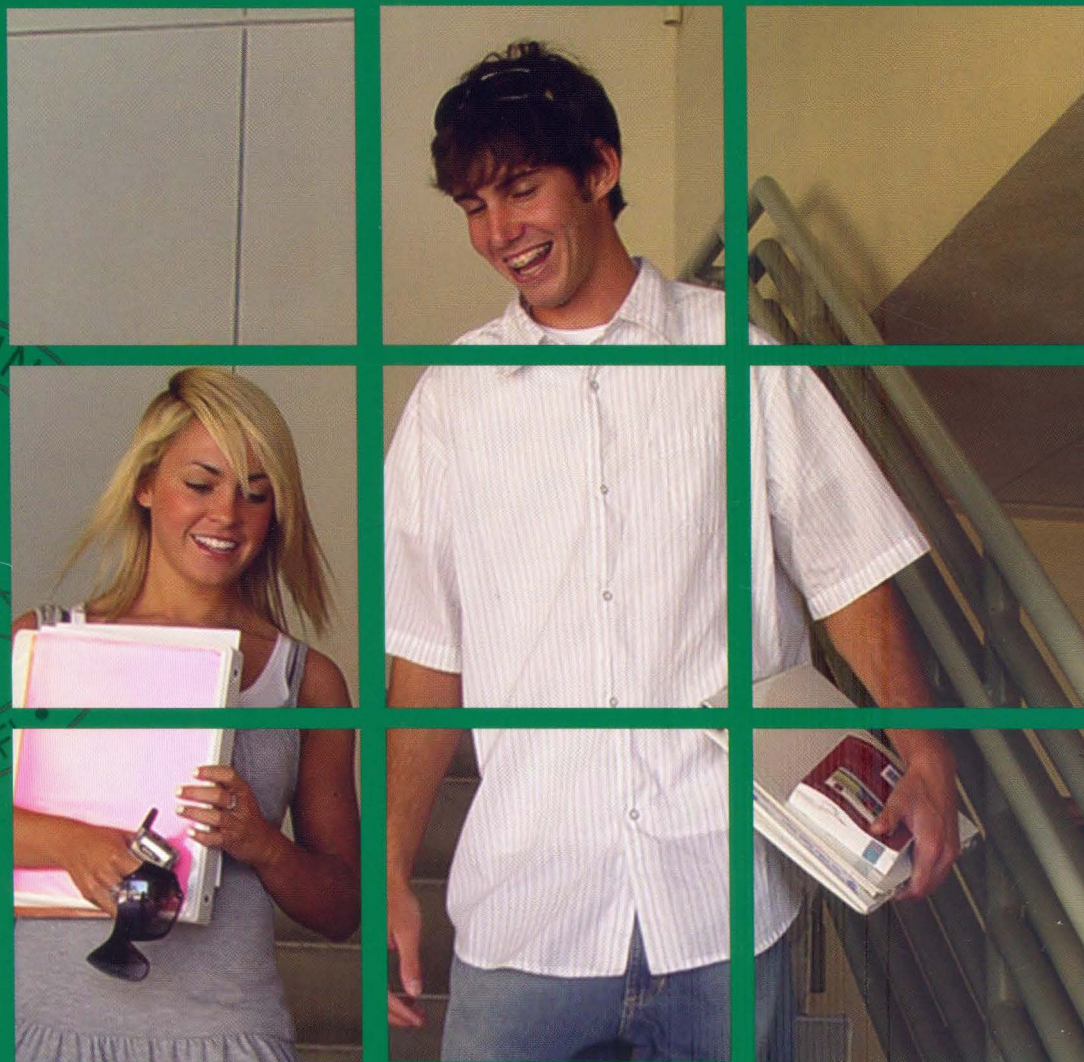


# Lake Sumter

COMMUNITY COLLEGE

*A Great Education Close To Home*



2006-2007

# Catalog & Student Handbook





Lake Sumter  
COMMUNITY COLLEGE

2006 - 2007

*Catalog*

&

*Student  
Handbook*

Ms. Delrose Tobie, Student Speaker at LSCC's 2005 Commencement.

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## Message from the President



PRESIDENT  
Dr. Charles R. Mojock

To our new students, whether you are a recent high school graduate just embarking on your college experience, or an adult returning to school to acquire skills to further your career, we say a hearty "Welcome." The choice of the college where you pursue your educational goals and dreams is one of the most important decisions you will make. Here at Lake-Sumter Community College, we offer a wide variety of high-quality programs and three campus locations to serve you. You can start here close to home and go anywhere. To our returning students, we say, "Welcome Back"! We're so glad to see you continue your educational journey with us.

Our greatest strength lies in our talented and dedicated faculty and staff. For more than 40 years, LSCC has been committed to a mission of providing "excellent student-centered academic and career-oriented education." We pride ourselves on treating every student as an individual, so you'll find friendly people who want to help you achieve success. This is a place where you can feel free to ask questions of staff or approach faculty and counselors for advice and guidance.

This Catalog and Student Handbook has been designed to provide helpful information you will need to make your college experience positive and productive. In it, you will see that we offer a complete college experience, including activities, clubs, organizations and athletics. I encourage you to get involved in the life of the college community in order to make your college experience complete.

Thanks for choosing LSCC, "A great education close to home."

## District Board of Trustees



CHAIRMAN  
Mrs. Jacqueline V.  
Talley



VICE CHAIRMAN  
Mrs. Carole Y. Winter

Mrs. Jacqueline V. Talley, Chairman  
Mrs. Carole Y. Winter, Vice Chairman  
Dr. Linda K. Cavanaugh  
Mr. Richard D. Childers  
Mr. Raymond Gilley  
Mr. Joe M. Norman  
Mrs. Margo Odom  
Mr. William R. Pruitt  
Mr. Jon A. Simpson

Dr. Charles R. Mojock, College President  
Mr. Jimmy Crawford, Board Attorney

## Administrative Staff



Dr. Wellington E. Estey  
Vice President,  
Educational Services  
Ed.D., Nova Univ.

Richard M. Scott  
Vice President,  
Administrative Services  
M.S., Western Illinois Univ.

Jane Miller  
Vice President,  
Student Services  
M.A., Univ. of Central Florida

Dr. Mary Jo Rager  
Dean, Business & Technologies  
Ed.D., Univ. of Florida

Dr. Glenn Ricci  
Dean, Arts & Sciences  
Ed.D., Univ. of Central Florida

Janice Adkinson  
Director, Grants and Research  
M.A., Univ. of Central Florida

Rosanne Brandeburg  
Executive Director/IA  
LSCC Foundation, Inc.  
M.B.A., Nova Univ.

Donald Ball  
Director, College Facilities  
B.A., Warner Southern College

Douglas B. Guiler  
Chief Information Officer  
B.S., Univ. of North Florida

Rey Cortes  
Director, Youth Outreach Programs  
B.A., Rutgers Univ.

Denise English  
Director, Library Services  
M.Ln., Emory Univ.

John Froman  
Director, Budgets and  
Management Reports  
B.B.A., Stetson Univ.

Tim Kane  
Director, Human Resources-Equity  
M.I.N.Ed., Clemson Univ.

Dr. William C. Kennedy  
Director, Learning Center  
Ph.D., Univ. of Florida

Dr. Sherie A. Lindamood  
Director, Student Development  
Ph.D., Ohio State Univ.

Michael K. Matulia  
Director, Athletics  
M.Ed., Georgia College

Audrey Maxwell  
Director, Financial Aid  
M.A., Univ. of Central Florida

Dr. Carolyn J. Meyer  
Executive Director, Planning/  
Research  
Ph.D., Fordham Univ.

Tabitha Richards  
Director, Admissions/Registrar  
M.B.A., St. Leo Univ.

James Thigpen  
Director, Corporate and  
Community Services  
M.Ed., Univ. of South Florida

## Foundation Board of Directors



President: Jon Cherry

Vice Presidents: J. Scott Berry & Kristen Bartch • President - Elect: Leigh Skehan

Treasurer: Mike Sleaford • Executive Director/Secretary: Rosanne Brandeburg

Past President: Margo Odom • Board of Trustees Liaison: Margo Odom

LSCC President: Dr. Charles R. Mojock • Faculty Liaison: Brandy Ziesemer

### Directors

Karen Bent  
Rich Billings  
Catherine "Micki" Blackburn  
Nancy Camp  
Ben Cox  
Carman Cullen  
Chris Daniels  
Jack Daniels  
Esther de Pedro-Prieto  
Rob English  
Michele Etheredge

Anita Geraci  
Judy Gibbs  
Lee Ann Gilson  
Sharon Graikowski  
Sue Hackney  
Christyne Hamilton  
Beatrix Isaac  
Jim Judge  
Angie Langley  
Bernadette Leware  
Audray Lewis-Adams

Wanda May  
Debbie Moffitt  
Tim Pierson  
Rick Rojas  
Dorothy Schultz  
Scott Showalter  
Beverly Steele  
Ron Wallace  
Brad White



# College Academic Calendar



The calendar consists of four terms and provides for year-round operation as well as year-round scheduling of classes. Fall and spring semesters are 16 weeks in length. Summer semester consists of two (2) six-week terms, Summer A and Summer B, one 13-week term, Summer AE, and a 9-week mini-mester.

	<b>Fall 2006</b> Aug. 24 - Dec. 13	<b>Spring 2007</b> Jan. 4- April 30	<b>Summer A 2007</b> May 7 - June 25	<b>Summer AE 2007</b> May 7- Aug. 15	<b>Summer B 2007</b> June 27 - Aug. 15
FACULTY REPORTS	Aug. 21	Jan. 3	May 7	May 7	June 27
STAFF/FACULTY CONVOCATION	Aug. 21	----	----	----	----
PRIORITY DEADLINE TO COMPLETE FINANCIAL AID FILE	July 17	Nov. 27	April 16	April 16	April 16
CREDIT BY EXAM TEST DATE	Aug. 22	Jan. 3	May 3	May 3	May 3
CLASSES BEGIN	Aug. 24	Jan. 4	May 7	May 7	June 27
CLAST REGISTRATION/ EXEMPTION DEADLINE	<b>Sept. 2</b>	<b>Jan. 20</b>	<b>May 5</b>	<b>May 5</b>	----
COLLEGE NIGHT	Nov. 6	----	----	----	----
CLAST TEST DATE	Oct. 7	Feb. 17	June 2	June 2	----
GRADUATION APPLICATION DEADLINE	<b>Oct. 6</b>	<b>Feb. 23</b>	<b>May 10</b>	<b>July 5</b>	<b>July 5</b>
WITHDRAWAL DEADLINE*	<b>Nov. 2</b>	<b>March 23</b>	<b>June 6</b>	<b>July 11</b>	<b>July 30</b>
CLASSES END	Dec. 6	April 23	June 20	Aug. 8	Aug. 14
FINAL EXAMS: SATURDAY CLASSES	Dec. 9	April 28	----	----	----
FINAL EXAMS: DAY CLASSES	Dec. 7 - Dec. 13	April 24 - April 30	June 21	Aug. 9 - 15	Aug. 15
FINAL EXAMS: EVENING CLASSES	Dec. 7 - Dec. 13	April 24 - April 30	June 21 & 25	Aug. 9 - 15	Aug. 14 & 15
TERM ENDS	Dec. 13	Apr. 30	June 25	Aug. 15	Aug. 15
ALL GRADES ENTERED IN LOIS BY 4:00 PM	Dec. 15	May 1	June 26	Aug. 16	Aug. 16
LAST FACULTY DUTY DAY	Dec. 15	May 4	June 26	Aug. 16	Aug. 16
GRADES AVAILABLE VIA WEB	Dec. 19	May 4	June 28	Aug. 22	Aug. 22
CONFERRALS: DEGREES/ CERTIFICATIONS	Dec. 19	May 4 (formal ceremony)	June 28	Aug. 22	Aug. 22
HOLIDAYS - CAMPUS CLOSED	Sept 4, Nov. 23-25, & Dec. 20 - Jan. 2	Jan. 15 March 12 - 17	May 28	May 28 July 4	July 4

\* The withdrawal deadline for mini-mester courses will be designated on the course syllabus.

# Leesburg Campus Map & Parking



**A.....Williams-Johnson Administration Bldg.**

Human Resources & Equity/Diversity  
 Information Technology/Purchasing  
 Vice President of Administrative Services

**Bldg M.....**

Business Assistance Center  
 Corporate and Community Services  
 LSCC Foundation

**FA.....Paul P. Williams Fine Arts Center**

Auditorium/Stage/Dressing Rooms  
 Classrooms  
 Faculty Offices  
 George Pringle Black Box Theatre  
 Music Room/Rehearsal Hall  
 Photography Lab

**HSC....Health Sciences Center**

Auditorium  
 Classrooms  
 Dental Lab  
 Faculty Offices  
 Health Information Management Library  
 Nursing Labs  
 Wellness Center

**KCC....Everett A. Kelly Convocation Center**

Gymnasium/Locker Rooms  
 Magnolia Room Banquet Hall

**LA.....Liberal Arts Building**

Classrooms  
 Faculty Offices  
 Faculty Secretary (Day)

**LC.....Learning Center**

English Lab  
 Math Lab  
 Reading Lab  
 Science Lab  
 Workforce Development
 

- Career Center
- Co-Op Education
- Job Search/Placement
- Tech Prep
- Women's Program

**LH.....Lecture Hall Building**

Faculty Secretary (Evening)  
 Lecture Hall  
 Mail Room/Shipping/Receiving

**LIBR....Learning Resources Center**

Computer Classrooms  
 Library  
 Media Center

**MS.....Math and Science Building**

Classrooms & Labs  
 Faculty Offices

**SC.....Student Center**

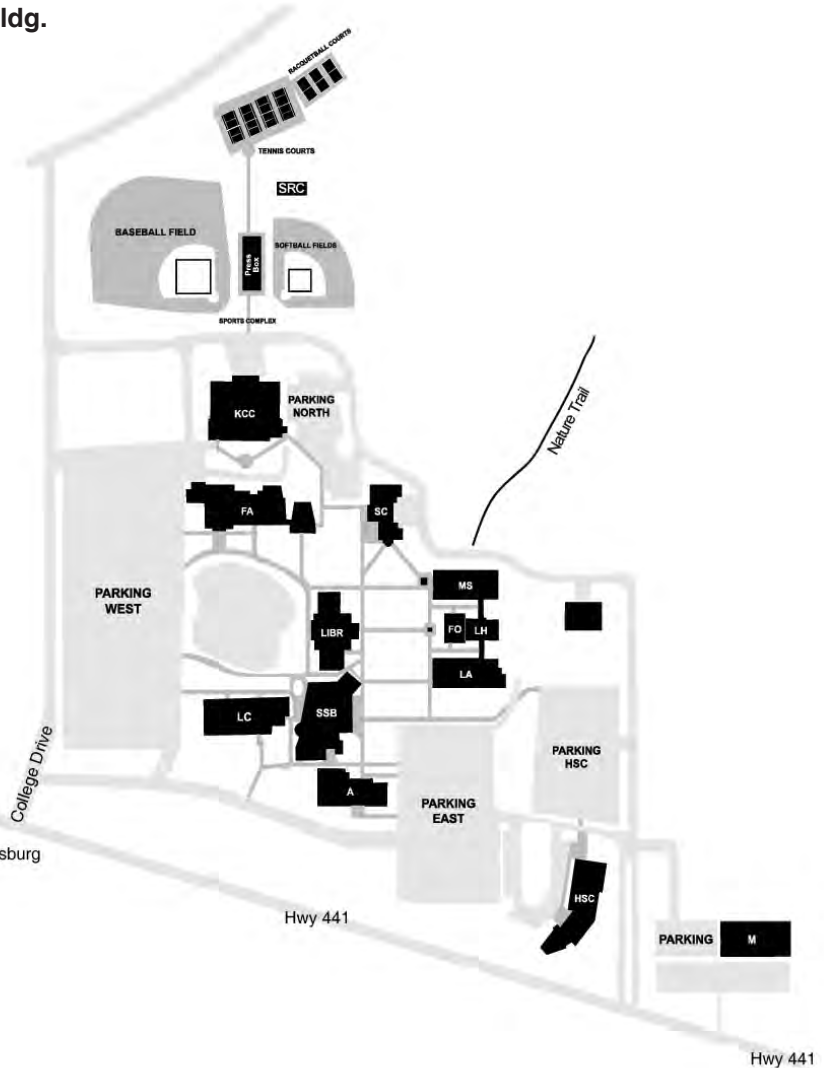
Bookstore  
 Lakers Cove Restaurant  
 Student Activities  
 Student Government Association  
 Student Lounge  
 Student Publications

**SRC....Sports & Recreation Complex**

Ball Diamonds  
 Concession/Press Building  
 Racquetball Courts  
 Tennis Courts  
 Walking Path

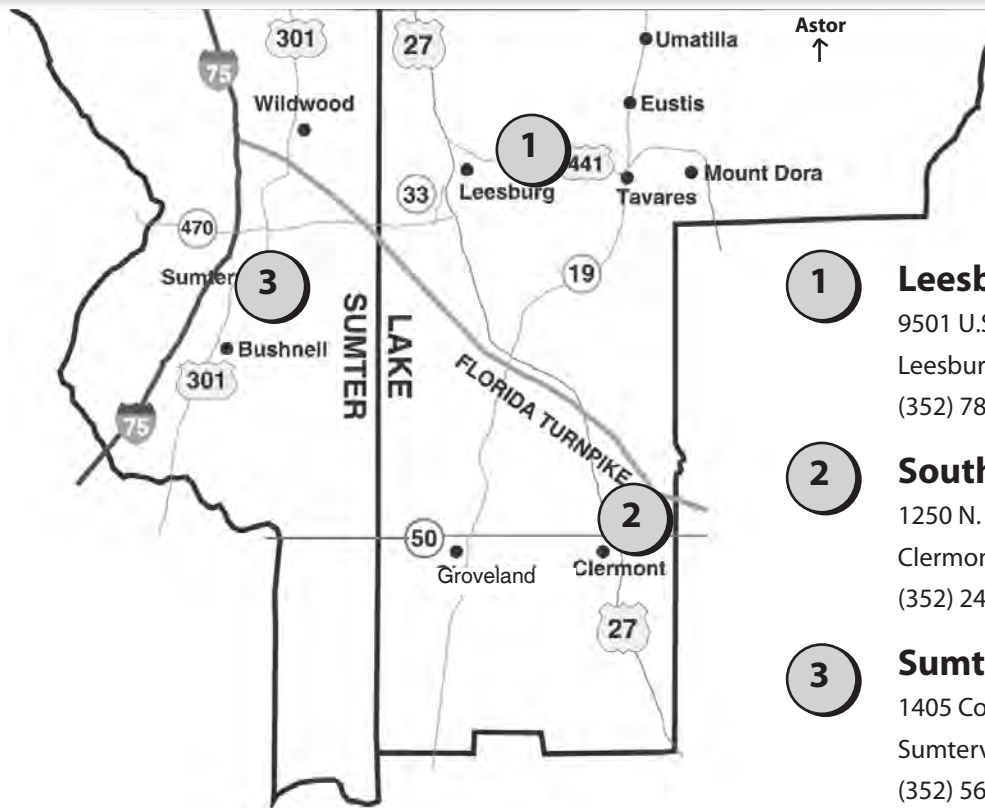
**SSB.....Student Services Building**

Admissions/Records  
 Advising  
 Cashiers Office  
 College Relations/Marketing  
 Computer Classrooms  
 Dean of Arts & Sciences  
 Dean of Business & Technology  
 Disabled Student Services  
 Faculty Offices  
 Financial Aid  
 Placement Testing  
 Planning & Research  
 President's Office  
 Security Office  
 Student Development Advising  
 TV Studio/Control Room  
 Vice President of Educational Services  
 Vice President of Student Services





## Three Campus Locations Map



- 1 Leesburg Campus**  
9501 U.S. Highway 441  
Leesburg, FL 34788  
(352) 787-3747
- 2 South Lake Campus**  
1250 N. Hancock Road  
Clermont, FL 34711  
(352) 243-5722
- 3 Sumter Campus**  
1405 County Road 526A  
Sumterville, FL 33513  
(352) 568-0001

## Directions

### FROM I-75 TO SUMTER CAMPUS:

Heading south on 75, take exit 321. At the end of the exit ramp, make a left on 470. (If you are heading north on 75, take exit 321. At the end of the exit ramp, make a right onto 470.)

Go approximately 2 miles to traffic light (301). Turn right at light onto 301. Go approximately 1½ miles and LSCC will be on your left.

Follow road back to building with big green roof.

### FROM LEESBURG TO SUMTER CAMPUS:

Take 27 south to 33. Make a right on 33. At the traffic light, take a right on 470. Follow 470 to the end. (Quite a few miles of nothing and you pass the federal prison.) At the end of 470 or traffic light, make a left on 301. Go straight through the next traffic light and LSCC is about 1-½ mile on the left.

### FROM SOUTH LAKE CAMPUS TO SUMTER CAMPUS:

Take 50 West to 27 North. Go approximately 16 miles. At intersection of Winn Dixie and Publix make a left. Follow 470 to the end. Drive approximately 10-12 miles and in Coleman, you will see the Federal Corrections Complex prison on your right. Continue for a couple more miles; 470 will end at traffic light, then make a left on 301. Stay on 301 through the next traffic light; LSCC is about 1-½ miles from the intersection on the left.

### FROM LEESBURG CAMPUS TO SOUTH LAKE CAMPUS:

Take 27 South to the Clermont exit at Route 50. Make a left turn heading east on 50. Go 2.2 miles to Hancock Road which is at the 3rd traffic light. Turn left again, and the Campus is approximately ¼ mile on the left.

# College Telephone Directory



## Leesburg Campus

Information/Switchboard.....	352-787-3747
Fax (Admissions).....	365-3553
Fax (Arts & Sciences / Business & Technologies) ...	323-3622
Fax (Financial Aid) .....	435-5011
Fax (Main) .....	365-3501
From Sumter County .....	748-1959

## South Lake Campus .....

Fax .....	243-0117
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## Sumter Campus.....

Fax .....	352-568-0001
.....	568-7515

## REGISTRATION ASSISTANCE LINE .....

Academic Advising - Student Development .....	323-3601
Admissions .....	365-3574
Advising .....	323-3665
Athletics .....	365-3574
Bookstore .....	323-3645
.....	787-4900

## Business Assistance Center .....

.....	365-3579
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## Corporate & Community Services .....

Business Office .....	365-3530
Career Center.....	365-3578
College Center.....	323-3603
College Facilities .....	365-3538
College Reach-Out Program (CROP) .....	365-3588
College Relations / Marketing .....	365-3526

## Computer Lab .....

Continuing Education .....	365-3563
.....	365-3556

## Cooperative Education .....

.....	323-3616
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## Corporate Training .....

.....	365-3530
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## Dean of Arts & Sciences .....

.....	435-5025
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## Dean of Business & Technologies.....

Disabilities, Office for Students with .....	365-3552
Educational Talent Search Program .....	365-3574
Equity Office .....	323-3606
Faculty Secretary - Day .....	365-3524
Faculty Secretary - Evening .....	365-3509
.....	365-3511

## Department Chairs

Allied Health, Business, and Office Administration .....	365-3581
Behavior/Social Sciences and Natural/Physical Sciences..	536-2154
Computers and Graphic Design .....	323-3623
Education, Physical Education, and Mathematics.....	536-2150
English, Communications, Fine Arts, and Humanities ...	323-3670

## Financial Aid .....

Financial Services/Business Office .....	365-3512
Fine Arts Center & Auditorium- Paul P. Williams .....	365-3578
.....	365-3562

## Foundation .....

Gymnasium .....	365-3518
Human Resources.....	323-3645
Information Technologies .....	365-3557
Institutional Advancement .....	365-3505
Job Placement.....	365-3515
.....	323-3603

## Learning Center .....

.....	365-3554
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## Library (Leesburg).....

Media Center.....	365-3563
.....	365-3565

## Library (South Lake).....

.....	243-5722, ext. 2148
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## Library (Sumter).....

.....	568-0001, ext. 1015
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## Nursing Department.....

UCF Bridge Program.....	365-3540
Performing Arts Series .....	365-3558
.....	365-3506

President's Office .....	365-3523
Purchasing Department.....	365-3502
Records .....	323-3665
Security .....	365-3544
Shipping and Receiving.....	365-3517
Student Activities Coordinator/Office.....	323-3650
Student Government Association (SGA) .....	365-3503
St. Leo University 2+2 at LSCC.....	323-3671
Television Studio (LSCC-TV) .....	365-3566

## Testing .....

.....	435-5009
-------	----------

## UCF 2+2 at South Lake .....

.....	243-5722, ext. 2112
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## Upward Bound .....

.....	323-3692
-------	----------

## Veterans Affairs .....

Vice President-Administrative Services.....	365-3686
Vice President-Educational Services .....	365-3524
Vice President-Student Services.....	365-3522
.....	365-3577

## Women's Program .....

.....	323-3613
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## Workforce Development .....

.....	323-3603
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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)**

## EMERGENCY INFORMATION

If, in your opinion, an event on campus requires immediate emergency assistance, use the nearest available phone to call 911.

### NOTE:

**If using a college telephone,  
dial 9-911**

After the call, report the emergency to Campus Security, the Vice President of Student Services, the Vice President of Administrative Services, the appropriate Campus Administrator, the Student Activities Coordinator, or the nearest available faculty or staff member.

**If it is a medical emergency, attempt to obtain the following information:**

- \* Name of the injured person
- \* Hospital where taken
- \* Name and phone number of closest relative
- \* The names of two witnesses



## VISION

Lake-Sumter Community College shall provide a positive, supportive learning environment that promotes student success through excellent instruction, quality programs, and outstanding services that exceed the expectations and diverse needs of our community

## MISSION STATEMENT

Lake-Sumter Community College provides excellent student-centered academic and career-oriented education that is proactive, accessible, and responsive to our community's needs.

## GOALS

- A. Provide academic education leading to an Associate in Arts degree that transfers to four-year colleges and universities and parallels the first two years of a baccalaureate degree program.
- B. Provide career/technical education leading to an Associate in Science degree, Associate in Applied Science degree, College Credit Certificate, Applied Technology Diploma, and Postsecondary Adult Vocational Certificate in vocational and technical fields for careers in business, industry, and service occupations.
- C. Provide continuing education and corporate training programs for those seeking to enhance personal skills and employment skills.
- D. Provide cultural, social, and intercollegiate activities for the students and for the community.
- E. Provide programs that support local and statewide economic development initiatives.
- F. Provide a caring environment of student support services that facilitates learning and promotes student success.

## VALUES

### **RESPECT**

***We hold that all people deserve courtesy and an environment affirming that we are genuinely concerned for their welfare.***

We respect and affirm the need to understand and appreciate the unique differences that exist in our communities. We acknowledge and accept these differences to strengthen our organization. We value and treat all individuals with civility. We possess an ethical commitment to promote an institution where everyone and everything matters.

We mutually celebrate the College's internal and external identities by fostering an environment that is positive, supportive and sensitive to diversity.

We believe that mutual respect is the foundation which underlies everything we do as an institution of higher education. We further affirm that such respect includes the diversity of ethnicity, religion, gender, background and social status.

We recognize and support the needs of all individuals, encouraging them to grow and connect with others, while embracing differences and similarities.

### **HONESTY AND INTEGRITY**

***We pledge to be constantly truthful, trustworthy, thoughtful, and caring in all our dealings. As LSCC employees, we take responsibility in managing the human, physical and financial resources entrusted to us. Everyone we encounter can count on us.***

We value academic, professional and personal integrity, as well as honesty. We strive to achieve and maintain the highest standards for ensuring student achievement and success. We seek to maintain integrity and honesty in all our dealings with the diverse populations we serve.

We adhere to a high standard of professionalism, honesty, compassion and service to others which is based upon doing the right thing for our students, employees and communities.

## ACCREDITATION

Lake-Sumter Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; 404-679-4501) to award Associate in Arts, Associate in Applied Science, and Associate in Science degrees.

## College History



### 1961-1962...

When Lake and Sumter County citizens rallied to create a junior college in 1961, little did they know that it would grow into a three-campus institution with over 7500 students annually. Authorized by the Florida Legislature that same year, Lake-Sumter Junior College (LSJC) opened for business on September 5, 1962, with 362 students. Classes were held in modular buildings located on Leesburg High School's campus. The Lake County School Board and LSJC Advisory Committee selected Dr. Paul P. Williams as the college's first president. The budget was \$191,170 and tuition was \$8 per semester hour.



LSJC Campus, 1962

### 1964-1966...

Two years later, the 39 graduates of the Class of 1964 received the first Lake-Sumter Junior College diplomas. The college's first Commencement was held that June 5th, in the Leesburg High School auditorium.

It was apparent that LSJC was to outgrow its high school facilities, so a search began for a permanent site. Property offers were received from Eustis, Mount Dora, Umatilla and Wildwood, but the final choice was a 70-acre parcel in Leesburg. A formal groundbreaking was held in May 1964, with Florida's Governor Farris Bryant participating in the ceremony. In January 1965, the Leesburg Campus, consisting of the library and three other buildings, welcomed its first students.

Also in 1965, the Lake County School Board merged LSJC with Johnson Junior College, which served more than 400 African American students from Lake, Sumter, Hernando, Orange, Osceola, and Seminole counties. It operated as the Johnson Center of Lake-Sumter Junior College, and Mr. Perman E. Williams served as the Center's president until the two institutions became one college in 1966.

LSJC received full accreditation from the Southern Association of Colleges and Schools in December of 1966. Declared a "red letter day" by President Williams, this accreditation signified that an institution maintains clearly-specified educational objectives that are consistent among institutions awarding associate, baccalaureate, master's and doctoral degrees. In short, it meant that credits earned at LSJC would be accepted by other accredited institutions.

### 1967-1970...

In 1967, students enjoyed the campus' expanded library, a college union (now the Learning Center) and gymnasium. Administration and maintenance facilities were also completed. The Class of 1968's 103 graduates was the first group to hold its Commencement on the Leesburg Campus.

By legislative action, the Lake County School Board turned over the responsibility and control of LSJC's operations and property to the College Advisory Committee in July 1968. The five Lake County and four Sumter County members became the college's District Board of Trustees. Howard Kurfiss, of Groveland, was the first chairman.

Two firsts happened in the fall of 1968...enrollment topped the 1,000 mark, and two LSJC alumni returned as new faculty members.

In 1969, the Florida Legislature authorized a Division of Community Colleges. LSJC's Board felt that the school's name needed to change in accordance. LSJC was officially renamed Lake-Sumter Community College in August 1970. Expansion continued, and the following month, the new technology and fine arts buildings were dedicated.

Gilbert Watts was named the first full-time athletic director in 1970. He was also the Lakers basketball coach. Other LSCC sports programs included baseball, golf and tennis.

### 1976-1980...

The Fine Arts Center, with its 440-seat auditorium, art studios and photo darkroom, were dedicated in October of 1976 and quickly became a venue enjoyed by the entire community. Music rooms were added four years later. (In 1982, it was named after founding President Paul P. Williams.)

The LSCC Foundation was organized in October of 1979. Marie Bowden was selected as its first chairman and Dr. Jean Sneed was its first executive director.

LSCC's president of 19 years, Dr. Paul P. Williams, retired in December of 1980. After an extensive search, the Board named Dr. Robert S. Palinchak as the college's second leader.

### 1982-1984...

The State Board of Nursing approved LSCC's application for an associate degree nursing program in 1982. It received Board approval the next year, and two instructors were hired.

That fall, LSCC's transfers to the state university system had the highest grade point averages of all community college students. LSCC students were #1 in the state! In 1984, the LSCC Brain Bowl Team was ranked #2 in the state. The college's reputation for academic excellence had become a well-known fact.

The nursing department held its inaugural Pinning Ceremony on June 21, 1984, honoring the department's first graduates.



Nurses Pinning Ceremony

**1986-1989...**

LSCC's first community outreach program began in 1986, with 41 students enrolling in its College Reach-Out Program. CROP continues to inspire high school students to become the first in their families to continue on to a post-secondary institution.



Coordinator Kevin Brown (center) with MLK Celebration CROP participants

That same year, Dr. Carl C. Andersen became LSCC's third chief administrator, serving for the next six years.

In January 1987, the new Multi-Purpose Building was dedicated. (It was remodeled, then renamed the Student Services Building in 2003.)

In 1988, an LSCC/Sumter County School Board resolution was adopted to establish a joint-use facility in Sumterville that would provide adult education and college-level programs. A 40-acre donation from Joseph Farish, Jr., would be the first step in a series of college and community efforts leading to the creation of the Sumter Campus.

The popular summer program, Kids' College, was introduced on the Leesburg Campus in 1989. It featured educational programs that were fun for children ages 7 to 12 years old. (It is still going strong, and has expanded to the South Lake Campus.)

**1990-1995...**

The Legislature appropriated funds for the Board to purchase two additional parcels of land in 1990 that increased the size of the Leesburg Campus to 114 acres.

Dr. Kenneth J. Stack served as interim president for eight months, until the Board of Trustees selected its fourth president, Dr. Robert W. Westrick, in 1993.

Florida Governor Lawton Chiles participated in the dedication of LSCC's first regional facility. The Sumter Campus welcomed its first students in the summer of 1995.

**1999-2000...**

The South Lake County community also took a active role in bringing an LSCC campus to its community. Fall term classes began on September 20, 1999, before LSCC's second regional facility even had a chance to be formally dedicated. That ceremony took place the following December. In fact, the area's projected demand for higher education was so great that LSCC, UCF and community leaders first dedicated the campus' Phase I facility, then proceeded to break ground for Phase II...in the same afternoon. Phase I, with its library, labs, classrooms, offices, student lounge and community room, was such a success that South Lake Campus enrollment doubled within a few years.

Within five years of its first building's dedication, the Sumter Campus held a comparable ceremony for its new 16,000 sq. ft. Clark Maxwell, Jr. Library and Student Services Center in January of 2000. A multi-purpose facility, it included an 8,000 sq. ft. community library, classrooms, offices and computer labs.

2000 was a year of improvements and additions to the Leesburg Campus, as well. Recognized as one of the most outstanding in the state, LSCC's nursing program became the beneficiary of an anonymous \$3 million dollar donation. It was to be used to construct the much-needed Health Sciences Center. (Ground was broken in August 2002.)

The refurbishment of the gymnasium and the addition of the Magnolia Room banquet hall, warranted the dedication and the renaming of the building as the Everett A. Kelly Convocation Center in September 2000, in honor of a supportive legislator and longtime LSCC patron. Later that month, a ceremony was held to commemorate the new concession facility and press box, and the enhanced baseball and softball fields. The LSCC Sports and Recreation Complex, also included an exercise path and racquetball courts. (Tennis courts would soon be added.)

**2001-2006...**

Matched by state funds, the \$3 million private donation generated the construction of the 31,800 sq. ft. Health Science Center. Dedicated in December 2001, it not only housed state-of-the-art classrooms, nursing skills and dental labs, a library, an auditorium and a wellness center, but also sophisticated technology and teaching equipment.

An LSCC/UCF joint-use project, the Higher Education Facility (Phase II), of the South Lake Campus strengthened the schools' partnership and expanded opportunities for area students to earn four-year degrees in their own communities. The 60,000 sq. ft. building, with classrooms, offices, an auditorium, a student lounge and a boardroom, was dedicated in March 2002.

After nine years, President Westrick announced his retirement. The Board was pleased to announce its selection of Dr. Charles R. Mojock. He began his tenure as LSCC's fifth president on July 2002.

The momentum continues. A joint-use LSCC/UCF/Lake County library and a professional-level softball complex are planned for the South Lake Campus. The Sumter Campus continues to respond to its community's needs with its electrical distribution and fire science technology programs, featuring hands-on training facilities. The Leesburg Campus acquired the "M" building this year, allowing for the remodeling of the LA and MS classrooms and, it is with



great anticipation, that LSCC looks ahead to the July 2007 completion of its spectacular Science and Math Building.





***POLICIES***

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- Drug Free College**
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***INFORMATION***

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## POLICIES

### EQUITY STATEMENT

LSCC 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.

LSCC 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 LSCC. To enhance effective monitoring and implementation of affirmative action, the College President has appointed an Equity Officer, who serves as a resource person in this area and is responsible for monitoring the college's affirmative action program. Equity Officer Christyne B. Hamilton can be reached at 9501 U. S. Highway 441, Leesburg, Florida 34788, by phone: 352-365-3592 or by email hamiltoc@lsc.edu.

### DRUG FREE COLLEGE

LSCC is committed to providing a drug free environment 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; and encourage and facilitate the use of school and community counseling services and rehabilitation programs for those who require such assistance. The College staff will discipline appropriately those members of the College Community who engage in substance abuse and related behaviors.

### DRUG POLICY

**PURPOSE:** In compliance with the provisions of the Federal Drug-Free Schools and Communities Act amendments of 1989, LSCC will take the necessary steps in order to provide a drug-free environment.

In keeping with its educational mission, LSCC will utilize educational strategies as its major approach to address

problems related to the use of illicit drugs (as listed in 893.03, Florida Statutes) and the abuse of alcohol and over-the-counter and prescription drugs by members of the College Community (students, faculty and staff).

However, any member of the college community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities and to disciplinary procedures of the college. The Vice President of Educational Services, and the Vice President of Administrative Services, through the Human Resources office, shall take the following steps to provide a drug-free school:

1. Prevent the use of illicit drugs and the abuse of alcohol and over-the-counter and prescription drugs through a strong educational effort, including a description of the health risks associated with such use and abuse.
2. Encourage and facilitate the use of school and community counseling services and rehabilitation programs by those members of the academic community who require such assistance in stopping the use of illicit drugs and the abuse of alcohol and over-the-counter and prescription drugs.
3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

### Educational Efforts to Prevent the Use of Illicit Drugs and the Abuse of Alcohol and Over-the-counter and Prescription Drugs

In keeping with its primary mission of education, LSCC will conduct a strong educational program aimed at preventing the use of illicit drugs and the abuse of alcohol, over-the-counter or prescription drugs.

Educational efforts will be directed toward all members of the academic community and will include information about the incompatibility of the use or sale of illicit drugs and the abuse or sale of alcohol and over-the-counter and prescription drugs with the goals of LSCC; the health hazards associated with the use of illicit drugs and the abuse of alcohol and over-the-counter and prescription drugs; the incompatibility of the use or sale of illicit drugs and the abuse or sale of alcohol and over-the-counter and prescription drugs with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences as a result of involvement with alcohol and illicit drugs.

### **Counseling and Rehabilitation Services to Prevent the Use of Illicit Drugs and the Abuse of Alcohol and Over-the-counter and Prescription Drugs**

Students, faculty or staff who seek assistance from the Counseling Center for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available from both college and community resources.

Individuals who fail to voluntarily avail themselves of services and/or who fail to maintain satisfactory progress during the course of treatment and recovery, may be subject to full disciplinary procedures according to college disciplinary policy (Policy Manual -2.04, -5.08, -5.09, -4.01).

Those who voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed. For those working in good faith toward overcoming their problem, every attempt will be made to return the individual to his/her full employment or student status.

### **Disciplinary Actions**

Students, faculty members, administrators and other employees are responsible as citizens for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver or manufacture those drugs designated collectively as "controlled substances" in Chapter 893, Sections .035, .0355, and .0356 of the Florida Statutes. The following minimum penalties shall be imposed for the particular offenses described.

### **College Regulations Governing Illicit Drugs on Campus**

1. For Conviction of the Manufacture, Sale, or Delivery of Illicit Drugs
  - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of the Florida Statutes (including, but not limited to, heroin, cannabis, mescaline, lysergic acid, diethylamide [LSD], opium, cocaine, amphetamine, MDMA [ecstasy methaqualone]), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
  - b. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but limited

to steroids, diazepam, phenobarbital), the penalty may include suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or non-probationary employee shall be discharged.

- c. Penalties will be in accordance with college disciplinary procedures.
2. For Conviction of the Illegal Possession of Drugs
    - a. For the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.02 of the Florida Statutes, the penalty, for students and/or employees, may include suspension while the alleged violation is under investigation.
    - b. For the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A student or employee on probation must agree to participate in a drug education and counseling program, consent to regular random drug testing, and accept such other conditions and restrictions as the appropriate college official deems appropriate.
    - c. For refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or employees. These penalties will be in accordance with college disciplinary procedures.



LSCC's Spring Fling & Job Fair gives students the chance to visit booths and discuss career opportunities with those representatives.

### SERVICE FOR PERSONS WITH AIDS

LSCC persons who are HIV positive or have AIDS, will receive all rights, protections and services guaranteed by the Americans with Disabilities Act, the Federal Vocational Rehabilitation Act of 1973, and the Florida Educational Equity Act. Employees and students may request a meeting with a counselor who is knowledgeable of and sensitive to the medical, psychological, and confidentiality needs of persons who are HIV positive or have AIDS. If you are in need of such services, please contact the LSCC AIDS Counselor Dr. Sherie Lindamood, at (352) 365-3574. Students who find that HIV related illness is affecting their course work may ask for and receive reasonable accommodation by contacting the Office for Students with Disabilities at (352) 365-3574.

### SEXUAL HARASSMENT

**LSCC will not tolerate any act of sexual harassment.** In the event any individual is determined to have engaged in such behavior, the college will take immediate corrective action to preclude any repeat occurrence, such action to include a range of disciplinary measures up to and including disassociation from the college through dis-enrollment and/or termination of employment if warranted or necessary.

Sexual harassment is illegal under state and federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law.

LSCC's Sexual Harassment Policy is in the Policy Manual. A complete copy of Board Rule 2.06, outlining the definition of sexual harassment and procedures to follow in case of sexual harassment, is available in the LSCC Library.

### SEXUAL ASSAULT

It is the policy of the District Board of Trustees of LSCC that the criminal act, or attempted act of sexual misconduct, shall not be condoned and shall be vigorously prosecuted. The following acts are prohibited by LSCC:

1. Sexual Assault (Stranger Rape, Date/Acquaintance Rape, Gang/Group Rape).
2. Sexual Misconduct (Sexual Harassment, Public Indecency, Sexual Intimidation) as defined by Board Rule 2.07.

A complete copy of Board Rule 2.07, outlining the definition of sexual assault and procedures to be followed, is available in the LSCC Library.

### REGARDING YOUR SAFETY ON CAMPUS

Legislation regarding sexual predators and/or offenders: As a result of recent legislation, sexual predators and /or offenders are required to register with the Florida Department of Law Enforcement (FDLE), and in turn, the FDLE is required to notify the local law enforcement agencies where the offenders reside and/or attend or are employed by an institution of higher learning. It then becomes the responsibility of institutions of higher education to inform students where they can go to obtain information about sexual offenders. To obtain such information, call the FDLE hotline at 1-888-FLPREDATOR, or visit the FDLE website at [www.3.fdle.state.fl.us/sexual predators](http://www.3.fdle.state.fl.us/sexual%20predators).

This database may be used to find all registered sex offenders in any city, county, or zip code in the state.



Members of the Jazz Band contributed to the fundraising efforts for Hurricane Katrina victims.



## STUDENT RIGHTS

Students are free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. They are free to support causes by orderly, peaceable, and acceptable means that do not disrupt the regular and/or essential operation of the college.

The Student Government Association provides the means for participation in the formulation and application of college policy affecting academic and student affairs. Proposals for changes in policy, regulations, or procedures which affect the student body as a whole shall be directed to the SGA, which may recommend changes to the college administration in accordance with prescribed procedures.

### STUDENT APPEALS

Students may appeal decisions made by college officials. Such matters include, but are not limited to exceptions to deadline dates for refunds and withdrawals, academic grievances, exceptions to the full cost of tuition, and exception to the third attempt rule. Specific appeal procedures are set forth in the Administrative Procedures Manual for the College. Additional information may be obtained from any advisor.

### STUDENT/INSTRUCTOR MISUNDERSTANDING

If a misunderstanding or a problem arises between a student and an instructor, the student should contact the instructor for the purpose of resolving the difficulty. If the problem persists, the student may schedule a meeting with the Dean responsible for that academic department.

### STUDENT RECORDS

The College respects each student's right to privacy and will release, provide access to, and retain a student's records under the conditions defined below.

#### Classification of Student Records

- A. General student records contain the academic history file, the admission file, transcripts from educational institutions, disciplinary records, and general correspondence.
- B. Financial aid records contain all matters relating to application for, granting, and receipt of any form of financial aid.
- C. Accounts receivable records contain any

information relating to monies owed to the College by the student.

#### Custodians of Student Records

- A. General student records are in the custody of the Director of Admissions/Registrar.
- B. Financial Aid records are in the custody of the Director of Financial Aid.
- C. Accounts receivable records are in the custody of the Director of Financial Services.

#### Access to Student Records

- A. A student's general student records, financial aid record, and accounts receivable record shall be open to inspection only by:
  1. The student.
  2. The parents or legal guardian of a student under the age of 18, provided that an appropriate release is on file.
  3. The parents or legal guardian of a student provided evidence is submitted verifying that the student is a dependent of the parent or legal guardian as defined in the Internal Revenue Code.
  4. Official of the College for official purposes only.
  5. Order of a court of competent jurisdiction.

A student or eligible parent/legal guardian will be afforded access to a student's records within five (5) working days of the receipt of a written request to the custodian of that record. The custodian of the records will make arrangements to permit the record to be reviewed in the presence of the custodian or the custodian's designee.

- B. Lake-Sumter Community College does not publish a directory and will use discretion in the release of directory information. Directory information includes the student's name, address, telephone listing, e-mail address, date of birth, place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and most recent previous educational institution attended.

Directory information may be released unconditionally by the Director of Admissions/





Teammates congratulate one another after a great double-play brings the inning to a quick close.

Registrar, without the consent of the student, unless the student requests in writing to the Director of Admissions/ Registrar that this information be withheld. The Director of Admissions/Registrar will have five (5) working days from the receipt of the request to identify the records as directory information not to be released.

#### **Copies of Student Records**

Upon receipt of a written request that is signed and dated by the student or eligible parent/legal guardian that includes the specific information to be released, the reason for the release, and the names of the persons or agencies to which the information is to be released the appropriate custodian of the record will provide a copy of that record to the specified person or agency. There is no fee for copies. Transcripts received by LSCC are for institutional use only. They cannot be copied and given to the student or sent to another institution.

#### **Requesting LSCC Transcripts**

To request your Lake-Sumter Community College transcript, you must submit your request to Credentials Inc. Current students and previous students who use LOIS may log into their LOIS

student account as normal. Select Student Services and Financial Aid, next select Student Records, then select Order Official Transcripts. Continue to follow the instructions.

Previous students who do not use LOIS may go to [www.lsc.edu](http://www.lsc.edu), select the Admissions Tab then select Transcript Request. Continue into the Credentials website to complete the transcript request.

A credit card is required to use Credentials, as there is a surcharge for each transcript ordered. If you have questions about your transcript request or would like to order by phone, please contact Credentials directly at 800-646-1858.

#### **Challenge to the Content of Student Records**

Challenges to the content of a student record must be made in writing to the appropriate custodian of that record. After carefully reviewing all the pertinent information, the custodian will notify the student or eligible parent/legal guardian, in writing, within ten (10) working days after receipt of the challenge of his/her decision regarding the challenge. The decision may be appealed through established procedures.

## STUDENT RESPONSIBILITIES

### CLASSROOM/LAB GUIDELINES

LSCC students are expected to display the qualities of classroom/lab courtesy and integrity that characterize mature and responsible citizens.

A student violating the College ideals of classroom/lab behavior will be handed a letter by the instructor or lab supervisor indicating that the student's conduct in class/lab is unsatisfactory and that a further infraction may result in suspension from the course/lab. Copies will be sent to the Vice President of Educational Services. A copy shall also be retained in the instructor's or lab supervisor's files.

Should a second offense occur, the instructor may recommend in writing to the Vice President of Educational Services that the student be suspended from class or lab. After proper review, the Vice President of Educational Services may mail a suspension from class or lab notice to the student.

### Computer Labs

Computer Labs are available to all LSCC students on an individual, as needed basis, at all campus locations. The laboratories are staffed with support personnel to assist students and are equipped with IBM compatible computers and a variety of specialized software programs. Hours for the computer labs are posted on each campus.

### Software Code of Ethics

The purpose of this code of ethics is to state the College's position concerning software use and duplication. All employees and students use software only in accordance with the license agreement.

Any duplication of license software except for backup and archival purposes is a violation of the law. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to the College's existing operational policies and procedures.

The following points are to be followed in compliance with software license agreements:

1. All software will be used in accordance with license agreements.
2. Legitimate software will be provided to LSCC employees in accordance with established budgetary planning and purchasing procedures. Unauthorized copying of software is prohibited. General law prescribes penalties, including fines and imprisonment, for violation of software license agreements.
3. Illegal copying of software under any circumstances will not be condoned. The use of any unauthorized software at the college will not be permitted.
4. All software on College computers will be properly purchased through appropriate procedures.



These students access the information they need for homework in the South Lake Campus Computer Lab.

### FINANCIAL OBLIGATIONS

Responsibility for clearing all unpaid financial obligations to the college rests with the student. Obligations such as library fines, parking fines, past due loans, returned checks, and outstanding student fees must be paid to the Business Office. If the student has not satisfied all financial obligations to the college, he or she will not be permitted to register for future courses. In addition, grades will be withheld and requests for transcripts denied until all obligations are paid in full.

### CHILDREN ON CAMPUS

Employees and students are expected to make off-campus childcare arrangements. The College assumes no responsibility for the supervision of children unless they are enrolled and participating in a college-sponsored activity or program.

Children are not permitted in instructional areas or at the work-site. Under no circumstances are children to be in unattended or in unauthorized areas of the campus. Specialized campus facilities such as the Student

Center, the Library, the Learning Center, the open computer lab, studios, laboratories, and the gymnasium are not to be used as sites for childcare.

Individuals failing to comply with this policy may be asked to leave campus until off-campus childcare arrangements can be made.

### PARKING/TRAFFIC RULES

All motor vehicles parked on the Leesburg Campus must display a current parking permit (decal). Parking decals and a parking regulations and rules brochure are issued to all students at all locations during registration. Persons who violate college parking regulations are subject to ticketing and a fine. All violators, including parking with no decal are \$10 each. All fines must be paid by the end of each semester and unpaid fines can result in a "hold" being placed on future registrations or transcripts. Unauthorized use of a handicapped parking space is subject to a state fine. For parking information at the Sumter and South Lake campuses, students should inquire at the respective Student Services office.



Student Activities Coordinator Heather Elmatti welcomes visitors to the LSCC Sumter Campus Open House.



## STUDENT CONDUCT

Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct adopted for students. Violation of any of these rules may lead to disciplinary action if the student is found guilty in accordance with the prescribed procedures for the handling of disciplinary cases.

Violation of any of these general rules of conduct may lead to disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized authority in accordance with prescribed procedures for handling disciplinary cases described in Procedure 4.15 Student Disciplinary Action.

