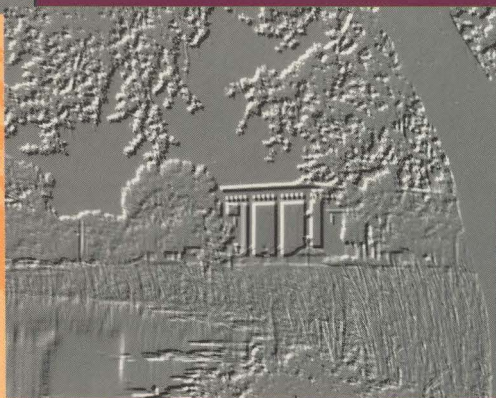
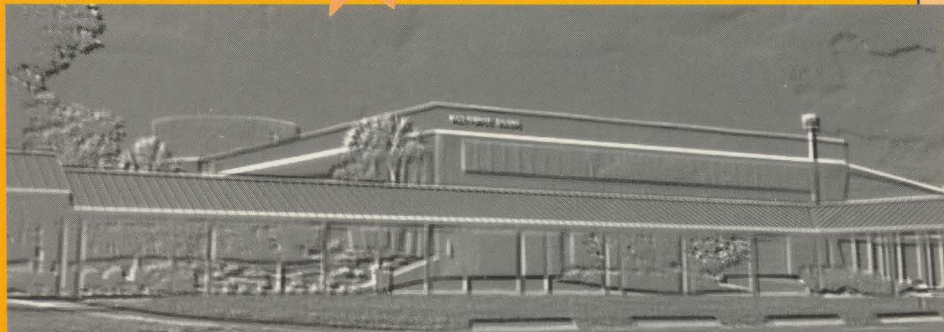
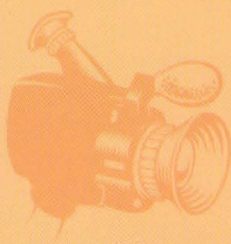
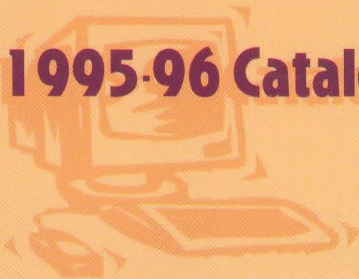


Lake-Sumter Community College



1995-96 Catalog





LAKE-SUMTER COMMUNITY COLLEGE 1995 - 1996

**A public community college supported by the
State of Florida**

ACCREDITATION

Lake-Sumter Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts and Associate in Science Degrees

MEMBERSHIPS

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

NOTICE

This catalog represents a flexible program of the current curriculum, educational plans, offerings, and requirements which may be altered from time to time to carry out the purposes and objectives of the College. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College. Students should be aware that admission to the College or registration for a given semester does not necessarily guarantee the availability of a course at any specific time.

Students are responsible for familiarizing themselves with the information in this publication and should consult their counselor, an administrator or the LSCC Agency Rules manual for additional information.

AFFIRMATIVE ACTION STATEMENT

Lake-Sumter Community College is committed to nondiscrimination based on race, creed, color, sex, religion, national origin, age, disability, and status relative to Vietnam Era veterans. This commitment applies in all areas to applicants, visitors, students, faculty, administrators, staff, and others affiliated with the College. It addresses recruiting, hiring, training, promotions, and applicable employment conditions. It is also relevant to those aspects of the College concerned with the choice of contractors, suppliers of goods and services, College sponsored programs and activities, and to the use of College facilities.

Lake-Sumter Community College believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination. The College actively strives to build a community in which opportunity is equalized and facilities and human resources utilized, to develop the skills and opportunities of the members of all groups so they may play responsible and productive roles in society.

The president is the chief equity officer for Lake-Sumter Community College. To enhance effective monitoring and implementation of affirmative action, the College President has appointed an Equity Coordinator, who serves as a resource person in this area and is responsible for monitoring the College's affirmative action program.

DRUG FREE SCHOOL

Lake-Sumter Community College is committed to providing a drug free campus for its students, faculty and staff. To assure such an environment, the college will use strong educational efforts to prevent the use of illicit drugs, the abuse of alcohol, over-the-counter and prescription drugs; encourage and facilitate the use of school and community counseling services and rehabilitation programs for those who require such assistance; and discipline appropriately those members of the college community who engage in substance abuse and related behaviors.

TABLE OF CONTENTS

College Telephone Numbers	6
Campus/Area Maps	7,8
College Calendar	9
The College	14
Student Support Services.	18
Degrees and Programs	22
Entering the College	30
Academic Information	42
Financial Information	54
Educational Support Services	66
Associate in Arts Degree	78
Associate in Science Degrees	86
Certificate Programs	112
Florida's Statewide Course Numbering System	116
Key to Course Descriptions	119
Course Descriptions	122
College Personnel	192
Advisory Committees	198
LSCC Foundation, Inc.	202
Index	210



PRESIDENT'S MESSAGE

Welcome to Lake-Sumter Community College. Because of the support of the community and dedication of the college staff toward educational excellence, LSCC has gained state-wide recognition for providing a quality education. To us, education is more than just a one-way ticket from community college to advanced degrees or the world of work. It is also a path to values and lifelong incentives for personal achievement.

LSCC takes pride in meeting the needs of Lake and Sumter Counties. We have found that the needs of the community are more far-reaching than that of academic or vocational training. A Performing Arts Series, a continuing education program that offers recreational and leisure classes, and student theater and musical productions help us meet community needs.

LSCC is a small college that offers academic excellence with that personal touch. An intramural program, a college newspaper, literary magazine, and student clubs and organizations, help with personal and professional growth.

LSCC has a lot to offer an individual working on a college degree or professional advancement. The doors at LSCC are open to all. We welcome you and hope you have a rewarding experience.

Sincerely,

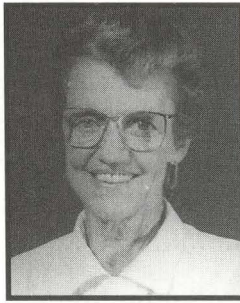
Dr. Robert W. Westrick

College President

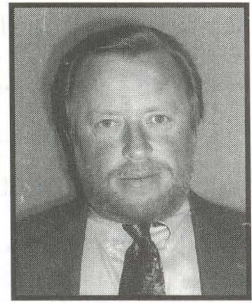
DISTRICT BOARD OF TRUSTEES



Mrs. Louise W. Ross
Chairman
Sumter County



Dr. Evelyn A. Sebree
Vice Chairman
Lake County



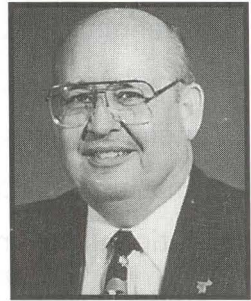
Dr. Dale E. Bartch
Lake County



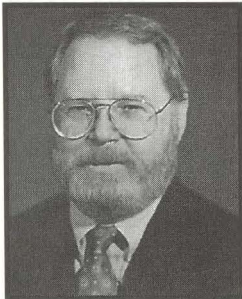
Mrs. Bettie L. Hutchinson
Sumter County



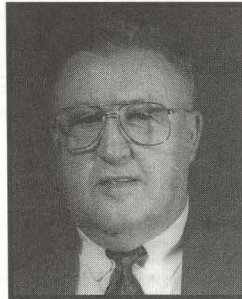
Mrs. Helen L. Jones
Lake County



Mr. W. Jon Marshall
Sumter County



Mr. J. Cecil Shumaker
Lake County



Mr. Glenn F. Wade
Chairman
Sumter County

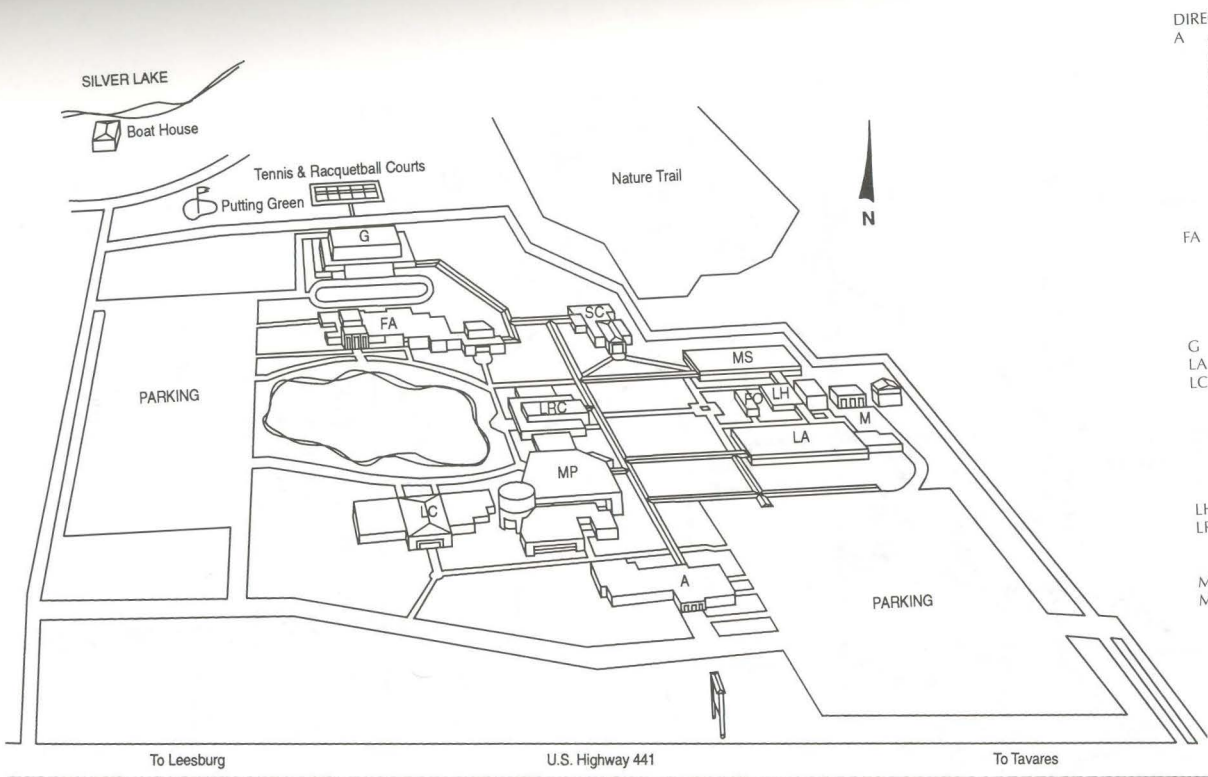
Mr. Chris Ford
College Attorney

COLLEGE TELEPHONE NUMBERS

Main Switchboard

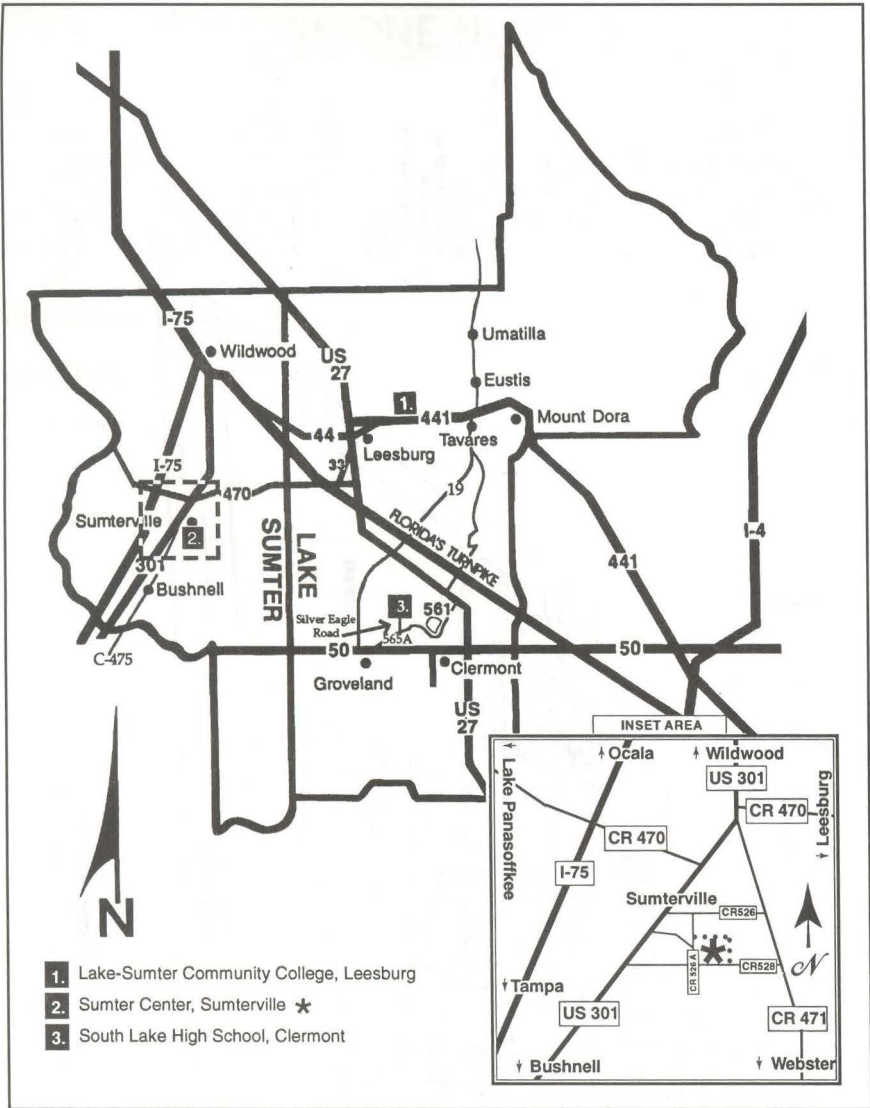
Voice	787-3747
TDD	365-3555
Sumter County	748-1959
Admissions	365-3573
Bookstore	787-4900
Computer Institute	365-3530
Continuing Education	365-3556
Counseling	365-3574
Financial Aid	365-3512
Financial Services	365-3578
Gymnasium	323-3641
Institutional Advancement	365-3510
Learning Center	365-3554
Library	365-3563
LSCC Foundation	365-3518
Media Center	365-3565
Performing Arts	365-3536
Records	365-3572
South Lake Center	365-3530
Sumter County Center	568-0001
Women's Program	365-3570

Special telecommunications support for hearing and/or speech impaired individuals may be obtained through the Florida Dual Party Relay system in the English or Spanish languages. Call: 1-800-955-8770 (Voice) 1-800-955-8771 (TDD)



- DIRECTORY CODE**
- A Administration
 - Business Office
 - College Relations
 - Community Services
 - Computer Institute
 - Data Center
 - Human Resources/Risk Management
 - LSCC Foundation, Inc.
 - Research, Planning, and Reports
 - VP, Administrative Services
 - VP, Institutional Advancement
 - FA Fine Arts Building
 - Paul P. Williams Fine Arts Center
 - Art
 - Black Box Theatre
 - Music
 - Theatre
 - G Gymnasium
 - LA Liberal Arts Classrooms
 - LC Learning Center
 - EEO Office
 - English Lab
 - Learning Center Classroom
 - Math Lab
 - Reading Lab
 - Women's Program
 - LH Lecture Hall
 - LR Learning Resources
 - Library
 - Media Center
 - M Maintenance
 - MP Multi-Purpose Building
 - Admissions/Records
 - Art Gallery
 - Director/Students/Admissions
 - Director of Technical Programs
 - Business Classrooms
 - Career Center
 - Counseling
 - Financial Aid
 - Information/Receptionist
 - Job Placement
 - Nursing Classrooms
 - Open Computer Lab
 - Television Studio
 - V.P. Educational Services
 - MS Math-Science Classrooms
 - SC Student Center
 - Student Center Classrooms
 - Bookstore
 - Food Services
 - SGA
 - Student Lounge
 - Student Publications

Campus Map
 Lake-Summer Community College
 Leesburg, Florida
 (904) 787-3747



Lake-Sumter Community College

9501 U.S. Highway 441, Leesburg, FL 34788-8751
 Telephone: (904) 787-3747 SUNCOM 649-1011
 Toll Free Number for Sumter County Residents 748-1959

Sumter County

1405 CR 526A
 Sumterville, Florida 33585
 Telephone: 568-0001

South Lake

South Lake High School
 15600 Silver Eagle Road
 Groveland Florida 34736
 Telephone: 365-3530

CALENDAR 1995-1996

COLLEGE HOLIDAYS/FACULTY NON-WORK DAYS

Labor Day	September 4
Thanksgiving	November 23-25
Winter Break, Students	December 14-January 7
Winter Break, Staff	December 20-January 1
Winter Break, Faculty	December 15-January 2
Martin L. King Birthday	January 15
Spring Break	March 11-16
Memorial Day	May 27
Independence Day	July 4

REGISTRATION INFORMATION

Information about advisement, registration and schedule changes is contained in the Schedule of Classes for each term.

GRADUATION

A graduation ceremony will be held May 10, 1996 for persons completing graduation requirements at the end of the 1995 Summer Terms, 1995 Fall Term or the 1996 Spring Semester.

INFORMATION FOR FACULTY

	Fall Term II-95	Spring Term III-96	Summer Term IA	Summer Term IB	Summer Term IC
All faculty report for duty	Aug. 21	Jan. 3	May 6	June 24	May 6
Final grades due in Records Office	Dec. 14 4PM	May 3 4PM	June 21 4PM	Aug. 9 4PM	Aug. 9 4PM
Last day to remove "I" grades received in previous term	Sept. 11	Jan. 16	June 10	July 22	June 10
Workdays for faculty not teaching during 1996 Summer Terms		May 6-27			
End of 9 month faculty contract period		May 27			
End of Summer term contract period			June 21	Aug. 9	Aug. 9

INFORMATION FOR STUDENTS

Day and evening classes begin	Aug. 23	Jan. 8	May 6	June 24	May 6
Last day to apply for CLAST	Sept. 8	Jan. 19	May 3		
Test date	Oct. 7	Feb. 17	June 1		
Saturday classes meet as usual	Sept. 2	Jan. 13			
		March 9			
Last day to apply for degree or certificate	Sept. 22	Feb. 2	May 15	July 8	July 8
College Night	Sept. 28				
Last day for all registrants to complete admission requirements. Status will be changed to non-degree seeking after this date.	Oct. 13	Feb. 16	June 7	June 28	June 7

	Fall Term II-95	Spring Term III-96	Summer Term IA	Summer Term IB	Summer Term IC
Last day to withdraw (grade of "W") or change to audit (grade of "X")	Oct. 20	March 8	June 3	July 22	June 28
Classes end	Dec. 6	April 26	June 19	Aug. 8	Aug 2
Final exams as scheduled (day classes)	Dec.7- Dec.13	April 29- May 2	June 20	Aug. 8	
Final exams as scheduled (evening classes)	Dec. 6- Dec.12	April 29- May 2	June 18 (T/R class) June 19 (M/W class)	Aug. 7 (M/W class) Aug. 8 (T/R class)	Aug 5-8
Term ends	Dec. 13	May 2	June 20	Aug. 8	Aug. 8
Degree/certificate conferral Formal Ceremony for all graduates Summer and Fall 1995–Spring 1996–May 10	Dec. 19	May 10	June 26	Aug. 14	Aug. 14
Last day to remove "I" grades received in this term	Jan. 16	June 10	July 22	Sept. 13	Sept.13



THE COLLEGE



THE COLLEGE

PHILOSOPHY

Lake-Sumter Community College, through an educationally and culturally enriched environment, provides opportunities for its students' intellectual achievement, occupational aptitudes and vocational interests. In recognition of the variety of students enrolled, the college places emphasis on life-long learning. With similar emphasis, the college strives to contribute to its students' personal growth, development of judgement and values, and preparation for a prosperous life as responsible citizens of our democratic society.

MISSION/PURPOSE

Within the guidelines of the State of Florida and the Division of Community Colleges, the college provides:

1. Programs paralleling the freshman and sophomore years at four-year colleges and universities, including a program of general education consistent with the Articulation Agreement between the Division of Community Colleges and the State University System.
2. Vocational programs which develop skills necessary for entry into a vocational/technical field, for advancement in a current occupation, or for a mid-life career change, as well as programs designed for business, industry and other organizations.
3. College preparatory courses 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.

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. Dr. Paul P. Williams was appointed as the college's first president in 1962.

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 LSCC's 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.

In 1965, Johnson Junior College merged with Lake-Sumter Junior College and operated as the Johnson Center of Lake-Sumter Junior College. Johnson Junior College was the junior college authorized in 1961 to serve the black citizens of Lake and Sumter Counties. Perman Eugene Williams was the president of Johnson Junior College. Johnson Junior College served more than 400 students of Lake, Sumter, Hernando, Orange, Osceola, and Seminole Counties during its existence.

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 Municipal Airport and bordering on beautiful Silver Lake. In 1992 neighboring property was purchased for future expansion, enlarging the campus to 114 acres.

Among the major facilities are modern classrooms and laboratories, a Learning Center, Library, Student Center, gymnasium, bookstore, the Paul P. Williams Fine Arts Center, and the Multi-Purpose Building, which houses Admissions, Student Services, Financial Aid, Nursing, the Career Center, the Art Gallery, and classrooms.

The LSCC Nature Trail, located on 18 acres on the main campus, provides an outdoor classroom for biology, art, and English courses. An observation platform and boardwalk allow visitors to observe the animal and plant life in Heron Marsh, and trails lead the visitor through various native woodland communities.

Dr. Robert W. Westrick became the college's fourth president in May, 1993. The college continues to grow to meet personal and community higher education needs.

Located near the geographic center of Florida, LSCC is surrounded by rolling hills and marshlands abounding with wildlife. With more than 1,400 named lakes, the Lake-Sumter area includes many outdoor recreation areas and suburban-type living.

Serving more than 5,000 students annually, Lake-Sumter Community College continues to have a major impact on the surrounding region.

In addition, high school students who qualify for dual enrollment can take various LSCC courses while completing their secondary education.

Complementing its academic offerings, Lake-Sumter Community College features a variety of athletic, leisure time, personal enrichment and cultural

entertainment programs and activities. In all ways, the institution strives to fulfill its role and mission as a public, comprehensive college dedicated to the service of its community.

SOUTH LAKE COUNTY AND SUMTER COUNTY FACILITIES

Lake-Sumter Community College operates off-campus facilities in Clermont and Sumterville. Sumter County courses are offered at the LSCC Sumter Center, a 40 acre site located at 1405 CR 526A in Sumterville. LSCC also offers courses at South Lake High School, 15600 Silver Eagle Road, Groveland. A variety of credit and non-credit courses are offered each term. For more information, contact the Office of Admissions for credit courses and the Community Services at 365-3530 for information about non-credit programs. Phone toll-free from Sumter County, 748-1959.

STUDENT SUPPORT SERVICES



STUDENT SUPPORT SERVICES

COLLEGE BOOKSTORE

A private company operates the bookstore, which is located in the Student Center. 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 is open in the evening during registration and the first week of classes, during the Fall and Spring Terms, and each Monday and Tuesday evening from 4:30 p.m. to 6:30 p.m.

PARKING

All motor vehicles parked on campus must display a current parking permit (decal). Parking decals and a parking regulations and rules brochure are issued to all students at no charge. They may be obtained in the Bookstore or in the Library, when the Bookstore is closed. Persons who violate college parking regulations are subject to ticketing and fine. A warning is issued for the first violation; the second and third violations are \$5 each; fourth and all subsequent violations are \$10 each. EXCEPTION: Unauthorized use of a handicapped parking space is \$25 each with no warning issued. (Note: Fines double if not paid within 10 working days.)

FOOD SERVICE

Vending machines and a Snack Bar are located in the Student Center. The air-conditioned dining area is open from 7:30 a.m. to 9:00 p.m., Monday through Thursday; 7:30 a.m. to 4:30 p.m. on Friday; and 7:30 a.m. to 12:30 p.m. on Saturday. Vending machines are also available throughout the campus.

TRANSPORTATION

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

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.

BUSINESS OFFICE

Registration fees, parking fines, balances due the college, and miscellaneous fees should be paid at the Business Office. Requisitions for purchases and deposits of club funds should be turned in to the Business Office Cashier. The cashier also distributes financial aid, scholarships, and payroll checks.

SAFETY AND FIRE REGULATIONS

Lake-Sumter Community College makes every effort to ensure the health and safety of its students, faculty, and staff on campus. A comprehensive safety inspection is conducted annually by the Florida Department of Education to assist in this effort. In addition, all students, employees, and visitors are encouraged to report safety hazards to the Vice-President of Administrative Services or to a member of the Safety Committee which is responsible for identifying and eliminating campus hazards.

Evacuation instructions are posted in strategic locations on campus and everyone is expected to be familiar with these procedures and responsibilities. All other emergency procedures are set forth in the Emergency Response Manual which is available for review in the Student Activities or SGA offices, or from any faculty/staff member.

LSCC prides itself in providing a safe and secure campus for all students. Reportable crime statistics from the Annual Report of Crime Statistics are as follows:

	1991	1992	1993
1. Homicide Offenses	0	0	0
2. Sex Offenses	0	0	0
3. Robbery	0	0	0
4. Aggravated Assault	0	0	0
5. Burglary/Breaking & Entering	1	2	0
6. Larceny/Theft Offenses	3	4	3
7. Motor Vehicle Theft	0	0	0

Please report all accidents/incidents to the Vice-President of Administrative Services for corrective action.

USE OF COLLEGE FACILITIES

The Vice President of Administrative Services is responsible for scheduling the use of college facilities for all groups. College policy provides that a fee will be charged to those groups which are not college related; additionally, insurance requirements must be satisfied through the Risk Management Office. Facility use forms are available in the Vice President's office. A lead time of ten (10) working days is required for processing requests.



DEGREES AND PROGRAMS



American Literature, AMC 1010, 2021

50

5

Biology, BSC 1010

49

4

DEGREES AND PROGRAMS

GENERAL TRANSFER PROGRAM

Some students plan to stay at Lake-Sumter Community College for two years and then transfer to another college or university for two more years. These students should enroll in the General Transfer program, which leads to an Associate in Arts degree at Lake-Sumter Community College. The information in the Associate in Arts Degree section pertains to Transfer Students.

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. Students interested in this plan should read the Associate in Science Degree section.

CERTIFICATE PROGRAMS

For the students who are interested in shortening the time spent in college, Lake-Sumter Community College offers certificates for completion of specified courses within the areas of Business Data Processing and Office Systems. Students who are interested in a certificate should read the Certificate Programs section of this catalog.

PROFESSIONAL PROGRAMS

For professionals in the fields of real estate and nursing, continuing education courses which will permit them to meet their licensing requirements with the State of Florida, are provided.

THE COMPUTER INSTITUTE

The Computer Institute is an extension of LSCC's computer science and micro-computer business technology programs. Courses are designed for students to gain maximum hands-on experience utilizing industry standard micro-computer programs with LSCC providing exceptionally qualified instructors and computers for instruction.

The Computer Institute also provides customized computer training for business, industry, and government to meet specific needs.

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 programs and may enroll in either credit or non-credit day or evening courses.

SPECIAL PROGRAMS AND COURSES

ADVANCED PLACEMENT/COLLEGE BOARD

It is the policy of Lake-Sumter Community College to grant college credit to a student who presents a score of 3, 4, or 5 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.

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 nontraditional 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, BSC 1010	49	3

College Algebra, MAC 1102	48	3
English Literature, ENL 2012, 2022	49	6
General Psychology, PSY 2012	50	3
Introduction to Accounting, ACG 2022-2071	50	7
Introduction to Sociology, SYG 2000 & Elective	50	6
Western Civilization I, EUH 1000	50	3
Western Civilization II, EUH 1001	48	3

Students will not 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.

EXEMPTION/WAIVER EXAMS

Students may exempt courses through institutional examinations. The exams available are listed each term in the class schedule. The process for exempting courses through examination is as follows:

1. Complete a Request for Exemption Examination form and submit it to the Admissions Office.
2. Pay the exam fee in the Business Office. Fees are listed on page 55.
3. Take the exam at the scheduled time (usually the week before classes begin each term).
4. Students who pass the test will receive credit for the course with a grade of "P".
5. Students who fail the test will forfeit the exam fee and receive no credit for the course.

DUAL ENROLLMENT

Inquiries concerning the Dual Enrollment Program should be addressed to the Director of Admissions & Records. 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.
5. The student should submit a formal application to the Office of Admissions.

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 LSCC. Further information is available at the ROTC office at UCF.

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 Director of Admissions and Records must be obtained prior to the testing date listed for each term. The Office 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 degrees.
4. None of the final 15 semester hours before graduation may be acquired through correspondence unless the student is unable to obtain the course or courses at Lake-Sumter Community College.

Lake-Sumter Community College does not offer correspondence courses.

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 Cooperative Education Coordinator, the Faculty/Advisor, and, before registering, a job which is approved for Coop.

CONTINUING EDUCATION UNITS (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 Office of Community Education upon request by the student.

DIRECTED STUDIES

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

NON-TRADITIONAL CREDIT

All students who expect to earn credit in a non-traditional way not covered in the college catalog must have their requests for credit approved by the Director of Student Services before enrolling in the course or program.

CONTINUING EDUCATION

A variety of non-credit courses open to the 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.

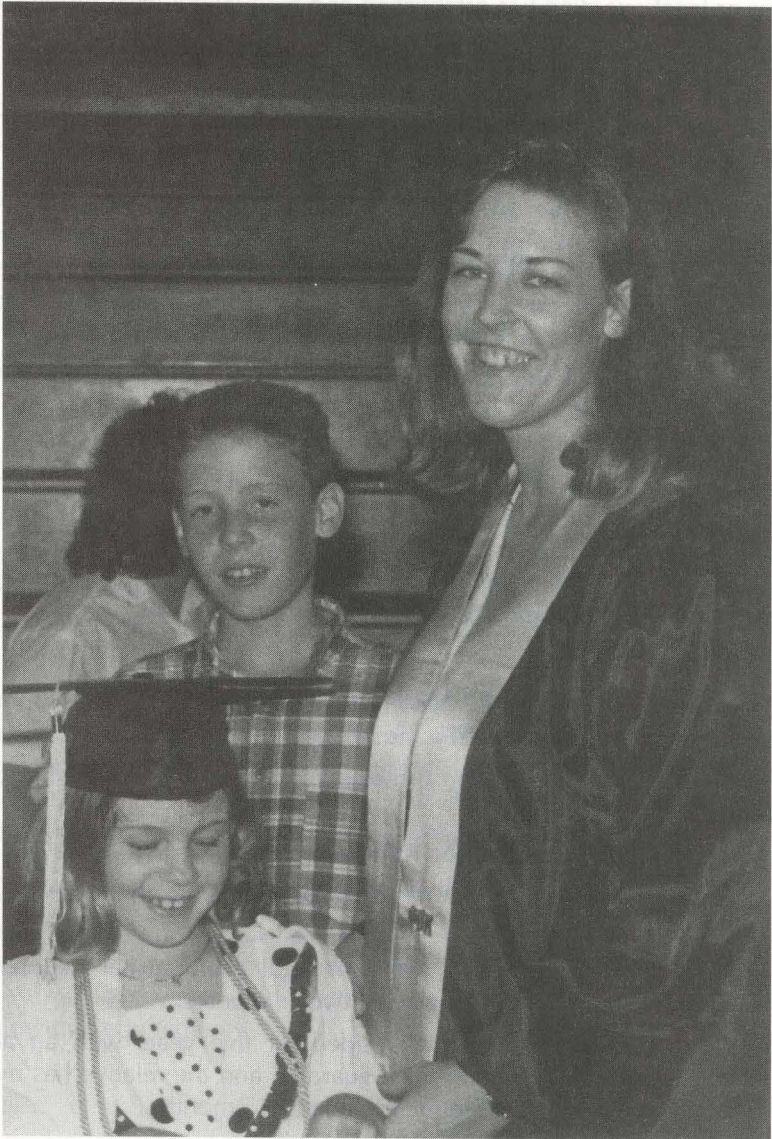
Courses offered by the Community Services office are targeted at the following community needs: recreation, leisure, self-enrichment, vocational upgrading, and lifelong learning.

Recreational, leisure, self-enrichment, and lifelong learning courses provide an opportunity for individuals to learn in a fun-filled social environment. Courses range from art, foreign language, flower arranging, and dance to computers. The typical course runs six to eight weeks and is offered at a relatively low cost.

Courses which provide an opportunity for the upgrading of vocational skills through license renewal programs are offered at the college. Various programs, offering the necessary continuing education units required to maintain licenses, are provided by the college.

Preregistration is required for all non-credit courses due to limited space. 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.

ENTERING THE COLLEGE



ENTERING THE COLLEGE

RESIDENCY REQUIREMENTS

For the purpose of assessing tuition, applicants are classified as resident or non-resident students.

A student applying for admission to Lake-Sumter Community College who is at least 18 years of age or married or is a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least twelve months will be considered for Florida “residency for tuition purposes” with the following conditions.

To qualify as a Florida resident for tuition purpose you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Residence in Florida must be a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

Other persons not meeting the twelve month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories noted below authorized by the Florida Legislature and Board of Regents. **All other persons are ineligible for classification as a Florida “resident for tuition purposes.”**

Definitions

- (A) **Dependent:** a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
- (B) **Independent:** a person who provides more than 50% of his/her own support.

Categories of Florida Resident for Tuition Purposes

1. An independent person who has maintained legal residence in Florida for at least 12 months.
2. A dependent person whose parent or legal guardian has maintained legal residence in Florida for at least twelve months.
3. A dependent person who has resided for five years with an adult relative other than parent or legal guardian and the relative has maintained legal residence in Florida for at least 12 months.