- A. The following actions are prohibited on any campus of the College, at any college-related activity or at other locations as may be provided by law. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.
1. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any drugs which would be in violation of Chapter 893 of the Florida Statutes
  2. Possession or consumption of alcoholic beverages
  3. Cheating in any form. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:
    - (a.) Asking for or giving another student information during a test;
    - (b.) Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
    - (c.) Using materials prohibited by the instructor during a test;
    - (d.) Either impersonating another student during a test or having another person assume one's identity during a test;
    - (e.) Changing answers on a previously graded test in order to have a grade revised;
    - (f.) Stealing examination materials;
    - (g.) Copying material exactly or using material in essence, without providing appropriate documentation;
    - (h.) Copying or falsifying a laboratory or clinical project/ assignment, including computer programs, in either disk or hard copy form;
    - (i.) Allowing someone else to compose or rewrite a student's assignment;
    - (j.) Stealing, buying, selling, or otherwise providing term papers.
  4. Stealing or attempting to steal
  5. Illegal gambling
  6. Hazing as defined by Section 240.326 Florida Statutes
  7. Use of indecent or abusive language
  8. Unauthorized use of the College name
  9. Vandalism or destruction of property
  10. Unauthorized possession, duplication or use of keys or access cards to any college premises or services
  11. Violation of local ordinances or of state or federal laws
  12. Forgery, alteration, or misuse of documents, records or identification cards
  13. Furnishing false information with intent to deceive
  14. Possession or use of explosives (including fireworks), chemical agents or deadly weapons (including firearms)
  15. Unauthorized entry and/or occupancy of college facilities
  16. Violations of student traffic and parking control
  17. Sexual harassment as defined in Lake-Sumter Community College Board Rule 2.06
  18. Sexual misconduct as defined in Lake-Sumter Community College Board Rules 2.06 and 2.07



19. Discrimination: The denial of services or access to activities to an individual because of his/her race, religion, age, national origin, gender, marital status, or disability constitutes discrimination.
  20. Stalking: To follow or harass repeatedly another person so as to put that person in fear for his/her safety.
  21. Actions that are committed without concern for the possible harm to an individual or group which could or does result in injury to an individual or group
  22. Failure to respect the right to privacy of any member of the College community
  23. Disobedience: Failure to abide by official college rules, procedures, policies or guidelines
  24. Misuse of computers and computer information resources:
    - a. Altering, modifying, destroying, disclosing or taking information resource property (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization
    - b. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose
    - c. Unauthorized transfer of a file
    - d. Unauthorized use of another individual's identification and/or password
    - e. Use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system
    - f. Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network and/or computing system
    - g. Use of any computing facilities, either locally or remotely to interfere with the normal operation of the College network and/or computing system
    - h. Misuse of college computers
  25. False information: Furnishing false information to a college official in the exercise of his/her responsibilities.
  26. Engaging in commercial solicitation on college property. This does not apply to approved college organizational sales.
  27. Knowingly instituting a false charge against another.
  28. Participation by students in disruptive activities at state institutions of higher learning as defined and prohibited under the provisions of Section 240.132 Florida Statutes.
  29. Knowingly to disrupt or interfere with the lawful administration or functions of the institution as prohibited under the criminal provisions of Section 877.13 Florida Statutes.
  30. Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting, or procuring another in the violation of any of the above.
- B. The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.
- C. The College shall enforce the provisions of Section 240.133 Florida Statutes hereinafter set forth in full, as follows:
- "240.133 Expulsion and discipline of students of the State University System and Community Colleges.
- (1) Each student in the State University System and each student in a community college is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the Board of Regents or Board of Trustees of the community college.
  - (2) Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the university or community college authorities.
  - (3) Each president of a university in the State University System and each president of a community college shall have the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend,

# Why? Lake Sumter? COMMUNITY COLLEGE

★★★★★★★★★★★★★★★★★★  
 ★ **LSCC Students Earn** ★  
 ★ **State & National** ★  
 ★ **Recognitions...** ★  
 ★ All-Florida ★  
 ★ & All-USA ★  
 ★ Academic Teams ★  
 ★ College Brain Bowl ★  
 ★ Competitions ★  
 ★ Florida College Student ★  
 ★ of the Year Nominee ★  
 ★ Florida Cooperative ★  
 ★ Education ★  
 ★ Student of the Year ★  
 ★ Florida Press ★  
 ★ Association Awards ★  
 ★ *The Angler & Odyssey* ★  
 ★ National Coca Cola ★  
 ★ Scholarship Winner ★  
 ★ *Who's Who Among* ★  
 ★ *Students in American* ★  
 ★ *Junior Colleges* ★  
 ★ Athletic & Academic Honors ★  
 ★ NJCAA Distinguished ★  
 ★ Academic ★  
 ★ All-American ★  
 ★ NJCAA Academic ★  
 ★ All-American ★  
 ★ FCCAA All-State ★  
 ★ Academic Team ★  
 ★ *Mid-Florida Conference* ★  
 ★ (Volleyball) ★  
 ★ All-Conference Team ★  
 ★ All-Academic Team ★  
 ★ *Suncoast Conference* ★  
 ★ (Baseball & Softball) ★  
 ★ All-Conference Team ★  
 ★ All-Academic Team ★  
 ★★★★★★★★★★★★★★★★★★

More Affordable Than Other Universities and Colleges  
 Flexible Schedules for Part-time and Full-time Students  
 Small Classes...Low Student-to-Teacher Ratios  
 Guaranteed Acceptance with High School Diploma or GED  
 Convenient...Three Lake and Sumter County Campuses

**LSCC Students' Academic Accomplishments**  
 LSCC transfer students (A.A. grads) consistently rank among those with the highest GPA's upon the completion of their first year at a university.  
 LSCC Nursing program grads place in the highest percentage among Florida colleges, in passing the NCLEX-RN exam on the first attempt.  
 (A.S. grads must pass this exam to become licensed registered nurses.)  
 LSCC A.A. grads have consistently ranked in the top ten percent, among all Florida community college/university students, in passing the CLAST on the first attempt.  
 (This exam is often required before students enroll in upper level courses.)  
 LSCC recognized eight graduates for earning perfect 4.0 GPA's during its 2005 Commencement Ceremony. Thirty-four students graduated Summa Cum Laude (3.8-4.0), 45 Magna Cum Laude (3.60-3.79) and 61 Cum Laude (3.4-3.59). Three high school/LSCC dual enrollment students were also presented their associate degrees.  
 LSCC's chapter inducted forty-eight students into Phi Theta Kappa, the international scholastic honor society for community colleges, in 2005.



or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the Board of Regents or the Board of Trustees of the community college. A student may be entitled to waiver of expulsion:

- (a) If he provides substantial assistance in the identification, arrest or conviction of any of his accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of Chapter 893 within the State University System or community college.
  - (b) If he voluntarily discloses his violations of Chapter 893 prior to his arrest; or
  - (c) If he commits himself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.”
- D. Disciplinary proceedings by the College for the violation of this rule shall be conducted under the provisions of Rule 4.17 Student Disciplinary Action.

## ACADEMIC INTEGRITY

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations and the responsible use of the Internet.

The suspicion of dishonesty in academic activities is a serious matter because it threatens the atmosphere of respect essential to learning. Faculty should openly express a zero tolerance toward academic dishonesty in any form, including but not limited to plagiarism, which is the misrepresentation of someone else’s words, ideas, research, images, video clips, or computer programs as one’s own; submitting the same paper or computer program for credit in more than one course without prior permission; collaborating with other students on papers or computer programming assignments and submitting them without instructor permission; cheating on examinations; violation of copyright laws; forgery; and misuse of academic computing facilities. Faculty should provide a definition of the standards of academic honesty during the first class session, both orally and in writing. (Adapted from the University

of Puget Sound and Academic Senate for California Community Colleges.)

Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student’s paper or intentionally allowing someone to copy from one’s own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student or having another person assume one’s identity;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Copying material exactly or using material in essence, without providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student’s assignment;
10. Stealing, buying, selling, or otherwise providing term papers.

The following is a range of actions which could be taken by a faculty member if a student is caught cheating. The specific action should be up to the faculty member’s discretion. The faculty members should state their individual policy in the syllabus for the class.

**Expulsion from the College** – Faculty recommends to the College Judicial Council that student be permanently expelled from the college.

**Suspension from the College** – Faculty recommends to the College Judicial Council that student be suspended from the college for a specific period of time.

**Failure of the course** – Faculty gives proof of cheating and fails student for the course.

**Failure of a particular assignment** – Faculty returns work with proof of cheating and gives a grade of F for that work.

**Warning** – Faculty advises student that they are suspected of cheating and that such action is not acceptable.

## CAMPUS CONTROL

The President or his designee is responsible for maintaining campus control. Neither students nor outsiders will be permitted to disrupt the orderly operation of the College. Students may be subject to disciplinary action for violation of any of the student regulations. This applicable state statute is cited as follows:

### Section 228.091, Florida Statutes: Trespass upon grounds or facilities of public schools; penalties; arrest.

1. Any person who:
  - a. Is not a student, officer, or employee of a public school
  - b. Does not have legitimate business on campus or any other authorization, license, or invitation to enter or remain upon school property
  - c. Is not a parent, guardian, or person who has legal custody of a student enrolled at such school.
  - d. Is a student, currently under suspension or expulsion.
  - e. Is an employee who is not required by his/her employment by the school to be on the campus or any other facility owned, operated or controlled by the governing board of such school and who has no lawful purpose to be on such premises; and who enters or remains upon the campus or other facility of such school after the chief administrative officer of such school, or any employee thereof designated by him/her to maintain order on such campus or facility, has directed such person to leave such campus or facility or not to enter upon the same, is guilty of the offense of trespass upon the grounds of a public school facility and is guilty of a misdemeanor of the first degree, punishable as provided in f.s. 775.082, f.s. 775.083, or f.s. 775.084.
2. The chief administrative officer of a school, or any employee thereof designated by him/her to maintain order on such campus or facility, who has reasonable suspicion to believe that a person is trespassing upon school grounds in violation of this section may take such person into custody and detain him/her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer. Such taking into custody and detention by an authorized person shall not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. In the event a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.
3. Any law enforcement officer may arrest either on or off the premises and without warrant any person he/she has reasonably suspects as having committed the offense of trespass upon the grounds of a public school facility. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

## STUDENT DISCIPLINE

The President has designated the function of student discipline to the Vice President of Student Services. The Vice President of Student Services may be assisted in student disciplinary determinations by the College Judicial Council which is appointed by the President and is composed of two students, two faculty members, and one administrator. The Vice President of Student Services serves as the hearing officer.

Request for a hearing by the College Judicial Council may be filed by any party within ten (10) working days of the original decision or action. Such requests must be submitted in writing to the Vice President of Student Services. Students may request a waiver of a College Judicial Council hearing and be given an administrative hearing by the Vice President of Student Services. Discipline action shall be taken only after a hearing is held unless otherwise deemed necessary by the President.

Students found guilty of violating the College Student Code of Conduct are subject to disciplinary action up to and including expulsion from the College as determined through the hearing process.

The Student Disciplinary Action procedure is set forth in the Administrative Procedures Manual of the College and may be obtained from any advisor.

**Register Online  
At  
[www.lsc.edu](http://www.lsc.edu)**



## PERSONAL PROPERTY PROTECTION AND SAFETY

LSCC is committed to the task of providing a safe, comfortable learning environment for all students, and dedicates considerable resources to the accomplishment of this goal. Students are expected to cooperate in this effort by employing the following common sense guidelines for the protection of their persons and property:

1. Lock your car. Do not leave valuables in plain sight on the rear shelf and/or seats (Use the trunk).
2. Keep as few valuables around as possible. Do not carry large amounts of cash.
3. Do not leave your purse/wallet unattended.
4. Protect your keys.
5. Keep a list of your valuables, especially credit cards, in a safe, readily available place.
6. Park in well-lighted areas.
7. Don't walk alone.
8. Be alert.
9. Be cautious.
10. Be responsible. Report all suspicious activity to Campus Security, the Office of the Vice President of Administrative Services, or the appropriate Administrator. Be careful. Report all safety hazards or potential safety hazards to the Office of the Vice President of Administrative Services.
12. Be familiar with campus plans for evacuation and other emergency procedures.

### CAMPUS SECURITY

Campus Security services are contracted through a commercial security agency. The following services are provided:

1. One uniformed guard to enforce parking regulations and provide limited security support during normal daylight hours, Monday through Saturday. (Budget limitations preclude full-time coverage. Hours are varied to achieve maximum exposure.)
2. Two uniformed guards during hours of darkness when classes are in session to provide coverage of both parking lots and to ensure building security.
3. One uniformed guard part-time on weekends and holidays to provide limited buildings and grounds security.
4. One or two, as the situation requires, uniformed guards during special events to provide crowd and traffic control and campus security.

### VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place to work and study by being alert to suspicious behavior and/or situations, and promptly reporting them to college officials. In the event you are a victim of, or a witness to, criminal activity; or observe suspicious activities and/or persons on campus, AVOID RISKS and:



LSCC retired Instructor Dr. Joseph Rhile presents Ms. Tammie Drunasky with the Elizabeth Kline Rhile Scholarship. He awards it twice a year.

1. **On Leesburg campus:** notify Security at ext. 3544; the Vice President of Administrative Services at ext. 3524; or the Director of College Facilities at ext. 3532.

**On South Lake Campus:** notify the Campus Administrator at ext. 2105 or Security at ext. 2154.

**On Sumter Campus:** notify the Campus Administrator at ext. 1019 or Security at 874-5435.

2. **Report:**
  - a. Nature and location of the incident.
  - b. Description of person(s) involved.
  - c. Description of property involved.

**ACCIDENT / INCIDENT REPORTING**

Report all thefts, personal confrontations and/or other related incidents on campus to Security for further reporting to the Lake or Sumter County Sheriff’s Department for investigation.

**On Leesburg Campus:** notify Security at ext. 3544; the Vice President of Administrative Services at ext. 3524; or the Director of College Facilities at ext. 3532.

**On South Lake Campus:** notify the Campus Administrator at ext. 2105 or Security at ext. 2154.

**On Sumter Campus:** notify the Campus Administrator at ext. 1019 or Security at 874-5435.

Follow-up as soon as possible with a Florida Community College Risk Management Consortium Accident-Incident Report (6/86 F-277) to the Vice President of Administrative Services or to the appropriate Campus Administrator.

Report all other accidents/incidents on a campus in accordance with the specific instructions contained in the LSCC Emergency Response Manual. Follow-up as soon as possible with a Florida Community College Risk Management Consortium Accident/ Incident Report (6/90 F-277) to the Vice President of Administrative Services or to the appropriate Campus Administrator.

**CRIME STATISTICS**

Reporting period Calendar Years

	1998	1999	2000	2001
1. Murder	0	0	0	0
2. Rape	0	0	0	0
3. Robbery	0	0	0	1
4. Aggravated Assault	0	0	0	0
5. Burglary	0	0	7	0
6. Larceny	0	0	0	0
7. Motor Vehicle Theft	2	0	1	0
8. Liquor Law Violation	0	0	0	0
9. Drug Abuse Violation	0	0	0	0
10. Weapons Possession	0	0	0	0

**SAFETY & FIRE REGULATIONS**

LSCC 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.

Emergency evacuation signs are posted in compliance with state requirements. In case of emergency, follow signs to evacuate buildings. All other emergency procedures are set forth in the Emergency Response Manual which is available for review in the Student Activities or Student Government Association (SGA) offices, or from any faculty/staff member.



College Night offers both parent and student the opportunity to visit booths representing many colleges and universities.

LSCC takes pride in providing a safe and secure campus for all students. The annual crime report is available upon request. Contact the Student Services Office at (352) 365-3577. The following information is provided:

1. A statement of current campus policies regarding procedures and facilities for reporting crimes and emergencies and the college's planned response to such reports.
2. A statement of current policies concerning security of and access to campus facilities.
3. A statement of current policies concerning campus law enforcement, including authority of security personnel and policies encouraging the reporting of crime.
4. A description of the type and frequency of programs to inform the campus community about security procedures and encourage individuals to be responsible for their own security.
5. A description of programs about crime prevention.
6. Statistics of the occurrence on campus of certain crimes.
7. A statement of policy on monitoring and recording off-campus crime through local law enforcement agencies.
8. Statistics on arrests for drug, alcohol and weapons violations.
9. A statement of policy on the possession, use and sale of alcohol.
10. A statement regarding possession, use and sale of illegal drugs.
11. A description of drug and alcohol abuse education programs.
12. A statement of policy regarding the College's programs to prevent sex offenses, and procedures to follow when a sex offense occurs.

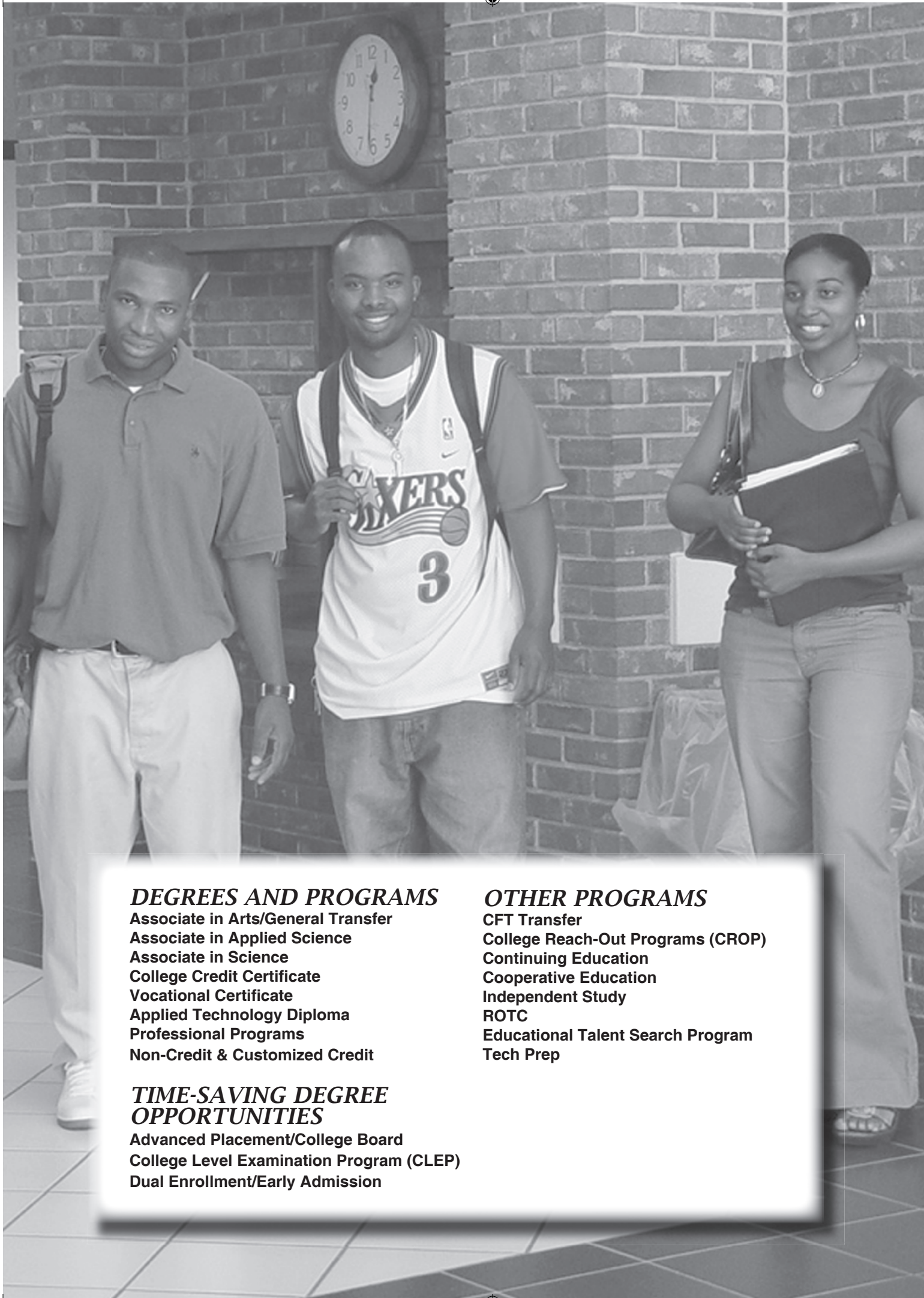
Please report all accident/incidents to the Human Resources/Risk Management Office in Leesburg or to the appropriate Campus Administrator.



*Student Life*  
2005-2006







***DEGREES AND PROGRAMS***

- Associate in Arts/General Transfer
- Associate in Applied Science
- Associate in Science
- College Credit Certificate
- Vocational Certificate
- Applied Technology Diploma
- Professional Programs
- Non-Credit & Customized Credit

***TIME-SAVING DEGREE OPPORTUNITIES***

- Advanced Placement/College Board
- College Level Examination Program (CLEP)
- Dual Enrollment/Early Admission

***OTHER PROGRAMS***

- CFT Transfer
- College Reach-Out Programs (CROP)
- Continuing Education
- Cooperative Education
- Independent Study
- ROTC
- Educational Talent Search Program
- Tech Prep

## DEGREES AND PROGRAMS

### ASSOCIATE IN ARTS DEGREE/ TRANSFER PROGRAM

Students planning to attend LSCC for two years and then transfer to another college or university for two more years should enroll in the General Transfer program which leads to an Associate in Arts degree. See the Associate in Arts Degree section for more information, page 77.

### ASSOCIATE IN APPLIED SCIENCE DEGREE/CAREER PROGRAMS

For students interested in a career that requires study beyond high school but does not require a four-year degree, LSCC offers specialized courses that prepare the student for employment after two years of college. Such programs lead to the Associate in Applied Science degree. For more information on this program, read the Associate in Applied Science Degree section, page 88.

### ASSOCIATE IN SCIENCE DEGREE

For the students continuing a four-year degree in a specific career path, the Associate in Science degree is intended to prepare students for the workforce and for transfer into the State University System.

### CERTIFICATE AND APPLIED TECHNOLOGY PROGRAMS

For students interested in shortening the time spent in college, LSCC offers college credit certificates for completion of specified courses within the areas of Accounting, Computer Programming, Office Administration, Small Business Management, Medical Records, and Information Technology. Students interested in a certificate should read the Certificate and Applied Technology Programs section of this catalog.

### PROFESSIONAL PROGRAMS

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

### NON-CREDIT AND CUSTOMIZED CREDIT

The Corporate and Community Services office designs courses for students to learn the latest in business philosophies and practices, and to gain maximum hands-on experience utilizing industry-standard computer programs. Seminars and customized corporate classes are taught by certified instructors

with years of experience and dedication to providing quality training.

Classes are offered on the Leesburg, South Lake, and Sumter campuses utilizing flexible schedules of days, evenings, and weekends. On-site training is also available. Course curriculum can be customized for business, industry, and government to meet specific needs.

For more information, contact Corporate Training at (352) 365-3530.

### CONTINUING EDUCATION (see page 35)

Many people wish to get more out of life through education, but have no desire for formal recognition of their academic efforts. These students may design their own individual programs and enroll in either credit or noncredit day or evening courses.

### TIME-SAVING DEGREE OPPORTUNITIES

LSCC encourages students to accelerate their education by providing a number of time savers by which students may shorten the time required to complete an Associate degree. These options permit the college to recognize high levels of academic achievement and acquisition of knowledge prior to or during attendance at the college.

#### Credit By Exam

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

1. Complete a "Request for Credit by Exam" form, pay the examination fee at the Cashier's window, and submit the form to the Admissions Office.
2. Take the exam on the date and time listed on the website. Students will not be permitted to sit for the exam if fees have not been paid by the stated deadline.
3. Students who pass the exam will receive credit for the course with a grade of "P." Only passing grades will be listed on the transcript.
4. Students who fail the exam will forfeit the exam fee and receive no credit for the course.
5. Students will NOT be permitted to use exemption exams for grade forgiveness purposes. This means that a previous grade of "D" or "F" cannot be forgiven by a passing grade on an exemption exam.

### Computer Proficiency Exam

All degree seeking students at LSCC must demonstrate computer proficiency in order to be granted the Associate in Applied Science, the Associate in Science, or the Associate in Arts degree. The computer proficiency requirement must be met either by taking the designated courses listed in the computer requirement section of the catalog or by earning a passing score on the computer proficiency exam. The computer proficiency exam process is as follows:

1. Complete a "Request for Computer Proficiency" form and submit it to the admissions office. There is no examination fee for this exam.
2. Take the exam on the date and time listed on the website.
3. Students who pass the exam with 70% or greater will receive a grade of "P," but no credit for the course. Only passing grades will be listed on the transcript.
4. Students who fail the exam will need to meet the computer proficiency requirement with the appropriate coursework.

### Advanced Placement/College Board

It is the policy of LSCC to grant college credit to students who present 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). See page 32. To be eligible for credit, the examination must be taken prior to enrolling in college. The official scores must be submitted directly from the A.P. College Board to the LSCC Records Office. To submit official AP scores, contact AP at: 1-(888)-225-5427 or, email: apexams@ets.org, or write to: AP Exams, P.O. Box 6671, Princeton, NJ 08541-6671. Credit thus granted by LSCC is transferable to Florida institutions of higher education participating in a statewide Advanced Placement Program. The student must be admitted to the college before credit will be awarded in this program. See the AP chart on page 28 for course equivalencies.

### College Level Examination Program (CLEP)

LSCC participates in the College Level Examination Program (CLEP) conducted by the CEEB. This program is designed to enable those who have attained a college level of education through non-traditional methods such as correspondence study, independent study, and on-the-job experience to earn college credit by examination.

Currently enrolled LSCC students 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. LSCC will award credit to those who achieve a score of 50 or higher, on the subject matter examinations listed below with no letter grades or quality points assigned.

Students will not be permitted to take an examination for credit in a course in which they have already received credit. Students will not be permitted to earn three hours through CLEP for courses in blocks of six semester hours. Students will not be permitted to take CLEP exams for courses in which they are currently enrolled or have previously attempted. Thus, CLEP credit cannot be used to forgive a grade previously earned in a course. Though no GPA (grade point average) will be attached to CLEP credit on a college transcript, any passing CLEP score will be considered equivalent to a 3.0 GPA for purposes of determining CLAST (College Level Academic Skills Test) exemption. See page 29 for course equivalencies. To submit official CLEP scores, contact CLEP at: 1-(800)-257-9558, or CLEP@info.collegeboard.org, or write to : P.O. Box 6600, Princeton, NJ 08541-6600.

### (CLEP) Foreign Language Exams

A score of 50 on any of the language exams earns a minimum of one semester (3 credits) of Elementary Language I or equivalent level. A score at or above the second CLEP threshold level (currently 62 for French, 63 for German, or 66 for Spanish) earns a minimum of two semesters (6 credits) of Elementary Language I and II or equivalent level. These scores are based on College Board/ACE recommendations; if the recommendations change, the recommendations in effect when the student takes the exam should be used. No literature credit will be awarded for CLEP foreign language exams. See page 33 for course equivalencies.



These students are pleased to discover their artwork won top honors in the annual Odyssey competition and will become published works.



## ADVANCED PLACEMENT

EXAM TITLE	LSCC COURSE with a score of 3	HR	LSCC COURSE with a score of 4	HR	LSCC COURSE with a score of 5	HR
Art History	ARH 2000	3	ARH 2050	3	ARH 2050	3
			ARH 2051	3	ARH 2051	3
Biology	BSC 1005C	4	BSC 1005C	4	BSC 1010C	5
					BSC 1011C	5
Calculus AB	MAC 2311	5	MAC 2311	5	MAC 2311	5
Calculus BC	MAC 2311	5	MAC 2311	5	MAC 2311	5
			MAC 2312	4	MAC 2312	4
Chemistry	CHM 1020C	4	CHM 2045C	5	CHM 2045C	5
					CHM 2046C	5
Computer Science A	CGS 2075	3	CGS 2075	3	CGS 2075	3
Computer Science AB	CGS 2076	3	CGS 2076	3	CGS 2076	3
Economics Macro	ECO 2013	3	ECO 2013	3	ECO 2013	3
Economics Micro	ECO 2023	3	ECO 2023	3	ECO 2023	3
English Language/Composition	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102	3	ENC 1102	3
English Literature/Composition	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102	3	ENC 1102	3
Environmental Science	ISC 1051	3	ISC 1051	3	ISC 1051	3
European History	EUH 1009	3	EUH 1000	3	EUH 1000	3
			EUH 1001	3	EUH 1001	3
Govern/Politics/Compar	CPO 1002	3	CPO 1002	3	CPO 1002	3
Govern/Politics/U.S.	POS 2041	3	POS 2041	3	POS 2041	3
Human Geography	GEO 2400	3	GEO 2400	3	GEO 2400	3
Music Theory *	MUT1001	3	MUT1001	3	MUT1001	3
Physics B	PHY 2053C	5	PHY 2053C	5	PHY 2053C	5
			PHY 2054C	5	PHY 2054C	5
Phys C: Elec/Magnet	PHY 2054C	5	PHY 2049C	5	PHY 2049C	5
Phys C: Mechanics	PHY 2053C	5	PHY 2048C	5	PHY 2048C	5
Psychology	PSY 2012	3	PSY 2012	3	PSY 2012	3
Statistics	STA 2014	3	STA 2014	3	STA 2014	3
Studio Art: Drawing Portfolio	ART 1990	3	ART 1990	3	ART 1990	3
Studio Art: 2D Design Portfolio	ART 1991	3	ART 1991	3	ART 1991	3
Studio Art: 3D Design Portfolio	ART 1992	3	ART 1992	3	ART 1992	3
United States History	AMH 1000	3	AMH 2010	3	AMH 2010	3
			AMH 2020	3	AMH 2020	3
World History	WOH 1022	3	WOH 1022	3	WOH 1022	3
French Language	FRE 2200	4	FRE 2200	4	FRE 2200	4
			FRE 2201	4	FRE 2201	4
Spanish Language	SPN 2200	4	SPN 2200	4	SPN 2200	4
			SPN 2201	4	SPN 2201	4

\* If both aural/non-aural subscores are 3 or higher; then MUT 1111 & MUT 1241, min. 3 cr.

## CLEP COURSE EQUIVALENT

CLEP EXAM TITLE	With a Minimum Score of	LSCC AWARDS COURSE	Hours
Accounting, Principles of	50	ACG 2001	3
Algebra, College	50	MAC 1105	3
Algebra-Trigonometry, College	50	MAC 1147 *	4
American Government	50	POS 2041	3
American Literature	50	AML 1000	3
	55	AML 2010 / AML 2020	6
Analyzing and Interpreting Literature	0	none	0
Biology, General	50	BSC 1005 (no lab credit)	3
Business Law, Introduction to	50	BUL 2241	3
Calculus with Elementary Functions	50	MAC 2233	3
Chemistry, General	50	CHM 1020 (no lab credit)	3
Educational Psychology, Introduction to	50	EDP 2002	3
English Composition with Essay	50	ENC 1101	3
English Literature	50	ENL 2000	3
	55	ENL 2012 / ENL 2022	6
Freshman Composition	0	none	0
History of the United States I: Early	54	AMH 2010	3
History of the United States II: 1865 to Present	55	AMH 2020	3
Human Growth and Development	63	DEP 2004	3
Humanities	0	none	0
Information Systems and Computer Applications	50	CGS 1077	3
Macroeconomics, Principles of	54	ECO 2013	3
Microeconomics, Principles of	54	ECO 2023	3
Management, Principles of	50	MAN 2021	3
Marketing, Principles of	50	MAR 2011	3
Math, College	50	MGF 1107	3
Natural Science	0	none	0
Psychology, Introductory	54	PSY 2012	3
Social Science and History	0	none	0
Sociology, Introductory	50	SYG 2000	3
Trigonometry	50	MAC 1114	3
Western Civilization I: Ancient Near East to 1648	56	EUH 1000	3
Western Civilization II: 1648 to Present	56	EUH 1001	3
Spanish Language Exam	50	SPN 1120	4
	66	SPN 1120 / SPN 1121	8
French Language Exam	50	FRE 1120	4
	62	FRE 1120 / FRE 1121	8
German Language Exam	50	GER 1120	4
	63	GER 1120 / GER 1121	8

\* Per D.O.E., MAC 1147 can substitute for MAC 1140 and MAC 1114.

### Dual Enrollment

The dual enrollment program gives eligible secondary school students the opportunity to take post-secondary courses, while still enrolled in high school. Course credit must be applied toward both the high school diploma and college degree program. To be eligible, students must meet academic requirements and be enrolled in a Florida public school, private school or home education program in compliance with applicable State statutes.

Dual enrollment students are exempt from the payment of registration, matriculation, and laboratory fees. Textbooks for public school students are provided by the school district through the high school; however, students enrolled in non-public secondary schools or home, education programs must pay for their own textbooks. College preparatory courses, physical education courses, and telecourses are ineligible for inclusion in the dual enrollment program. Sumter County students may not enroll in online courses.

Public, private, and home-education high school students interested in participating in the dual enrollment program must contact their high school guidance counselor and the Dual Enrollment Manager at Lake-Sumter Community College (352-365-3569).

Dual enrollment students must maintain a minimum cumulative Lake-Sumter Community College grade point average of 2.0 in order to continue in the program. Students are permitted one attempt per course under the dual enrollment program. Dual enrollment students are not permitted to take 1 and 2 credit-hour courses.

Dual enrollment students who are graduating in May will not be allowed to register for courses during the Summer A and AE terms. These students no longer qualify as dual enrollment students, as they will no longer be in high school during a portion of the term. They also do not meet the minimum qualifications for admissions, as they will not have their high school diploma by the time these summer terms begin. Dual enrollment students cannot have their LSCC degree awarded until after they have graduated from high school. Questions? Call (352) 365-3569.



LSCC Instructor Beth McNulty congratulates Kaitlin Reid, a dual enrolled student competing in the LSCC 2006 Hi-Q tournament.

### OTHER PROGRAMS

#### CFT Transfer Credit

LSCC accepts up to 15 credit hours of approved banking courses on a certified Center for Financial Training transcript with grades of "C" or above. Banking courses with grades lower than "C" must be taken again at LSCC. Contact the Admissions Office for more information.

#### College Reach-Out Program

Lake-Sumter Community College's College Reach-Out Program helps students through information, encouragement, and goal setting to:

- Plan for their for their educational future,
- Participate in special activities,
- Prepare for the next level, and
- Practice for exams.

The College Reach-Out Program (CROP) is a statewide program designed to increase the number of students successfully completing a post-secondary education. The primary objective of the CROP program is to strengthen the scholastic motivation and preparation of students in grades 6-12.

Participants in CROP engage in meaningful workshops and seminars held on LSCC Campuses and at their participating schools during the academic school year and summer. College tours and field trips to places of cultural and historical significance enhance the students' learning experiences, and motivate them to make early college and career decisions.

The College Readiness program provides early stimulation to motivate middle school students to pursue a post-secondary education. Selected students participate in various workshops at school, role-playing exercises and activities designed to build their self-esteem and prepare them for continued educational success. Workshops are facilitated by a cadre of professionals, who volunteer their time, while sharing personal experience, tips and strategies to help students achieve their aspirations.

CROP is a recurring program that has been targeting (but not limited to) minority students in Lake & Sumter County since 1987. It provides a safe haven that aims to motivate and prepare students for success in their community, family, school, and in their future career choices. CROP recognizes that many of our young people already have multiple strikes against them, therefore they are worth the investment—They are: "The Cream of the CROP".





CROP students have fun exploring other colleges and universities to enhance their learning experiences.

### Continuing Education

Throughout the year, the Continuing Education/Lifelong Learning program offers a variety of non-credit courses that are open to the public. Courses are held at all campus locations and at other convenient locations throughout Lake and Sumter counties. Courses are offered weeknights, weekdays and Saturdays.

Courses offered by Continuing Education are designed to meet the personal enrichment, vocational, and lifelong learning needs of the community.

Courses that provide an opportunity for upgrading vocational skills and various programs required to maintain licenses are also provided by the college with the necessary continuing education units.

Due to limited space, pre-registration is required for all non-credit courses. Your satisfaction is important to us! If you feel that your expectations have not been met by the end of the first class session, officially notify Continuing Education before the second class meeting, stating your reason and a full refund will be processed. In order to receive a full refund on one-day courses, you must notify us two days in advance. No refunds are issued after this date.

### Continuing Education Units

LSCC 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. The CEU is a nationally-recognized standard unit of measure that can be earned by participants in qualified programs of Continuing Education for every 10 hours of instruction. Verification of CEU awards is available through the Office of Continuing Education upon request by the student.

### Cooperative Education

Increasing one's knowledge and skills in the classroom is important. In order to be effective in the workplace, the students are offered an opportunity to use those skills in another type of setting and better prepare themselves for their future career choice. While still a student at LSCC, an individual can earn credit by working for an employer in his or her academic/career choice area and meeting Co-op assignments.

In order to be eligible for the program, a student must have completed 12 credit hours of coursework in his/her major field or related field of study and must have a GPA of 2.5 or higher in all completed coursework. A student must complete a specific number of work hours based on the following:

#### 1 credit hour

work 50 hours and complete 1 work assignment

#### 2 credit hours

work 100 hours and complete 2 work assignments

#### 3 credit hours

work 150 hours and complete 3 work assignments

Before registering, a student must have a job approved by the Cooperative Education Coordinator and an assigned Faculty Advisor. The student and the Faculty Advisor, with the input of the employer, will develop Learning Objectives. Later in the Co-op experience, the employer will evaluate these goals for completion. In addition to actual work skills, the student will complete assignments which will improve their "soft skills" in the job market. Choices for these assignments are:

- Resume Development
- Interview Skills for Today's Market

- Employability Skills / How to Keep Your Job!
- Customer Service
- Teamwork
- Motivating and Mentoring
- Problem Resolution and Conflict Management

The number of assignments completed is dependent upon the number of hours of credit to be received in the Cooperative Education experience.

Cooperative Education experiences are available in all Associate of Applied Science degree areas, as well as several general education subjects. A complete list is available in the Course Descriptions section at the back of the catalog.

**Educational Talent Search Program**

The Educational Talent Search Program at LSCC is designed to assist middle school and high school students, individuals that have left school before

graduation, and those who need academic advisement and other support services in order to pursue post-secondary educational opportunities. Educational Talent Search is a TRIO project, funded by the U.S. Department of Education.

**Independent Study**

Under certain circumstances, a student may be permitted to enroll in a college credit course offered through independent study. Contact the Admissions Office for additional information. Dual enrollment students may not enroll in an independent study course.

**Tech Prep/High School Vocational Certificate Programs**

prepare students for technically demanding jobs. Articulation agreements have been developed that allow Lake and Sumter County students to begin their career education in high school and earn college credits based on their high school curriculum and performance. The Tech Prep Program is located in the Career Center on the Leesburg Campus. For information about Tech Prep call 323-3603 or from Sumter County call 568-0001, ext. 3603.

# Lake Sumter

COMMUNITY COLLEGE

## Corporate & Community Services

*Classes designed to meet the business, vocational and lifelong learning needs of Lake and Sumter counties.*



WORKPLACE SOLUTIONS

Your organization will benefit from LSCC's ability to provide innovative instruction, practical training and responsive customer service at an affordable price. Whether a single seminar or a series of classes at a facilitated retreat, our business, computer and professional development courses will provide hands-on training to improve workplace skills. Non-credit, as well as MOS and AMA certification programs, can be customized to fit your needs, with full day or half day, daytime, evening or weekend schedules. Curriculum includes such topics as:

- Computer Office Applications
- Business Management and Leadership Skills
- Teamwork and Participatory Management
- Project Direction and Analysis
- Job Skills Analysis and Development

Call 352-365-3556 or 352-365-3579

## LIFELONG LEARNING

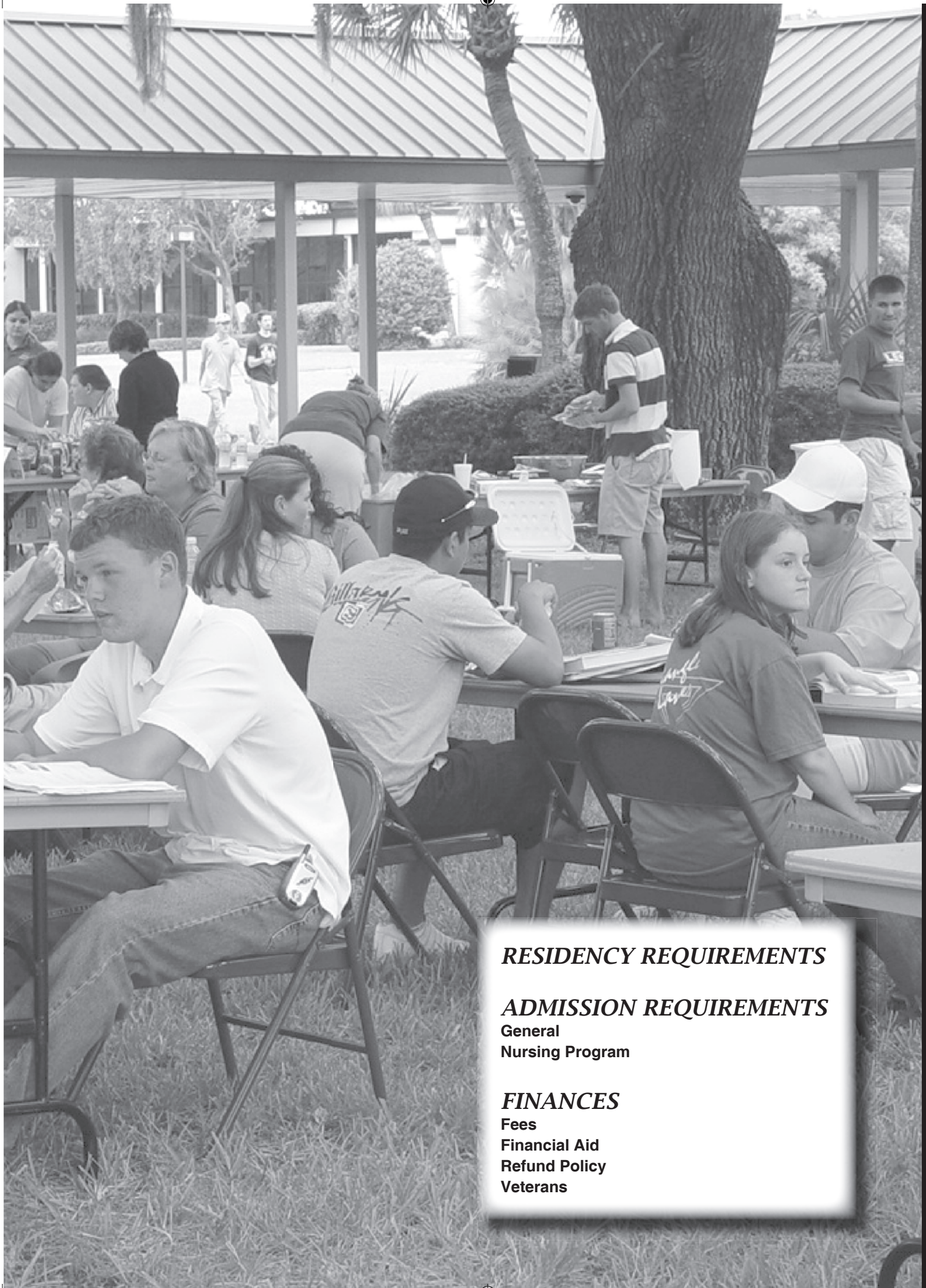
Enrich your life or enhance your career. LSCC's non-credit classes can do both.

- Topics offered throughout the year include:
- Art • Business
  - Computers • Creative Writing
  - Health Care • People's Law School
  - People's Medical School
  - Real Estate & Security Officer Licensing • Spanish • And, More

The Business Assistance Center provides individual counseling, resource materials and educational seminars for small and large business.

**BAC**





***RESIDENCY REQUIREMENTS***

***ADMISSION REQUIREMENTS***

**General**

**Nursing Program**

***FINANCES***

**Fees**

**Financial Aid**

**Refund Policy**

**Veterans**



## RESIDENCY REQUIREMENTS

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

### Definitions:

- a. **Dependent:** a person for whom 50 percent 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 percent of his/her own support. A person is considered dependent until the age of 24. If a person is under the age of 24 and is claiming independent status, proof of his/her independence is required (marriage certificate, tax forms, etc.).

### Florida Resident Categories 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 12 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 public college/university.
5. A person who is 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. A permanent resident alien or other legal alien granted indefinite stay who (according to the United States Immigration and Naturalization Service) has maintained a 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. A part of the Latin American/Caribbean scholarship program.
11. A qualified beneficiary under the terms of the Florida Pre-Paid Post-secondary Expense Program (s.240.551).
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 who is participating in a linkage institute (s.240.137).

All other persons are ineligible for classification as a Florida resident for tuition purposes.

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. All documentation is subject to verification.

The director of Admission/Records office is responsible for determining Florida residency for tuition purposes.

\* Residency requirements and guidelines are subject to change based on changes in Florida Statute.



## ADMISSION REQUIREMENTS

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Lake-Sumter Community College Code of Conduct Rule. The College has the authority to refuse admission based on factors other than race, religion, sex, disability, age, national origin, or marital status.

### CREDIT PROGRAMS

#### Degree/Diploma/Certificate Seeking Students

Applicants seeking admission to the Associate in Arts, Associate in Applied Science, Associate in Science, Certificate, or Applied Technical Diploma programs must submit official records verifying the completion:

- A standard high school diploma; or
- A high school equivalency diploma as defined in F.S. 1003.435; or
- Previously demonstrated competency in post-secondary college credit course work; or
- A signed affidavit submitted by the parent or legal guardian of a home-schooled student attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41(1).
- A student who receives a certificate of completion must be CPT eligible in order to attend Lake-Sumter Community College. Persons who hold a certificate of completion and are CPT eligible are not qualified or eligible to enter into degree programs that require state licensure. Universities will not accept a certificate of completion - (CPT) eligible unless an A.A. degree is completed.
- NOTE: Additional requirements may be required for admission to selective admission credit programs.

#### Non-degree Seeking Students

Applicants who are at least eighteen (18) years of age and wish to enroll in credit courses for personal enrichment, job improvement, or teacher certification may be admitted as non-degree seeking students.

Applicants seeking admission as non-degree seeking students must meet the admission criteria for degree seeking students. These students must submit transcripts and placement test scores if they plan to enroll in a general education course or courses with prerequisite requirements.

#### Special Students

Applicants who are at least eighteen (18) years of

age and legally withdrawn from a secondary school system, who do not meet the admission criteria for credit programs, may be admitted provisionally into credit classes as a special student. A student admitted under this status is required to see an Advisor before registering and may take a maximum of twelve (12) credit hours before being required to meet the criteria for admission into credit programs.

#### Transfer Students

Students transferring to LSCC from other colleges should submit official transcripts from all previously attended colleges prior to registering for classes the first time, but no later than the beginning of their second term. An evaluation of course transferability is made after the student has been granted final acceptance. Every effort will be made to complete official transcript evaluations by the end of the student's first semester at LSCC.

Transfer credit will be evaluated as follows:

A. Transfer of credit is the act of awarding credit at Lake-Sumter Community College for coursework taken at another institution, through credit by examination, through current articulation program agreements, and approved industry certifications.

B. The purpose of awarding credit for coursework or credit by examination is to allow students to transfer their credits to Lake-Sumter Community College according to LSCC course equivalencies, and to accelerate the completion of the student's program.

C. All students who have previously registered at any other post-secondary institution, regardless of the amount of time spent in attendance or credit earned, are classified as transfer students. These students are required to submit official transcripts from that institution for the purposes of evaluation.

D. Students must submit all official transcripts directly to the district LSCC Admissions/Records Office within one term of enrollment or no registration will be allowed for subsequent terms.

E. All students planning to file for financial aid must submit all of their official transcripts prior to the first term in which they are applying for aid.

F. Students must earn a minimum of 25% of their degree or certificate credits at Lake-Sumter Community College.

G. Transfer of credit from other institutions and from credit by examination test scores will only be evaluated from original, official transcripts submitted directly from each institution or agency.

H. Transfer of credit for tech prep or institutional credit by examination listed on the transcripts of Florida regionally accredited institutions will be evaluated and awarded directly from each institution's transcript.

I. The transfer of credit occurs when students submit official transcripts or test scores to the Admissions/Records office. These documents will be evaluated within one semester, once the student's admissions file is complete and the student is enrolled at Lake-Sumter Community College.

J. At the time of evaluation, a student's transcript or test scores are evaluated and credit is awarded based on current college policy and state guidelines.

## II. Types of Transfer Credit

### A. Credit by Examination – Institutional

Lake-Sumter Community College administers credit by exams each semester in a variety of subjects, including a computer proficiency exam. Students with passing scores are awarded credit as follows:

1. Passing scores are evaluated and listed on the student's academic transcript for LSCC's institutional computer proficiency exam. No course credit or grade point values are awarded.

2. Passing scores are evaluated and the credit is listed on the student's academic transcript for LSCC's institutional credit by exam subject area tests. No grade point values are awarded.

### B. Credit by Examination – Outside Agencies

Credit will be awarded at Lake-Sumter Community College for experiential credit exams in accordance with the State of Florida's Articulation Coordinating Credit-By-Exam Guidelines for Postsecondary Institutions. Students may earn up to 45 credit hours through the transfer of credit by examination. No grades or grade point values will be assigned for credit by examination. Official copies of these test scores must be submitted directly to LSCC from the appropriate issuing agency. These include the follow types of tests:

1. AP – Advanced Placement
2. CLEP – College-Level Examination Program
3. DANTES/DSST – Defensive Activity for Non-traditional Education Support
4. IB – International Baccalaureate Program
5. Excelsior Examination Program

### C. Coursework from Regionally Accredited Institutions

Lake-Sumter Community College will evaluate all coursework from degree-granting institutions that are

fully accredited at the collegiate level by their appropriate regional accrediting agency. Credit will be awarded in accordance with the following guidelines:

1. All college level or college preparatory courses which have both grades and credit hours will be evaluated, including all those marked "F," "W," and "X."

2. Courses with grades of "D" or better may be used to satisfy course requirements, with the exception of Gordon Rule courses. In order to satisfy Gordon Rule math or writing courses, a minimum grade of 'C' is required.

3. Only lower division (freshman/sophomore) courses or those upper division courses for which LSCC has a clear lower division course equivalent will be evaluated. Graduate and advanced level courses will not be accepted at LSCC.

### D. Coursework from Non-Regionally Accredited Colleges and Universities

Coursework from non-regionally accredited institutions will only be evaluated under the following provisions.

1. Institutions participating in the common course numbering system in the State of Florida will be accepted for transfer according to the state guidelines:

a. The course number/prefix must be on the state accepted list with the designation of "Academic Transfer."

b. The course must have been completed after the date of approval on the state list.

2. Coursework that does not meet the criteria above may be evaluated through an appeal process.

a. The student must submit the identified appeal documentation directly to the Admissions/Records office for verification of all documents. Required documentation:

1) A course description from the term in which the course was taken.

2) A course syllabus from the term in which the course was taken.

3) A statement on letterhead from the institution indicating the instructor of the course that was taken, the credentials and or master's degree of the instructor, the concentration of the instructor's master's degree, and the institution from which the credentials/degrees were earned.

b. Once all documents are received, the student's appeal packet will be submitted to the appropriate Dean to be evaluated to determine if the instructor's credentials meets those required by SACS and if the course content is of equivalent value to an LSCC course.

3. All approved coursework will be evaluated using the same guidelines as those for regionally-accredited institutions.



### E. Coursework from International Institutions

All transcripts from post-secondary institutions outside of the United States must have a course-by-course commercial evaluation completed by an approved agency. Lake-Sumter Community College will perform an evaluation based on the course-by-course evaluation report received directly from one of the approved agencies and in accordance with the same guidelines as those for regionally-accredited institutions.

Students will not be awarded English Gordon Rule writing credit for English courses taken outside of the United States. These students will be required to take the College Placement Test in order to place into the appropriate level English course.

### F. Military Credit

Lake-Sumter Community College will evaluate military credits as follows:

1. Community College of the Air Force coursework will be evaluated using the same procedure as other regionally accredited institutions.
2. Central Texas College coursework will be evaluated using the same procedure as other regionally accredited institutions.
3. University of Maryland University College at Adelphi coursework will be evaluated using the same procedure as other regionally accredited institutions.
4. Four (4) credits in physical education will be awarded from either the student's DD214 or ACE transcript.

### G. Other Credit

Lake-Sumter Community College may award other credit based on current articulation program agreements and approved industry certifications.

### III. Appeal Process

In the case that a student does not agree with the credits that have been awarded or not awarded to them, he/she may appeal that decision to the College Registrar by following this procedure:

- A. Submit a course description from the term in which the course was taken.
- B. Submit a course syllabus from the term in which the course was taken.
- C. Submit a written statement indicating the reason for which the appeal is being made.
- D. Submit any additional documentation to support the appeal.
- E. The College Registrar will review the appeal packet once all of the above items are received.

### Transient Students

A student who wishes to earn transient credit at another college or university must obtain prior permission and approval of courses from the Admissions & Records office. Prior permission and approval from the admissions office is required to ensure that courses taken at another institution will transfer and meet LSCC degree program requirements. The student's records must also be clear of all holds and financial obligations in order for the transient form to be approved. Transient students must still earn 25% of their credits at LSCC in order to earn an LSCC degree.

LSCC students who are taking courses at another institution in the same term in which they intend to graduate from LSCC are required to submit their official transcripts from the transient institution within two weeks of the posted degree conferral date for that term. Failure to submit the official transcript by this time will require the student to reapply for graduation in a later term.

LSCC students wishing to be transient at another institution may obtain prior permission in one of two ways:

#### 1. For All Florida Public Universities and Community Colleges

Complete the Transient Student Form on the [www.facts.org](http://www.facts.org) website.

- a. Allow a minimum of 48 business hours for the approvals from LSCC representatives.
- b. The electronic form will automatically email the student an update on the approvals as they take place.
- c. The electronic form will automatically forward the student's request to the institution at which he/she has designated to be transient.
- d. The student is responsible for following up with the transient institution and following the procedures in place at that institution.

#### 2. For Private & Out-Of-State Institutions

Complete an LSCC Transient Student Approval Form and submit it to the Admissions & Records office for approval. Transient Student Approval Forms may be downloaded from the forms section of the LSCC website.

- a. Allow a minimum of 48 business hours for the approval process.
- b. Approved forms may be picked up or mailed to the student.
- c. The student is responsible for submitting the approval to the transient institution and following the procedures in place at that institution.

All transient students are required to request an official transcript be sent to LSCC from the transient institution at the end of the term in which the course is taken.

#### Transient Students:

##### Non-degree seeking (non LSCC student)

Students working toward a degree at another college or university may enroll at LSCC if they submit:

1. An approved transient form from the student's current (home) institution.
2. An LSCC Application for Admission, with payment of the application fee.
3. Upon the completion of their coursework, students **MUST** complete the LSCC Transcript Request Form and submit it to the Admissions & Records office so that the home institution will be informed of the outcome of their course(s).
4. Transient students are encouraged to receive advance approval from their home institution before registering for classes at LSCC.

#### Audit Students

Students may enroll in college for "audit" status if they do not wish to receive college credit for a course. Audit students must register as normal on LOIS during the regularly scheduled registration period. After registering, the students must submit a completed audit form to the Admissions Office prior to the end of the add/drop registration period.

1. Audit students must meet admission requirements as defined in this catalog.
2. Fees and tuition are the same as for credit.
3. Student attendance and involvement in the 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 after the end of the add/drop period.
6. Students registered in a class to earn credits cannot change their registration status from credit to audit, or vice versa, after the end of the drop/add period. Please refer to the appropriate class schedule for the specific dates.

#### Post-Secondary Adult Vocational Programs

Applicants who have not met the admission requirements for credit programs and who are at least sixteen (16) years of age and legally withdrawn from a secondary school system may be admitted into vocational programs and courses. Applicants must also meet minimum scores on the Test of Adult Basic Education as established for each program. Non-high school graduates will be encouraged to earn the GED diploma during the first term of enrollment in vocational courses.

#### International Students

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

Submit an International Student Application for Admissions along with the required non-refundable \$70.00 fee (in U. S. dollars) to the Admissions office for one of our Associate in Arts, Associate in Science or Associate in Applied Science degree programs.

**TOEFL Scores:** If a student is from a country whose native language is not English, the student must submit acceptable TOEFL scores of 213 for the computer-based test or 550 for the written-based test.

Submit official copies of all academic transcripts, high school and college, along with official evaluations by World Education Services (WES) or by Josef Silny and Associates, Inc. There are costs associated with the evaluation of credentials. Contact the provider for more information. These documents must show the date of successful completion. If a completion date is not included on the transcript, then a diploma or certificate is required along with the transcript.

Submit a financial statement showing \$16,198.00 (U. S. dollars or equivalent) of financial support.

If not in English, a translation must be provided. If there is a U. S. sponsor (U. S. citizen or U. S. resident alien) for a portion or all of the funding, a U. S. immigration form I-134 Affidavit of Support will be required along with a supporting letter or bank statement from a financial institution.

**THE SEVIS I-901 FEE:** All students must go to the Department of Homeland Security website at: [www.fmjfee.com](http://www.fmjfee.com) to complete the I-901 form and pay the required fee. The receipt from paying the SEVIS I-901 fee is required for the interview at the U.S. embassy. **Please Note:** this fee is in addition to the normal interview fees the embassy may charge.

Health/accident insurance is required. Proof of health/accident insurance is required before the first day of class. If students are unable to submit the health/accident insurance prior to coming to the U. S., he/she **must** submit this information as soon as possible after arrival in the local area, as it is **required before registering for classes**.

Any inquires, questions, submissions of documents, and all correspondence need to be directed to:

International Student Advisor  
Office of Admissions  
Lake-Sumter Community College  
9501 US Highway 441  
Leesburg, FL 34788

## ADMISSION PROCEDURE

The procedure for students seeking admission to LSCC is as follows:

1. **All Students.** Submit Application for Admission and application fee (non-refundable).
2. **All Students.** Submit the affidavit of residence (part of the Application for Admission).
3. **Degree/Certificate/Diploma Seeking Students.** Prior to the registration, submit the following:
  - a. High school transcript showing final grades and date of graduation; or
  - b. A high school equivalency diploma; or
  - c. If home schooled, an affidavit signed by the parent or legal guardian verifying completion of a home education program pursuant to the requirements of F.S. 1002.41(1); or
  - d. If a transfer student, official transcripts from all previously attended post-secondary institutions.
4. **Credit Students.** All degree, certificate, and diploma seeking credit students AND non-degree seeking credit students wishing to enroll in a general education course MUST submit college ready scores on the SAT-1 or Enhanced ACT OR take the Florida College Entry Level Placement Test. See Placement Testing for further information.
5. Limited access credit programs and postsecondary adult vocational programs may require additional information for admission. Contact the program coordinator.

Students will be granted final acceptance upon receipt of all items listed above.

### Readmission of Former Students

Students who have broken their enrollment at LSCC by one year or more must submit an updated application for admission. No application fee will be charged.

## REGISTRATION PROCEDURE

1. Complete all admission requirements prior to registration.
2. Take the Florida College Entry Level Placement Test if appropriate.
3. See an advisor for test score interpretation and course advisement. Mandatory for all first-time-in-college students.
4. Complete orientation. Mandatory for all first time in college students.
5. Register for classes. Online registration days and times, as well as locations for obtaining assistance with the registration process are on the LSCC website each term.
6. Pay all fees. To secure a place in class, all tuition and fees must be paid as specified on the LSCC website each term.

## PLACEMENT TESTING

As a result of Florida Statutes concerning college preparatory instruction in community colleges (s.1008.30), all degree seeking students and others wanting to take general education courses must take the Florida College Entry Level Placement Test.

Full-time students must begin preparatory courses within your first term of enrollment. Part-time students shall enroll in preparatory courses prior to completing twelve (12) credits.

In order to sit for the placement test, students must have a Placement Test Referral Form. You will receive this form when applying for admission to LSCC. Students are entitled to only one re-test. Dual enrollment students are the exception to this rule. Dual enrollment students may take the placement test twice within one academic year. All scores are valid for two years. Students may obtain a Placement Test Referral Form from an academic advisor or testing specialist. For any student placing into two or more preparatory courses, a college success course (SLS 1501) is required.

LSCC advises students to prepare for the placement test. They may obtain a study guide in the Student Development advising area of the Student Services Building.

Students who present official scores on either the College Board's SAT-I or the American College Testing Program's Enhanced ACT test that meet or exceed the scores listed below, may be exempted from taking the Florida College Entry Level Placement Test.

SAT-I		Enhanced ACT	
Verbal	440	Reading	18
Mathematics	440	English	17
		Mathematics	19

Students presenting college ready diplomas will also be exempt from placement testing requirements. Students identified through the placement test process as needing remediation in reading, writing, or mathematics will be made aware of alternatives to traditional college-preparatory instruction, including adult basic education, adult secondary instruction, continuing education, or other instructional programs, including private provider instruction.



## NURSING PROGRAM

### Leesburg and South Lake Campuses

The Lake-Sumter Community College Nursing Program is a selective admissions program which requires that certain criteria be met prior to a student's application being forwarded to the Nursing Selection Committee for admission consideration. Admission is limited by the size of the clinical facilities and the number of faculty.

Two program tracks are offered in the Nursing Program. The bridge track is a one year program including a transition course for students who are currently licensed as LPN's or certified as Paramedics in the state of Florida. The general track is a two year program which applies to all other students.

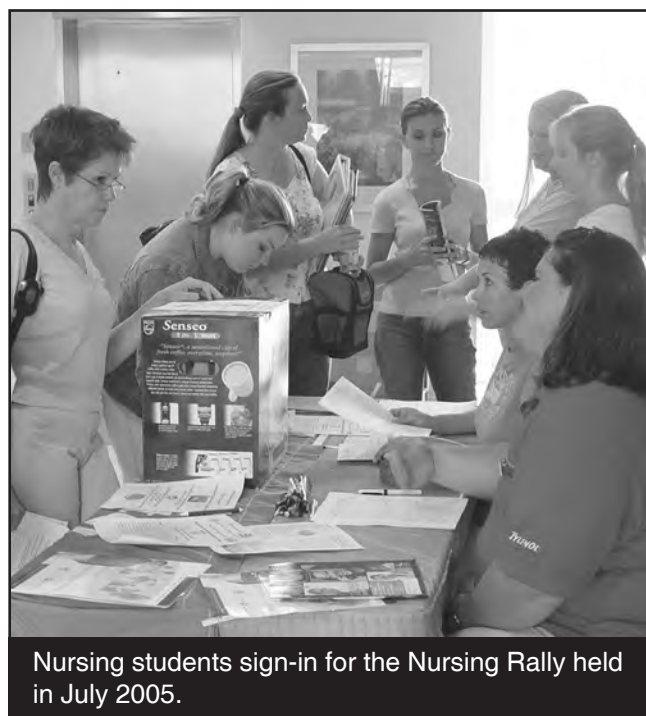
The complete admission process and general program information is publicized in the Nursing Information Packet located on the web at [www.lsc.edu/nursing](http://www.lsc.edu/nursing). This packet is the student's primary reference source for admission policy. It is revised on an annual basis. Additionally, interim updates are posted according to changes in the admission process as they occur. It is the student's responsibility to become familiar with the information contained in the packet, as well as to remain apprised of revisions in procedure.

It is required that students interested in applying to the Nursing Program start a Nursing File to be maintained in the Nursing Office. This is accomplished by attending a mandatory information session after completion of at least one semester of the required general education prerequisite courses. Information about the sessions is posted in the Nursing Information Packet on the last page before the appendix. Schedule is posted on the website indicated above. Sessions are offered September through February. It is strongly recommended that students attend a session no later than December of the year preceding application deadline (ie: if you are applying to begin the program in 2007, you should attend a session no later than that scheduled in December 2006).

It is important to note that selection preference is given to legal residents of Lake and Sumter

counties (residents) who meet or exceed the minimum selection requirements for the general and the bridge program tracks. Applicants who are not legal residents of Lake or Sumter counties (non-residents) will be given consideration according to selection criteria, if there are not enough resident applicants to fill all available seats.

The following table provides an overview of the admission process. Complete details, including estimated costs and post acceptance information can be viewed at [www.lsc.edu/nursing](http://www.lsc.edu/nursing). Students should pay special attention to asterisked items in the general education prerequisite course list, to the information session schedule, to the HESI policy, and to application/admission activities listed with associated time frames for completion.



Nursing students sign-in for the Nursing Rally held in July 2005.

## NURSING PROGRAM

	<b>GENERAL TRACK</b>	<b>BRIDGE TRACK - LPN &amp; PARAMEDIC</b>
<b>Prior To Mandatory Information Session</b>	Have earned grades for at least one full semester of prerequisite courses.	Have earned grades for at least one full semester of prerequisite courses.
<b>Mandatory Information Session/Establish Nursing File</b>	Schedule of Leesburg and South Lake sessions posted on the web at <a href="http://www.lsc.edu/nursing">www.lsc.edu/nursing</a> . Establish nursing file, receive important admission information, Q&A opportunity. Access session/admissions info in the Nursing Information Packet posted on the website.	Schedule of Leesburg and South Lake sessions posted on the web at <a href="http://www.lsc.edu/nursing">www.lsc.edu/nursing</a> . Establish nursing file, receive important admission information, Q&A opportunity. Access session/admissions info in the Nursing Information Packet posted on the website.
<b>HESI NURSE ENTRANCE TEST</b>	Identify personal challenges with scored sections and begin course of study if necessary. Take the test well in advance of application to allow sufficient time for remediation before retesting. Read HESI policy in Nursing Information Packet appendix.	Identify personal challenges with scored sections and begin course of study if necessary. Take the test well in advance of application to allow sufficient time for remediation before retesting. Read HESI policy in Nursing Information Packet appendix.
<b>OFFICIAL TRANSCRIPTS/GPA</b>	Official transcripts from institutions other than LSCC must be received no later than the application deadline. Transcripts deliver to LSCC <u>Admissions Department</u> . Student's overall college GPA earned at the end of the fall semester preceding application deadline will be used in calculation of base score for selection purposes.	Official transcripts from institutions other than LSCC must be received no later than the application deadline. Transcripts deliver to LSCC <u>Admissions Department</u> . Student's overall college GPA earned at the end of the fall semester preceding application deadline will be used in calculation of base score for selection purposes.  Official transcripts from LPN school or paramedic program must be provided to LSCC Admissions Department by application deadline.
<b>FDLE/FBI BACKGROUND CHECKS</b>	Instructions for submitting requests for background reports will be provided at information sessions.	Instructions for submitting requests for background reports will be provided at information sessions.
<b>APPLICATIONS AVAILABLE</b>	February 1 <sup>st</sup> - Applications may be picked up at the Leesburg or South Lake nursing offices.	February 1 <sup>st</sup> - Applications may be picked up at the Leesburg or South Lake nursing offices.
<b>APPLICATION DEADLINE</b>	March 1 <sup>st</sup> - Must be received in the Leesburg or South Lake nursing offices by this date.	March 1 <sup>st</sup> - Must be received in the Leesburg or South Lake nursing offices by this date.
<b>ACCEPTANCE NOTIFICATION</b>	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than June 1 <sup>st</sup> postmark. Accepted students receive supplemental documentation forms.	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than April 1 <sup>st</sup> postmark. Accepted students receive supplemental documentation forms.
<b>COMPLETION OF PREREQUISITE COURSES</b>	All courses to be successfully completed by end of spring semester in which nursing application is submitted.	All courses to be successfully completed by end of spring semester in which nursing application is submitted.

## FINANCIAL INFORMATION

### FEES

Registration fees, parking fines, balances due the college and miscellaneous fees should be paid to the cashier at each campus site. Deposits of club funds should also be submitted to the cashier's office.

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. The college will accept cash, check, money orders or Mastercard/Visa for the payment of fees.
2. Students are expected to pay promptly all financial obligations to the college. Financially obligated students will not be issued a transcript nor will they be permitted to register for subsequent courses. The student is subject to suspension for delinquency of 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. 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.

#### Application Fee

A \$25 application fee will be collected with all applications for admission to the college. This fee is neither refundable nor transferable. It is a one-time fee and covers all subsequent enrollments. This applies to all credit and/or audit students, whether full-time, part-time, day or evening.

#### College Credit Fees (per credit hour)

Tuition Florida Resident.....	\$63.40
Parking Fee.....	1.00
<b>TOTAL FEES PER CREDIT .....</b>	<b>64.40</b>

Tuition Non-Florida Resident .....	\$235.95
Parking Fee.....	1.00
<b>TOTAL FEES PER CREDIT .....</b>	<b>236.95</b>

### Fees for Postsecondary Adult Vocational Courses

Florida Resident.....	\$56.24
Parking Fee.....	1.00
<b>TOTAL FEES PER CREDIT .....</b>	<b>57.24</b>

Non-Florida Resident.....	\$224.60
Parking Fee.....	1.00
<b>TOTAL FEES PER CREDIT .....</b>	<b>225.60</b>

### Non-Refundable Fees

1. Application Fee ..... \$25
2. Registration Exception Fee (per term) ..... \$30
3. Graduation Fee ..... \$25  
(One-time fee for each degree or certificate)
4. Transcript Fee ..... N/A
5. International Student Processing Fee ..... \$45
6. Credit By Exam Fee..... \$25/credit hour
7. Special fees, lab fees, and other designated fees  
(see course description for specific fees).
8. Returned check fee \$25 or 5% of the face value  
of the check, whichever is greater.
8. Fingerprinting Fee..... \$47
9. Non-student Testing Fee ..... \$20
10. HESI Test ..... \$25
11. Duplicate Diploma/Certificate..... \$30

### 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.

### Fees For Repeating Courses

Pursuant to f.s.1009.285 and f.s.1009.28, students attempting any college course for the third time will be charged 100% of the full cost of instruction for those courses. The full cost of instruction is equivalent to the fee for non-Florida resident.

An attempt is defined as any withdrawal (W), or failure (D, F, IF, or U) at LSCC.



**BAD CHECK RULE**

The following rules apply to all checks returned to LSCC due to insufficient funds. Returned checks must be paid with cash or money order only.

1. The greater of \$25 or 5 percent of the face value of the check will be assessed by the college for the handling of each returned check.
2. Students whose checks are returned for insufficient funds will be sent written notification and will be given seven (7) working days from the date of the notice to pay the delinquent fees.
3. Students who do not pay their fees during the seven (7) day period will be withdrawn from class; however, they will still be held responsible for payment of all applicable fees.
4. Any student whose record indicates that a returned check has not been cleared will not be permitted to register for future courses at LSCC. In addition, any request for a transcript of the student's college record will be denied.

**NOTICE: Students will be responsible for additional collection charges of 30 percent on all delinquent accounts referred to collections, as well as any related court costs.**

**FEE REFUND POLICY****Credit Courses**

In compliance with State Board of Education Rule 6A-14.0541, a one hundred percent (100%) refund of matriculation and tuition fees will occur when official drop notification is received and approved prior to the end of the college's published add-drop period. Please refer to the appropriate online information for specific dates.

**Non-Credit Courses**

A refund will be issued if the official withdrawal procedure is completed prior to the second-class meeting except on computer classes or one-day courses for which you must notify us two days prior to the class beginning. 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.

**VETERANS EDUCATIONAL BENEFITS POLICIES**

The Admissions Office has complete information on all applicable Veterans Affairs policies and academic progress, as well as appropriate applications and forms.

**AUTHORIZATION**

LSCC is approved for the education and training of veterans and other eligible persons under all public laws now in effect for the following chapters: Chapter 30, Montgomery GI Bill; Chapter 31, Vocational Rehabilitation; Chapter 32, VEAP/Veterans Educational Assistance Program; Chapter 35, Survivors and Dependent's Educational Assistance; and, Chapter 1606, Reservist Benefits.

**STEPS FOR APPLYING AND RECEIVING VA BENEFITS**

1. Students who may be eligible for educational benefits should submit an application for admission to LSCC.
2. Take the college placement test, if applicable.
3. Schedule an appointment with the VA Academic Advisor.

4. Pick up and complete an application for Veteran Educational benefits in the Admissions Office.
5. Schedule an appointment to speak with the VA contact, the Coordinator of Admissions/Records.
6. The student must provide LSCC's VA contact with a certified copy of the DD214 or a Certificate of Eligibility from VA. For survivors or dependents, a copy of a marriage license and birth certificate(s) of children may also be required.
7. Request official transcripts from prior schools.
8. Follow other procedures as listed below.

Your enrollment must be certified each semester. **You MUST furnish a copy of your completed yellow registration form signed by the VA Academic Advisor and a copy of your detailed class schedule to the VA Certifying Official in the Admissions Office each semester for certification to occur.**

You **must** follow the requirements of the degree program you are pursuing. Failure to do so will result in not being certified. VA will not pay for courses outside of your program; therefore choose your courses carefully.

Your academic advisor can help you stay on track,

therefore an academic advisor's approval for courses is **mandatory** for all veteran students who desire to receive benefits through VA.

You will receive benefits depending on your enrollment status as a **full-time, part-time, or less than part-time degree-seeking student**.

If you change your enrollment status during a semester (drop or withdraw from a course or courses), you must inform the LSCC VA certifying official in the Admissions office immediately. Failure to do so will create an overpayment, which will require immediate repayment to VA.

VA considers a grade of "D" to be passing and will not pay you to repeat any "D" courses. **(except math or English).**

Certification of enrollment hours usually takes place after the last date of add/drop of each semester. Students receiving benefits under Chapter 30 are required to verify their enrollment hours via telephone verification or web verification.

Veteran's educational benefits will usually come to the students 45 to 90 days after certification of enrollment hours.

You are entitled to **ONE fee deferment** per academic year if you cannot afford to pay your tuition/fees. Contact the VA Certifying Official in the Admissions Office for a 60-day deferment. Be sure to save enough of your monthly GI Bill checks to cover subsequent terms.

### **APPROVED PROGRAMS AND COURSES**

VA will pay benefits only if a veteran or other eligible person is seeking a degree (A.A., A.S., or A.A.S.) and only for those courses which fulfil the requirements of the degree. Certificate programs are not approved for VA certification. A course taken for audit (X) 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 the VA Certifying Official in the Admissions Office.

### **REINSTATEMENT**

A student who is declared ineligible for veterans benefits because of unsatisfactory progress, and who wishes to be reinstated, must schedule a consultation with an academic advisor.

### **CONDUCT STANDARDS**

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

### **ACADEMIC 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, grades will be available online (Lois) approximately one week after grades are due.

If an Incomplete grade (I) is not removed by the date established in the college calendar, it will be recorded as an Incomplete Failure (IF). A grade of (IF) has the same effect as an (F) on the student's grade point average. For specific dates, please refer to the college calendar for the specific semester.

### **ACADEMIC PROGRESS**

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

The VA will be notified to terminate benefits due to unsatisfactory progress for any student receiving veteran benefits who remains on academic probation beyond two consecutive semesters. The student may be re-certified for veteran benefits upon attaining satisfactory progress (2.0 cumulative) and being removed from probation.

### **CHANGES OF STATUS**

VA benefits will be reduced if a student withdraws 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 if a veteran or other eligible person 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 fee deferment 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.

### NEED HELP?

If you need help with the application process, please call Admissions at

**(352) 323-3665**

Appointments are available, if necessary.

## FINANCIAL AID

The primary purpose of the student financial aid program at LSCC is to provide financial assistance to academically-qualified students who could not further their education without financial aid. Parents and students are expected to make the maximum possible contribution to meet the student's educational expenses.

The Student Financial Aid Program provides assistance in the form of scholarships, grants, loans, and employment. A financial aid booklet of consumer information is available in the Office of Financial Assistance.

Unless otherwise noted, applications for aid should be received in the Office of Financial Assistance by April 15, for priority consideration for the following academic year. Applications received after April 15 will be considered on the basis of available funds.

Complete information on all aid programs is available in the Office of Financial Assistance.

### ELIGIBILITY REQUIREMENTS

To receive aid from the major financial aid programs at LSCC, students must meet the following requirements:

1. Demonstrate a financial need in accordance with the federal financial needs analysis formula.
2. Have a high school diploma or a GED.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree in an eligible program at Lake-Sumter Community College.

4. Be a US citizen or eligible non-citizen.
5. Be enrolled at least half-time (6-8 credit hours) for most programs.
6. Have signed certification statements of "Educational Purpose/Refunds and Defaults" on FAFSA.
7. Have a valid social security number.
8. Register with the Selective Service, if required.
9. Make satisfactory academic progress.

### APPLYING FOR FINANCIAL AID

Financial aid files must be completed at least three (3) weeks prior to payment due date in order for you to utilize your award towards payment of your tuition and books. If your file is incomplete prior to registration, you must pay for your own tuition and books. You will be reimbursed, if eligible, to the extent of your eligibility.

You must reapply each year for financial aid. Awards are not renewed automatically.

1. Complete and mail the Free Application for Federal Student Aid (FAFSA), or apply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In Step 6 of the application, the school code for Lake-Sumter Community College is 001502.

The FAFSA Application must be completed if you are interested in any federal grants, work-study, student loans, and the Florida Student Assistance Grant at LSCC.



2. **Complete an Application for Admission to Lake-Sumter Community College.** Your academic records (high school and college transcripts, degree intentions) must be received and evaluated with the Admissions Office before your financial aid file can be processed.
3. The Office of Financial Assistance will receive your electronic **Student Aid Report (SAR)** from the processor as long as LSCC was listed as one of your schools in Step 6 on the FAFSA Application. The processor will also mail you a **Student Aid Report (SAR)**, or you will receive an email, if you applied online. Please keep this for your records. If you do not receive your SAR within 3 weeks of mailing, you may want to call the processor at (800) 433-3243, from 8 a.m. through midnight (Eastern Time), or check online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TTY users may call 1-800-730-8913.
4. **Complete the Student Data Form and return it to the Office of Financial Assistance.** This form is required in order to receive federal financial assistance, and the Florida Student Assistance Grant (FSAG). The Student Data Form can be downloaded from the LSCC website.
5. The Office of Financial Assistance will access financial aid transcript information for you via the National Student Loan Data System (NSLDS). **You will be notified if additional information is needed.**
6. If you are selected for verification, the Financial Aid Office will notify you of all required documents.

*For faster processing it is strongly suggested you apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).*

**GENERAL INFORMATION**

- A separate application is required if you are applying for a Federal Subsidized/Unsubsidized Stafford Loan. Loan packets are available in the Office of Financial Assistance.
- You will receive an award letter in the mail once your file is processed by the Office of Financial Assistance. This will let you know the types of aid for which you are eligible at that time.
- Please notify the Office of Financial Assistance if you are expecting the Florida Bright Futures Scholarship.
- Follow up on your application. You are responsible for following up on your financial aid application. Do not wait until school begins.
- If you are awarded financial aid, it is your responsibility to drop your courses if you decide not to attend your classes.

**NEED HELP?**

If you need help with the application process, please call or stop by the Office of Financial Assistance. Complete as much of the application as you can to identify your questions before you contact the office. Also, bring your tax return, including W-2's (and your parents' tax return if the application requires this information), as well as documentation of untaxed income (e.g., social security benefits, AFDC, child support, etc.). Appointments are available, if necessary.

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

All students receiving any form of Title IV Financial Aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Section 668.19). Lake-Sumter Community College is required to enforce those standards for students receiving Title IV Federal Aid.

The following requirements are the standards of satisfactory academic progress for financial aid students at Lake-Sumter Community College.

- Students are allowed a maximum of 90 credit hours to earn a degree. This represents 150 percent of normal completion time of 60 credit hours.
- Standards of academic progress are reviewed at the end of spring term each year for all students ;except students who have previously appealed, on continued probation,transfer students, and return to Title IV students.
- All transfer students will be reviewed at the time they admit to Lake-Sumter Community College, prior to making any financial aid awards.
- All students who have been approved through the appeal process will continue to be reviewed each semester.
- A student is required to successfully complete the minimum number of hours to progress toward a degree as follows:

<b>Enrollment Status Maximum Load</b>	<b>Percentage to Complete each Semester</b>
Full-time, 12 load hours or more	67%
Three-quarter time, 9-11 load hours	67%
Half-time, 6-8 load hours	67%
Less than half-time	67%

- If a student does not complete the above required hours, he/she will be placed on financial aid probation. By the end of a probation period, the

cumulative (all college) hours required must be completed or the student will lose financial aid benefits. The suspension of benefits is effective until the student successfully completes the required cumulative hours and meets the standards of academic progress.

- Successful completion means receiving grades of "A," "B," "C," "D" or "S. Grades of "I," "IF," "W," "WI," "X" or "U" are not successful completions.
- A new student must maintain a grade point average of 1.75 on the first 15 semester hours and a grade point average of 2.0 thereafter on all course work attempted at LSCC.
- Credit hours for non-credit college preparatory courses will be counted toward financial aid eligibility. Grades received in these courses will not be used in calculating a grade point average; however, hours attempted will be used to determine the completion ratio.
- All periods of enrollment with or without financial aid at LSCC, will be used in determining a student's satisfactory progress for financial aid. All transfer work accepted by LSCC will be included in the standards of academic progress calculations.
- All college preparatory course work must be taken during the first 30 hours of enrollment.
- Students who are suspended or dismissed will lose financial aid benefits. A student may appeal financial aid suspension in writing to the Financial Aid Appeals Committee, if the student feels there are extenuating circumstances (unplanned and beyond the student's control). Students must provide documentation supporting their extenuating circumstances along with rationale on why an appeal should be granted. The Financial Aid Appeals Committee's decision will be final. The Office of Financial Assistance Director at his/her discretion can approve or disapprove appeals on a case, by case, basis.
- If an appeal is approved by the Appeals Committee, the student's aid will be reinstated with provisions. Restrictions governing the number of remaining credit hours for financial aid assistance may be stipulated by the Appeals committee. Students who choose not to file an appeal or whose appeal has been denied, may in some cases re-establish eligibility for financial aid by meeting the satisfactory academic progress standards.
- A student who seeks dual degrees (A.A., A.S., A.A.S.) will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 credit hours (including remedial classes).

- Once a student receives an A.A. degree, additional funds will not be available for course work applicable to the A. A. degree.

To download the appeal form, visit the Financial Aid Forms page on the Lake-Sumter Community College website.

## SCHOLARSHIPS

### Florida State Scholarships

LSCC administers the following scholarships funded by the State of Florida. Students should check with their high school guidance counselors for more information and specific guidelines, or visit the Florida Department of Education on the internet at <http://www.firn.edu/doi/>.

- Robert C. Byrd Honors Scholarship
- Florida Bright Futures Scholarships for:  
Academic  
Medallion (formerly Merit)  
Vocational Gold Seal
- Florida Top Scholar
- José Martí Scholarship Challenge Grant Fund
- Scholarship for Children of Deceased or Disabled Veterans
- Seminole/Miccosukee Indian Scholarship
- Ethics in Business Scholarship

### Florida Department of Education Contact:

State Grants/Scholarships/Loans

1-888-827-2004 or [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org)

Bright Futures Scholarship

1-888-827-2004 or [www.firn.edu/doi/brfutures](http://www.firn.edu/doi/brfutures)

Florida Prepaid

1-800-553-4723 or [www.oridaprepaidcollege.com](http://www.oridaprepaidcollege.com)

### Transfer Scholarships

Please contact the Office of Financial Assistance at (352) 365-3512 for a list of available scholarships or view available scholarships at [www.lsc.edu/financialaid/scholarships.asp](http://www.lsc.edu/financialaid/scholarships.asp).

Scholarships Search via the Internet:

[www.lsc.edu/financialaid/scholarships.asp](http://www.lsc.edu/financialaid/scholarships.asp)

[www.fastweb.com](http://www.fastweb.com)

[www.finaid.com](http://www.finaid.com)

[www.collegeboard.org](http://www.collegeboard.org)

[www.oridastudentfinancialaid.org](http://www.oridastudentfinancialaid.org)

[www.walmartfoundation.org](http://www.walmartfoundation.org)

[www.target.com](http://www.target.com)

[www.thesalliemaefund.org](http://www.thesalliemaefund.org)

[www.educaid.com/doubletake](http://www.educaid.com/doubletake)

[www.usafunds.org](http://www.usafunds.org)

[www.gocollege.com](http://www.gocollege.com)

[www.collegenet.com](http://www.collegenet.com)

[www.scholaraid.com](http://www.scholaraid.com)

## GRANTS

LSCC 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 Florida resident students who have exceptional financial need. The amount of a grant is based on the financial need of a student and the cost of attendance. The FAFSA application is used to determine eligibility.

### Students with Disabilities

The Florida State Board of Education approved a statute change that will allow students with documented disabilities for whom part-time enrollment is a necessary accommodation, to be eligible for state financial assistance, including the Florida Public Student Assistance Grant. Please contact the Office of Financial Assistance on the Leesburg Campus for more information at 365-3512.

Persons with disabilities who require assistance or special accommodations must notify the Office for Students with Disabilities prior to attending class.

### Federal Supplemental Educational Opportunity Grants

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



Sedrick Brinson offers friendly advice in the Financial Aid department on the Leesburg Campus.

is determined by a systematic and consistent need analysis system. Priority is given to students who apply by April 15.

## LOANS

The following federal, state and local loan programs are available to students at LSCC. A minimum cumulative 2.0 GPA is required for eligibility. For information and applications contact the Office of Financial Assistance at 365-3572.

### Federal Stafford Student Loan (Subsidized and Unsubsidized)

Undergraduate students may borrow up to \$2,625 for the first year (1-27 credits) and up to \$3,500 in the second year (28 credits) 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 begins after graduation with interest capped at 8.25 percent.

### 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. Interest is capped at 9 percent. A parent may borrow up to the full cost of education, less any financial aid the student is receiving.

## EMPLOYMENT

### Federal Work-Study Program

This program is funded by the federal government, and provides employment opportunities for students enrolled at least on a half-time basis to earn the funds necessary to meet the cost of postsecondary education. Student employment is provided on the campuses.

## OTHER PROGRAMS

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

- Florida Prepaid Program
- National Service Trust (Americorp)
- Division of Blind Services
- Social Security Administration
- Veterans Administration
- Vocational Rehabilitation
- Workforce Central Florida

Additional information regarding these programs is available in the Cashiers Office in the Student Services Building.



## REPAYMENT OF TITLE IV FEDERAL FUNDS

### What are Title IV Federal Funds?

At LSCC, Federal Title IV funds consists of the Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan and Federal Parent Loan for Undergraduate Student (PLUS).

Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. A student who withdraws or stops attending all courses prior to completion of at least 60% of an enrollment period (i.e. a semester/term), **WILL BE REQUIRED TO REPAY** the “unearned portion” of the funds received.

This applies to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell Grant disbursement check in the amount of \$800 could be required to repay the federal financial aid programs as much as \$400, unless the student attends school for more than 60% of the enrollment period. In addition, a portion of the award that could have been used to pay for tuition, fees, books and/or supplies may also be required as repayment to the school! The latter requirement is because schools will also be required to refund the federal financial aid programs the “unearned portion” of the tuition, etc.

The rule applies only to those students who withdraw from ALL CLASSES. The rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. If the student finds that they are unable to complete all courses, every effort should be made to successfully complete at least one course. In so doing, the student will preserve the funds they have received. The student should work closely with their academic advisor to work out a course load that they can successfully complete each term.

**Verification of Initial Attendance:** Students who do not attend classes, at least once during the verification period (usually two weeks after classes begin) may be reported as a “NO SHOW” and therefore subject to a reduction of their financial award(s).

**In addition to the above, students who receive an “IF,” “F,” “I,” or “U” grade where attendance cannot be documented, will be required to repay the excess federal financial assistance that they receive.**

It is strongly recommended that students who receive funds from the federal financial aid programs, check with the Office of Financial Assistance prior to withdrawing to see if they would have a financial obligation.

## TUITION DEFERMENTS AWARD INFORMATION AND BOOK STORE AUTHORIZATIONS

To provide a more efficient service to our students, the Office of Financial Assistance has implemented the following procedures for tuition deferment and book store authorizations. All students expecting financial aid are encouraged to use the LSCC Online Interactive Services (LOIS) regularly, to view their awards or any changes to them.

### Tuition Deferments

Tuition deferment prevents cancellation of registration for non-payment of fees, and temporarily prevents assessment of the late fees. Since financial aid will not be disbursed to student accounts until after the add/drop period is over, tuition deferments will be posted for students eligible to receive financial aid.

**Tuition deferments prevents cancellation for non-payment. If you are going to drop your classes, you must officially do so during the add/drop period in order to be relieved of any fee liability and to ensure that tuition is not later paid by disbursed financial aid.**

### Award Information

Once you log into LOIS, use the steps below to check for your tuition deferment.

- From the main menu, click on Student Services and Financial Aid
- Click on Financial Aid
- Click on My Award Information
- Click on Account Summary by Term
- Use the drop down box to click on the current aid year (e.g. 2006-2007), then click on Select Aid Year at the bottom of the screen.

The next page will display COMPLETE REQUIREMENT with a statement and a status code of “Award Information.”

### Bookstore Authorization

If you have an authorized financial aid disbursement that exceeds your student account charges, then you may be eligible to use your financial aid (including Foundation scholarships) to purchase books and required supplies before classes begin.

Once you log into LOIS, use the steps below to check for your bookstore authorization.

- From the main menu, click on Student Services and Financial Aid
- Click on Financial Aid
- Click on My Eligibility
- Click on Student Requirements
- Use the drop down box to click on the current aid year (e.g.2006-2007), then click on Select Aid Year at the bottom of the screen.

This page will display COMPLETE REQUIREMENT with a statement and a status code of “Book voucher authorized.”

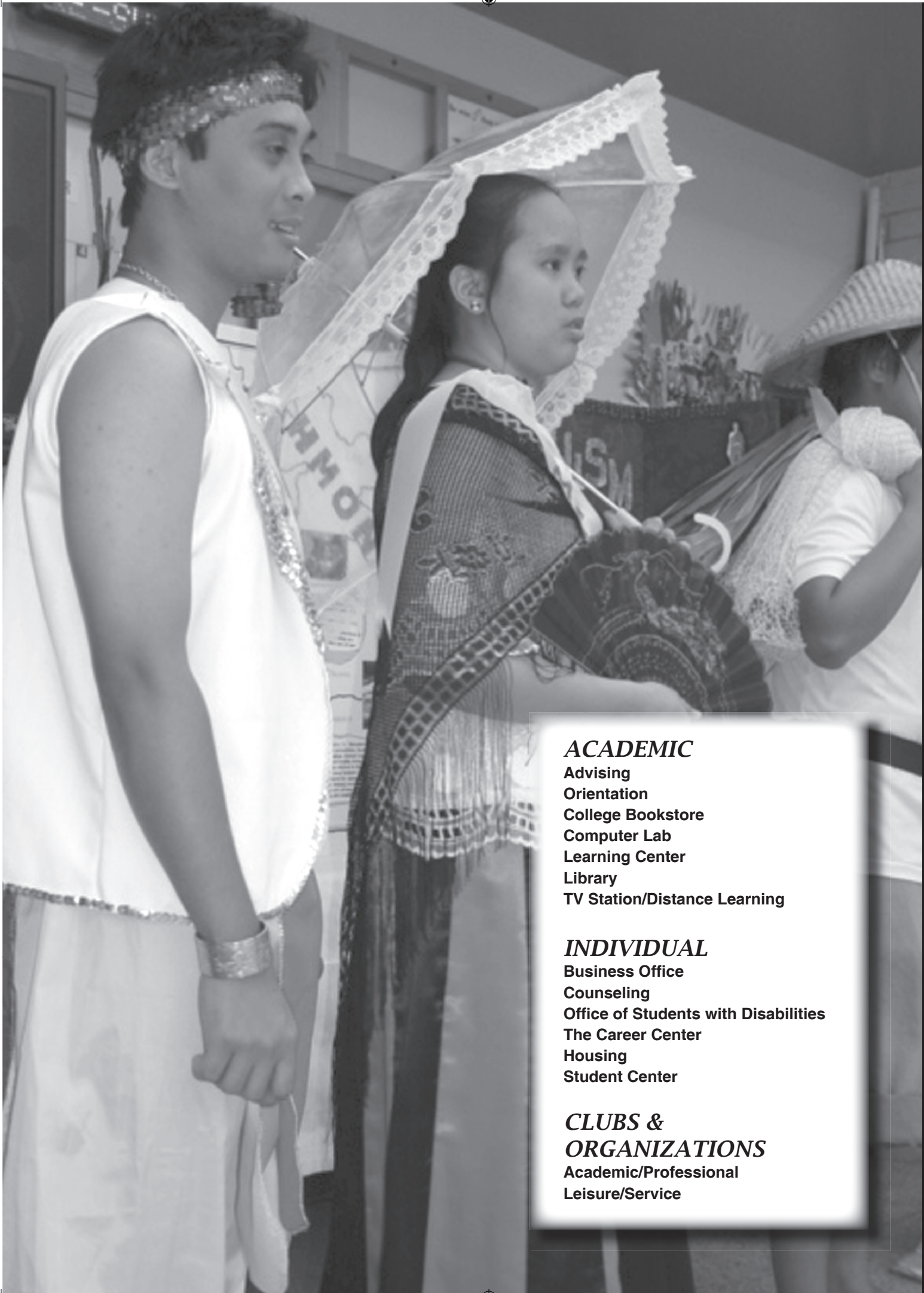
If the code does not exist on your account for the tuition deferment or bookstore authorization, please contact the Office of Financial Assistance at (352) 365-3512. If you are later found ineligible for financial aid, it will be your responsibility to pay any charges that are on your account.



The LSCC Bookstore is located on the Leesburg Campus and carries textbooks, supplies and assorted LSCC apparel and collectibles.







### ***ACADEMIC***

Advising  
Orientation  
College Bookstore  
Computer Lab  
Learning Center  
Library  
TV Station/Distance Learning

### ***INDIVIDUAL***

Business Office  
Counseling  
Office of Students with Disabilities  
The Career Center  
Housing  
Student Center

### ***CLUBS & ORGANIZATIONS***

Academic/Professional  
Leisure/Service



## STUDENT SUPPORT SERVICES

### ACADEMIC

#### Advising

Academic advising helps students clarify their educational and career goals and provides the information necessary to achieve them. Students who begin their academic careers with solid information concerning necessary course and grade requirements are more likely to be successful in the pursuit of their goals.

All new students are required to see an academic advisor before they register. All students should see an advisor at the completion of 15, 30, and 45 credits to ensure they are on track for their degree. A consultation with an advisor is essential upon a student's consideration of a change in educational or career goals.

Although academic advisors do preliminary graduation checks for all students, official graduation checks are performed by the Records Office. Until the final check is performed, it is impossible for LSCC to verify eligibility for graduation. It is each student's responsibility to make sure that he or she has fulfilled all graduation requirements.

Advising is available at all LSCC campuses. Call the Leesburg Campus at (352) 365-3574, South Lake Campus at (352) 243-5722 or Sumter Campus at (352) 568-0001 for information or to make an appointment.

#### Orientation

Orientation defines the partnership between LSCC and new students as they begin their academic careers at LSCC and sets forth the college's rights and responsibilities toward the students and the students' toward themselves and the college. It provides information about registering for classes, college policies, and the various sites, activities, and services available on the campuses to help students attain the most from their college experience.

Orientation is mandatory for all first-time-in-college degree-seeking students prior to the beginning of their first term. Registration will not be possible without attending orientation. Upon completion of their placement test, students will have the opportunity to be scheduled for an In-person orientation session. Sessions are conveniently scheduled to accommodate both day and evening students and will last about three hours. As a convenience, a virtual orientation will be available for students after the last In-person orientation is completed. One may complete the online orientation sessions by going to: [www.lsc.edu](http://www.lsc.edu) and clicking on "Orientation" in the box on the left.

#### College Bookstore

A private company operates the bookstore located in the Student Center on the Leesburg Campus. The store offers both new and used textbooks, computer software, academic supplies, and some clothing items. The bookstore is open from 8 a.m. to 3 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 to 6:30 p.m. Bookstore services are provided at the Sumter and South Lake Campuses during registration.

#### Computer Labs

Computer Labs are available to all LSCC students on an individual, as needed basis, at all campus locations. The laboratories are staffed with support personnel to assist students and are equipped with IBM compatible computers and a variety of specialized software programs. Hours for the computer labs are posted on each campus.

#### Learning Centers

The mission of the Learning Centers is to provide academic support services to students enrolled at LSCC. The Math Lab serves to help students toward success in their math classes, while the English Lab helps students not only in English courses, but also in any course with a writing requirement. Individualized professional and peer tutoring is available to help students reach their academic goals. English and math faculty regularly schedule time in the labs for additional assistance.

Computer assisted programs are individualized and multi leveled, encouraging each student to become actively involved in the thinking skills necessary for effective problem solving.

The college exists to provide a quality educational opportunity for its students. The Learning Centers exist to support this mission and to help students succeed.

### LIBRARIES

The primary mission of the LSCC Libraries is to support the learning activities of LSCC students, faculty and staff. The Libraries serve the college's mission by making available a variety of materials, equipment, services and educational programs to meet the information needs of the college community. Most library services are also available to Lake County and Sumter County residents.

The College Libraries offer diverse collections of materials in print, audio-visual and electronic formats. Book collections include print and electronic volumes, which have been selected to meet the reference and research needs of students. Online databases provide in-library and remote access to full-text periodicals, newspapers, digital images and research materials. The Libraries' website provides access to online databases at <http://www.lsc.edu/library/database.htm>. Students and faculty are encouraged to make use of Interlibrary Loan to request course-related books and periodical articles not held by LSCC Libraries.

Internet access is available in all college libraries and is governed by the college's Acceptable Use Rules for Information Systems Resources (Procedure 7-06). A variety of software programs supporting the college curriculum are also available from Library computers.

#### **Government Documents**

The Leesburg Library serves as a selective federal depository for United States government publications, and includes documents in paper, microfiche, and CD-ROM formats. Computers are available to the general public for access to government websites.

#### **Borrowing**

Books and government documents may be borrowed for three weeks and may be renewed once. Reserve (high demand) materials have varying loan periods; some may be checked out for overnight use; others must be used in the libraries only. Students must present an LSCC Library card to borrow Library materials or use reserve materials in the Library. A fine of twenty cents per day is charged for regular overdue items, and a fine of ten cents per hour is charged for overdue overnight materials. 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. Students may not check out newspapers, magazines or journals. Copy facilities are available for print and microform materials. Students may not check out audiovisual materials.

#### **Library Instruction**

In the information age, college students are increasingly challenged by the wealth and diversity of information resources. Library instruction is a critical component of the educational process, and is an important goal of every academic library. At LSCC, Library instruction is provided in many formats, both for individuals and for groups. Methods of instruction include lecture/demonstration, hands-on instruction offered in Internet classrooms, and handouts that are available in the Libraries and from the website. Several credit courses, which provide specialized instruction in using electronic resources and the Internet are offered by professional library staff.

The LSCC Libraries' home page, <http://www.lsc.edu/library>, provides additional information about the Libraries, instructional materials and tutorials, and links to Internet resources that support the college's curriculum.

The Libraries provide ADA-compliant computer work stations and study space for persons with disabilities, as well as staff assistance for other needs.

Study rooms are available on a first-come, first-served basis. They are not soundproof.

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

#### **Media Services**

Media Services supports academic programs by providing audiovisual materials and equipment, portable computer equipment and computer peripheral equipment for classroom use. Media equipment, services, and materials are available at all LSCC campus Libraries. The Media and PC Lab Technician is based at the Leesburg Library.

Audiovisual collections, including videotapes, compact discs, audiotapes, and DVDs are available for research, as well as classroom instruction and recreational viewing and listening. Telecourse videotapes are available for in-house viewing at all campus locations. Other audiovisual materials and equipment may be borrowed by faculty for classroom use or used by students in the Libraries, but may not be checked out to students.

#### **Library Hours**

##### **Leesburg Campus**

352-365-3563

##### **Fall and Spring Terms**

Monday – Thursday ..... 7:45 a.m. – 9:30 p.m.

Friday ..... 7:45 a.m. – 4:30 p.m.

Saturday ..... 10:00 a.m. – 3:00 p.m.

##### **Call for Summer Term Hours**

##### **South Lake Campus**

352-536-2148

Monday – Thursday ..... 8:00 a.m. – 7:00 p.m.

Friday ..... 8:00 a.m. – 4:30 p.m.

##### **Call for Summer Term Hours**

##### **Sumter Campus**

352-568-0001, ext.1015 or ext.1018

Monday – Thursday ..... 9:00 a.m. – 7:00 p.m.

Friday ..... 9:00 a.m. – 3:00 p.m.

Saturday ..... 10:00 a.m. – 2:00 p.m.

##### **Call for Summer Term Hours**

#### **Media Center**

The mission of the Media Center, located in the Leesburg Campus Library, is to support academic programs by providing audiovisual materials and equipment, portable computer equipment and computer

[www.lsc.edu](http://www.lsc.edu)

peripheral equipment for classroom use. Media equipment, services, and materials are available at all three campuses. Audiovisual collections, consisting of videotapes, recordings, compact discs, audiotapes, filmstrips, and slide sets, are available for research, as well as classroom instruction and recreational viewing and listening.

Telecourse videotapes are available for in-house viewing at all campus locations.

Other audiovisual materials may be borrowed by faculty for classroom use or used by students in the Media Center, but may not be checked out to students.

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

### Media Center Hours

#### Fall and Spring Terms

352-365-3565

Monday – Thursday ..... 8:00 a.m. – 9:30 p.m.

Friday ..... 8:00 a.m. – 4:30 p.m.

Saturday ..... 9:00 a.m. – 2:00 p.m.

#### Call for Summer Term Hours

### TV Station/ Distance Learning

Lake-Sumter Community College offers LSCC-TV Channel 13 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 inter-relationship between the community and the college by fostering an understanding of the college's role 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. Faculty support (videotaping in our studio)
3. Direct (laboratory) studio production for LSCC students in the broadcasting courses
4. Satellite downlink services (analog and digital) for education and local businesses
5. Informational cultural and community programming
6. Governmental programming (Lake County School Board and Lake County Commission)
7. Member PBS ALS (Adult Learning Service)
8. Video conferencing (two-way audio/video)
9. Online courses for college credit

## INDIVIDUAL SUPPORT SERVICES

### Business Office/Financial Services

Registration fees, parking fines, balances due the college, and miscellaneous fees may be paid to the Cashier at any college campus. Deposits of club funds can also be paid to Cashier at any campus.

### Counseling

Counseling services at LSCC are designed to assist students in both their personal and educational development. Counselors can be available at all campuses by appointment to assist students with their adjustment to college life, interventions for personal concerns, making and coordinating academic plans, and exploring career options. All issues are treated confidentially.

### Services for Students with Disabilities

In order to ensure equality of education for persons with disabilities, LSCC's philosophy is that students with disabilities should be integrated as fully as possible into all aspects of the college. Reasonable accommodations for students with disabilities may be arranged by contacting the Office for Students with Disabilities (OSD) located in the Student Services Building on the Leesburg Campus. Through this office, LSCC provides and coordinates academic support services for all students requesting assistance due to the nature of their disabilities. Disabilities can include, but are not limited to auditory, visual, physical, and speech impairments. Learning Disabilities and psychological/emotional disorders.

To learn about the services available to students with disabilities, arrangements can be made for students to meet with the OSD coordinator on any of the three campuses. Services are based upon the documentation received from the student by a qualified professional. If eligible for services, the student will request an Instructor Notification Letter to take to each their instructors, that details the type(s) of accommodations that are necessary during the semester. Students requiring accommodations may request them at any time; however, to take full advantage of any assistance, students are encouraged to make arrangements before a term begins. Arrangements for continuing assistance must be made each semester through the OSD coordinator.

For certain eligible students to meet graduation requirements, the Board of Trustees of LSCC has established policies for reasonable course substitutions. A student seeking substitution of a course must meet with the OSD coordinator. The OSD coordinator will assist the student in following the process necessary to request such a substitution.

All LSCC campuses and buildings are accessible, and special parking is available. The Office for Students with Disabilities can be reached by calling (352) 365-3574.

## CAREER PLANNING AND JOB PLACEMENT

Career planning is a valuable process that assists individuals to develop realistic life and career goals. A



logical decision-making process is presented through the use of career resources, labor market information, and identification of interests, values and skills. The decision-making process provides the basis for making career choices, choosing a college program of study and identifying the appropriate transfer educational/training institution. In the rapidly changing job market of the 21<sup>st</sup> century, it is imperative that students understand the impact of technological advances in the workplace and the importance of obtaining and upgrading the skills necessary to compete in the job market. Building career ladders, career work experience, and goal setting can provide a solid foundation for the future. Career resources are available on all three campuses.

**The Career Center** offers a wealth of career information to the community, as well as to LSCC students to assist individuals in making realistic academic, career and personal decisions and developing realistic career goals. Career planning, career research, listings for job opportunities, job search strategies, assistance with writing resumes and cover letters, and personal growth seminars are available. Programs for adults in transition, individuals changing careers, dislocated workers, displaced homemakers, single parents and individuals pursuing careers nontraditional for their gender are also available.

The Career Center is located in LC 109 on the Leesburg Campus. Career Center staff provide services at the South Lake and Sumter campuses on an itinerant basis. To schedule a career counseling appointment or for further information see your Academic Advisor or call 323-3603 or from Sumter County toll free 568-0001 ext. 3603.

**Job Referral/Placement** is available for students who are looking for career work experience prior to graduation or a career position upon graduation from LSCC. Students seeking employment and who are within 20 hours of graduation should make an appointment with the Job Placement Coordinator.

Regularly updated lists of local job openings are posted on all three campuses, as well as on the web site at [www.lsc.edu](http://www.lsc.edu). Federal and state job openings are also available for review. Assistance is provided in job search techniques, resumé preparation, and interview skills both individually and in seminars. The Job Placement Office is located in the Career Center on the Leesburg Campus. Services are provided on a regularly-scheduled basis at the South Lake and Sumter campuses. For more information, please call 323-3603 or toll free from Sumter County, 568-3603, ext. 3603.

**The Women's Program** provides support, networking, and career planning for adults in transition, individuals changing careers, dislocated workers, displaced homemakers, single parents and individuals pursuing

careers nontraditional for their gender. Individual career counseling, career research and information on career planning, goal setting, and other personal growth topics are available. The Women's Program Office is located in the Career Center on the Leesburg Campus. Services are provided to the South Lake and Sumter campuses on an itinerant basis. Appointments may be scheduled by calling 323-3603, or toll free from Sumter County 568-0001 ext 3603.

**Tech Prep/High School Vocational Certificate Programs** prepare students for technically demanding jobs. Articulation agreements have been developed that allow Lake and Sumter County students to begin their career education in high school and earn college credits based on their high school curriculum and performance. The Tech Prep Program is located in the Career Center on the Leesburg Campus. For information about Tech Prep call 323-3603 or toll free from Sumter County 568-0001 ext 3603.

**The Business Assistance Center (BAC)** is designed to locate services and resources to help new and existing businesses on such issues as business start-up, developing business plans, permitting and impact fees, licensing, inventory control, OSHA, franchising, and other related issues. The Business Assistance Center is a partnership between Lake-Sumter Community College, the Lake County Board of County Commissioners and other economic development-oriented businesses, municipalities, and agencies. Services are provided to businesses at little or no cost. For more information about the Business Assistance Center, please call 352-365-3579.

**ACE:** Advisors Counseling Entrepreneurs is a group of employed and retired individuals who volunteer their services through the Business Assistance Center at Lake-Sumter Community College to assist clients, and prospective and existing entrepreneurs. The mission of the ACE Program is to promote and expand entrepreneurial education and to help insure success of entrepreneurs and existing local businesses, thereby strengthening local economic development. ACE volunteers provide in-depth counseling to prospective and established small business owners to help insure success, to identify problems, determine the causes, and find solutions. To make an appointment, please call 352-323-3634 or 352-435-5031.

**Housing:** LSCC has no dormitory facilities. Current lists of private rooming facilities in the district may be posted on the bulletin board in the hall outside of the Bookstore. The College assumes no responsibility for providing or supervising housing for any student.



Vice President Dr. Estey enjoys talking with the students during a "Pizza with the President" SGA activity.

### STUDENT CENTERS

Student Centers at each campus location provide a "community center" for students, faculty, staff, and alumni to relax and socialize.

The Student Center on the Leesburg Campus also houses the Laker's Cove restaurant, the Student

Government Association office, the College Bookstore, and *the Angler* office. The hours of operation are posted.

### RESTAURANT & SNACK BARS

The Lakers Cove Restaurant, located in the Leesburg Campus Student Center, has an air-conditioned dining area and an outside dining area where students have a choice of daily hot or cold lunch specials.

Soft drink and snack vending machines are also available in the South Lake and Sumter Student Centers, and at various locations on all campuses.

### TRANSPORTATION

Lake County Transit provides limited bus transportation to the Leesburg Campus. Sumter Transit provides low cost transportation to the Sumter Campus from various locations throughout Sumter County on a scheduled and on-call basis. Current schedules are available upon request.

## STUDENT ACTIVITIES

Lake-Sumter Community College encourages student participation in campus activities. Student activities complement the academic program of the college by providing opportunities for leadership development, pursuit of special interests and social interactions. A variety of clubs and organizations operate under the jurisdiction of the Student Government Association and are supervised by the Student Activities Coordinator.

### STUDENT GOVERNMENT ASSOCIATION

As the official representative of all students and student functions on campus, the Student Government Association's (SGA) purpose is to plan student activities, hold student discussions, present student suggestions to the faculty and administration, and to act in an advisory capacity to students.

The SGA offices are located at each of the LSCC campuses. Meetings are held on a regular basis and open to all students. All three campus SGA's meet on a monthly basis to discuss college-wide issues. Each SGA is made up of the following officer positions: president, vice-president, secretary, and treasurer.