4. A person declared to be a resident by another Florida college/university.
5. Married to a person who has maintained legal residence in Florida for at least 12 months. The applicant must establish legal residence and intend to make Florida their permanent home.
6. A person previously enrolled at a Florida State institution of higher education and classified as a Florida resident for tuition purposes, but abandoned Florida residency and then re-enrolled in Florida within 12 months of the abandonment.
7. According to the United States Immigration and Naturalization Service, the applicant is a permanent resident alien or other legal alien granted indefinite stay and has maintained domicile in Florida for at least 12 months.
8. A member of the armed services of the United States and stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida or is the member's spouse or dependent child.
9. A full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education or the employee's spouse or dependent child.
10. Part of the Latin American/Caribbean scholarship program.
11. A qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551,F.S.).
12. A full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
13. A full-time student participating in a linkage institute. (S.240.137,F.S.).

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

RECLASSIFICATION AS A FLORIDA RESIDENT

A non-resident enrolled at Lake-Sumter Community College may apply for change of tuition assessment status by completing a residency affidavit in the Admissions Office and meeting all requirements as stated in above Residency Requirements.

ADMISSION REQUIREMENTS

BEGINNING FRESHMAN/DEGREE SEEKING STUDENTS

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

- 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

For students who are awarded high school diplomas after August 1, 1987:

- (a) No Florida high school graduate shall be admitted to the Associate in Arts degree program if the requirements set forth in S.232.246 have not been successfully completed or unless a general education development diploma has been awarded, provided the examination completed for such diploma was in the English language.
- (b) Non-resident students may be admitted to the community college upon such terms as the college may establish. However, effective August 1, 1987, such terms for non-residents admitted to the Associate in Arts degree program shall include, but shall not be limited to, completion of a secondary school curriculum which includes 4 years of English and 3 years each of mathematics, science, and social studies, or a high school equivalency diploma; however, in lieu of the English requirement, a foreign student may use 4 years of instruction in his native language or another language which was the language of instruction in the secondary school attended.

TRANSFER STUDENTS

- Transfer students will be accepted from other colleges or universities.
- Courses which were completed with grades of "D" or higher at other regionally accredited institutions are acceptable for transfer credit at Lake-Sumter Community College.
- Transfer students must request that each college or university previously attended send a transcript of record directly to the Admissions Office.
- Failure to furnish complete and accurate information may result in cancellation of registration and loss of all credits earned at this college.

ADMISSION TO THE NURSING PROGRAM

The nursing program is the only selective admissions program at Lake-Sumter Community College. Admission is limited by the size of the clinical facilities and the number of faculty.

1. High school graduation or G.E.D. is required.
2. Students must complete application for admission to Lake-Sumter Community College prior to applying to the nursing program.
3. All degree-seeking students who enter Lake-Sumter Community College for the first time must take a placement test in English, reading, and algebra. Prospective nursing students must meet a minimum standard on each test or be required to take remedial courses before entering the nursing program. Contact the Counseling Center for test dates.
4. Two letters of recommendation from current employers or teachers must accompany the application.
5. Students selected for admission will have completed the required prerequisite courses. Note that completion of prerequisites and General Education courses prior to applying to the nursing program improves your opportunities for selection.
6. Transfer credit should be evaluated by Admissions/Counseling prior to applying to the Nursing Program.

REQUIRED PREREQUISITE COURSES

General Nursing Track:

BSC 2093	Human Anatomy & Physiology I & Lab	5	credits
ENC 1101	College Composition I	3	credits
OST 1743	Electronic Writing	1	credit
PSY 2012	Introduction to Psychology	<u>3</u>	credits
	Total	12	credits

LPN Bridge Track:

BSC 2093	Human Anatomy & Physiology I & Lab	5	credits
BSC 2094	Human Anatomy & Physiology II & Lab	5	credits
MCB 2010	Microbiology & Lab	5	credits
ENC 1101	College Composition I	3	credits
OST 1743	Electronic Writing	1	credit
PSY 2012	Introduction to Psychology	3	credits
DEP 2004	Psychology of Human Development	3	credits
HUN 1201	Nutrition	3	credits
NUR 1142	Introduction to Pharmacology	2	credits
Elective	General Education: Humanities	<u>3</u>	credits
	Total	33	credits

7. Credit for the prerequisite science courses must have been earned within 7 years of the date of admission to the program.

8. 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.
9. Application for the nursing program is made during January. Acceptance to Lake-Sumter Community College to take prerequisite general education courses does not constitute admission to the nursing program.
10. Students applying for the LPN Bridge Track must be Licensed Practical Nurses in the State of Florida or expect to complete an approved LPN Program by April of the admission year. Students who do not pass the first licensure examination for which they are eligible will be able to complete the nursing courses in which they are concurrently enrolled. However, they will not be eligible for subsequent ADN level coursework until successful completion of the LPN licensure exam.
11. Standardized assessments are required of all candidates for admission to the Nursing Program.

LPN Bridge Track: LPN GAP Test Administered in November.

General Nursing Track: NET (Nurse Entrance Test)

Students sign up for these exams in Counseling and pay the test fee in the Business Office. **Students must sign up in October and take the appropriate exam in November.**

NON-DEGREE SEEKING STUDENTS

Applicants may enroll in college for personal enrichment, special interest, job improvement, or teacher certification. Applicants must be at least 19 years of age, and have a high school diploma or GED. The student may register for credit or audit. No transcripts of previous high school or college coursework are required. NOTE: Financial Aid recipients must be Degree Seeking

ADMISSION OF NON-HIGH SCHOOL GRADUATES

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 should 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 earn a regular high school diploma or an equivalency diploma in order to achieve degree seeking status at LSCC.

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

TRANSIENT STUDENT ADMISSION

Students seeking a degree at another institution who desire to take a course at Lake-Sumter Community College for transfer of credit there, are not required to submit a transcript of other college records, but must have permission of the "home" college or university.

ADMISSION PROCESS

Submit the following to the Office of Admissions:

1. Application for admission and application fee (non-refundable).
2. High school transcript showing final grades and date of graduation; or high school equivalency diploma; and an official college transcript from each institution attended. NOTE: It shall be the responsibility of the applicant to supply transcript(s) to the Office of Admissions.
3. Health Statement. (Part of application.) Optional.
4. Affidavit of residence. (Part of application.)
5. Take the placement examination on a scheduled date. (See Placement Testing.) A schedule of dates and hours is printed in the schedule of classes for each term.

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. PLEASE NOTE: Financial Aid recipients must complete all admission requirements prior to receiving aid.

INTERNATIONAL STUDENTS

Lake-Sumter Community College 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.
2. Achieve TOEFL score of at least 550 and have it sent directly from a TOEFL testing center.
3. Secure an official translation of an original copy of high school (secondary school) transcript.
4. Submit a financial statement verifying at least sixteen 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, a one time \$20 processing fee is required. These fees are non-refundable.

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. Audit students must meet the admission requirements of the college.
2. Fees and tuition are the same as for credit.
3. Student attendance and involvement in course activities is designated by the course instructor.
4. Grades and credit are not given for audited courses.
5. Audit students may not change from audit status to credit since once the schedule change period has ended.
6. Credit students may not change to audit status once the schedule change period has ended.

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 will register for classes compatible with those competencies.

Where sufficient deficiencies are noted, students will be required to take appropriate college preparatory courses: Basic Composition Skills, (ENC 0001), College Preparatory Composition (ENC 0010), College Preparatory Reading (REA 0001), Developmental Arithmetic with Algebra (MAT 0012), and Elementary Algebra (MAT 0024). 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.*

REGISTRATION PROCEDURE

1. Complete all Admission Requirements.
2. Attend orientation (See orientation page 69) for placement test interpretation and initial academic advising.
3. 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.

4. A student whose attendance at the college is interrupted by more than one regular term must apply for re-admission and will be subject to the rules and regulations that are in effect at the time of re-admission.
5. Tuition and fees must be paid by the date indicated on the schedule of classes each term.
6. The College Admissions Committee may review applications and has the authority to grant or refuse admission to the college based on factors other than race, religion, sex, disability, age, national origin, or marital status.

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 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
- I. 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 Office of Admissions that this information is to be withheld. If a student wishes directory information withheld, the notification must be given to the Office of Admissions not later than the 10th calendar day from the first day of classes in each term.

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

The President of Lake-Sumter Community College has designated the Director of Admissions & Records as custodian of records.

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 & Records. A reply must be given within 30 days after receipt of the 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

No fees.

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 & Records.

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



ACADEMIC INFORMATION

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 pre-professional programs.
2. Complete at least 64 semester hours of credit in a prescribed program except for specialized programs for which a higher number of credits is required.
3. Complete the last 15 semester hours at Lake-Sumter Community College. Any exception to this requirement must be approved by the president or his designee.
4. Only one three-credit hour television course may be used in meeting the science requirement for graduation.
5. 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.
6. Take the College Level Academic Skills Test and achieve minimum or higher scores. (Applies to Associate of Arts Degree program students only.)
7. File an application for graduation with the Office of Admissions prior to the deadline published in the catalog. For the purpose of determining if all academic requirements for graduation have been met the student who maintains continuous enrollment may select any catalog between the one in use at the time the student enters the college and the catalog in use at the time the student files for graduation. To maintain continuous enrollment the student must attend the college any two of three regular term (Fall, Spring, Summer A, B, or C) each year. If continuous enrollment is not maintained, the catalog in use at the time of filing for graduation will be used to determine if all academic requirements have been met.
8. 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:

Grade Point Average

3.40-3.59

3.60-3.79

3.80-4.00

Honor

Cum Laude (with honor)

Magna Cum Laude (with high honor)

Summa Cum Laude (with highest honor)

CLASSIFICATION OF STUDENTS

Full-time. A full-time student is 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. A part-time student is 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. A student is classified as a Freshman if less than twenty-eight semester hours credit of college have been completed.

Sophomore. A student is classified as a Sophomore if at least twenty-eight semester hours credit of college work have been completed.

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 fulltime 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 a counselor.

GRADE POINT AVERAGE (GPA)

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 are calculated as follows:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Passing Below Average	1
F	Failure	0
I	Incomplete	0
IF	Incomplete Failure	0
W	Withdrawn or Dropped	0
X	Audit	0
N	No Grade or NonCredit	0
S	Satisfactory	0
Z	CLEP Credit	0
U	Unsatisfactory	0
NR	Grade Not Reported	0
P	Passed Institutional Exam	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.

For example, if you signed up as a full-time student 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 would be thirty (30) quality points divided by fifteen (15) academic hours attempted or exactly 2.0 ("C")

Course Number	Semester		Hours Completed	Hours Passed	Quality Points
	Hours Attempted	Earned Grade			
ENC 1101	3	A	3	3	12
POS 2041	3	B	3	3	9
CHM 1020	3	C	3	3	6
CGS 1000	3	D	3	3	3
MAC 1102	3	F	3	0	0
HUM 1021	<u>3</u>	W	<u>0</u>	<u>0</u>	<u>0</u>
	18		15	12	30

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 grade point averages. If a student receives a grade of "F", the hours of the course are not calculated in the grade point average if the student repeats the course and earns a higher grade.

A student's average will include grades on all work attempted at all institutions.

THE PRESIDENT'S LIST

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

Any full-time degree-seeking 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 degree-seeking 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 degree-seeking 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 degree-seeking students will be accorded honors based upon earning 12 semester hours of credit at Lake-Sumter Community College with a grade point average of 3.40-3.79 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.

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.

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.

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.

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 and the Vice President of Educational 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 Class Schedule. After the designated deadline, only class withdrawals will be permitted without refund. Students who register for mini term classes are permitted to make schedule changes prior to the second class meeting.

WITHDRAWAL PROCEDURES

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 the College Calendar for dates. Students enrolled in mini terms must withdraw prior to the last class meeting.

Students may obtain a withdrawal form from Office of Admissions. Students may also withdraw by submitting a written request to the Admissions Office. Responsibility for withdrawal rests squarely with the student.

NOTE: Failure to withdraw or withdrawals submitted after the withdrawal period may result in an automatic "F" grade. Students with extenuating circumstances may file an Academic Appeal through the Office of Admissions.

During the withdrawal period, instructors may withdraw students with a grade of "W" for non-attendance by completing the appropriate withdrawal

2. To make available a process for providing as much assistance as possible to those students to facilitate their success in achieving their educational goals.

Identification and Assistance. Students' cumulative grade point average (GPA) and/or term completion rate will be used to determine academic progress. Students failing to make satisfactory progress (on probation or suspension, or not meeting the completion rate) will be required to see a counselor prior to any subsequent registration. Students whose cumulative GPA might be above standard, but who have a term GPA below standard, will also see a counselor. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

Hours Attempted	Minimum Cumulative GPA	Minimum Term Completion Rate
1-23	1.75	75%
24 or more	2.00	75%

Academic Classifications. Cumulative GPAs including transfer grades and college preparatory course grades, are used to place students in one of four academic classifications:

- | | |
|-------------------|----------------|
| (1) Good Standing | (2) Warning |
| (3) Probation | (4) Suspension |

Good Standing

The following criteria must be met in order to maintain good standing:

1. Completion of at least 75% of the credits attempted each term.
2. A cumulative GPA of at least 1.75 with 23 or fewer credits attempted.
3. A cumulative GPA of at least 2.00 with 24 or more credits attempted.

Students who do not meet the criteria of good standing must see a counselor in their subsequent term of enrollment.

Warning

Students who fail to meet the criteria for good standing at the end of any term are placed on warning for their next term of enrollment.

Probation

Students on warning who fail to return to good standing at the end of their warning term are placed on probation for their next term of enrollment.

Suspension

1. Students on probation who fail to return to good standing at the end of their probation term are placed on suspension.
2. Students on suspension for the first time must wait one major term and must see a counselor before re-enrolling at LSCC.
3. Suspended students who are re-enrolling will return on probation.
4. Students suspended for the second and all subsequent times must wait one calendar year from the term of suspension and must see a counselor before re-enrolling.

NOTE: Unsatisfactory term progress will be used for providing appropriate interventions.

Appeals

Students who wish to appeal their academic classification may request a formal review. In order to appeal, the following procedure must be followed:

1. A written request must be submitted by the student to the Director of Student Services no later than 30 days after notification of academic classification has been made.
2. The circumstances which prevented satisfactory progress to occur must be clearly stated and documented. Examples of acceptable documentation include, but are not limited to: statement from physician, death certificate, or other verifiable information.
3. If the student is not satisfied with the decision of the Director of Student Services then the student may initiate an academic grievance appeal by submitting a written request to the Vice President of Educational Services.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The Lake-Sumter curriculum includes the communication and computation skills which 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 in Florida, have been set as follows:

Mathematics	295
Reading	295
English language	295
Essay	6

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

English Language Skills

- Determining the purpose 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

Mathematics Skills

Arithmetic

- Adding, subtracting, multiplying, and dividing rational numbers in decimal and fractional forms
- Calculating percent increase and percent decrease
- Recognizing the meaning of exponents
- Recognizing the role of the base number in numerical systems
- Identifying equivalent forms of decimals, percents, and fractions
- Determining the order relation between magnitudes
- Identifying a reasonable estimate of a sum, average, or product
- Inferring relations between numbers in general by examining number pairs
- Selecting applicable properties for performing arithmetic calculations
- Solving real-world problems which do not require the use of variables
- Solving problems that involve the structure and logic of arithmetic

Geometry and Measurement

- Rounding measurements
- Calculating distances, areas, and volumes
- Recognizing horizontal, vertical, parallel, perpendicular, and intersecting lines
- 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
- Inferring formulas for measuring geometric figures
- Selecting applicable formulas for computing measures of geometric figures
- Solving real-world problems involving perimeters, areas, and volumes of geometric figures
- Solving real-world problems involving the Pythagorean property

Algebra

- Adding, subtracting, multiplying and dividing real numbers
- Applying the order-of-operations agreement
- Using scientific notation
- Solving linear equations and inequalities
- Using function
- Factoring a quadratic expression and finding the roots of a quadratic equation
- Recognizing and using the properties of addition and multiplication
- Determining whether a number is among the solutions of a given equation or inequality
- Recognizing statements and conditions of proportionality and variation
- Identifying regions of the coordinate plane which correspond to specific conditions
- Inferring relations among variables
- Selecting applicable properties for solving equations and inequalities
- Solving real-world problems inviting the use of variables
- Solving problems that involve the structure and logic of algebra

Statistics and Probability

- Identifying information contained in graphs
- Determining the mean, median, and mode
- Counting subsets of a given set
- Selecting the sample space associated with an experiment
- Recognizing properties and interrelationships among the mean, median, and mode
- Recognizing the properties of the normal curve[ep
- Recognizing samples that are representative of a given population
- Choosing the most appropriate procedures for selecting an unbiased sample
- Identifying the probability of a specified outcome
- Inferring relations and making accurate predictions from study in particular cases
- Solving real-world problems involving the normal curve
- Solving real-world problems involving probabilities
- Logical Reasoning
- Deducing facts of set inclusion or set non-inclusion from a diagram
- 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
- Distinguishing between fallacious and non-fallacious arguments
- Inferring valid reasoning patterns and expressing them with variables
- Selecting applicable rules for transforming statements without affecting their meaning
- Drawing logical conclusions when facts warrant them

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



FINANCIAL INFORMATION



FINANCIAL INFORMATION

FEES

Every effort has been made in this catalog to reflect all fees for each course. However, in the course of preparing the schedules and registrations, some fees may be inadvertently omitted. If this should occur, the student will be notified that an additional fee is due and must be satisfied within the allotted time.

Please note:

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. Fees to audit a course are the same as regular fees.
4. Fees for special non-credit 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.
6. All fees listed are in effect at time of catalog printing and are subject to change. For current fees, check with the Office of Admissions.
7. The college will accept Mastercard/Visa for the payment of fees of \$25 or more.

APPLICATION FEE

A check, cash or money order in the amount of \$15 must accompany all applications for admission to the college. This fee is neither refundable nor transferable. It is a onetime fee and covers all subsequent enrollments. This applies to all credit and/or audit students, whether full-time, part-time, day or evening.

FEES FOR COLLEGE CREDIT COURSES*

Florida Resident	\$36.25 per credit hour
Non-Florida Residents	\$134.75 per credit hour

* Fees listed were in effect at date of publication. Check with Office of Admissions for current fees.

FEES FOR NON-CREDIT COURSES (SEMESTER HOUR EQUIVALENT**)

(Per clock hour)

Florida Resident \$.18 to \$.70 per clock hour
Non-Florida Residents \$.72 to \$2.80 per clock hour

** (Includes Financial Aid & Student Activities and Service Fees)

FEES FOR OCCUPATIONAL COURSES

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

NON-REFUNDABLE FEES*

1. Application Fee \$15
2. Late Registration Fee (per term) \$10
3. Graduation Fee \$15
4. Nursing Fee (Insurance) \$16
5. Transcript Fee N/A
6. International Student Processing Fee \$20
7. Applied Music Fee
 Secondary \$20
 Principle \$40
8. Exemption Exam Fee \$20 per credit hour
9. Special fees, lab fees, and other designated fees (see course description for specific fees).

* Fees listed were in effect at date of publication. Check with Admissions Office for current fees.

BAD CHECK RULE

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

1. A \$15 charge will be assessed by the college for handling each returned check.
2. A returned check will result in cancellation of registration if classes have not started. To be permitted to register, the amount of the returned check must be paid in cash or by a cashier's check, plus the \$15 returned check charge.
3. A returned check given for any purpose by a student who is attending classes will result in the student being withdrawn from class. Readmis-

sion 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 \$15 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 FOR CREDIT COURSE FEES

Students will receive refunds as indicated below:

1. 100 percent of the tuition and matriculation fee if a student files the appropriate paperwork to drop a course(s) during the add-drop period.
2. Any request for a refund of tuition and matriculation fees which occurs beyond the published add-drop deadline date will require compliance with a formal review process. **For review consideration, any type of refund request must be based on circumstances occurring prior to the mid-point of the term and may be submitted only until the end of the next major term following the term for which the appeal is submitted. A major term is defined as the Fall or Spring term.** Individuals requesting a refund of matriculation and tuition fees beyond the designated add-drop period must first contact the Admissions Office to explain the basis of the request and complete the appropriate application form. Two forms will be available for refund request situations including a General Request for Refund (GRR) and a Request for Refund for Exceptional Circumstances (RREC) form.

GENERAL REQUEST FOR REFUND

General Requests for Refund apply only to precisely defined circumstances and must be fully documented as outlined. Specific cases eligible for general refund consideration include:

- **Involuntary call to military duty.** This situation must be documented by formal correspondence from the appropriate branch of the Armed Services.
- **Death of a student or member of the student's immediate family. If death of a family member occurs, circumstances must preclude the continuation of college studies and the arrangement of an alternate completion schedule for required course work.** This situation must be documented by a copy of a formal certificate of death.
- **Illness of a student or member of a student's immediate family of a severity or duration which precludes the continuation of college studies and the arrangement of an alternative completion schedule for**

required course work. This situation must be documented by formal correspondence from an attending physician.

- **Technical errors associated with the student's admission, advisement, or registration.** This situation must be documented by a full written explanation on college letterhead, prepared by the college official or department involved with the error.
- **Deviation from the published term schedule initiated by the college based on the need for cancellation, rescheduling, or relocation of classes.** This situation must be verified by the appropriate academic division.

REQUEST FOR REFUND FOR EXCEPTIONAL CIRCUMSTANCES

Requests for Refund for Exceptional Circumstances will require a detailed and fully documented written explanation and will be scheduled for review by a Refund Review Committee. Members of the Refund Review Committee will be appointed by the president or his/her designee. Formal sessions of this committee will be scheduled quarterly (October, January, April, July).

Applicants for refund for exceptional circumstances will be notified of specific meeting dates and times and invited to be present to provide additional information relevant to their request. Following committee review, the chair of the Refund Review Committee will notify the applicant in writing regarding the status of the refund request.

Decisions of the Refund Review Committee may be appealed to the appropriate administrator or his/her designee. The appeal must be in writing, within thirty (30) days of the Refund Review Committee's decision. This decision shall be final and is not subject to further appeal.

Checks for approved refunds will be processed as soon as possible following receipt of required forms, supporting documentation, and administrative or committee directives.

LSCC's complete refund policy can be found in the LSCC Policy and Procedures Manual, AMA 1100.

REFUND POLICY FOR NON-CREDIT COURSES

A 100 percent refund will be issued if the official withdrawal procedure is completed prior to the second class meeting. Special fees are not refundable unless the college cancels the class.

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/her family to make the maximum possible contribution to meet his/her educational expenses.

The Student Financial Aid Program provides assistance in the forms 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 May 1 for 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.

ELIGIBILITY REQUIREMENTS

Financial Aid recipients are subject to the college-wide Standards of Academic Progress, as found on pages 47-49.

INITIAL AWARDS

1. Admission requirements must be complete to qualify for financial aid.
2. For entering freshmen who are first time college students there are no specific academic requirements for secondary school work.
3. 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 meet Satisfactory Cumulative Progress as defined on page 47-49.

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.

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.

SCHOLARSHIPS, GRANTS, AND LOANS

Institutional Scholarships

Applications for scholarships are available in the Financial Aid office. 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.

Florida Undergraduate Scholars Fund

Under this program, scholarships are awarded to outstanding Florida residents 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.

Federal 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 full-time 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 May 16 of the previous academic year.

Federal Supplemental Educational Opportunity Grants

The Supplemental Educational Opportunity Grant (ESEOG) Program is a source of grant aid sponsored by the federal government. In order to be eligible for ESEOG assistance, a student must be enrolled least half time, demonstrate exceptional financial need, and be a Pell Grant recipient. Exceptional financial 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.

Federal Stafford Student Loan (Subsidized and Unsubsidized)

Undergraduate students may borrow up to \$2,625 for the first year and up to \$3,500 in the second year from an approved lending agency, subject to verified financial need, not to exceed educational costs. Independent students may borrow an additional \$4,000 if they qualify. Repayment is begun after graduation with interest capped at 8.25 percent. Information and applications are available in the Financial Aid Office

Federal 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 60 days after the funds are issued.

College Short Term Loan Fund

This loan fund is available to students for registration to be used for tuition and fees. If the funds are available, they may be used for emergency short-term use. Loans may not exceed \$350 per semester. There is no interest on these loans which are repayable before the end of the term in which they were borrowed. A \$10 late 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 lifetime 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.

EMPLOYMENT

FEDERAL 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. Student employment is provided on campus.

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 AFFAIRS 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 Counseling Center for veterans' benefits. After official enrollment, the college can certify the student in accordance with current Veterans Affairs (VA) regulations. Benefits will be determined by the VA.

Student must provide the VA counselor with a certified copy of the DD214 or a Certificate of Eligibility from the VA for survivors or dependents. A copy of marriage license and birth certificate of children may also be required.

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). At the end of each term, each student receives a grade report which indicates course work for the term, grades earned, term GPA and cumulative GPA.

If an "I" is not removed by the date indicated on the college calendar, 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 Academic Information section. Also, read the complete requirements as published in the brochure "Standards of Satisfactory Progress for Financial Aid Recipients" which is available in 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 full-time to three quarter-time or half time, or from three quarter-time to half time.

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.

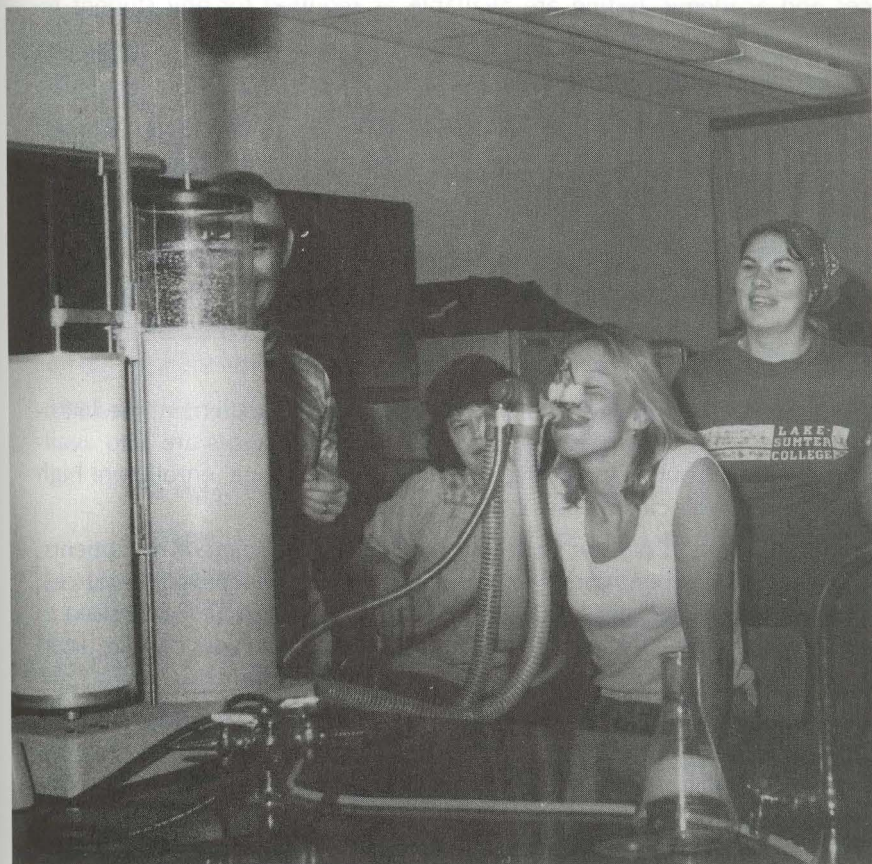
Conduct Standards

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 Counseling Center has complete information on all applicable Veterans' Administration policies, academic progress, as well as appropriate applications and forms.

EDUCATIONAL SUPPORT SERVICES



The Library serves as a selective federal depository for United States government publications, and includes more than 18,500 documents in paper, microfiche and CD-ROM formats, classified according to the Superintendent of Documents system.

Borrowing Materials. Books, government documents, and pamphlets may be borrowed for two weeks and may be renewed once. Reserve materials may be checked out for overnight use only. Periodicals, newspapers, reference books, and audiovisual materials do not circulate. Copy facilities are available for non-circulating materials. A fine of twenty cents per day is charged for regular overdue items, and ten cents per hour is charged for overnight materials which are overdue. Any overdue items or unpaid fines at the end of a term will result in withholding of grades and student transcripts and delay in registration.

Materials which are not available in local libraries may be obtained for LSCC students from other libraries through the interlibrary loan system.

Special Assistance. Lighted study carrels, large print books and staff assistance are available for disabled patrons. Individual instruction and reference assistance are provided by a staff of professional librarians, technicians and specialists. Group orientation sessions providing information on library and media usage are presented to classes throughout the academic year.

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

The Library hours are:

Fall and Spring Terms

Monday through Thursday 7:45 a.m. - 9:30 p.m.

Friday 7:45 a.m. - 4:30 p.m.

Saturday 9:00 a.m. - 2:00 p.m.

No Saturday Hours During Summer Terms

MEDIA CENTER

The Media Center provides audiovisual materials and equipment. The collections, consisting of videotapes, recordings, compact disks, audio tapes, filmstrips, PIKs (Programmed Instructional Kits) and slide sets, are available for research as well as classroom instruction and recreational viewing and listening.

Videotapes for telecourses are available for in-house use by students.

Periodicals and newspapers are available on microfilm and microfiche, and copy facilities are available for both film and fiche.

Audiovisual materials may not be checked out to students, but may be borrowed by faculty for classroom use.

OPEN COMPUTER LAB

Located in the Multi-Purpose Building, room 206, the Open Computer Lab is available for use by all Lake-Sumter Community College students on an individual, as needed basis. This laboratory is equipped with IBM compatible computers and a variety of specialized software programs. The laboratory is staffed with support personnel who are available to assist students.

The Open Computer Lab hours are:

Fall and Spring Term

Monday through Thursday	8:00 A.M. - 9:00 P.M.
Friday	8:00 A.M. - 4:30 P.M.
Saturday	8:30 A.M. - 2:00 P.M.

Summer Term

As announced.

TV STATION/STUDIO

Lake-Sumter Community College offers LSCC TV as an integral part of the college learning resource program. LSCC TV provides educational, informational, and cultural programming and instructional support. It serves to enhance the interrelationship between the community and the college by fostering an understanding of the role of the college and an appreciation of the broad range of services it offers to the residents of the district. Programming includes:

1. Telecourses for LSCC college credit
2. Instructional video programming for Lake and Sumter County Schools
3. Micro teaching for LSCC faculty (videotaping in our studio)
4. Direct (laboratory) studio production for LSCC students in the broadcasting curriculum
5. Video teleconferences via the SUNSTAR (Florida Satellite) Network and other satellite teleconferencing sources
6. Informational/cultural programming

COUNSELING

Guidance and counseling services are provided to assist students in:

1. Getting acquainted with the college
2. Acquiring financial aid
3. Selecting a college program
4. Improving study techniques
5. Resolving a personal problem
6. Understanding one's self and others
7. Discovering interests and aptitudes
8. Finding a job
9. Selecting a senior institution

To take advantage of these services, students need only see an LSCC counselor. Conferences are held in strict 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.

ORIENTATION

All new degree-seeking students must attend an orientation session for placement test score interpretation, academic advising, and general orientation to Lake-Sumter Community College. Several orientation sessions are scheduled prior to each term. Students may choose the session they prefer at the time of placement testing.

ACADEMIC ADVISING

Academic advising is a process by which students receive help in selecting a career field and an appropriate major, and in finding the correct courses to meet their needs. All degree-seeking students must have a counselor's approval of the courses they wish to take each term. Advising assistance is available by making an appointment through the counseling secretary, or using the drop box in the counseling center. All new degree-seeking students **MUST** see a counselor for test-score and/or transcript interpretation and a counselor's signature. Although counselors and faculty advisors give assistance, *students bear major responsibility for proper course selection.*

CAREER RESOURCES

Career Resources, located in the Counseling Center, provide career planning, cooperative education/work experience opportunities, and job placement assistance for all Lake-Sumter Community College students and alumni.

The resources can assist students in developing realistic life/career goals, acquiring career related work experience, and developing skills necessary for effective job search strategies.

The Women's Program

The Women's Program provides support, networking and career planning for adults in transition, single parents, displaced homemakers, and individuals changing careers. Individual career counseling, and career research as well as a variety of courses in career planning, goal setting, and other personal growth topics are available. The Women's Program is located in the Learning Center.

Gender Equity Program

The Gender Equity Program provides support, networking, and career planning for individuals pursuing careers nontraditional for their gender.

DISABLED STUDENT SERVICES

In order to insure equality of education for people with disabilities, it is the philosophy of Lake-Sumter Community College that disabled students should be integrated as fully as possible into all aspects of college. Services for students with disabilities are provided by contacting the Manager of the Learning Center (LC). Through the Learning Center, Lake-Sumter Community College assures equality of access and opportunity and provides and coordinates academic support services for all disabled students.