Applications for a Student Government Association officer position can be made during the spring term for the following academic year. Each position is held for one year. In order to obtain a position, the student must be enrolled in at least six (6) credit hours at LSCC and have a cumulative GPA of 2.0 or higher. Applications are available from the Student Activities Coordinator or the Campus SGA Advisor:

**Heather Elmatti, 352-323-3650**

[elmattih@lsc.edu](mailto:elmattih@lsc.edu)



Campus Diplomats Ashley Johnson and Alicia Argenziano serve sandwiches with a smile at the Sumter Campus Open House in April 2006.

## CLUBS AND ORGANIZATIONS

### Starting a Club or Organization

In order to charter or re-charter a student organization/club, the following must be submitted to the Student Activities Coordinator for approval:

1. Student Club/Organization Request to Charter/Re-charter
2. Charter Member Petition
3. Advisor Agreement (signed)
4. Constitution (within 30 days of initial charter)

### Review Process

1. All charter/re-charter forms must be submitted to the Student Activities Coordinator for review.
2. The Student Activities Coordinator will distribute a copy of the Charter/Re-charter to the Student Government Association for review and approval.
3. If the request is approved, it will be given to the Vice President of Student Services for review.
4. Upon approval by the Vice President of Student Services, a charter authorizing the existence of the club/organization will be issued.
5. The Vice President of Student Services will advise the Long-Range Planning Committee and President's Council of the existence of the club/organization.

If the request is denied, the club/organization has the right to appeal. All charters will be kept in the club's permanent file in the Student Activities Office.

### Appeals Process

1. The appeal will be made in writing to the Vice President of Student Services delineating the reason(s) for the appeal. A copy of the appeal should also be submitted to the Student Activities Coordinator.
2. The Vice President of Student Services will recommend a course of action to the Student Activities Coordinator. The Student Activities Coordinator will inform the club/organization of the Vice President of Student Services decision.
3. If a club/organization chooses to appeal to the next level, they may request the Student Activities Committee review their appeal. The Student Activities Committee will review the appeal and

recommend a course of action to the Office of the College President.

4. The decision of the College President is final.

### Guideline for Active Clubs

To remain active, clubs and organizations must maintain a membership of at least seven students. An Active Club/Organization Information Sheet must be completed and submitted each year to the Student Activities Coordinator.

### Guideline for Inactive Clubs

Clubs/organizations will be considered inactive if their membership falls below seven active members or the group disbands. Failure to submit an annual Club/Organization Information Sheet may also result in the group being deemed inactive. Clubs/organizations inactive for less than two years must complete a Student Club/Organization Request to Charter/Re-charter to be deemed active. If the club/organization remains inactive for two years or more, the group will be required to complete the entire charter process again, in order to be considered active.

### Fund Drives/Ticket Sales

Fund drives and ticket sales by clubs, organizations or the Student Government Association must be approved by the Student Activities Coordinator. A project approval form must be submitted at least 10 working days prior to the event. Gambling by individuals or groups on college property is prohibited. Games of chance, such as raffles, may be conducted by college direct-support organizations, provided such sale is a donation and has prior approval in writing by the President or designee. Policy 2.13.

### Use of College Facilities

The Director of Facilities is responsible for overseeing the use of college facilities for all groups. College policy requires that a fee be charged to non-college related groups; additionally, there are insurance and other requirements that must be satisfied. Facility Use Forms are available in the Facilities Office. A lead time of 10 working days is required for processing requests. Persons wishing to schedule the use of facilities at the Sumter or South Lake campuses should contact the appropriate campus administrator.

### Bulletin Boards

LSCC has a number of bulletin boards available for posting club and special event announcements. Notices of any kind must be approved by the Student Activities Coordinator for posting. Unapproved notices will be removed.



## 2006-2007

### STUDENT GROUPS

For more information please contact the Student Activities Office at 323-3650.

#### Ambassadors

The LSCC Ambassadors represent the college at Performing Arts Series and community functions, and assist the LSCC Foundation with special events. Ambassadors must maintain a 3.0 GPA and receive a service scholarship for participation.

#### Baptist Collegiate Ministries

The B.C.M. is a non-denominational club open to all students. The purpose is to disciple students in Christian growth through discussion groups, Bible studies, and ministries in the community.

#### Brain Bowl

The purpose of Brain Bowl is to academically and socially stimulate students, while encouraging scholarly excellence. The team consists of 5-6 students who compete in academic competitions with other colleges. Eligibility requirements include a 2.5 GPA and enrollment in at least 6 semester hours.

#### Campus Diplomats

Campus Diplomats are a team of students focused on leadership and service. Diplomats assist new students with the process of becoming fully acclimated to LSCC and the college environment, as well as assisting with campus events. Diplomats receive a service scholarship for participation in the program.

#### Campus Recreation/Intramurals

Campus Recreation/Intramurals offers a variety of sport and recreational activities during the day. It also hosts a weekly Open Gym on Wednesday night. The Basketball and Billiards Clubs are also organized and facilitated by this group. Open to all students.

#### Change Leaves Adults Seeking Support

C.L.A.S.S. is an informal support group for adult students who want to share, network, and support one another in the unique challenges that are faced by adults in transition. Participation in this organization is a great way to make friends and find others who are coping with the same kinds of things you are as an adult returning to school.

#### Cultural Exchange Club

The purpose of the Cultural Exchange Club is to foster friendship, learning and cultural awareness among students, faculty and staff who wish to learn and share information about various ethnic cultures. Open to all students.

#### College Democrats

The College Democrats bring together students interested in the political process. Students work on voter registration and increasing awareness about Democratic candidates in upcoming elections. Open to all students.



LSCC's Student Government Association is ready to "break the bank" to celebrate its success in completing the challenge to raise \$3,000 for the "Students Helping Students" Scholarship Fund.

**College Republicans**

The College Republicans encourage students to get involved in conservative political affairs, as well as increasing awareness about Republican candidates in upcoming elections. Open to all students.

**Computer Club - Lake-Sumter Computer Society**

This organization is a computer user-group formed in 1989 by a group of senior citizen computer students to offer general and technical computer support for its members. LSCS encourages students and faculty to participate in its programs by attending its weekly technical programs in LH-1, receiving its newsletters, and participating on committees. LSCS annually awards scholarships to LSCC students. Membership is free to all students and faculty.

**Envision**

The purpose of this group is to support humanitarian causes and raise money and awareness. Specific projects have included support for AIDS related issues. Members give back to the community through service projects during the year and participate in cultural activities. Open to all students, faculty, and staff.

**Fellowship Of Christian Athletes**

FCA is a club for Christian athletes and students who desire fellowship and to learn about Jesus Christ through weekly meetings which include guest speakers, small group Bible studies, songs, games and skits. This huddle also serves as an outreach to the athletic teams of the college. Members give back to the community through service projects throughout the year.

**Florida Future Educators Association**

The purpose of FFEA is to make students more aware of opportunities available in the field of teaching. The club seeks to foster interest and promote teaching as a profession. Open to all education majors and others interested in teaching.

**Health Information Students Association**

The purpose of the HISA is to provide a link of communication, resource sharing, and study sessions for Health Information students at LSCC. HISA raises funds and sponsors activities which promote networking in the community and celebrates the success of program graduates.

**Health Explorers**

Health Explorers is a part of Boy Scouts of America and is open to anyone ages 17-21 interested in finding out more about a career in the health or medical profession. Explorers participate in field trips, leadership programs and training that furthers this interest.

**Lions Club**

The Lions Club is open to all students. Lions are one of the largest international service organizations, having clubs in many countries and over a million members. Each club determines service projects. Students have an opportunity to learn to plan, organize, and motivate others. Open to all students.

**Musical Organizations**

Musical performing groups on campus include Concert Choir, Symphonic Band, and Jazz Lab Band. For more information, contact the Music Department. Open to all students.

**Nursing Students Association**

LSCC's Nursing Students Association's goal is to aid the preparation of nursing students for their professional responsibilities. It assists students in developing the responsibility for the healthcare of people in all walks of life. It promotes and encourages participation in community affairs, which improve health care and the resolution of related social issues. It is open to pre-nursing and enrolled nursing students.

**Phi Theta Kappa**

Phi Theta Kappa is an international scholastic honor society for Community and Junior colleges. Membership is open to students who have completed a term of at least 15 semester hours of college credit with a GPA of 3.5, and maintain an overall GPA of at least 3.0 once inducted. Eligible students are invited to join each fall and spring.

**Theatre Arts Society**

TAS is a service club which fosters interest and promotes the performing arts at LSCC. Opportunity is provided for experience in all phases of theatre. Open to all students.



LSCC nursing students package donated supplies to send to our soldiers overseas.

## STUDENT PUBLICATIONS

### *The Angler*

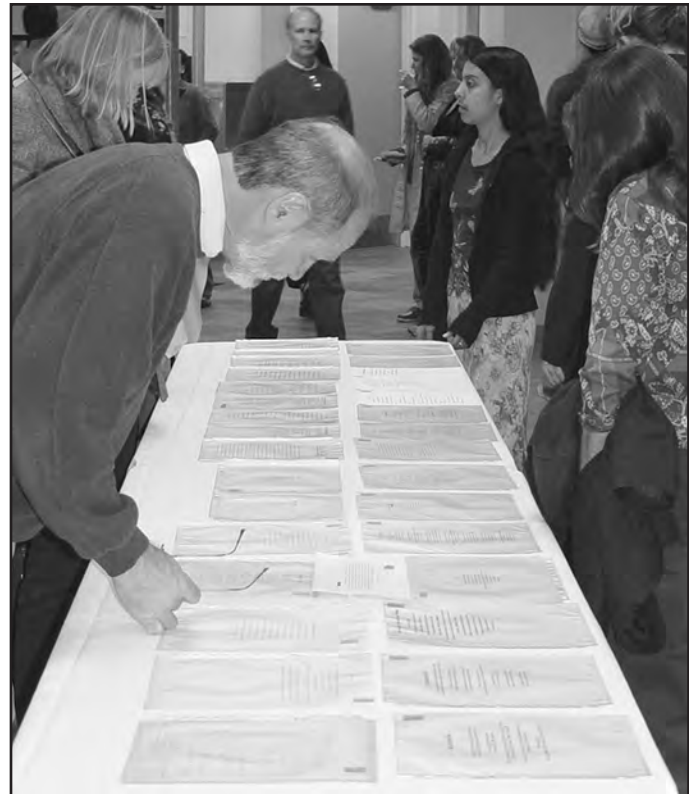
Written and edited by students, *The Angler* is designed to inform and entertain its readers, to give students an opportunity to express their opinions, and to give students interested in journalism a hands-on experience in writing and publishing. *The Angler* reporters are enrolled in MMC 2100 Writing for the Mass Media.

### *Odyssey*

The *Odyssey* is a fine arts magazine published by LSCC students, containing short stories, poetry, photography, art, and graphics. The publication is prepared by students who receive scholarships and by others who volunteer their services.

## ATHLETICS

Programs in intercollegiate athletics are coordinated by the Athletic department coaches and staff, under the general supervision of the athletic director. LSCC sports teams include: women's volleyball, which competes in the Mid-Florida Conference and women's fast-pitch softball and men's baseball, which are members of the Suncoast Conference. Intercollegiate athletic participants must meet and maintain established eligibility standards and academic progress. Athletic scholarships are available to students based on academic status, financial need, and athletic ability.



Guests enjoy reading student entries submitted to the annual *Odyssey* competition.

## CENTRAL FLORIDA HIGHER EDUCATION CONSORTIUM

Lake-Sumter Community College has become a partner in the Regional Higher Education Consortium with the University of Central Florida; Brevard Community College, Seminole Community College, and Valencia Community College.

This partnership benefits students and our community by:

- Guaranteeing admission of all consortium college A.A. and select A.S. graduates to the University of Central Florida.
- Doubling of UCF bachelor's and graduate programs on consortium community college campuses to more than 75 offerings.
- Preferential and concurrent admission of community college students to selective UCF programs with coordinated advising and support.
- Joint fund-raising to support student scholarships and access.
- Focusing on strategic program areas such as engineering, business, health and nursing, education, and digital media.

For more information contact any LSCC advisor.

## Lake-Sumter Community College and Embry-Riddle Aeronautical University Blue-Gold Connection

Lake-Sumter Community College is seeking to establish a dual admissions program with Embry-Riddle Aeronautical University. The program will be designed to help students pursue an associate degree from LSCC followed by a bachelor degree at either of Embry-Riddle's residential campuses in Daytona Beach, Florida, or Prescott, Arizona. The Blue-Gold Connection would be open to students for all major areas of study at Embry-Riddle. If approved, Blue-Gold Connection students will need to achieve a 2.5 cumulative grade point average in their course of study at LSCC to enroll at Embry-Riddle with a \$4,000 BGC Graduate Achievement Grant (\$2,000 disbursed in each of the junior and senior years at Embry-Riddle). Phi Theta Kappa students may be eligible for an additional \$3,500 in each junior and senior year at Embry-Riddle.

Interested students would need to contact either:  
 Blue-Gold Connection Coordinator  
 Embry-Riddle Aeronautical University  
 P.O. B 11767  
 Daytona Beach, FL 32120-1767  
 Phone: (888) 409-3728 or (386) 226-6100  
 Email: [univadm@erau.edu](mailto:univadm@erau.edu)

or, Dr. Sherie Lindamood, Counselor  
 Lake-Sumter Community College at (352) 365-3568



Lake Superior  
COMMUNITY COLLEGE



PHI THETA KAPPA



INTERNATIONAL HONOR SOCIETY  
OF THE  
TWO YEAR COLLEGE

***ACADEMIC DEFINITIONS***  
Student Classification  
Course Load  
Grade Point Average  
Academic Classification  
Attendance  
Grade Amnesty

## ACADEMIC INFORMATION

### CLASSIFICATION OF STUDENTS

**Full-time.** A full-time student is enrolled for 12 or more semester hours credit in Fall, Spring, or A Extended Summer Terms, and six or more semester credit hours in short Summer A or Summer B Terms.

**Part-time.** A part-time student is enrolled for less than 12 semester hours credit in Fall, Spring, or A Extended Summer Terms, and less than six semester credit hours in short Summer A or Summer B Terms.

**Freshman.** A student is classified as a Freshman if less than 28 semester hours credit of college have been completed.

**Sophomore.** A student is classified as a Sophomore if at least 28 semester hours credit of college work have been completed.

### COURSE LOAD

LSCC 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.

The maximum hours allowed per term are as follows:

	Maximum
Fall Term	19 semester hrs.
Spring Term	19 semester hrs.
Summer Term AE	12 semester hrs.
Summer Term A	9 semester hrs.
Summer Term B	9 semester hrs.

In addition to the above maximum hours, a student taking courses in more than one summer term may only register for a combined total of 18 hours. Any exception to the maximum hours allowed per semester must be approved by the Director of Student Development. A student wishing to obtain approval for a larger course load must have at least a "B" average and make their request in writing.

### 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

For example, if you signed up as a full-time student in a regular semester, i.e., 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) GPA hours or exactly 2.0 ("C").

Course Number	Semester				
	Earned Grade	Attempted Hours	Earned Hours	Earned Hours	Quality Points
MAC 1105	A	3	3	3	12
POS 2041	B	3	3	3	9
CHM 1020	C	3	3	3	6
CGS 1000	D	3	3	3	3
ENC 1101	F	3	0	3	0
HUM 1021	W	3	0	0	0
		18	12	15	30

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.



**The President's List**

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

Any full-time degree-seeking student who has earned a minimum of 12 semester hours of credit at LSCC with a 3.80 or higher grade point average with no failures and no incompletes during a term is eligible for the President's List. This achievement will be indicated in the student's permanent record.

**The Dean's List**

Outstanding academic achievement merits inclusion on the Dean's List. Any full-time degree-seeking student who has earned a minimum of 12 semester hours of credit at LSCC with a 3.50-3.79 grade point average with no failures and no incompletes during a term is eligible for the Dean's List. This achievement will be indicated in the student's permanent record.

**Academic Average**

A student must maintain an LSCC and all college grade point average of 2.0 or better in order to graduate.

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

**Continuous Enrollment**

Continuous enrollment is defined as enrollment in any two of the three regular terms (fall, spring, or summer). Students who maintain continuous enrollment may select any catalog from the one in use at the time of entry into Lake-Sumter Community College to the one in use at the time the student applies for graduation. Beginning with the 2004-2005 academic year, students who maintain continuous enrollment **MUST** complete their degree within six (6) years. Continuously enrolled students who do not complete their degree within six (6) years will be required to fulfill the requirements of the most recent catalog. If continuous enrollment is not maintained, the catalog in effect the year in which the student graduates will be used to determine graduation requirements.

**STANDARDS OF ACADEMIC PROGRESS**

The College Standards of Academic Progress serve two major purposes:

1. To provide for the early identification of students who are experiencing academic difficulty, and
2. To make available to those students as much assistance as possible to facilitate successful achievement of their educational goals.

**Identification and Assistance**

A Student's all college grade point average (GPA), including transfer grades, will be used to determine academic progress. Students failing to make satisfactory

progress will be required to see an advisor prior to any subsequent registration. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

Hours Attempted	Minimum All College GPA
0-6	Standards not applied
7 or more	2.00

**ACADEMIC CLASSIFICATIONS**

The All College GPA, including transfer grades, is used to place students in one of four academic classifications:

1. Good Standing
2. Probation
3. Continued Probation
4. Suspension

**Good Standing**

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

An all college GPA of at least 2.00  
with seven or more credits attempted.

**Students not in good standing must meet with an academic advisor prior to enrolling in the subsequent term in order to develop an educational plan for continued enrollment.**

**Probation**

Students who have attempted seven (7) or more college credits with less than a 2.0 all college GPA (excluding college preparatory courses) will be placed on probation for their next term of enrollment.

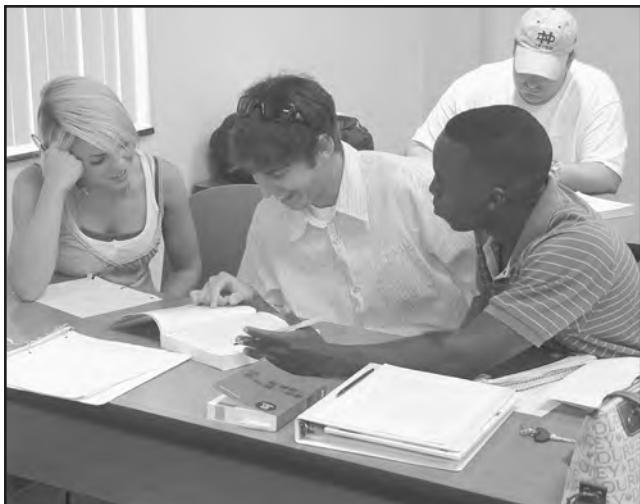
**Continued Probation**

1. Continued probation will occur when the student earns a minimum 2.0 term GPA and the all college GPA remains below a 2.0.
2. The student will return to good standing when the all college GPA is a 2.0 or higher.

**Suspension**

1. Students on probation will progress to suspension for one semester if the term and all college GPA fall below a 2.0.
2. Students who return after suspension will be placed on continued probation.
3. Students suspended once will be academically dismissed for a period of one calendar year if the all college GPA falls below a 2.0.





Students team up to summarize a chapter in Instructor Pat Campbell's composition class.

## 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 oral and/or written tests and quizzes 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.

Special testing accommodations for exams and tests may be made for students registered with the Office of Students with Disabilities.

Section 240.117 (4)(a), F.S., the 1997 Legislature made passing a remedial English, Reading, or Mathematics exit test a condition for meeting basic college computation and communications skill requirements. This Florida law requires students to pass both the college preparatory coursework and the Exit Test for each remedial course. All Florida community colleges are required to administer the Florida College Basic Skills Test as of fall semester 1999.

The Exit Test is to be administered following the completion of the highest level of college preparatory coursework and prior to enrollment in college credit English, reading, or mathematics courses that apply toward degree requirements. Students who have completed remediation through a private provider should take the Florida College Entry-Level Placement Test (for the purpose of determining placement in college-level coursework) instead of the Exit Test.

Students completing the MAT0024 or MAT0024C course with at least a 70% average are required to take the Florida College Basic Skills Exit Test in Mathematics. To pass the course and receive an "S" grade, students must in addition to earning at least a 70% course average, get 23 or more problems correct on the math exit test. One exit exam retake is allowed, but the initial exam and the retake are given at one time each during the college's final exam week. Students receiving less than 23 on both exit exam attempts will receive a final course grade of "U". Students missing the initial exam or the retake forfeit the opportunity to take the test.

For REA 0001, College Prep Reading, a minimum grade of "C" and a passing performance on the state mandated College Preparatory Reading Test (also known as the Florida College Basic Skills Exit Test) are required for entry into REA 1105, the college level reading course. Exit tests are administered within a week of the final exam for the course. Those students who fail the exit test on their first attempt must pass the second form of the exit test within two days or they will earn a failing grade for the course.

Students enrolled in ENC 0001, Basic Composition Skills, may be eligible to take the College Prep English Test (also known as the Florida College Basic Skills Exit Test) and bypass ENC 0010, College Preparatory Composition, to enroll in ENC 1101, College Composition I, the first college level composition course. These students must first be recommended to the test coordinator by their ENC 0001 instructor. The students must also retake the College Placement Test and achieve a score which would place them into ENC 1101. If these qualifying students then pass the Exit Test, they will be allowed to enroll in college level composition the next semester. Only one retake of the exit test will be allowed, and it must be completed before the final exam period for the current semester.

Students who are enrolled in ENC 0010, College Preparatory Composition, will take the College Prep English Test as part of their Final exam. If they do not pass this Exit Test, they will not receive a passing grade in ENC 0010. Only one retake is allowed, and it must be completed before the end of the final exam period for the current semester. Students not passing the retake are required to repeat ENC 0010.

Under current catalog descriptions for each of the preparatory courses, ENC 0001, ENC 0010, REA 0001, MAT 0024, and MAT 0024C an explanation of the exit test and how it applies to continuing onto college-level coursework is given.

### SCHEDULE CHANGES - ADD/DROP

Necessary changes in class schedules may be made during the brief period at the beginning of each term as listed in the Class Schedule. After the designated deadline, no refunds will be given and only class withdrawals without grade penalty are accepted. Students who register for mini-term classes are permitted to make schedule changes prior to the second class meeting.

### INCOMPLETE

Instructors may assign an "I", Incomplete grade for a course, in extreme circumstances in which a student is passing but has not completed the course requirements, as a result of an accident or illness. An "I" grade will be converted to a final letter grade by the end of the semester following the issuance of the "I" Incomplete grade. If no final grade has been submitted to the Records Office, the "I" grade will be changed to an "IF" Incomplete/Failure grade by the end of the semester following the issuance of the "I" grade.

A faculty/student "I" Incomplete Grade Agreement form will be filled out and submitted to the respective Dean for approval, prior to the grades being submitted to the Records Office. A signed copy of the Grade Agreement form will be returned to the instructor by the Dean for submission to the Records Office along with the grade sheet. The Dean's office will retain a copy of the Grade Agreement form.

### WITHDRAWAL OR FORGIVENESS

In compliance with State Board of Education Rule 6A-14.0301, the following procedures will be followed relating to student withdrawal and to conditions under which forgiveness for grades earned will be granted:

1. Students may withdraw without academic penalty until date listed in the college catalog for each term. Students wishing to withdraw from a mini-semester course must do so prior to the date specified on the course syllabus.
2. Students are permitted only three attempts per course. Upon the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.
3. Students may officially withdraw by completing a Withdrawal Request or by submitting a written request to the Admissions Office prior to the published deadline date. Responsibility for withdrawal belongs to the student.
4. Instructors may withdraw students with a grade

of "W" for non-attendance by submitting an Instructor Withdrawal Request to the Admissions Office during the withdrawal period. Those students withdrawn by an instructor will be notified in writing.

5. Forgiveness for grades earned will be granted to the student only where "D" and "F" grades were earned and will be limited to two (2) repeat attempts per course. Only the most recent grade will be used in calculating GPA. Exemption exams, CLEP, and Advanced Placement exams cannot be used to forgive previous coursework. Transfer work that is evaluated as equivalent to LSCC courses will be used for forgiveness purposes.
6. A student may have a total of three (3) attempts per course including the original grade, repeat grades, and withdrawals. A fourth attempt may be allowed only through a formal review process.
7. Students wishing to retake a course for grade forgiveness must do so prior to earning an A.A. degree. Grade forgiveness can not be applied after an A.A. degree has been awarded.

**NOTE:** Pursuant to f.s. 1009.285 and f.s. 1009.28, students attempting the same college preparatory course or the same college credit course for the third time must pay 100 percent of the full cost of instruction for those courses. (Effective Fall 1997.)



LSCC Program Assistant Nancie Bourne helps a new student register online for classes.

### GRADE AMNESTY

Grade Amnesty at LSCC is a special process for calculating an individual's GPA during the selection process into specified programs. Students applying for selection into any selective admission program who have academic coursework ten years or older may request to exclude those previous grades from the program selection GPA calculations. All courses attempted during the time period being considered as a part of the Amnesty request will be excluded from grade calculations for the program selection. Courses included as part of the amnesty request cannot be used to satisfy program requirements. Since LSCC's Amnesty process is restricted to the selection process for special admission programs, all previous grades will be included into all other institutional GPA calculations. Request forms and more information may be obtained by contacting the Admissions/Records office.

### HEALTH & PHYSICAL EDUCATION

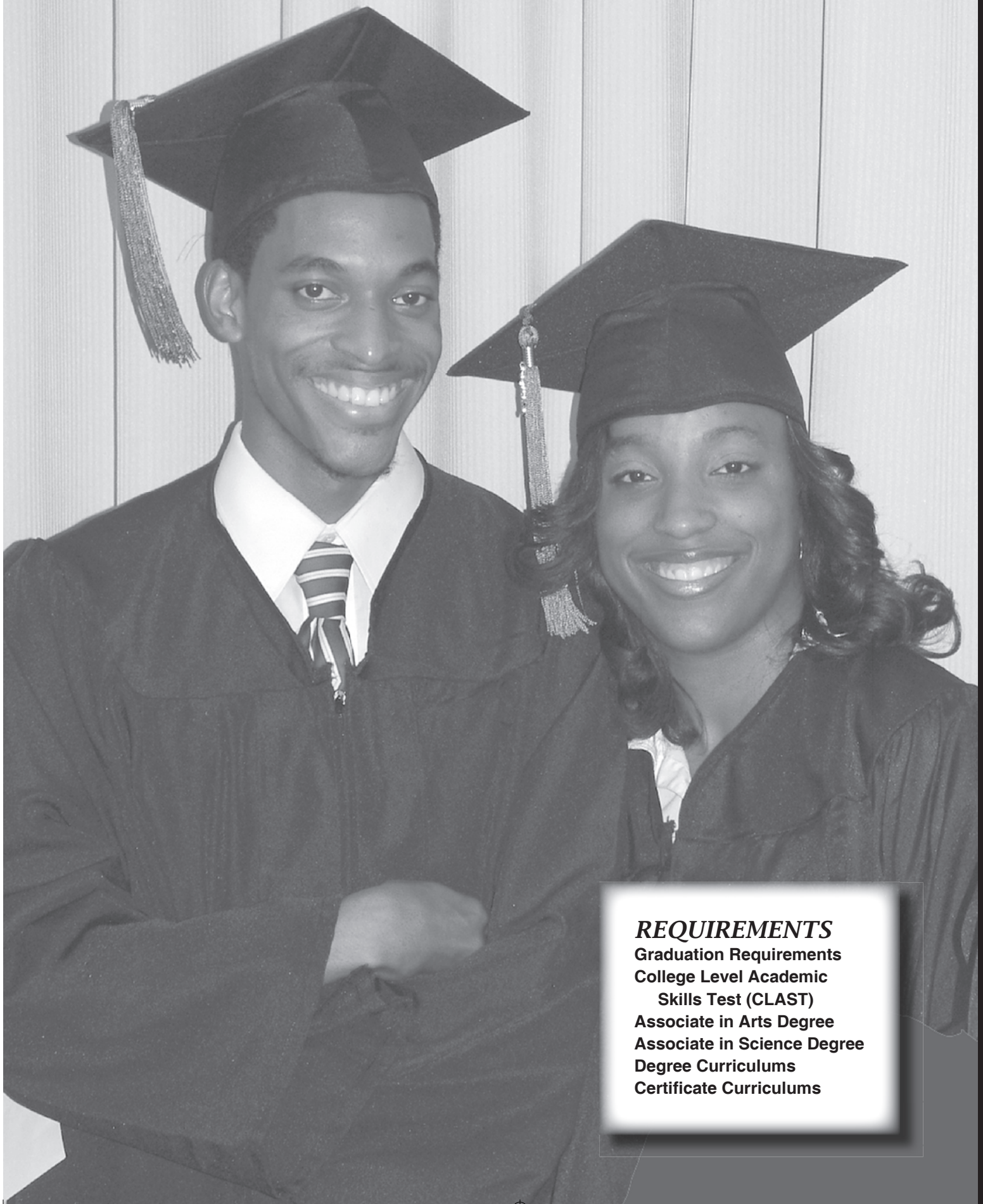
Physical education activity courses are designed to develop basic performance skills, techniques, knowledge and appreciation of the values of the activities listed as course offering. No duplication of activity is permitted unless approved. Maximum of four (4) credit hours may be applied toward a degree.

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 she/he must receive consent of the instructor.

Instructor Wendy Burgess (center) encourages students to maintain good physical fitness.







## **REQUIREMENTS**

**Graduation Requirements**

**College Level Academic  
Skills Test (CLAST)**

**Associate in Arts Degree**

**Associate in Science Degree**

**Degree Curriculums**

**Certificate Curriculums**

## GRADUATION REQUIREMENTS

The following requirements must be met by students planning to graduate from LSCC.

1. Complete the course requirements for the desired degree, diploma, or certificate for the catalog year under which you plan to graduate. Beginning with the 2004-2005 academic year, students who maintain continuous enrollment **MUST** complete their degree within six (6) years. Continuously enrolled students who do not complete their degree within six (6) years will be required to fulfill the requirements of the most recent catalog.
2. Earn a 2.0 all college grade point average as well as a 2.0 Lake-Sumter Community College grade point average.
3. Associate in Arts degree students only. Meet the Gordon Rule English and math requirement with a minimum grade of "C" in each course.
4. Associate in Arts degree students only. Meet the requirements of the College Level Academic Skills Test. This may be accomplished by passing all four sections of the test or by exempting the test with appropriate grades in English and math courses (See College Level Academic Skills Test.)
5. Complete a minimum of 25% of course requirements at LSCC.
6. Demonstrate computer proficiency (See Computer Proficiency requirement).
7. Make an appointment for a preliminary graduation check with an academic advisor. This should be completed the semester before one plans to graduate. Although academic advisors do preliminary graduation checks for all students, official graduation checks are performed by the Records Office. Until the final check is performed, it is impossible for LSCC to verify eligibility for graduation. It is each student's responsibility to make sure that he or she has fulfilled all graduation requirements.
8. Complete an application for graduation and submit it to the Admissions Office prior to the graduation deadline for the semester in which you plan to graduate. Deadlines are listed in the Catalog and Class Schedule. Graduation applications must have the signature of an advisor.
9. Pay the one-time graduation application fee for each degree, certificate, or diploma being sought.

10. Satisfy all financial obligations.

11. If a student is taking classes at another institution, an official completed transcript must be received within one week of the graduation conferral date. The final grades must be posted on the transcript. If the official transcript is not received by the deadline, the student must reapply for graduation in another term.

Any student that has transfer work even if it does not apply to their degree here at LSCC must be received and evaluated before the degree will be awarded. If it is not received by the deadline, the student must reapply for graduation in another term.

**Associate in Arts degree students only.** Students wishing to retake a course for grade forgiveness must do so prior to earning their A.A. degree. Grade forgiveness can not be applied after an A.A. degree has been awarded.

All students completing their A.A., A.S., A.A.S., A.T.D. or certificate program **MUST** submit a completed graduation application **PRIOR** to the published deadline in this catalog.

**Students wishing to participate in the Spring Commencement ceremony:** Students who are within 3 credits of fulfilling their graduation requirements in the spring term may walk in the ceremony providing they submit a graduation application by the spring graduation application deadline.

Degrees are conferred at the end of each semester; however, Lake-Sumter Community College holds only one formal commencement ceremony at the end of the Spring semester. \*Participation in commencement exercises DOES NOT in any way infer the awarding or issuance of a degree. Degree conferral hinges solely on the student's satisfactory completion of all requirements.

### GRADUATION WITH HONORS

Students who have completed a minimum of 24 semester hours at LSCC are eligible for graduation honors.

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

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



## DEVELOPMENTAL STUDIES PROGRAM

The mission of the Developmental Studies Program at Lake-Sumter Community College is to provide students with the skills and knowledge necessary to enter and succeed in college level academic work, while also providing skills for success in the workplace and in life. To assist learners as they begin their college experiences, the Developmental Studies Program offers a comprehensive range of academic and student success services that includes small class sizes, individualized assistance from English, math, and reading instructors, tutoring in mathematics and English, and academic advising, schedule planning, and support within developmental classrooms. The services and atmosphere for support and interdependence in the Developmental Studies Program offer students the skills and opportunities to succeed and to build support systems throughout the college, in the workplace, and beyond. The following types of instruction and support are made available to all students in the Developmental Studies Program.

### Instructional Services

- Basic grammar skills
- Punctuation skills
- Oral communication skills
- Written communication skills
- Spelling and vocabulary building

- Reading comprehension
- Speed reading
- Critical thinking skills
- Basic arithmetic and algebra skills
- Career planning
- Technical support for online courses, online research, and online learning environments

### Support Services

- Placement testing and score interpretation
- Financial Aid advising
- Career and life skills advising
- Study skills assistance
- Tutorial services in the areas of math and English
- Faculty and peer mentoring
- Orientation for new students

For more information about the Developmental Studies Program at Lake-Sumter Community College, contact an academic advisor at any LSCC campus.

Leesburg Campus	352-365-3574
South Lake Campus	352-243-5722
Sumter Campus	352-568-0001



Leesburg Campus Learning Center

### Find Your Way to Success in LSCC's Learning Center...

We're here to provide free academic support services to our students by evaluating academic strengths and weaknesses in writing and mathematical skills, as well as providing science study aids and materials.

**ENGLISH LAB...** Faculty tutors assist student writers and promote independence by improving grammar, sentence structure and writing skills.

**SCIENCE LAB...** Self-study reference materials, videos, CD's and models are available to support classes in physical and biological sciences.

**MATH LAB...** Experienced tutors provide one-on-one assistance for all math classes offered at LSCC. Reference books, videos, CD's, computer tutorials and audio-visuials are also available to help students.

**Lake Sumter**  
COMMUNITY COLLEGE

**LEESBURG CAMPUS • 365-3554**  
Summer Term: Mondays- Thursdays. Call for hours.  
**SOUTH LAKE CAMPUS • Call 243-5722** for hours  
**SUMTER CAMPUS • Call 568-0001** for hours.  
[www.lsc.edu](http://www.lsc.edu)



## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

### CLAST dates for the near future

October 7, 2006 (must register by September 8, 2006)

February 17, 2007 (must register by January 19, 2007)

June 2, 2007 (must register by May 4, 2007)

The LSCC curriculum includes the communication and the 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

Students who earn a 2.5 GPA on selected English and or math courses may be exempt from taking CLAST. Students who have passing scores on an Advanced Placement exam may also be exempt. Students who have qualifying scores on their SAT or ACT may also be exempt from CLAST. Education majors must have passing scores (no exemptions) for admission to upper-division education programs. Students must have successfully completed eighteen (18) hours of college level work to be eligible for CLAST.

It should be noted that failure to achieve these scores does not end students' chances for continuing their education but identifies the deficient area(s) that will require further study to improve scores on a subsequent test.

The following skills are tested by CLAST:

#### Arithmetic Skills:

- Adds and subtracts rational numbers
- Multiplies and divides rational numbers
- Adds and subtracts rational numbers in decimal form
- Multiplies and divides rational numbers in decimal form
- Calculates percent increase and percent decrease
- Solves the sentence "a% of b is c," where values for two of the variables are given
- Recognizes the meaning of exponents
- Recognizes the role of the base number in determining place value in the base-ten numeration system

- Identifies equivalent forms of positive rational numbers involving decimals, percents, and fractions
- Determines the order relation between real numbers
- Identifies a reasonable estimate of a sum, average, or product of numbers
- Infers relations between numbers in general by examining particular number pairs
- Solves real-world problems that do not require the use of variables and do not involve percent
- Solves real-world problems that do not require the use of variables but do require the use of percent
- Solves problems that involve the structure and logic of arithmetic

#### Geometry and Measurement Skills:

- Rounds measurements to the nearest given unit of the measuring device used
- Calculates distances
- Calculates areas
- Calculates volumes
- Identifies relationships between angle measures
- Classifies simple plane figures by recognizing their properties
- Recognizes similar triangles and their properties
- Identifies appropriate units of measurement for geometric objects
- Infers formulas for measuring geometric figures
- Selects applicable formulas for computing measures of geometric figures
- Solves real-world problems involving perimeters, areas, and volumes of geometric figure
- Solves real-world problems involving the Pythagorean property

#### Algebra Skills:

- Adds and subtracts real numbers
- Multiplies and divides real numbers
- Applies the order-of-operations agreement to computations involving numbers and variables
- Uses scientific notation in calculations involving very large or very small measurements
- Solves linear equations
- Solves linear inequalities
- Uses given formulas to compute results when geometric measurements are not involved
- Finds particular values of a function

- Factors a quadratic expression
- Finds the roots of a quadratic equation
- Solves a system of two linear equations in two unknowns
- Uses properties of operations correctly
- Determines if a particular number is among the solutions of a given equation or inequality
- Recognizes statements and conditions of proportionality and variation
- Identifies regions of the coordinate plane that correspond to specified conditions and vice versa
- Uses applicable properties to select equivalent equations or inequalities
- Solves real-world problems involving the use of variables, aside from commonly used geometric formulas
- Solves problems that involve the structure and logic of algebra

#### Statistics Skills, Including Probability:

- Identifies information contained in bar, line and circle graphs
- Determines the mean, median, and mode of a set of numbers
- Uses the fundamental counting principle
- Recognizes properties and interrelationships among the mean, median, and mode in a variety of distributions
- Chooses the most appropriate procedure for selecting an unbiased sample from a target population
- Identifies the probability of a specified outcome in an experiment
- Infers relations and makes accurate predictions from studying statistical data
- Interprets real-world data involving frequency and cumulative frequency tables
- Solves real-world problems involving probabilities

#### Logical Reasoning Skills:

- Deduces facts of set inclusion or set non-inclusion from a diagram
- Identifies statements equivalent to the negations of simple and compound statements
- Determines equivalence or nonequivalence of statements
- Draws logical conclusions from data
- Recognizes that an argument may not be valid

even though its conclusion is true

- Recognizes valid reasoning patterns as illustrated by valid arguments in everyday language
- Selects applicable rules for transforming statements without affecting their meaning
- Draws logical conclusions when facts warrant them

#### General Skills:

- Selects a subject which lends itself to development
- Determines the purpose and audience for writing
- Limits a subject to a topic which can be developed within the requirements of time, purpose, and audience
- Formulates a thesis or statement of main idea which focuses the essay
- Provides adequate support which reflects the ability to distinguish between generalized and specific evidence
- Arranges the ideas and supporting details in a logical pattern appropriate to the purpose and the focus
- Writes unified prose in which all supporting material is relevant to the thesis or main idea statement
- Writes coherent prose and provides effective transitional devices which clearly reflect the organizational pattern and relationships of the parts
- Avoids inappropriate use of slang, jargon, clichés, and pretentious expressions
- Uses a variety of sentence patterns
- Avoids overuse of passive construction
- Maintains a consistent point of view (NT obj. after 6/85)
- Revises, edits, and proofreads to assure clarity, consistency and conformity to the conventions of standard American English

#### Word Choice Skills:

- Uses words that convey the denotative and connotative meanings required by context
- Avoids wordiness

#### Sentence Structure Skills:

- Places modifiers correctly
- Coordinates and subordinates sentence elements according to their relative importance
- Uses parallel expressions for parallel ideas
- Avoids fragments, comma splices, and fused sentences

**Grammar, Spelling Capitalization and Punctuation Skills:**

- Uses standard verb forms
- Maintains agreement between subject and verb
- Maintains agreement between antecedent and pronoun
- Uses proper case forms
- Uses adjectives and adverbs correctly
- Avoids inappropriate shifts in verb tenses
- Makes logical comparisons
- Uses standard practice for spelling
- Uses standard practice for punctuation
- Uses standard practice for capitalization

**Literal Comprehension Skills:**

- Recognizes main ideas in a given passage
- Identifies supporting details
- Determines meanings of words on the basis of context

**Critical Comprehension Skills:**

- Recognizes the author's purpose
- Identifies the author's overall organizational pattern
- Distinguishes between statement of fact and statement of opinion
- Detects bias
- Recognizes author's tone
- Recognizes explicit and implicit relationships within sentences (passage with blanks)
- Recognizes explicit and implicit relationships within sentences (one sentence, identify relationship)
- Recognizes explicit and implicit relationships between sentences (passage with blanks)
- Recognizes valid arguments
- Draws logical inferences and conclusions

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



UNIVERSITY OF  
FLORIDA

## Pre-Engineering Associate in Arts Degree

A Customized Program of Engineering Studies Between Lake-Sumter Community College and the University of Florida College of Engineering

The Pre-Engineering Associate in Arts degree was designed to prepare students for programs of study in all disciplinary areas in the University of Florida College of Engineering (UFCoE). After completion of this program, with a grade point average of 2.5 in the mathematics and natural sciences, students will be directly admitted into the College of Engineering, in accordance of the University of Florida admission requirements.

### A Bachelor of Science degree may be earned in any of the following majors:

- Aerospace Engineering • Chemical Engineering
  - Civil Engineering • Computer Engineering
  - Electrical Engineering • Environmental Engineering
- with more majors available.

For program information, call

**Dr. Jonathan K. Earle at (352) 392-2177.**

Students should refer to the LSCC Catalog for more details of requirements leading to the Bachelor of Science degree for each major.



## 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 at any Florida state university as a junior. 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 LSCC.

### A.A. GRADUATION REQUIREMENTS

The Florida State Department of Education mandates that students complete sixty (60) semester hours in order to receive 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, and to meet the requirements of the six (6) components of the A.A. Degree program as outlined in this section of the catalog.

For degree completion, at least 25 percent of semester credit hours for the degree program must be earned through instruction at LSCC.

### GENERAL EDUCATION REQUIREMENTS

LSCC 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. The State of Florida requires 36 semester hours to complete the specified General Education requirements for the A.A. Degree.

#### 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 advisors, instructors, and appropriate catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.

#### The Gordon Rule

Lake-Sumter Community College complies with the Gordon Rule, 6A-10.030, by requiring that students must complete within the A.A. degree, twelve (12) semester hours of specified courses that require them to produce at least 6,000 words of expository writing for each course with a minimum grade of "C." This rule also requires six (6) semester hours of college-level mathematics for a community college A.A. Degree and for entrance to the upper level of a state university.

#### Cultural Diversity Requirement

The State Board of Education recognizes the students' need to become acquainted with and to reflect upon the full range of cultural perspectives, as well as the complex relationships among them, in order to be responsible citizens of this world. As such, students who plan to complete a Bachelor's degree will be required to take a course to fulfill this requirement. It is not an LSCC graduation requirement but will transfer for university purposes. Courses that will meet this requirement are so noted in the Course Descriptions section of this catalog.

#### Southern Association of Colleges and Schools (SACS)

Lake-Sumter Community College is accredited by the Southern Association of Colleges and Schools (SACS). 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), in order for LSCC to be accredited to award the A.A. degree.

**SACS also mandates that A.A. degree students must demonstrate competence in the basic use of computers.** This computer knowledge is necessary in order for students to complete the required written assignments of English and other Gordon Rule courses.

## GENERAL EDUCATION COMPONENTS

General Education consists of five (5) components. Each is explained in terms of purpose, required credit hours, and range of course selection.

### I. Composition and Oral Communication

All students must satisfactorily complete the college placement test or required college prep courses prior to taking college-level English courses.

#### Composition

The composition component is designed to ensure the development of writing, analytical, and organizational skills. **Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition**

#### Oral Communication

The SACS required oral communication component is designed to provide knowledge and training related to oral communication skills and presentation techniques.

**Course selection is based upon the following nine (9) semester hours required sequence in English:**

#### Composition

ENC 1101	College Composition I	3
ENC 1102	Composition: Literature	3

#### Oral Composition

ENC 2300	Composition: Argumentation	3
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#### OR

ENC 2210	Technical Report Writing	3
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**OR any one (1) of the following literature courses:**

ENL 2012, ENL 2022, AML 2010, AML 2020, AML 2285, LIT 2110, LIT 2120, LIT 2090 LIT 2091, LIT 2380 and LIT 2930	<u>3</u>
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### TOTAL REQUIRED HOURS 9

These English courses meet Lake-Sumter Community College's compliance of the Gordon Rule, and require 6,000 written words each, for a total of 18,000 words in composition and communication. However, for completion of Lake-Sumter's Gordon Rule requirement, students must complete a minimum of 24,000 written words. **To complete the additional 6,000 words, students must select three (3) credit hours from the Humanities or Social/Behavioral Sciences (see II. Humanities) or ENC 2210. (ENC 2210 does not satisfy the Humanities or Social/Behavioral Sciences requirement.)**

Course selection meets the requirements specified in SACS 4.2.3.

**NOTE: A combination of fifteen (15) credits hours from the Humanities and Social/Behavioral Science components is required, with a minimum of six (6) hours in each area. Three (3) of these credit hours from either component must comply with the Gordon Rule requirement.**

### II. Humanities

The humanities component is designed to enhance awareness and understanding of cultural development, diversity, and historical contributions. Course selection includes the traditional fields of art, music, philosophy, literature, and theatre.

**A minimum of six (6) semester hours must be selected from the following courses:**

#### Art

ARH 2000	Art History & Appreciation I	3
ARH 2051	Art History & Appreciation II	3

#### Composition

*CRW 2000	Creative Writing I	3
*CRW 2002	Creative Writing II	3
*MMC 2100	Writing for the Mass Media	3

#### Humanities

*FIL 2001	Introduction to American Cinema	3
HUM 1211	Introduction to Humanities: Antiquity Through The Middle Ages	3
HUM 1230	Introduction to Humanities; Renaissance Through Modern Times	3
HUM 2930	Selected Topics in Humanities	3
REL 2300	World Religions	3

#### Literature

*AML 2010	American Literature I	3
*AML 2020	American Literature II	3
*AML 2264	Survey of American Literature: Southern Women Writers	3
*LIT 2380	Women in Literature	3
*ENL 2012	English Literature I	3
*ENL 2022	English Literature II	3
*LIT 2090	Contemporary Literature: Survey	3
*LIT 2091	Contemporary Literature: Novels	3
*LIT 2110	European Literature I	3
*LIT 2120	European Literature II	3
*LIT 2930	Selected Topics in Literature	3

#### Music

MUH 1018	Introduction to Jazz	3
MUH 2011	Introduction to Music	3
MUL 2110	Survey of Music Literature	3

#### Philosophy

*PHI 2010	Introduction to Philosophy	3
*PHI 2630	Contemporary Ethics	3

#### Theatre

*THE 2020	Introduction to Western Theatre Arts	3
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\*Gordon Rule courses: Course selection meets the requirements specified in SACS 4.2.3.

**III. Behavioral/Social Sciences**

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

**A minimum of six (6) semester hours must be selected from the following courses:**

Anthropology	
ANT 2410	Cultural Anthropology..... 3
Economics	
ECO 2013	Principles of Economics I (Macro)..... 3
ECO 2023	Principles of Economics II (Micro)..... 3
History	
*AMH 2010	U.S. History to 1877..... 3
*AMH 2020	U.S. History Since 1877..... 3
*AMH 2035	U.S. History Since 1945..... 3
*EUH 1000	Western Civilization I..... 3
*EUH 1001	Western Civilization II..... 3
Political Science	
*INR 2002	International Relations..... 3
POS 1001	Introduction to Political Science..... 3
POS 2041	American National Government..... 3
POS 2112	State & Local Government..... 3
Psychology	
DEP 2002	Psychology of Child Development..... 3
DEP 2004	Psychology of Human Development..... 3
PSY 2012	Introduction to Psychology..... 3
Sociology	
SYG 2000	Introduction to Sociology..... 3
SYG 2010	Social Problems..... 3
SYG 2430	Marriage & the Family..... 3
GEA 2900	Geography: Regional Study - Independent study....1-3
GEO 1000	Intro to Geography..... 3
GEO 2474	Geography & World Affairs..... 3

\*Gordon Rule courses

Course selection meets the requirements specified in SACS 4.2.3.

**IV. Mathematics**

All students must satisfactorily complete the college placement test or required college prep courses prior to taking college-level mathematics courses.

The mathematics component is designed to develop, enhance, and apply quantitative and computational skills. Students must complete 6 credit hours in any two Gordon Rule math courses to meet A.A. degree requirements. For example, a student may choose to earn credit in MAC 1105 and MGF 1106, or MGF 1106 and STA 2023, or MGF 1106 and MGF 1107 among other possibilities. **(MAT 1033 does not satisfy Gordon Rule requirements. It may be counted as elective credit only.)**

Specialized academic programs may require mathematics course work at more advanced levels.

**A minimum of six (6) semester hours must be taken from the following list, which satisfies the Gordon Rule requirement.**

Mathematics	
MAC 1105	College Algebra..... 3
MAC 1140	Precalculus Algebra..... 3
MAC 1114	Trigonometry..... 3
MAC 2233	Calculus for Business..... 3
MAC 2311	Calculus w/Analytic Geometry I..... 5
MAC 2312	Calculus w/Analytic Geometry II..... 4
MAC 2313	Calculus w/Analytic Geometry III..... 4
MGF 1106	Liberal Arts Math I..... 3
MGF 1107	Liberal Arts Math II..... 3
STA 2023	Elementary Statistics I..... 3

Course selection meets the requirements specified in SACS 4.2.3 and the State Board of Education Rule 6A-10.030.

**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.

**Students must complete a minimum of three (3) semester hours from biological science and three (3) hours from physical science, including a laboratory course, OR a two-course science sequence in biology, chemistry, or physics as required by their major. BCS 1005 and PHY 1020C will meet this requirement with only 6 credit hours.**

**Biological Sciences**

Biology	
BSC 1005	Introduction to Life Science <sup>1</sup> ..... 3
BSC 1010C	General Biology I <sup>4</sup> with Lab..... 4
BSC 1011C	General Biology II <sup>4</sup> with Lab..... 4
BSC 2093C	Human Anatomy & Physiology I <sup>3</sup> with Lab .. 4
BSC 2094C	Human Anatomy & Physiology II <sup>3</sup> with Lab.. 4
MCB 1278C	Introduction to Epidemiology of Infectious Diseases with Lab..... 3
MCB 2010C	Microbiology with Lab..... 4
MCB 2930	Special Topics in Microbiology..... 3
OCE 1000	Introduction to Marine Science <sup>2</sup> ..... 3

Same grade will be awarded for all science/lecture and lab courses.



**Physical Sciences**

**Chemistry**

CHM 1083	Environmental Science <sup>1</sup>	3
CHM 1025C	General Chemistry with Lab	5
CHM 1205C	General Organic & Biochemistry with Lab	5
CHM 2045C	College Chemistry I <sup>3</sup> with Lab	5
CHM 2046C	College Chemistry II <sup>3</sup> with Lab	5
CHM 2210C	Organic Chemistry I <sup>3</sup> with Lab	5
CHM 2211C	Organic Chemistry II <sup>3</sup> with Lab	5

**Physical Science**

AST 1002	Introduction to Astronomy <sup>1</sup>	3
GLY 1000	Earth Revealed <sup>1,2</sup>	3
ESC 1000	Earth Science Survey	3
GLY 1030	Environmental Geology <sup>1</sup>	3
PHY 1020C	Physics for Liberal Arts w/lab	3
PSC 1001	Inventions & Discoveries <sup>1</sup>	3
PSC 1515	Energy & the Environment <sup>1</sup>	3

**Physics**

PHY 2048C	Physics with Calculus I <sup>3</sup> with Lab	5
PHY 2049C	Physics with Calculus II <sup>3</sup> with Lab	5
PHY 2053C	General Physics I <sup>3</sup> with Lab	5
PHY 2054C	General Physics II <sup>3</sup> with Lab	5

<sup>1</sup> Non-laboratory science course

<sup>2</sup> Telecourse (non-laboratory)

<sup>3</sup> Two-course sequence

<sup>4</sup> Two-course sequence BSC 1010C & BSC 1011C

Course selection meets the requirements specified in SACS 4.2.3 .

**Electives**

Twenty-four (24) semester hours of elective courses should be selected to meet the requirements of the student's transfer degree, and/or 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 is specified in SACS 4.2.3.

**LSCC students learning Human Anatomy & Physiology with Dr. Hicks.**



## GENERAL EDUCATION CORE REQUIREMENTS

### GENERAL TRANSFER PROGRAM (190)

Transfer planning guides are available from advisors. In addition, students should consult advisors, instructors, and appropriate catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.