The services offered for disabled students include:

- counseling (career, academic, personal)
- priority registration
- special orientation
- referral to other agencies
- tutoring, readers, scribes, notetakers, and special testing
- technical assistance with program and instructional modification
- specialized adaptive equipment
- support groups

NOTE: The college does not provide personal attendant care. Facilities have been constructed or modified to accommodate disabled students. For more information call (904) 365-3553

STUDENT CENTER

The Student Center is a "Community center" for the entire college family: students, faculty, staff, and alumni. All are encouraged to relax and socialize in the lounge and game room areas for the Center. Billiards and a large screen television are available. The Student Center also houses the Oasis Snack Bar,

the Student Activities Board, a club meeting room, and the campus bookstore. The hours of operation are 7:30 a.m. to 9:00 p.m., Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Fridays, and 8:00 a.m. to 12 noon on Saturdays.

Job Placement is available in the Multi-Purpose Building for students who are looking for employment prior to and/or upon graduation from Lake-Sumter Community College. Students and alumni can review state job openings are also available for review. Assistance is also available in perfecting job search techniques, resume preparation, and interview skills.

STUDENT ACTIVITIES BOARD (SAB)

The Student Activities Board officially represents all students and student functions on campus. The SAB plans student activities, holds student discussions, presents student suggestions to the faculty and administration, and acts in an advisory capacity to students. It has the authority to approve LSCC Clubs and make them an official part of the club program. The SAB office is located in the Student Center. Meetings are held on a regular basis and are open to all students.

STUDENT ACTIVITIES

Student activities complement the academic program of the college by providing opportunities for students to develop leadership skills, to learn and practice responsible citizenship, to pursue special interests, and to interact socially. A variety of clubs and organizations are operated under the jurisdiction of the Student Activities Board and supervised by the Student Activities Advisor. Students are urged to participate in the activities program. LSCC clubs and organizations are sponsored by faculty members.

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.C.T. (Accepting Challenges Together). A.C.T. provides support and networking to disabled students at Lake-Sumter Community College. As a broader goal, the members also strive to increase the awareness of disabled persons and their needs, as well as to foster an appreciation of their successes. Open to all students.

Baptist Student Union. Open to all students, this group assists the individual student in properly relating to his church and denomination during college, to 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.

Brain Bowl Team. The Brain Bowl team is a competitive academic team comprised of five players. Students enrolled in six semester hours of college credit and not currently enrolled in another college or university may enter. The LSCC Brain Bowl team begins practicing during the fall term. Practices include both on-campus practice and off-campus practices against other community college teams. Practice continues through Regional and State competition during the spring term.

C.L.A.S.S. (Change Leaves Adults Seeking Support.) C.L.A.S.S. is a networking group for adult students who want to share, develop friendships, and support one another in the unique challenges that are faced as adults in transition. The group's goal is to help students fulfill their potential and increase self-confidence through positive self image and emotional independence. Sponsored by The Women's Program and open to all students.

Computer and Peripheral User Club. This organization serves as a support group for students to assist in a better understanding of computers in general, to be a link with the general computing community, and as a clearing-house of information and ideas in the rapidly evolving area of computer science and the arts. Open to all students.

Environmental Society The Environmental Society promotes student awareness of their environment and their responsibility to it and performs community service and environmental clean-up. Open to all students.

Florida African American Student Association (FAASA). The Florida African American Student Association is composed of individuals who are interested in developing an awareness and sensitivity for all cultures through the enhancement and enlightenment of 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. Open to all students.

Florida Future Educators Association (FFEA). FFEA 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. Open to all education majors.

Hispanic American Council. This organization fosters friendship and learning among all students, faculty, staff, and area residents who are interested in the Spanish language and Hispanic Culture. This club strives to develop an appreciation for the Hispanic Culture and its contributions to society; to become aware of and explore the Hispanic culture as it developed in different parts of the world; and to provide academic, creative, and social avenues for persons of all ages.

International Student Council. This organization fosters friendship and learning among people from various ethnic cultures in order to develop an appreciation for international cultures and their contributions to society. The club also helps foreign students become familiar with the college and informs American students about the possibilities of traveling to foreign countries.

Musical Organizations. Musical performing organizations that are available on the Lake-Sumter Community College campus are Concert Choir, Symphonic Band, and Jazz-Lab Band. For more information, contact the Music Department. Open to all eligible students.

Nursing Students' Association. The Lake-Sumter Community College Nursing Students' Association helps nursing students prepare for the assumption of professional responsibilities. It assists in the 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. Open to pre-nursing students and all enrolled nursing students.

Phi Beta Lambda. Phi Beta Lambda is a professional business association serving postsecondary students nationwide and abroad. Phi Beta Lambda helps future business leaders convert their ambitions and abilities into financial success and professional recognition.

The goals of PBL are to: develop competent business leaders, increase self-confidence, strengthen business skills, assist in setting professional goals, encourage efficient money management, offer travel opportunities, encourage scholarship, promote civic pride and responsibility, and ease the transition from school to work. Open to any student enrolled in a business or computer class.

Phi Theta Kappa. Phi Theta Kappa is the only international scholastic honor society for American community and junior colleges. At LSCC, membership is open to students who have completed a term of at least 12 semester hours of college credit course work with a GPA of at least 3.4, and an overall GPA of at least 3.0 for all LSCC courses. Initiates must be bonafied LSCC students planning to receive an AA or AS degree and transfer to a four-year college or university to pursue a bachelor's degree. Eligible students are invited to join PTK each fall and spring term.

Student Broadcasting Association. The Student Broadcasting Association provides quality programming for students on the LSCC TV channel 2. It promotes the imaginative endeavors of LSCC students in a broadcasting format while providing practical broadcasting experience for students. Open to all students.

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

Volunteer Services. Students interested in donating their time and efforts to schools, community agencies, and other non-profit organizations are encouraged to become involved in the Volunteer Services Program. Each semester, community agencies and schools request volunteers to assist them in various projects. Students who become volunteers receive the opportunity for career/major exploration, skill development, personal growth, and a sense of commitment to human service. In addition, students will receive special recognition for the hours of work donated. Open to all eligible students.

STUDENT PUBLICATIONS

The college publishes a student newspaper, The Angler, and a college magazine, the 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 Odyssey 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. Team events are held on Tuesday and Thursdays from 11 a.m. to 12:30 p.m. For more information contact the Coordinator of Intramurals.

Activities

Backgammon	Basketball
Bike Race	Bridge
Checkers	Chess
Flag Football Team	Golf Event
Pass, Punt & Kick	Powder Puff Football Team
Racquetball	Soccer
Softball	Table Tennis
Tennis	Volleyball Team
Weight Lifting Competition	(Miss/Mr. Fitness Award)

CONDUCT

Students who enroll at Lake-Sumter Community College are expected to meet standards of good citizenship and to be a credit to the college, the community, and themselves.

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.

GENERAL GRIEVANCE PROCEDURES

It is the desire of the District Board of Trustees and the President that students of the college be provided a procedure to resolve complaints and/or grievances. Procedures are established for complaints and grievances and are available to students through the Office of Admissions, the Vice President of Educational Services, Human Resources, and the Equity Office.

ASSOCIATE IN ARTS DEGREE

ASSOCIATE IN ARTS DEGREE



Journalism - JAMC 2103
Philosophy - PHI 2010, PHI 2630

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree (A.A.) program is designed for students who plan to transfer to a four-year college or university. The courses of study are equivalent to those offered to freshman and sophomore students in the state universities of Florida.

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 system 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 course work while at Lake Sumter-Community College.

Graduation Requirements. Sixty (60) semester hours are required to complete the Associate in Arts degree. It is the student's responsibility to meet all the requirements as outlined in the Graduation Requirements section of this catalog. Students must complete twelve (12) semester hours of course work in English and six (6) hours in mathematics before they 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 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 grade of "C" or higher was received.

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 course work.

GENERAL EDUCATION

General Education course selections are designed to provide the student with diverse exposure to major curriculum areas. For the most part, content is associated with university parallel programs and the transfer function of the community college. Prospective transfer colleges and universities, and specialized departments within such institutions, may require the completion of course work which exceeds the basic general transfer program suggested here. With proper planning and consultation, a student can prepare to transfer with background related to a wide variety of academic majors. Students should consult counselors, instructors, and appropriate

catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.

The scope and structure of General Education is also based on curriculum mandates from the Southern Association of Colleges and Schools (SACS) through Criterion 4.1.3 (Undergraduate Curriculum) and the State of Florida through State Board of Education Rule 6A-10.030 (Gordon Rule). The "Gordon Rule" is a state wide regulation which requires Associate in Arts degree recipients to have completed at least twelve (12) semester hours of credit in composition (each course to require a minimum of 6,000 words of expository writing) and six (6) semester hours of credit in algebra at the college level or higher. Credit earned in a Gordon Rule course (composition, computation) can be used to fulfill graduation requirements ONLY if a grade of "C" or higher is attained. These specifications apply to all students entering college for the first time.

General Education includes seven (7) components. Each is explained in terms of purpose, required credit hours, and range of course selection.

I. COMPOSITION AND ORAL COMMUNICATION

The composition component is designed to ensure the development of writing, analytical, and organizational skills, and the oral communication component is designed to provide knowledge and training related to oral communication skills and presentation techniques. Twelve (12) semester hours are required.

Composition

Course selection for composition is associated with several academic areas, including English, humanities, and social sciences. Combined course work in the composition sequence must include 24,000 words of expository writing.

Course selection is based upon a twelve (12) semester hour sequence in English composition as follows:

1. College Composition I - ENC 1101, 3 semester hours
2. Composition: Literature - ENC 1102, 3 semester hours
3. Composition: Argumentation - ENC 2135, 3 semester hours
4. One additional three (3) semester hour composition course must be selected from the following:

Literature - AML 2010, AML 2022, ENL 2012, ENL 2022, LIT 2110, LIT 2120, LIT 2090, LIT 2091, LIT 2930

Creative Writing - CRW 2000

Technical Report Writing - ENC 2210

History - AMH 2010, AMH 2020, EUH 1000, EUH 1001

Political Science - INR 2002

Journalism - MMC 2100

Philosophy - PHI 2010, PHI 2630

Oral Communication

This requirement may be fulfilled by completing the Composition: Argumentation course listed under composition (ENC 2135), or any course which identifies oral competencies as objectives which are linked to both a final course grade and program completion requirements. Several courses have been designated to meet this requirement, including:

- Art - ART 2233
- Composition - ENC 2135
- Speech - ORI 2000, SPC 2016
- Drama (Theatre) - TPP 2110
- Journalism - RTV 2230
- Business - OST 2336
- Nursing - NUR 2801

Course selection meets the requirements specified in SACS 4.1.3 and the State Board of Education Rule 6A-10.30

II. COMPUTER TECHNOLOGY

The computer technology component is designed to provide basic functional awareness of computer hardware and software and to develop word processing skills. A specialized one (1) semester hour course (Electronic Writing — OST 1743) must be completed as a prerequisite or corequisite to the composition sequence.

Course selection meets the requirements specified in SACS 4.1.3.

III. HUMANITIES

The humanities component is designed to enhance awareness and understanding of cultural development, diversity, and historical contributions. Course selection is derived from the traditional fields of art, music, philosophy, literature, and theatre. Nine (9) semester hours are required.

Students must select a minimum of three (3) semester hours in literature from the following:

- AML 2010, AML 2022
- ENL 2012, ENL 2022, LIT 2090, LIT 2091
- LIT 2110, LIT 2120, LIT 2930

An additional six (6) semester hours can be derived from either literature (see above), or:

- Art - ARH 2050, ARH 2051
- Music - MUH 2011, MUL 2110
- Philosophy - PHI 2010, PHI 2630
- Drama (Theatre) - THE 2020
- Humanities - FIL 2001, HUM 1021

Course selection meets the requirements specified in SACS 4.1.3.

IV. MATHEMATICS

The mathematics component is designed to develop, enhance, and apply quantitative and computational skills. A minimum of six (6) semester hours is required at the level of algebra or higher. The typical general education sequence includes Algebra (MAC 1102) and Finite Mathematics (MGF 2202).

Specialized academic programs may require additional mathematics course work at more advanced levels including:

College Algebra - MAC 1104

College Trigonometry - MAC 1114

Precalculus Algebra - MAC 1140

Precalculus with Trigonometry - MAC 1143

Precalculus - MAC 1142

Calculus With Analytic Geometry - MAC 2311, MAC 2312, MAC 2313

Statistical Methods I - STA 2023

Course selection meets the requirements specified in SACS 4.1.3 and the State Board of Education Rule 6A-10.30

V. NATURAL AND PHYSICAL SCIENCE

The natural/physical science component is designed to enhance exposure to and comprehension of the natural world and methods of scientific investigation and inquiry. A minimum of six (6) semester hours is required, including at least one (1) laboratory science course from the following:

Biology - BSC 1010, BSC 2093 & 2094, BOT 2010, MCB 2010, ZOO 2010

Chemistry - CHM 1025, CHM 1205, CHM 2045, CHM 2046

Physics - PHY 2048, PHY 2049, PHY 2053, PHY 2054

Applied Physical Science - PHY 1020 (3 semester hours)

One (1) non-laboratory science may be included. Non-laboratory courses include:

Life Science - BSC 1005

Astronomy - AST 1002

Chemistry - CHM 1020

Ecology - PCB 2321

Either of the science telecourses may be selected as the one (1) nonlaboratory course:

Marine Science - OCE 1000

Earth Revealed - GLY 1010

Course selection meets the requirements specified in SACS 4.1.3 .

VI. BEHAVIORAL/SOCIAL SCIENCE

The behavioral/social science component is designed to expand and enhance awareness and understanding of human behavior, institutional change,

cultural diversity, and historical development. A minimum of nine (9) semester hours must be selected from:

Anthropology — ANT 2410

History — AMH 2010, AMH 2020, EUH 1000, EUH 1001

Economics — ECO 2013, ECO 2023

Political Science — INR 2002, POS 2041, POS 1001, POS 2112

Psychology — DEP 2002, DEP 2004, PSY 2012

Sociology — SYG 2000, SYG 2010, SYG 2410

Course selection meets the requirements specified in SACS 4.1.3.

VII. ELECTIVES

Elective courses are designed either to expand and diversify a general program of study, or to enhance theoretical and technical knowledge related to a particular field of study.

The requirement for students to have elective choice is specified in SACS 4.1.3.

GENERAL EDUCATION CORE REQUIREMENTS

(General Transfer Program)

Transfer Planning guides are available in the Counseling Center. In addition, students should consult counselors, instructors, and appropriate catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.

FRESHMAN YEAR

<i>Fall</i>	<i>Minimum Number of Semester Hours</i>
COMPOSITION	ENC 1101 ¹ 3
ELECTRONIC WRITING	OST 1743 1
MATHEMATICS	MAC 1102 or higher 3
BEHAVIORAL/SOCIAL SCIENCE	Approved Courses 3
ELECTIVE(S)	General or Specialty Course(s) 5
	Semester Total: 15

Spring

COMPOSITION	ENC 1102 3
MATHEMATICS	MGF 2202 or higher 3
HUMANITIES	Approved Courses 3
BEHAVIORAL/SOCIAL SCIENCE	Approved Courses 3
ELECTIVE(S)	General or Specialty Course(s) 3
	Semester Total: 15

SOPHOMORE YEAR

Fall

COMPOSITION/	ENC 2135 3
ORAL COMMUNICATION	
BEHAVIORAL/	Approved Courses 3
SOCIAL SCIENCE	
HUMANITIES	Approved Courses 3
NATURAL/	Approved Laboratory
PHYSICAL SCIENCE	Science Courses 3
ELECTIVE	General or Specialty Course 3
	Semester Total: 15

Spring

HUMANITIES (LITERATURE)	Approved Courses 3
NATURAL/PHYSICAL	Approved Courses
SCIENCE	(Lab or Non-lab) 3
COMPOSITION ²	Approved Gordon Rule Courses 3
ELECTIVES	General or Specialty Courses 10
	Semester Total: 15
	Total credit hours for A.A. degree 60

¹ Course selection based on placement testing.

² Can be previously fulfilled with approved English, Humanities or Social Science courses, in which case ELECTIVES for this term can be increased.

GENERAL INFORMATION CONCERNING THE

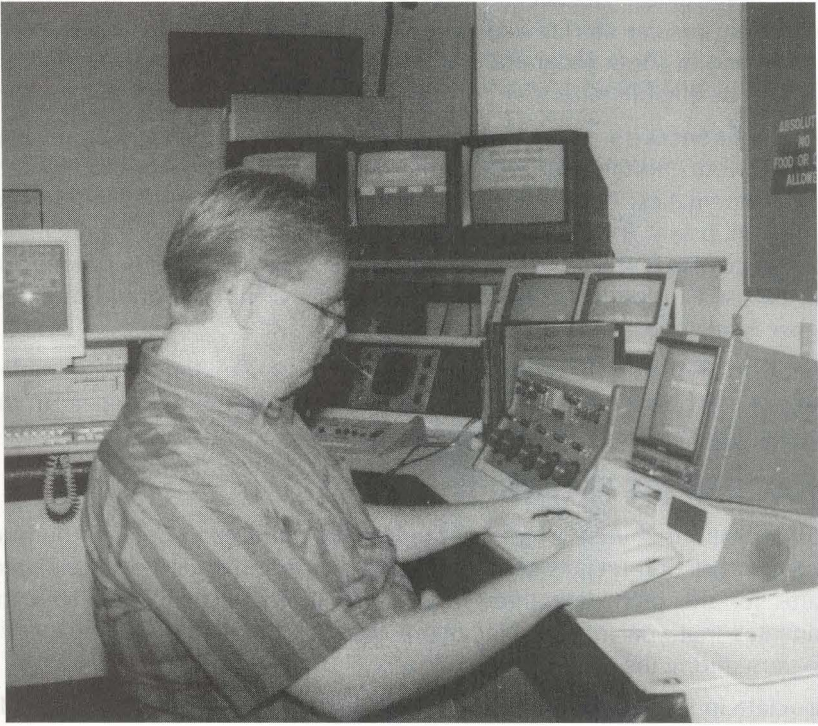
1910-1911

For the purpose of the 1910-1911 season, the following information is being furnished to the various departments of the Government, State and local authorities, and to the public generally, in order that they may be better informed as to the progress of the work and the results of the same.

The following table shows the number of specimens of each of the various species of birds, mammals, reptiles, amphibians, and fishes, which have been collected during the season, and the number of specimens of each of the various species of plants, which have been collected during the season.

The following table shows the number of specimens of each of the various species of birds, mammals, reptiles, amphibians, and fishes, which have been collected during the season, and the number of specimens of each of the various species of plants, which have been collected during the season.

ASSOCIATE IN SCIENCE DEGREE



ASSOCIATE IN SCIENCE DEGREE

The following Associate in Science (A.S.) degree programs, containing college credit offerings of a specialized nature, are designed primarily for employment opportunity. Students are not required to satisfy the State of Florida "General Education" requirements, but in line with the Southern Association of Colleges and Schools standards, each Associate in Science degree includes a general education core of at least 15 credit hours.

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 satisfying the requirements for graduation will be eligible to receive the Associate in Science degree.

In all references to General Education electives, students should select courses from the General Education categories of Composition, Humanities, Mathematics, Natural/Physical Science, or Behavioral/Social Science found on pages 81-82. Credits earned in Composition or Mathematics courses covered by State Board of Education Rule 6A-10.30 (Gordon Rule) can be used to fulfill graduation requirements ONLY if a grade of "C" or higher is attained.

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.

PLACEMENT RATES

Florida Statute, 239.245, requires community colleges to publish the most recent instruction-related placement rates for each of its vocational programs for the preceding three years. N/A indicates that there were no graduates that year or that placement data is unavailable for the specific program during the specific time period.¹

Associate in Science Degrees	1992-93	1991-92	1990-91
Business Administration & Management	85%	100%	83%
Computer Information Systems Analysis	67%	100%	80%
Criminal Justice Technology	100%	100%	100%
Financial Services	100%	50%	100%
Fire Science Technology	100%	100%	N/A
Graphic Design Technology	100%	85%	100%
Hospitality Management	N/A	N/A	N/A
Legal Assisting	N/A	N/A	N/A
Nursing	97%	97%	100%
Office Management Technology	N/A	100%	100%

Articulation Agreement	1992-93	1991-92	1990-91
Emergency Medical Services	100%	100%	N/A
Certificates			
Business Data Processing	100%	100%	67%
Office Systems Specialist	100%	N/A	100%

¹Source: AA2 Placement & Followup Reports.

BUSINESS ADMINISTRATION AND 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.

FRESHMAN YEAR

	<i>Credits</i>
OST 1330	Business English ¹ 3
CIS 1400	Introduction to Computer Operations 3
GEB 1011	Introduction to Business 3
OST 1100	Keyboarding and Document Formatting 3
MNA 1100	Human Relations in Business and Industry 3
ENC 1101	College Composition I 3
OST 1743	Electronic Writing ² 1
MAR 1011	Principles of Marketing 3
QMB 1001	Business Mathematics ¹ 3
MAN 2021	Principles of Management 3
OST 2325	Business Machines and Records Management 3
	TOTAL 31

SUMMER TERM

ELECTIVE	General Education: Humanities 3
ELECTIVE	Specialization Elective ⁵ 3
	6

SOPHOMORE YEAR

ACG 2022	Financial Accounting ³ 4
MAN 2800	Small Business Management 3
ECO 2013	Principles of Economics I* 3
ACG 2071	Management Accounting 3
BUL 2241	Business Law 3
OST 2336	Business Communications 3
CGS 1511	Lotus 1-2-3 Level I ⁴
	OR
CGS 1516	Microsoft Excel Level I ⁶ 1
CGS 1512	Lotus 1-2-3, Level II ⁴
	OR
CGS 1517	Microsoft, Excel Level II ⁶ 1
ELECTIVE	General Education ⁷ 3
ELECTIVE	General Education: Science/Mathematics 3
	TOTAL 27

SUGGESTED SPECIALIZATION ELECTIVES

Credits

MKA 2511	Advertising	3
MAN 2949	Coop. Ed. Internship/Business Admin	3
SPC 2016	Fundamentals of Speech	3
CGS 1000	Introduction to Data Processing	3
CGS 1564	Microsoft Windows - Introduction	1
CGS 1510	Lotus 1-2-3	3
CGS 1519	Microsoft Excel	3
APA 2141	Peachtree Accounting	3
MKA 2041	Principles of Retailing	3
MKA 2021	Salesmanship	3
ENC 2210	Technical Report Writing	3

* Students may substitute ECO 2000, Introduction to Economics.

¹ Students may be required to enroll in lower English, reading and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

³ Students may be requested to transfer to Small Business Accounting before completing Financial Accounting.

⁴ Students may substitute CGS 1510 (3-credit Lotus course) or CGS 1519 (3-credit Excel course).

⁵ Students may select from approved business/computer courses. Specialization is not required. Student limited to 3-credit hours in Cooperative Education Internship. See academic advisor.

⁶ Students may substitute an equivalent course in Microsoft Excel. Student will not receive credit toward a degree for both Lotus and Excel.

⁷ Select from General Education courses listed on pp. 79-82.

COMPUTER INFORMATION SYSTEMS ANALYSIS

This program is designed to prepare a student for employment in entry-level computer positions. Depending upon the specialization track selected, the student will be prepared for employment as a computer programmer, systems analyst, information systems manager, or microcomputer applications specialist. All specialization tracks will emphasize the development of strong logical and creative abilities necessary to enhance data processing and managerial skills.

NOTE: Students with remedial needs should finish all remedial courses before entering this program.

GENERAL EDUCATION COURSES

		<i>Credits</i>
ECO 2013	Principles of Economics I	3
ENC 1101	College Composition ¹	3
MAC 1104	College Algebra ²	3
ELECTIVE	General Education: Humanities	3
STA 2023	Statistical Methods I	3
	TOTAL	15

GENERAL COURSES

		<i>Credits</i>
CGS 1000	Introduction to Data Processing*	3
CGS 1560	Introduction to PC DOS	1
CIS 1400	Introduction to Computer Operations	3
CIS 2321	Systems Analysis and Design	3
CIS 2325	Computer Applications and Project Development	3
COP 1000	Programming Logic Concepts*	3
OST 1743	Electronic Writing ³	1
CGS 2550	Data Communications/Microcomputer Networking	3
CGS 1577	Multimedia Computer Applications	3
OST 2336	Business Communications	3
CGS 1564	Microsoft Windows - Introduction	1
	TOTAL	27

SPECIALIZATION TRACKS

INFORMATION SYSTEMS ANALYSIS

Entry-level systems analysts work with programmers and individuals who make decisions to analyze existing procedures, determine results required, research software solutions, and oversee implementation of modifications.

		<i>Credits</i>
CIS 2311	Management Information Systems	3
COP 2120	Computer Programming - COBOL I	3
COP 2403	Computer Programming - Assembly	3
ACG 2022	Financial Accounting	4
ACG 2071	Management Accounting	3
MNA 1101	Human Relations in Business	3
CIS 1940SI	Special Topics: Paradox	
OR		
	Microsoft Access - Introduction	1
OST 2811	Desktop Publishing	<u>1</u>
		TOTAL 21

COMPUTER PROGRAMMING

Computer programmers work with systems analysts to define problems and analyze the input data and output report requirements. Programmers then prepare a computer program that will solve the defined problem.

		<i>Credits</i>
CET 1151	Microcomputer Hdwe. Troubleshooting/Upgrading	1
CGS 1561	Advanced DOS	1
COP 2120	Computer Programming - COBOL	3
COP 2121	Computer Programming - COBOL II	3
COP 2160	Computer Programming - RPG	3
COP 2403	Computer Programming - Assembly	3
COP 1220	Computer Programming - C	3
CGS 2566	Microsoft Windows - Advanced	1
APA 1002	Small Business Accounting	<u>3</u>
		TOTAL 21

MICROCOMPUTER APPLICATIONS

Applications specialists work within a business environment using microcomputers. They coordinate the selection of software with problem solutions and direct the installation, training, implementation, customizing, and modification of software applications.

		<i>Credits</i>
CGS 2566	Microsoft Windows - Advanced	1
CET 1151	Microcomputer Hdwe. Troubleshooting/Upgrading	1
CGS 1461	Computer Programming - BASIC	4
CGS 1510	Lotus 1-2-3 ⁴	
	OR	
CGS 1519	Microsoft Excel	3
CIS 1940SI	Special Topics: Paradox	
	OR	
	Microsoft Access - Introduction	1
COP 2700	DataBase Design and Analysis	3
OST 1141	Keyboarding on Microcomputers	1
OST 2766	Word Processing — WordPerfect	
	OR	
OST 2767	Word Processing — Word for Windows	3
OST 2811	Desktop Publishing	1
APA 1002	Small Business Accounting	3
		TOTAL 21

The following courses are highly recommended in addition to those required.

SUGGESTED COURSES TO ENHANCE PROGRAM OR SPECIALIZATION TRACKS

NOTE: Students who have completed a course as part of the requirements of a specialization track may not use that course as an elective.

INFORMATION SYSTEMS ANALYSIS TRACK

		<i>Credits</i>
CGS 1510	Lotus 1-2-3 ⁴	
	OR	
CGS 1519	Microsoft Excel	3
CGS 1561	Advanced DOS	1
CGS 1461	Computer Programming - BASIC	4
CGS 2566	Microsoft Windows - Advanced	1
COP 2160	Computer Programming - RPG	3
COP 2700	Database Design and Analysis	3
CGS 2949	Coop. Educ. Internship/Computer Science	3(9)
OST 2336	Business Communications	3

COMPUTER PROGRAMMING TRACK

Credits

CIS 1940SI	Special Topics: Paradox OR	
	Micro Access - Introduction	1
CIS 2311	Management Information Systems	3
COP 2700	Database Design and Analysis	3
CGS 2949	Coop. Educ. Internship/Computer Science	3(9)
OST 2336	Business Communications	3

MICROCOMPUTER APPLICATIONS TRACK

Credits

CGS 2566	Microsoft Windows - Advanced	1
CIS 2311	Management Information Systems	3
COP 2120	Computer Programming - COBOL I	3
COP 2121	Computer Programming - COBOL II	3
COP 2160	Computer Programming - RPG	3
OST 2812	Desktop Publishing II (PageMaker)	1
CGS 2949	Coop. Educ. Internship/Computer Science	3(9)
OST 2336	Business Communications	3

* Foundation courses which should be taken the first semester. See computer faculty for assistance.

¹ Students may be required to enroll in lower English and mathematics courses based upon college placement tests.

² Students may substitute a higher level mathematics course.

³ Electronic Writing is a prerequisite or corequisite for ENC 1101.

⁴ Students may elect to take CGS 1511, CGS 1512, and CGS 1513 instead of CGS 1510.

CRIMINAL JUSTICE TECHNOLOGY

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

FRESHMAN YEAR

		<i>Credits</i>
CCJ 1000	Introduction to Criminology	3
CCJ 1100	Introduction to Criminal Justice	3
CCJ 2200	Criminal Law	3
CCJ 2300	Introduction to Corrections	3
CJT 2100	Introduction to Criminal Investigation	3
ENC 1101	College Composition I ¹	3
OST 1743	Electronic Writing ²	1
SPC 2016	Fundamentals of Speech	3
CJT 2311	Advanced Firearms Training	3
TOTAL		25

SUMMER TERM

CJT 2110	Advanced Criminal Investigation	3
CJT 1800	Introduction to Security	3
TOTAL		6

SOPHOMORE YEAR

CCJ 1400	Police Organization & Administration	3
CCJ 2230	Criminal Procedure & Evidence	3
CCJ 2500	Juvenile Delinquency	3
CCJ 2600	Criminal Deviant Behavior	3
ENC 2210	Technical Report Writing	
	OR	
ENC 1102	Composition: Literature	3
ISS 1011	Introduction to the Social Sciences	3
MAC 1102	Algebra	3
ELECTIVES	<u>12</u>
TOTAL		33

¹ Student may be required to enroll in lower English, reading and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

ARTICULATION PROGRAM IN CRIMINAL JUSTICE

Students entering this program who have completed the Basic Corrections Training or the Basic Police Recruit Training at the Lake County Area Vocational-Technical Center, may request Lake-Sumter Community College grant a maximum of twelve (12) elective credit hours upon the successful completion of six (6) credit hours in the Associate in Science degree in Criminal Justice Technology Program.

EMERGENCY MEDICAL SERVICES

(ARTICULATION PROGRAM)

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 vocational 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 Lake-Sumter Community College with at least a 2.0 grade point average, 32 semester hours of credit will be granted upon current Florida licensure in Paramedic Medicine and the Associate of Science degree will be conferred by Lake-Sumter Community College.

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

Credits

Fall/Spring

ENC 1101	College Composition I ¹	3
BSC 2093/2093L	Human Anatomy & Physiology I & Lab ²	5
BSC 2094/2094L	Human Anatomy & Physiology II & Lab	5
HUM 1021	Introduction to Humanities	3
PSY 2012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology	3
MAC 1102	Algebra ³	3
SPC 2016	Fundamentals of Speech	3
OST 1743	Electronic Writing ⁴	1
ELECTIVES	3/3
		TOTAL 35

Total Hours of Required LSCC courses

35

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

DEP 2004	Psychology of Human Development	3
POS 2041	American National Government	3
MAN 2021	Principles of Management	3
MNA 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)

Registration Requirements: Successful completion of State Board Examination for Emergency Medical Technician.

Graduation Requirements: Successful completion of all LSCC work with at least a 2.0 grade point average. Upon completion of the LSCC course work, 32 semester hours of credit will be granted upon Florida licensure in Paramedic Medicine.

- ¹ Students may be required to enroll in lower English courses based on college placement tests.
- ² Students may exempt one or both human anatomy and physiology courses via LSCC tests and may then substitute five or ten hours credit from CHM 1025, CHM 1205, MCB 2010. See Course Descriptions section of the catalog for prerequisites (if any) for these courses.
- ³ Or higher mathematics course
- ⁴ OST 1743 Electronic Writing is a corequisite for composition courses.

FINANCIAL SERVICES

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 satisfying requirements for graduation will be awarded an Associate in Science degree and can further earn American Institute of Banking diplomas.

GENERAL EDUCATION COURSES

Credits

ENC 1101	College Composition I ¹	3
ELECTIVE	General Education: Science/Mathematics	3
ELECTIVE	General Education: Humanities	3
ECO 2013	Principles of Economics I	3
ELECTIVE	General Education ²	<u>3</u>
	TOTAL	15

GENERAL COURSES

Credits

ACG 2022	Financial Accounting	4
BAN 1004	Principles of Banking	2
BAN 1511	Marketing for Bankers	3
BAN 1800	Law & Banking: Principles	2
MAN 2021	Principles of Management	3
MKA 2021	Salesmanship	3
MNA 1100	Human Relations in Business & Industry	3
OST 1100	Keyboarding and Document Formatting	3
OST 1743	Electronic Writing ³	1
OST 2336	Business Communications	3
QMB 1001	Business Mathematics	<u>3</u>
	TOTAL	45

Select nineteen (19) credits from the following:

Credits

ACG 2071	Management Accounting	3
BAN 1114	Deposit Operations	3
BAN 1161	Corporate Securities Services	3
BAN 1252	Real Estate Finance	3
BAN 1405	Trust Operations	3
BAN 1413	Securities Processing	3
BAN 1741	Management Fundamentals	3
BAN 1801	Law and Banking: Applications	2
BAN 2210	Analyzing Financial Statements	3
BAN 2221	Loan Officer Development	3
BAN 2231	Commercial Lending	3
BAN 2240	Consumer Lending	3
BAN 2400	Trust Business	3
BAN 2411	Savings and Time Deposit Banking	3

BAN 2501	Money & Banking	3
BAN 2724	Retail Banking Series	3
BAN 2742	Commercial Bank Management	3
BRC 2949	Cooperative Education Internship ⁴	3
CGS 1000	Introduction to Data Processing	3
CGS 1516	Microsoft Excel, Level I	1
CGS 1517	Microsoft Excel, Level II	1
CGS 2518	Microsoft Excel - Level III	1
CGS 1519	Microsoft Excel ⁵	3
CGS 1510	Lotus 1-2-3 (3 credit course) ⁶	3
CGS 1511	Lotus 1-2-3, Level I	1
CGS 1512	Lotus 1-2-3, Level II	1
CGS 1513	Lotus 1-2-3, Level III	1
CGS 1564	Microsoft Windows - Introduction	1
GEB 1011	Introduction to Business	3

¹ Students may be required to enroll in lower English, reading and math courses based on college placement tests.

² Any course from the approved list of Associate in Arts General Education requirements.

³ Electronic Writing is a prerequisite or corequisite for ENC 1101.

⁴ Cooperative Educational Internship is limited to 3-credit hours in the program.

⁵ Students can select CGS 1516, CGS 1517, and CGS 2518 instead of CGS 1519; but cannot receive credit for both.

⁶ Students can select CGS 1511, CGS 1512, AND CGS 1513 instead of CGS 1510; but cannot receive credit for both.

Credits

Select nineteen (9) credits from the following:

BAN 2411	Finance and Time Deposit Banking	3
BAN 2400	Time Deposits	3
BAN 2340	Customer Lending	3
BAN 2321	Commercial Lending	3
BAN 2311	Loan Officer Development	3
BAN 2210	Analysis Financial Statements	3
BAN 1801	Law and Banking Applications	3
BAN 1741	Management Fundamentals	3
BAN 1411	Security Processing	3
BAN 1402	First Deposit	3
BAN 1332	Real Estate Source	3
BAN 1101	Corporate Securities Services	3
BAN 1104	Deposit Operations	3
ACC 2011	Management Accounting	3

FIRE SCIENCE TECHNOLOGY

This program is designed for firefighters, firefighters aspiring to become officers, officers wanting Florida State Fire Officers and Fire Inspectors certification, and those desiring to expand their technical, theoretical, and general knowledge in the field of Fire Science.

A student wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

		<i>Credits</i>
FFP 1000	Intro to Fire Science	3
FFP 1300	Building Codes	3
FFP 1620	Private Fire Protection and Detection Systems	3
FFP 1601	Fire Apparatus Practices	3
MNA 1100	Human Relations in Business & Industry	3
CIS 1400	Intro to Computer Operations	3
ENC 1101	College Composition I ¹	3
OST 1743	Electronic Writing ²	1
PHY 1020/10206	Applied Physical Science & Laboratory	3
ENC 2210	Technical Report Writing	3
	TOTAL	28

SUMMER

		<i>Credits</i>
FFP 1410	Fire Fighting Tactics & Strategies I	3
FFP 2130	Fire Service Management	3
FFP 2200	Intro to Basic Inspections	3
	TOTAL	9

SOPHOMORE YEAR

		<i>Credits</i>
FFP 2500	Hazardous Materials I	3
FFP 2501	Hazardous Materials II	3
FFP 2240	Fire Cause & Origin	3
FFP 2150	Methods & Techniques of Instruction	3
POS 1001	Intro to Political Science	
	OR	
POS 2041	American National Government	3
ELECTIVE	Fire Science Elective	9
ELECTIVE	General Education: Behavioral/Social Science	3
OST 2336	Business Communications	3
	TOTAL	30

¹ Student may be required to enroll in lower English, reading and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite of ENC 1101.

ARTICULATION TO FIRE SCIENCE TECHNOLOGY

An agreement between Lake-Sumter Community College and Lake County Area Vocational Technical Center is designed to provide low-cost, entry-level skills which will prepare the student to enter the Associate in Science Degree program in Fire Science Technology offered at the College.

There are two phases of the articulation program at the Lake County VoTech Center prior to admission to Lake-Sumter Community College. Phase I requires that the student demonstrate the basic and intermediate knowledge necessary for employment and beginning advancement within the Fire Service. This will be accomplished by acquiring the State Minimum Standards certification.

Phase I: Lake County Area Vocational Technical Center

Minimum Standards 6 elective credits at LSCC

Phase II: Lake County Area Vocational Technical Center

This phase requires the student to take the following advanced level courses that are considered hands-on type courses.

		<i>Credits</i>
FFP 1620	Private Fire Protection and Detection Systems	3
FFP 1601	Fire Apparatus Practices	3
FFP 2500	Hazardous Materials I	3
FFP 2501	Hazardous Materials II	3
		TOTAL 12

Upon successful completion of Phase I and Phase II, the student will be awarded a certificate from Lake County Area Vocational Technical Center.

When the student enrolls in Fire Science Technology at Lake-Sumter Community College, earns 6 semester credit hours, and provides certification from Lake County Area Vocational Technical Center, the college will grant 18 (6 + 12) semester credit hours toward this program.

Phase III

Credits

CIS 1400	Intro to Computer Operations	3
ENC 1101	College Composition I	3
ENC 2210	Technical Report Writing	3
FFP 1000	Introduction to Fire Science	3
FFP 1300	Building Codes	3
FFP 1410	Fire Fighting Tactics & Strategies I	3
FFP 2130	Fire Service Management	3
FFP 2200	Intro. to Basic Inspections	3
FFP 2240	Fire Cause & Origin	3
FFP 2150	Methods & Techniques of Instruction	3
MNA 1100	Human Relations in Business Industry	3
OST 1743	Electronic Writing	1
OST 2336	Business Communications	3
PHY 1020/10206	Applied Physical Science & Laboratory	3
POS 1001	Introduction to Political Science	
	OR	
POS 2041	American National Government	3
ELECTIVE	Fire Science	3
ELECTIVE	Behavioral/Social Science	<u>3</u>
	TOTAL	49

GRAPHIC DESIGN TECHNOLOGY

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.

FRESHMAN YEAR

		<i>Credits</i>
ENC 1101	College Composition I	3
OST 1743	Electronic Writing ¹	1
ART 1202C	Design and Color	3
ART 1300C	Freehand Drawing I	3
ART 1230C	Introduction to Graphic Design	3
ART 2540C	Introduction to Painting, Watercolor I	3
ARH 2050	Art History and Appreciation	3
ART 1201C	Design Structures	3
ART 1301C	Freehand Drawing II	3
ART 1231C	Computer Layout Design I	3
CAP 2700	Intro to Computer Art	<u>3</u>
	TOTAL	31

SUMMER TERM

ART 2254C	Illustration: Human Figure	3
ART 2551C	Airbrush Techniques I	<u>3</u>
	TOTAL	6

SOPHOMORE YEAR

ARH 2051	Art History and Appreciation	3
PGY 1401C	Basic Photography	3
ART 2232C	Advertising Design I	3
ART 2234C	Computer Layout Design II	3
CAP 2703	Computer Animation	3
ELECTIVE	General Education: Mathematics ²	
	OR	
	Computational Science ³	3
ART 2233C	Experimental Design: Portfolio Prep	3
ART 2253	Illustration	3
ART 2541C	Beginning Oil Painting	
	OR	
CGS 1577	Multimedia Computer Applications	3
ELECTIVE	General Education: Behavioral/Social Science ²	<u>3</u>
	TOTAL	30

¹ Electronic Writing is a prerequisite or corequisite for ENC 1101.

² Students may select from approved general education courses in the college catalog.

³ Students may select one of CHM 1025, CHM 2045, or PHY 1020 in place of approved mathematics general education requirement.

HOSPITALITY MANAGEMENT

The purpose of this program is to prepare students for employment in supervisory positions in the hospitality industry as managers or to supply supplemental training for persons previously or currently employed in these occupations. Emphasis will be in the hotel/motel management area. Courses are coordinated with the Educational Institute of the American Hotel & Motel Association.

FRESHMAN YEAR

		<i>Credits</i>
CIS 1400	Introduction to Computer Operations	3
ENC 1101	College Composition I ¹	3
HFT 1700	Tourism and the Hospitality Industry	3
HFT 1800	Food and Beverage Management	3
HFT 1410	Front Office Procedures	3
MNA 1100	Human Relations in Business and Industry	3
MAN 2021	Principles of Management	3
OST 1100	Keyboarding and Document Formatting	3
OST 1743	Electronic Writing ²	1
QMB 1001	Business Mathematics	3
	TOTAL	28

SUMMER TERM

HFT 1300	Housekeeping Management	3
ELECTIVE	General Education ³	3
	TOTAL	6

SOPHOMORE YEAR

ACG 2022	Financial Accounting ⁴	4
ECO 2013	Principles of Economics I	3
HFT 1320	Physical Plant Management	3
HFT 2510	Hotel/Motel Sales Promotion	3
HFT 2600	Hospitality Law	3
HFT 2949	Cooperative Education Internship in Hospitality Management	3
MAN 2300	Personnel Management	3
OST 2336	Business Communications	3
ELECTIVE	General Education: Humanities	3
ELECTIVE	General Education: Science or Mathematics	3
	TOTAL	31

¹ Students may be required to enroll in lower English, reading and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

³ Students should select any course from approved list of Associate in Arts General Education requirements.

⁴ Students may be requested to transfer to Small Business Accounting before completing Financial Accounting.

LEGAL ASSISTING

This program is designed to prepare persons to work under the supervision of attorneys in various settings, including law firms, courts, corporations, banks and insurance companies. This associate degree is intended primarily for students who desire to complete an associate degree and become employed rather than pursue the baccalaureate degree.

GENERAL EDUCATION

		<i>Credits</i>
ENC 1101 ¹	English Composition I	3
OST 1743	Electronic Writing ¹	1
MAC 1102	Algebra	3
ELECTIVE	Humanities	3
ELECTIVE	General Education: Behavioral/Social Science	3
ELECTIVE	General Education	3
		TOTAL 16

REQUIRED PROFESSIONAL COURSES

BUL 2241	Business Law	3
CCJ 2230	Criminal Procedure and Evidence	3
OST 2336	Business Communications	3
OST 2766	Word Processing-WordPerfect	
OR		
OST 2767	Word Processing-Word for Windows	3
PLA 1003	Introduction to Legal Assisting	3
PLA 1104	Legal Research and Writing I	3
PLA 2114	Legal Research and Writing II	3
PLA 2203	Civil Litigation	3
PLA 2504	Real Estate Law and Property	3
PLA 2603	Wills, Trust, & Estate Administration	3
PLA 2763	Law Office Management	2
		TOTAL 32

PROFESSIONAL ELECTIVES

(SELECT 10 CREDITS FROM THE FOLLOWING:)

ACG 2022	Financial Accounting	4
OR		
APA 1002	Small Business Accounting	3
CCJ 2220	Criminal Law	3
OST 1330	Business English	3
OST 1100	Keyboarding and Document Formatting	3
PLA 2465	Bankruptcy Law	3
PLA 2803	Family Law	3
PLA 2949	Cooperative Education Internship in Legal Assisting	3
ELECTIVES	6
		TOTAL PROGRAM HOURS 64

¹ Electronic Writing is a prerequisite or corequisite for ENC 1101.

NURSING (ASSOCIATE DEGREE) RN

Lake-Sumter Community College offers an Associate in Science Degree in Nursing. A special track for Licensed Practical Nurses is also offered beginning each year in May. General Nursing students complete 72 credits and are eligible to write the National Council Licensing Examination for licensure as a Registered Nurse. Licensed Practical Nurses must complete 62 credits to be eligible to write the licensure exam for Registered Nurses.

Admission to the Nursing Program is limited by the size of clinical facilities and number of faculty. Please see Admission Requirements to the Nursing Program.

GENERAL EDUCATION REQUIREMENTS

	<i>Credits</i>
BSC 2093/2093L Human Anatomy and Physiology I & Lab	5
BSC 2094/2094L Human Anatomy and Physiology II & Lab	5
MCB 2010/2010L Microbiology & Lab	5
DEP 2004 Psychology of Human Development	3
ENC 1101 College Composition I ¹	3
OST 1743 Electronic Writing ²	1
ELECTIVE Humanities	3
HUN 1201 Basic Nutrition	3
PSY 2012 Introduction to Psychology	3

NURSING COURSES

	<i>Credits</i>
*NUR 1022 Nursing Theory I	4
NUR 1142 Introduction to Pharmacology	2
*NUR 1210C Clinical Practice I	3.5
*NUR 1023 Nursing Theory II	4
*NUR 2211C Clinical Practice II	3.5
*NUR 1731L Clinical Applications	1
**NUR 2003C Nursing Transition	6
NUR 2700 Nursing Theory III	5
NUR 2700L Clinical Practice III	4
NUR 2801 Nursing Leadership	2
NUR 2412 Nursing Theory IV	3
NUR 2500 Nursing Theory V	3
NUR 2412L Clinical Practice IV	1.5
NUR 2500L Clinical Practice V	1.5
NUR 2800L Clinical Practicum	3

* These courses are not taken by students in the LPN Bridge track.

**This course only taken by students in the LPN Bridge track.

¹ Students may be required to enroll in lower English, reading, and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

GENERAL NURSING CURRICULUM

Prerequisites to making application

Credits

Spring Term

BSC 2093/2093L	Human Anatomy and Physiology I & Lab	5
ENC 1101	College Composition I ¹	3
PSY 2012	Introduction to Psychology	3
OST 1743	Electronic Writing ²	<u>1</u>
		12

1st Year Classes

Fall Term

NUR 1022	Nursing Theory I	4
NUR 1210C	Clinical Practice I	3.5
MCB 2010/2010L	Microbiology & Lab	
	OR	
BSC 2094/2094L	Human Anatomy and Physiology II & Lab	5
NUR 1142	Introduction to Pharmacology	2
HUN 1201	Basic Normal Nutrition	<u>3</u>
		17.5

Spring Term

NUR 1023	Nursing Theory II	4
NUR 2211C	Clinical Practice II	3.5
MCB 2010/2010L	Microbiology & Lab	
	OR	
BSC 2094/2094L	Human Anatomy and Physiology II & Lab	5
DEP 2004	Psychology of Human Development	<u>3</u>
		15.5

Summer A Term

NUR 1731L	Clinical Applications	1
ELECTIVE	Humanities	<u>3</u>
		4

¹ Students may be required to enroll in lower English, reading, and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

2nd Year Classes

Fall Term

NUR 2700	Nursing Theory III	5
NUR 2700L	Clinical Practice III	4
NUR 2801	Nursing Leadership	<u>2</u>
		11

Spring Term

NUR 2412	Nursing Theory IV	3
NUR 2500	Nursing Theory V	3
NUR 2412L	Clinical Practice IV	1.5
NUR 2500L	Clinical Practice V	1.5
NUR 2800L	Clinical Practicum	<u>3</u>
		12

TOTAL general education credits in general curriculum 31

TOTAL nursing credits 41

TOTAL CREDITS 72

LPN BRIDGE NURSING TRACK CURRICULUM

Prerequisites:

	<i>Credits</i>
BSC 2093/2093L Human Anatomy and Physiology I & Lab	5
BSC 2094/2094L Human Anatomy and Physiology II & Lab	5
MCB 2010/2010L Microbiology & Lab	5
PSY 2012 Introduction to Psychology	3
DEP 2004 Psychology of Human Development	3
HUN 1201 Basic Nutrition	3
ENC 1101 College Composition I ¹	3
OST 1743 Electronic Writing ²	1
NUR 1142 Introduction to Pharmacology ³	<u>2</u>
	30

Summer A Term

NUR 2003C Nursing Transition	6
------------------------------------	---

Summer B Term

ELECTIVE General Education: Humanities ⁴	<u>3</u>
	9

Fall Term

NUR 2700 Nursing Theory III	5
NUR 2700L Clinical Practice III	4
NUR 2801 Nursing Leadership	<u>2</u>
	11

Spring Term

NUR 2412 Nursing Theory IV	3
NUR 2500 Nursing Theory V	3
NUR 2412L Clinical Practice IV	1.5
NUR 2500L Clinical Practice V	1.5
NUR 2800L Clinical Practicum	<u>3</u>
	12

TOTAL GENERAL EDUCATION credits in general curriculum 31
TOTAL NURSING CREDITS 31

LPN TRANSITION CURRICULUM 62

¹ Students may be required to enroll in lower English, reading, and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

³ Periodically offered in summer term.

⁴ Students should select any Humanities course from the approved list of Associate in Arts General Education requirements OR ENC 1102, Composition: Literature.

OFFICE MANAGEMENT TECHNOLOGY

This program is designed to meet the needs of students desiring college-level training in Office Management or Health Information. Provisions are included in the program for skills training to meet these specializations. Both specialization options will seek to help students develop excellent communication skills as well as to keep current with changing technologies.

GENERAL EDUCATION COURSES

		<i>Credits</i>
ENC 1101	College Composition ¹	3
ELECTIVE	Mathematics/Science ^{1, 8}	3
OR		
BSC 1005	Introduction to Life Science ²	3
ELECTIVE	Behavioral/Social Science	3
ELECTIVE	Humanities	3
OR		
ENC 1102	Composition: Literature	3
ELECTIVE	Social/Behavioral Science	3
OR		
	Humanities/Fine Arts	3
		TOTAL 15

CORE COURSES

OST 1743	Electronic Writing ³	1
APA 1002	Small Business Accounting ⁴	3
OR		
ACG 2022	Financial Accounting ⁵	(4)
OST 1100	Keyboarding & Document Formatting	3
OST 1110	Advanced Document Formatting	3
OST 1330	Business English	3
OST 2336	Business Communications	3
OST 2949	Cooperative Education Internship/Business	3
MNA 1100	Human Relations in Business and Industry	3
MAN 2021	Principles of Management	3
QMB 1001	Business Mathematics	3
		TOTAL 28(29)

HEALTH INFORMATION SPECIALIST

The Health Information Specialist Option prepares individuals for medical office or facility settings requiring knowledge of medical terminology, coding, billing, transcription, and medical office procedures. This program includes a Cooperative Education Internship at a local health care facility.

		<i>Credits</i>
HSC 1531	Medical Terminology I	2
	Medical Terminology II	2
MRE 1031C	Medical Record Transcription I	3
MRE 2032C	Medical Record Transcription II	3
MRE 1110	Medicolegal Aspects of Records	2
	Medical Office Assisting	3
MRE 2202	Medical Records Coding	3
OST 2461	Medical Office Management	3
		TOTAL 21

PROGRAM TOTAL 64(65)

OFFICE MANAGEMENT

This option uses a systems approach to incorporate computerized office technologies with office procedures to prepare students to face the challenges of the electronic office. This program includes a Cooperative Education Internship.

		<i>Credits</i>
APA 2141	Peachtree Accounting	3
BUL 2241	Business Law	3
CGS 1511	Lotus 1-2-3 - Level I ⁶	
	OR	
CGS 1516	Excel - Level I ⁷	1
CGS 1564	Microsoft Windows - Introduction	1
CIS 1940SI	Special Topics: Paradox	
	OR	
	Microsoft Access - Introduction	1
OST 2325	Business Machines/Records Management	3
OST 2766	Word Processing - WordPerfect	3
OST 2767	Word Processing - Word for Windows	3
ELECTIVE	3
		TOTAL 21

PROGRAM TOTAL 64(65)

SUGGESTED ELECTIVES

NOTE: Students who have completed a course as part of the requirements of a specialization track may not use that course as an elective.

	<i>Credits</i>
BUL 2241 Business Law	3
OST 2811 Desktop Publishing I (PageMaker)	1
OST 2812 Desktop Publishing II (PageMaker)	1
CGS 1560 Introduction to PC DOS	1
ECO 2000 Introduction to Economics	3

- ¹ Students may be required to enroll in lower English, mathematics, and reading courses based on college placement tests.
- ² Health Information Specialist students are required to take BSC 1005 Introduction to Life Science.
- ³ OST 1743 is a prerequisite OR corequisite for ENC 1101.
- ⁴ Students desiring to transfer OR obtain a Business Management degree should take ACG 2022 Financial Accounting.
- ⁵ Students may be requested to transfer to APA 1002 Small Business Accounting.
- ⁶ Students may substitute CGS 1510 Lotus 1-2-3 (3-credit course).
- ⁷ Students may substitute an equivalent course in Microsoft Excel.
- ⁸ Students may select MAC 1102 OR any General Education Natural/Physical Science.

NOTE: Students will not receive credit toward a degree for both Lotus and Excel.



CERTIFICATE PROGRAMS



CERTIFICATE PROGRAMS

BUSINESS DATA PROCESSING

Lake-Sumter Community College provides a 34 credit hour certificate program in Business 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.

	<i>Credits</i>
ACG 2022	Financial Accounting 4
CGS 1000	Introduction to Data Processing 3
CIS 1400	Introduction to Computer Operations 3
CIS 1940SI	Special Topic:Paradox
	OR
	Microsoft Access - Introduction 1
COP 1000*	Programming Logic Concepts 3
MNA 1100	Human Relations in Business and Industry 3
OST 1330	Business English ¹ 3
OST 1100	Keyboarding and Document Formatting 3
COP 2700	Database Design and Analysis 3
CGS 1560	Introduction to PC-DOS 1
CGS 1561	Advanced PC-DOS 1
QMB 1001	Business Mathematics 3
ELECTIVES	Computer 3
	TOTAL 34

* Foundation course which should be taken first.

¹ Students may be required to enroll in lower English, reading and math courses based on college placement tests.

OFFICE SYSTEMS SPECIALIST

Lake-Sumter Community College provides a 31 credit certificate program for present professionals in the field or for those desiring preparation for employment in office support positions. All credits may be applied toward the Office Management Technology Associate in Science degree at Lake-Sumter Community College.

		<i>Credits</i>
OST 1100	Keyboarding & Document Formatting	3
OST 1110	Advanced Document Formatting	3
OST 1330	Business English ¹	3
ENC 1101	College Composition I ¹	3
OST 1743	Electronic Writing ²	1
OST 2766	Word Processing—WordPerfect	3
OST 2767	Word Processing—Word for Windows	3
OST 2325	Business Machines and Records Management	3
OST 2336	Business Communications	3
CIS 1400	Introduction to Computer Operations	3
MAN 2021	Principles of Management	<u>3</u>
	TOTAL	31

¹ Students may be required to enroll in lower English, reading and math courses based on college placement tests.

² Electronic Writing is a prerequisite or corequisite for ENC 1101.

DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE

Lake-Sumter Community College has a formal Linkage Agreement with Valencia Community College in Dental Hygiene. Through this program, Valencia will reserve class positions in Dental Hygiene for two qualified students from LSCC. These students must meet the basic requirements as identified in the selection criteria listed below.

STUDENT SELECTION CRITERIA

1. Florida resident and a resident of Lake County or Sumter County at the time of selection.
2. Currently enrolled at Lake-Sumter Community College.
3. College Grade Point Average (GPA) of 2.0 or higher at the time of application.
4. Successful completion of all mandated college preparatory course work based on entry assessment placement scores.
5. Completion of, or current enrollment in, two of the following dental hygiene curriculum science courses. Grade of "C" or higher must be achieved in each.

BSC 2093/2093L	Human Anatomy and Physiology I & Lab
BSC 2094/2094L	Human Anatomy and Physiology II & Lab
MCB 2010/2010L	Microbiology & Lab

Biology (BSC 1010) is a prerequisite for BSC 2093C, BSC 2094, and MCB 2010C at Valencia. Students admitted to the Dental Hygiene Program needing to complete any of these courses at Valencia Community College will be required to have this prerequisite course.

6. Completion of or current enrollment in two of the following dental hygiene curriculum general education courses. Grade of "C" or higher must be achieved in each.

ENC 1101	College Composition I
HUN 1201	Basic Nutrition
SPC 2016	Fundamentals of Speech
PSY 2012	Introduction to Psychology
SYG 2000	Introduction to Sociology
ELECTIVE	Any Humanities OR Fine Arts (3 credits)

7. Submission of completed Linkage Credential Packet to the LSCC Dental Hygiene Selection Committee.
8. Final admission approval is contingent upon confirmation that the student has successfully completed all courses required in Items 5 and 6 above with a grade of "C" or higher enrolled in at the time of application.



FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM



In order to help students formally take this course at a specific institution, in the 1990s the Florida Department of Education (FDOE) created the course numbering system. The system is based on the Florida Department of Education's (FDOE) course numbering system, which is based on the Florida Department of Education's (FDOE) course numbering system. The system is based on the Florida Department of Education's (FDOE) course numbering system, which is based on the Florida Department of Education's (FDOE) course numbering system.

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix (first digit)	Level Code (second digit)	Century Digit (third digit)	Decade Digit (fourth digit)	Unit Digit	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-Level General Sociology	Survey Course	Social Problems	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at difference institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by

transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the _900-_999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Vice President of Educational Services in the Multi-Purpose Building or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

KEY TO COURSE DESCRIPTIONS

Course descriptions are listed by subject areas, by course prefixes and numbers.

Page	Subject Area
122	Anthropology
122	Art
127	Aviation
128	Banking
131	Biological Science
134	Business
141	Chemistry
143	Computer Science/Data Processing
150	Cooperative/Career Education
151	Criminal Justice
153	Economics
153	Education
153	Engineering
154	English
158	Fire Science
160	French
160	Geography
160	History
161	Hospitality Management
162	Humanities
163	Journalism
164	Legal Assisting
165	Library Science
166	Mathematics
169	Medical REcords
169	Music
173	Nursing
178	Philosophy
178	Photography
179	Physical Education
183	Physical Science
183	Physics
185	Political Science
186	Psychology
187	Real Estate
187	Social Science
188	Sociology
188	Spanish
189	Speech
189	Theater

KEY TO COURSE DESK REFLECTIONS

Course Reflections 1

1. Introduction 1

2. The Role of the Teacher 2

3. The Role of the Student 3

4. The Role of the Parent 4

5. The Role of the Community 5

6. The Role of the Government 6

7. The Role of the Church 7

8. The Role of the Media 8

9. The Role of the Arts 9

10. The Role of the Sciences 10

11. The Role of the Humanities 11

12. The Role of the Social Sciences 12

13. The Role of the Health Sciences 13

14. The Role of the Environmental Sciences 14

15. The Role of the Agricultural Sciences 15

16. The Role of the Engineering Sciences 16

17. The Role of the Business Sciences 17

18. The Role of the Law 18

19. The Role of the Medicine 19

20. The Role of the Education 20

21. The Role of the Psychology 21

22. The Role of the Sociology 22

23. The Role of the Anthropology 23

24. The Role of the History 24

25. The Role of the Geography 25

26. The Role of the Environmental Studies 26

27. The Role of the Public Administration 27

28. The Role of the International Relations 28

29. The Role of the Political Science 29

30. The Role of the Economics 30

31. The Role of the Finance 31

32. The Role of the Marketing 32

33. The Role of the Management 33

34. The Role of the Accounting 34

35. The Role of the Information Systems 35

36. The Role of the Computer Science 36

37. The Role of the Data Science 37

38. The Role of the Artificial Intelligence 38

39. The Role of the Robotics 39

40. The Role of the Space Science 40

41. The Role of the Oceanography 41

42. The Role of the Atmospheric Science 42

43. The Role of the Earth Science 43

44. The Role of the Geology 44

45. The Role of the Paleontology 45

46. The Role of the Archaeology 46

47. The Role of the Linguistics 47

48. The Role of the Literature 48

49. The Role of the Philosophy 49

50. The Role of the Religion 50

51. The Role of the Ethics 51

52. The Role of the Law 52

53. The Role of the Medicine 53

54. The Role of the Education 54

55. The Role of the Psychology 55

56. The Role of the Sociology 56

57. The Role of the Anthropology 57

58. The Role of the History 58

59. The Role of the Geography 59

60. The Role of the Environmental Studies 60

61. The Role of the Public Administration 61

62. The Role of the International Relations 62

63. The Role of the Political Science 63

64. The Role of the Economics 64

65. The Role of the Finance 65

66. The Role of the Marketing 66

67. The Role of the Management 67

68. The Role of the Accounting 68

69. The Role of the Information Systems 69

70. The Role of the Computer Science 70

71. The Role of the Data Science 71

72. The Role of the Artificial Intelligence 72

73. The Role of the Robotics 73

74. The Role of the Space Science 74

75. The Role of the Oceanography 75

76. The Role of the Atmospheric Science 76

77. The Role of the Earth Science 77

78. The Role of the Geology 78

79. The Role of the Paleontology 79

80. The Role of the Archaeology 80

81. The Role of the Linguistics 81

82. The Role of the Literature 82

83. The Role of the Philosophy 83

84. The Role of the Religion 84

85. The Role of the Ethics 85

86. The Role of the Law 86

87. The Role of the Medicine 87

88. The Role of the Education 88

89. The Role of the Psychology 89

90. The Role of the Sociology 90

91. The Role of the Anthropology 91

92. The Role of the History 92

93. The Role of the Geography 93

94. The Role of the Environmental Studies 94

95. The Role of the Public Administration 95

96. The Role of the International Relations 96

97. The Role of the Political Science 97

98. The Role of the Economics 98

99. The Role of the Finance 99

100. The Role of the Marketing 100

101. The Role of the Management 101

102. The Role of the Accounting 102

103. The Role of the Information Systems 103

104. The Role of the Computer Science 104

105. The Role of the Data Science 105

106. The Role of the Artificial Intelligence 106

107. The Role of the Robotics 107

108. The Role of the Space Science 108

109. The Role of the Oceanography 109

110. The Role of the Atmospheric Science 110

111. The Role of the Earth Science 111

112. The Role of the Geology 112

113. The Role of the Paleontology 113

114. The Role of the Archaeology 114

115. The Role of the Linguistics 115

116. The Role of the Literature 116

117. The Role of the Philosophy 117

118. The Role of the Religion 118

119. The Role of the Ethics 119

120. The Role of the Law 120

COURSE DESCRIPTIONS



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 3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$10

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 3 LECTURE HOURS - 3 CREDITS

Offered Fall Term

An analysis and evaluation of art forms from Pre-History to the Renaissance and their correlation with the development of modern art. Familiarization with the basic tools and principles of art.

ARH 2051 ART HISTORY AND APPRECIATION 3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

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.

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 1202C DESIGN AND COLOR 3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$15

The study of the principles and elements of design based upon individual work with pictorial forms, space, line, texture and color, with emphasis on two-dimensional design. Open to all students.

ART 1230C INTRODUCTION TO GRAPHIC DESIGN

Offered Fall Term

3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$10

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

ART 1231C COMPUTER LAYOUT DESIGN I

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

Laboratory fee: \$10

Provides Basic Terminology and use of PageMaker software to prepare art, copy, and photographs for desktop production and "press ready" for commercial printing. A variety of material closely simulates common layout design problems, solutions, and considerations using some board paste-up with computer layout design.

ART 1300C FREEHAND DRAWING I

3 LECTURE HOURS - 3 CREDITS

Offered Fall Term

Laboratory fee: \$10

An introduction to materials and techniques used in freehand drawing. Still-life problems in pencil, conte, charcoal, pen, ink, and brush. Emphasis on developing an individual style.

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 developing a creative view.

ART 1831 MUSEUM/GALLERY STUDIES

1 CREDIT

The student will learn methods for the development and maintenance of archival records; computer linkage, library cataloging; and the organization and display of art works.

ART 2110C INTRODUCTION TO CERAMICS

3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$15

An introduction 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: \$15

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 Graphic Design Program or consent of instructor****Laboratory fee: \$10**

Provides the student an opportunity to refine and expand previous problems or ideas with emphasis on presentation techniques of finished work for client or job interviewing. The problems of communication skills will be studied. Enables the student to broaden his abilities so that the portfolio exhibits a high level of competence in various areas of the graphic design field.

ART 2234C COMPUTER LAYOUT DESIGN II

3 LECTURE HOURS - 3 CREDITS

Prerequisite: ART 1231C**Laboratory Fee: \$10**

A continuation of the Computer Layout Design I course using Quark Express for advanced terminology and procedures in desktop design and "press-ready" for commercial printing.

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 2253C 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 2254C FIGURE DRAWING AND ILLUSTRATION

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

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

Laboratory fee: \$10

Study of structure and proportions of human body as related to fashion figure proportions. A variety of media and techniques is introduced with some consideration for figure 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 2281C 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. Mathematics 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 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 2510C BEGINNING OIL PAINTING

3 LECTURE HOURS - 3 CREDITS

Prerequisite: ART 2540C

Laboratory fee: \$10

Specialized practice in painting with emphasis on special problems and procedures.

ART 2540C INTRODUCTION TO WATERCOLOR I 3 LECTURE HOURS -
Offered Fall Term 3 CREDITS

Prerequisite: ART 1300C or consent of instructor

Laboratory fee: \$15

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 2550C INTERMEDIATE OIL/ACRYLIC PAINTING 3 LECTURE HOURS -
Prerequisite: ART 2510C or consent of instructor 3 CREDITS

Laboratory fee: \$10

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

ART 2551C AIRBRUSH TECHNIQUES I 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 photoretouching.

ART 2552C AIRBRUSH TECHNIQUES II 3 LECTURE HOURS - 3 CREDITS
Prerequisite: ART 2551C
Laboratory fee: \$10

A continuation of Airbrush Techniques I. Emphasis will be on development and refinement of basic techniques and skills acquired in ART 2551C. 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: \$15

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: \$15

An introduction to problems in both open and closed contemporary sculptural forms and composition. Work will include construction using plaster, clay, metal, wood, and other materials.

ART 2904 PAINTING: INDIVIDUALIZED STUDY 3 LECTURE HOURS - 3 CREDITS
Prerequisite: ART 2510C

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.