#### FRESHMAN YEAR

Fall Term	Minimum Number of Semester Hours
Composition ENC 1101 <sup>1,2</sup> .....	3
Mathematics <sup>1</sup>	
Approved Gordon Rule Math Course <sup>5</sup> .....	3
Behavioral/Social Science Approved Courses .....	3
Elective General or Specialty Course(s) .....	6
<b>Semester Total.....</b>	<b>15</b>

Spring Term	
Composition ENC 1102.....	3
Mathematics <sup>1</sup>	
Approved Gordon Rule Math Course <sup>5</sup> .....	3
Humanities Approved Courses .....	3
Behavioral/Social Science Approved Courses .....	3
Elective General or Specialty Course(s) .....	3
<b>Semester Total.....</b>	<b>15</b>

#### SOPHOMORE YEAR

Fall Term Hours	Minimum Number of Semester Hours
Composition/Oral Communication ENC <sup>4</sup> .....	3
Natural/Physical Science <sup>3</sup> Approved Courses (Lab or Non-lab) ..	3
Humanities Approved Courses .....	3
Elective General or Specialty Course(s) .....	6
<b>Semester Total.....</b>	<b>15</b>

Spring Term	
Humanities <b>OR</b>	
Behavioral/Social Science Approved Courses .....	3
Natural/Physical Science <sup>3</sup> Approved Courses (Lab or Non-lab) ...	3
Elective Approved Gordon Rule Course .....	3
General or Specialty Course(s) .....	6
<b>Semester Total.....</b>	<b>15</b>

**Total credit hours for A.A. degree..... 60**

<sup>1</sup> Course selection based on placement testing

<sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or with ENC 1101 College Composition I

<sup>3</sup> Requires both a biological and physical science and at least one (1) lab course, OR a two-course sequence. See page 61 for more detail.

<sup>4</sup> Choose one from AML 2285, ENC 2300, ENC 2210, ENC 2012, ENC 2022, AML 2010, LIT 2110, LIT 2090, LIT 2091, LIT 2380 and LIT 2930.

<sup>5</sup> See page 75 regarding Gordon Rule Math Courses.

# ASSOCIATE IN ARTS DEGREE STUDENT CHECKLIST

Note: Gordon Rule (GR) courses are writing courses and must be completed with a grade of "C" or higher.

## COMPOSITION AND ORAL COMMUNICATIONS - MINIMUM OF 9 (GR) CREDITS (see page 78)

<sup>1</sup>Course selection based on placement testing. These courses meet the GR course requirements (18,000 written words)

<b>Composition - 6 credits</b>	<b>Hours</b>	<b>Oral Communications - 3 credits</b>	<b>Hours</b>
ENC 1101 <sup>1</sup> .....	3	<b>Either:</b> AML 2285, ENC 2300, ENC 2210, ENL 2012,	
ENC 1102 .....	3	ENL 2022, AML 2010, AML 2020, LIT 2110, LIT	
		2120, LIT 2090, LIT 2091, LIT 2380 or LIT 2930.	

**College Preparatory Courses**  
 (If needed, are based on placement testing)  
 ENC 0001 and/or ENC0010 and/or REA 0001

## MATHEMATICS - MINIMUM OF 6 (GR) CREDITS (see page 79)

Course selection based on placement testing.  
 MAT 1033 may be required as a prerequisite, but is not a Gordon Rule Course; it fulfills an elective requirement.

<b>Course</b>	<b>Hours</b>	<b>College Preparatory Courses</b>
_____ .....	3	(If needed, are based on placement testing)
_____ .....	3	MAT 0012 and/or MAT 0024

## HUMANITIES & BEHAVIORIAL/SOCIAL SCIENCE - MINIMUM OF 15 CREDITS

**NOTE:** The approved list of Humanities course selections are on page 78.  
 The approved list of Behavioral/Social Science course selections are on pages 79.  
**One of the five courses must be a Gordon Rule (GR) course; either a Humanities or Behavioral/Social Science Course.**

<b>Humanities - 6 credits</b>	<b>Hours</b>	<b>GR</b>	<b>Behavioral/Social Science - 6 cr.</b>	<b>Hours</b>	<b>GR</b>
_____	3	<input type="checkbox"/>	_____	3	<input type="checkbox"/>
_____	3	<input type="checkbox"/>	_____	3	<input type="checkbox"/>
<b>Humanities OR B/SS - 6 credits</b>			<b>Hours</b>	<b>GR</b>	
_____			3	<input type="checkbox"/>	

## NATURAL/PHYSICAL SCIENCE - MINIMUM OF 6 CREDITS

**NOTE:** Laboratory science must be included. See page 79-80.  
 Requires both a biological and physical science and at least one (1) lab course, OR a two-course sequence.

<b>Category</b>	<b>Hours</b>	<b>Course</b>	<b>LAB</b>	<b>OR</b>	<b>2 course sequence</b>
Biological Science	3	_____	<input type="checkbox"/>		_____
Physical Science	3	_____	<input type="checkbox"/>		_____

### ELECTIVES - MINIMUM OF 24 CREDITS

Including: MAT 1033 (if required)  
 At least 2 credit hours of Computer Proficiency Course(s). The Computer Proficiency requirement may be met by passing a free LSCC exam or by completing two credit hours from the list on page 123 of this catalog.

OTHER REQUIREMENTS FOR GRADUATION: SEE PAGE 77.

**GENERAL EDUCATION CREDITS.....36**

**ELECTIVE CREDITS .....24**

**MINIMUM TOTAL CREDITS OF...60**

- To earn a degree, at least 25 percent of credit hours for the degree program must be earned at LSCC.
- Earn a 2.0 grade point average.
- CLAST may be taken after earning 18 credits. Some students may be exempt. See page 74.



## ASSOCIATE IN ARTS DEGREE WITH ATHLETIC TRAINING EMPHASIS (160)

This program is designed to meet the common pre-requisites required of students transferring with an Associate in Arts degree into a four-year college or university for Athletic Training/Sports Medicine majors. Students should check with an advisor about possible additional requirements of specific universities. Students planning to graduate with the Associate in Arts degree must demonstrate computer proficiency as noted on page 123.

### GENERAL EDUCATION REQUIREMENTS

	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
ENC 1102 Composition: Literature.....	3
Elective: Oral Communication.....	3
MAC 1140 Precalculus Algebra <sup>1</sup> .....	3
STA 2023 Elementary Statistics I.....	3
Elective: Humanities.....	3
Elective: Humanities.....	3
PSY 2012 Introduction to Psychology.....	3
Elective: Behavioral/Social Science.....	3
Elective: Behavioral/Social Science or Humanities (Gordon Rule).....	3
BSC 2093C Human Anatomy & Physiology I with Lab.....	4
BSC 2094C Human Anatomy & Physiology II with Lab.....	4
<b>TOTAL .....</b>	<b>38</b>

### COMMON PRE-REQUISITES FOR UNIVERSITIES\*

	Credits
HUN 1201 Basic Nutrition.....	3
HSC 1100 Trends & Issues in Health.....	3
BSC 1010C General Biology I with Lab.....	4
PHY 2053C General Physics I with Lab.....	5
PET 2622 Care & Prevention of Athletic Injuries...3	3
CGS 1530 Microcomputer Applications.....	3
Elective.....	1
<b>TOTAL .....</b>	<b>22</b>
<b>PROGRAM TOTAL .....</b>	<b>60</b>

\* Check with your transfer university for alternate requirements.  
Some universities may require SPC 2016, HSC 1531, CHM 2045C, or HSC 2400.

- <sup>1</sup> Students may be required to enroll in lower English, reading, math and science courses based on college placement tests.
- <sup>2</sup> Students may select any Humanities and Behavioral/Social Science courses from the approved list of Associate in Arts General Education Requirements. A minimum of 3 hours must be Gordon Rule courses.
- <sup>3</sup> Students are recommended to take HSC 1531, Medical Terminology I.

## ASSOCIATE IN ARTS DEGREE WITH EARLY CHILDHOOD EDUCATION EMPHASIS (170)

This program is designed to meet the common pre-requisites required of students transferring with an Associate in Arts degree into a four-year college or university for Early Childhood Education majors. Students should check with an advisor about possible additional requirements of specific universities. Students planning to graduate with the Associate in Arts degree must demonstrate computer proficiency as noted on page 123.

### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition I.....	3
EDF 2005 Introduction to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
MAC 1105 College Algebra	
OR	
MGF 1106 Liberal Arts Math I.....	3
SYG 2000 Introduction to Sociology.....	3
<b>TOTAL .....</b>	<b>15</b>

### SOPHOMORE YEAR

Fall Term	Credits
MUE 2211 Music & Movement .....	3
ENC 2300 Composition: Argumentation.....	3
EME 2040 Technology for Educators .....	3
Elective General Education:	
Humanities .....	3
Elective General Education:	
Natural/Physical Science .....	3
<b>TOTAL .....</b>	<b>15</b>

### Spring Term

Spring Term	Credits
ARE 2000 Art & Creative Expression .....	3
ENC 1102 Composition: Literature .....	3
MAC 1140 Precalculus Algebra	
OR	
MGF 1107 Liberal Arts Math II (or higher level) .....	3
Elective General Education:	
Humanities <sup>3</sup> (with Diversity) .....	3
Elective General Education:	
Behavioral/Social Science <sup>1</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

### Spring Term

Spring Term	Credits
Elective General Education:	
Humanities/Fine Arts .....	3
Elective General Education:	
Natural/Physical Science .....	3
Elective Approved Gordon Rule course .....	3
Elective Speciality course <sup>2</sup> .....	6
<b>TOTAL .....</b>	<b>15</b>
<b>PROGRAM TOTAL .....</b>	<b>60</b>

**Students should carefully choose electives from the group below based on meeting their interest in Head Start Act requirements for Early Childhood Educators; No Child Left Behind Act for Teacher Assistants; or A.A. transfer into UCF B.S. Degree in Early Childhood Education.**

#### Electives:

CHD 2334 Language Arts for the Young Child.....	3	EEX 2010 Introduction to Special Education .....	3
CHD 2338 Math and Science for the Young Child .3		EEC 2200 Curriculum for Young Children.....	3
EEC 2001 Introduction to Early Childhood Education.....	3	PSY 2012 Introduction to Psychology .....	3
EDF 2930 Special Topics In Education.....	3	DEP 2002 Psychology of Child Development .....	3
EDG 2949 Cooperative Education Internship in Education .....	1-3	MAE 2801 Elementary School Mathematics .....	3
EEC 1000 Child Growth & Development.....	3	EEC 1601 Guiding and Observing Children's Behavior .....	3

#### Courses required for UCF transfer into B.S. Degree in Early Childhood Education:

MGF 1107 or STA 2023 for Mathematics General Education Course

SPC 2016 Fundamentals of Speech (required)

<sup>1</sup> AMH 2010, AMH 2020 or AMH 2035 should be chosen as one Behavioral/Social Science elective.

<sup>2</sup> An additional 3-credit science course should be taken for this elective. Students should consult a UCF advisor if planning to transfer.

<sup>3</sup> An additional humanities course is needed (consult a UCF advisor).

NOTE: BSC 1005 & PHY 1020C will meet the Natural/Physical Science requirements with six (6) credits hours.

## ASSOCIATE IN ARTS DEGREE WITH ELEMENTARY EDUCATION EMPHASIS (171)

This program is designed to meet the common pre-requisites required of students transferring with an Associate in Arts degree into a four-year college or university for Elementary Education majors. LSCC has articulation agreements with both Saint Leo University and the University of Central Florida (UCF). UCF has a Bachelor's of Science Elementary Education program on LSCC's South Lake Campus in Clermont. Please consult with the 4-year transfer university for additional or alternate requirements, and see an LSCC academic advisor for the detailed academic advising guide for program 187.

### General Education Requirements

	Credits
ENC 1101 College Composition I.....	3
ENC 1102 Composition: Literature .....	3
Oral Composition (such as ENC 2300 or 2210, ENL 2012 or 2022, AML 2010 or 2020, LIT 2110 or 2120 or 2090 or 2091 or 2930 or 2380, or AML 2285.).....	3
MGF 1106 Liberal Arts Math I .....	3
MAC 1105 College Algebra .....	3
Humanities/Fine Arts (HUM 1211 or 1230, PHI 2010 or 2630) .....	3
Humanities/Fine Arts (ARH 2000 or 2051, FIL 2001, HUM 1211 or 1230 or 2930, MUH 1018 or 2011, MUL 2110, THE 2020 .....	3
Behavioral/Social Science (AMH 2010 or AMH 2020) .....	3
Behavioral/Social Science (PSY 2012) .....	3
Behavioral/Social Science (AMH 2010 or 2020 or 2035, ANT 2410, POS 1001 or 2041 or 2112, ECO 2013 or 2023, SYG 2000 or 2010 or 2430) .....	3
Natural/Physical Science (BSC 1005 or 1010C, MCB 2010C, BSC 2093C) .....	3
Natural/Physical Science (AST 1002, PHY 1020C, CHM 1025 or 1083) .....	3
(One of these two science courses must include a lab.)	
Electives that meet university requirements (see UCF note below*) .....	11

### Core Education Courses

	Credits
EDF 2005 Introduction to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Educators .....	3
MAE 2801 Elementary School Mathematics .....	4
<b>Total.....</b>	<b>60</b>

\* University of Central Florida requires SPC 2016, MGF 1107 or STA 2023 or any advanced math course, one additional behavioral/social science, and one additional "earth" science course such as AST 1002, ESC 1000, PSC 1515, GEO 2474, or GLY 1030. Please see a UCF advisor for CLAST, CLAST alternatives, and General Knowledge Test requirements.



## PRE-ENGINEERING ASSOCIATE IN ARTS DEGREE (180)

### A CUSTOMIZED PROGRAM OF ENGINEERING STUDIES BETWEEN LAKE-SUMTER COMMUNITY COLLEGE AND THE UNIVERSITY OF FLORIDA COLLEGE OF ENGINEERING

The Pre-Engineering Associate in Arts (A.A.) degree, outlined below, is a program of study designed to prepare students for University of Florida (UF) College of Engineering upper division course work in all disciplinary areas. Upon satisfactory completion of the Pre-Engineering A.A. Degree Program and UF transfer admission requirements, students will be directly admitted to the College of Engineering and will be eligible to pursue a Bachelor of Science degree in any of the following majors: Aerospace Engineering, Agricultural & Biological Engineering, Chemical Engineering, Civil Engineering, Computer Engineering (software or hardware emphasis), Electrical Engineering, Environmental Engineering Sciences, Industrial & Systems Engineering, Materials Science & Engineering, Mechanical Engineering, Nuclear Engineering, Nuclear Engineering Sciences, and Geomatics (Surveying & Mapping). For specific information on lower and upper division requirements for each major, see the UF Undergraduate Catalog at <http://www.reg.ufl.edu/catalog.html>.

YEAR-SEMESTER	SUBJECT AREA	COURSE TITLE & NUMBER	CREDITS
1-1	Mathematics	Calculus w/ Analytic Geometry I (MAC 2311)	5
	Natural & Physical Science	College Chemistry I w/ Lab (CHM 2045C)	5
	Composition/Oral Communications	College Composition I (ENC 1101)	3
	Humanities	Approved Course (See Note 11)	3
	<b>OR</b>		
	Behavioral/Social Science		<u>3</u>
			16
1-2	Mathematics	Calculus w/ Analytic Geometry II (MAC 2312)	4
	Natural & Physical Science		
	<b>AND/OR</b>	See Note 7	5-6
	Elective(s)		
	Composition/Oral Communications	Composition: Literature (ENC 1102)	3
	Behavioral/Social Science	Approved Course (See Note 11)	<u>3</u>
			15-16
2-3	Mathematics	Calculus w/ Analytic Geometry III (MAC 2313)	4
	Natural & Physical Science	Physics w/ Calculus I w/ Lab (PHY 2048C)	5
	Humanities	Approved Course	3
	Behavioral/Social Science	Approved Course (See Note 11)	<u>3</u>
			15
2-4	Natural & Physical Science	Physics w/ Calculus II w/ Lab (PHY 2049C)	5
	Humanities	Approved Course	3
	Composition/Oral Communications	Composition: Argumentation (ENC 2300)	3
	Elective	See Notes 8, 9, 10 and 12	<u>3-4</u>
			14-15
			60-62
See important notes on the next page		<b>Total Hours for Pre-Engineering AA Degree:</b>	<b>60-62</b>

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## PRE-ENGINEERING ASSOCIATE IN ARTS DEGREE (continued)

### SUMMARY OF CREDITS FOR THE LAKE-SUMTER COMMUNITY COLLEGE PRE-ENGINEERING ASSOCIATE IN ARTS DEGREE:

AA Category	Credit Hours
Mathematics.....	13
Natural & Physical Science.....	15-25
Composition/Oral Communication.....	9
Humanities.....	6-9
Behavioral/Social Sciences.....	6-9
Electives.....	0-10
<b>TOTAL</b>	<b>60-62</b>

### Important Notes

1. Students should refer to the course listing under "General Education Requirements for the Associate of Arts (AA) Degree" in the LSCC Catalog for all approved courses. Credits that are not included in the Pre-Engineering AA Degree Program may not be transferable to UF's Bachelor of Science degree programs.
2. Placement in English, natural science, and mathematics courses varies. Students may be required to complete certain preparatory courses prior to taking the designated engineering foundation courses in mathematics, chemistry, and physics.
3. Students must comply with all graduation requirements for the AA degree. This includes demonstrating competence in the basic use of computers (see Note 10 below and the Computer Proficiency Requirement detailed in the LSCC Catalog). Students without two years of high school foreign language must complete two terms of college level language courses prior to enrolling at UF. The general education requirements of the Accreditation Board for Engineering & Technology (ABET) will be met with satisfactory completion of the AA degree.
4. **All calculus, physics, and chemistry courses must be completed in no more than two attempts (including withdrawals) with a grade of C or better AND an overall minimum 2.5 technical grade point average (GPA) is required. Exception: The Department of Electrical & Computer (Hardware) Engineering requires a B or better in each of the calculus, physics and chemistry courses. An overall minimum 3.0 GPA is required in transfer AA degree.**
5. The technical GPA is based on a 4.0 scale and the following "tracking" courses (indicated in bold type on reverse) are used to calculate the technical GPA: **MAC 2311, MAC 2312, MAC 2313, CHM 2045, CHM 2046 (or substitute), PHY 2048C, and PHY 2049C.** If a course is taken twice, the highest grade earned for that course will be used in the computation of the technical Grade Point Average.
6. Differential Equations (MAP 2302) is also a required tracking course, but it is not offered by LSCC. Students are not required to complete this course prior to admission at UF, but it should be completed during the first semester at UF.
7. During the second semester, selection of natural & physical science and/or elective courses depends on one's program of study:
  - The **Agricultural & Biological, Chemical, Environmental, Materials Science, and Civil** majors require CHM 2046 (5 credits). No elective is necessary during the second semester.
  - The **Aerospace and Mechanical** majors require either CHM 2046 (5 credits) or BSC 1010C (4 credits). No elective is necessary during the second semester.
  - The **Computer and Electrical** majors require either CHM 2046 (5 credits) or BSC 1010C (4 credits) or BSC 1005 (3 credits). Students who take BSC 1005 should also take one elective course (3 credits) during the second semester (see Note 10).
  - The **Nuclear and Nuclear Engineering Sciences** majors require either BSC 1010C (4 credits) or BSC 1005 (3 credits). Students who take BSC 1005 should also take one elective course (3 credits) during the second semester (see Note 10).
  - The **Industrial & Systems** major does not require a natural & physical science class during the second semester. Students should take two elective courses (6 credits) during the second semester (see Note 10).
8. The **Civil** major requires either BSC 1010C (4 credits) or BSC 1005 (3 credits). This may be taken in lieu of the elective listed for the fourth semester.
9. The **Agricultural & Biological** and **Chemical** majors require both BSC 1010 and BSC 1011 (4 credits each). One of these courses may be taken in lieu of the elective listed for the fourth semester. The other course will not be part of the AA degree, but students are encouraged to take it before transferring to University of Florida.
10. All pre-engineering students are encouraged to take ENC 2210 (Technical Report Writing) and/or COP 2220 (Computer Programming, C++ Language) as electives. Students are expected to enter the engineering program with basic computer programming skills (preferably in C++).
11. Students majoring in Industrial & Systems Engineering should take ECO 2013 and ECO 2023 (Principles of Economics I and II) to fulfill their Social/Behavioral Science requirements.
12. Students majoring in Industrial & Systems Engineering are encouraged to take ACG 2022 (Financial Accounting) as one of their electives.
13. Transfer of credits into a specific program at the UF College of Engineering may vary, based upon university requirements.

# ASSOCIATE IN APPLIED SCIENCE DEGREE

## ASSOCIATE IN SCIENCE DEGREE

Associate in Applied Science degrees (A.A.S.) are programs of instruction consisting of college-level courses that prepare students for entry into employment and contain college credit offerings of a specialized nature.

The Associate in Science degree (A.S.) is the career education and transfer degree of community colleges. It is a two-year degree intended to prepare students for the workforce and for transfer into the State University System. LSCC offers four A.S. degree programs: Computer Information Administrator, Emergency Medical Services, Nursing, and Sports & Fitness.

Students are not required to satisfy the State of Florida General Education requirements, but in line with the Southern Association of Colleges and Schools (SACS) standards, each Associate in Applied Science and Associate in Science degree includes a general education core of 15-18 credit hours. SACS also mandates that A.S. and A.A.S. degree students must demonstrate competence in the basic use of computers.

For degree completion, at least 25 percent of semester credit hours for the degree program must be earned through instruction at LSCC.

All A.A.S. and A.S. degree seeking students must take a minimum of 15-18 semester hours - at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics. Credits earned in Composition and Oral Communication or Mathematics courses covered by State Board of Education Rule 6A-10.030 (Gordon Rule) may 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.

Trademarks:

Trademarked names appear throughout this catalog. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, LSCC states that it is using the names for editorial purposes only and to the benefit of the trademark owner, with no intention of infringing upon that trademark.

<sup>1</sup>Source: FETPIP Reports and local data.

### JOB PLACEMENT RATES

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

#### Associate in Applied Science Degrees Associate in Science Degree

	2003/04	2002/03	2001/02
Business Administration	100%	100%	100%
Computer Engineering Technology	100%	100%	NA
Computer Information Technology	100%	100%	100%
Criminal Justice Technology	100%	100%	100%
Electrical Distribution/Technology	NA	NA	NA
Emergency Medical Services	100%	100%	100%
Fire Science Technology	100%	50%	100%
Graphic Design Technology	100%	100%	100%
Health Information Management	100%	83%	100%
Internet Services Technology	100%	NA	NA
Legal Assisting	100%	100%	100%
Nursing	100%	98%	100%
Office Administration	100%	NA	100%
Sports & Fitness	100%	NA	NA
Theatre & Entertainment	100%	NA	NA

#### Certificates

	2003/04	2002/03	2001/02
Accounting Applications	100%	NA	NA
Business Data Processing	NA	NA	NA
Computer Programming	100%	100%	100%
Business Management	100%	100%	100%
Information Technology Analysis	100%	NA	NA
Medical Information Coder/Biller	60%	NA	NA
Medical Office Management	80%	NA	NA
Medical Records Transcription	100%	NA	NA
Office Management	100%	NA	NA
Office Specialist	NA%	100%	100%

#### Applied Technology Diploma

	2003/04	2002/03	2001/02
Medical Records Transcription	100%	NA	NA



# BUSINESS ADMINISTRATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (251)

The purpose of this degree is to provide basic knowledge and skills necessary for students seeking employment in various management fields and for individuals presently employed in a business career and desiring advancement.

### FRESHMAN YEAR

Fall Term	Credits
CGS 1530 Microcomputer Applications.....	3
GEB 1011 Introduction to Business.....	3
OST 1100 Keyboarding & Document Formatting.....	3
OST 1330 Business English <sup>1</sup> .....	3
QMB 1001 Business Mathematics <sup>1</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
MNA 1100 Human Relations in Business & Industry.....	3
CTS 1262 Microsoft Excel <sup>4</sup> .....	3
Elective General Education: Humanities .....	3
Elective Specialization Electives <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
Elective General Education .....	3
Elective Specialization Electives <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>6</b>

### Suggested Business Specialization Electives

APA 1144 Accounting with QuickBooks Pro for Windows .....	3
CTS 1101 Microsoft Windows - Introduction .....	1
ENC 2210 Technical Report Writing.....	3
GEB 1441 Business Ethics & Etiquette .....	3
GEB 1136 Introduction to eBusiness.....	3
FIN 2100 Personal Finance .....	3

### SOPHOMORE YEAR

Fall Term	Credits
ACG 2022 Financial Accounting <sup>3</sup> .....	4
ECO 2013 Principles of Economics I.....	3
MAR 2011 Principles of Marketing.....	3
Elective General Education: Science/Mathematics <sup>1,4,5</sup> .....	3
<b>TOTAL .....</b>	<b>13</b>

Spring Credits	Term	
ACG 2071 Management Accounting .....	3	
BUL 2241 Business Law .....	3	
MAN 2021 Principles of Management .....	3	
OST 2336 Business Communications.....	3	
Elective Specialization Electives <sup>2</sup> .....	3	
<b>TOTAL .....</b>	<b>15</b>	
<b>PROGRAM TOTAL .....</b>		<b>64</b>

### Suggested Business Specialization Electives (continued)

SBM 2000 Small Business Management .....	3
MAN 2949 Cooperative Education Internship/Business Administration ...	3
SPC 2016 Fundamentals of Speech .....	3
MNA 1161 Customer Service .....	3

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

<sup>2</sup> Students must select from approved courses listed under Suggested Business Specialization Electives. Student is limited to 3 credit hours in Cooperative Education Internship. See an academic advisor.

<sup>3</sup> Students may be requested to transfer to Small Business Accounting before completing Financial Accounting; however, Small Business Accounting will not count toward the Suggested Specialization Electives.

<sup>4</sup> Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.

<sup>5</sup> Students may select MAT 1033 or higher or any General Education natural/physical science.

# COMPUTER INFORMATION ADMINISTRATOR

## ASSOCIATE IN SCIENCE DEGREE (265)

This program is designed to prepare students for employment in a variety of computer positions in business, industry and government including PC Repair Technician, Help Desk Technician, Network Technician, and Operating System Administrator. The program provides students with foundational knowledge in information technology, as well as the business and interpersonal skills necessary to be successful in the modern workplace. The program also prepares students for transfer into four-year college systems in order to acquire a baccalaureate degree. Students should check with an advisor regarding specific requirements of individual universities.

<b>FRESHMAN YEAR</b>	<b>Credits</b>	<b>SOPHOMORE YEAR</b>	<b>Credits</b>
CGS 1100 Business Computer Applications .....	3	ECO 2013 Principles of Economics I	
ENC 1101 College Composition I <sup>1,2</sup> .....	3	(Macroeconomics) .....	3
ENC 1102 Composition: Literature <sup>1</sup> .....	3	Elective General Education:	
MAC 1105 College Algebra <sup>1,4</sup>		Humanities/Fine Arts <sup>2,5</sup> .....	3
<b>OR</b>		Elective General Education Elective <sup>2,6</sup> .....	3
MGF 1106 Liberal Arts Math I <sup>1,4</sup> .....	3	CTS 2320 Windows System Administration .....	3
MNA 1161 Customer Service .....	3	CTS 2321 Linux System Administration .....	3
MNA 1100 Human Relations in Business		CDA 2525 Network Administration .....	3
& Industry .....	3	CIS 2325 Computer Applications	
GEB 1011 Introduction to Business .....	3	& Project Development .....	3
CTS 1401 Microsoft Access .....	3	CET 2660 Network Security Fundamentals .....	3
CET 1171 Microcomputer Hardware .....	3	MAN 2582 Project Management .....	3
COP 1605 Fundamentals of Computer		CIS 2417 Help Desk Operations	
Operating Systems .....	3	<b>OR</b>	
CET 1485 Networking Essentials .....	3	COP 2220 Computer Programming-C++ <sup>7</sup> .....	3
<b>TOTAL .....</b>	<b>33</b>	<b>TOTAL .....</b>	<b>30</b>
		<b>PROGRAM TOTAL .....</b>	<b>63</b>

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

As this program begins, students are advised to make an appointment for advising with the Department Chair or an instructor designated by the Department Chair.

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

<sup>2</sup> It is recommended that CGS 1100 be taken prior to or along with ENC 1101.

<sup>3</sup> Students may select from approved General Education courses listed in the College Catalog.

<sup>4</sup> Students desiring to transfer to UCF should take MAC 1105.

<sup>5</sup> Students desiring to transfer to UCF should select from REL 2300, LIT 2110, LIT 2120, ARH 2000, ARH 2051, PHI 2010, FIL 2001, or THE 2020.

<sup>6</sup> Students desiring to transfer to UCF should take STA 2023.

<sup>7</sup> Students desiring to transfer to UCF should take COP 2220.

## COMPUTER PROGRAMMING & ANALYSIS

### ASSOCIATE IN APPLIED SCIENCE DEGREE (266)

This program is designed to prepare students for employment in entry-level program development and analysis in the computer environment. The content prepares individuals to analyze business situations and to design, develop and write computer programs including web applications; to store, locate and retrieve specific documents, data and information; to analyze problems using logic and analysis tools; to create code for solutions; and to test, monitor, debug, document, and maintain computer programs.

#### FRESHMAN YEAR

Fall Term	Credits
CGS 1100 Business Computer Applications.....	3
CET 1171 Microcomputer Hardware.....	3
CET 1513 A+ Operating Systems Technologies.....	3
COP 1000 Computer Program Design .....	3
ENC 1101 College Composition I <sup>1,2</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
COP 1171 Computer Programming - Visual Basic <sup>5</sup> .....	3
CTS 1401 Microsoft Access.....	3
COP 2250 Programming with Java .....	3
OST 2336 Business Communications.....	3
Elective MAT 1033 or higher level math <sup>3</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

#### SOPHOMORE YEAR

Fall Term	Credits
CIS 2321 Systems Analysis & Design .....	3
COP 2805 Advanced Java Programming .....	3
COP 2220 Computer Programming - C++ .....	3
Elective General Education: Humanities .....	3
Elective MGF 1106 or higher level math <sup>1,3</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
COP 2830 Server-Side Web Programming .....	3
MAN 2582 Project Management.....	3
ECO 2013 Principles of Economics I.....	3
COP 2222 Advanced C++ Programming .....	3
COP 2706 Database Programming .....	3
Elective Computer Science <sup>4</sup> .....	3
<b>TOTAL .....</b>	<b>18</b>
<b>PROGRAM TOTAL 63</b>	

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

As this program begins, students are advised to make an appointment for advising with the Department Chair or an instructor designated by the Department Chair.

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

<sup>2</sup> It is recommended that OST 1743 or CGS 1530 be taken prior to or along with ENC 1101.

<sup>3</sup> MAT 1033, MGF 1106 minimum requirement; however, students are encouraged to take higher level math.

<sup>4</sup> Suggested computer courses include: APA 1144, CET 1485, CET 1518, CTS 1262, GEB 1011 and GRA 1191C.

<sup>5</sup> For students who cannot take a full load each semester, it is preferable to take COP 2250 before taking COP 1171.

## ARTICULATION TO COMPUTER PROGRAMMING & ANALYSIS

Students entering this program who have successfully completed the LTC Computer Programming or Computer Electronics program, may request that LSCC grant articulation credits upon successful completion of six(6) credit hours in the Associate in Applied Science degree program in Computer Programming and Analysis.



## CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (271)

This program is designed for in-service criminal justice personnel who are seeking an Associate in Applied Science Degree in Criminal Justice.

### FRESHMAN YEAR

Fall Term	Credits
CJE 1005 Introduction to Criminal Justice .....	3
ENC 1101 College Composition I <sup>1</sup> .....	3
General Education Elective - Behavior/Social Science (PSY/SYG prefix suggested) .....	3
Criminal Justice Electives <sup>2</sup> .....	6
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
CCJ 1000 Introduction to Criminology .....	3
CGS 1530 Microcomputer Applications .....	3
MAC 1033 or higher <sup>1</sup> .....	3
ENC 1102 Composition Literature or ENC 2210 Technical Report Writing .....	3
General Education Elective - Humanities/Fine Arts .3	.3
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
Criminal Justice Elective <sup>2</sup> .....	3
Elective .....	1
<b>TOTAL .....</b>	<b>4</b>

### SUGGESTED SPECIALIZATION ELECTIVES

Law Enforcement:	Credits
CJE 1000 Introduction to Law Enforcement .....	3
CJE 2302 Police Organization and Administration... 3	3
CJE 2006 Police and Society .....	3
CJE 2500 Police Operations .....	3

#### Investigation:

CJE 2601 Criminal Investigation .....	3
CJE 2640 Criminalistics .....	3

### SOPHOMORE YEAR

Fall Term	Credits
CJL 2100 Criminal Law .....	3
Criminal Justice Electives <sup>2</sup> .....	12
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
CJL 2150 Criminal Evidence and Procedure .....	3
CJE 2331 Ethics in Criminal Justice .....	3
Criminal Justice Electives <sup>2</sup> .....	9
<b>TOTAL .....</b>	<b>15</b>
<b>PROGRAM TOTAL .....</b>	<b>64</b>

### SUGGESTED SPECIALIZATION ELECTIVES (cont.)

Corrections:	Credits
CJC 1000 Introduction to Corrections .....	3
CJC 2160 Community Based Corrections .....	3
CJL 2070 Legal Rights for Inmates .....	3
CJC 2002 Institutional Treatment of the Offender .3	.3

#### Other Criminal Justice Courses

CCJ 2500 Juvenile Delinquency .....	3
CCJ 2600 Criminal Deviant Behavior .....	3
CJE 1800 Introduction to Private Security .....	3
CCJ 2930 Special Topics in Criminal Justice .....	3

## ARTICULATION PROGRAM IN CRIMINAL JUSTICE

Students entering this program who have completed the Basic Corrections Training or the Basic Police Recruit Training at any FDLE/CJSTC approved training center and hold current state criminal justice certification, may request LSCC grant elective credit hours upon the successful completion of six (6) credit hours in the Associate in Applied Science degree in Criminal Justice Technology Program.

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

<sup>2</sup> Students must select from any course with a CCJ, CJC, CJE, CJL or CJT prefix. **It is strongly recommended that these electives be selected in consultation with the criminal justice program advisor.**

## CRIMINAL JUSTICE TECHNOLOGY

### ASSOCIATE IN SCIENCE DEGREE (270)

(Articulated A.S. to B.S. Program)

This program is designed as an occupational career program to provide students with professional knowledge, skills and techniques required for employment in criminal justice field. The program is for those who seek immediate employment in the field of criminal justice and/or who decide to continue to any Florida public university as a junior to complete a four-year bachelor's degree in Criminal Justice. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval in advance from the transfer institution. Students may seek to specialize in the areas of law enforcement or corrections or may choose to seek a less specialized course of criminal justice study. Students should seek the guidance of a criminal justice faculty member when selecting electives.

#### FRESHMAN YEAR

Fall Term	Credits
CJE 1005 Introduction to Criminal Justice .....	3
ENC 1101 College Composition I <sup>1</sup> .....	3
MAC 1105 College Algebra <sup>1</sup> .....	3
SYG 2000 Introduction to Sociology .....	3
POS 2041 American National Government .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
CCJ 1000 Introduction to Criminology .....	3
ENC 1102 Composition Literature .....	3
PSY 2012 Introduction to Psychology .....	3
CGS 1100 Business Computer Applications .....	3
Criminal Justice Elective <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
Criminal Justice Elective <sup>2</sup> .....	3
Elective .....	1
<b>TOTAL .....</b>	<b>4</b>

#### SUGGESTED SPECIALIZATION ELECTIVES

Law Enforcement:	Credits
CJE 1000 Introduction to Law Enforcement .....	3
CJE 2302 Police Organization and Administration ...	3
CJE 2006 Police and Society .....	3
CJE 2500 Police Operations .....	3

#### Investigation:

CJE 2601 Criminal Investigation .....	3
CJE 2640 Criminalistics .....	3

#### SOPHOMORE YEAR

Fall Term	Credits
CJL 2100 Criminal Law .....	3
Criminal Justice Electives <sup>2</sup> .....	12
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
CJL 2150 Criminal Evidence and Procedure .....	3
CJE 2331 Ethics in Criminal Justice .....	3
Criminal Justice Electives <sup>2</sup> .....	9
<b>TOTAL .....</b>	<b>15</b>
<b>PROGRAM TOTAL .....</b>	<b>64</b>

#### SUGGESTED SPECIALIZATION ELECTIVES (cont.)

Corrections:	Credits
CJC 1000 Introduction to Corrections .....	3
CJC 2160 Community Based Corrections .....	3
CJL 2070 Legal Rights for Inmates .....	3
CJC 2002 Institutional Treatment of the Offender .	3

#### Other Criminal Justice Courses

CCJ 2500 Juvenile Delinquency .....	3
CCJ 2600 Criminal Deviant Behavior .....	3
CJE 1800 Introduction to Private Security .....	3
CCJ 2930 Special Topics in Criminal Justice .....	3

## ARTICULATION PROGRAM IN CRIMINAL JUSTICE

Students entering this program who have completed the Basic Corrections Training or the Basic Police Recruit Training at any FDLE/CJSTC approved training center and hold current state criminal justice certification, may request LSCC grant elective credit hours upon the successful completion of six (6) credit hours in the Associate in Science degree in the Criminal Justice Technology Program.

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

<sup>2</sup> Students must select from any course with a CCJ, CJC, CJE, CJL, or CJT prefix. **It is strongly recommended that these electives be selected in consultation with the criminal justice program advisor.**

**EARLY CHILDHOOD EDUCATION  
ASSOCIATE IN SCIENCE DEGREE  
AND  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

**CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION  
AND  
PRESCHOOL SPECIALIZATION**

These two-year degree programs are designed to prepare students to work with children from infancy through age eight. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Students will foster the cognitive, physical, social and creative development of young children. Students will practice acceptable early childhood techniques with children at Rimes Early Learning and Literacy Center or at an accredited child development center, with faculty member's approval. Program completion creates an option for students for employment as child development center teachers, child development center curriculum coordinators, preschool teachers, child development center managers or directors, or to provide supplementary training for persons previously or currently employed in these occupations. The areas of specialization are Child Development Center Management and Preschool. Program length is 63 credit hours.

*Important Note: since students in this program will complete internships in childcare or preschool settings, a medical exam with a TB test is required prior to entering any laboratory setting. The medical exam must indicate that the student is free of all contagious conditions (rashes, illnesses, etc.) and that the student is physically capable of working with young children under the age of eight years. The results of the TB test must be negative. Written documentation of both the medical and TB test is required and is to be submitted to the program manager before the first week of classes of the semester. Also, students in this program are required to have current approved certification in First Aid and in Infant, Child and Adult CPR earned prior to graduation.*

**Articulation to Early Childhood Education, A.A.S. or A.S. Degree:**

Students entering this program who have successfully earned a CDA/E from Lake Technical or in the LSCC non-credit CDA/E program may request that LSCC grant up to nine articulation credits. Student CDA/E portfolio and credentials must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.



## EARLY CHILDHOOD EDUCATION

### CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION ASSOCIATE IN SCIENCE DEGREE (283)

**General Education Requirements - 18 hoursCredits**

ENC 1101	College Composition I <sup>1</sup> .....	3
PSY 2012	Introduction to Psychology.....	3
SYG 2430	Marriage & the Family.....	3
MGF 1106	Liberal Arts Math I	
	<b>OR MAC 1105</b> College Algebra or higher <sup>1</sup> .....	3
BSC 1005	Introduction to Life Science	

**OR**

PHY 1020C	Physics for Liberal Arts w/lab.....	3
Elective Humanities - Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, MUL 2110, PHI 2010, PHI 2630, FIL 2001 or THE 2020.....		
		3

**TOTAL .....18**

**Program Core Courses - 30 hours Credits**

EEC 1000	Child Growth & Development.....	3
EEC 2001	Introduction to Early Childhood Education.....	3
EEC 2200	Curriculum for Young Children.....	3
EEC 1601	Guiding & Observing Children's Behavior.....	3
EEC 2732	Health, Safety & Nutrition for Young Children.....	3

**Program Core Courses (continued)**

EEX 2010	Introduction to Special Education.....	3
CHD 2334	Language Arts for the Young Child.....	3
EEC 1523	Managing Child Care Programs.....	3
CHD 2338	Math & Science for the Young Child.....	3
EEC 2949	Internship - Childcare Center Management.....	3
	<b>TOTAL.....</b>	<b>30</b>

**Support Courses - 15 hours**
**Credits**

EME 2040	Technology for Educators.....	3
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**Select 4 of the following - 12 hours:**

EDG 2701	Teaching Diverse Populations.....	3
EDF 2005	Introduction to Education.....	3
QMB 1001	Business Mathematics (does not transfer to 4-year institutions)	3
SBM 2000	Small Business Management.....	3
MNA 1100	Human Relations in Business & Industry.....	3
SPC 2016	Fundamentals of Speech.....	3

**TOTAL .....15**

**PROGRAM TOTAL .....63**

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

### CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (284)

**General Education Requirements - 15 hoursCredits**

ENC 1101	College Composition I <sup>1</sup> .....	3
PSY 2012	Introduction to Psychology.....	3
SYG 2430	Marriage & the Family.....	3
Science or Mathematics Elective (Mathematics course must be MAT1033 or higher <sup>1</sup> ) 3		
Elective Humanities - Select 1 of the following: ARH 2050, ARH 2051, HUM 1021, HUM 1211, HUM 1230, MUH 2011, MUH1018, MUL 2110, PHI 2010, PHI 2630, FIL 2001 OR THE 2020.....		
		3

**TOTAL .....15**

**Program Core Courses - 30 hours Credits**

EEC 1000	Child Growth & Development.....	3
EEC 2001	Introduction to Early Childhood Education.....	3
EEC 2200	Curriculum for Young Children.....	3
EEC 1601	Guiding & Observing Children's Behavior.....	3
EEC 2732	Health, Safety & Nutrition for Young Children.....	3
EEX 2010	Introduction to Special Education.....	3
CHD 2334	Language Arts for the Young Child.....	3

**Program Core Courses (continued)**

EEC 1523	Managing Child Care Programs.....	3
CHD 2338	Math & Science for the Young Child.....	3
EEC 2949	Internship - Childcare Center Management.....	3
	<b>TOTAL.....</b>	<b>30</b>

**Support Courses - 18 hours**
**Credits**

EME 2040	Technology for Educators.....	3
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**Select 5 of the following - 15 hours:**

EDG 2701	Teaching Diverse Populations.....	3
EDF 2005	Introduction to Education.....	3
QMB 1001	Business Mathematics (does not transfer to 4-year institutions)	3
SBM 2000	Small Business Management.....	3
MNA 1100	Human Relations in Business & Industry.....	3
SPC 2016	Fundamentals of Speech.....	3

**TOTAL .....18**

**PROGRAM TOTAL .....63**

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

## EARLY CHILDHOOD EDUCATION PRESCHOOL SPECIALIZATION ASSOCIATE IN SCIENCE DEGREE (282)

**General Education Requirements - 18 hours Credits**

ENC 1101	College Composition I <sup>1</sup> .....	3
PSY 2012	Introduction to Psychology.....	3
SYG 2430	Marriage & the Family.....	3
MGF 1106	Liberal Arts Math I	
	OR MAC 1105 College Algebra or higher <sup>1</sup> .....	3
BSC 1005	Introduction to Life Science	
	OR	
PHY 1020C	Physics for Liberal Arts w/lab.....	3
	Elective Humanities - Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, MUL 2110, PHI 2010, PHI 2630, FIL 2001 or THE 2020 .....	3
	<b>TOTAL .....</b>	<b>18</b>

**Program Core Courses - 33 hours Credits**

EEC 1000	Child Growth & Development .....	3
EEC 2001	Introduction to Early Childhood Education.....	3
EEC 2200	Curriculum for Young Children.....	3
EEC 1601	Guiding & Observing Children's Behavior..	3

**Program Core Courses (continued)**

EEC 2732	Health, Safety & Nutrition for Young Children .....	3
EEX 2010	Introduction to Special Education .....	3
CHD 2334	Language Arts for the Young Child.....	3
CHD 2338	Math & Science for the Young Child.....	3
EEC 2940	Internship - Preschool .....	3
MUE 2211	Music & Movement .....	3
ARE 2000	Art & Creative Expression.....	3
	<b>TOTAL .....</b>	<b>33</b>

**Support Courses - 12 hours Credits**

EME 2040	Technology for Educators .....	3
	Select 3 of the following - 9 hours:	
EDG 2701	Teaching Diverse Populations .....	3
SYG 2010	Social Problems.....	3
EDF 2005	Introduction to Education .....	3
SPC 2016	Fundamentals of Speech.....	3
	<b>TOTAL .....</b>	<b>12</b>
	<b>PROGRAM TOTAL .....</b>	<b>63</b>

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

## PRESCHOOL SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (285)

**General Education Requirements - 15 hours Credits**

ENC 1101	College Composition I <sup>1</sup> .....	3
PSY 2012	Introduction to Psychology.....	3
SYG 2430	Marriage & the Family.....	3
	Elective Science or Mathematics (Mathematics course must be MAT1033 or higher) .	3
	Elective Humanities - Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH 1018, MUL 2110, PHI 2010, PHI 2630, FIL 2001 or THE 2020. ....	3
	<b>TOTAL .....</b>	<b>15</b>

**Program Core Courses - 33 hours Credits**

EEC 1000	Child Growth & Development .....	3
EEC 2001	Introduction to Early Childhood Education .....	3
EEC 2200	Curriculum for Young Children.....	3
EEC 1601	Guiding & Observing Children's Behavior.....	3
EEC 2732	Health, Safety & Nutrition for Young Children .....	3
EEX 2010	Introduction to Special Education .....	3

**Program Core Courses (continued)**

CHD 2334	Language Arts for the Young Child.....	3
CHD 2338	Math & Science for the Young Child.....	3
EEC 2940	Internship - Preschool .....	3
MUE 2211	Music & Movement .....	3
ARE 2000	Art & Creative Expression.....	3
	<b>TOTAL .....</b>	<b>33</b>

**Support Courses - 15 hours Credits**

EME 2040	Technology for Educators .....	3
EDG 2701	Teaching Diverse Populations .....	3
SYG 2010	Social Problems.....	3
EDF 2005	Introduction to Education .....	3
SPC 2016	Fundamentals of Speech.....	3
	<b>TOTAL .....</b>	<b>15</b>
	<b>PROGRAM TOTAL .....</b>	<b>63</b>

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

## ELECTRICAL DISTRIBUTION TECHNOLOGY BASIC CERTIFICATE (390), ADVANCED CERTIFICATE (391) AND ASSOCIATE IN APPLIED SCIENCE (290)

The AAS degree program in Electrical Distribution Technologies is designed to prepare graduates for competency as line workers in the electric utility industry. The program is constructed to provide training and practical experience for capable, but inexperienced persons desiring to enter the electric utility industry. Students will combine electrical distribution system classroom study, indoor and outdoor laboratory, and practical applications in the course of study.

Students will be expected to master competencies expected of the skilled tradespersons, such as electrical distribution safe work practices; basic electrical theory; overhead pole line and underground electrical construction operation and maintenance; and fundamentals of electric power systems distribution equipment installation and maintenance.

Upon successful completion of the program, individuals will receive the Associate in Applied Science Degree in Electrical Distribution Technology. The Electrical Distribution Technology graduate will possess the skills necessary for employment as a line worker in the field of Electric Utility Distribution construction, operation and maintenance.

Course Number	Course Title	Credits
CGS 1530	Microcomputer Applications	3
EET 1509	Safe Work Practices	3
EET 1505C	Basic Electricity for Line Workers	3
EET 1760C	Pole Climbing, Ropes and Rigging	3
EET 1761C	Trucks and Excavating Equipment	3
EET 1762C	Electrical Distribution Structures	3
EET 1763C	Underground Distribution	3
EET 1772C	Rescue, First Aid, CPR	3
<b>Total for Basic Certificate</b>		<b>24</b>
<hr/>		
EET 1764C	Street and Area Lighting	3
EET 2765C	Pole Line Equipment I	3
EET 2766C	Metering and Energy Management	3
EET 2767C	American Power Systems	3
EET 2768C	Duct Banks and Man Holes	3
EET 2769C	Power Line Equipment II	3
EET 2770C	Installing Distribution Conductors	3
EET 2771C	Electrical Distribution Substations	3
EET 2944	Electric Utility Internship	2
<b>Total for Advanced Certificate</b>		<b>50</b>
<hr/>		
ENC 1101	College Composition I <sup>1</sup>	3
MAT 1033	Intermediated Algebra <sup>1</sup>	3
PHI 2630	Contemporary Ethics	3
POS 2112	State and Local Government	3
SPC 2016	Fundamentals of Speech	3
<b>Total for AAS Degree</b>		<b>65</b>

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



## EMERGENCY MEDICAL SERVICES

### ASSOCIATE IN SCIENCE DEGREE (230)

This program is designed for students who desire a career in out-of-hospital emergency medicine. The Emergency Medical Technician courses and the Paramedic courses will be taken at Lake Tech Center or other approved technical centers or community colleges. The General Education and elective college credit courses will be taken at LSCC.

Students entering this program must have a current Florida EMT certificate, must have taken the College Entry Level Placement Test, and must have completed all required college preparatory courses in English, reading and mathematics, if appropriate.

To earn the Emergency Medical Services A.S. degree, a student must hold current Florida licensure as a Paramedic, must have completed all required and elective credit courses at LSCC with a minimum 2.0 grade point average, and must have an approved LSCC Articulation Credit Transfer Request form on file in the LSCC Admissions Office.

#### Required LSCC Courses

ENC 1101	College Composition I <sup>1</sup> .....	3
ENC 1102	Composition: Literature.....	3
Elective	General Education: Humanities .....	3
PSY 2012	Introduction to Psychology.....	3
Elective	General Education:	
	Natural Science/Math <sup>1</sup> .....	3
CGS 1530	Microcomputer Applications.....	3
Elective	.....	1
	<b>TOTAL .....</b>	<b>19</b>

**Total hours of required LSCC courses .....19**

#### Articulated Credits for EMT

**(Courses taken at Lake Tech Center or other approved technical center)**

EMS 1119	Emergency Medical Technology.....	3
EMS 1119L	EMT Laboratory .....	4
EMS 1431	EMT Clinical Practicum.....	4
	<b>TOTAL .....</b>	<b>11</b>

#### Articulated Credits for Paramedic

**(Courses taken at Lake Tech Center or other approved technical center)**

EMS 1010	Essentials of Human Structure & Function.....	3
EMS 2603	Paramedic I.....	4
EMS 2603L	Paramedic I Lab.....	3
EMS 2666	Paramedic I Clinical .....	4
EMS 2604	Paramedic II.....	5
EMS 2604L	Paramedic II Lab.....	3
EMS 2667	Paramedic II Clinical .....	4
EMS 2647	Endotracheal Intubation.....	3
EMS 2605	Paramedic III.....	2
EMS 2605L	Paramedic III Lab.....	2
EMS 2668	Paramedic III Clinical .....	4
EMS 2659	Provisional Field Internship.....	5

**TOTAL .....**

**PROGRAM TOTAL .....**

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

## FIRE SCIENCE TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE DEGREE (272)

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

Fall Term	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
FFP 1540 Private Fire Protection Systems I .....	3
MNA 1100 Human Relations in Business & Industry .....	3
CGS 1530 Microcomputer Applications .....	3
<b>TOTAL .....</b>	<b>12</b>

Spring Term	Credits
ENC 2210 Technical Report Writing .....	3
FFP 1510 Codes & Standards .....	3
FFP 1302 Fire Apparatus Operations .....	3
PHY 1020C Applied Physical Science with Lab .....	3
<b>TOTAL .....</b>	<b>12</b>

Summer Term	Credits
FFP 1810 Fire Fighting Tactics & Strategy I .....	3
FFP 2720 Company Officer .....	3
FFP 1505 Fire Prevention Practices .....	3
<b>TOTAL .....</b>	<b>9</b>

#### Suggested Electives

FFP 1301 Fire Service Hydraulics .....	3
FFP 2120 Building Construction for Fire Science ..	3
FFP2521 Construction Document & Plans Review I .....	3

#### SOPHOMORE YEAR

Fall Term	Credits
FFP 2811 Firefighting Tactics & Strategy II .....	3
FFP 2610 Fire Investigation: Origin & Cause .....	3
POS 1001 Introduction to Political Science .....	3
<b>OR</b>	
POS 2041 American National Government .....	3
Elective Fire Science .....	3
Elective General Education: Behavioral/Social Science .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
FFP 1740 Fire Services Course Delivery .....	3
OST 2336 Business Communications .....	3
Elective Fire Science .....	3
Elective General Education: Humanities .....	3
<b>TOTAL .....</b>	<b>12</b>
<b>PROGRAM TOTAL .....</b>	
<b>60</b>	

#### Suggested Electives (continued)

FFP 2541 Private Fire Protection Systems II .....	3
FFP 2741 Fire Service Course Design .....	3

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

### ARTICULATION TO FIRE SCIENCE TECHNOLOGY

An agreement between Lake-Sumter Community College and the Lake Technical Center Institute of Public Safety is designed to provide low-cost, entry-level skills will prepare the student to enter the Associate in Applied Science Degree program in Fire Science Technology offered at LSCC.

Students entering this program who have successfully completed the Firefighting Minimum Standards and Fire Science courses as identified by LSCC and LTC may request that LSCC grant articulation credits upon successful completion of six (6) credit hours in the A.A.S. degree program in Fire Science Technology at LSCC.

## GRAPHIC DESIGN TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE DEGREE (261)

This program provides creative development, technical knowledge and skills, and computer art applications for students seeking employment or advancement where art and the computer are important to business. Work includes the areas of advertising and logo design, computer art and layout, illustration, and creative art directing. Working independently as a free-lance artist is also a possibility. Graduates may continue at some universities to obtain baccalaureate degrees in this field.