CAP 2700 INTRODUCTION TO COMPUTER ART 3 LECTURE HOURS - 3 CREDITS
Laboratory fee: \$10

Involves the use of paint graphic and Corel software to create computer typographic designs, artwork, graphs, and edited images. A variety of user-friendly art and design techniques will allow for hands-on experience of creating personal images in the form of black and white or color print-outs and color photographic slides. Prior programming or computer experience is not required.

CAP 2703 COMPUTER ANIMATION 3 CREDITS
Prerequisite: CAP 2700
Laboratory fee: \$10

An expansion of Introduction to Computer Art with emphasis on graphics and animation software. Involves scanning, timing, sequencing, and a variety of animation techniques for desktop presentation. Images to be produced for animation and in the form of color photographic slides from screen images.

AVIATION

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 PILOTAERONAUTICS 4 LECTURE HOURS -
Prerequisite: ATT 1100 or Private Pilot's License 4 CREDITS

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

ATT 2110 COMMERCIAL PILOTAERONAUTICS 3 LECTURE HOURS -
Prerequisite: ATT 1100 or Private Pilot's License 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.

BANKING

BAN 1004 PRINCIPLES OF BANKING 2 LECTURE HOURS - 2 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 1114 DEPOSIT OPERATIONS 2 LECTURE HOURS - 2 CREDITS

This course provides an overview of the U.S. payments system, banking law and regulation, and current industry practices. It examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems.

BAN 1161 CORPORATE SECURITIES SERVICES 3 LECTURE HOURS - 3 CREDITS

Prerequisite: BAN 1004 and BAN 1413

This course provides a broad understanding of corporate securities processing and administration. Includes an overview of a bank's corporate securities services department and how the department serves as an intermediary between corporations, states, municipalities, investors, and public authorities.

BAN 1252 REAL ESTATE FINANCE 3 LECTURE HOURS - 3 CREDIT

Prerequisite or Corequisite: CGS 1511 or CGS 1516

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 1403 TRUST INVESTMENTS

3 LECTURE - 3 CREDITS

This course focuses on the theory and practice of trust department investment services. Topics covered include the investment process, economic forecasting and portfolio management. This course is designed for trust department personnel including officer trainees, paralegals, administrative assistants and retail bank personnel.

BAN 1405 TRUST OPERATIONS

3 LECTURE HOURS - 3 CREDITS

Prerequisites: BAN 1004, BAN 1413, and BAN 1161

This course covers the concepts and ideas that comprise the various trust functions and translates them into workable procedures. This course focuses primarily on the development of the knowledge and attitudes that are required to perform specific tasks in the area of trust operations.

BAN 1413 SECURITIES PROCESSING

3 LECTURE HOURS - 3 CREDITS

Prerequisite: ACG 2022 or consent of instructor

This course is designed for operations personnel that wish to develop a broad knowledge of the securities business, and its application to the banking environment. Emphasis is on the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio.

BAN 1511 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 1741 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 1800 LAW AND BANKING: PRINCIPLES

2 LECTURE HOURS - 2 CREDITS

A banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Summarizes the law pertaining to contracts, real estate and bankruptcy, and the legal implications of consumer lending.

BAN 1801 LAW AND BANKING: APPLICATIONS

2 LECTURE HOURS

- 2 CREDITS

An introduction to the laws pertaining to secured transactions, letters of credit, and the bank collection process. Includes material on check losses and a broad range of legal issues related to the processing of checks. Also, collateral, perfection, and default. Case histories are used extensively.

BAN 2210 ANALYZING FINANCIAL STATEMENTS 3 LECTURE HOURS -

Prerequisite: ACG 2022 or consent of instructor 3 CREDITS

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

BAN 2221 COMMERCIAL LOAN OFFICER DEVELOPMENT 3 LECTURE HOURS - 3 CREDITS

Prerequisite: BAN 1004

To develop the subjective skills and judgment-forming abilities that are crucial throughout the lending process. To make students more adept in loan interviewing and problem identification, credit information gathering, decision making, "people" skills, working with a credit team, pricing loans, analyzing and solving loan problems, negotiation skills and more.

BAN 2231 COMMERCIAL LENDING 3 LECTURE HOURS - 3 CREDITS

Prerequisite: BAN 1004

Prerequisite or Corequisite: CGS 1511 or CGS 1516

This course will provide entry level commercial lending officers and officer trainees with the knowledge and skills necessary to effectively service the needs of the bank's corporate clients.

BAN 2240 CONSUMER LENDING 3 LECTURE HOURS - 3 CREDITS

Prerequisite or Corequisite: CGS 1511 or CGS 1516

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, and compliance and portfolio management.

BAN 2400 TRUST BUSINESS 3 LECTURE HOURS - 3 CREDITS

This course provides an overview of the trust department, including how the trust department 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 emphasized.

BAN 2411 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 2501 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. 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 will be emphasized.

BAN 2724 RETAIL BANKING SERIES

3 LECTURE HOURS - 3 CREDITS

Prerequisites: BAN 1004, ACG 2022 or consent of instructor

This course covers retail management, sales management, and financial performance of banks. These three segments cover skills necessary for managing and preparing to manage human and financial resources in today's banking world.

BAN 2742 BANK MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

Prerequisites: BAN 1004

This course is a complete introduction to the handling of day-to-day bank activities; e.g., the formulation of objectives and policies; management of assets and liabilities; the sources and uses of funds; the administration of deposits, loans and other investments and the shortterm management of funds.

BRC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BANKING

Refer to the Cooperative Education heading for additional information.

3 CREDITS

BIOLOGICAL SCIENCE**BOT 2010 GENERAL BOTANY**

3 LECTURE HOURS - 5 CREDITS

Offered Spring Term**Prerequisite: BSC 1010 & BSC 1010L****Corequisite: BOT 2010L GENERAL BOTANY LABORATORY**

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

BOT 2010L GENERAL BOTANY LABORATORY

3 LAB HOURS - 0 CREDIT

Corequisite: BOT 2010**Laboratory fee: \$10**

This course provides laboratory support for the concepts taught in BOT 2010.

BSC 1005 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.

BSC 1010 GENERAL BIOLOGY 3 LECTURE HOURS - 5 CREDITS

Corequisite: BSC 1010L

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

BSC 1010L GENERAL BIOLOGY LABORATORY 2 LAB HOURS - 0 CREDIT

Corequisite: BSC 1010

Laboratory fee: \$15

This course provides laboratory support for the concepts taught in BSC 1010.

BSC 2093 HUMAN ANATOMY AND PHYSIOLOGY I 3 LECTURE HOURS -

Offered Fall Term Day, Spring Term Evening

5 CREDITS

Prerequisite: BSC 1010 & BSC 1010L or consent of instructor.

CHM 1025 & CHM 1025L highly recommended.

Corequisite: BSC 2093L

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.

BSC 2093L HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY

Corequisite: BSC 2093

3 LAB HOURS - 0 CREDIT

Laboratory Fee: \$15

This course provides laboratory support for the concepts taught in BSC 2093. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work.

BSC 2094 HUMAN ANATOMY AND PHYSIOLOGY II 3 LECTURE HOURS -

Offered Spring Term Day, Summer C Term Evening

5 CREDITS

Prerequisite: C or higher in BSC 2093 & BSC 2093L or consent of instructor

Corequisite: BSC 2094L Human Anatomy and Physiology II Laboratory

A continuation of BSC 2093 including the respiratory, cardiovascular, digestive, excretory, and reproductive systems, plus the chemistry of body fluids.

BSC 2094L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY

Corequisite: BSC 2094

3 LAB HOURS - 0 CREDIT

Laboratory Fee: \$15

This course provides laboratory support for the concepts taught in BSC 2094. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work.

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

Refer to the Cooperative Education heading for additional information.

MCB 2010 MICROBIOLOGY

3 LECTURE HOURS - 5 CREDITS

Prerequisites: BSC 1010 & BSC 1010L or
BSC 2093 & BSC 2093L or consent of instructor

Corequisite: MCB 2010L

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

MCB 2010L MICROBIOLOGY LABORATORY

3 LAB HOURS - 0 CREDIT

Corequisite: MCB 2010

Laboratory fee: \$15

This course provides laboratory support for the concepts taught in MCB 2010.

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-credit hour television course may be counted toward the science requirement for graduation.

OCE 2002C MARINE SCIENCE II

3 LECTURE HOURS - 3 CREDITS

Offered summers only at a marine science station

Prerequisite: PCB 2311C

This course is a continuation of PCB 2311C but is at a higher level of difficulty. The pre-trip topics covered in lectures given on the LSCC campus will include additional readings at a more advanced level than in PCB 2311C. While at the Marine Science Station on Long Key of the Florida Keys and while at sea on the Research Vessel Suncoaster, all topics covered will be covered at a more advanced level than in PCB 2311C. *An elective course only. Does not count toward the natural/physical science requirement for graduation but may be used for teacher certification or re-certification in biological science.*

PCB 2311C MARINE SCIENCE I

3 LECTURE HOURS - 3 CREDITS

Offered summers only at a marine science station

Prerequisite: BSC 1010C or OCE 1000 highly recommended

A lecture course taught partly on the LSCC campus and partly at the Marine Science Laboratory on Long Key, Florida and on board the Research Vessel Suncoaster. Basic physical and biological oceanography concepts will be taught on the LSCC campus prior to a week-long trip to Long Key of the Florida Keys. Half of the time of the trip to the Keys will be spent at the Marine Science Laboratory on Long Key collecting, studying, and analyzing samples taken from near-by sites. The remainder of the time on the trip will be spent at sea on the Research Vessel Suncoaster collecting and analyzing physical oceanographic data from various sites. Biological samples will also be collected, studied, preserved, and analyzed. *An elective course only. Does not count toward the natural/physical science requirement for graduation, but may be used for teacher certification or re-certification in biological science.*

PCB 2321 ECOLOGY OF CENTRAL FLORIDA COMMUNITIES 3 CREDITS

Students will learn to identify the biotic components of the various natural communities found in central Florida. The class will learn about all types of communities within a reasonable distance of the LSCC campus and study numerous ecological relationships in each community.

ZOO 2010 GENERAL ZOOLOGY 3 LECTURE HOURS - 5 CREDITS

Offered Fall Term

Prerequisite: BSC 1010 & BSC 1010L

Corequisite: ZOO 2010L

Survey of the vertebrate and invertebrate animal phyla and principles of animal biology with emphasis on comparative gross anatomy and physiology of each.

ZOO 2010L GENERAL ZOOLOGY LABORATORY 3 LAB HOURS - 0 CREDIT

Corequisite: ZOO 2010

Laboratory fee: \$15

This course provides laboratory support for the concepts taught in ZOO 2010. Laboratory work includes examination of preserved and living examples of the animal groups.

BUSINESS

ACG 2022 FINANCIAL ACCOUNTING 4 LECTURE HOURS - 4 CREDITS

Offered Fall Term

Prerequisite: Sophomore level or consent of the instructor

A study of the nature of financial accounting, including the accounting cycle; current and non-current assets; current and long-term liabilities; owner's equity for sole proprietorships, partnerships and corporations; and financial statements, including the Statement of Cash Flows.

ACG 2071 MANAGEMENT ACCOUNTING 3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ACG 2022

Corequisite: CGS 1511

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

Recordkeeping 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 2141 PEACHTREE ACCOUNTING 3 LECTURE HOURS - 3 CREDITS

Prerequisite: ACG 2022, APA 1002, or consent of instructor

Laboratory fee: \$5

This course provides instruction in the Peachtree Complete Accounting software. Topics covered include General Ledger, Accounts Payable, Accounts Receivable, Invoicing, Inventory, Payroll, Fixed Assets, Job Cost, Purchase Order, Utilities, Peachtree Data Query, chart of account maintenance, audit trails and error correction. *Adequate keyboarding skills will be most helpful. Knowledge of double-entry accounting is required.*

APA 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING

Refer to the Cooperative Education heading for additional information.

3 CREDITS

BUL 1040 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 2241 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.

FIN 1101 COMPUTERIZED FINANCIAL PLANNING

1 LECTURE HOUR - 1 CREDIT HOUR

This course will assist in the analyzing, tracking and posting of either business or personal finances through the use of some sophisticated computer software.

GEB 1011 INTRODUCTION TO BUSINESS

3 LECTURE HOURS - 3 CREDITS

Offered Fall Term

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

MAN 2021 PRINCIPLES OF MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

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

MAN 2300 PERSONNEL MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

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

MAN 2800 SMALL BUSINESS MANAGEMENT 3 LECTURE HOURS - 3 CREDITS

Offered Fall Term

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.

MAR 1011 PRINCIPLES OF MARKETING

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

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 2949 COOPERATIVE EDUCATION INTERNSHIP IN MARKETING

Refer to the Cooperative Education heading for additional information.

3 CREDITS

MKA 2021 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.

MKA 2041 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 operation of a retail store. Emphasis is placed on the importance of retailing in the economic structure and important aspects of successful retail store management.

MKA 2511 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.

MNA 1100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY

Offered Fall Term

3 LECTURE HOURS - 3 CREDITS

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

MNA 2340 PRINCIPLES OF SUPERVISION 3 LECTURE HOURS - 3 CREDITS

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.

OST 1100 KEYBOARDING & DOCUMENT FORMATTING

Laboratory fee: \$10 3 LECTURE HOURS - 3 CREDITS

Mastery by touch of the microcomputer keyboard, skill building, technique development, and document formatting will be emphasized. Document formatting will use practical business situations. Additional practice hours may be necessary.

OST 1108 KEYBOARD ACCURACY AND SPEED BUILDING

Prerequisite: OST 1100 or consent of instructor 1 LECTURE - 1 CREDIT

Laboratory fee: \$5

Course will emphasize accuracy and speed building using the microcomputer keyboard. Students are encouraged to take this course concurrently with Advanced Document Formatting or Word/Information Processing I. (Students may repeat this course, but only one credit will apply toward a degree.)

OST 1110 ADVANCED DOCUMENT FORMATTING 3 LECTURE HOURS -

Prerequisite: OST 1100, OST 1743, or consent of instructor 3 CREDITS

Laboratory fee: \$10

Using a microcomputer, students will achieve the ability to produce mailable business letters, reports, tabulations, and a variety of forms as they relate to the business environment. Emphasis will also be placed on speed development. 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 the beginning student.

OST 1141 KEYBOARDING ON MICROCOMPUTERS

Laboratory fee: \$5 1 LECTURE HOUR - 1 CREDIT

A self-paced, individualized course for students who have had no previous instruction in touch typewriting (keyboarding) in either high school or college and who desire basic alphabetic and numeric typing (keyboarding) skills to use in information processing activities such as data entry operations.

OST 1211 SHORTHAND I 3 LECTURE HOURS AND 2 PRACTICE HOURS -
3 CREDITS

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

Beginning course in the principles of shorthand. Emphasis is placed on shorthand theory and the development of dictation and transcription skills.

OST 1212 SHORTHAND II 3 LECTURE HOURS AND 2 PRACTICE HOURS -
Prerequisite: Having completed, waived, or currently 3 CREDITS
enrolled in OST 1100, OST 1211, and OST 1330
Continuation of OST 1211. 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 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 LECTURE HOUR - 1 CREDIT
Students will review parts of speech and their relationships within sentences, basic patterns for sentence construction and methods of punctuating sentences.

OST 1741 WORDPERFECT - INTRODUCTION 1 LECTURE HOUR -
Prerequisite: OST 1100 or consent of instructor 1 CREDIT
Laboratory fee: \$5
This course develops the skills necessary to use WordPerfect software. Students will learn keyboard operation, document storage and retrieval, correction techniques, text insertion and deletion, and formatting. Office Management Technology majors cannot take this course for program credit.

OST 1742 WORDPERFECT - ADVANCED 1 LECTURE HOUR -
Prerequisite: OST 1741 or consent of instructor 1 CREDIT
Laboratory fee: \$5
This course is a continuation of WordPerfect - Introduction. The course will include the study of advanced WordPerfect functions. Topics covered include typing and printing tables, use of graphics, search and replace, printing with headers and footers, and the use of the merge function to create personalized form letters. Office Management Technology majors cannot take this course for program credit.

OST 1743 ELECTRONIC WRITING I 1 LECTURE HOUR AND
Laboratory fee: \$5 1 PRACTICE HOUR - 1 CREDIT
This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc.

OST 1755 MICROSOFT WORD FOR WINDOWS - INTRODUCTION

Prerequisite: OST 1100 or consent of instructor 1 LECTURE HOUR -
Laboratory fee: \$5 1 CREDIT

This course develops the skills necessary to use Microsoft Word for Windows. Students will learn document storage and retrieval, correction techniques, text insertion and deletion, spell check, thesaurus, page numbering, headers and footers, and formatting. *Office Management Technology majors cannot take this course for program credit.*

OST 2325 BUSINESS MACHINES AND RECORDS MANAGEMENT

Offered Spring Term 3 LECTURE HOURS AND 2 PRACTICE HOURS - 3 CREDITS

Prerequisites: Completed, waived or currently enrolled in QMB 1001,
OST 1100, and OST 1743, or consent of instructor

Laboratory fee: \$5

This course is designed to develop skill in the operation of electronic and printing calculators; filing, records and database management; dictation and transcription; and telephone techniques. A minimum of two hours of individual laboratory work is required each week.

OST 2336 BUSINESS COMMUNICATIONS 3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

Prerequisites: OST 1100 or OST 1141 or OST 1743, OST 1330 or ENC
1101, sophomore level, or consent of instructor

This course is designed to provide practice in writing clear and effective business letters and memorandums. This course also emphasizes oral communication skills in listening, interviewing, and giving oral presentations.

OST 2397 CERTIFIED PROFESSIONAL SECRETARY REVIEW

OST 2397 (Parts V and VI) 1 LECTURE HOUR - 1 CREDIT

This special topics course is designed to review each of the three parts of the Certified Professional Secretaries (CPS) examination. Topics will include Accounting, Business Law, Economics, Management, Office Administration/Communications, and Office Technology; this topical course may be taken more than one time to prepare for the exam. *Degree students will receive only one hour of AS degree program credit.* A certified professional secretary is one who has successfully completed all three parts of the examination administered by the Institute for Certifying Secretaries and has met work experience criteria.

OST 2461 MEDICAL OFFICE MANAGEMENT 3 LECTURE HOURS AND 3 PRACTICE HOURS - 3 CREDITS

Prerequisites: OST 1110, HSC 1531, MRE 1031C, or consent
of instructor

This course includes instruction in medical office procedures, recordkeeping, appointment scheduling, and telephone skills. Students will also be introduced to the processing of private health insurance forms and governmental forms such as Medicare and worker's compensation forms (including payments and coding).

OST 2756 MICROSOFT WORD FOR WINDOWS - ADVANCED

Prerequisite: OST 1755 or consent of instructor

1 LECTURE HOUR -

Laboratory fee: \$5

1 CREDIT

This course is a continuation of Microsoft Word for Windows - Introduction. Students will learn formatting tables, multiple windows, finding and replacing text, maintaining disks, changing fonts, glossaries, columns, sorting text, advanced line and paragraph formatting, macros, and Microsoft draw. *Office Management Technology majors cannot take this course for program credit.*

OST 2766 WORD PROCESSING - WORD PERFECT

3 LECTURE HOURS,

Prerequisites: Either OST 1100 or OST 1141

2 LABORATORY HOURS -

and OST 1743 or consent of instructor

3 CREDITS

Laboratory Fee: \$10

This course develops the concepts and skills necessary to use WordPerfect word processing software. Students will learn keyboard operations, document storage and retrieval, correction techniques, text insertion and deletion, and formatting. Advanced techniques and concepts include tables, use of graphics, search and replace, file management, printing with headers and footers, and the merge function. Communication skills for word/information processors are also highlighted.

OST 2767 WORD PROCESSING - WORD FOR WINDOWS

Prerequisites: Either OST 1100 or OST 1141

3 LECTURE HOURS,

and OST 1743 or consent of instructor

2 LABORATORY HOURS -

Laboratory Fee: \$10

3 CREDITS

This course develops the concepts and skills necessary to use Word for Windows word processing software. Students will learn keyboard operation, document storage and retrieval, correction techniques, text insertion and deletion, and formatting. Advanced techniques and concepts include tables, use of graphics, search and replace, file management, printing with headers and footers, and the merge function. Communication skills for word/information processors are also highlighted.

OST 2811 DESKTOP PUBLISHING I (PAGEMAKER)

1 LECTURE HOUR -

Prerequisite: Keyboarding skills and OST 1743

1 CREDIT

Laboratory fee: \$5

This course introduces students to the basic concepts of PageMaker (a page layout software) to design and create newsletters, brochures, and posters using various typestyles and graphics.

OST 2812 DESKTOP PUBLISHING II (PAGEMAKER)

1 LECTURE HOUR -

Prerequisite: OST 2811

1 CREDIT

Laboratory fee: \$5

This course is a continuation of OST 2811. Students will learn advanced features of PageMaker including importing text, styles, master pages, tables, templates, color, long documents, and scanned images.

OST 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS 3 CREDITS

Prerequisites: OST 1110, OST 1330, OST 2325, OST 2766 or OST 2767 and Lotus 1-2-3 or Excel or consent of instructor

This course is designed to be an exit internship for the Office Management Technology program. Individual objectives will be developed to address office management competencies.

Refer to the Cooperative Education heading for additional information.

QMB 1001 BUSINESS MATHEMATICS 3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

This course is designed to develop skill in the use of computations in business offices and to develop an understanding of business situations which will enable the student to apply his arithmetical skill. It will include problems of simple interest, percentage, simple bank and trade discounts, depreciation, installment buying, payroll computation, and allied areas.

RMI 2000 PRINCIPLES OF INSURANCE 3 LECTURE HOURS - 3 CREDITS

The principles, practices and economics of insurance and 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 a constitution and bylaws, prepare minutes of meetings, and other topics relating to meeting procedures as time permits.

CHEMISTRY

CHM 1020 ENVIRONMENTAL 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.

CHM 1025 GENERAL CHEMISTRY 3 LECTURE HOURS - 5 CREDITS

Corequisite: CHM 1025L

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 1025L GENERAL CHEMISTRY LABORATORY 2 LAB HOURS - 0 CREDIT

Corequisite: CHM 1025

Laboratory fee: \$10

This course provides laboratory support for the concepts taught in CHM 1025.

CHM 1205 GENERAL ORGANIC AND BIOCHEMISTRY 3 LECTURE HOURS -
Prerequisite: CHM 1025 and CHM 1025L 5 CREDITS

Corequisite: CHM 1205L

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.

CHM 1205L GENERAL ORGANIC AND BIOCHEMISTRY 2 LAB HOURS -
Laboratory fee: \$10 0 CREDIT

Corequisite: CHM 1205

The laboratory will provide students with experiments which illustrate the principles of organic chemistry.

CHM 2045 COLLEGE CHEMISTRY I 3 LECTURE HOURS - 5 CREDITS

Offered Fall Term Only

Corequisite: MAC 1142 and CHM 2045L

Prerequisite: CHM 1025 and CHM 1025L or A in high school chemistry

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 2045L COLLEGE CHEMISTRY I LABORATORY 3 LAB HOURS -
Laboratory fee: \$10 0 CREDIT

Corequisite: CHM 2045

The laboratory will provide laboratory support for the concepts taught in CHM 2045.

CHM 2046 COLLEGE CHEMISTRY II 3 LECTURE HOURS - 5 CREDITS

Offered Spring Term Only

Prerequisite: C or higher in CHM 2045 and CHM 2045L

Corequisite: CHM 2046L

A continuation of CHM 2045.

CHM 2046L COLLEGE CHEMISTRY II LABORATORY 3 LAB HOURS -
Laboratory fee: \$10 0 CREDIT

Corequisite: CHM 2046

The laboratory will provide laboratory support for the concepts taught in CHM 2046 with emphasis on qualitative analysis.

CHM 2949 COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY
Refer to the Cooperative Education heading for additional information. 3 CREDITS

COMPUTER SCIENCE/DATA PROCESSING

CDA 2522 INTRODUCTION TO MICROCOMPUTER NETWORKING

Prerequisite: CIS 1400 or consent of instructor 1 LECTURE HOUR - 1 CREDIT

Laboratory fee: \$5

The student will be introduced to network principles, i.e. topology, access methods, cabling, gateways and bridges. The three primary IEEE supported standards, Token Ring, Ethernet, and ACRnet will be examined as well as the major LAN operating systems. Finally, a performance and cost analysis will be done to aid the student in future purchasing decisions. The student will have daily hands-on experience with the computer. Additional practice time and keyboarding skills will be required.

CET 1151 INTRODUCTION TO MICROCOMPUTER HARDWARE TROUBLESHOOTING AND UPGRADING 1 LECTURE HOUR - 1 CREDIT

This course covers the fundamentals of computer servicing. The concepts studied will apply to all computers, but emphasis is placed on the microcomputer. Topics studied will include computer basics, power supply services, various bus architectures, and computer configuration. The course will emphasize hands-on training that will include, but not be limited to, adding memory boards and chips, replacing diskette and fixed disk drives, adding various devices such as a modem, scanner, or printer and troubleshooting to locate various hardware related problems.

CGS 1000 INTRODUCTION TO DATA PROCESSING 3 LECTURE HOURS - 3 CREDITS

This introductory course is designed to provide an overall view of computers and a foundation to data processing. Computers of all types (mainframes, minicomputers,...) will be studied. Specific hardware will be identified by structure and function. Commercial and scientific computer applications will be considered. Topics include information processing, history of computers, computer numbering systems, hardware, file organization, communications, related careers, software demonstrations, and the computer's effects on society. Computer in-class application experiences are limited as this is not a hands-on course.

CGS 1060 COMPUTER BASICS 1 LECTURE HOUR - 1 CREDIT

Prerequisite: None

Laboratory fee: \$5

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.

CGS 1461 COMPUTER PROGRAMMING IN BASIC 4 LECTURE HOURS - 4 CREDITS

This course introduces the student to the common elements of programming and uses *Microsoft Visual BASIC*. Program design, structured methodology, syntax, documentation, problem solving, and terminology will be studied. Students will be involved in hands-on experience within class and in between classes. Use of *Microsoft Visual BASIC's* on-line *Help* and other reference materials will be required. The student will create programming assignments meeting given specifications.

CGS 1510 LOTUS 1-2-3

3 LECTURE HOURS - 3 CREDITS

Prerequisite: CIS 1400 or consent of instructor**Laboratory fee:** \$10

Lotus 1-2-3 is the complete integrated software package that provides spreadsheets, graphics, and database capabilities for the solution of business problems without the need to write programs. The course is a hands-on class that develops proficiency in its operation, capabilities, and applications. The student will have daily hands-on experience with the computer. Additional practice time and keyboarding skills will be required. *Students cannot receive program credit for both CGS 1510 (Lotus 1-2-3, 3 credit course) and for the following 1 credit Lotus courses: CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 1511 LOTUS 1-2-3, Level I

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CIS 1400 or consent of instructor**Laboratory fee:** \$5

This course provides basic instruction in the Lotus 1-2-3 software. Since the principles of all spreadsheet software programs are similar, the course is helpful for all spreadsheet users. Topics covered include entering labels and values, use of simple functions, copying and moving cells, the construction and printing of simple spreadsheets, the construction of simple macros, creation and manipulation of basic databases and on-screen graphics. The student will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills will be most helpful. *Students cannot receive program credit for both CGS 1510 (Lotus 1-2-3, 3 credit course) and for the following 1 credit Lotus courses: CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 1512 LOTUS 1-2-3, Level II

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CGS 1511**Laboratory fee:** \$5

This course provides additional instruction in Lotus 1-2-3, including the construction of more complicated spreadsheets, advanced database features, additional functions, confidence building in the use of macros, and advanced file and printing commands. The student will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills are most helpful. *Students cannot receive program credit for both CGS 1510 (Lotus 1-2-3, 3 credit course) and for the following 1 credit Lotus courses: CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 1513 LOTUS 1-2-3, LEVEL III

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CGS 1512**Laboratory fee:** \$5

This course provides advanced instruction in the use of Lotus 1-2-3. Topics covered include the use of string functions, creating and refreshing links between files, data import from and export to other software programs and spreadsheet publishing with Allways. Additional practice time will be required. Adequate keyboarding skills are most helpful. *Students cannot receive program credit for both CGS 1510 (Lotus 1-2-3, 3 credit course) and for the following 1 credit Lotus courses: CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 1514 LOTUS 1-2-3, LEVEL IV

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CGS 1513**Laboratory fee: \$5**

This is a course in Lotus macros and spreadsheet design. Topics covered include the creation and testing of increasingly complicated macros, utility macros and the use of subroutines. Students will learn effective techniques for the construction and management of large worksheets. Additional practice time will be required. Adequate keyboarding skills are most helpful.

CGS 1516 MICROSOFT EXCEL, LEVEL I

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CIS 1400 and Windows or consent of instructor**Laboratory fee: \$5**

This course provides additional instruction in the Microsoft Excel software. Since the principles of all spreadsheet software programs are similar, the course is helpful for all spreadsheet users. Topics covered include entering labels and values, use of simple functions, copying and moving cells, the construction and printing of simple spreadsheets, the construction of simple macros, creation and manipulation of basic databases, and on-screen graphics. The student will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills will be most helpful. Experience with Microsoft Windows will be helpful. Students cannot receive program credit for both CGS 1510 (Lotus 1-2-3, 3 credit course) and for the following 1 credit Lotus courses: CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).

CGS 1517 MICROSOFT EXCEL, LEVEL II

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CGS 1516 or consent of instructor**Laboratory fee: \$5**

This course provides additional instruction in the Microsoft Excel software. Students will construct more complicated spreadsheets; use conditional, lookup, and string functions; use spell check; use advanced database features; and learn to create and use macros. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills and familiarity with the use of a mouse will be helpful. *Students cannot receive program credit for both Lotus 1-2-3 and Microsoft Excel.*

CGS 1519 MICROSOFT EXCEL

3 LECTURE HOURS - 3 CREDITS

Prerequisites: CGS 1564**and CIS 1400 or consent of instructor****Laboratory fee: \$10**

This course provides instruction in the Microsoft Excel software. Since the principles of all spreadsheet software programs are similar, the course is helpful for all spreadsheet users. Topics covered include entering constant values and formulas, use of functions, copying and moving cells, the construction and printing of spreadsheets, the construction of macros, creation and manipulation of databases, use of toolbars, use of Excel Wizards, and charts. The student will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills will be most helpful. *Students cannot receive program credit for both CGS 1519 (Microsoft Excel, 3 credit course), CGS 1510 (Lotus 1-2-3 - Level I, 3 credit course), and for the following 1 credit courses: CGS 1516 (Microsoft Excel, Level I), CGS 1517 (Microsoft Excel, Level II), CGS 2518 (Microsoft Excel, Level III), CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 1541 dBASE III

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CIS 1400 or consent of instructor**Laboratory fee: \$5**

A hands-on course in the manipulation of databases by utilizing the high level programming language of dBASE III Plus. The course will study the manipulation of data, and the training in design of databases with special attention to sorting, extracting, listing, printing, etc. The student will have daily hands-on experience with the computer. Additional practice time and keyboarding skills will be required.

CGS 1560 INTRODUCTION TO PC DOS

1 LECTURE HOUR - 1 CREDIT

Prerequisite: Operational understanding of the microcomputer and keyboarding**Laboratory fee: \$5**

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. The student will have daily hands-on experience with the computer. Additional practice time and keyboarding skills will be required.

CGS 1561 ADVANCED DOS

1 LECTURE HOUR - 1 CREDIT

Prerequisite: CGS 1560 or consent of instructor**Laboratory fee: \$5**

This course is a followup to Introduction to PC DOS. The student will master advanced batch file techniques, menu creation, ANSI.SYS, virtual disks, and program patching through DEBUG. Daily hands-on experience will be required and keyboarding skills are necessary.

CGS 1564 MICROSOFT WINDOWS - INTRODUCTION

1 LECTURE HOUR -

Prerequisite: Keyboarding skills and basic computer knowledge

1 CREDIT

Laboratory fee: \$5

This course develops the skills necessary to use Microsoft Windows. Students will learn system components, manipulating Windows, Program Manager, File Manager, Write, Paint-brush, Accessories, and Customizing Windows.

CGS 1577 MULTIMEDIA COMPUTER APPLICATIONS

3 LECTURE HOURS -

Prerequisites: CGS 1560 and CIS 1400 or consent of instructor

3 CREDITS

Multimedia is the computer software technology that uses the personal computer to integrate text, speech, sound, graphics, and animation for professional presentations. Students will explore scanner devices, a digitized camera, CD-ROM, and videodisc technology for application in their projects. The course is a hands-on class that develops students' proficiency in operational capabilities and applications using multimedia software from both MS-DOS and Windows-based products. Projects will be of a nature that requires research and implementation outside of class.

CGS 1905 PERSONAL COMPUTING

1 CREDIT

Laboratory Fee: \$5

This course is designed for independent study using interactive videodisc covering the fundamentals of using a personal computer — software, hardware, and conceptual integrations of LANS and telecommunications. Students will work independently in the laboratory on their own, at their own pace, until completing the assigned work. Students will meet with an instructor periodically to evaluate progress.

CGS 2518 MICROSOFT EXCEL, LEVEL III

1 LECTURE HOUR - 1 CREDIT

Prerequisites: CGS 1517 Microsoft Excel, Level II or consent of instructor**Laboratory fee: \$5**

This course provides advanced instruction in the Microsoft Excel software. Since the principles of all spreadsheet software programs are similar, the course is helpful for all spreadsheet users. Topics covered include macros, slideshows, working with large worksheets, and other advanced topics. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding skills will be most helpful. *Students cannot receive program credit for both CGS 1519 (Microsoft Excel, 3 credit course), CGS 1510 (Lotus 1-2-3, Level I, 3 credit course), and for the following 1 credit courses: CGS 1516 (Microsoft Excel, Level I), CGS 1517 (Microsoft Excel, Level II), CGS 2518 (Microsoft Excel, Level III), CGS 1511 (Lotus 1-2-3, Level I), CGS 1512 (Lotus 1-2-3, Level II), and CGS 1513 (Lotus 1-2-3, Level III).*

CGS 2550 DATA COMMUNICATIONS AND NETWORKING FUNDAMENTALS3 LECTURE HOURS -
3 CREDITS**Prerequisites: Understanding of DOS and microcomputer fundamentals or consent of instructor****Laboratory fee: \$10**

This course introduces the student to data communications terminology, theory, and hardware significant to the establishment and maintenance of Local Area Networks. IEEE supported Ethernet, Token Ring, ARCNet, and FDDI standards will be included with network hardware principles. Hands-on activities are aimed at fundamental skills with hardware installation and those needed for LAN management including use of Netware's Network Operating System software. Students will be assigned a LAN design case.

CGS 2566 MICROSOFT WINDOWS - ADVANCED1 LECTURE HOUR -
1 CREDIT**Prerequisite: Successful completion of CGS 1564****Microsoft Windows - Introduction****Laboratory fee: \$5**

This course is designed to develop proficiency in advanced Windows applications with emphasis on object linking and embedding, PIF editor, memory management, and customizing and optimizing the Windows environment.

CGS 2949 COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE

3 CREDITS

Prerequisite: Must have completed a minimum of 30 credit hours including CIS 1400 and CGS 1560

Refer to the Cooperative Education heading for additional information.

CIS 1400 INTRODUCTION TO COMPUTER OPERATIONS

Laboratory fee: \$10

3 LECTURE HOURS - 3 CREDITS

An introductory course in the operation and use of microcomputers, including computer terminology, internal parts, cards and devices, software use, and selected commands from DOS and an integrated software package.

CIS 1940 SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES

1-3 CREDITS

Prerequisite: See tabloid for prerequisites for each specific topic

Laboratory Fee: \$5

Current topics of interest in the area of computers and information sciences will be discussed. Content may include particular computer languages, CIS research, current industry developments, software and hardware innovations. *May be repeated with a change of content up to a maximum of 12 credits.*

CIS 2311 MANAGEMENT INFORMATION SYSTEMS

3 LECTURE HOURS -

Prerequisite: CGS 1000, COP 1000 or consent of instructor

3 CREDITS

Laboratory Fee: \$10

Study of the analysis of the highest level of information support systems aiding the manager. This analysis is used in the decision making process. The major emphasis is on resource planning, justification of cost, organization, control of user resources and management of the systems development processes. The concept of management and the systems approach are applied in case studies.

CIS 2321 SYSTEMS ANALYSIS AND DESIGN

3 LECTURE HOURS - 3 CREDITS

Prerequisite: CGS 1000 and COP 1000

Corequisite or Prerequisite: Any programming language

Concurrent: CIS 1400

A study of the techniques required to process data within the system and program life cycle. Emphasis will be on the techniques used in problem solving and tools of system documentation. The students will study the strategies and techniques of structured systems development, including the study of data interface problems. Course will include a practical case study in systems analysis.

CIS 2325 COMPUTER APPLICATIONS AND PROJECT DEVELOPMENT

Prerequisite: CIS 2321

3 LECTURE HOURS - 3 CREDITS

Laboratory Fee: \$10

A capstone course that will integrate the knowledge and capabilities that a student has acquired from prior computer and business courses into a comprehensive development project. Emphasis will be on evaluating solutions to "real world" problems and strategies for implementation.

COP 1000 PROGRAMMING LOGIC CONCEPTS 3 LECTURE HOURS -

Prerequisite or concurrent CGS 1000 3 CREDITS

The student will learn 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 breaks, editing, random and sequential file updating, table handling and other problems of interest to the student. Course recommended for all programming students.

COP 1220 COMPUTER PROGRAMMING-C LANGUAGE 3 LECTURE HOURS -

Prerequisite: COP 2403 or consent of instructor 3 CREDITS

Laboratory fee: \$10

To learn to write computer programs in the C language on the IBM Personal Computer. C is a flexible language that can be used for anything from operating systems to accounting packages. It is a middle level language with some of the advantages of assembly language and some of the advantages of high level languages like BASIC. The student will learn the modular approach to programming, debugging, and maintenance.

COP 2120 COMPUTER PROGRAMMING - COBOL I 3 LECTURE HOURS -

Offered Fall Term 3 CREDITS

Prerequisite: COP 1000 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. Structured concepts and table processing will be emphasized.

COP 2121 COMPUTER PROGRAMMING - COBOL II 3 LECTURE HOURS - 3 CREDITS

Offered Spring Term

Prerequisite: COP 2120

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, file validation techniques, and creation and maintenance.

COP 2160 COMPUTER PROGRAMMING - RPG 3 LECTURE HOURS -

Prerequisite: COP 1000 or consent of the instructor 3 CREDITS

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, and table/array processes.

COP 2200 COMPUTER PROGRAMMING - FORTRAN 3 LECTURE HOURS -

Prerequisite: COP 1000 3 CREDITS

Laboratory fee: \$10

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

COP 2210 COMPUTER PROGRAMMING — PASCAL 3 LECTURE HOURS -
Prerequisite: COP 1000 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 2403 PROGRAMMING IN IBM PC ASSEMBLY 3 LECTURE HOURS -
Prerequisite: CGS 1000C, COP 1000C, any programming 3 CREDITS

course or consent of instructor

Laboratory fee: \$10

This course is designed to give the student programming experience in assembly language on microcomputers, utilizing the 8086 Macro assembler.

COP 2700 DATABASE DESIGN AND ANALYSIS 3 LECTURE HOURS -
Prerequisite: CIS 1940SI or consent of instructor 3 CREDITS

Laboratory fee: \$10

This course is designed to introduce the student to a PC DBMS. The concepts involved in using a PC DBMS in a business setting will be stressed. Topics will include normalization, design methodology, report generation, data management techniques plus queries, indexing, and relations. Daily hands-on experience with the DBMS will be required.

COOPERATIVE/CAREER EDUCATION

*****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, seminar attendance, and assessment of job performance by Faculty Advisor. 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: APA 2949 (Accounting); ART 2949 (Art); BRC 2949 (Banking); BSC 2949 (Biological Science); CCJ 2949 (Criminal Justice); CGS 2949 (Computer Science); CHM 2949 (Chemistry); ECO 2949 (Economics); EDG 2949 (Education); EGS 2949 (Engineering); ENG 2949 (English); HFT 2949 (Hospitality Management); HIS 2949 (History); HSC 2949 (Health); HUM 2949 (Humanities); JOU 2949 (Journalism); MAN 2949 (Business Administration); MAR 2949 (Advertising & Marketing) MUS 2949 (Music); OST 2949 (Business); PET 2949 (Physical Education); PLA 2949 (Legal Assisting); POS 2949 (Government); PSY 2949 (Psychology); RTV 2949 (Broadcasting); SYG 2949 (Sociology); THE 2949 (Speech & Theatre).

COE 1000 SEMINAR IN JOB 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.

SLS 1401 CAREER PLANNING

3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$10

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.

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

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

CCJ 1400 POLICE ORGANIZATION AND ADMINISTRATION

3 LECTURE HOURS - 3 CREDITS

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

CCJ 2220 CRIMINAL LAW

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

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 2300 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

The problem of defining and measuring delinquency will be considered. 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

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.

CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE

3 CREDITS

Refer to the Cooperative Education heading for additional information.

CJT 1800 INTRODUCTION TO SECURITY

3 LECTURE HOURS - 3 CREDITS

The organization and management of the security function in industry, business, government, and institutions will be presented. The protection of personnel, facilities, and other assets as well as the administrative, legal, and technical problems of loss prevention and control will be analyzed.

CJT 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 consent of instructor

Special Fee - \$40.

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.

ECONOMICS

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 (MACROECONOMICS)

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 (MICROECONOMICS)

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; the theory of consumer behavior and theory of the firm, and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

ECO 2949 COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS

Refer to the Cooperative Education heading for additional information. 3 CREDITS

EDUCATION

EDF 2005 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. This course is designed for prospective teachers as an introduction to the educational profession, not for recertification.

EDG 2949 COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION

Refer to the Cooperative Education heading for additional information. 3 CREDITS

ENGINEERING

EGS 1111C ENGINEERING GRAPHICS 3 LECTURE HOURS AND

Prerequisite: MAT 0012

3 LAB HOURS - 4 CREDITS

The fundamentals of engineering drafting utilizing manual and computer (AutoCAD) methods and includes geometric constructions, lettering, pictorial drawing, orthographic projections, auxiliary projections, sectional views, and dimensioning as well as an introduction to descriptive geometry. A minimum of four hours of individual work outside of class is required per week.

EGS 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGINEERING

Refer to the Cooperative Education heading for additional information.

3 CREDITS

ETD 1320 INTRODUCTION TO AUTOCAD 3 LECTURE HOURS AND

Prerequisite: EGS 1111C or consent of instructor 3 LABORATORY HOURS - 4 CREDITS

Laboratory fee: \$10

An introduction to the use of computer hardware and software in the performance of engineering graphics. Students will use computers to draw, dimension, letter and plot a variety of drawings using the AutoCAD system.

ETD 2350 ADVANCED AUTOCAD 3 LECTURE HOURS - 3 CREDITS

Prerequisite: ETD 1320

Laboratory fee: \$10

A continuation of ETD 1320. Covers AutoCAD customization macros and menus using AutoLISP, 3-D drawing and interchange files.

ETD 2531C ARCHITECTURAL DRAFTING 3 LECTURE HOURS - 3 CREDITS

Prerequisite: EGS 1111C

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

SUR 1100C SURVEYING I 3 LECTURE HOURS - 3 CREDITS

Theory and practice of plane surveying, use and care of instruments, instrument error, balancing and closing traverses, introduction to land and construction surveying.

ENGLISH

AML 2010 AMERICAN LITERATURE I 3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ENC 1102

This course deals with major American writers of prose and poetry from colonial times through the Civil War. 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. *May be used to fulfill Gordon Rule requirements.*

AML 2022 AMERICAN LITERATURE II 3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ENC 1102

A continuation of AML 2010. Major American writers from the Civil War to the present are studied. *May be used to fulfill Gordon Rule requirements.*

CRW 2000 CREATIVE WRITING

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in 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. *May be used to fulfill Gordon Rule requirements.*

ENC 0001 BASIC COMPOSITION SKILLS

3 LECTURE HOURS - 3 CREDITS

COLLEGE PREPARATORY COURSE:

COLLEGE CREDIT NOT AWARDED TOWARD DEGREE.

A preparatory English course structured to meet the needs of students who need basic composition instruction. Individualized help will be provided. Classes are limited in size to allow more opportunity for instructor-student interaction. *May not be used to satisfy any degree program at LSCC.* Attendance in the Learning Center (2 hours per week beyond regular class meetings) is required. *Students who pass ENC 0001 with a grade of C or higher must take ENC 0010 as the next course in the sequence or retake the placement test to be placed into ENC 1101. College Preparatory credit only.*

ENC 0010 COLLEGE PREPARATORY COMPOSITION

3 LECTURE HOURS -

COLLEGE CREDIT NOT AWARDED TOWARD DEGREE.

3 CREDITS

Prerequisite: C or higher in ENC 0001 or placement test score

A preliminary composition course structured to meet the needs of students who require individualized help. This course is designed to stress grammar, usage, vocabulary development, and mechanics of expression, moving from sentence structure to paragraph writing to expository essay writing. The course includes a computer lab component. *May not be used to satisfy any degree program at LSCC. Students who pass ENC 0010 with a grade of C or higher may enroll in ENC 1101. College Preparatory credit only.*

ENC 1101 COLLEGE COMPOSITION I

3 LECTURE HOURS - 3 CREDITS

Prerequisite or Corequisite: OST 1743 or exemption exam

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. *May be used to fulfill Gordon Rule requirements.* A major documented essay is required. This course includes an exit essay requirement as a means of ensuring the acquisition of fundamental skills and competencies. An unsatisfactory performance in the exit essay portion of the course will limit the student to a maximum grade of "D" (one quality point per credit hour).

ENC 1102 COMPOSITION: LITERATURE

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ENC 1101

Prerequisite or Corequisite: OST 1743 or exemption exam

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. *May be used to fulfill Gordon Rule requirements.* This course includes an exit essay requirement as a means of ensuring the acquisition of fundamental skills and competencies. An unsatisfactory performance in the exit essay portion of the course will limit the student to a maximum grade of "D" (one quality point per credit hour).

ENC 2135 COMPOSITION: ARGUMENTATION 3 LECTURE HOURS -
Prerequisite: C or higher in ENC 1102 3 CREDITS

Prerequisite or Corequisite: OST 1743 or exemption exam

This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed upon logical development of ideas. In addition to written exposition the course includes a substantive unit on oral skills and oral communication. Both a research paper and an oral presentation will be required. *May be used to fulfill Gordon Rule requirements.*

ENC 2210 TECHNICAL REPORT WRITING 3 LECTURE HOURS - 3 CREDITS
Prerequisite: C or higher in ENC 1101 or consent of instructor

The student is trained in the collection, organization, analysis, evaluation, and professional presentation of business, industrial, or scientific data. The student practices a variety of letter, memo, and report formats including the use of charts and drawings. The course includes practice in oral reports. A term research project is required. *May be used to fulfill Gordon Rule requirements.*

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
Refer to the Cooperative Education heading for additional information. 3 CREDITS

ENL 2012 ENGLISH LITERATURE I 3 LECTURE HOURS - 3 CREDITS
Prerequisite: C or higher in ENC 1102

A survey course designed to introduce students to the major British writers and their works of four periods: Medieval, Renaissance, Seventeenth Century, and Eighteenth Century (or Restoration). The course also emphasizes the historical, cultural, intellectual and social milieu out of which the writers produced the literary works which still influence the ideas and values of the English speaking world. *May be used to fulfill Gordon Rule requirements.*

ENL 2022 ENGLISH LITERATURE II 3 LECTURE HOURS - 3 CREDITS
Prerequisite: C or higher in ENC 1102

A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism (1798- 1832); Victorian Age (1832-1901); Modern Age (or 20th century). The course emphasizes the historical, cultural, intellectual and social milieu out of which the writers produced the literary works which influence the ideas and values of the English Speaking world today. *May be used to fulfill Gordon Rule requirements.*

LIN 1670 ENGLISH GRAMMAR 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 years, and as a primary course for students wishing to improve their knowledge of English. Useful as an English elective. Recommend OST 1743 as corequisite.

LIT 2090 CONTEMPORARY LITERATURE: SURVEY

Prerequisite: C or higher in ENC 1102 3 LECTURE HOURS - 3 CREDITS

A study of contemporary movements in literature based on the critical reading analysis of English and American writers. *May be used to fulfill Gordon Rule requirements.*

LIT 2091 CONTEMPORARY LITERATURE: NOVELS

Prerequisite: C or higher in ENC 1102 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. *May be used to fulfill Gordon Rule requirements.*

LIT 2110 EUROPEAN LITERATURE I

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ENC 1102

Readings are drawn from European literature written during the ancient, medieval, and Renaissance periods. *May be used to fulfill Gordon Rule requirements.*

LIT 2120 EUROPEAN LITERATURE II

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in ENC 1102

As a continuation of LIT 2110, this course focuses on major European writers of the seven-teenth through the twentieth centuries. *May be used to fulfill Gordon Rule requirements.*

LIT 2930 SELECTED TOPICS IN LITERATURE

3 LECTURE HOURS - 3 CREDITS

Prerequisites: C or higher in ENC 1102

This course is problem-, issue-, subject-centered in its approach to the field of literature. It provides an awareness of and appreciation for major themes and/or writers through an in-depth study of specific literary works as they relate to the selected topic. Possible topics include a Multicultural Approach to Literature, Southern Women Writers, Comedy in Literature, Shakespeare's Tragic Vision, African-American Literature, and Myths, Legends and Folktales. *May be used to fulfill Gordon Rule requirements. May be repeated for a maximum of nine credit hours.*

REA 0001 COLLEGE PREP READING

3 LECTURE HOURS AND

COLLEGE PREPARATORY COURSE:

1 HOUR LABORATORY - 3 CREDITS

COLLEGE CREDIT NOT AWARDED TOWARD DEGREE

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 certified by attaining 10.5 on the Nelson-Denny Reading test, or other norm referenced test yet to be defined. LSCC has determined that successful achievement will be needed for entry into REA 1105. Students will be required to repeat the course, paying normal, required tuition each time, until completion is achieved. Three (3) semesters are allowed, by law, for completion.

REA 1105 READING SKILLS

3 LECTURE/LAB HOURS - 3 CREDITS

A course designed to provide reading instruction as required by LSCC 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 verses opinion, and draw logical inferences and conclusions); (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 (Learning Center) hours may 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 0001) or Reading Skills (REA 1105)

REA 1605 COLLEGE STUDY SKILLS

3 LECTURE HOURS - 3 CREDITS

A course designed for all students needing any assistance in the area of study skills - from the basic to the advanced. Topics include, but are not limited to the following: student effectiveness, time management, memory development, reading comprehension techniques, note taking, test anxiety, creativity, health, learning styles, and resources. The main objective is to enhance student success by becoming a "master student."

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. Also included is a survey of professional fire protection career opportunities and current trends in modern fire service operation.

FFP 1300 BUILDING CODES

3 LECTURE HOURS - 3 CREDITS

This course covers building and fire safety codes relevant to the professional Fire Inspector exam. Students will become accomplished in the use of approved codes and standards.

FFP 1410 FIREFIGHTING TACTICS AND STRATEGY I

3 LECTURE HOURS - 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 foreground coordination; engine and ladder company operations; and safety for the firefighter. Practical problems will include situation scenarios.

FFP 1601 FIRE APPARATUS PRACTICES

3 LECTURE HOURS - 3 CREDITS

This course is a comprehensive study of fire apparatus, its history and design; and procedures used for testing apparatus for purposes of rating. The course also includes the various classifications of fire apparatus, as well as the current configurations of foreground pumps and their maintenance. Driving and pumping techniques are also stressed.

FFP 1620 PRIVATE FIRE PROTECTION AND DETECTION SYSTEMS

3 LECTURE HOURS - 3 CREDITS

A study of private fire protection and detection systems such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems, and various warning devices. Each system is discussed as to its need, construction, preventive maintenance, and individual uses.

FFP 2130 FIRE SERVICE MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

The course includes basic aspects of leadership with emphasis on leadership style, group dynamics, communications, and individual behavior. Current motivation and management theories are also covered.

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.

FFP 2200 INTRODUCTION TO FIRE INSPECTION

3 LECTURE HOURS - 3 CREDITS

This course covers the structure and organization of fire prevention organizations, conducting inspections, and applying code regulations. A study of procedures and techniques of fire prevention, pre-fire planning and recognition and elimination of fire hazards are covered.

FFP 2240 FIRE CAUSE AND ORIGIN

3 LECTURE HOURS - 3 CREDITS

This course is a comprehensive study of the procedures of fire investigation that are used to determine fire cause and origin in fires of incendiary origin.

FFP 2500 HAZARDOUS MATERIALS I

3 LECTURE HOURS - 3 CREDITS

The course is designed to assist the student in choosing appropriate measures for handling hazardous materials. A basic knowledge of chemical composition, as well as a study of principles involved in the recognition of materials that are hazardous because of combustibility, toxicity, reactivity, or other properties will be included.

FFP 2501 HAZARDOUS MATERIALS II

3 LECTURE HOURS - 3 CREDITS

The course includes various modes of transportation and storage of hazardous materials. It also identifies specific and unique problems emergency personnel face with moving and storing of the materials.

FRENCH

FRE 1100 ELEMENTARY FRENCH I 4 LECTURE HOURS - 4 CREDITS

An introductory course in French which begins with practice in grammar. Conversational skills are then emphasized followed by practice in reading and writing.

FRE 1101 ELEMENTARY FRENCH II 4 LECTURE HOURS - 4 CREDITS

Prerequisite: FRE 1100

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

FRE 2200 INTERMEDIATE FRENCH III 4 LECTURE HOURS - 4 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 4 LECTURE HOURS - 4 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 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. *May be used to fulfill Gordon Rule requirements.*

AMH 2020 U.S. HISTORY SINCE 1877 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. *May be used to fulfill Gordon Rule requirements.*

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. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

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. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

HIS 2949 COOPERATIVE EDUCATION INTERNSHIP IN HISTORY

Refer to the Cooperative Education heading for additional information.

3 CREDITS

HOSPITALITY MANAGEMENT

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.

HFT 1300 HOUSEKEEPING MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

This course presents a systematic approach to managing housekeeping operations in the hospitality industry.

HFT 1320 PHYSICAL PLANT MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

This course presents a systematic approach to managing the physical plant of hospitality facilities. Topics include managing, maintaining, and evaluating options and performance of all plant facilities.

HFT 1410 FRONT OFFICE PROCEDURES

3 LECTURE HOURS - 3 CREDITS

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel.

HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY

3 LECTURE HOURS - 3 CREDITS

This course takes a cross-disciplinary approach to examine the many facets of tourism. The social science perspective provides students with the kind of practical knowledge that can be effectively applied to the hospitality industry. This course also provides advanced information that can serve as a bridge to further analysis or study.

HFT 1800 FOOD AND BEVERAGE MANAGEMENT

3 LECTURE HOURS - 3 CREDITS

This course provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation.

HFT 2510 HOTEL/MOTEL SALES PROMOTION 3 LECTURE HOURS - 3 CREDITS

This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the book focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.

HFT 2600 HOSPITALITY LAW

3 LECTURE HOURS - 3 CREDITS

This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.

HFT 2949 COOPERATIVE EDUCATION INTERNSHIP IN HOSPITALITY MANAGEMENT

3 CREDITS

Prerequisites: Must have completed at least 12 credit hours and have a GPA of at least 2.0 (C)

The course will consist of supervised on-the-job training in areas relating to the management of hotels, restaurants, or other hospitality-type institutions. Specific training subjects may include human resources management, financial operations, food service, inventory control, housekeeping, maintenance, office procedures, sales promotion, and public relations. In most cases the student will be required to complete a term paper on some aspect of the learning experience.

HUMANITIES

FIL 2001 INTRODUCTION TO AMERICAN CINEMA

3 LECTURE HOURS - 3 CREDITS

This course explores the visual style, narrative tradition, and cultural implications of American filmmaking. Cinema is examined both as an art and as an industry. The development of the "studio" system, the "star" system, film genres, and today's new talent are among the topics which will help students learn to think and write critically about film.

HUM 1021 INTRODUCTION TO HUMANITIES

3 LECTURE HOURS - 3 CREDITS

An introductory course which provides students with an awareness of Western cultural traditions in art, music, philosophy, and literature as they developed during the major periods of western history.

HUM 2949 COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES

3 CREDITS

Refer to the Cooperative Education heading for additional information.

JOURNALISM

JOU 1400L 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. 3 CREDITS

MMC 2100 WRITING FOR THE MASS MEDIA 3 LECTURE HOURS - 3 CREDITS Offered Fall and Spring Terms

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. *May be used to fulfill Gordon Rule requirements.*

MMC 2944 NEWSPAPER PRACTICUM 1 LECTURE HOUR AND Prerequisite: MMC 2100 1 LABORATORY HOUR - 2 CREDITS

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. *May be repeated one time for credit.*

MMC 2946 COMMUNICATIONS PRACTICUM 6 HOURS LABORATORY- Prerequisites: MMC 2100 and consent of the instructor 3 CREDITS

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.

RTV 2000 INTRODUCTION TO BROADCASTING

3 LECTURE HOURS - 3 CREDITS

An introduction to the historical, social, cultural, legal, technical, business and career aspects of broadcasting. The course is designed for the telecommunications major and for the general student who wants to understand how these media impact his life and society.

RTV 2200 BROADCAST PRODUCTION I 3 LECTURE HOURS - 3 CREDITS

Prerequisite: RTV 2000

A technically oriented course that emphasizes detailed knowledge of television studio equipment, including cameras, switcher, audio, lighting, and editors. This course is for the broadcast major who wants to work primarily behind the cameras learning production principles and practices, and direction. Knowledge of basic production skills is expected.

RTV 2230 BROADCAST PERFORMANCE 3 LECTURE HOURS - 3 CREDITS

A comprehensive and practical introduction to the field of broadcast performance. Emphasis is placed on the development of specialized communication skills required by the industry. These include: voice, pronunciation, usage; working with equipment; announcing techniques, news reporting, interviewing, delivering commercials and ad-libbing; and interpretation of copy. Students will be introduced to basic TV production skills. Required of all LSCC TV talent.

**RTV 2949 COOPERATIVE EDUCATION INTERNSHIP
IN BROADCASTING** 3 CREDITS

Refer to the Cooperative Education heading for additional information.

LEGAL ASSISTING

PLA 1003 INTRODUCTION TO LEGAL ASSISTING

3 LECTURE HOURS - 3 CREDITS

This course provides an overview of the training and the various skills to be covered in the legal assisting program. Emphasis will be placed on legal terminology and the role of the lawyer and legal assistant and the ethical and professional practice standards applicable to both lawyer and assistant.

PLA 1104 LEGAL RESEARCH & WRITING I 3 LECTURE HOURS - 3 CREDITS

Prerequisite or Corequisite: ENC 1101

This course will provide the student with the working knowledge of the major techniques of legal research and writing. It will introduce the student to a broad practical approach to the use of legal publications and the law library. The student will complete assigned problems in legal research and will draft legal documents for both trial and appellate work. Law library research work will be required.

PLA 1803 FAMILY LAW 3 LECTURE HOURS - 3 CREDITS

Prerequisite: PLA 1104 and PLA 2114 or consent of instructor

A study of the legal principles and procedures of basic family law practice in the state of Florida; e.g. valid marriage, divorce, dissolution and annulment, and property rights.

PLA 2114 LEGAL RESEARCH & WRITING II 3 LECTURE HOURS - 3 CREDITS

Prerequisite: PLA 1104

This is an advanced course in legal research and writing and is intended to familiarize the practicing and/or potential legal assistant with the problems and procedures in legal writing and research with emphasis on legal writing. Law library research work will be required.

PLA 2203 CIVIL LITIGATION

3 LECTURE HOURS - 3 CREDITS

Prerequisites: PLA 1104 and BUL 2241

This course is designed to prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, preparing interrogatives and answers.

PLA 2465 BANKRUPTCY LAW

3 LECTURE HOURS - 3 CREDITS

This course examines the principles, practices and procedures for filing bankruptcy and reorganizations under the bankruptcy laws including preparation of bankruptcy forms.

PLA 2504 REAL ESTATE LAW AND PROPERTY 3 LECTURE HOURS - 3 CREDITS

Prerequisite: BUL 2241

This course provides an in-depth knowledge of real property and a survey of the more common types of real estate transactions. Major topics include: deeds, contracts, leases, deeds of trusts, and the procedures and problems in drafting these conveyances. Florida Law will be emphasized.

PLA 2603 WILLS, TRUSTS, & ESTATE ADMINISTRATION

3 LECTURE HOURS - 3 CREDITS

This is a study of the legal aspects of the preparation of wills and trusts as well as the probating of estates. It also covers the procedures involved in accounting, administration, gifts, life insurance, and estate planning.

PLA 2763 LAW OFFICE MANAGEMENT

2 LECTURE HOURS - 2 CREDITS

Prerequisite: PLA 2203 or consent of instructor

Students will study the organization, control and operation of a law office. This will include office equipment, records management, data processing, billing and other financial procedures, personnel management, legal research and any office procedure pertinent to the legal office.

PLA 2949 COOPERATIVE EDUCATION INTERNSHIP IN LEGAL ASSISTING

3 CREDITS

Prerequisites: PLA 1102 and PLA 2114

Supervised on-the-job training in legal assisting. Learning contract required. Grades are based on satisfactory completion of training assignment, which includes employer evaluation, seminar attendance, and assessment of job performance by the faculty advisor.

LIBRARY SCIENCE

LIS 1002 ELECTRONIC RESOURCES

1 LECTURE HOUR - 1 CREDIT

This course will focus on methods of access to electronic information resources, including CD-ROM databases and online information sources. Access to citation and full-text databases will be covered, including electronic books, periodicals, newspapers, government documents, and Internet resources such as listservs and newsgroups.

MATHEMATICS

NOTATION ON MATHEMATICS COURSES:

Students are placed at the level of difficulty in mathematics indicated by results of placement tests and/or previous mathematics courses taken. However, during the first four weeks of Fall, Spring, and Summer C terms and the first week and one-half of Summer A and B terms, students whose quiz and test results indicate that they have been placed at too low or high a level of difficulty are permitted to transfer into a higher or lower level course. Students are urged to seek guidance from their instructor before requesting a transfer. Both the instructor releasing the student and the instructor receiving the student must agree to the transfer.

MAC 1102 ALGEBRA

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in MAT 0024 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.

MAC 1104 COLLEGE ALGEBRA

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in MAC 1102 or placement

Includes the properties of the ordered real number field, exponential and logarithmic functions, polynomial equations and inequalities.

MAC 1114 COLLEGE TRIGONOMETRY

3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in MAC 1104

Continuation of MAC 1104 and in addition, coverage of trigonometric functions, identities, and equations.

MAC 1140 PRECALCULUS ALGEBRA

4 LECTURE HOURS - 4 CREDITS

Prerequisite: C or higher in MAC 1102, placement, or consent of instructor

This course is intended for the student who is planning to take MAC 1143 (Precalculus with Trigonometry), and then MAC 2311 (Calculus with Analytic Geometry I). It is a rigorous course in college algebra intended to give the student many of the algebraic skills necessary for calculus. Major topics include: graphs/equations; inverse functions; exponential/logarithmic functions; systems of equations/inequalities; polynomial/rational functions; and matrices/determinants. A TI-82 graphing calculator is required.

MAC 1142 PRECALCULUS

5 LECTURE HOURS - 5 CREDITS

Offered Fall and Spring Term

Prerequisite: C or higher MAC 1114, placement, or consent of 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 1143 PRECALCULUS WITH TRIGONOMETRY 4 LECTURE HOURS -
4 CREDITS

Prerequisite: C or higher in MAC 1140 or consent of instructor

This is a calculus preparatory course in trigonometry, analytic geometry, and algebra. This course, in conjunction with MAC 1140 (Precalculus Algebra), is designed to prepare students for calculus. Major topics include: circular functions and trigonometry, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, the law of sines and the law of cosines, sequences and series, the binomial theorem, conic sections, polar coordinates, vectors, and limits. A TI-82 graphing calculator is required.

MAC 1932 SPECIAL TOPICS IN MATHEMATICS 1 LECTURE HOUR - 1 CREDIT

Prerequisite: Consent of instructor

This course is a study of topics designed to enhance the students' understanding of mathematics. *May be repeated for a maximum of three credit hours.*

MAC 2233 CONCEPTS OF CALCULUS 3 LECTURE HOURS - 3 CREDITS

Prerequisite: MAC 1142 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 2311 CALCULUS WITH ANALYTIC GEOMETRY I 5 LECTURE HOURS -

Offered Spring Term

5 CREDITS

Prerequisite: C or higher in MAC 1142

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 WITH ANALYTIC GEOMETRY II

Offered Fall Term

4 LECTURE HOURS - 4 CREDITS

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, and partial derivatives.

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III

Offered Spring Term

4 LECTURE HOURS - 4 CREDITS

Prerequisite: C or higher in MAC 2312

Continuation of MAC 2312. Multiple integrals, line integrals, surface integrals, and topics in vector calculus.

MAE 2801 ELEMENTARY SCHOOL MATHEMATICS

4 LECTURE HOURS -

Prerequisite or Corequisite: MAC 1104 or MGF 2202

4 CREDITS

Mathematics appropriate for the elementary school including the six basic sets of numbers, concepts, learning sequences, algorithms, problem solving techniques, error patterns, number systems, and geometry.

MAP 2302 DIFFERENTIAL EQUATIONS 3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in MAC 2312 or consent of instructor

This course covers methods of solving ordinary differential equations. Major topics include first order differential equations, second order linear equations, high order linear equations, Laplace transforms, and applications.

MAS 2103 INTRODUCTORY LINEAR ALGEBRA 3 LECTURE HOURS -

Prerequisite: C or higher in MAC 1142 or placement 3 CREDITS

An introduction to matrix algebra and the theory of vector spaces and linear transformations, laying the groundwork for applications in engineering, computer sciences, and higher math.

MAT 0012 DEVELOPMENTAL ARITHMETIC WITH ALGEBRA
COLLEGE PREPARATORY COURSE: 3 LECTURE HOURS - 3 CREDITS

COLLEGE CREDIT NOT AWARDED TOWARD DEGREE.