#### FRESHMAN YEAR

Fall Term	Credits
GRA 1190C Introduction to Graphic Design.....	3
ART 1202C Design & Color .....	3
ART 1300C Freehand Drawing I.....	3
ENC 1101 College Composition I <sup>1,2</sup> .....	3
OST 1743 Word Processing for College Writing <sup>2</sup> . <u>1</u>	<u>1</u>
<b>TOTAL .....</b>	<b>13</b>

Spring Term	Credits
CAP 2700 Introduction to Computer Art .....	3
GRA 1191C Computer Layout Design I.....	3
ART 1301C Freehand Drawing II.....	3
ART 1203C Design Structures.....	3
ARH 2000 Art History & Appreciation I .....	<u>3</u>
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
ART 2254C Illustration: Human Figure .....	3
PGY 1401C Basic Photography .....	<u>3</u>
<b>TOTAL .....</b>	<b>6</b>

#### SOPHOMORE YEAR

Fall Term	Credits
GRA 2122C Computer Layout Design II.....	3
GRA 2171C Advertising Design I .....	3
ARH 2051 Art History & Appreciation II .....	3
CAP 2703 Computer Animation.....	3
PGY 2801C Digital Photography .....	<u>3</u>
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
GRA 2202C Experimental Design: Portfolio Prep ....	3
GRA 2151C Illustration .....	3
Elective General Education:	
Behavioral/Social Science <sup>3</sup> .....	3
Elective MAT 1033 or higher level math <sup>1,3</sup> .....	3
Elective <sup>4</sup> .....	<u>3</u>
<b>TOTAL .....</b>	<b>15</b>
<b>PROGRAM TOTAL.....</b>	<b>64</b>

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

<sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.

<sup>3</sup> Students may select from approved general education courses in the College Catalog.

<sup>4</sup> Students must choose from PGY 2410C Creative Photography, ART 2540C Introduction to Watercolor, ART 2554C Beginning Oil Painting, or ART 2949 Co-op Education Internship in Art.



## HEALTH INFORMATION MANAGEMENT

### ASSOCIATE IN APPLIED SCIENCE DEGREE (237)

This program prepares students to work in all aspects of health information services. A health information technician is responsible for the collection, interpretation, coding, and, confidentiality of all data used to create individual patient records in all health care settings. Although this degree is not currently a limited-access program, please obtain a Student Information Packet and submit a student data sheet to the HIM program manager.

#### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
HSC 1531 Medical Terminology I.....	2
HSC 1532 Medical Terminology II.....	2
MAT 1033 Intermediate Algebra <sup>1</sup>	
<b>OR</b>	
QMB 1001 Business Math <sup>1,3</sup> .....	3
OST 1854 Microsoft Office - Introduction.....	3
Elective General Education: Humanities.....	<u>3</u>
<b>TOTAL .....16</b>	

Spring Term	Credits
BSC 2093C Human Anatomy & Physiology I with lab...4	
HIM 1003 Foundations of Health Information Management.....	3
HIM 1433 Concepts of Disease.....	3
HIM 1800C Professional Practice Experience I.....	2
HSC 1000 Introduction to Healthcare.....	1
OST 2336 Business Communications.....	<u>3</u>
<b>TOTAL .....16</b>	

Summer Term	Credits
HIM 1512 Medical Office Management	
<b>OR</b>	
DES 1502 Dental Office Management.....	3
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	<u>3</u>
<b>TOTAL .....6</b>	

#### SOPHOMORE YEAR

Fall Term	Credits
BSC 2094C Human Anatomy & Physiology II with lab.....	4
HIM 1012 Medicolegal Aspects of Records.....	2
HIM 2110 Integrated HIM Services & Systems.....	3
HIM 2222C Basic ICD-9-CM Coding.....	3
HIM 2214 Healthcare Statistics.....	2
HIM 2440 Pharmacology & Laboratory Analysis...1	
<b>TOTAL .....15</b>	

Spring Term	Credits
HIM 2510 HIM Compliance & Performance Issues.....	3
HIM 2820 Professional Practice Experience III.....	2
HIM 2930 Health Information Technician Review .1	
HIM 2234C Advanced ICD-9-CM Coding & Reimbursement.....	3
HIM 2810 Professional Practice Experience II.....	2
HIM 2253C CPT Coding & Reimbursement.....	<u>3</u>
<b>TOTAL .....14</b>	

**PROGRAM TOTAL .....67**

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

<sup>2</sup> Students may select from approved general education courses in the College Catalog.

<sup>3</sup> Students who plan to transfer to a baccalaureate degree program in HIM must take MAT 1033.

This Health Information Management Associate Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates will be eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

# LEGAL ASSISTING

## ASSOCIATE IN APPLIED SCIENCE DEGREE (256)

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

### FRESHMAN YEAR

Fall Term	Credits
OST 1100 Keyboarding & Document Formatting..3	
OST 1330 Business English <sup>1</sup> .....	3
PLA 1003 Introduction to Legal Assisting .....	2
PLA 2058 Survey of Law .....	3
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>14</b>

Spring Term	Credits
APA 1002 Small Business Accounting.....	3
ENC 1101 College Composition I <sup>1</sup> .....	3
OST 1854 Microsoft Office - Introduction .....	3
Elective General Education: Science/Mathematics <sup>2</sup> .....	3
Elective General Education: Humanities <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
PLA 2763 Law Office Management .....	3
Elective General Education <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>6</b>

### Suggested Professional Electives

BUL 2241 Business Law .....	3
CCJ 2230 Criminal Procedure & Evidence .....	3
CTS 1261 Microsoft Excel, Level I .....	1
CIS 1940 Special Topics in Computer & Information Sciences: Internet/Business .....	1

### SOPHOMORE YEAR

Fall Term	Credits
PLA 1104 Legal Research & Writing I .....	3
PLA 1800 Family Law .....	3
PLA 2201 Civil Litigation .....	3
PLA 2600 Wills, Trusts, & Estate Administration ...	3
Elective Professional .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
CJL 2100 Criminal Law .....	3
OST 2336 Business Communications .....	3
PLA 2610 Real Estate Law & Property .....	3
Electives .....	5
<b>TOTAL .....</b>	<b>14</b>
<b>PROGRAM TOTAL .....</b>	<b>64</b>

### Suggested Professional Electives (continued)

CIS 1940 Special Topics in Computer & Information Sciences: Building Home Page .....	1
LIS 2003 Introduction to Internet Resources.....	1
PLA 2114 Legal Research & Writing II .....	3
PLA 2949 Cooperative Education Internship in Legal Assisting .....	3

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

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

## NURSING

### ASSOCIATE IN SCIENCE DEGREE - RN

LSCC offers an Associate in Science Degree in Nursing. The general track is a two-year program which begins after completion of general education prerequisite courses for a total of 72 credit hours. A bridge track is also available for students who currently hold a Florida state LPN license or paramedic certification. Bridge students complete 54 credit hours. Graduates of both tracks are eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse. Admission to the Nursing Program is limited by the size of clinical facilities and number of faculty. Complete admission details are available online at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

### GENERAL TRACK (234)

#### GENERAL EDUCATION COURSES

##### MATH:

*Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.*

	<b>Credits</b>
ENC 1101 College Composition I <sup>1,2</sup> .....	3
PSY 2012 Introduction to Psychology .....	3
DEP 2004 Psychology of Human Development ....	3
OST 1743* Word Processing for College Writing <sup>2</sup> ..	1
HUN 1014 Nutrition for Nursing Practice .....	2
BSC 2093C **Human Anatomy & Physiology I with Lab	4
BSC 2094C **Human Anatomy & Physiology II with Lab.	4
MCB 2010C *Microbiology with Lab .....	4
MTB 1370 Math for Health Related Professions....	1
Elective* Humanities .....	3

#### NURSING COURSES

##### Year One

<b>Fall Term</b>	<b>(11 Credits)</b>	<b>Credits</b>
NUR 1022	Nursing Foundations I .....	3
NUR 1234	Alterations in Health I .....	3
NUR 1234L	Clinical Nursing I .....	4
NUR 1820	Management of Care I .....	1

<b>Spring Term</b>	<b>(12 Credits)</b>	<b>Credits</b>
NUR 1023	Nursing Foundations II .....	3
NUR 1242C	Alterations in Health II .....	4
NUR 1242L	Clinical Nursing II .....	4
NUR 1823	Management of Care II .....	1

##### Year Two

<b>Fall Term</b>	<b>(11 Credits)</b>	<b>Credits</b>
NUR 2220C	Alterations in Health III .....	4
NUR 2220L	Clinical Nursing III .....	5
NUR 2463	Maternal Child Health .....	2

<b>Spring Term</b>	<b>(10 Credits)</b>	<b>Credits</b>
NUR 2224	Alterations in Health IV .....	3
NUR 2224L	Clinical Nursing IV .....	4
NUR 2801L	Clinical Practicum .....	3

**Program Total ..... 72**

Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions department.

<sup>\*</sup> Or may substitute one of the following: OST 1100, OST 1854, CGS 1530

<sup>\*\*</sup> Designated science courses must be no more than 7 years old at time of application.

<sup>\*\*\*</sup> Any humanities course from the approved list of Associate in Arts General Education

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

<sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.



# NURSING

## ASSOCIATE IN SCIENCE DEGREE - RN

### BRIDGE TRACK (232)

#### GENERAL EDUCATION COURSES

**MATH:**

*Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.*

#### Credits

ENC 1101	College Composition I <sup>1,2</sup> .....	3
PSY 2012	Introduction to Psychology .....	3
DEP 2004	Psychology of Human Development ....	3
OST 1743*	Word Processing for College Writing <sup>2</sup> ..	1
HUN 1014	Nutrition for Nursing Practice .....	2
BSC 2093C**	Human Anatomy & Physiology I with Lab ...	4
BSC 2094C**	Human Anatomy & Physiology II with Lab ....	4
MCB 2010C**	Microbiology with Lab.....	4
MTB 1370	Math for Health Related Professions....	1
Elective***	Humanities .....	3

#### NURSING COURSES

Summer Term A	(3 Credits)	Credits
NUR 2003C	Nursing Transition .....	3

#### Year Two

Fall Term	(12 Credits)	Credits
NUR 2220C	Alterations in Health III .....	4
NUR 2220L	Clinical Nursing III .....	5
NUR 2463	Maternal Child Health.....	2
NUR 1820	Management of Care I.....	1

Spring Term	(11 Credits)	Credits
NUR 2224	Alterations in Health IV .....	3
NUR 2224L	Clinical Nursing IV .....	4
NUR 2801L	Clinical Practicum .....	3
NUR 1823	Management of Care II.....	1

NOTE: Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions Department.

\* Or may substitute one of the following: OST 1100, OST 1854, CGS 1530

\*\* Designated science courses must be no more than 7 years old at time of application.

\*\*\* Any humanities course from the approved list of Associate in Arts General Education

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

<sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.

## OFFICE ADMINISTRATION OFFICE MANAGEMENT SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (210)

Using office technology, this specialization prepares students to produce and maintain correspondence and records, to maintain the office budget, to plan, to file and maintain documents, and to assist in administering office policy. This program includes a Cooperative Internship component.

### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
OST 1100 Keyboarding & Document Formatting...	3
OST 1330 Business English <sup>1</sup> .....	3
QMB 1001 Business Mathematics <sup>1</sup> .....	3
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
OST 1110 Advanced Document Formatting .....	3
OST 1854 Microsoft Office - Introduction .....	3
OST 1940 Office Management Practicum.....	3
MNA 1100 Human Relations in Business & Industry .....	3
CTS 1101 Microsoft Windows - Introduction.....	1
Elective .....	2
<b>TOTAL .....</b>	<b>15</b>

Summer Term	Credits
Elective General Education: Humanities	
<b>OR</b>	
ENC 1102 <sup>2</sup> .....	3
<b>TOTAL.....</b>	<b>3</b>

### SOPHOMORE YEAR

Fall Term	Credits
APA 1002 Small Business Accounting <sup>3</sup> .....	3
BUL 2241 Business Law .....	3
OST 2857 Microsoft Office - Advanced.....	3
Elective General Education: Behavioral/Social Science	
<b>OR</b>	
Humanities .....	3
Elective General Education: Math/Science <sup>4</sup> .....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
OST 2336 Business Communications.....	3
OST 2949 Cooperative Education Internship in Business .....	3
MAN 2021 Principles of Management .....	3
GEB 1441 Business Ethics & Etiquette .....	3
Elective .....	3
<b>TOTAL .....</b>	<b>15</b>
<b>PROGRAM TOTAL .....</b>	<b>63</b>

#### Suggested Electives

ECO 2013 Principles of Economics.....	3
OST 2810 Desktop Publishing I .....	1
CAP 2700 Introduction to Computer Art.....	3
CET 1518 Web Authoring I .....	3
SLS 1267 Team Building & Communication Skills	3

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

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

<sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

<sup>4</sup> Students may select MAT 1033 OR any General Education Natural/Physical Science.

## OFFICE ADMINISTRATION

### MEDICAL OFFICE MANAGEMENT SPECIALIZATION

### ASSOCIATE IN APPLIED SCIENCE DEGREE (213)

This specialization is designed to provide students with the skills necessary for employment in occupations such as: medical referral assistant; medical biller; medical billing representative; medical office assistant; medical posting clerk; medical receptionist; medical secretary; and medical transcription assistant, along with the foundation necessary to eventually work into the position of office manager or supervisor.

#### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition I <sup>1</sup> .....	3
HSC 1000 Introduction to Healthcare.....	1
HSC 1531 Medical Terminology I.....	2
OST 1100 Keyboarding & Document Formatting...	3
OST 1330 Business English <sup>1</sup> .....	3
Elective General Education:	
Humanities	
<b>OR</b>	
ENC 1102: Composition: Literature <sup>2</sup> .....	3
<b>TOTAL ..... 15</b>	

Spring Term	Credits
HIM 1271 Medical Insurance & Coding I .....	3
HIM 1433 Concepts of Disease .....	3
HSC 1532 Medical Terminology II.....	2
CTS 1101 Microsoft Windows - Introduction.....	1
OST 1854 Microsoft Office - Introduction .....	3
HIM 1003 Foundations of Health	
Information Management .....	3
<b>TOTAL ..... 15</b>	

Summer Term	Credits
HIM 1512 Medical Office Management	
<b>OR</b>	
DES 1502 Dental Office Management .....	3
<b>TOTAL ..... 3</b>	

#### SOPHOMORE YEAR

Fall Term	Credits
APA 1002 Small Business Accounting <sup>3</sup> .....	3
HIM 1012 Medicolegal Aspects of Records.....	2
Elective Computer Science <sup>4</sup> .....	1
Elective General Education:	
Behavioral/Social Science .....	3
Elective General Education: Math/Science <sup>1,5</sup> ....	3
HIM 1030C Medical Record Transcription I .....	3
<b>TOTAL ..... 15</b>	

Spring Term	Credits
MNA 1100 Human Relations in Business & Industry .....	3
OST 2336 Business Communications.....	3
OST 2949 Cooperative Education Internship in Business .....	3
MAN 2021 Principles of Management .....	3
Elective General Education:	
Behavioral/Social Science	
<b>OR</b>	
Humanities .....	3
<b>TOTAL ..... 15</b>	
<b>PROGRAM TOTAL ..... 63</b>	

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

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

<sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

<sup>4</sup> Students may choose any 1-credit hour course in the college catalog with a CGS, CTS, LIS, or OST prefix.

<sup>5</sup> Students may select MAT 1033 OR any General Education Natural/Physical Science.

# OFFICE ADMINISTRATION

## MEDICAL RECORDS TRANSCRIPTION SPECIALIZATION

### ASSOCIATE IN APPLIED SCIENCE DEGREE (211)

This specialization is designed to provide students with the skills necessary for employment as a medical transcriptionist along with the foundation necessary to eventually work into management or to operate a small transcription business. Medical transcriptionists transform dictated words into comprehensive medical records. These allied health professionals work for medical transcription companies, medical offices and health facilities, either on-site or at home, using various technology. Medical transcriptionists must be able to transcribe dictation, as well as to identify medical inconsistencies and to apply proper spelling, punctuation, and grammar to the English language and to the language of medicine.

#### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition <sup>1</sup> .....	3
HSC 1000 Introduction to Healthcare.....	1
HSC 1531 Medical Terminology I.....	2
OST 1100 Keyboarding & Document Formatting...3	
OST 1330 Business English <sup>1</sup> .....	3
Elective General Education: Humanities.....	3
<b>TOTAL</b> .....	<b>15</b>

Spring Term	Credits
HIM 1003 Foundations of Health Information Management.....	3
HIM 1030C Medical Records Transcription I.....	3
HIM 1433 Concepts of Disease.....	3
HSC 1532 Medical Terminology II.....	2
OST 1110 Advanced Document Formatting.....	3
<b>TOTAL</b> .....	<b>14</b>

Summer Term	Credits
HIM 1512 Medical Office Management	
<b>OR</b>	
DES 1502 Dental Office Management.....	3
Elective Computer Science <sup>3</sup> .....	1
Elective Computer Science <sup>3</sup> .....	1
<b>TOTAL</b> .....	<b>5</b>

#### SOPHOMORE YEAR

Fall Term	Credits
APA 1002 Small Business Accounting <sup>4</sup> .....	3
HIM 1012 Medicolegal Aspects of Records.....	2
HIM 2032C Medical Records Transcription II.....	3
Elective General Education: Science/Mathematics <sup>1,5</sup> .....	3
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	3
<b>TOTAL</b> .....	<b>14</b>

Spring Term	Credits
HIM 2033C Medical Records Transcription III.....	3
<b>OR</b>	
OST 2949 Cooperative Education Internship in Business.....	3
MAN 2021 Principles of Management.....	3
MNA 1100 Human Relations in Business & Industry.....	3
OST 2336 Business Communications.....	3
Elective General Education: Behavioral/Social Science	
<b>OR</b>	
Humanities.....	3
<b>TOTAL</b> .....	<b>15</b>
<b>PROGRAM TOTAL</b> .....	<b>63</b>

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

<sup>2</sup> Students may select from approved general education courses in the College Catalog.

<sup>3</sup> Students may choose any 1-credit hour course in the College Catalog with a CGS or CTS prefix.

<sup>4</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting.

<sup>5</sup> Students may select MAT 1033 OR any General Education Natural/Physical Science.



## SPORTS & FITNESS

### ASSOCIATE IN SCIENCE DEGREES (240)

This program is designed to provide students with a basic understanding of sports marketplace and its various components, ie: Sports Science, Personal Training, Strength and Conditioning, Coaching Methods and Sports Specific. Course content will focus on the applied aspect of leadership. Students will be required to become knowledgeable of the current literature, both applied and research based, as well as practicums and internships. This degree provides individuals with the appropriate foundation for articulation to a bachelor's degree program.

#### FRESHMAN YEAR

Fall Term	Credits
ENC 1101 College Composition <sup>1</sup> .....	3
Gordon Rule Math Course .....	3
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	3
PET 1400 Introduction to Sports Leadership .....	3
OST 1854 Microsoft Office Introduction <sup>3</sup> .....	3
Elective General Education: Humanities <sup>2</sup> .....	3
<b>TOTAL .....</b>	<b>18</b>

Spring Term	Credits
ENC 1102 Composition: Literature .....	3
Gordon Rule Math Course .....	3
PET 2622 Care & Prevention of Athletic Injuries.....	3
Elective General Education: Humanities <sup>2</sup> .....	3
BSC 1010C General Biology I with Lab .....	4
Elective .....	1
<b>TOTAL .....</b>	<b>17</b>

#### SOPHOMORE YEAR

Fall Term	Credits
ENC 2300 Composition: Argumentation.....	3
BSC 2093C Human Anatomy & Physiology I with Lab .....	4
Elective General Education: Humanities <sup>2</sup> .....	3
PET 2385 Introduction to Fitness Assessments and Concepts.....	2
PET 2471 Strategies in Sports Leadership.....	3
<b>TOTAL .....</b>	<b>15</b>

Spring Term	Credits
Elective General Education: Behavioral/Social Science <sup>2</sup> .....	3
BSC 2094C Human Anatomy & Physiology II with Lab .....	4
PET 2760 Theory & Methods of Coaching Sports .....	3
PET 2464 Introduction of Fiscal & Facilities Operations .....	3
PET 2490 Current & Legal Issues in Sports .....	3
<b>TOTAL .....</b>	<b>16</b>
<b>PROGRAM TOTAL .....</b>	<b>66</b>

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

Students must select any Gordon Rule math course from the approved list of Associate in Arts General Education Requirements.

Students may enroll in MAC 1105 or MAC 1106 or a higher math course.

<sup>2</sup> Students may select any humanities and behavioral/social science courses from the approved list of Associate in Arts General Education Requirements. A minimum of 3 hours must be Gordon Rule courses.

<sup>3</sup> Students may be able to earn credit through an exemption exam. Refer to College Catalog.

## CERTIFICATE PROGRAMS

### ACCOUNTING TECHNOLOGY MANAGEMENT CERTIFICATE (354)

The purpose of this certificate program is to provide the basic knowledge and skills necessary to work as an accounting or payroll clerk in an office environment.

		Credits			Credits
			APA 1503	Payroll Accounting .....	1
APA 1002	Small Business Accounting <sup>2</sup> .....	3	APA 1144	Accounting with QuickBooks Pro for Windows.....	3
CGS 1530	Microcomputer Applications .....	3	APA 2949	Cooperative Education Internship in Accounting.....	2
OST 1100	Keyboarding & Document Formatting.....	3	CTS 1262	Microsoft Excel .....	3
OST 1330	Business English <sup>1</sup> .....	3	OST 2336	Business Communications.....	3
QMB 1001	Business Math <sup>1</sup> .....	3			
<b>PROGRAM TOTAL .....</b>					<b>27</b>

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

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting.

### COMPUTER PROGRAMMING CERTIFICATE (353)

This certificate is designed for students who wish to develop skills in computer programming, computer operations and management, database administration and systems analysis.

		Credits			Credits
			COP 2706	Database Programmng .....	3
CGS 1530	Microcomputer Applications .....	3	COP 2220	Computer Programming - C++ Language .....	3
COP 1000	Computer Program Design .....	3		<b>OR</b>	
CET 1171	Microcomputer Hardware.....	3	COP 2830	Server-Side Web Programming .....	3
CET 1513	A+ Operating Systems Technologies.....	3	Elective	MAT 1033 <sup>1</sup> or higher level Math	
COP 2250	Programming with Java.....	3		<b>OR</b>	
CTS 1401	Microsoft Access .....	3		Programming Language Course .....	3
COP 2805	Advanced Java Programming .....	3			
<b>PROGRAM TOTAL .....</b>					<b>33</b>

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

## EDUCATOR PREPARATION INSTITUTE (EPI) ALTERNATIVE TEACHER CERTIFICATION (ATC) PROGRAM

Lake Sumter Community College's **ALTERNATIVE TEACHER CERTIFICATION PROGRAM** under the Educator Preparation Institute [EPI] offers individuals with a bachelor's degree in a field other than education an opportunity to earn their Florida Professional Certification to teach in a K-12 classroom. The EPI offers 7 subject courses and 2 field experience courses. The courses are offered as combined in-class and online, and are planned at the Leesburg campus on Fridays 6 to 9 p.m., and Saturdays 8 a.m. to 4 p.m. over 6 months.

**NOTE: EPI courses are institutional credit and are non-transferable to 4-year colleges or universities. (Institutional credit tuition is the same as college credit tuition and based on the same criteria for Florida resident and non-resident status.)**

**Program Courses**

EPI 0003 Technology in the Classroom	3 cr. hrs.
EPI 0001 Classroom Management	3 cr. hrs.
EPI 0002 Instructional Strategies	3 cr. hrs.
EPI 0020 Professional Foundations	2 cr. hrs.
With EPI 0940 Professional Foundations Field Experience (15 hours of field experience)	1 cr. hr.
EPI 0030 Diversity in the Classroom	2 cr. hrs.
With EPI 0945 Diversity Field Experience (15 hours of field experience)	1 cr. hr.
EPI 0004 The Teaching & Learning Process	3 cr. hrs.
EPI 0010 Reading: Foundations of Language and Cognition	3 cr. hrs.
<b>Total</b>	<b>21 cr. hrs.</b>

**Other Program Requirements and Approximate Costs (current estimated fees):**

- Security clearance/fingerprinting (required for field experience) = \$47.00
- Standard LSCC application = \$25.00 (for first time LSCC college credit students)
- Transcript review for Official Statement of Status of Eligibility from D.O.E. = \$56.00
- For more information go <http://www.doe.org/edcert/step1.asp>
- Online pre-test through Eckerd College = \$99.00
- Estimated cost of books = \$250.00
- Florida Teacher Certification Exam (FTCE) = \$25.00 per each test (General Knowledge, Subject Area Exam, and Professional Education)

Fees subject to change.

**Additional course and contact information can be obtained at:**

**Dr. Diane Edwards at [edwardsd@lsc.edu](mailto:edwardsd@lsc.edu) Program Manager (352) 435-5048**  
**Dr. Glenn Ricci at [riccig@lsc.edu](mailto:riccig@lsc.edu) Dean of Arts and Sciences (352) 365-3537**

## INFORMATION TECHNOLOGY ANALYSIS CERTIFICATE (381)

The purpose of this certificate program is to prepare students for employment as a microcomputer support specialist, help desk specialist, user support specialist, applications system specialist, information systems specialist, technical support specialist, computer repair technician, computer salesperson, office systems support specialist, software tester or user support specialist. This program will provide supplemental training for persons previously or currently employed in these occupations as well as for those new to the Information Technology field. It will also help prepare students to sit for the A+, Network+, and MCP certification exams.

	<b>Credits</b>		<b>Credits</b>
CGS 1530 Microcomputer Applications.....	3	CET 2791 Microsoft Windows Client.....	4
CET 1171 Microcomputer Hardware.....	3	CTS 2320 Server Administration .....	3
CET 1513 A+ Operating Systems Technologies....	3	CIS 2321 System Analysis & Design .....	3
CET 1485 Networking Essentials.....	3	CET 1518 Web Authoring I .....	3
		Elective .....	2
		<b>PROGRAM TOTAL .....</b>	<b>27</b>

[www.lsc.edu](http://www.lsc.edu)

## CERTIFICATE PROGRAMS

### MEDICAL INFORMATION CODER / BILLER CERTIFICATE (330)

This certificate program is designed to provide students with the skills necessary to review and analyze health records to identify relevant diagnoses and procedures for patient healthcare encounters. The Medical Information Coder/Biller certificate also presents information about healthcare reimbursement methodologies. The medical coder is responsible for translating diagnostic and procedural narrative from the medical record into numeric codes. This process requires interaction with the health care provider to ensure accuracy. The coded data is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity and to support the identification of health care concerns critical to the public.

<b>Credits</b>	<b>Credits</b>
BSC 2093C Human Anatomy & Physiology I with Lab .4	HIM 1012 Medicolegal Aspects of Records.....2
HIM 1433 Concepts of Disease .....3	HIM 2234C Advanced ICD-9-CM Coding & Reimbursement .....3
HIM 2222C Basic ICD-9-CM Coding.....3	HIM 2253C CPT Coding & Reimbursement.....3
HSC 1531 Medical Terminology I .....2	HIM 1512 Medical Office Management ..... <b>OR</b>
HSC 1532 Medical Terminology II .....2	DES 1502 Dental Office Management .....3
BSC 2094C Human Anatomy & Physiology II with Lab.4	HIM 2810 Professional Practice Experience II .....2
HIM 1003 Foundations of Health Information Management .....3	<b>PROGRAM TOTAL .....34</b>

NOTE: All credit hours from this certificate articulate into the A.A.S. degree in Health Information Management at Lake-Sumter Community College. Graduates from the Medical Information Coder/Biller certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the AHIMA Certified Coding Specialist (CCS or CCS-P) Qualifying Examination.

### MEDICAL OFFICE MANAGEMENT CERTIFICATE (331)

This 34-credit hour certificate program is designed to provide students with the skills necessary for employment in occupations such as: medical assistant referrals; medical biller; medical billing representative; medical office assistant; medical posting clerk; medical receptionist; medical secretary; medical transcription office assistant; or, to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to support management by: expediting and facilitating the maintenance and production of correspondence and records; facilitating telecommunications; maintaining office budget; planning; preparing correspondence and resolutions; filing and maintaining documentation; and assisting in the administration of policy. All credits may be applied toward the Office Administration (Medical Office Management Specialization) Associate in Applied Science degree at LSCC.

<b>Credits</b>	<b>Credits</b>
HSC 1000 Introduction to Healthcare ..... 1	HIM 1003 Foundations of HIM.....3
HIM 1012 Medicolegal Aspects of Records.....2	HIM 1271 Medical Insurance & Coding I .....3
OST 1100 Keyboarding & Document Formatting...3	HIM 1030C Medical Record Transcription I ..... 3
OST 1330 Business English <sup>1</sup> .....3	HIM 1512 Medical Office Management <b>OR</b>
HSC 1531 Medical Terminology I.....2	DES 1502 Dental Office Management .....3
HSC 1532 Medical Terminology II ..... 2	OST 2949 Cooperative Education Internship - Office Administration .....3
OST 2336 Business Communications.....3	<b>PROGRAM TOTAL .....34<sup>2</sup></b>
OST 1854 Microsoft Office - Introduction .....3	

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

<sup>2</sup> Students must also test out of or take MAT 0024C.



## CERTIFICATE PROGRAMS

### OFFICE MANAGEMENT CERTIFICATE (358)

This 27-credit hour certificate program is intended for professionals in the field or for those desiring preparation for employment in office support positions. All credits may be applied toward the Office Administration Associate in Applied Science degree at LSCC.

	Credits		Credits
OST 1100	3	OST 2336	3
OST 1110	3	QMB 1001	3
OST 1854	3	CTS 1101	1
OST 1330	3	APA 1002	3
OST 1940	3	Elective	2
		<b>PROGRAM TOTAL</b>	<b>27</b>

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

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

### OFFICE SPECIALIST TECHNICAL CERTIFICATE (340)

This 18-credit hour certificate program is designed to prepare students for employment in office positions or to assist those desiring to upgrade their technical office skills. All credits may be applied toward the Office Administration Associate in Applied Science degree or toward the Office Management Certificate.

	Credits		Credits
OST 1100	3	OST 1330	3
OST 1110	3	OST 1940	3
OST 1854	3	QMB 1001	3
		<b>PROGRAM TOTAL</b>	<b>18</b>

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

### OFFICE SUPPORT TECHNICAL CERTIFICATE (341)

This 12-credit hour certificate program is designed to prepare students for employment in entry-level office support positions or assist those desiring to upgrade their office skills. All credits may be applied toward the Office Administration Associate in Applied Science degree, the Office Management Certificate, or the Office Specialist Technical Certificate.

	Credits		Credits
OST 1100	3	OST 1330	3
OST 1854	3	QMB 1001	3
		<b>PROGRAM TOTAL</b>	<b>12</b>

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

## CERTIFICATE PROGRAMS

### SMALL BUSINESS MANAGEMENT CERTIFICATE (355)

The purpose of this 24-credit hour certificate program is to prepare students for the management of a small business or to become a small business owner. The program also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may transfer into the Associate in Applied Science (A.A.S.) in Business Administration program.

		Credits			Credits
BUL 2241	Business Law.....	3	OST 2336	Business Communications .....	3
CGS 1530	Microcomputer Applications.....	3	SBM 2000	Small Business Management .....	3
OST 1330	Business English <sup>1</sup> .....	3	MNA 1100	Human Relations in	
QMB 1001	Business Mathematics <sup>1</sup> .....	3		Business & Industry .....	3
APA 1002	Small Business Accounting <sup>2</sup> .....	3		<b>PROGRAM TOTAL .....</b>	<b>24</b>

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

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

## APPLIED TECHNOLOGY DIPLOMA

### MEDICAL RECORDS TRANSCRIPTION (560)

This diploma is a 33-credit hour program, designed to provide students with the skills necessary for employment as a medical transcriptionist. Medical transcriptionists transform dictated words into comprehensive medical records. These allied health professionals work for medical transcription companies, for medical offices, and for health and medical facilities either on-site or at home, using various technology. Medical transcriptionists must be able to transcribe dictation, as well as to identify medical inconsistencies and to apply proper spelling, punctuation and grammar to the English language and to the language of medicine. All credits may be applied toward the Office Administration: Medical Records Transcription Specialization, Associate in Applied Science degree at LSCC.

		Credits			Credits
HIM 1433	Concepts of Disease.....	3	OST 2336	Business Communications.....	3
HSC 1531	Medical Terminology I.....	2	OST 1110	Advanced Document Formatting .....	3
HSC 1532	Medical Terminology II.....	2	HIM 2032C	Medical Records Transcription II .....	3
OST 1100	Keyboarding & Document Formatting...3		HIM 2033C	Medical Records Transcription III	
OST 1330	Business English <sup>1</sup> .....	3	<b>OR</b>		
HIM 1012	Medicolegal Aspects of Records.....	2	OST 2949	Cooperative Education Internship -	
HIM 1030C	Medical Records Transcription I .....	3		Office Administration.....	3
HIM 1512	Medical Office Management <sup>2</sup>			<b>PROGRAM TOTAL .....</b>	<b>33</b>
<b>OR</b>					
DES 1502	Dental Office Management <sup>2</sup> .....	3			

<sup>1</sup> Students may benefit by enrolling in lower English and reading courses based on college placement tests.

<sup>2</sup> See the Health Information Program Manager or an Advisor to discuss scheduling based on campus locations.

## DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE (403)

Lake-Sumter Community College has a formal Linkage Agreement with Valencia Community College in Dental Hygiene. Through this program, Valencia Community College will reserve class positions in Dental Hygiene for two qualified students from LSCC. Applicants must meet the following minimum requirements for admission consideration into Valencia Community College's Dental Hygiene Program.

### STUDENT SELECTION CRITERIA

- |   |  |                                       |           |  |           |                       |          |                       |  |          |                 |          |                        |          |                            |          |                           |          |                        |
|---|--|---------------------------------------|-----------|--|-----------|-----------------------|----------|-----------------------|--|----------|-----------------|----------|------------------------|----------|----------------------------|----------|---------------------------|----------|------------------------|
| <ol style="list-style-type: none"> <li>1. Florida resident and a resident of Lake County or Sumter County by deadline date of March 1.</li> <li>2. Currently enrolled at LSCC.</li> <li>3. College General Education Grade Point Average (GPA) of 2.0 or higher at the time of application.</li> <li>4. Lake-Sumter Community College CPT scores within 2 years of enrollment in Dental Hygiene Program.</li> <li>5. Successful completion of any remedial course work as indicated by the CPT scores before March 1st application deadline.</li> <li>6. Completion of the following Dental Hygiene prerequisite courses with a minimum grade of "C":             <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td style="padding-right: 10px;">BSC 2093C</td> <td>Human Anatomy &amp; Physiology I with Lab</td> </tr> <tr> <td>BSC 2094C</td> <td>Human Anatomy &amp; Physiology II with Lab</td> </tr> <tr> <td>MCB 2010C</td> <td>Microbiology with Lab</td> </tr> <tr> <td>ENC 1101</td> <td>College Composition I</td> </tr> </table> </li> <li>7. Successful completion of two courses from the following list of dental hygiene curriculum general education courses with a grade of "C" or higher. Successful completion of all dental hygiene curriculum education courses with a grade of "C" or higher, prior to submitting the Dental Hygiene Linkage Application Packet, may enhance chances of being selected to participate in this program.</li> </ol> | BSC 2093C                              | Human Anatomy & Physiology I with Lab | BSC 2094C | Human Anatomy & Physiology II with Lab | MCB 2010C | Microbiology with Lab | ENC 1101 | College Composition I | <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;">HUN 1201</td> <td>Basic Nutrition</td> </tr> <tr> <td>SPC 2016</td> <td>Fundamentals of Speech</td> </tr> <tr> <td>PSY 2012</td> <td>Introduction to Psychology</td> </tr> <tr> <td>SYG 2000</td> <td>Introduction to Sociology</td> </tr> <tr> <td>Elective</td> <td>Humanities (3 credits)</td> </tr> </table> <ol style="list-style-type: none"> <li>8. Official transcripts of high school and all college course work must be on file in the LSCC Admissions Office by March 1. It is the student's responsibility to check with the Admissions Office to ensure the receipt of updated transcripts prior to the deadline.</li> <li>9. Students must complete the Nurse Entrance Test (NET) prior to Dental Hygiene application with an overall composite score of 50% and reading comprehension score of 55%. Examination fee is the responsibility of the student. The NET is administered at Valencia Community College in Orlando or Lake Technical Center in Eustis.</li> <li>10. Results from the Florida Department of Law Enforcement (FDLE) and the Abuse Registry and/or comparable check(s) from state(s) of prior residency are now required by Valencia Community College <b>after</b> acceptance into its Dental Hygiene Program.</li> <li>11. Submission of completed Dental Hygiene Linkage Application Packet to the LSCC Dental Hygiene Selection Committee by March 1. It is the students' responsibility to ensure that they obtain the latest Dental Hygiene program information from the Office of the Dean of Business &amp; Technologies.</li> <li>12. Completion of Valencia Community College admission application by March 30.</li> </ol> | HUN 1201 | Basic Nutrition | SPC 2016 | Fundamentals of Speech | PSY 2012 | Introduction to Psychology | SYG 2000 | Introduction to Sociology | Elective | Humanities (3 credits) |
| BSC 2093C   | Human Anatomy & Physiology I with Lab  |                                       |           |  |           |                       |          |                       |  |          |                 |          |                        |          |                            |          |                           |          |                        |
| BSC 2094C   | Human Anatomy & Physiology II with Lab |                                       |           |  |           |                       |          |                       |  |          |                 |          |                        |          |                            |          |                           |          |                        |
| MCB 2010C   | Microbiology with Lab                  |                                       |           |  |           |                       |          |                       |  |          |                 |          |                        |          |                            |          |                           |          |                        |
| 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  | Humanities (3 credits)                 |                                       |           |  |           |                       |          |                       |  |          |                 |          |                        |          |                            |          |                           |          |                        |

For additional information, contact the Admissions Office or the Dean of Business and Technologies.  
**Valencia Community College reserves the right to deny unqualified students to the program.**

## DENTAL ASSISTING CERTIFICATE PROGRAM THROUGH GULF COAST COMMUNITY COLLEGE (435)

Dental Assisting is available in a unique Dental Outreach program called DEAL (Dental Education Alternative Learning) through Lake-Sumter Community College and Gulf Coast Community College. Through this unique, individualized approach, students attend LSCC on a weekly evening basis, while completing the course material at home through the use of video tapes and course instructional guides. The student may enroll in one or more courses as per the semester calendar.

### GENERAL ADMISSION REQUIREMENTS

1. Application to Lake-Sumter Community College
2. Application to Gulf Coast Community College
3. Official high school transcripts to LSCC & GCCC
4. Application to the Dental Assisting Program which includes:
  - A. Application form
  - B. Transcripts—high school, other colleges, LSCC, and GCCC
  - C. TABE Test (Test for Adult Basic Education)

### REQUIREMENTS AFTER ACCEPTANCE

1. CPR (Cardiopulmonary Resuscitation) Certificate
2. TB skin test or chest X-ray
3. Immunization Record

\* These courses will transfer directly into the dental hygiene program  
v These courses receive vocational credit

### DENTAL ASSISTING COURSES

Credits	
DES 1060	Introduction to Microbiology..... 1
DES 1010*	Head & Neck Anatomy .....2
DES 1021*	Dental Anatomy .....2
DES 1051	Pharmacology/Dental Office Emergencies.....2
DES 1200C*	Radiology I.....3
DES 1100C*	Dental Materials.....3
DEA 0800L	Clinical Practice I ..... 1.5v
DEA 0020C	Pre-Clinical Procedures ..... 6v
DES 1320	Basic Communication & Human Relations..... 1
DES 1044*	Oral Pathology .....2
DEA 0820C*	Expanded Functions I ..... 2v
DES 1201*	Radiology II..... 1
DES 1201L*	Radiology II Laboratory..... 1
DEA 0302	Dental Nutrition ..... 1v
DES 1400	Anatomy & Physiology.....2
DEA 0300	Dental Health Education ..... 1v
DEA 0200	Dental Practice Management ..... 1v
DEA 0850C	Clinical Practice II ..... 7.5
DEA 0851L	Clinical Practice III ..... 6.5v





**Introducing...  
Two New Degree Programs**

# Early Childhood Education

**Associate in Applied Science  
Associate in Science**

*Specializations in Preschool and  
Childhood Development Center Management*

These two-year degrees prepare practitioners to work in high-quality programs meeting the needs of children from birth through age eight.

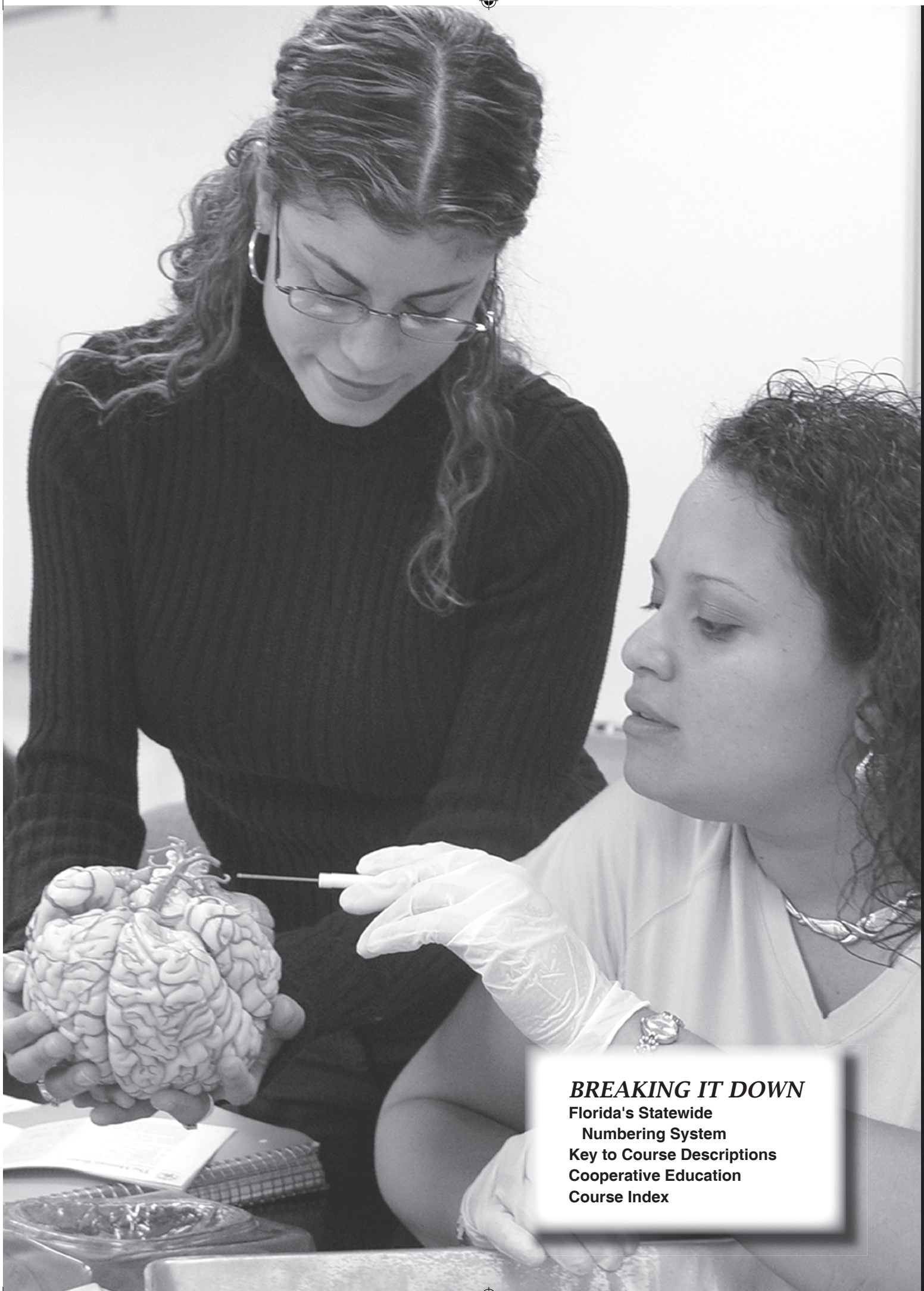
**CAREER OPPORTUNITIES:**

- Head Start Teacher/Director
- Public School Paraprofessional
- Pre-Kindergarten Teacher
- Group Childcare Director
- Family Childcare Provider
- Child Development Associate Advisor

**ASK YOUR ADVISOR** about these new degrees and LSCC's *Associate in Arts with an Emphasis in Early Childhood Education* and how it transfers to a four-year ECE degree at UCF and other state universities.

For more additional information contact Dr. Diane Edwards, LSCC EDC program manager, at 435-5048 or email her at: [edwardsd@lsc.edu](mailto:edwardsd@lsc.edu).





***BREAKING IT DOWN***  
Florida's Statewide  
Numbering System  
Key to Course Descriptions  
Cooperative Education  
Course Index

## 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 numbering system is used by all public post-secondary institutions in Florida and 33 participating non-public 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 recommends 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 a 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	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth 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 different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between 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 35 different post-secondary 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 the 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 institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials 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 the 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.

### 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 to identify the course.

### AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among post-secondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering



system faculty committees representing school districts, public post-secondary educational institutions, and participating non-public post-secondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

The following courses are exceptions to the general rule for course equivalencies and may not transfer. 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

F. Courses not offered by the receiving institution

G. For courses at non-regionally accredited institutions. Courses offered prior to the transfer date of the course.

College preparatory and vocational preparatory course 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 **(Name of Institution Statewide Course Numbering System Contact) in the (office where institution contact may be located)** or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427.

## 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 and requirements of the State. The college reserves the right to change any provision, offering, or requirement at any time within the student's period of study at LSCC. 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 advisor, an administrator or the LSCC Agency Rules Manual for additional information.



## KEY TO COURSE DESCRIPTIONS

Course descriptions are listed by course prefixes and numbers

Abbreviation .....	Area of Study	MGF.....	Mathematics
ACG.....	Accounting	MMC.....	Mass Media Communication
AMH.....	American History/Florida History	MNA.....	Management
AML.....	American Literature	MTB.....	Mathematics - Technical & Business
ANT.....	Anthropology	MUE.....	Music Education
APA.....	Applied Accounting	MUH.....	Music: History/Musicology
ARE.....	Art Education	MUN.....	Music Ensembles
ARH.....	Art History	MUS.....	Music Education Internship
ART.....	Art	MUT.....	Music: Theory
AST.....	Astronomy	MVB.....	Instrument Instruction
BAN.....	Banking	MVK.....	Instrument Instruction
BRC.....	Banking Internship	MVP.....	Instrument Instruction
BSC.....	Biological Sciences	MVS.....	Instrument Instruction
BUL.....	Business Law	MVV.....	Vocal Instruction
CAP.....	Computer Applications	NUR.....	Nursing
CCJ.....	Criminology & Criminal Justice	OCE.....	General Oceanography
CDA.....	Computer Design/Architecture	ORI.....	Oral Interpretation of Literature
CET.....	Computer Engineering Technology	OST.....	Office Systems Technology
CGS.....	Computer General Studies	PEL.....	Physical Education Activities
CHD.....	Child Development	PEM.....	Physical Education Activities
CHM.....	Chemistry	PEN.....	Physical Education Activities
CIS.....	Computer Science & Information Systems	PEO.....	Physical Education Activities
CJE.....	Law Enforcement	PET.....	Physical Education Theory
CJL.....	Law & Process	PGY.....	Photography
CJT.....	Criminal Justice Technologies	PHI.....	Philosophy
COP.....	Computer Programming	PHY.....	Physics
CRW.....	Creative Writing	PLA.....	Paralegal/Legal Assisting/Legal Administration
CTS.....	Computer Technology & Skills	POS.....	Political Science
DAA.....	Dance	PSC.....	Physical Sciences
DEP.....	Developmental Psychology	PSY.....	Psychology
DES.....	Dental Support	QMB.....	Quantitative Methods in Business
ECO.....	Economics	REA.....	Reading
EDF.....	Education: Foundations & Policy	REE.....	Real Estate
EDG.....	Education: General	REL.....	Religion
EEC.....	Education: Early Childhood	RTV.....	Radio - Television
EET.....	Electronic Engineering Technology	SBM.....	Small Business Management
EEX.....	Education: Exceptional Child	SLS.....	Student Life Skills
EME.....	Education: Technology & Media	SOP.....	Social Psychology
ENC.....	English Composition	SPA.....	Speech Pathology & Audiology
ENL.....	English Literature	SPC.....	Speech Communication
EPI.....	Alternative Teaching Certification	SPN.....	Spanish Language
ESC.....	Earth Science	STA.....	Statistics
EUH.....	European History	SYG.....	Sociology
FFP.....	Fire Fighting & Protection	THE.....	Theatre Studies
FIL.....	Film	TPA.....	Theatre Production/Administration
GEA/GEO.....	Geography	TPP.....	Theatre Performance & Performance Training
GEB.....	General Business		
GLY.....	Geology		
GRA.....	Graphic Arts		
HIM.....	Health Information Management		
HIS.....	History Education Internship		
HSC.....	Health		
HUM.....	Humanities		
HUN.....	Health & Nutrition		
INR.....	International Relations		
JOU.....	Journalism		
LEI.....	Physical Education/Leisure		
LIN.....	Linguistics		
LIS.....	Library Information Studies		
LIT.....	Literature		
MAC.....	Mathematics		
MAE.....	Mathematics Education		
MAN.....	Management		
MAR.....	Marketing		
MAT.....	Mathematics		
MCB.....	Microbiology		

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## COURSES SATISFYING GORDON RULE REQUIREMENT

(Each of the non-math courses listed below requires  
6,000 words of writing.)

AMH 2010 - U.S. History to 1877  
 AMH 2020 - U.S. History Since 1877  
 AMH 2035 - U.S. History Since 1945  
 AML 2010 - American Literature I  
 AML 2020 - American Literature II  
 AML 2285 - Survey of American Literature  
     Southern Women Writers  
 CRW 2000 - Creative Writing I  
 CRW 2002 - Creative Writing II  
 ENC 1101 - College Composition I  
 ENC 1101H - Honors College Composition I  
 ENC 1102 - Composition: Literature  
 ENC 1102H - Honors College Composition II  
 ENC 2210 - Technical Report Writing  
 ENC 2300 - Composition: Argumentation  
 ENL 2012 - English Literature I  
 ENL 2022 - English Literature II  
 EUH 1000 - Western Civilization I  
 EUH 1001 - Western Civilization II  
 FIL 2001 - Introduction to American Cinema  
 INR 2002 - International Relations  
 LIT 2090 - Contemporary Literature: Survey  
 LIT 2091 - Contemporary Literature: Novels  
 LIT 2110 - European Literature I  
 LIT 2120 - European Literature II  
 LIT 2380 - Women in Literature  
 LIT 2930 - Selected Topics in Literature  
 MAC 1105 - College Algebra  
 MAC 1114 - Trigonometry  
 MAC 1140 - Pre-Calculus Algebra  
 MAC 2233 - Calculus for Business  
 MAC 2311 - Calculus with Analytic Geometry I  
 MAC 2312 - Calculus with Analytic Geometry II  
 MAC 2313 - Calculus with Analytic Geometry III  
 MGF 1106 - Liberal Arts Math I  
 MGF 1107 - Liberal Arts Math II  
 MMC 2100 - Writing for the Mass Media  
 PHI 2010 - Introduction to Philosophy  
 PHI 2630 - Contemporary Ethics  
 STA 2023 - Elementary Statistics I  
 THE 2020 - Introduction to Western Theatre Arts

## COURSES SATISFYING THE CULTURAL DIVERSITY REQUIREMENT

AMH 2010 -	U.S. History to 1877	INR 2002 -	International Relations
AMH 2070 -	Florida History	LIT 2110 -	European Literature I
AML 2010 -	American Literature I	LIT 2120 -	European Literature II
AML 2020 -	American Literature II	LIT 2380 -	Women in Literature
AML 2285 -	Survey of American Literature: Southern Women Writers	LIT 2930 -	Selected Topics in Literature
ARH 2000 -	Art History & Appreciation I	MUH 1018 -	Introduction to Jazz
ARH 2051 -	Art History & Appreciation II	MUH 2011 -	Introduction to Music
CCJ 2300 -	Introduction to Corrections	MUN 1130 -	Symphonic Band
CCJ 2500 -	Juvenile Delinquency	MUN 1210 -	Orchestra Ensemble
CCJ 2600 -	Criminal Deviant Behavior	MUN 1340 -	Concert Choir
CHD 2334 -	Language Arts for the Young Child	MUN 1460 -	Chamber Ensemble
CHD 2338 -	Math & Science for the Young Child	MUN 2470 -	Collegium Musicum
CJE 1000 -	Introduction to Criminal Justice	MUN 2710 -	Jazz Lab Band
CJE 1001 -	Introduction to Criminology	NUR 1022 -	Nursing Theory I
CJE 2130 -	Criminal Investigation	NUR 2003C -	Nursing Transition
DEP 2002 -	Psychology of Child Development	NUR 2412 -	Nursing Theory IV
DEP 2004 -	Psychology of Human Development	NUR 2500 -	Nursing Theory V
DEP 2302 -	Adolescent Psychology	NUR 2801 -	Nursing Leadership
EDG 2701 -	Teaching Diverse Populations	PEM 1171 -	Aerobic Dance
EEC 1000 -	Child Growth & Development	PEM 1173 -	Low Impact Aerobic Dance
EEC 1523 -	Managing Child Care Programs	PHI 2630 -	Contemporary Ethics
EEC 1601 -	Guiding & Observing Children's Behavior	PSY 2012 -	Introduction to Psychology
EEC 2200 -	Curriculum for Young Children	REL 2300 -	World Religions
EEC 2732 -	Health, Safety & Nutrition for Young Children	SOP 1740 -	Psychology of Women
EEC 2940 -	Internship - Preschool	SPN 1000 -	Beginning Spanish
EEC 2949 -	Internship - Childcare Center Management	SPN 1120 -	Elementary Spanish I
EEX 2010 -	Introduction to Special Education - Children	SPN 1121 -	Elementary Spanish II
ENC 1102 -	Composition: Literature	SYG 2000 -	Introduction to Sociology
ENC 1102H -	Honors College Composition II	SYG 2010 -	Social Problems
ENC 2300 -	Composition: Argumentation	THE 1304 -	Introduction to Script Analysis
ENL 2012 -	English Literature I	THE 2020 -	Introduction to Western Theatre Arts
ENL 2022 -	English Literature II	THE 2051 -	Children's Theatre
EUH 1000 -	Western Civilization I	THE 2925 -	Theatre Practicum I
EUH 1001 -	Western Civilization II	THE 2926 -	Theatre Practicum II
HSC 1100 -	Trends & Issues in Health	THE 2950 -	Applied Theatre Arts
HUM 1021 -	Introduction to Humanities	TPA 2000 -	Basic Design
HUM 1211 -	Introduction to Humanities: Antiquity Through the Middle Ages	TPA 2192 -	Summer Theatre/Theatrical Production
HUM 1230 -	Introduction to Humanities: Renaissance Through Modern Times	TPA 2200 -	Stagecraft I
HUM 2930 -	Selected Topics in Humanities	TPA 2204 -	Stagecraft II
		TPA 2220 -	Introduction to Stage Lighting
		TPA 2260 -	Sound in Performing Arts
		TPP 2110 -	Acting I
		TPP 2111 -	Acting II
		TPP 2190 -	Summer Theatre/Performance
		TPP 2300 -	Directing I

## COURSES SATISFYING THE COMPUTER REQUIREMENT

All degree seeking students at Lake-Sumter Community College must demonstrate computer proficiency in order to be granted the Associate in Applied Science, the Associate in Science, or the Associate in Arts degree.