Operations with signed numbers, decimals and fractions, ratios, percentages, and geometric formulas-a first introduction to algebra. *This course does not count toward a degree. Students will receive a grade of either "Satisfactory" or "Unsatisfactory." Two hours per week required laboratory. College Preparatory credit only.*

MAT 0024 ELEMENTARY ALGEBRA 3 LECTURE HOURS - 3 CREDITS

COLLEGE PREPARATORY COURSE:
COLLEGE CREDIT NOT AWARDED TOWARD DEGREE

Prerequisite: "Satisfactory" grade in MAT 0012 or placement

Basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, graphing, and linear systems. *This course does not count toward a degree. Students will receive a grade of either "Satisfactory" or "Unsatisfactory." Two hours per week required laboratory. College Preparatory credit only.*

MGF 1131 SOFTWARE SOLUTIONS IN MATHEMATICS 3 LECTURE HOURS -

Prerequisite: CGS 1461C or consent of instructor 3 CREDITS

An algorithmic approach to solving mathematic problems using the BASIC programming language.

MGF 2202 FINITE MATHEMATICS 3 LECTURE HOURS - 3 CREDITS

Prerequisite: "C" or higher in MAC 1102 or MAC 1104

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.

STA 2023 STATISTICAL METHODS I 3 LECTURE HOURS - 3 CREDITS

Prerequisite: C or higher in either MAC 1104 or MAC 1140 or consent of instructor

This course introduces the student to topics including measures of central tendency and spread, probability, random variables, binomial and normal probability distributions, confidence interval estimation, small sample inferences, and hypothesis testing. Other topics include correlation, simple linear regression, and an introduction to nonparametric statistics. This course is a first course in statistical methods for those students entering a science or business related field.

MEDICAL RECORDS

MRE 1031C MEDICAL RECORD TRANSCRIPTION I 3 LECTURE HOURS -
3 CREDITS

Prerequisite: ENC 1101, BSC 1005, HSC 1531, OST 1100,
or consent of instructor

This course is designed to provide the student with basic knowledge and skills through actual transcription of a variety of medical reports.

MRE 1110 MEDICOLEGAL ASPECTS OF RECORDS 2 LECTURE HOURS -
2 CREDITS

Prerequisite: OST 1100 or consent of instructor

This course is designed to provide the student with an overview of medical filing concepts and a working knowledge of legal, moral, and ethical issues. Policies and procedures regarding confidentiality of patient information and the handling of health care records are identified.

MRE 2032C MEDICAL RECORD TRANSCRIPTION II 3 LECTURE HOURS -
3 CREDITS

Prerequisite: Typing speed of 50 wpm, MRE 1031C,
Medical Terminology II, or consent of instructor

An advanced course in machine transcription of physician-dictated medical documents covering in-depth study of medical reports, their components, and the phraseology and language of various medical specialties.

MRE 2202 MEDICAL RECORDS CODING 3 LECTURE HOURS - 3 CREDITS

Prerequisite: OST 1100, HSC 1531, Medical Terminology II,
or consent of instructor

This course focuses on the analysis and coding of symptoms, diagnosis, diseases, operations, and treatments using ICD-9-CM (International Classifications of Disease) and CPT (Current Procedures Terminology) coding systems.

MUSIC

MUH 2011 INTRODUCTION TO MUSIC 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 nonmusic majors.

MUL 2110 SURVEY OF MUSIC LITERATURE 3 LECTURE HOURS - 3 CREDITS

Designed to acquaint the student with musical styles and their historical backgrounds. Intended for music majors but open to all students with a background in music.

MUN 1130 SYMPHONIC BAND 1 LECTURE HOUR AND
1 LABORATORY HOUR - 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. Four hours maximum to count toward graduation.

MUN 1340 CONCERT CHOIR

2 LECTURE HOURS AND
1 LABORATORY HOUR - 2 CREDITS

Open to all singers who wish to participate in mixed chorus and vocal ensembles. May be repeated for maximum credit of eight hours (four hours maximum to count toward graduation).

MUN 1380 COLLEGE/COMMUNITY CHOIR

1 LECTURE AND
1 LABORATORY HOUR - 1 CREDIT

The College/Community Choir will concentrate on traditional choral and vocal ensemble literature, including both religious and secular works.

MUN 1460 CHAMBER ENSEMBLE

2 LECTURE HOURS AND
1 LABORATORY HOUR - 2 CREDITS

Provides students an opportunity to study and perform chamber ensemble music from Renaissance to Twentieth Century. May be repeated for maximum credit of eight hours (four hours maximum to count toward graduation).

MUN 2470 COLLEGIUM MUSICUM

1 CREDIT

This ensemble provides students with an opportunity to study and perform instrumental and vocal music of the Middle Ages, Renaissance, and Baroque. Period instruments and appropriate vocal techniques will be utilized. Four hours maximum to count toward graduation.

MUN 2710 JAZZ LAB BAND

2 LECTURE HOURS AND
1 LABORATORY HOUR - 2 CREDITS

Provides students an opportunity to study jazz styles and improvisation through Swing, Bop, Standard, and Rock-Fusion performances. *May be repeated for maximum credit of eight hours (four hours maximum to count toward graduation).*

MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC

Refer to the Cooperative Education heading for additional information.

3 CREDITS

MUT 1121 BASIC THEORY I

3 LECTURE HOURS AND

Offered Fall Term

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 1122 BASIC THEORY II

3 LECTURE HOURS AND

Offered Spring Term

2 LABORATORY HOURS - 4 CREDITS

Prerequisite: MUT 1121 or consent of 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 2126 MUSIC THEORY III

3 LECTURE HOURS AND

Offered Fall Term

2 LABORATORY HOURS - 4 CREDITS

Prerequisite: MUT 1122

Further study of the melodic and harmonic elements of music.

MUT 2127 MUSIC THEORY IV

3 LECTURE HOURS AND

Offered Spring Term

2 LABORATORY HOURS - 4 CREDITS

Prerequisite: MUT 2126

Advanced study of the melodic and harmonic elements of 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 four hours (two 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	1211	Violin
MVS	1212	Viola
MVS	1213	Cello
MVS	1214	String Bass
MVS	1216	Guitar
MVV	1211	Voice
MVW	1211	Flute
MVW	1212	Oboe
MVW	1213	Clarinet
MVW	1214	Bassoon
MVW	1215	Saxophone

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	1311	Violin
MVS	1312	Viola
MVS	1313	Cello
MVS	1314	String Bass
MVS	1316	Guitar
MVV	1311	Voice
MVW	1311	Flute
MVW	1312	Oboe
MVW	1313	Clarinet
MVW	1314	Bassoon
MVW	1315	Saxophone

SECONDARY SOPHOMORE 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 a maximum credit of four hours (two hours maximum to count toward graduation).

MVB	2221	Trumpet
MVB	2222	French Horn
MVB	2223	Trombone
MVB	2224	Baritone Horn
MVB	2225	Tuba
MVK	2221	Piano
MVK	2223	Organ
MVP	2221	Percussion
MVS	2226	Guitar
MVV	2221	Voice
MVW	2221	Flute
MVW	2222	Oboe
MVW	2223	Clarinet
MVW	2224	Bassoon
MVW	2225	Saxophone

PRINCIPAL SOPHOMORE INSTRUCTION 2 CREDITS EACH COURSE.

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major. May be repeated for a maximum of eight credit hours (four hours maximum to count toward graduation).

MVB	2321	Trumpet
MVB	2322	French Horn

MVB	2323	Trombone
MVB	2324	Baritone Horn
MVB	2325	Tuba
MVK	2321	Piano
MVK	2323	Organ
MVP	2321	Percussion
MVS	2324	String Bass
MVS	2326	Guitar
MVV	2321	Voice
MVW	2321	Flute
MVW	2322	Oboe
MVW	2323	Clarinet
MVW	2324	Bassoon
MVW	2325	Saxophone

MVK 1111 CLASS PIANO I

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. *Four hours maximum to count toward graduation.*

MVK 2121 CLASS PIANO II

1 LECTURE HOUR AND
1 LABORATORY HOUR - 1 CREDIT

Prerequisite: MVK 1111 or consent of instructor

Continuation of MVK 1111. Intermediate class instruction for the student who has had some training on the piano. *Four hours maximum to count toward graduation.*

MVV 1111 CLASS VOICE I

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. *Four hours maximum to count toward graduation.*

MVV 2121 CLASS VOICE II

1 LECTURE HOUR AND
1 LABORATORY HOUR - 1 CREDIT

Prerequisite: MVV 1111 or consent of instructor

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level. *Four hours maximum to count toward graduation.*

NURSING

HSC 1531 MEDICAL TERMINOLOGY I

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.

HSC 2400 FIRST AID AND PERSONAL SAFETY 3 LECTURE HOURS - 3 CREDITS

Laboratory fee: \$2

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.

HSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN HEALTH

Refer to the Cooperative Education heading for additional information.

3 CREDITS

HUN 1201 BASIC NUTRITION

3 LECTURE HOURS - 3 CREDITS

Offered Fall and Spring Terms Evening, Summer "B" Term Day

This course introduces the student to the principles of nutrition and diet therapy and how to apply nutrition in a wide spectrum of personal, community and clinical areas.

NUR 1022 NURSING THEORY I

4 LECTURE HOURS - 4 CREDITS

Offered Fall Term

Prerequisite: BSC 2093/2093L Human Anatomy & Physiology I and Laboratory, ENC 1101 College Composition I, PSY 2012 Introduction to Psychology, and OST 1743 Electronic Writing

Corequisites: NUR 1210L Clinical Practice I, NUR 1142 Introduction to Pharmacology, HUN 1201 Basic Nutrition, MCB 2010/2010L Microbiology and Laboratory, BSC 2094/2094L Human Anatomy & Physiology II and Laboratory

Nursing Theory I introduces the beginning student to the role of the Associate Degree Nurse. Basic human needs theory, communication skills, ethical/legal issues, professionalism, and normal development of man from infancy through senescence are explored. Students are introduced to the Nursing Process and will identify the basic physical, psychosocial, and cultural needs of man.

NUR 1210L CLINICAL PRACTICE I

10 LABORATORY HOURS - 3.5 CREDITS

Offered Fall Term

Prerequisites: BSC 2093/2093L Human Anatomy & Physiology I and Laboratory, ENC 1101 College Composition I, PSY 2012 Introduction to Psychology, and OST 1743 Electronic Writing

Corequisites: NUR 1022 Nursing Theory I, NUR 1142 Introduction to Pharmacology, HUN 1201 Basic Nutrition, MCB 2010/2010L Microbiology and Laboratory, BSC 2094/2094L Human Anatomy & Physiology II and Laboratory

Lab kit fee will be processed through the Nursing Department and may fluctuate annually

This is the first in a series of clinical courses and complements Nursing Theory I. Selected clinical skills will involve adult clients/patients/residents of all ages with simple, well-defined problems. Communication skills and the nursing process will be practiced by students as they begin to assess and meet to basic needs of adults. Clinical rotations will include the campus laboratory, extended care facilities, and acute care settings.

NUR 1142 INTRODUCTION TO PHARMACOLOGY 2 LECTURE HOURS -
Offered Fall Term for General Nursing Students 2 CREDITS

Offered Spring Term for LPN Bridge Students

Prerequisites: None

Corequisites: NUR 1022 Nursing Theory I or consent of instructor

This course introduces the student to the basic pharmacological concepts that are utilized in the care of clients/patients of all ages. Students will learn dosage calculation, as well as routes of administration, drug interactions, legal responsibilities, and nursing considerations for specific drugs affecting all body systems. A math component is included.

NUR 1023 NURSING THEORY II 4 LECTURE HOURS - 4 CREDITS

Offered Spring Term

Prerequisites: NUR 1022 Nursing Theory I, NUR 1210L Clinical Practice I, NUR 1142 Introduction to Pharmacology, HUN 1201 Basic Normal Nutrition

Corequisites: NUR 2211L Clinical Practice II, DEP 2004 Psychology of Human Development, MCB 2010/2010L Microbiology and Laboratory, BSC 2094/2094L Human Anatomy & Physiology II and Laboratory

This course introduces the student to the role of the pediatric nurse with the hospitalization experience for the child and family. Common child health problems are explored. Human needs of clients/patients are examined through physical assessment skills, the perioperative experience, and the neoplastic disease process. The role of the pediatric nurse is introduced, and the pediatric hospitalization experience for the child and family is discussed. Parenting roles are studied as well as common child health problems.

NUR 2211L CLINICAL PRACTICE II 10 LABORATORY HOURS - 3.5 CREDITS

Offered Spring Term

Prerequisites: NUR 1022 Nursing Theory I, NUR 1210L Clinical Practice I, NUR 1142 Introduction to Pharmacology, HUN 1201 Basic Normal Nutrition

Corequisites: NUR 1023 Nursing Theory II, DEP 2004 Psychology of Human Development, MCB 2010/2010L Microbiology and Laboratory, BSC 2094/2094L Human Anatomy & Physiology II and Laboratory

Laboratory fee \$25

This course is the second in a series of clinical courses and complements Nursing Theory II. Selected clinical experiences will involve pediatrics and medical-surgical nursing in the acute care setting.

NUR 1731L CLINICAL APPLICATIONS 7.5 LABORATORY HOURS - 1 CREDIT

Offered Summer Term A

Prerequisites: Completion of First Year Nursing Courses, to include NUR 1022 Nursing Theory I, NUR 1210L Clinical Practice I, NUR 1023 Nursing Theory II, NUR 2211L Clinical Practice II, NUR 1141 Introduction to Pharmacology

This course follows Clinical Practice I and II and builds on knowledge and skills gained in the first year of clinical experience. Based on six interrelated clinical units, students will have selected clinical experiences emphasizing advanced assessment skills, organizational skills, pain management, communicative skills, patient education and advanced clinical procedure, and diagnostics skills.

NUR 2003C NURSING TRANSITION 4 LECTURE HOURS AND

Offered Summer Term A

4 LABORATORY HOURS - 6 CREDITS

Must be admitted to the Associate Degree Nursing Program or consent of instructor

Lab kit fee will be processed through the Nursing Department and may fluctuate annually

This is the first course for the Licensed Practical Nurse entering the Associate Degree Program. The student role of the Associate Degree Nurse will be applied to the Nursing Process. Basic physical, psychosocial and cultural needs of children and adults are explored through perioperative experiences and neoplastic disease process. Selected clinical competencies will be reviewed and tested in the campus nursing laboratory. Students will also complete programmed instructions on normal maternity nursing and dosages and calculations. Computer applications in Nursing are introduced in this course.

NUR 2700 NURSING THEORY III 5 LECTURE HOURS - 5 CREDITS

Offered Fall Term

Prerequisites: NUR 2003C Nursing Transition or successful completion of first year Nursing courses

Corequisites: NUR 2700L Clinical Practice III, NUR 2801 Nursing Leadership

Nursing Theory III builds on the concepts learned in the first year nursing courses or Transition. The nursing process will be utilized as students examine the complex needs of clients/patients and their families. The patho-physiological processes associated with the client's/patient's health problems will be emphasized.

NUR 2700L CLINICAL PRACTICE III 12 LABORATORY HOURS - 4 CREDITS

Offered Fall Term

Prerequisites: NUR 2003C Nursing Transition or successful completion of first year Nursing courses

Corequisites: NUR 2700 Nursing Theory III, NUR 2801 Nursing Leadership

Laboratory Fee \$25

Students will have selected clinical experiences involving clients/patients of different ages with complex medical and surgical problems. These experiences will take place in the campus laboratory, acute care setting, community health agencies.

NUR 2801 NURSING LEADERSHIP

2 LECTURE HOURS - 2 CREDITS

Offered Fall Term**Prerequisites:** NUR 2003C Nursing Transition, or successful completion of first year Nursing courses**Corequisites:** NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III

Beginning management and leadership skills are emphasized in this course. The student will examine professional and legal aspects of the health care system and the nursing profession. Community resources and the roles of the Associate Degree nurse in various health care settings will be explored. Students will discuss the legal, ethical, and professional problems common to nursing practice via oral presentations. A speech component is included.

NUR 2412 NURSING THEORY IV

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term**Prerequisite:** NUR 2700 Nursing Theory III, NUR 2801 Nursing Leadership, NUR 2700L Clinical Practice III**Corequisite:** NUR 2412L Clinical Practice IV

This course builds on the concepts of all previous nursing courses with emphasis on utilizing the Nursing Process in dealing with family dynamics. Students will examine women, infants, and children with normal, low, and high risk health needs.

NUR 2500 NURSING THEORY V

3 LECTURE HOURS - 3 CREDITS

Offered Spring Term**Prerequisites:** NUR 2700 Nursing Theory III, NUR 2801 Nursing Leadership, NUR 2700L Clinical Practice III**Corequisite:** NUR 2500L Clinical Practice V

The student will build on the mental health concepts and interpersonal skills learned in previous nursing courses. Students will utilize the nursing process, techniques of therapeutic communication, and theories of development as they assess the needs of mental health clients/patients/residents and plan their care.

NUR 2412L CLINICAL PRACTICE IV

6 LABORATORY HOURS - 1.5 CREDITS

Offered Spring Term**Prerequisites:** NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III**Corequisite:** NUR 2412 Nursing Theory IV

This is the fourth in a series of clinical courses that is six weeks in length and complements Nursing Theory IV. This course provides students the opportunity to utilize the Nursing Process in giving care to maternity clients/patients and their infants, women with gynecological conditions, and children with long-term health problems.

NUR 2500L CLINICAL PRACTICE V 6 LABORATORY HOURS - 1.5 CREDITS

Offered Spring Term

Prerequisites: NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III

Corequisite: NUR 2500 Nursing Theory V

This is the fifth in a series of clinical courses that is six weeks in length and complements Nursing Theory V. This course provides students the opportunity to utilize the Nursing Process in giving care to clients/patients of all ages with mental health problems. Selected clinical experiences will include acute care settings and community health facilities.

NUR 2800L CLINICAL PRACTICUM FULL-TIME CLINICAL - 3 CREDITS

Offered Spring Term

Prerequisite: Successful completion of all nursing courses

Corequisite: None

Laboratory fee: \$25

Students will apply previously learned theoretical knowledge and clinical nursing skills from all previous nursing courses while caring for clients/patients of all ages in the hospital and community setting. Primary and/or Team Nursing will be under the guidance of the faculty and a clinical preceptor. This course offers the student the opportunity for transition from the role of student to that of graduate nurse.

PHILOSOPHY

PHI 2010 INTRODUCTION TO PHILOSOPHY 3 LECTURE HOURS - 3 CREDITS

A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists. Open to sophomores only or to second semester freshmen who receive permission of the instructor. *May be used to fulfill Gordon Rule requirements.*

PHI 2630 CONTEMPORARY ETHICS 3 LECTURE HOURS - 3 CREDITS

A study and critical evaluation of major theories of moral values and contemporary issues. The major emphasis of the course is the application of these theories to current ethical questions through the analysis of selected writings. The student will investigate the process of making moral judgments and assess the procedure by which people decide what is right and wrong behavior. *May be used to fulfill Gordon Rule requirements.*

PHOTOGRAPHY

PGY 1401C 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.

PGY 2410C CREATIVE PHOTOGRAPHY 3 LECTURE HOURS - 3 CREDITS

Prerequisite: PGY 1401C or consent of instructor instructor

Laboratory fee: \$10

A continuation of Basic Photography. Emphasis will be on augmentation and refinement of basic skills acquired. 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

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

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.

HSC 1100 TRENDS AND ISSUES IN HEALTH 3 LECTURE HOURS - 3 CREDITS

This course is designed to survey a variety of health topics. Awareness of problems, issues, and techniques will assist the student in developing strategies and perspectives necessary for improved personal health and wellness.

PEL 1111 BEGINNING BOWLING 1 LECTURE HOUR AND

Special Fee: \$31.50

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 1112 INTERMEDIATE BOWLING 1 LECTURE HOUR AND

Prerequisite: PEL 1111 or consent of instructor 1 LABORATORY HOUR -

Special Fee: \$31.50

1 CREDIT

Coeducational

Course is basically designed for the student wanting to further develop his/her bowling skills. Instruction is continued in bowling skills, techniques, rules, etiquette, and physical and social values of the sport. Opportunity to practice skills in intra-class league play and various tournament-type situations.

PEL 1121 BEGINNING GOLF 1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

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 1321 VOLLEYBALL

1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

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 1341 BEGINNING TENNIS

1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

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 1342 INTERMEDIATE TENNIS

1 LECTURE HOUR AND

Prerequisite: PEL 1341 or consent of instructor

1 LABORATORY HOUR -

Fee: \$1

1 CREDIT

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 1441 RACQUETBALL

1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

Coeducational

Course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) presents opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut-throat will be provided. All equipment is furnished.

PEL 1442 INTERMEDIATE RACQUETBALL

1 LECTURE HOUR AND

Prerequisite: PEL 1441 or consent of instructor

1 LABORATORY HOUR -

Fee: \$1

1 CREDIT

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 consent of instructor is required.

PEM 1101 PHYSICAL FITNESS FOR MEN I

1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

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 1102 PHYSICAL FITNESS FOR MEN II

1 LECTURE HOUR AND

Prerequisite: PEM 1101 or consent of instructor

1 LABORATORY HOUR -

Fee: \$1

1 CREDIT

Course is designed to continue the process of PEM 1101.

PEM 1116 FIGURE AND FITNESS IMPROVEMENT FOR WOMEN I**Fee: \$1**

1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

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.

PEM 1117 FIGURE AND FITNESS IMPROVEMENT FOR WOMEN II**Prerequisite: PEM 1116 or consent of instructor****Fee: \$1**

1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

Course is designed to continue with the process of PEM 1116.

PEM 1171 AEROBIC DANCE

1 LECTURE HOUR AND

Fee: \$1

1 LABORATORY HOUR - 1 CREDIT

Coeducational

A course designed to acquaint the student with the basic functioning of the human cardiovascular system through dance.

PEM 1173 LOW IMPACT AEROBIC DANCE

1 LECTURE HOUR AND

1 LABORATORY HOUR - 1 CREDIT

The Low-Impact Aerobic Dance Class was designed to broaden the exercise area for the beginning, sedentary, overweight, or older individual. It entails more upper body exercises and dance movements that keep one foot on the ground at all times.

PEM 1351 BICYCLING

1 LECTURE HOUR AND

1 LABORATORY HOUR - 1 CREDIT

Prerequisite: Students are encouraged to have a complete physical examination administered by a licensed physician prior to participating in this course. This requirement helps to identify potential physical/medical problems that might impede the expected progress toward total fitness.

Laboratory fee: \$1

This aerobic alternative will introduce students to healthy, safe, and enjoyable bicycling. Topics include whole-body health, nutrition, cycling as an appetite depressant, proper pedaling techniques, shifting gears, injury-free cycling, and hands-on maintenance.

PEM 1905 FITNESS AND WELLNESS I 2 CREDITS

Fee: \$16

This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.

PEN 1113 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, drown proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies the student for the American Red Cross Advanced Life Saving Certificate.

PEN 1121 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 nonswimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely.

PEN 1122 INTERMEDIATE SWIMMING

1 LECTURE HOUR AND

1 LABORATORY HOUR -

1 CREDIT

Prerequisite: PEN 1121 or consent of instructor

Fee: \$1

Coeducational

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 1231 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 1003 SPORTS OFFICIATING

3 LECTURE HOURS - 3 CREDITS

Fee: \$1

Coeducational

Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities. Co-educational.

PET 2949 COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION

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. through 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

GLY 1010 EARTH REVEALED

3 LECTURE HOURS - 3 CREDITS

An introductory geology telecourse which includes a comprehensive study of the Earth's physical processes and properties, with emphasis on understanding the scientific theories behind the geologic principles. Twenty-six half-hour television lessons are shown on public television. No prerequisites required. Only one three-credit-hour television course may be used in meeting Natural/Physical Science general education requirements.

PHY 1020 APPLIED PHYSICAL SCIENCE

3 LECTURE HOURS - 3 CREDITS

Prerequisite: Eligibility for MAC 1102 or higher

Corequisite: PHY 1020L

This course provides an understanding of basic physical principles and the ability to apply these principles in the explanation of everyday phenomena. It also involves collection of data on a physical phenomena and the ability to draw conclusions based on that data. It applies basic mathematics and elementary algebra to solve problems based on common applications.

PHY 1020L APPLIED PHYSICAL SCIENCE LABORATORY

2 LAB HOURS -

Corequisite: PHY 1020

0 CREDIT

Laboratory fee: \$15

This course provides laboratory support for the concepts taught in PHY 1020.

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 2048 GENERAL PHYSICS WITH CALCULUS I

3 LECTURE HOURS,

Offered Fall Term

1 HOUR PROBLEM SOLVING - 5 CREDITS

Prerequisite: MAC 2311

Corequisite: MAC 2312 and PHY 2048L

A course designed primarily for majors in the physical sciences and engineering. Covers mechanics, heat, and sound.

PHY 2048L GENERAL PHYSICS WITH CALCULUS I LABORATORY 3 LAB HOURS - 0 CREDIT
Corequisite: PHY 2048
Laboratory fee: \$15
This laboratory will provide laboratory support for the concepts taught in PHY 2048.

PHY 2049 GENERAL PHYSICS WITH CALCULUS II 3 LECTURE HOURS,
Offered Spring Term 1 HOUR PROBLEM SOLVING - 5 CREDITS
Prerequisite: C or higher in PHY 2048 and PHY 2048L
Corequisite: PHY 2049L
A continuation of PHY 2048. Covers electricity, optics, and introduction to modern physics.

PHY 2049L GENERAL PHYSICS WITH CALCULUS II LABORATORY 3 LAB HOURS - 0 CREDIT
Corequisite: PHY 2049
Laboratory fee: \$15
A continuation of PHY 2048L.

PHY 2053 GENERAL PHYSICS I 3 LECTURE HOURS
Offered Fall Term 1 HOUR PROBLEM SOLVING - 5 CREDITS
Prerequisite: MAC 1142 or MAC 1143 or consent of instructor
Corequisite: PHY 2053L
Primarily for pre-professional students not majoring in engineering or physics. Covers classical and modern treatment of mechanics, sound, and heat.

PHY 2053L GENERAL PHYSICS I LABORATORY 3 LAB HOURS - 0 CREDIT
Corequisite: PHY 2053
Laboratory fee: \$15
This course provides laboratory support for the concepts taught in PHY 2053.

PHY 2054 GENERAL PHYSICS II 3 LECTURE HOURS,
Offered Spring Term 1 HOUR PROBLEM SOLVING - 5 CREDITS
Prerequisite: PHY 2053 and PHY 2053L
Corequisite: PHY 2054L
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.

PHY 2054L GENERAL PHYSICS II LABORATORY 3 LAB HOURS - 0 CREDIT
Corequisite: PHY 2054
Laboratory fee: \$15
This course provides laboratory support for the concepts taught in PHY 2054.

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 requires approximately 6,000 words of expository writing. May be used to fulfill Gordon Rule requirements.

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

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 2930 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.

POS 2950 FEDERAL GOVERNMENT INSTITUTIONS

3 LECTURE HOURS - 3 CREDITS

This course examines the U. S. Congress, Supreme Court, Presidency and Federal Bureau-cracy. Includes theoretical classroom discussion and practical observation of government institutions and personnel during trip to Washington, DC.

PSYCHOLOGY

DEP 2002 PSYCHOLOGY OF CHILD DEVELOPMENT 3 LECTURE HOURS -

Prerequisites: PSY 2012 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 3 LECTURE HOURS -

Prerequisites: PSY 2012 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 2302 ADOLESCENT PSYCHOLOGY 3 LECTURE HOURS - 3 CREDITS

Prerequisite: PSY 2012

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

An introduction to the scientific study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction. *It is highly recommended that students complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.*

PSY 2949 COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY

Refer to the Cooperative Education heading for additional information. 3 CREDITS

SOP 1740 PSYCHOLOGY OF WOMEN

3 LECTURE HOURS - 3 CREDITS

Prerequisite: PSY 2012

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 aging women.

REAL ESTATE

REE 2040 PRE-LICENSING FOR REAL ESTATE SALESPERSONS

Test fee: \$10

4 LECTURE HOURS - 4 CREDITS

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

Test fee: \$10

5 LECTURE HOURS - 5 CREDITS

This course is designed to prepare students for the Florida Real Estate Brokers examination. These students must be licensed Florida Real Estate salesmen who have been properly qualified by the Florida Real Estate Commission before being permitted to register for the course.

REE 2085 POST-LICENSING FOR REAL ESTATE SALESPERSONS

3 LECTURE HOURS - 3 CREDITS

The course provides knowledge in the areas of real estate finance, appraising, property management and the economics of real estate. Required of all real estate salesmen registered after January 1, 1989.

REE 2100 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.

SOCIAL SCIENCE

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; and the impact of social policies and institutional services affecting the aged.

ISS 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. This course cannot be used to fulfill the Social Science component of General Education transfer requirements.

SOCIOLOGY

SYG 2000 INTRODUCTION TO SOCIOLOGY 3 LECTURE HOURS - 3 CREDITS

An introductory course designed to provide students with a theoretical and statistical understanding of the effects of group relations on human behavior. The interrelationship between the self and the major social processes, the community, the culture, and the major social institutions will be examined.

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 2410 MARRIAGE AND THE FAMILY

3 LECTURE HOURS - 3 CREDITS

A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.

SYG 2949 COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY

Refer to the Cooperative Education heading for additional information.

3 CREDITS

SPANISH

SPN 1000 BEGINNING SPANISH

1 LECTURE HOUR - 1 CREDIT

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

SPN 1100 ELEMENTARY SPANISH I

4 LECTURE HOURS - 4 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

4 LECTURE HOURS - 4 CREDITS

Prerequisite: SPN 1100

A continuation of SPN 1100.

SPN 2200 INTERMEDIATE SPANISH III 4 LECTURE HOURS - 4 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, and extensive readings in the study of Spanish civilization.

SPN 2201 INTERMEDIATE SPANISH IV 4 LECTURE HOURS - 4 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 1930 SPEECH SPECIALIZATIONS 1-3 LECTURE HOURS - 1-3 CREDITS

This course is designed to provide special training in one of the areas of communication, covering such topics as nonverbal communication, interpersonal communication, listening, etc. *May be taken up to three times with varying content as an elective.*

SPC 2016 FUNDAMENTALS OF SPEECH 3 LECTURE HOURS - 3 CREDITS

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 2330 NONVERBAL COMMUNICATION 3 LECTURE HOURS - 3 CREDITS

A course on what is communicated through body positions and movement, vocal characteristics, touching behavior, clothing and other artifacts, use of space and time, and manipulation of environment.

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.

THEATRE

THE 2020 INTRODUCTION TO WESTERN THEATRE ARTS

3 LECTURE HOURS - 3 CREDITS

An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.

THE 2051 CHILDREN'S THEATRE

3 CREDITS

Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter Counties. *May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).*

THE 2925 THEATRE PRACTICUM

3 LECTURE HOURS - 3 CREDITS

Prerequisite: Either THE 2051, TPP 2110, or TPP 2111

Course provides intermediate level practical experience in acting, set construction, costuming, makeup, and lighting. *May be repeated for maximum credit of six hours (three hours maximum to count toward graduation).*

THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE

3 CREDITS

Refer to the Cooperative Education heading for additional information.

THE 2950 APPLIED THEATRE ARTS

3 LECTURE HOURS - 3 CREDITS

An introduction to technical theatre-sets, lighting, make-up, costuming, and acting styles and performance. *May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).*

TPA 2077 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 1604 COMIC SCENEWITING WORKSHOP

1 CREDIT

This is a theatre lab course in which students will work in small groups to write and produce material for performance on stage. Attendance will be mandatory, and each student will keep a journal of all writings he or she participates in crafting. Attendance, the quality of the journal and commitment to the working group will be the basis for the student's grade.

TPP 2110 ACTING I

3 LECTURE HOURS - 3 CREDITS

Acting workshop employing improvisation, scenes from plays, and/or a class production. Will provide introduction to acting techniques, exercises.

TPP 2111 ACTING II

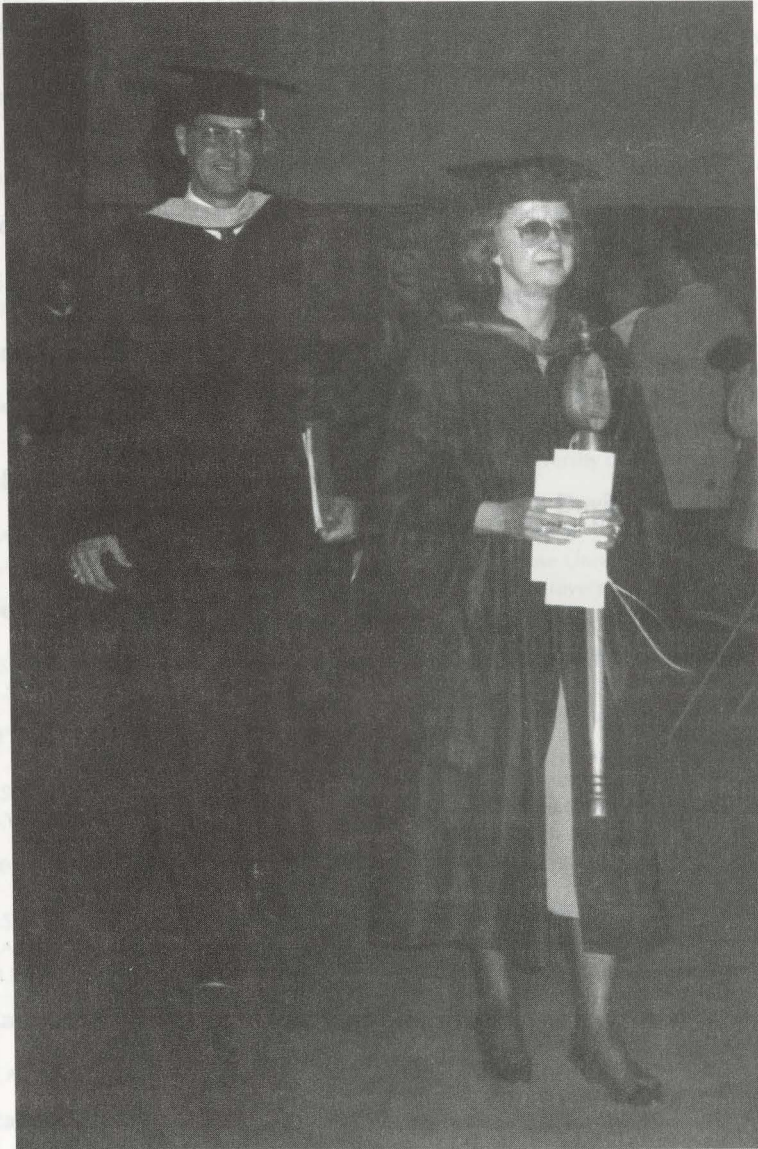
4 LECTURE HOURS - 1 LAB HOUR - 4 CREDITS

Prerequisite: TPP 2110 or consent of instructor

Acting workshop employing improvisations, scenes from plays, and the production of a play. This course is a continuation of Acting I. The student will also be introduced to directing techniques, in-depth character and play analysis, and intermediate to advanced performance exercises. Laboratory hours required; minimum 15 hours per semester (1 hour per week).