The computer proficiency requirement must be met through one of the following:

1. Passing the institutional computer proficiency exam offered at the beginning of each term (see course schedule for dates and times). College credit is not awarded. The exam is free.
2. Successful completion of a minimum of two (2) semester hours of computer coursework.  
This requirement can be met by the following:

CGS 1100 – Business Computer Applications.....	3 credits	<b>or</b>
CGS 1530 – Microcomputer Applications .....	3 credits	<b>or</b>
OST 1854 – Microsoft Office - Introduction.....	3 credits	<b>or</b>
OST 2857 – Microsoft Office - Advanced.....	3 credits	<b>or</b>
EME 2040 – Technology for Educators .....	3 credits	

**OR**

<b>One course from:</b>		
OST 1100 – Keyboarding & Document Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>or</b>
OST 1743 – Word Processing for College Writing.....	1 credit	
<b>AND one course from:</b>		
CET 1171 – Microcomputer Hardware.....	3 credits	<b>or</b>
CGS 1003 – Fundamentals of Computer Usage .....	1 credit	<b>or</b>
CTS 1101 – Windows Introduction.....	1 credit	<b>or</b>
CTS 1261 – Excel Level I.....	1 credit	<b>or</b>
CTS 1262 – MS Excel .....	3 credit	<b>or</b>
CTS 1271 – Excel Level II.....	1 credit	<b>or</b>
CTS 1281 – Excel Level III.....	1 credit	<b>or</b>
CTS 1400 – MS Access – Introduction .....	1 credit	<b>or</b>
CTS 1401 – MS Access .....	3 credit	<b>or</b>
CIS 1940 – Special Topics - computers.....	1 credit	<b>or</b>
LIS 1002 – Electronic Resources.....	1 credit	<b>or</b>
LIS 2003 – Introduction: Internet Resources.....	1 credit	<b>or</b>
LIS 2004 – Introduction: Internet Research .....	1 credit	

**OR**

OST 1743 – Word Processing for College Writing.....	1 credit	<b>and</b>
CAP 2700 – Introduction to Computer Art.....	3 credits	

**OR**

OST 1100 – Keyboarding & Doc. Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>or</b>
OST 1743 – Word Processing for College Writing.....	1 credit	<b>and</b>
NUR 1022 – Nursing Foundations I .....	3 credits	

**OR**

OST 1743 – Word Processing for College Writing.....	1 credit	<b>or</b>
OST 1100 – Keyboarding & Document Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>and</b>
NUR 2003C – Nursing Transition .....	3 credits	



## COOPERATIVE EDUCATION

### COOPERATIVE EDUCATION INTERNSHIP IN CERTAIN ACADEMIC DISCIPLINES

Cooperative Education offers supervised on-the-job training in an area related to certain academic disciplines. A Learning Contract is required. The Faculty Advisor bases grades on satisfactory completion of the training assignment, employer evaluation, work-related assignments, assessment of job performance, and a paper completed by the student. Cooperative Education may be taken a total of three times or up to nine credit hours.

Supervised on-the-job training relating to the following disciplines is available.

#### Associate of Applied Science Disciplines:

Accounting .....	APA 2949
Allied Health .....	HSC 2949
Banking .....	BRC 2949
Computer Applications .....	CGS 2949
Computer Programming.....	CGS 2949
Criminal Justice.....	CCJ 2949
Graphic Design .....	ART 2949
Legal Assisting .....	PLA 2949
Management .....	MAN 2949
Marketing .....	MAR 2949
Medical Transcription.....	OST 2949
Office Administration.....	OST 2949
Theater.....	THE 2949

#### Associate of Arts Disciplines:

Art .....	ART 2949
Biology .....	BSC 2949
Chemistry .....	CHM 2949
Economics .....	ECO 2949
Education .....	EDG 2949
History .....	HIS 2949
Humanities .....	HUM 2949
Journalism.....	JOU 2949
Music.....	MUS 2949
Physical Education.....	PET 2949
Political Science.....	POS 2949
Psychology.....	PSY 2949
Radio/TV .....	RTV 2949
Sociology .....	SYG 2949
Theater.....	THE 2949

## COURSE DESCRIPTIONS

### **ACG 2022 - FINANCIAL ACCOUNTING**

- 4 lecture hours - 4 credits
- Prerequisite: Sophomore level or consent of instructor;
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

A study of the nature of accrual financial accounting, including the double-entry record keeping system; the accounting cycle; current and non-current assets; current and long-term liabilities; stockholders' equity, revenue and expense; 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

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. Knowledge of spreadsheet software will be helpful. (If needed, spreadsheet competence may be achieved by taking CTS 1261- Excel, Level I or CGS 1530 - Microcomputer Applications.)

### **AMH 2010 - U.S. HISTORY TO 1877**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores. Course requires approximately 6,000 words of writing.

### **AMH 2020 - U.S. HISTORY SINCE 1877**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

This course is a continuation of AMH 2010 and brings students up to the present. Emphasis is given to the factors that have changed the United States from a rural to urban-industrial nation, and to a leading world power. Recommended especially for sophomores. Course requires approximately 6,000 words of writing.

### **AMH 2035 - U.S. HISTORY SINCE 1945**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

An examination of the major political, economic, social, cultural, military, and diplomatic developments which have shaped the evolution of the modern American nation since 1945. Included in the course will be such topics as post-World War II Europe, the Cold War, the McCarthy Era, the self-satisfied fifties, the reform driven turbulence of the sixties, the disillusioned seventies, and the search for answers beginning in the eighties.

### **AMH 2070 - FLORIDA HISTORY**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

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.

### **AML 2010 - AMERICAN LITERATURE I**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### **AML 2020 - AMERICAN LITERATURE II**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

A continuation of AML 2010. Major American writers from the Civil War to the present are studied. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### **AML 2264 - SURVEY OF AMERICAN LITERATURE: SOUTHERN WOMEN WRITERS**

- **3 lecture hours - 3 credits**
- **Prerequisite: c or higher in ENC 1102**
- **Meets Gordan Rule requirements**
- **Satisfies Cultural Diversity requirement**

This course will examine the major figures, forms, and movements within late nineteenth century and twentieth century southern women's literary production concentrating on fiction, historical contexts and the politics of identity. In exploring fiction by Southern women, the class will engage in literary analysis based on close readings of the texts. In addition to examining how the texts work as art, the class will also discuss the psychological, ethical, and social questions raised by these works and the insights the authors offer to those questions.

### **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.

### **APA 1002 - SMALL BUSINESS ACCOUNTING**

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$5**

Record keeping procedures for the small business on both the cash basis and the accrual basis are discussed. 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 1144 - ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS**

- **3 lecture hours - 3 credits**
- **Prerequisite: Either ACG 2022 or APA 1002, or consent of instructor**
- **Laboratory Fee: \$10**

This course provides instruction in the QuickBooks Pro for Windows accounting software. Topics covered include creating a new company, chart of account maintenance, entering sales and invoices, receiving payments and making deposits, writing checks, reconciling bank statements, sales tax, payroll, inventory, customizing reports, job cost, time tracking, audit trails, and error correction. Adequate keyboarding skills will be most helpful. Knowledge of double-entry accounting is required. Ability to use a mouse is required.

### **APA 1503 - PAYROLL ACCOUNTING**

- **1 lecture hour - 1 credit**
- **Laboratory Fee: \$5**

This course provides instruction in preparation of payroll both manually and with payroll software. Laws that affect preparation and taxation of payroll are discussed. Students will compute gross wages, social security, Medicare, and federal income tax withholding; prepare both federal and state payroll tax forms; and complete both manual and computer practice sets. Background in accounting and adequate keyboarding skills will be most helpful.

### **APA 2934 - SPECIAL TOPICS IN ACCOUNTING**

- **1-3 lecture hours - 1-3 Credits**
- **Prerequisite: See course schedule for each specific topic.**
- **Laboratory Fee: One and two-credit courses: \$5;**
- **Laboratory Fee: Three-credit courses: \$10**
- **May be repeated with a change of content up to a maximum of 12 credits.**

Current topics of interest in the area of accounting will be discussed. Content may include computer applications related to accounting, current industry developments, and accounting software innovations.

### **APA 2949 - COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING**

- **1-3 credits**

Refer to Cooperative Education for additional information.

### **ARE 2000 - ART & CREATIVE EXPRESSION**

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$15**

This course provides a study of expressive techniques in using art, music, storytelling, and dramatic activities for pre-school children through age eight with emphasis on interdisciplinary learning. Students plan, implement and evaluate artistic experiences that will contribute to the creative, motor, affective, perceptual, cognitive and aesthetic development of the young child.

### **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 2000 - ART HISTORY & APPRECIATION I**

- **3 lecture hours - 3 credits**
- **Offered Fall Term**
- **Satisfies the Cultural Diversity Requirement**

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 & APPRECIATION II**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Satisfies the Cultural Diversity Requirement

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

**ART 1202C - DESIGN & COLOR**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$15

The study of color and black and white design principles and theories applied to individual problems emphasizing color, form, materials, and processes of two-dimensional design. Open to all students.

**ART 1203C - DESIGN STRUCTURES**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Laboratory Fee: \$12

An expansion of basic design and color concepts in projects emphasizing various three-dimensional media and forms. Open to all students.

**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 2254C -FIGURE DRAWING & ILLUSTRATION**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisites: ART 1300C & 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 2540C - INTRODUCTION TO WATERCOLOR I**

- 3 lecture hours - 3 credits
- Offered Fall Term
- 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 2541C - WATERCOLOR II**

- 3 lecture hours - 3 credits
- Prerequisites: ART1300C or ART 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 2554C - BEGINNING OIL PAINTING**

- 3 lecture hours - 3 credits
- Prerequisites: ART 1300C or ART 1301C or consent of instructor
- Laboratory Fee: \$10

Specialized practice in painting with an emphasis on specific problems and procedures.

**ART 2556C - INTERMEDIATE OIL/ ACRYLIC PAINTING**

- 3 lecture hours - 3 credits
- Prerequisite: ART 2554C or consent of instructor
- Laboratory Fee: \$10

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

**ART 2558C - OIL PAINTING: EXPLORING NEW TECHNIQUES & MATERIALS**

- 3 lecture hours - 3 credits
- Prerequisite: ART 2556C or consent of instructor

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

**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 2750C - INTRODUCTION TO CERAMICS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$25

An introduction to materials and methods used in creating ceramic pieces. Hand building techniques include pinch, coil, slab, solid, and primitive. Surface decoration methods include slip, engobes, underglaze, and sgraffito. Open to all students.



**ART 2751C - INTERMEDIATE CERAMICS II**

- 3 lecture hours - 3 credits
- Prerequisite: ART 2750C or consent of instructor
- Laboratory Fee: \$15

Continuation of ART 2750C with emphasis on design, wheel throwing, glaze formulation, and raku techniques.

**ART 2904 - PAINTING:  
INDIVIDUALIZED STUDY**

- 3 lecture hours - 3 credits
- Prerequisite: ART 2554C
- May be repeated with change of content for up to 12 credits.

An independent study course for experienced artists who desire critiques and evaluation by an instructor.

**ART 2906 - OIL & ACRYLIC PAINTING:  
INDIVIDUALIZED STUDY**

- 3 lecture hours - 3 credits
- Prerequisite: ART 2554C or consent of instructor

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**

- 1- 3 credits

Refer to Cooperative Education for additional information.

**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.

**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 include 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

This course provides a broad understanding of corporate securities processing and administration. The course 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 - COMMERCIAL REAL ESTATE  
FINANCE**

- 3 lecture hours - 3 credit

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

**BAN 1403 - TRUST INVESTMENTS**

- 3 lecture hours - 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. The 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

This course covers the concepts and ideas that comprise the various trust functions and translates them into workable procedures. The 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

This course is designed for operations personnel who 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. The course 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 1800 - LAW & 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 & BANKING: APPLICATIONS****• 2 lecture hours - 2 credits**

This course is 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 - 3 credits****• Prerequisite: ACG 2022 or consent of instructor**

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

**BAN 2231 - COMMERCIAL LENDING****• 3 lecture hours - 3 credits**

This course provides 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**

This course provides an overview of the consumer credit operation and examines the role of consumer credit in overall banking operations. The course 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 2253 - RESIDENTIAL MORTGAGE LENDING****• 2 lecture hours - 2 credits**

This course provides a clear understanding of the fundamentals of mortgage lending. The student will be able to describe the mortgage lending industry; discuss concepts and terms specific to real estate law and the legal issues involved in mortgage lending; apply appraisal techniques and evaluation methods for residential properties; identify the steps involved in the origination, closing, and servicing of residential mortgage loans; explain the role that government plays in housing and mortgage lending; and discuss the workings of the secondary mortgage market.

**BAN 2254 - MORTGAGE LOAN DOCUMENTATION****• 2 lecture hours - 2 credits**

This course is designed for residential mortgage loan processing training. Compliance with regulatory requirements is emphasized. Students will be able to organize and maintain a mortgage loan case file; conduct a systematic review of documents commonly found in mortgage loan files; correct errors and verify the accuracy of information contained in mortgage loan documents; list the major provisions of the Real Estate Settlement Procedures Act, the Equal Credit Opportunity Act, and the Truth in Lending Act; and list the documentation required for a closed loan file.

**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 2501 - MONEY & BANKING****• 3 lecture hours - 3 credits**

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 2930 - SPECIAL TOPICS IN BANKING****• 1-3 lecture hours - 1-3 credits****• May be repeated with a change of content.**

Current topics of interest in Financial Services will be discussed.

**BCN 1520 - ELECTRIC CONSTRUCTION FUNDAMENTALS****• 3 lecture hours - 3 credits**

Using a classroom/lab approach, students will be introduced to safety practices, blueprints, rigging operations, and electrical devices used in commercial and industrial wiring.

**BRC 2949 - COOPERATIVE EDUCATION  
INTERNSHIP IN BANKING**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**BSC 1005 - 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 1010C - GENERAL BIOLOGY I WITH LAB**

- 3 lecture hours - 2 laboratory hours - 4 credits
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.
- Laboratory Fee: \$15
- This course combines fundamental biological principles and modern concepts of cellular biology by including the following topics: chemistry, including organic and biochemistry, cell structure, enzymes, cellular respiration, photosynthesis, mitosis, meiosis, protein synthesis, genetics, and taxonomy. Other topics may be added at the discretion of the instructor. The lab component provides support for the concepts taught in lecture.

**BSC 1011C - GENERAL BIOLOGY II WITH LAB**

- 3 lecture hours - 2 laboratory hours - 4 credits
- Laboratory Fee: \$15
- Prerequisite: BSC 1010C or consent of instructor
- This course is a continuation of General Biology I. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology. The course provides laboratory support for the concepts taught in lecture. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.

**BSC 2093C - HUMAN ANATOMY &  
PHYSIOLOGY I WITH LAB**

- 3 lecture hours - 2 laboratory hours - 4 credits
- Laboratory Fee: \$25
- Offered Fall term day and night, Spring term night, and Summer term day.
- Prerequisites: BSC 1010C strongly recommended; CHM 1025C highly recommended.
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

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. The laboratory component provides laboratory support for the concepts taught in lecture. Laboratory exercises emphasize physiological and biochemical principles associated with course material.

**BSC 2094C - HUMAN ANATOMY &  
PHYSIOLOGY II WITH LAB**

- 3 lecture hours - 2 laboratory hours - 4 credits
- Laboratory Fee: \$25
- Offered Fall term day, Spring term day and night, and Summer A-extended term night.
- Prerequisites: BSC 2093C; BSC 1010C strongly recommended; CHM 1025 highly recommended.
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.
- This course deals with the structure, function and chemistry of the human body including respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers metabolism, electrolytes, and acid-base balance. The laboratory exercises emphasize physiological and biochemical principles associated with classroom work.

**BSC 2949 - COOPERATIVE EDUCATION  
INTERNSHIP IN BIOLOGICAL SCIENCE**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**BUL 2241 - BUSINESS LAW**

- 3 lecture hours - 3 credits
- Prerequisite - Students must complete all college preparatory reading courses indicated through placement testing and/or academic advising prior to enrolling in this course.

This course is 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.

**CAP 2700 - INTRODUCTION TO  
COMPUTER ART**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course involves the use of paint graphic and Adobe Illustrator 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. Prior programming or computer experience is not required.

**CAP 2703 - COMPUTER ANIMATION**

- 3 credits
- Prerequisite: CAP 2700
- Laboratory Fee: \$10

An expansion of CAP 2700 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.

**CCJ 2300 - INTRODUCTION TO CORRECTIONS**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

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
- Satisfies the Cultural Diversity Requirement

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
- Satisfies the Cultural Diversity Requirement

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 2930 - SPECIAL TOPICS IN CRIMINAL JUSTICE**

- 1-3 lecture hours, 1-3 credits
- Satisfies the Cultural Diversity Requirement
- Prerequisite: CJE 1000 or permission of instructor

This course will cover topics of current interest or special interest which impact the criminal justice system.

**CCJ 2949 - COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE**

- 3 credits
- Refer to Cooperative Education for additional information.

**CDA 2525 - NETWORK ADMINISTRATION**

- 3 lecture hours - 3 credits
- Prerequisite: CET 1485
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, configure and troubleshoot local area network components. It includes lectures, demonstrations and labs utilizing Ethernet switches, routers, bridges, fire walls, patch panels and other network components. Topics include the role of the component, functions and features, user interface, command language and how the components integrate with each other. Students will be required to set up a LAN, including the implementation of virtual LANs and IP subnets.

**CET 1171 - MICROCOMPUTER HARDWARE**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course involves identification and installation of microcomputer hardware. Elements include systemboards, memory, disk drives, other mass storage devices, current bus architectures and their associated expansion slots, power supplies, sound cards, video cards, monitors, I/O ports, printers, modems, and network cards. Topics include preventive maintenance including backups, device installations, hardware troubleshooting techniques, CMOS settings, managing system resources, adding memory, installing network cards, device replacements and system optimization. Hands-on activities and online searching for technical information will be included. CompTIA A+ Core Objectives are used.

**CET 1485 - NETWORKING ESSENTIALS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs) and the Internet. The course provides an introduction to the hardware, software, terminology, components, design and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. This course uses a combination of lectures, demonstrations, discussions, and hands-on labs.

**CET 1513 - A+ OPERATING SYSTEMS TECHNOLOGIES**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course covers the fundamentals of common current operating system software used on PCs. Instruction and hands-on activities in a continuous framework will be provided in DOS and multiple Windows operating systems focusing on operating system fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting, and networking. Program execution, disk and file management, system configuration, window settings and manipulation, backup procedures, and memory management are among the topics to be covered. This course follows industry standard COMPTIA A+ OS objectives.

**CET 1518 - WEB AUTHORIZING I**

- 3 lecture hours - 3 credits
- Prerequisite: CGS 1530, CGS 1100 or consent of instructor
- Laboratory Fee: \$10

This course covers web site development, including business considerations, design considerations, hosting, development, maintenance, and publishing options. Basic client-side web page development includes HTML, text, images, links, JavaScript and Flash. Common web development tools are reviewed.



**CET 1519 - WEB AUTHORIZING II**

- 3 lecture hours - 3 credits
- Prerequisite: CET 1518
- Laboratory Fee: \$10

This course is a continuation of skills and concepts introduced in CET 1518. The course covers web page development including HTML forms, frames and cascading style sheets, JavaScript, and VBScript. Simplifying web site maintenance will be a focus. Transferring of information between client and server is covered, including forms, cookies and queries.

**CET 2660 - NETWORK SECURITY FUNDAMENTALS**

- 3 lecture hours - 3 credits
- \* Prerequisites: CET 1485, equivalent industry certification, or consent of instructor
- Laboratory Fee: \$10

This course is an introduction to the language and underlying theory of computer security that covers the essential knowledge and skills for securing systems and/or organizations. Topics include: General Security Concepts, Communications Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. CompTIA® Security+ objectives are used.

**CET 2760C - WEB SERVER MANAGEMENT**

- 3 lecture hours - 3 credits
- Prerequisite: CET 2792
- Laboratory Fee: \$10

Web Server Management provides information for a solid understanding of what is required to configure a web server and keep it running. The course includes planning a web server, how HTTP protocol works, how CGI programs execute and various methods for publishing documents on a web server. Also discussed are the security issues surrounding the web. The various types of threats against web servers and how to identify and recover from a security breach will be presented.

**CET 2791 - MICROSOFT WINDOWS CLIENT**

- 4 lecture hours - 4 credits
- Prerequisites or Corequisites: CET 1513 & CET 1171 & CET 1485 or consent of instructor
- Laboratory Fee: \$15

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional operating system software on stand-alone computers and client computers that are part of a workgroup or a network environment. The various tools for administrating and configuring Microsoft Management Console, Task Scheduler, Control Panel and the registry will be explored. Network protocols, services, DNS, and Active Directory will be introduced.

This course, along with appropriate self-study, provides the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

**CET 2792 - MICROSOFT WINDOWS 2000 SERVER**

- 4 lecture hours - 4 credits
- Prerequisite: CET 2791
- Laboratory Fee: \$15

This course provides students with a comprehensive understanding of Microsoft Windows 2000 Server. It focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

**CET 2793 - NETWORK INFRASTRUCTURE ADMINISTRATION**

- 3 lecture hours - 3 credits
- Prerequisite or Corequisite: CET 2792
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP routing and WINS in a Windows network infrastructure. Information will also be provided to manage, monitor and troubleshoot Network Address Translation and Certificate Services.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

**CET 2794 - ACTIVE DIRECTORY SERVICES**

- 4 lecture hours - 4 credits
- Prerequisite or Corequisite: CET 2792
- Laboratory Fee: \$15

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam 70-217. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

### **CET 2795 - DESIGNING DIRECTORY SERVICES**

- 3 lecture hours - 3 credits
- Prerequisite: CET 2792
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP). The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

### **CET 2930 - SPECIAL TOPICS IN NETWORKING**

- 3 lecture hours - 3 credits
- Prerequisite: CET 2792
- Laboratory Fee: \$10

Current topics related to the field of computer internetworking will be explored. Some topics may qualify as Microsoft Certification Exam electives.

### **CGS 1003 - FUNDAMENTALS OF COMPUTER USAGE**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5
- This course is designed for students with little or no prior computer experience. No exemption exam is offered for this course.

The fundamentals of computer usage, computer applications, Windows, and the Internet are introduced using hands-on experience. Special emphasis is given to beginning commands and concepts necessary to use computer programs.

Students who have passed CGS 1100, CGS 1530, CTS 1101, or OST 1743 should NOT take this course.

### **CGS 1100 - BUSINESS COMPUTER APPLICATIONS**

- 3 lecture hour - 3 credits
- Laboratory Fee: \$10

This course develops professional skills in the use of microcomputer business software. It is intended for business, economics, and computer degree seeking students. Topics covered include word processing, financial spreadsheets, database queries and reports, and business presentations. Activities also include local and network storage, application integration, web-based searches, and the use of knowledge bases.

### **CGS 1530 - MICROCOMPUTER APPLICATIONS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This is an introductory course in the use of microcomputer application software. Applications covered will include word processing and graphing, spreadsheets and charting, database, and presentation graphics. Integration activities and web-based searches will also be included.

### **CGS 2949 - COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE**

- 3 credits

Refer to Cooperative Education for additional information.

### **CHD 2334 - LANGUAGE ARTS FOR THE YOUNG CHILD**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is designed to prepare early childhood professionals to promote language and literacy development in children from birth - grade 3. Topics include phonemic awareness, uency, vocabulary, comprehension, language development, the reading/writing process, first and second language acquisition and children's literature. Observations in an early learning environment are required.

### **CHD 2338 - MATH & SCIENCE FOR THE YOUNG CHILD**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is designed to prepare early childhood professionals to promote mathematical and scientific concepts in children from birth - grade 3. Topics include one to one correspondence, sorting, building shapes, measuring, estimating, classifying, patterns, terms, graphing, observing, predicting, problem solving and discovery through inquiry based hands-on exploration. Observations in an early learning environment are required.

### **CHM 1025C - GENERAL CHEMISTRY WITH LAB**

- 3 lecture hours - 2 laboratory hours - 5 credits
- Laboratory Fee: \$25
- Prerequisite: Eligibility for MAT 1033
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

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. The lab component will provide laboratory support for the lecture material.

**CHM 1083 - 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 1205C - GENERAL ORGANIC & BIOCHEMISTRY WITH LAB**

- 3 lecture hours, 2 laboratory hours - 5 credits
- Prerequisites: CHM 1025
- Laboratory Fee: \$25

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 2045C - COLLEGE CHEMISTRY I WITH LAB**

- 3 lecture hours - 3 laboratory hours - 5 credits
- Laboratory Fee: \$25
- Offered Fall Term Only
- Prerequisites: CHM 1025C or A in high school chemistry, eligibility for MAC 1105
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid-base properties, amphoterism, complex formation, chemical equilibria, and oxidation reduction process. The lab component will provide laboratory support for the concepts taught in lecture.

**CHM 2046C - COLLEGE CHEMISTRY II WITH LAB**

- 3 lecture hours - 3 laboratory hours - 5 credits
- Laboratory Fee: \$25
- Offered Spring Term Only
- Prerequisites: C or higher in CHM 2045C, CHM 2045L, & C or higher in MAC 1105

This course is a continuation of College Chemistry I. Laboratory emphasis is on qualitative analysis.

**CHM 2210C - ORGANIC CHEMISTRY I WITH LAB**

- 3 lecture hours, 3 laboratory hours - 5 credits
- Prerequisite: CHM 2045C or CHM 1205C
- Laboratory Fee: \$25

This course provides a basic introduction to all organic functional groups, followed by detailed treatment of the relationship between structure and reactivity. Other topics include stereochemistry, synthesis, and spectroscopy.

**CHM 2211C - ORGANIC CHEMISTRY II WITH LAB**

- 3 lecture hours, 3 laboratory hours - 5 credits
- Prerequisite: CHM 2210C
- Laboratory Fee: \$25

This course is a continuation of CHM 2210 covering the chemistry of carbonyl and nitrogen compounds followed by an introduction to biomolecules. Emphasis will be on reactivity, mechanism, and synthesis.

**CHM 2949 - COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY**

- 1-3 credits

Refer to Cooperative Education for additional information.

**CIS 1940 - SPECIAL TOPICS IN COMPUTER & INFORMATION SCIENCES**

- 1-3 lecture hours - 1-3 credits
- Prerequisite: See course schedule for prerequisites for each specific topic
- Laboratory Fee: One- and two-credit courses: \$5
- Laboratory Fee: Three-credit courses: \$10.
- May be repeated with a change of content up to a maximum of 12 credits.

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.

**CIS 2321 - SYSTEMS ANALYSIS & DESIGN**

- 3 lecture hours - 3 credits

A study of the techniques required to process data within the system and programming 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. The course will include a practical case study in systems analysis.

**CIS 2325 - COMPUTER APPLICATIONS & PROJECT DEVELOPMENT**

- 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.

**CIS 2417 - HELP DESK OPERATIONS**

- 3 lecture hours - 3 credits
- Prerequisite: CTS 2321 or CTS 2320 & MNA 1161
- Laboratory Fee: \$10

This course provides in-depth coverage of the concepts that students must understand to succeed in a help desk setting. It addresses all major aspects of help desk operations, including roles and responsibilities, procedures, technology tools, and performance measures. The course employs a mix of lectures, case studies and hands-on labs. The labs employ hardware and software commonly used in modern help desk environments.

**CJE 1000 - INTRODUCTION TO CRIMINAL JUSTICE**

- 3 lecture hours - 3 credits
  - Satisfies the Cultural Diversity Requirement
- Coursework includes an examination of law enforcement in the United States, its history, philosophy, functions, administrative and technical problems.

**CJE 1001 - INTRODUCTION TO CRIMINOLOGY**

- 3 lecture hours - 3 credits
  - Satisfies the Cultural Diversity Requirement
- 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.

**CJE 1800 - INTRODUCTION TO PRIVATE 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.

**CJE 2130 - CRIMINAL INVESTIGATION**

- 3 lecture hours - 3 credits
  - Satisfies the Cultural Diversity Requirement
- Introduction to investigative procedures, including theory, case preparation, interviewing of witnesses and suspects, and contemporary problems encountered in criminal investigation.

**CJE 2302 - POLICE ORGANIZATION & 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.

**CJE 2304 - CRIMINAL JUSTICE LEADERSHIP AND LINE SUPERVISION**

- 3 lecture hours - 3 credits
  - Prerequisite: CJE 1000 or permission of instructor
- This course is an introduction to a variety of leadership principles and practices which will assist the police supervisor in in uencing others to achieve vital tasks.

**CJL 2100 - 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.

**CJL 2130 - CRIMINAL PROCEDURE & 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.

**CJT 2110 - CRIMINALISTICS**

- 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. Students are introduced to the capabilities of the crime laboratory.

**CJT 2312 - FIREARMS FAMILIARIZATION**

- 3 lecture hours - 3 credits
  - Special Fee: \$40
- Emphasis will be placed on the skilled use of Police firearms, including the legal restrictions, responsibilities, and proper safety precautions.

**COP 1000 - COMPUTER PROGRAM DESIGN**

- 3 lecture hours - 3 credits
  - Laboratory Fee: \$10
- Using standard techniques for design communication, students will apply object-oriented design to programming solutions for business tasks. The course will include design tools and the skills and concepts of brainstorming, class diagrams, object diagrams, field and variable declarations, data types, constructs and methods, control ows, owcharting, pseudocode, and creating test data. Tasks will include class creation, interface documentation, string manipulation, and computational processing activities. This course is recommended for those studying computer programming.

**COP 1171 - COMPUTER PROGRAMMING - VISUAL BASIC**

- 3 lecture hours - 3 credits
  - Laboratory Fee: \$10
- This course introduces the student to the common elements of programming. Program design, structured methodology, syntax, documentation, problem solving, terminology, and graphic design are studied. Students will be involved in hands-on experiences within class and in between classes. Use of Microsoft Visual BASIC.Net's on-line Help and other reference materials will be required. Students will create programs meeting given specifications. Students will create a program of their own design. VS.Net will be used.



**COP 1256 - JAVA PROGRAMMING GRAPHICS**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5

This course introduces students to Java programming language using programming code snippets. Students are involved in hands-on programming experiences within class meetings and in between class meetings. Small programs will be created using existing Java graphics classes. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

**COP 1605 - FUNDAMENTALS OF COMPUTER OPERATING SYSTEMS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course serves as an introduction to computer operating systems. It provides an overview of what they are and how they work. Each primary component of operating systems is covered, beginning with resource management (memory, processor, devices and files) and moving on to user interfaces, security issues and the interaction of operating system components. Examples of how these functions are implemented in modern operating systems will be studied and applied.

**COP 1822 - PROGRAMMING LANGUAGE FOR NETWORKS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course introduces students to the common elements of programming. Scripting design, object-oriented and structured methodologies, language syntax, documentation, problem solving, and terminology are studied. Students are involved in hands-on experiences within class and in between classes. The command line of Windows and a text editor are used to create batch files and scripts applicable to network administration. Networking applications of Windows Scripting Host and COM objects are used. Fundamental programming structures and terminology will be stressed. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

**COP 2220 - COMPUTER PROGRAMMING - C++ LANGUAGE**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

It is recommended that students with no programming experience take COP 2250 prior to attempting this course. Students will write computer programs in the C++ language. 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. Students will study the object-oriented approach to programming.

**COP 2222 - ADVANCED C++ PROGRAMMING**

- 3 lecture hours - 3 credits
- Prerequisite: COP 2220 or consent of instructor
- Laboratory Fee: \$10

This course applies the fundamentals learned from the introductory C++ course. The student will utilize the basic programming constructs of C++ and create a comprehensive, term-long programming project. Object-oriented programming will be strongly emphasized along with advanced coding and debugging techniques. Students will be involved with hands-on experience within class and in between classes.

**COP 2250 - PROGRAMMING WITH JAVA**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course introduces students to the syntax and semantics of the Java programming language. Students are involved in hands-on programming experiences within class and in between classes. Topics will include programming terminology, control structures, I/O operations and Java's object-oriented programming features of arrays, references, classes, objects, inheritance and data encapsulation. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

**COP 2700 - DATABASE DESIGN & ANALYSIS**

- 3 lecture hours - 3 credits
- Prerequisite or Corequisite: CTS 1400 or consent of instructor
- Laboratory Fee: \$10

This course is designed to introduce the student to a PC Database Management System (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.

**COP 2706 - DATABASE PROGRAMMING**

- 3 lecture hours - 3 credits
- Prerequisite: COP 1171 or consent of instructor
- Laboratory Fee: \$10

This course continues implementation of the .Net Framework introduced in COP 1171. This course will focus on creating applications that are integrated with databases. Using ADO.Net students will experience creating connections, Data SQL commands and Data Reader, accessing data with the DataAdapter, and work with DataSets and DataTables. Data binding in web forms and using the XML Designer are included. Students will be involved in hands-on experiences within class meetings and in between class meetings. Students will create programs meeting given specifications. SQL Server and VisualStudio.Net will be used.

### **COP 2805 - ADVANCED JAVA PROGRAMMING**

- 3 lecture hours - 3 credit s
- Prerequisite: COP 2250
- Laboratory Fee: \$10

This course continues implementation of Java programming begun in COP 2250. After reviewing topics of classes, objects, types, control ows, testing, debugging, documenting and using Java libraries, the following topics will be included: interfaces, polymorphism, event handling, inheritance, GUIs, array lists, exception handling, streams, system design, recursion, sorting and searching, and data structures. Students will be involved in hands-on experiences within class meetings and in between class meetings. Students will create programs meeting given specifications.

### **COP 2830 - SERVER-SIDE WEB PROGRAMMING**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course develops skills in creating interactive, data-driven Web applications. Server-side scripting with PHP integrated with HTML will be developed to create web applications that enable online registration, login verification, and such. MySQL will be used for creation, management, and retrieval of large amounts of data. Extensible Markup Language (XML) will be used to catalog and describe data in an HTML document. PHP will be used to display data from a XML file and dynamically display it in a Web page. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

### **CRW 2000 - CREATIVE WRITING I**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1101
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

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

### **CRW 2002 - CREATIVE WRITING II**

- 3 lecture hours - 3 credits
- Prerequisite: CRW 2000
- Laboratory Fee: \$10
- Meets Gordon Rule requirements

This course is a continuation of the process begun in CRW 2000. Advanced creative writing skills are emphasized in area of poetry, fiction, and drama. Students will also study information concerning submitting work for publication.

### **CTS 1101 - MICROSOFT WINDOWS - INTRODUCTION**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5

This course develops the skills necessary to use MS Windows. Topics studied will include managing files and folders, using Explorer and My Computer, customizing the desktop settings, multitasking, Internet Explorer, Search, Control Panel, disk maintenance, and using accessory programs.

### **CTS 1261 - MICROSOFT EXCEL - LEVEL I**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5

This course provides basic instruction in Microsoft Excel. Topics include using menus and toolbars, entering constant values and formulas, use of simple functions, copying and moving, constructing and printing simple worksheets, creating and manipulating basic lists; and creating and printing charts. Students will have hands-on computer experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

### **CTS 1262 - MICROSOFT EXCEL**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course provides comprehensive instruction in Microsoft Excel. Topics include using menus and toolbars; entering constant values and formulas; use of functions (including conditional, lookup, and string functions); creating and manipulating lists; creating and printing charts; using large worksheets and multiple worksheets; using range names in formulas; customizing toolbars; creating macros; using Solver and PivotTable; worksheet design and documentation; formula auditing; data validation; and linking and consolidation. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

### **CTS 1271 - MICROSOFT EXCEL - LEVEL II**

- 1 lecture hour - 1 credit
- Prerequisite: CTS 1261 or consent of instructor
- Laboratory Fee: \$5

This course provides additional instruction in Microsoft Excel. Topics include construction of more complicated worksheets; using large worksheets and multiple worksheets; using conditional and lookup functions; using range names in formulas; macro basics; integration; and customizing toolbars. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

**CTS 1281 - MICROSOFT EXCEL - LEVEL III**

- 1 lecture hour - 1 credit
- Prerequisite: CTS 1271 or consent of instructor
- Laboratory Fee: \$5

This course provides advanced instruction in Microsoft Excel. Topics include creating scenarios; using the PMT function and string functions; using Solver and PivotTable; creating data tables; linking and consolidation; data validation; formula auditing and worksheet design and documentation. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

**CTS 1400 - MICROSOFT ACCESS INTRODUCTION**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5

This course introduces the student to Microsoft Access, a database management software program. Students are provided with a working knowledge of creating, modifying, and listing database files. General terminology, command structure, and function of the database will be covered.

**CTS 1401 - MICROSOFT ACCESS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course introduces students to relational database design. Students are provided a working knowledge of how to design forms, reports, queries, and menus in Access. Topics also include database security and multi-user database concepts. Minimum keyboarding and computer knowledge is helpful.

**CTS 2320 - SERVER ADMINISTRATION**

- 3 lecture hours - 3 credits
- Prerequisites: COP 1605
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, configure and troubleshoot client and server versions of the Microsoft Windows Operating System. It includes lectures, demonstrations and labs regarding system installation, file systems, administration (users, groups, and policies), network protocols and services, print services, security, and reliability.

**CTS 2321 - LINUX SYSTEM ADMINISTRATION**

- 3 lecture hours - 3 credits
- Prerequisites: COP 1605
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, configure and troubleshoot client and server versions of the Linux operating system. It includes lectures, demonstrations and labs regarding system installation, file systems, administration (users, groups, and policies), network protocols and services, print services, security, and reliability. Topics regarding backup operations, software deployment, and network management will employ leading third party products.

**DAA 1100 - BEGINNING MODERN DANCE**

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational

This course is designed to help students 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.

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**DEP 2002 - PSYCHOLOGY OF CHILD DEVELOPMENT**

- 3 lecture hours - 3 credits
- Prerequisite: PSY 2012
- Satisfies the Cultural Diversity Requirement

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 - 3 credits
- Prerequisite: PSY 2012
- Satisfies the Cultural Diversity Requirement

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
- Satisfies the Cultural Diversity Requirement

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.

**DES 1502 - DENTAL OFFICE MANAGEMENT**

- 3 lecture hours - 3 credits

This course introduces the student to health information management in the dental office. The student will study and apply the following main topics: the business of dentistry, practice communications, clinical records management, and business and financial records management.

**ECO 2013 - PRINCIPLES OF ECONOMICS I (MACROECONOMICS)**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory courses indicated through placement testing and/or academic advising prior to enrolling in this course.

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)**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory courses indicated through placement testing and/or academic advising prior to enrolling in this course.

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**

- 3 credits
- Refer to Cooperative Education for additional information.

**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.

**EDF 2930 - SPECIAL TOPICS IN EDUCATION**

- 1-5 lecture hours - 1-5 credits
- Prerequisite: See Course Schedule for prerequisite for each specific topic.
- May be repeated with a change of content up to a maximum of 5 credit hours.

Current topics of interest in the area of education and educational management will be discussed. Content may include cooperative learning strategies, curriculum design and development, alternative assessment techniques, classroom management, and educational administration.

**EDG 2701 - TEACHING DIVERSE POPULATIONS**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course provides an overview of how culture impacts people's life chances and experiences. The course includes a review of changing demographics and relevance for teachers and schools, political ramifications of changing demographics, how to remove cultural stereotypes, and understanding equity and equality. This course includes a directed field experience of 15 hours.

**EDG 2949 - COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION**

- 1-3 credits
- Refer to Cooperative Education for additional information.



### EEC 1000 - CHILD GROWTH & DEVELOPMENT

- 3 lecture hours - 3 credits
- Does not fulfill Behavioral/Social Science requirement.
- Satisfies the Cultural Diversity Requirement

This course explores traditional and current theories of child growth and development from conception through eight years of age. A holistic approach will be used to examine factors that play a role in the physical, motor, perceptual, cognitive, language, and social-emotional domains of child development. These factors include, but are not limited to: genetics, parenting style, temperament, learning preferences, relationships, ethnicity, culture, gender, socioeconomic status, and family/home environment. Three 30-minute observations are required.

### EEC 1523 - MANAGING CHILD CARE PROGRAMS

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirements

This course provides students with management and administrative skills relevant to child care programs serving the needs of children from birth to school age. Topics include conducting a needs assessment, developing a program philosophy, selecting a facility, creating developmentally appropriate environments, writing policy, hiring, training and evaluating staff, fiscal management, health, safety and nutrition, special needs of ESL students and children with disabilities, parent involvement, community involvement and marketing. Observations in an early learning environment are required.

### EEC 1601 - GUIDING & OBSERVING CHILDREN'S BEHAVIOR

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirements

Students will learn and practice principles and skills required to guide, observe and record the behavior of infants through age eight, as a tool for responsive teaching and assessment of children's development, curriculum and the environment. Observations in an early learning environment are required.

### EEC 2001 - INTRODUCTION TO EARLY CHILDHOOD EDUCATION

- 3 lecture hours - 3 credits

This course provides an overview of early childhood education and related services for young children and their families. Topics include theory, historical roots, societal changes, curriculum development, and future trends.

### EEC 2200 - CURRICULUM FOR YOUNG CHILDREN

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

Students will explore the construction of curriculum for children with and without disabilities, from birth through age eight. Curriculum will be based on emerging child interests and national/state standards within a practical, flexible, and thoughtful teacher made plan. Content areas, lesson plans, rubrics, thematic units, assessment tools, and Internet resources will be explored through the lens of developmentally appropriate practices.

### EEC 2732 - HEALTH, SAFETY & NUTRITION FOR YOUNG CHILDREN

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement
- Laboratory fee: \$57.00 (First Aid & CPR Training)

This course is designed to provide a foundation of accurate, authoritative, and up-to-date information on health issues, nutrition, principles of environmental hygiene and infection control, safety in the early childhood learning environment, physical fitness, and parent and community relationships. It also provides an introduction to the National Health Standards, the Comprehensive School Health Curriculum, Selected Healthy People 2010 Objectives that relate to schools and school-age youth, and the Center for Disease Control and Prevention Guidelines to Promote Healthy Behavior among Children and Adolescents. Students must successfully complete basic first aid and CPR by the end of the semester. Observations in an early learning environment are required.

### EEC 2940 - INTERNSHIP - PRESCHOOL

- 3 credits
- Satisfies the Cultural Diversity Requirement

This course provides 10 hours of practical work experience per week (150 hours total) in a pre-school classroom under the direction of a certified classroom teacher and a college supervisor. Students will attend a 2 - hour seminar with the college supervisor every 2 weeks to discuss teaching/learning issues. Students will be observed and evaluated by both the college supervisor and the classroom teacher.

### EEC 2949 - INTERNSHIP - CHILDCARE CENTER MANAGEMENT

- 3 credits
- Satisfies the Cultural Diversity Requirement
- This course is not repeatable for additional hours.

This course provides 10 hours of practical work experience per week (150 hours total) in childcare center management under the direction of a program director and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss management concepts and practices. Students will be observed and evaluated by both the college supervisor and the program director.

### **EET 1505C - BASIC ELECTRICITY FOR LINE WORKERS**

- 3 lecture hours - 3 credits

This course introduces students to basic electricity and the fundamentals of electrical power that apply particularly to the line worker. Students will study the history of electricity; AC and DC circuits; the principles of induction, capacitance and reactance; portable generators and basic wiring; conductors and insulator technology and electric power. Students will demonstrate proficiencies in basic electrical formulae and measuring/metering instruments.

### **EET 1506C - BASIC ELECTRICAL THEORY**

- 3 lecture hours - 3 credits

Using a classroom/lab approach, this course enables students to develop competencies related to electrical safety practices, construction math, electrical theory, conduit, and electrical codes.

### **EET 1509C - SAFE WORK PRACTICES**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$15

This course provides students with knowledge of the National Electrical Safety Code; FECA Safe Work Practices Handbook or the APPA Safe Work Practices Handbook and OSHA (CFR 29) Section 1910.269 Electric Power Generation, Transmission, Distribution and related sections. The course, along with appropriate self-study, provides students with the information to sit for a CDL (commercial driver's license).

### **EET 1760C - POLE CLIMBING ROPES & RIGGING**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Laboratory Fee: \$50

This is a specialized course for students wishing to enter the Electrical Distribution Technology trade. Students will identify and properly apply ropes, slings and rigging for lifting and rigging task for equipment lifting and hot line work applications. The course will cover care maintenance and application of rope block and tackle; cable, chain and strap hoist. Students will demonstrate proficiencies in lifting and rigging and the application care and maintenance of lift sticks, saddles, and clamps. Students will also become proficient in climbing wood poles and the care and maintenance of pole climbing equipment.

### **EET 1761C - TRUCKS & EXCAVATION EQUIPMENT**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Laboratory Fee: \$15

Students will demonstrate proficiencies in computing, planning and lifting loads; pole truck auger and winching operations; non-verbal hand signaling; winch cable maintenance and inspection and daily vehicle inspections of boom truck; bucket truck, digger truck, back hoe and trencher equipment. Students will demonstrate pole boring equipment and aerial work platform operations. Students will demonstrate maintenance of gloving bucket booms, liners and dielectric testing, and equipment trailering safety.

### **EET 1762C - ELECTRICAL DISTRIBUTION STRUCTURES**

- 3 lecture hours - 3 credits
- Prerequisite: Consent of Instructor

This course is designed to provide students with the knowledge and skills necessary to apply blueprint reading and staking practices related to distribution structures. Students will be involved in hands-on experiences in an outdoor lab.

### **EET 1763C - UNDERGROUND DISTRIBUTION**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$125

Students will study installation, operation and maintenance of URD loops and radial systems. Students will study and be able to discuss trenching safe work practices, identify primary and secondary risers and be able to install a variety of primary terminators and splices. Students will also demonstrate proficiency installing pads, hand holes, secondary risers and terminations. Participants will also study primary and secondary cable failure modes; URD switching on live and dead front equipment; fault finding and testing of URD cables.

### **EET 1764C - STREET & AREA LIGHTING**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$25

This course provides an understanding of electric street and area lighting system principles of design, application, installation, operation and maintenance for overhead and underground distribution equipment.



EDT students get hands-on practice working on power lines.

**EET 1772C - FIRST AID RESCUE & CPR**

- 2 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$25

This course meets all the requirements of OSHA for electrical line workers as required in OSHA (CFR 29) 1910.269 (a)(2)(I) "manhole and pole top rescue" and 1910.269 (b)(1) "First Aid and CPR". Students will demonstrate industry practices for rescuing injured co-workers aloft from structures, from bucket trucks or aerial devices and from manholes. Students will become certified to perform life saving skills in First Aid and CPR.

**EET 2765C - POLE LINE EQUIPMENT I**

- 3 lecture hours - 3 credits
- Prerequisite: Consent of instructor

This course is designed to provide students with the knowledge and skills necessary to perform overhead line installations, pole line inspection, transformer inspection, maintenance, and change-outs. Students will be involved in hands-on experiences in an outdoor lab.

**EET 2766C - METERING & ENERGY MANAGEMENT**

- 2 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$15

This course provides students with knowledge of modern electric metering theory, application and safety together with an understanding of electric energy use and conservation management.

**EET 2767 - AMERICAN POWER SYSTEMS**

- 3 lecture hours - 3 credits

Students in this course will learn the history of the electric utility and the Cooperative, Municipal Public and Investor Owned utility business structures, including the evolution of regulatory agencies and current status of power company de-regulation. Students will study the importance of organization and aspect of vertical integration. Students will be introduced to the functions of Human Resources and Public Relations organizations. Students will be introduced to State and Federal power provider regulations including the areas of environmental and wildlife protections; conservation and Green Power trends and will be introduced to other Department of Labor, Safety and agency "standards". Students will demonstrate a basic understanding of "inter and intrastate" power sales and agreements, mutual aid agreements; power pooling, purchased power and leased systems. Students will study and demonstrate an understanding of the importance of pole line management, GPS/GIS Distribution facilities management applications, budgeting and construction cost estimating.

**EET 2768C - DUCT BANKS & MANHOLES**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$85

Students will demonstrate an understanding of blueprint reading for duct bank and manhole construction. Students will discuss pre-cast; cast in place manhole construction, concrete encased and un-encased duct bank construction techniques. Students will demonstrate proficiencies in confined space planning, entry and rescue; rigging and pulling cable in manhole installations; framing, racking and fireproofing cables.

**EET 2769C - POLE LINE EQUIPMENT II**

- 1 lecture hour - 2 laboratory hours - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$45

Students will study blueprint reading and safe work practices applying to overhead line installations. Students will learn to install and operate pole line mounted oil circuit breakers, primary metering, reclosers, three phase transformer banks, capacitor banks and regulators. Students will learn basic trouble shooting and maintenance techniques for the related equipment.

**EET 2770C - INSTALLING OVERHEAD DISTRIBUTION CONDUCTORS**

- 3 lecture hours - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$50

Students will demonstrate proficiencies in setting up and operating wire tuggers, tensioners and wire reel tenders. Students will discuss techniques for wire pulling; safe guarding of buildings, cross streets, walkways and the public during pulling operations; planning wire pulling; and identifying potential hazards that may be encountered during wire pulling operations. Students will demonstrate proficiencies in fanning and covering of energized lines and live equipment for reconductoring/pulling operations; rigging of rollers and wire pulling devices; serving of cables and ropes for pulling; care, use and insulation of insulated mechanical jumpers; and sagging, transfer of, tying in and dead-ending of pulled conductors.

**EET 2771C - ELECTRICAL DISTRIBUTION SUBSTATIONS**

- 2 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: Consent of Instructor
- Laboratory Fee: \$15

This course focuses on electric substation installation and operation of equipment for changing voltage, switching circuits, regulating output levels, interrupting faults and providing communication-control functions.



**EET 2944 - ELECTRIC UTILITY INTERNSHIP**

- 2 credits
- Prerequisite: Consent of instructor
- Corequisite: Must be registered into Advanced EDT Certificate program.

This internship is a requirement for completion of the Advanced Electrical Distribution Technology Certificate, and the AAS in Electrical Distribution Technology. Participants will complete a minimum of 320 hours of employment with an electric utility. The work experience will relate to the course of study in the certificate program. Participants will have the opportunity to test skills developed in the certificate training curriculum as well as develop new skills while employed in the electric utility.

**EEX 2010 - INTRODUCTION TO SPECIAL EDUCATION - CHILDREN**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity requirement

This course provides an overview of special education, including procedures for identification, special education eligibility, students' legal rights, litigation and legislation, planning for integrating the child with special needs into the regular classroom, reevaluation determination, alternative placement options, and service delivery. Observations in an early learning environment are required.

**EME 2040 - TECHNOLOGY FOR EDUCATORS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course provides a survey of instructional media for education majors. It includes information on and experience in integrating educational technology into teaching. It includes the use of multimedia in the classroom, the use of various instructional software in teaching and learning, the utilization of technology for various subject areas, and an overview of ethical, legal and social issues related to the use of technology. Basic computer competency skills should be acquired prior to taking this course.

**ENC 0001 - BASIC COMPOSITION SKILLS**

- 4 lecture hours - 4 credits
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE
- Special Online Fee: \$15

This is a preparatory English course for students who need basic grammar composition instruction. Classes are small to allow for individualized help. This course may not be used to satisfy any degree program at LSCC. Attendance in the Learning Center 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 may bypass ENC 0010 if they meet the following requirements:

1. must first be recommended by the ENC 0001 instructor to attempt bypassing ENC 0010, and
2. must retake the college placement exam with a score high enough to be placed into ENC 1101, and
3. must achieve a satisfactory passing score on both parts of the state mandated College Prep English Test (CPET).

**ENC 0010 - COLLEGE PREPARATORY COMPOSITION**

- 4 lecture hours - 4 credits
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE
- Prerequisite: C or higher in ENC 0001 or placement test score
- Special Online Fee: \$15

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 and information regarding student success. It covers success information such as taking personal responsibility, managing procrastination, and engaging emotional intelligence. This course may not be used to satisfy any degree program at LSCC. Students must earn a "C" or higher and achieve a passing score on the state mandated College Prep English Test (CPET) for entry into ENC 1101.