COLLEGE PERSONNEL



COLLEGE PERSONNEL

FACULTY

Arcaro, Peter A.

Music

B.A., M.A., California State University at L.A.
D.M.A., University of Oklahoma

Bugs, Monica

Nursing

B.S., Tuskegee University
M.Ed., University of Southern Mississippi

Burns, Robert T.

Criminal Justice

A.A.S., Suffolk County Community College
B.A., Southampton College of Long Island Univ.
M.P.S., C. W. Post Center of Long Island Univ.

Copeland, Delbert H.

Evening Librarian

A.A., East Central Junior College
B.S., M.A., Mississippi Southern College

Dabney, Debra W.

Physical Education

B.S., M.Ed., Florida A & M University

English, Denise E.

Head Librarian

A.A., Indian River Community College
B.A., Florida Atlantic University
M.L.N., Emory University

English, Elizabeth T.

English, Radio/TV

A.B., University of Montevallo
A.B., M.A., University of Alabama

Garner, Nancy E.

English

A.A., Lake-Sumter Community College
B.S., M.A., University of South Florida

Harvard, Gloria M.

English

B.A., Bethune-Cookman College
M.A.T., Stetson University

Hicks, Randall C.

Mathematics Instructor

B.S., M.Ed., Ed.D., University of Georgia

Holloway, Bonnie B., CPA

Accounting

B.S., M.B.A., Stetson University

Huffer, Mary Lee

English/Reading

A.A., Lake-Sumter Community College
B.A., M.A., University of Florida

Jelsma, F. Richard

Instructor, Developmental Math

A.A., Lake-Sumter Community College
B.S., University of Florida

Jochims, Dennis F.

English

A.A., Tallahassee Community College
B.A., M.A., Florida State University

Johnson, Richard J.

Computer Information Systems

A.A., Lake-Sumter Community College
B.S., M.B.A., University of Central Florida
Ph.D., University of Arizona

Kehde, Peter M.

Biological Science

B.S., Florida Presbyterian College
M.S., Oklahoma State University

Kennedy, William C., II

Counselor

A.A., Lake-Sumter Community College
B.A., M.A., Stetson University
Ph.D., University of Florida

Kieft, Thomas M.

Mathematics

B.S., Grand Valley State University
M.S., Clemson 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

Lemon, Jacqueline

Evening Librarian

B.A., Florida A & M University
M.A., University of South Florida

Levanduski, John J. CDP, CDE

Computer Science

B.S., M.S.Ed., Elmira College

Levin, Karen B.

Political Science

B.A., Bennington College
M.A., University of Minnesota

Mackavey, Jill S.

Theatre Arts

B.F.A., Boston University
M.F.A., Brooklyn College of CUNY

McComas, Dianne P.

Librarian, Government Documents

B.S., Potsdam State University
M.L.S., Florida State University

Meyer, Carolyn J.

Psychology

B.A., M.A., Fairleigh Dickinson University
Ph.D., Fordham University

Miles, Lynn P.

English/Speech

B.A., Mercer University
M.A., University of Central Florida

Neal, John R.

Economics

B.S., M.A., Memphis State University
M.S.M. Rollins College

O'Steen, Reuben W., Jr.

Biological Science/Mathematics

B.S., Florida State University
D.V.M., Auburn University

Pennacchia, Susan, RNC

Nursing Program Administrator

B.S.N., M.S.N., Catholic University of
America
M.Ed., University of Southern Mississippi

Rager, Mary Jo

Director, Technical Programs

B.A., M.A., University of Central Florida

Rata, John W.

English, Humanities, Photography

B.A., M.A.T., Rollins College

Rausch, Patricia

Computer Information Systems Instructor

B.A., Hunter College
M.S., Shenandoah College & Conservatory

Ricci, Glenn

Graphic Design, Art

B.A., Point Park College
M.F.A., University of Wyoming
M.A.T., Carnegie Mellon University

Ross, Sylvia T.

English/Reading

B.A., University of Notre Dame
M.A., University of Miami

Sarber, Donna G.

Office Technologies

B.A., M.A., University of Central Florida

Savrda, Sherry L.

Physics, Mathematics

A.A., Seminole Community College
B.S., M.S., University of Central Florida

Sawyer, Susan M.

Catalog/Interlibrary Librarian

B.S., University of Wisconsin
M.L.I.S., University of Wisconsin

Shea, John David

Mathematics

B.A., Syracuse University
M.A., State University of New York at
Binghamton

Simmons, Melinda K.

Journalism, English

B.S., M.S., Utah State University

Sommersdorf, Virginia R.

Nursing

B.S.N. Alfred University
M.S., Purdue University
M.S.N., Barry University

Stahl, Judith

Mathematics

A.A., Edison Community College
B.A., M.A., University of South Florida

Taylor, Bret

Mathematics

B.S., M.Ed., Valdosta State College

Thornton, Rebecca C., RNC

Nursing

A.S., Santa Fe Community College
B.S.N., University of Florida
M.S., Nova University

Tulley, Geraldine D., RNC

Nursing

A.A., Santa Fe Community College
B.S.N., Florida State University
M.S., University of South Florida

**ADMINISTRATIVE,
MANAGEMENT
SUPPORT AND CAREER
SERVICE PERSONNEL**

Adams, Leroy,

Supervisor, Buildings/Grounds

Adkinson, Janice

*Tech Prep Facilitator/Special
Grants Manager*

A.A., Lake-Sumter Community College
B.A., University of Florida
M.A., University of Central Florida

Bagg, Patricia G.

Payroll Specialist

A.A., Canal Zone Junior College

Barber, Judith L.

Secretary II

Barrett, Wynona A.

Coordinator, Reach Out

A.A., Truckee Meadows Community College
B.S., Bethune-Cookman College
M.S., Nova University

Bowers, Shirley M.

Secretary I

Brautcheck, Joyce H.

Coordinator, Human Resources/Payroll

A.S., Lake-Sumter Community College

Brelsford, David A.

Groundskeeper II

Bui, Tuan-Quang

Custodian II

Burlington, Alice E.

College Relations Assistant

Campman, Loretta L.

Accounting Technician I

Carlisle, Elaine M.

Manager, Financial Aid

A.A., Broward Community College

Carter, Barbara A.

Human Resources Specialist

Crumpton, Keith T.

Coordinator, Computer Support

Cumbaa, Gregory S.

Theatre Technician II

A.A., Lake-Sumter Community College

Cuthrell, William H.

Television Engineer

A.A., Miami-Dade Community College

Dawson, Kathleen D.

Admissions Clerk II

Dean, Tammy J.

Community Education Technician I

A.A., Lake-Sumter Community College

Douglas-Shea, Carol G.

Secretary II

Douglas, Marilyn J.

Clerk I

Driggers, Ernestine

Gymnasium Assistant

Edwards, Marian B.

Reach Out Specialist

B.S., Florida A & M University

Evans, Earl

Director, Student Services

B.S., M.Ed., Alabama State University
M.S., Troy State University

Farrell, Charles M.

Tradesworker II

A.S., Triangle Institute of Technology

Fielding, Caroline J.

Coordinator, College Relations

B.A., University of California at Berkeley
M.A., University of Central Florida

Fjelstul, Jill K.

Coordinator, Women's Program
B.A., M.A., University of Northern Iowa

Fortier, Timothy P.

Tradesworker II

Fox, Robert A.

Custodian I

Furnas, Betty Lou

Purchasing Agent

Gauer, Carol P.

Receptionist I
B.S., University of Wisconsin
M.A., University of Iowa

Gordon, Holly

Secretary I
A.A., Valencia Community College

Graham, Sheila D.

Accountant
B.B.A., North Carolina Central University

Gray, Amy L.

Records Clerk I
A.A., Modesto Junior College

Hall, Sheila R.

Manger, Learning Center
B.A., M.A., Andrews University

Herring, Ann Sherry

Director, Research, Reports & Planning
B.A., M.Ed., University of West Florida
Ed.S., Florida Atlantic University
Ed.D., University of Central Florida

Hodges, Emmy

Library Assistant

Holman, Emily C.

Tutorial Support Specialist
B.S., Barry College

Hudson, Dianne P.

Data Entry Clerk I

Huertas, Marsha

Accounting Technician II

Hunt, Patricia L.

Supervisor, Admissions and Records

James, Anne B.

Library Technician

Johnson, Bonita

Shipping, Receiving & Inventory Control Clerk

Knost, Joan C.

Executive Secretary to the President
A.A., Colby Junior College
B.A., Smith College

Lain, Ellen M.

Research Assistant
A.A.S., Black Hawk College
A.A., Lake-Sumter Community College

Lasch, Jacqueline D., CPA

Coordinator, Financial Services
B.S., Florida State University

Longordo, Terence A.

Coordinator, TV Studio
B.A., University of Central Florida

MacNayr, Carol S.

Secretary II

Martin, Linda J.

Secretary III
A.S., Lake-Sumter Community College

Maxwell, Audrey V.

Financial Aid Specialist I

Means, Linda G.

Secretary III
A.A., Central Florida Community College

Melucci, Karen C.

Duplicating and Mail Clerk

Messier, Judith O.

Secretary I

Miller, Jane

Manager, Admissions/Records and Special Programs
B.A., University of Georgia
M.A., University of Central Florida

Mulford, Kathleen

Director, Financial Services
A.A., Valencia Community College
B.B.A., University of Miami
M.S., University of Central Florida

Pew, Elijah

Custodian II

Pew, Samuel Jr.

Custodian II

Prescott, Lynn E.

Head Custodian

Reinhardt, Suzanne E.

Programmer II

Rider, Kenneth L.

Director, College Facilities
A.A., St. Petersburg Junior College
B.S.M.E., University of Florida

Robinson, Beverly

Assistant to the President/Equity
B.A., Albany State College
M.Ed., University of North Florida

Rosenquist, Rita M.

Secretary II

Shaffer, Suzanne S.

Library Specialist
A.A., Lake-Sumter Community College

Singletary, Mildred

Receptionist I

Smith, Catherine G.

Coordinator, Community Education
A.S., Lake-Sumter Community College
B.A., Warner Southern College

Smith, Clifford

Custodian II

Smith, Robert Gerald

Vice-President, Institutional Advancement
Executive Director, LSCC Foundation,
Inc.
A.A., Lake-Sumter Community College
B.S., Georgia Southern College
M.Ed., Rollins College
Ed.S., Florida Atlantic University
Ed.D., University of Central Florida

Stack, Kenneth J.

Vice-President, Administrative Services
A.A., Wright Junior College
B.B.A., Northwestern University
M.B.A., Nova University
Ph.D., University of South Florida

Stephan, Melissa L.

Coordinator, Special Student Services
B.A., Southeastern College
M.Ed., Stetson University

Stinson, Paula J.

Special Projects Assistant

Suttikus, Kathleen

Laboratory Assistant
A.A., Lake-Sumter Community College

Thomasson, Sylvia M.

Vice-President, Educational Services
B.S., Florida Southern College
M.A., Ed.S., University of South Florida
Ed.D., Nova University

Vance, Carol A.

Vocational Grant Specialist
A.A., Lake-Sumter Community College

Vickery, Harvey Benjamin

Tradesworker II

Westrick, Robert W.

President
B.A., Bellarmine College
M.Ed., Xavier University
Ed.D., University of Alabama

White, Bruce H.

Media Technician

Whiteley, Brenda H.

Records Technician
A.S., Peralta Community College

Williams, Tommie S.

Custodian I

President Emeritus

Dr. Paul P. Williams

LAKE-SUMTER COMMUNITY COLLEGE ADVISORY COMMITTEES



Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann

Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann

Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann
 Mary Ann

LAKE-SUMTER COMMUNITY COLLEGE ADVISORY COMMITTEES

BUSINESS ADMINISTRATION & MANAGEMENT/OFFICE SYSTEMS

Tom Burkett
Jim Dewey
Sherri Douglas
Mike Johnson
Lois Martin
Don G. Reid
Glynn Wallace
Tina Wallace
Brian Whaley

COMPUTER INFORMATION SYSTEMS ANALYSIS

Stan A. Carter
David Ohnstad
Michael F. Ryan
Michael Sopotnick
Michael A. Stevens
James Thigpen
Andy Vester

COOPERATIVE EDUCATION

Bobbie Boyd
Linda Holden
Lynn McPherson
Faye Osebold
Jan Smith

CRIMINAL JUSTICE

Art Beck
Gary Borders
Chris Daniels
Charles Eidel
Bill Ferguson
James Fussell
Terry Miller

EDUCATIONAL EQUITY ACT

Janice D. Brangman
Victor Charron
Donald Ferguson
Pam Fields
Al Fogle
Bonnie Gardner
Sheila Hall
Helen Jones
Steve Judson
Ruby Railsback
David Randolph
Levi Solomon

FINANCIAL SERVICES

Jean Boyer
Rebecca Brown
Mario J. D'Allesio
Michael Green
Kay McCoy
Sue Peck
Tim Pierson
Brad White

FIRE SCIENCE

Craig Haun
Terry Henderson
Milton Hill
Fred Larsen
Wyman Orders
Jim Reed

GRAPHIC DESIGN

Lewis Clayton
Kathy Johnson
Gary Hopcraft
Barry Kent
Sandy Morgan
Jan Seifert
Bruce Webster

HOSPITALITY MANAGEMENT

Bud Beucher
Larry Davis
Richard (Dick) Edgerton
Chuck Kelsey
Scott Kenney
Bill Lawson
Patricia Lawson
Jimmy Pylant
Stephen Ward
Dave Warren

LEGAL ASSISTING

Jeri Blair
David Campione
William Gier
Michael Graves
Louis Hatcher
Meredith Kirste
Joseph Larkin
Michelle T. Morley
Faye Osebold
Thomas D. Skidmore

NURSING

Cathy Egan
Laura Fain
Cynthia Griffin
Leslie Longacre
Jill McKinnie
Kathleen Mitchell
Elaine Rejimbál
Fay Stockman
Rebecca Watson
Almeda Williams

REACH-OUT

Chris Aaron
Pete Ahern
Walter J. Berry
Catherine Lynum
Dorothy McCoo
Robert Miller
Marian Mitchell
Aurelia Ogles
Carol Patron
Levi Solomon
Linda Winchester
Celestine Wright

SOUTH LAKE

David C. Coggsball
Lester Cole
Ann K. Dupee
H. John Greenlee
Julia R. Law
Keith Mullins
Edi Sargent
Howard Stockton

SUMTER COUNTY

Roberta Cox
Bill Donahue
Sheila Hall
Darla Huddleston
Frances M. Palomeque
Vincente Ruano
William A. Suber
James Thigpen
Tina Wallace

WOMEN'S PROGRAM

Sarah Burkett
Brenda Chrisman
Charlene Coddling
Barbara Cooper
Jayne Harbison
Roberta Hechler
Wendy Krauss
Donna Miller
Patricia Palmer
Louise Williams
Veronica Williams

LAKE-SUMTER COMMUNITY
COLLEGE FOUNDATION, INC.



LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

Formed in January 1980, the Lake-Sumter Community College Foundation is a direct-support organization established for the purpose of assisting the college in fulfilling its mission of excellence in education, service to the community and financial assistance to qualified students.

Each year, the Foundation provides over \$50,000 for Presidential, Principal, Ambassador and Financial Aid Scholarships, as well as additional funds for special scholarships approved through the Foundation's Scholarship Committee. In addition, the Foundation currently administers over 200 scholarships provided by individuals, corporations, and civic organizations.

The Foundation also supports LSCC through the funding of projects which directly or indirectly benefit students. These projects have included assistance for the Children's Theater, the Brain Bowl Team, the College Library, the Nursing Program, the Presidential Art Purchase Award, the Literacy Center, the High School Computer Competition and a Professional Secretary's Seminar.

Helping LSCC remain on the cutting edge of technology has been a Foundation priority. New projects approved for 1993-94 include the purchase of a full motion video camera to enhance student multimedia presentations, data acquisition and analysis equipment for the Physics Lab, and a CD-Rom Server for the academic network.

Because LSCC is not fully supported by the State of Florida, private support is essential to the college. Such private support is made possible through donations to the Foundation, which has been designated as a nonprofit direct-support organization under section 501(c)(3) of the Federal Internal Revenue Code.

Information regarding specific types of donations handled through the Foundation, as well as information on the tax benefits of such donations is available in the Foundation office, through the Foundation Executive Director or from any Foundation Board member.

ENDOWMENTS AND TRUST FUNDS

Lake-Sumter Community College is the beneficiary of several endowments and trust funds set up by interested parties to provide fiscal support for noteworthy projects and programs. Monies that accrue from such funds are used to assist students, faculty, program development, cultural activities and other college-related general programs. Some funds are specific in nature and designate a specific program or goal. Others are general or undesignated and are left to the discretion of college officers.

The LSCC Foundation, Inc. administers endowments and trust funds. Establishing permanent memorial funds, endowments and the sponsoring of scholarships are among the options available to potential benefactors. For more information, contact Executive Director Dr. Jerry Smith at (904) 365-3515.

The following funds are representative of LSCC endowments and trust funds. The public is welcome to make contributions to these funds or establish new ones in keeping with personal or corporate goals.

The **BARTCH TRUST** provides scholarships for migrant and minority students in Lake County.

The **DR. SCOTT COLE TRUST I** provides monies for the promotion of LSCC performing arts activities.

The **DR. SCOTT W. COLE TRUST II** provides funds for instructional improvements through the Televised Arts.

MR. JERRY COLLINS, owner of the Sanford-Orlando Kennel Club, provides monies each year for student scholarships at LSCC.

The **FILOMENA ARBORIO DILLARD MEMORIAL FUND** was established to benefit a Eustis High School student who has shown academic achievement.

The **FLORIDA ACADEMIC IMPROVEMENT TRUST FUND** through matching funds from the State of Florida, provides monies for special projects, scholarships, and equipment for the LSCC campus.

The **FLORIDA PUBLIC RELATIONS ASSOCIATION-LAKE HIGHLANDS CHAPTER** presents an award to an LSCC student majoring in communications, journalism, speech or public relations.

The **C.V. GRIFFIN FOUNDATION FUND** provides for students who have financial need in the area of nursing.

The **C. V. GRIFFIN FOUNDATION LEARNING OPPORTUNITY CENTER ENDOWMENT** provides funds for students to tutor other students in the LSCC Learning Opportunity Center.

The **ORVAL HAGGERTY SCHOLARSHIP FUND** assists a high school junior or senior student in the Mt. Dora area who plans to attend LSCC.

The **HAWTHORNE MEMORIAL FUND** provides scholarship money for LSCC students.

The **HANS AND CAY JACOBSEN CHARITABLE FOUNDATION, INC.** provides a perpetual endowed scholarship for deserving students.

The **GINNY JONES MEMORIAL SCHOLARSHIP ENDOWMENT FUND** provides scholarships for LSCC students. The endowment was funded in great part by contributions from United Telephone Company employees with matching funds from United Telecommunications.

The **LEON MOCK MEMORIAL SCHOLARSHIP** provides financial assistance to LSCC students with preference given to those students interested in computers.

The **MAY MUELLER MEMORIAL SCHOLARSHIP** was established by St. James Episcopal Church of Leesburg and is given to a student based on financial need.

NURSING CHALLENGE GRANTS through matching funds from the State of Florida, provide monies for projects, equipment and student scholarships that enhance the LSCC Nursing Program and aid in student retention.

The **NURSING ENDOWMENT FUND** provides scholarships for students enrolled in the LSCC nursing program.

The **TULLY C. PATROWICZ, M.D. CULTURAL TRUST FUND** was established by the Florida Society of Ophthalmology to honor its 48th president. The interest proceeds of this fund are applied to LSCC's acquisition of art, music, and performing arts.

The **SARAH RICHARDSON MEMORIAL NURSING ENDOWMENT** was established in memorial of nursing instructor Sarah Richardson and provides scholarships for nursing students.

The **MARION J. ROSSBAUM MEMORIAL WOMEN'S SCHOLARSHIP** was established by Mr. Karl Rossbaum in memory of his wife Marion to assist women who show "extraordinary determination, initiative and drive to overcome and become".

The **CHRISTOPHER STAFF TRUST FOR DISABLED STUDENTS** was established by Dr. and Mrs. Bruce Staff to provide funds for projects assisting disabled students.

The **MARTIN E. STRICKLEN MEMORIAL NURSING SCHOLARSHIP** provides funds for LSCC nursing students transitioning from LPN to RN.

The **VEPLAN SCHOLARSHIP FUND** anonymously provides full scholarships annually for five Eustis High School students.

The **WOLVERINE GASKET COMPANY OF LISBON, FLORIDA ENDOWMENT FUND** provides scholarships for children of Wolverine employees.

A special "THANK YOU" to the following individuals, organizations, and groups who currently are providing scholarships or other financial assistance for LSCC students:

ADK Beta Gamma
ADK Delta Gamma
ADK Fidelis Beta
ADK Upsilon
Dixie Allen
Altrusa Club-Lake Co.
American Indian Assoc., Lake-Sumter
American Legion 40 & 8
American Legion Post 76
Mr. and Mrs. Joseph Arborio
Barnett Bank of Lake Co.
Diane Bennett
Beta Sigma Phi
Bethel Baptist Church
Mr. Tony Bjorn
Mr. Tom Brooks
Mr. R. Dewey Burnsed
BPW of Eustis
BPW Lakes of Leesburg
BPW of Mt. Dora
Bushnell Masonic Lodge
Bushnell Women's Club
Chick-Fil-A
Anna & John Cowin, M.D.
Daily Commercial
Davgar Restaurants, Inc.
Frank J. Descipio Mem.
J. P. Donnelly Trust
Elks Lodge-Eustis
Elks Nat'l Foundation
Episcopal Women St. James
Eustis High School
Eustis Service League
LaVera Yarish Fedor Mem. Schol.
First Baptist Church, Oxford
First Family Federal
First Nat. Bank-Mt. Dora
First Un. Meth. Ch.-Clermont
First Un. Meth. Ch.-Eustis
First Un. Meth. Ch.-Mt. Dora
Florida Hospital/Waterman
Florida HOSA
Florida Police Association
Fl. Society Newspaper Editors
Scott Garner Memorial Schol.
Craig Giddens Sch.
Tom Grizzard
Groveland FFA Alumni
Heather Hayes Memorial
Mr. and Mrs. Howard Hewitt
Edd Holder
Howey Men's Club
Int. Chapt. PEO Sisth'd
Italian/American Club of Lake Co.
Mrs. Elizabeth Kerekes
Kiwanis-Bushnell
Kiwanis-Clermont
Kiwanis-Groveland
Kiwanis-Noon-Leesburg
Kiwanis-Mt. Dora
Kiwanis-Tavares
Kiwanis-Umatilla
Lake Co. AEOP
Lake Co. Educ. Assoc.
Lake Co. Quilters Club
Lake Co. Ret. Educators
Lake Medical Ctr. Aux.
Lake Memorial VFW
Lake Memorial VFW Aux.
L-S Co. Chapter of AIB
Goldie Lang Memorial
Al Leeberg-Fin. Need
Leesburg Art Assoc.
Leesburg FFA Alumni
Leesburg High School
Leesburg High School Boosters
Leesburg M&W Bowling
Leesburg Moose
Leesburg Police Dept.
Kim Lenhart Memorial
LRMC Auxiliary
LRMC Circle of Friends Foundation -
Jan Visconti Schol.
LRMC Goodwill
LRMC for Nursing
Lions Club of Fruitland Park
Lions Club of Leesburg
Lions Club of Mount Dora
Lions Club of Umatilla
J. Martin
Mr. and Mrs. Walter S. McLin, III
Mrs. Julia Mock
Mr. H. Gary Morse
Mt. Dora Comm. Trust
Mt. Dora High School
North Lake Marine Corps
N. Orange Mem. Hospital
Ogden-Martin, Inc.
Optimist Club-Leesburg
Orange Blossom Doll Collector's Club

Orlando Regional Medical Center
Phi Delta Kappa
Pilot Club-Sumter Co.
Elizabeth C. Kline Rhile Mem.
Charlotte Robuck
Rolling Hills Golf Assoc.
Rotary Int. Nursing Sch.
Rotary-Leesburg
Rotary-Leesburg Sunrise
Rotary-Leesburg Sunset
Rotary-Tavares
Rotary-Wildwood
Bill Sebree Memorial
Dr. and Mrs. Jerry Smith
South Lake Memorial Hosp.
South Sumter High School
Steverson-Blundell Mem. Schol.
Sumter Co. Bd. of Educ.
Sumter Co. Fair Assoc.
Sumter Co. Retired Educators
SunBank of Lake County
Mr. William Talley, Jr.
Tavares High School
Tavares Jr. Women's Club
Tavares Lions Club

Tavares Lioness Club
Tavares Women's Club
Tavares Police Officer's Assn.
Thornton Scholarship Trust
Umatilla Band Aids
Umatilla Garden Club
Umatilla High School
Umatilla Women's Club
United Southern Bank
Dr. Howard Vesser
Villages of Orange Blossom Gardens
Walker Stainless Equip.
Wildwood High School
Wildwood H.S. Boosters
Wildwood Women's Club
Winn-Dixie Stores
Louis Wirak Math Award
Women's Committee of the Fine Arts of Mt.
Dora
Young American Bowling Alliance

If you or your organization would like to provide a scholarship, call the LSCC Foundation Office at (904) 365-3518.

LSCC FOUNDATION DIRECTORS

Mrs. Bettie L. Faust, President
Leesburg

Mrs. Sharon Morse, President-Elect
Lady Lake

Mrs. Jackie Talley, Vice-President
Leesburg

Mr. Randall Thornton, Treasurer
Lake Panasoffkee

Mrs. Sarah Jane Hewitt, Past President
Leesburg

Dr. Jerry Smith
Secretary/Executive Director
Tavares

Dr. Robert Westrick
LSCC President
Leesburg

Dr. Dixie Jean Allen
Leesburg

Mrs. Cheryl Bartch
Tavares

Mr. Ed Bixby
Tavares

Mrs. Judy Bjorn
Leesburg

Mrs. Alice Black Milmoie
Mt. Dora

Mrs. Donna Braun
Leesburg

Mrs. Robin Cauthen
Leesburg

Mrs. Linda Clark
Leesburg

Mrs. Anna P. Cowin
Leesburg

Mrs. Carrie Fish
Mt. Dora

Mrs. Martha Ford
Eustis

Mr. William Fox
Bushnell

Mrs. Elsie Griffin
Tavares

Mr. Jim Hill
Leesburg

Mr. Richard Lenze
Mt. Dora

Mrs. Joyce Mann
Leesburg

Dr. Millie Mizell
Wildwood

Mr. Keith E. Mullins
Clermont

Mrs. Amy Newman
Leesburg

Dr. Sharon Nickell-Olm
Mt. Dora

Mrs. Margo Odom
Umatilla

Mrs. Shirley Radnothy
Umatilla

Mrs. Iris Robuck
Leesburg

Dr. Tom Sanders
Mt. Dora

Mr. Steve Sewell
Leesburg

Mrs. Dotty Stebbins
Eustis

Mrs. Woodley Trussell
Leesburg

Ms. Myra Tucker
Lady Lake

Mrs. Nancy Wahl
Leesburg

Mrs. Bette Whitaker
Eustis

LECTURE NOTES
DIRTY WATER

The following notes are a summary of the lecture given on the 15th of October 1968. The notes are based on the lecture given by the author and the discussion which followed. The notes are intended to be a guide to the subject and are not intended to be a complete record of the lecture.

The first part of the lecture dealt with the general principles of the subject. The author stressed the importance of the subject and the need for a more systematic approach to the study of the subject.

The second part of the lecture dealt with the specific aspects of the subject. The author discussed the various methods used in the study of the subject and the results obtained.

The third part of the lecture dealt with the practical aspects of the subject. The author discussed the various problems which arise in the study of the subject and the methods used to solve them.

The fourth part of the lecture dealt with the future of the subject. The author discussed the various trends in the study of the subject and the methods used to solve them.

The fifth part of the lecture dealt with the conclusions of the lecture. The author stressed the importance of the subject and the need for a more systematic approach to the study of the subject.

The following is a list of the references cited in the lecture:

1. [Reference 1]
 2. [Reference 2]
 3. [Reference 3]
 4. [Reference 4]
 5. [Reference 5]
 6. [Reference 6]
 7. [Reference 7]
 8. [Reference 8]
 9. [Reference 9]
 10. [Reference 10]



INDEX



INDEX

A.A. General Education	78	Dean's List	45
Academic Advising	69	Degrees And Programs	22
Academic Information	42	Degree Program, A.A.	78
Academic Progress	62	Degree Programs, A.S.	86
Admission Process	35	Dental Hygiene Linkage	114
Admission Requirements	32	Directed Studies	27
Admission, Nursing Program	33	Disabled Student Services	70
Advanced Placement	23	Dual Enrollment	24
Advisory Committees	198	Early Admission	25
AIB Transfer Credit	25	Educational Support Services	66
Application Fee	54	Emergency Medical Services	
Associate in Arts Degree	78	A.S. Degree	95
Associate in Science Degree	86	Employment	61
Auditing Courses	36	Endowment and Trust Funds	202
Bad Check Rule	55	Entrance Requirements	30
Board of Trustees	5	Examinations and Tests	46
Business Administration/		Exemption/Waiver Exams	24
Management	88	Fees/Financial Information	54
Business Data Processing	112	Financial Aid	58
Business Office	19	Financial Services	
Campus Map	7	A.S. Degree	97
Career Center	69	Fire/Safety Regulations	19
Career Programs	22	Fire Science	
Certificate Programs	112	Technology	99
Class Attendance	46	Food Service	18
Classification of Students	43	General Education Req.	78, 83
CLAST Test	50	Gordon Rule	79
CLEP Program	23	Grade Point Average	43
Clubs/Organizations	71	Graduation Requirements	42
College Bookstore	18	Graduation With Honors	42
College Calendar	9	Grants	59
College Mission	14	Graphic Design	
College Personnel	192	* Technology	102
Computer Information		Grievance Procedures	75
Systems Analysis	90	Hospitality Management	103
Computer Institute	22	Housing	18
Conduct	75	Institutional Scholarships	59
Continuing Education	27	Incomplete Courses	47
Continuing Education Units	27	International Students	35
Cooperative Education	26	Intramurals	74
Correspondence Courses	26	Job Placement	86
Counseling	69	Legal Assisting	104
Course Descriptions	122	Learning Center	66
Course Load	43	Library	66
Course Numbering System	116	Loans	60
Credit By Examination	23	LSCC Foundation Inc.	202
Credit, Non-Traditional	27	LSCC—Philosophy/Overview	14
Criminal Justice			
Technology	94		

Map of Area	8	Safety/Fire Regulations	19
Media Center	67	Schedule Changes/Add-Drop	46
Non-Credit Courses	27	Scholarships	59
Non-Refundable Fee	55	South Lake Facility	16
Non-Traditional Credit	27	Special Admissions	25
Nursing	105	Staff	192
Nursing Program Admission	33	Standards of Academic Progress	47
Office Management		Student Activities	71
Technology	108	Student Activities Board	71
Office Systems Specialist	113	Student Center	70
Open Computer Lab	68	Student Fees	54
Orientation	69	Student Financial Aid	58
Other Programs	23	Student Records	37
Parking	18	Student Support Services	18
Physical Education	45	Student-Instructor Misunderstanding	47
Placement Testing	36	Sumter County Facility	16
President's List	45	Support Services	18
Professional Programs	22	Table of Contents	3
Public Transportation	18	Telephone Numbers	6
Publications	74	Television Station/Studio	68
Refund Policy	56	Transfer Programs	22
Refund Procedures	56	Transient Students	35
Registration Procedure	36	Transportation	18
Residency Requirements	30	Use of Facilities	20
Repeated Courses	47	Veterans Affairs Administration	
ROTC	25	Policies	61
		Withdrawal Procedure	46
		Women's Program	70





Lake-Sumter Community College
9501 U.S. Highway 441
Leesburg, Florida 34788-8751

Non-Profit Org.
U.S. Postage
PAID
Leesburg, FL
34748
Permit No. 423