**ENC 1101 - COLLEGE COMPOSITION I**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Students are strongly encouraged to complete OST 1743 Word Processing for College Writing or a higher level computer word processing course prior to taking, or along with ENC 1101.

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. A major documented essay is required. Knowledge in the basic use of computers is necessary to complete the required written assignments of this course.

**ENC 1101H - HONORS COLLEGE COMPOSITION I**

- 3 lecture hours - 3 credits
- Prerequisite: Admission to the course by the Honors Selection Committee
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

This writing course focuses on the essay as a literary and social genre, and as a rhetorical mode. Analytical reading of a range of essays and interpretative strategies serve as a springboard to help students improve critical thinking and writing. Emphasis is on perfecting the writing and logical skills necessary to develop a limited, unified, fully developed, coherent expository essay that introduces, explains, and concludes a mature, significant thesis. The academic demands of this course will be rigorous. A major creative research project is required.



**ENC 1102 - COMPOSITION: LITERATURE**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1101
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

A composition course that focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing a major research paper.

**ENC 1102H - HONORS COLLEGE COMPOSITION II**

- 3 lecture hours - 3 credits
- Prerequisite: A satisfactory grade in ENC 1101H or admission to course by the Honors Selection Committee
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirements

This composition course focuses on elevating critical expository writing skills through the study and analysis of three literary genres: the short story, poetry, and drama. Writing, as a means of critical discovery, will involve essays, written interpretations using the major paradigms of criticism, and in-depth research efforts that will be presented in class seminars.

**ENC 2210 - TECHNICAL REPORT WRITING**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1101 or consent of instructor
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

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.

**ENC 2300 - COMPOSITION: ARGUMENTATION**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. One or more papers require significant research, and at least one oral presentation will be required.

**ENL 2012 - ENGLISH LITERATURE I**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

**ENL 2022 - ENGLISH LITERATURE II**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements
- Satisfies the Cultural Diversity Requirement

A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism L (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. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

**EPI 0001 - CLASSROOM MANAGEMENT**

- 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program
- Prerequisites: Statement of status of eligibility and clear background screening per state requirements.

This course teaches students how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, sunshine state standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher.

**EPI 0002 - INSTRUCTIONAL STRATEGIES**

- 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program
- Prerequisites: Statement of status of eligibility and clear background screening per state requirements.

This course teaches students to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.



LSCC student and IT assistant Juan Zuluaga trouble-shoots a server that is not operating correctly.

### **EPI 0003 - TECHNOLOGY**

- **3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course teaches students to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet.

### **EPI 0004 - TEACHING & LEARNING PROCESS**

- **3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course teaches a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.

### **EPI 0010 - FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING**

- **3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course teaches language structure and function, and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is grounded in scientifically-based research.

### **EPI 0020 - PROFESSIONAL FOUNDATIONS**

- **2 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.

### **EPI 0030 - DIVERSITY**

- **2 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns.

### **EPI 0940 - PROFESSIONAL FOUNDATIONS FIELD EXPERIENCE**

- **1 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program**
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module.

**EPI 0945 - DIVERSITY FIELD EXPERIENCE**

- 1 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program
- Prerequisites: Statement of status of eligibility and clear background screening per state requirements.

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 course.

**ESC 1000 - EARTH SCIENCE SURVEY**

- 3 lecture hours - 3 credits

A systematic survey of the earth and its properties, including the physical processes presented in a conceptual manner.

**EUH 1000 - WESTERN CIVILIZATION I**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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.

**EUH 1001 - WESTERN CIVILIZATION II**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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.

**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 the current trends in modern fire service operation.

**FFP 1301 - FIRE SERVICE HYDRAULICS**

- 3 lecture hours - 3 credits

The course covers relationship between flow and pressure and mathematical hydraulic formulas as they pertain to fire apparatus devices. Course includes pump theory, pump rating, and pressure and vacuum gauges.

**FFP 1302 - FIRE APPARATUS OPERATIONS**

- 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 1505 - FIRE PREVENTION PRACTICES**

- 3 lecture hours - 3 credits

This course is a study of fire inspection practices. Topics covered include Fire Prevention Bureau activities, hazards, fire behavior, fire causes, types of construction including structural features, flame spread, occupancy and fireload; inspection techniques and conducting inspections.

**FFP 1510 - CODES & STANDARDS**

- 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 1540 - PRIVATE FIRE PROTECTION SYSTEMS I**

- 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 1740 - FIRE SERVICE COURSE DELIVERY**

- 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 1810 - FIRE FIGHTING TACTICS & 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 2120 - BUILDING CONSTRUCTION FOR FIRE SERVICE****• 3 lecture hours – 3 credits**

This course covers the components of building construction that relate to fire and life safety. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues.

**FFP 2401 - 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 2402 - 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.

**FFP 2521 - CONSTRUCTION DOCUMENTS & PLANS REVIEW I****• 3 lecture hours – 3 credits**

Topics covered include how to interpret conventional graphic communications, accepted standards and conventions, symbols, abbreviations, principles of technical projection, and a review of construction arithmetic and geometry.

**FFP 2541 - PRIVATE FIRE PROTECTION SYSTEMS II****• 3 lecture hours – 3 credits**

Topics in this course include pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

**FFP 2610 - FIRE INVESTIGATION: ORIGIN & CAUSE****• 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 2720 - COMPANY OFFICER****• 3 lecture hours - 3 credits**

This 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 2741 - FIRE SERVICE COURSE DESIGN****• 3 lecture hours – 3 credits**

This course covers the principles of effective fire science curriculum design. It includes concepts of learning, lesson plans and their development, behavioral and performance objectives, organizing the learning environment, communications, teaching techniques, and testing and evaluation.

**FFP 2811 - FIRE FIGHTING TACTICS & STRATEGY II****• 3 lecture hours – 3 credits****• Prerequisite: FFP 1810**

Topics covered in this course include multiple company operations, logistics, strategy, use of mutual aid forces and communication control. Typical tactical situations and case histories are covered.

**FIL 2001 - INTRODUCTION TO AMERICAN CINEMA****• 3 lecture hours - 3 credits****• Prerequisite: ENC 1101****• Laboratory Fee: \$10****• Meets Gordon Rule requirements.**

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.

**FIN 2100 - PERSONAL FINANCE****• 3 lecture hours - 3 credits**

This course is a survey of the problems and techniques of personal financial planning. Topics covered include consumer credit, insurance, taxes, home ownership, personal investments, managing cash income, controlling expenditures, retirement planning, and estate planning.

**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.



**GEB 1011 - INTRODUCTION TO BUSINESS**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory reading courses indicated through placement testing and/or academic advising prior to enrolling in this course.

A survey of modern business practices. The course explores various business areas including economics, management, marketing, accounting, and finance. The course is designed to help prepare students for future business courses and assist students in deciding whether to choose business as a career.

**GEB 1136 - INTRODUCTION TO eBUSINESS**

- 3 lecture hours - 3 credits

This course is designed to introduce students to the technological and business infrastructure of the eBusiness environment. Emphasis is placed on the basics of marketing, interactive telecommunications and other e-business techniques.

**GEB 1441 - BUSINESS ETHICS & ETIQUETTE**

- 3 lecture hours - 3 credits

Students will discuss controversial issues in business to heighten awareness of ethical principles and dilemmas faced by employers and employees. In addition, students will be introduced to business etiquette topics deemed essential for the workplace.

**GEO 1000 - INTRODUCTION TO GEOGRAPHY**

- 3 lecture hours - 3 credits

This course covers topics on the spatial relationships of humankind and the environment. It allows students to explore the world geographically based on information for making informed decisions on varied geographic issues and problems.

**GEO 2474 - GEOGRAPHY & WORLD AFFAIRS**

- 3 lecture hours - 3 credits

The analysis of the geographic aspects of world affairs as they occur. Students will determine the spatial relationships between events and the physical, political, social and economic nature of the region in which the events take place.

**GLY 1000 - EARTH REVEALED**

- 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. Only one three-credit-hour television course may be used in meeting Natural/Physical Science general education requirements.

**GLY 1030 - ENVIRONMENTAL GEOLOGY**

- 3 lecture hours - 3 credits

- Prerequisite: Eligibility for MAT 1033 & ENC 1101 or higher

This course focuses on the relationship between humankind and its geological habitat. It is concerned with the problems that people have in using the earth's resources. Emphasis is placed on earth processes and the physical properties of rocks and surficial deposits, the geomorphological processes such as the hydrologic and geographic cycles as related to urban development and the resulting stresses in social, economic and political context.



Student Christina Miller uses her education in graphic arts to work part-time designing for Lake Region Printing in Mount Dora.

**GRA 1190C - INTRODUCTION TO GRAPHIC DESIGN**

- 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.

**GRA 1191C - 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.

**GRA 2122C - COMPUTER LAYOUT DESIGN II**

- 3 lecture hours - 3 credits
- Prerequisite: GRA 1191C
- Laboratory Fee: \$10

A continuation of GRA 1191C using Quark Express for advanced terminology and procedures in desktop design and "press-ready" for commercial printing.

**GRA 2151C - ILLUSTRATION**

- 3 lecture hours - 3 credits
- Offered Fall Term
- Prerequisites: ART 1300C & ART 2254C or consent of instructor
- 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.

**GRA 2171C - ADVERTISING DESIGN I**

- 3 lecture hours - 3 credits
- Prerequisite: GRA 1191C
- 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.

**GRA 2195C - ADVERTISING DESIGN II**

- 3 lecture hours - 3 credits
- Prerequisite: GRA2171C
- Laboratory Fee: \$10

A continuation of ART 2232C 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.

**GRA 2202C - 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.

**HIM 1003 - FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT**

- 3 lecture hours - 3 credits

This course offers an overview of the health information management profession. The functions, content and structure of the health record are studied. Datasets, data sources, healthcare delivery systems and the health information technology functions found in all healthcare environments are explored.

**HIM 1012 - MEDICOLEGAL ASPECTS OF RECORDS**

- 2 lecture hours - 2 credits

This course is designed to teach the student healthcare information requirements and standards from internal and external sources that are in place at any given time. These requirements include fraud and abuse regulations. Healthcare privacy, confidentiality, legal and ethical requirements and issues related to the health information infrastructure are also addressed.

**HIM 1030C - MEDICAL RECORDS TRANSCRIPTION I**

- 3 lecture hours - 3 credits
- Prerequisites: OST 1100, OST 1330, & HSC 1531
- Prerequisite or Corequisite: HSC 1532

This course is an introduction to medical transcription with emphasis on proper grammar, punctuation, and spelling; correct use of medical terms; proper formats used in a variety of reports and dictation; and proofreading and editing transcription appropriately. Speed and accuracy are developed throughout the course.



## Check out some of our newer programs....

### COMPUTER INFORMATION ADMINISTRATOR



After extensive research into the needs of information technology employers, LSCC created its new Computer Information Administrator program. The two-year Associate degree prepares students for employment in a variety of computer positions in business, industry and government. What makes the program unique is that its curriculum not only gives students the technical training for the installation, configuration and maintenance of a wide range of technologies, but also the foundational knowledge in business and interpersonal skills necessary to be successful in the modern workplace. For information call Department Chair Patricia Rausch at 323-3623.



### Early Childhood Education

Pre-kindergarten teacher, childcare provider and center director are just some of the careers open to students completing LSCC's Early Childhood Education degree programs. Two-year Associate in Science and Associate in Applied Science degrees prepare practitioners to work in high-quality programs that integrate activities supporting language and reasoning skills for children from birth through age eight. In either degree program, students can choose a specialization in Child Development

Center Management or Preschool Curriculum. Call Program Manager Dr. Diane Edwards at 435-5048, or make an appointment with an LSCC advisor, to discuss each degree program's curriculum.

### Electrical Distribution Technology

Lineman technicians are in such high demand that area utility companies and municipalities formed a partnership with LSCC to create the Electrical Distribution Technology program. This two-year Associate in Applied Science degree provides hands-on training for both men and women students at LSCC's Sumter Campus training field. Graduates from this industry-developed program can find careers with electrical companies and municipal electric departments, as well as electrical company contractors. Enrollment is very limited and physical limitations must be considered. For more information call Program Manager and Instructor Bill Tyler at 352-568-0001.



### Educator Preparation Institute

If you have a bachelor's degree in a field that has not provided the opportunities or satisfaction you expected; or if you would just like to make a career change, LSCC's new Alternative Teacher Certification Program provides the opportunity to supplement your education to become an elementary or secondary school teacher. Part of the college's Educator Preparation Institute (EPI), the certification program was approved by the Florida Department of Education to help meet

the need for up to 35,000 teachers over the next three years. Enrollment is limited and after you have applied, it can take several weeks to receive the required college transcripts and other documents, so you must start now. Call Program Manager Dr. Diane Edwards at 435-5048 for additional information.

**HIM 1512 - MEDICAL OFFICE MANAGEMENT**

- 3 lecture hours/3 practice hours - 3 credits
- Laboratory Fee: \$10

This course introduces the student to health information management and technology in the medical office. The student applies reimbursement methodologies and generates practice management reports for analysis using simulated medical office software along with supplemental lecture and reading materials. The student explores the strategies of managing and supervising all of the functions in a medical office such as the front office, the medical record, billing, compliance, documentation and risk management, legal issues, health and safety and outpatient services. (The student should complete an introductory level computer course prior to enrolling in this course). A minimum of 3 hours of structured lab time per week is required.

**HIM 1271 - MEDICAL INSURANCE & CODING I**

- 3 lecture hours - 3 credits

This course offers students a complete foundation for physician office coding and billing. The emphasis of this course is on the medical office reimbursement process from start to finish. A minimum of 3 hours of structured lab time per week is required.

**HIM 1433 - CONCEPTS OF DISEASE**

- 3 lecture hours - 3 credits
- Prerequisites or Corequisites: HSC 1531 & HSC 1532

This course introduces the nature, cause and treatment of human diseases enabling students to extract, analyze and classify information within the medical (health) record. Common pharmacological treatments for various diseases are also discussed.

**HIM 1800C - PROFESSIONAL PRACTICE EXPERIENCE I**

- 2 credits
- Prerequisite or Corequisite: HIM 1003 (if prerequisite, c or higher required)

This course allows the student to practice health information functions in the lecture/laboratory environment. Topics addressed include: health record content and format; health information numbering, filing and tracking systems; assembly and analysis; incomplete record control; and health information retention and retrieval functions. Students will use authentic medical records and integrated record tracking and control software to practice these procedures. Additionally, the student will spend time observing the medical record functions at the County Health Dental and Medical Clinics.

**HIM 2032C - MEDICAL RECORDS TRANSCRIPTION II**

- 3 lecture hours - 3 credits
- Prerequisites: c or higher in HIM 1030C & OST 1110
- Prerequisite or Corequisite: HIM 1433 (if prerequisite, c or higher is required)

The focus of Medical Transcription II is to provide the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness while applying the principles of professional and ethical conduct. The emphasis will be on speed and accuracy of the dictation.

**HIM 2033C - MEDICAL RECORDS TRANSCRIPTION III**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in HIM 2032C
- Prerequisite or Corequisite: HIM 1012 (if prerequisite, c or higher is required)

A continuation of HIM 2032C, the focus of this course is to prepare students for entry-level employment as a medical transcriptionist in any medical specialty. Students will complete a series of five specialty tape sets that will enhance their knowledge of all fields of medicine. Speed and accuracy will be further developed in this course.

**HIM 2110 - INTEGRATED HIM SERVICES & SYSTEMS**

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisites: OST 1854

This course is designed to provide instruction in how HIM professionals meet organization-wide demands to collect and maintain quality data and information using integrated systems, both manual and automated. This course moves students through designing forms, gathering quality data, processing data into useful information and storing information for future manipulation in databases. Students are taught how general and health technology and information systems influence the day-to-day operations in health facilities and how technology is influencing the development of an ideal computer-based patient record.

**HIM 2214 - HEALTHCARE STATISTICS**

- 2 lecture hours - 2 credits
- Prerequisites: OST 1854 & either QMB 1001 or MAT 1033 or consent of instructor

This course is designed to provide instruction in how HIM professionals: abstract and maintain data for clinical indices/databases/registries; collect, organize and present data for quality management, utilization management, risk management, and other patient care related studies; compute and interpret healthcare statistics; apply Institutional Review Board processes and policies; use specialized databases to meet specific organization needs such as medical research and disease registries; analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of healthcare; calculate staffing levels and productivity standards for health information functions and calculate health information department medical record supplies such as storage units for budget recommendations.



**HIM 2222C - BASIC ICD-9-CM CODING**

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisites or Corequisites: HIM 1433, BSC 2093C

This course focuses on the analysis and coding of symptoms, diagnoses, diseases, operations, and treatments using International Classification of Diseases, 9<sup>th</sup> Revision-Clinical Modification (ICD-9-CM). The student is taught how to look through a variety of medical reports to determine the accurate selection and sequencing of codes for various healthcare settings. A minimum of 3 hours of structured lab time per week is required. (The student are advised to take HIM 2234C during the semester immediately following HIM 2222C to avoid having to purchase ICD-9-CM manuals for 2 separate years. In order to coordinate this sequence, the students should ensure the prerequisites/corequisites for HIM 2234C are satisfied accordingly.)

**HIM 2234C - ADVANCED ICD-9-CM CODING & REIMBURSEMENT**

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: c or higher in HIM 2222C
- Prerequisites or Corequisites: BSC 2094C

This course is a continuation of HIM 2222C and includes the in-depth use of International Classification of Diseases, 9<sup>th</sup> Revision-Clinical Modification (ICD-9-CM). In addition, this course offers theory and practice in common reimbursement methodologies and classification systems including the status of ICD-10. This course further increases the quality of ICD-9-CM code selection by applying the selection process in problem solving using medical record review methods and guidelines. An Encoder and Grouper is demonstrated and available to the student for the completion of select assignments. A minimum of 3 hours of structured lab time per week is required.

**HIM 2253C - CPT-4 CODING & REIMBURSEMENT**

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: HSC 1532

Students are shown how to analyze source documents and properly use the CPT manual to accurately select all professional procedure codes applicable to any medical, health, or surgical encounter. Special emphasis is placed upon the relationship between reimbursement and CPT coding. It is recommended that the student complete an anatomy and physiology course or its equivalent prior to enrolling in this course. A minimum of 3 hours of structured lab time per week is required.

**HIM 2440 - PHARMACOLOGY & LABORATORY ANALYSIS**

- 1 lecture hour - 1 credit

This course will introduce HIM students to the most common drugs and laboratory tests utilized in medicine. Students will learn how to abstract key information from the medical record to assist in improving physician documentation and to ensure all valid conditions are coded.

**HIM 2510 - HIM COMPLIANCE & PERFORMANCE ISSUES**

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: c or higher in HIM 2110
- Prerequisite or Corequisite: OST 2336

This course provides students with opportunities to apply communications, teamwork and management principles to assessing and improving data quality and performance of HIM department functions. Students also participate in facility-wide compliance activities to support total quality assessment, performance improvement, utilization management and risk management strategies. Students study the organization of resources in any health information services environment, including human resources, financial and physical resources and information technology resources. *A minimum of 3 hours of structured lab time per week is required.*

**HIM 2810 - PROFESSIONAL PRACTICE EXPERIENCE II**

- 2 credits
- Prerequisites: c or higher in HIM 1512, HIM 2253C & HIM 2222C & consent of instructor
- Prerequisite or Corequisite: HIM 2234C (if prerequisite, c or higher required)
- Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.

This course will allow students to experience and practice abstracting, classification, coding and reimbursement in both a hospital and an alternate facility. Coding compliance plans, policies and procedures will be addressed. The student will use various types of coding and reimbursement equipment, software and reference materials in the respective facilities. The assignments are self-paced but generally require between 55-60 hours to fully complete.

**HIM 2820 - PROFESSIONAL PRACTICE EXPERIENCE III**

- 2 credits
- Prerequisites: HIM 1800C & consent of instructor
- Prerequisites or Corequisites: HIM 1012, HIM 2110 & HIM 2510 (if prerequisite, c or higher required)
- Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.

This course provides students with supervised experience in an inpatient health information department. Students will gain hands-on practice in health information: analysis/statistics; forms; legal aspects (accreditation/licensure, request/release of confidential information, provider credentialing); indices and registries; vital statistics; quality management program; supervisory and management activities; reports; and meetings. This PPE requires approximately 55-60 hours to complete.

### **HIM 2930 - HEALTH INFORMATION TECHNICIAN REVIEW**

- 1 lecture hour - 1 credit
- Prerequisite: Consent of instructor
- Offered in classroom setting & on-line

This course is designed to assist students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). Each student will design a plan of study. Various study and test-taking strategies will be analyzed. Students will answer hundreds of questions designed to familiarize them with the type of information that is key for each task within the Domains, Subdomains and Tasks.

### **HIS 2949 - COOPERATIVE EDUCATION INTERNSHIP IN HISTORY**

- 1-3 credits

Refer to Cooperative Education for additional information.

### **HSC 1000 - INTRODUCTION TO HEALTH CARE**

- 1 lecture hour - 1 credit

This course will introduce students to the healthcare delivery system in the United States and will provide an overview of the roles and responsibilities of members of the healthcare team. The course content will include communication and interpersonal skills unique to the healthcare field. Infection control and emergency planning topics are also taught. The personal characteristics of the successful healthcare professional will be emphasized.

### **HSC 1100 - TRENDS & ISSUES IN HEALTH**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

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.

### **HSC 1101 - PERSONAL HEALTH**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$15

This course provides foundational information in health and nutrition. It will emphasize and redirect students to focus on health knowledge, attitudes, and practices within our society. It will seek to motivate students to seek changes in physical, mental and social well-being, while gaining applicable skills related to preventing and/or forestalling chronic lifestyle diseases that begin early in the life cycle.

### **HSC1531 - 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 1532 - MEDICAL TERMINOLOGY II**

- 2 lecture hours - 2 credits
- Prerequisite: HSC 1531 or consent of instructor

This course is a continuation of Medical Terminology I. Emphasis is on body systems, specialty medicine, disease processes, pharmacology, clinical procedures, and laboratory tests.

### **HSC 2400 - FIRST AID & 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**

- 1-3 credits

Refer to Cooperative Education for additional information.

### **HUM 1211 - INTRODUCTION TO HUMANITIES: ANTIQUITY THROUGH THE MIDDLE AGES**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course focuses on the major artistic, literary, musical, and intellectual developments of Western civilization from its beginnings in antiquity through the Middle Ages.

### **HUM 1230 - INTRODUCTION TO HUMANITIES: RENAISSANCE THROUGH MODERN TIMES**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course focuses on the major artistic, musical, literary, and intellectual developments of Western civilization from the Renaissance through the present.

### **HUM 2930 - SELECTED TOPICS IN HUMANITIES**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is problem-, issue, subject-centered in its approach to the humanities. It provides an awareness of and appreciation for major themes and/or cultures through an in-depth study of specific humanities topics as they relate to the selected topic. Native American Culture is the first proposed topic.

### **HUM 2949 - COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES**

- 1-3 credits

Refer to Cooperative Education for additional information.

**HUN 1014 - NUTRITION FOR NURSING PRACTICE**

- 2 lecture hours - 2 credits
- Prerequisite: BSC 2093C

This course focuses on principles of nutrition and the nutritional requirements across the lifespan. Emphasis is placed on nutrition in health promotion and clinical practice. The significance of nutrition within the health care movement toward wellness and primary prevention is examined as well as specific medical nutritional therapy in disease management. *This is a required course for students planning to enter the nursing program.*

**HUN 1111 - FOUNDATIONS OF NATURAL MEDICINE**

- 3 lecture hours - 3 credits

This course will explore the uses of diet therapy, vitamin/mineral supplements, herbs, and 'nutraceuticals' that have been scientifically documented to prevent and treat various diseases. The course will describe the underlying mechanisms related to diet and nutrient intake which cause diseases that are common in Western civilization. The mechanisms by which nutrients, herbs, and nutraceuticals work to prevent and treat disease will be discussed.

**HUN 1201 - BASIC NUTRITION**

- 3 lecture hours - 3 credits

**Offered in Classroom & Online Settings**

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

**INR 2002 - INTERNATIONAL RELATIONS**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1101 or consent of instructor
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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. This course requires approximately 6,000 words of expository writing.

**JOU 2949 - COOPERATIVE EDUCATION  
INTERNSHIP IN JOURNALISM**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**LEI 2261 - OUTDOOR EDUCATION**

- 1 lecture hour/1 laboratory hour - 2 credits
- Prerequisite: Students will be required to complete an assumption of risk and liability waiver for their participation in class.
- Fee: \$1
- Coeducational

The purpose of this course is to develop an awareness and appreciation for the Florida outdoors. The content includes knowledge and appreciation of skills, techniques, rules, and safety practices necessary to participate in selected outdoor education activities. Outdoor education activities include camping, canoeing, hiking, backpacking, orienteering, angling and cycling.

**LIN 1670 - ENGLISH GRAMMAR**

- 3 lecture hours - 3 credits
- Corequisite: OST1743 strongly recommended

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.

**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 resources. Databases to be covered include periodicals, newspapers, government documents, and encyclopedias. Methods of developing a research strategy will also be covered. LIS 2003 and LIS 2004 cover the same material. LIS 2004 is the Web-based version of this course; LIS 2003 is the hands-on version taught in an Internet classroom.

**LIS 2003 - INTRODUCTION TO INTERNET  
RESOURCES**

- 1 lecture hour - 1 credit

This course will focus on information resources available through the Internet. Internet search tools and methods of access will be explored, along with social, ethical and legal issues.

**LIS 2004 - INTRODUCTION TO INTERNET  
RESEARCH**

- 1 credit

This online course focuses on methods of accessing information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate, and cite Internet resources. The course is delivered via WebCT.



Classroom participation encourages the student to become involved in the learning process.

### LIT 2090 - CONTEMPORARY LITERATURE: SURVEY

- 3 lecture hours - 3 credits
- Prerequisites: ENC 1101 & ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

A study of contemporary movements in literature based on the critical reading analysis of English and American writers. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### LIT 2091 - CONTEMPORARY LITERATURE: NOVELS

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

A study of important novelists. Students will have a chance to examine the important themes in literature as treated by a variety of authors. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### LIT 2110 - EUROPEAN LITERATURE I

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

Readings are drawn from European literature written during the ancient, medieval, and Renaissance periods. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### LIT 2120 - EUROPEAN LITERATURE II

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

As a continuation of LIT 2110, this course focuses on major European writers of the seventeenth through the twentieth centuries. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### LIT 2380 - WOMEN IN LITERATURE

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

The development of the tradition of literature by women in English from the seventeenth century to the present. In addition to written exposition the course includes a substantive unit on oral skills and oral communication. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition. Gordon Rule writing requirement minimum written work: 6,000 words.



### LIT 2930 - SELECTED TOPICS IN LITERATURE

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1102
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement
- May be repeated for a maximum of nine credit hours.

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, Native American Literature, and Myths, Legends, and Folktales. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.

### MAC 1105 - COLLEGE ALGEBRA

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in MAT 1033 or placement
- Meets Gordon Rule requirements

This is a rigorous introduction to the math concepts necessary for successful study of MAC 2233 or MAC 1140. This course is primarily a conceptual study of functions and graphs, their applications, and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. NOTE: A graphing calculator is required.

### MAC 1114 - TRIGONOMETRY

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in MAC 1140 or consent of instructor.
- Meets Gordon Rule requirements

This is a calculus preparatory course in trigonometry, analytic geometry and algebra. This course, in conjunction with MAC1140 (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, polar coordinates, and vectors. NOTE: A graphing calculator is required.

### MAC 1140 - PRECALCULUS ALGEBRA

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in MAC 1105 or placement
- Meets Gordon Rule requirements

This 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. NOTE: A graphing calculator is required.

### MAC 1932 - SPECIAL TOPICS IN MATHEMATICS

- 1 lecture hour - 1 credit
- Prerequisite: Consent of instructor
- May be repeated for a maximum of three credit hours.

This course is a study of topics designed to enhance the students' understanding of mathematics. The course will be graded as "Satisfactory" or "Unsatisfactory." No letter grades will be given.

### MAC 2233 - CALCULUS FOR BUSINESS

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in MAC 1105 or placement
- Meets Gordon Rule requirements

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology. NOTE: A graphing calculator is required.

### MAC 2311 - CALCULUS WITH ANALYTIC GEOMETRY I

- 5 lecture hours - 5 credits
- Prerequisite: c or higher in MAC 1114 & MAC 1140
- Meets Gordon Rule requirements

This is the first course in a three-semester sequence, which continues with MAC 2312 and concludes with MAC 2313. The following topics will be covered in this three-semester sequence: review of functions; limits and continuity; the derivative; differentiation of algebraic and transcendental functions; the mean value theorem and intermediate value theorem; extrema and graph sketching; area and the definite integral antidifferentiation; the fundamental theorem of calculus; inverse functions; arc length; techniques of integration; parametric equations and polar coordinates; Taylor's formula, infinite sequences and series; vectors in the plane and in space; topics from plane and solid analytic geometry; directional derivatives and curvature; differential calculus of functions of several variables; multiple integration. NOTE: A graphing calculator is required.



LSCC Instructor Fred Wattering speaks to an attentive audience about the court's decisions relating to the rights of students.

**MAC 2312 - CALCULUS WITH ANALYTIC GEOMETRY II**

- 4 lecture hours - 4 credits
- Prerequisite: c or higher in MAC 2311
- Meets Gordon Rule requirements

This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) NOTE: A graphing calculator is required.

**MAC 2313 - CALCULUS WITH ANALYTIC GEOMETRY III**

- 4 lecture hours - 4 credits
- Prerequisite: c or higher in MAC 2312
- Meets Gordon Rule requirements

This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) NOTE: A graphing calculator is required.

**MAE 2801 - ELEMENTARY SCHOOL MATHEMATICS**

- 4 lecture hours - 4 credits
  - Prerequisite: c or higher in MGF 1106 or MAC 1105
- This course does not satisfy Gordon Rule requirements.**

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

**MAN 2021 - PRINCIPLES OF MANAGEMENT**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory courses indicated through placement testing and/or academic advising prior to enrolling in this course.

The course explores the basic principles of management emphasizing the activities of planning, organizing, leading, and controlling.

**MAN 2582 - PROJECT MANAGEMENT**

- 3 lecture hours - 3 credits
- Prerequisite: Sophomore level
- Laboratory fee: \$10

This course provides the foundational knowledge and skills needed to successfully manage complex projects. It addresses the role of the project manager, project management as a process; problem definition; determining strategies; work breakdown, estimating, and scheduling; tracking progress; and closing out the project.

**MAN 2949 - COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**MAR 2011 - PRINCIPLES OF MARKETING**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory reading courses indicated through placement testing and/or academic advising prior to enrolling in this course.

The course explores the basic principles of marketing focusing on the topics of target marketing, product strategy, pricing strategy, place strategy, and promotion strategy.

**MAR 2949 - COOPERATIVE EDUCATION INTERNSHIP IN MARKETING**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**MAT 0012 - DEVELOPMENTAL ARITHMETIC WITH ALGEBRA & STUDY SKILLS**

- 3 lecture hours - 3 credits
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE

This course includes operations with signed numbers, decimals, and fractions. Ratios, percentages, and geometric formulas, and a first introduction to algebra are also included. Students will receive a grade of either "Satisfactory" or "Unsatisfactory."

**MAT 0012C - DEVELOPMENTAL ARITHMETIC WITH ALGEBRA & STUDY SKILLS**

- 3 lecture hours - 1 laboratory hour - 4 credit
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE

This course includes operations with signed numbers, decimals, and fractions. Ratios, percentages, and geometric formulas, and a first introduction to algebra are also included. Students meet in class with their instructor for four hours per week, with three hours devoted to lecture and one hour devoted to introducing, developing, and applying proper study skills for mathematics classes. Students will receive a grade of either "Satisfactory" or "Unsatisfactory".

**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

This course includes basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, and graphing. Students will receive a grade of either "Satisfactory" (which includes a passing performance on the state mandated Florida College Basic Skills Exit Test) or "Unsatisfactory."

**MAT 0024C - ELEMENTARY ALGEBRA**

- 4 lecture hours, 1 laboratory hour - 4 credits
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE
- Prerequisite: "Satisfactory" grade in MAT 0012 or placement

This course includes basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, and graphing. Students will receive a grade of either "Satisfactory" or Unsatisfactory." One of the requirements for receiving a "Satisfactory" grade is passing the state mandated Florida College Basic Skills Exit Test. Students meet in class with their instructor for four hours per week, with three hours devoted to lecture and one hour devoted to guided practice.

**MAT 1033 - INTERMEDIATE ALGEBRA**

- 3 lecture hours - 3 credits
  - Prerequisite: MAT 0024 or MAT 0024C or placement.
- This course does not satisfy the Gordon Rule requirements necessary for meeting the General Education component of the A.A. degree. It may be counted as college elective credit only.

This course includes the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, completing the square, complex numbers, absolute value, graphing, and applications.

**MCB 1278C - INTRODUCTION TO EPIDEMIOLOGY OF INFECTIOUS DISEASES WITH LAB**

- 3 lecture hours - 1 laboratory hour - 3 credits
- Laboratory Fee: \$5

This course provides basic understanding of epidemiology of emerging infectious diseases and their causative agents. The course focuses on presenting the molecular and cellular aspects of infectious diseases and the exciting interactions between pathogenic microorganisms and their hosts. The course introduces the most important and dangerous causative agents of infectious diseases, demonstrate how microbial "weapons," pathogenicity factors, protein secretion machines, and surfaces variation systems work. Infectious diseases are discussed in light of recent advances in evolutionary and cellular microbiology, genomics, diagnostic techniques, and vaccine development. The lab class tends to improve laboratory skills and to increase knowledge of the techniques and use of tools in Epidemiology.

**MCB 2010C - MICROBIOLOGY WITH LAB**

- 3 lecture hours - 2 laboratory hours - 4 credits
- Laboratory Fee: \$25
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

A survey of microbial forms with emphasis on bacteria, their morphology, physiology, and genetic mechanisms. This course provides laboratory support for the concepts taught in lecture.

**MCB 2930C - SPECIAL TOPICS IN MICROBIOLOGY**

- 2 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: Consent of instructor

Provides basic understanding of microorganisms that cause major outbreaks (epidemics). Explains and discusses the cause, transmission, control prevention, and treatment of major outbreaks that can be caused by biological agents. Identifies and lists the steps in social life disruption during outbreak of diseases caused by potential pathogens. Discusses the importance of collaboration between the agencies involved in managing major outbreaks. Discusses different models and plans for preparedness as recommended by the Center for Disease Control and Prevention for adoption and implementation in case of emerging epidemics. The lab class tends to improve laboratory skills and to increase knowledge of the techniques and use of equipment in identifying outbreaks caused by microorganisms.

**MGF 1106 - LIBERAL ARTS MATH I**

- 3 lecture hours - 3 credits
- Prerequisites: c or higher in MAT 1033 or placement
- Meets Gordon Rule requirements

This course covers topics from set theory, logic, geometry and measurement, counting principles, probability, and statistics (including the normal curve).

**MGF 1107 - LIBERAL ARTS MATH II**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in MAT 1033 or placement
- Meets Gordon Rule requirements

This is a survey course covering a selection of at least six (6) topics from among the following: consumer mathematics, history of mathematics, non-decimal numeration systems, finite algebraic systems including modulo systems, non-Euclidean geometries, networks, number theory, linear correlation and regression.

**MMC 2100 - WRITING FOR THE MASS MEDIA**

- 3 lecture hours - 3 credits
- Offered Fall and Spring Terms
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.

A pre-professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. Open to all students interested in writing.

**MMC 2944 - NEWSPAPER PRACTICUM**

- 1 lecture hour/1 laboratory hour - 2 credits
- Prerequisite: MMC 2100
- May be repeated one time for credit.

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.

**MMC 2946 - COMMUNICATIONS PRACTICUM**

- 6 hours laboratory - 3 credits
- Prerequisites: MMC 2100 and consent of instructor

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

**MNA 1100 - HUMAN RELATIONS IN BUSINESS & INDUSTRY**

- 3 lecture hours - 3 credits

This is 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 1161 - CUSTOMER SERVICE**

- 3 lecture hours - 3 credits

This course provides students with the basic concepts and current trends in the customer service industry. The course will focus on providing students the foundation needed for developing skills and knowledge to help students work effectively with both internal and external customers.

**MTB 1348 - TECHNICAL MATHEMATICS**

- 3 lecture hours - 3 credits

This course introduces the student to principles of mathematics used in electronics and computer engineering technology career fields. Topics include basic arithmetic, basic algebraic equations, vectors, and graphing. This course is not recommended for transfer students.

**MTB 1370 - MATH FOR HEALTH RELATED PROFESSIONS**

- 1 lecture hour - 1 credit
- Prerequisite: MAT 0024, MAT 0024C or placement

This course provides an overview of mathematic operations necessary for the calculation of oral and parenteral drug dosages. Emphasis is placed on numerical and measurement systems, decimals, fractions, ratio and proportions, percentages, conversions, and calculations of medical dosages.

*This is a required course for students planning to enter the nursing program.*

**MUE 2211 - MUSIC & MOVEMENT**

- 3 lecture hours - 3 credits
- Laboratory fee: \$15

This course provides a study of basic music concepts and techniques using primary rhythms, beats, sounds, and instruments for use with pre-school children through age eight. Students plan, implement, and evaluate musical experiences that will contribute to rhythmic and aural development and appreciation of the young child.

**MUH 1018 - INTRODUCTION TO JAZZ**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

A general survey of Jazz styles from 1900 to the present times, using listening examples from Ragtime to Swing and into the latest modern Jazz. Course is designed for non-music majors.

**MUH 2011 - INTRODUCTION TO MUSIC**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

A general survey of the world's great music and its composers, with an emphasis upon the development of intelligent listening. Designed for non-music majors.

**MUN 1130 - SYMPHONIC BAND**

- 1 lecture hour/1 laboratory hour - 1 credit
- Laboratory fee: \$15
- Satisfies the Cultural Diversity Requirement
- Four hours maximum to count toward graduation.

Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire.

**MUN 1210 - ORCHESTRA ENSEMBLE**

- 1 lecture hour/1 laboratory hour - 1 credit
- Satisfies the Cultural Diversity Requirement
- May be repeated for a maximum credit of eight hours.
- Four hours maximum to count toward graduation.

Open to all interested students. The orchestra provides an opportunity for a musical experience through the study and performance of orchestral literature from the 1700's to the present day.

**MUN 1340 - CONCERT CHOIR**

- 1 lecture hour/2 laboratory hours - 1 credit
- Laboratory fee: \$15
- Satisfies the Cultural Diversity Requirement
- Four hours maximum to count toward graduation.

Open to all singers who wish to participate in mixed chorus and vocal ensembles. May be repeated for maximum credit of eight hours.





Under the instruction of John Rata, this ensemble performed a lovely seasonal program for the Legislative Luncheon in December 2005.

#### **MUN 1460 - CHAMBER ENSEMBLE**

- 1 lecture hour/2 laboratory hours - 1 credit
  - Laboratory fee: \$15
  - Satisfies the Cultural Diversity Requirement
  - May be repeated for maximum credit of eight hours.
  - Four hours maximum to count toward graduation.
- Provides students an opportunity to study and perform chamber ensemble music from Renaissance to Twentieth Century.

#### **MUN 2470 - COLLEGIUM MUSICUM**

- 1 credit
  - Laboratory fee: \$15
  - Satisfies the Cultural Diversity Requirement
  - Four hours maximum to count toward graduation.
- 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.

#### **MUN 2710 - JAZZ LAB BAND**

- 1 lecture hour/2 laboratory hours - 1 credit
  - Laboratory fee: \$15
  - Satisfies the Cultural Diversity Requirement
  - May be repeated for maximum credit of eight hours.
  - Four hours maximum to count toward graduation.
- Provides students an opportunity to study jazz styles and improvisation through Swing, Bop, Standard, and Rock-Fusion performances.

#### **MUS 2949 - COOPERATIVE EDUCATION INTERNSHIP IN MUSIC**

- 1-3 credits
- Refer to Cooperative Education for additional information.

#### **MUT 1121 - BASIC THEORY I**

- 3 lecture hours - 3 credits
  - Offered Fall Term
  - Laboratory fee: \$15
- 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 - 3 credits
  - Offered Spring Term
  - Prerequisite: MUT 1111 or MUT 2001
  - Laboratory fee: \$15
- 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
  - Laboratory fee: \$15
- A basic course in music skills: notation, rhythm, sightsinging, 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 - 3 credits
  - Laboratory fee: \$15
  - Offered Fall Term
  - Prerequisite: MUT 1112
- Further study of the melodic and harmonic elements of music.

**MUT 2117 - MUSIC THEORY IV**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisite: MUT 2116

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
- May be repeated for maximum credit of four hours.
- Two hours maximum to count toward graduation.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors.

MVB 1211 .....Trumpet	MVS 1213 ....Cello
MVB 1212 ....French Horn	MVS 1214 ....String Bass
MVB 1213 ....Trombone	MVS 1216 ....Guitar
MVB 1214 ....Baritone Horn	MVV 1211 ....Voice
MVB 1215 ....Tuba	MVW 1211 ...Flute
MVK 1211 ....Piano	MVW 1212 ...Oboe
MVK 1213 ....Organ	MVW 1213 ...Clarinet
MVP 1211 ....Percussion	MVW 1214 ...Bassoon
MVS 1211 ....Violin	MVW 1215 ...Saxophone
MVS 1212 ....Viola	

**PRINCIPAL FRESHMAN INSTRUCTION**

- 2 credits each course
- May be repeated for a maximum of eight credit hours.
- Four hours maximum to count toward graduation.

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

MVB 1311 .....Trumpet	MVS 1313 .....Cello
MVB 1312 .....French Horn	MVS 1314 .....String Bass
MVB 1313 .....Trombone	MVS 1316 .....Guitar
MVB 1314 .....Baritone Horn	MVV 1311 .....Voice
MVB 1315 .....Tuba	MVW 1311 ...Flute
MVK 1311 ....Piano	MVW 1312 ...Oboe
MVK 1313 .....Organ	MVW 1313 ....Clarinet
MVP 1311 ....Percussion	MVW 1314 ....Bassoon
MVS 1311 ....Violin	MVW 1315 ....Saxophone
MVS 1312 .....Viola	

**SECONDARY SOPHOMORE INSTRUCTION**

- 1 credit each course
- May be repeated for a maximum credit of four hours.
- Two hours maximum to count toward graduation.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors.

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

**PRINCIPAL SOPHOMORE INSTRUCTION**

- 2 credits each course
- May be repeated for a maximum of eight credit hours.
- Four hours maximum to count toward graduation.

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

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

**MVK 1111 - CLASS PIANO I**

- 1 lecture hour/1 laboratory hour - 1 credit
- Laboratory fee: \$5
- Four hours maximum to count toward graduation.

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.

**MVK 2121 - CLASS PIANO II**

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: MVK 1111 or consent of instructor
- Laboratory fee: \$5
- Four hours maximum to count toward graduation.

This course is a continuation of MVK 1111 - Class Piano I. Intermediate class instruction for the student who has had some training on the piano.

**MVV 1111 - CLASS VOICE I**

- 1 lecture hour/1 laboratory hour - 1 credit
- Four hours maximum to count toward graduation.

Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.

**MVV 2121 - CLASS VOICE II**

- 1 lecture hour/1 laboratory hour - 1 credit
- Laboratory fee: \$15
- Prerequisite: MVV 1111 or consent of instructor
- Four hours maximum to count toward graduation.

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.

**NUR 1022 - NURSING FOUNDATIONS I**

- 3 credits
- Offered Fall Term
- Prerequisite: Admission to Nursing Program
- Corequisites: NUR 1234, NUR 1234L, NUR 1820
- Satisfies the Cultural Diversity Requirement

This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety and infection control. Beginning health assessment will focus on client's physiological, psychological, sociocultural, developmental, and spiritual needs.

**NUR 1023 - NURSING FOUNDATIONS II**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisites: Admission to Nursing Program; NUR 1022, NUR 1234, NUR 1234L, NUR 1820
- Corequisite: NUR 1242C, NUR 1242L, NUR 1823

Students will be introduced to the health/illness continuum as they focus on health promotion, illness, and primary, secondary, and tertiary levels of preventative care. Students will explore community care issues and resources as well as the nursing role in disaster preparedness. The nursing process will be applied as students learn to meet end of life client needs.

**NUR 1234 - ALTERATIONS IN HEALTH I**

- 3 semester hours
- Prerequisite: Admission to Nursing Program
- Corequisite: NUR 1234L, NUR 1022, NUR 1820

Students will utilize the nursing process and techniques of therapeutic communication as they assess and plan care for the mental health needs of clients throughout the lifespan. Special needs of the older adult and the aging process will be introduced. Students will begin examining alterations in mobility and sensory functions as well as skin integrity throughout the lifespan. Throughout this course we'll examine the individual's relationship to stress and adaptation as it relates to health and wellness.

**NUR 1234L - CLINICAL NURSING I**

- 4 semester hours (180 hours)
- Offered Spring Term
- Prerequisite: Admission to Nursing Program
- Corequisite: NUR 1234, NUR 1022, NUR 1820
- Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may actuate annually

This is the first in a series of clinical courses and complements Alterations in Health I and Nursing Foundations I. Emphasis will be on nursing care of the client with alterations in mobility, skin integrity, and sensory functioning. Care of the client with mental health needs and the geriatric client will also be studied. Lab component will address basic psychomotor requisites of nursing care. Students will be given the opportunity to practice beginning client assessment and various interventional skills. Clinical rotations will include experiences in community facilities for the care of mental health and geriatric clients.

**NUR 1242C - ALTERATIONS IN HEALTH II**

- 4 semester hours
- Prerequisite: NUR 1234, NUR 1234L, NUR 1022, NUR 1820
- Corequisite: NUR 1242L, NUR 1023, NUR 1823

This course is the second in a series of courses and will focus on nursing care for clients with alterations in hematological, immune, gastrointestinal, and hepatic functioning throughout the lifespan. Care of the oncology client and peri-operative nursing will also be explored. Associated lab will afford experiential learning and application of cognitive and psychomotor skills related to care of clients with these alterations in health.

**NUR 1242L - CLINICAL NURSING II**

- 4 semester hours
- Prerequisite: NUR 1234, NUR 1234L, NUR 1022, NUR 1820
- Corequisite: NUR 1242C, NUR 1023, NUR 1823

This is the second in a series of clinical courses and complements Alterations in Health II and Nursing Foundations II. Emphasis will be on nursing care of the client with alterations in hematological, immune, gastrointestinal, and hepatic functioning. Clinical rotations will provide opportunities for students to care for Medical/Surgical clients in both the acute care and community care settings as well as oncologic and peri-operative setting.

**NUR 1820 - MANAGEMENT OF CARE I**

- 1 credit
- Prerequisite: Admission to the Nursing Program
- Corequisite: NUR 1234, NUR 1234L, NUR 1022

The focus of this course is to introduce the beginning nursing student to the professional, legal, and ethical issues of a Registered Nurse. Roles of the Registered Nurse will be explored in various health care delivery systems. Beginning problem solving and decision making models will be discussed.

**NUR 1823 - MANAGEMENT OF CARE II**

- 1 credit
- Prerequisite: NUR 1234, NUR 1234L, NUR 1022, NUR 1820
- Corequisite: NUR 1242C, NUR 1242L, NUR 1023

This course is a continuation of Management of Care I and focuses on the role of the Registered Nurse in delegation and supervision of client care. Students will discuss theories of team nursing and apply principles of prioritization of nursing care. The course will emphasize preparation of the student to function as a Registered Nurse and member of a health care delivery team.

**NUR 2003C - NURSING TRANSITION**

- 2 lecture hours - 1 laboratory hour - 3 credits
- (Classroom & Online settings)
- Prerequisites: Admission to Associate Degree Nursing Program
- Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually
- Satisfies the Cultural Diversity Requirement

This is the first course designed for LPNs and Paramedics entering the Nursing Associate Degree Program. The course builds on the foundation of knowledge that was acquired during previous health care education. Emphasis is placed on the role of the associate degree nurse as it applies to the nursing process. Basic physical, psychological, 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. Computer applications in nursing are introduced in this course.

**NUR 2220C - ALTERATIONS IN HEALTH III**

- 4 semester hours - 4 credits
- Prerequisite: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- Corequisite: NUR 2220L, NUR 2463

This course is the third in a series of courses and will focus on nursing care for clients with alterations in endocrine, renal, genitourinary, and gynecological functioning throughout the lifespan. Concepts of acid-base and fluids and electrolytes balances will also be explored. Associated lab will afford experiential learning of cognitive and psychomotor skills related to care of clients with these alterations in health.

**NUR 2220L - CLINICAL NURSING III**

- 5 semester hours (225 hours)
- Prerequisite: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- Corequisite: NUR 2220C, NUR 2463

This course is the third in a series of clinical courses and complements Alterations in Health III and Maternal Child Health. Emphasis will be on nursing care of clients with alterations in endocrine, renal, genitourinary, and gynecological functioning. Students will also have the opportunity to learn to plan and provide care for the obstetric and pediatric client. Clinical rotations will include experiences in acute care facilities and community clinics.

**NUR 2224 - ALTERATIONS IN HEALTH IV**

- 3 credits
- Prerequisite: NUR 2220C, NUR 2220L, NUR 2463
- Corequisite: NUR 2224L, NUR 2810L

This course is the fourth in a series and will focus on caring for clients with alterations in neurological, respiratory, and cardiovascular functioning throughout the lifespan. Concepts of critical care nursing for clients with multi-system alterations will also be explored.

**NUR 2224L - CLINICAL NURSING IV**

- 4 semester hours - (180 hours)
- Prerequisite: NUR 2220C, NUR 2220L, NUR 2463
- Corequisite: NUR 2224, NUR 2810L

This is the fourth course in a series of clinical courses and complements Alterations in Health IV. Emphasis will be on providing nursing care for clients with alterations in neurological, respiratory, and cardiovascular functioning as well as the critical care client with multi-system alterations. Clinical rotations will include experiences in acute care facilities and critical care.

**NUR 2412 - NURSING THEORY IV**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisite: Admission to Nursing Program; NUR 2700, NUR 2801, & NUR 2700L
- Corequisite: NUR 2412L
- Satisfies the Cultural Diversity Requirement

This course builds on the concepts of all previous nursing courses with emphasis on utilizing the Nursing Process in dealing with family dynamics. 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**

- 12 laboratory hours - 1.5 credits
- Offered Spring Term
- Prerequisite: Admission to Nursing Program
- Corequisite: NUR 2412

This is the fourth in a series of clinical courses that is six weeks in length and compliments Nursing Theory IV. This course provides students the opportunity to utilize the Nursing Process caring for maternity clients/patients and their infants, women with gynecological conditions, and children with long-term health problems.

**NUR 2463 - MATERNAL CHILD HEALTH**

- 2 credits
- Offered Spring Term
- Prerequisite: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- Corequisite: NUR 2220C, NUR 2220L

This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence.



**NUR 2500 - NURSING THEORY**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisite: Admission to Nursing Program; NUR 2700, NUR 2801, & NUR 2700L
- Corequisite: NUR 2500L
- Satisfies the Cultural Diversity Requirement

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 2500L - CLINICAL PRACTICE V**

- 12 laboratory hours - 1.5 credits
- Offered Spring Term
- Prerequisite: Admission to Nursing Program
- Corequisite: NUR 2500

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 2700 - NURSING THEORY III**

- 7 lecture hours - 7 credits
- Offered Fall Term
- Prerequisites: Admission to Nursing Program; NUR 2003C, NUR 1023 & NUR 2212L
- Corequisites: NUR 2700L & NUR 2801

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 - 5 credits
- Offered: Fall Term
- Prerequisite: Admission to Nursing Program
- Corequisite: NUR 2700

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

**NUR 2801L - CLINICAL PRACTICUM**

- Full-time clinical - 3 credits
- Offered Spring Term
- Prerequisite: Admission to Nursing Program NUR 2412, NUR 2412L, NUR 2500 & NUR 2500L

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 students the opportunity for transition from the role of student to that of graduate nurse.

**NUR 2801 - NURSING LEADERSHIP**

- 2 lecture hours - 2 credits
- Offered Fall Term
- Prerequisites: Admission to Nursing Program; NUR 2003C, NUR 1023 & NUR 2212L
- Corequisite: NUR 2700
- Satisfies the Cultural Diversity Requirement

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 role of the 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.

**OCE 1000 - INTRODUCTION TO MARINE SCIENCE**

- 3 credits
- Only one 3-credit hour television course may be counted toward the science requirement for graduation.

This 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.

**ORI 2000 - ORAL INTERPRETATION OF LITERATURE**

- 3 lecture hours - 3 credits

This course is designed to enhance the student's appreciation of great literature while giving special attention to the application of techniques of oral reading. Special emphasis will be placed on the ways that vocal patterns convey meaning and emotion.

**OST 1100 - KEYBOARDING & DOCUMENT FORMATTING**

- 3 lecture hours - 2 practice hours - 3 credits
- Laboratory Fee: \$10

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 & SPEED BUILDING**

- 1 lecture - 1 credit
- Prerequisite: OST 1100 or consent of instructor
- Laboratory Fee: \$5
- May be repeated, but only one credit will apply toward a degree.

Course will emphasize accuracy and speed building using the microcomputer keyboard. Students are encouraged to take this course before taking Advanced Document Formatting or concurrently with it.

**OST 1110 - ADVANCED DOCUMENT FORMATTING**

- 3 lecture hours - 3 credits
- Prerequisite: OST 1100 or consent of instructor
- 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 1330 - BUSINESS ENGLISH**

- 3 lecture hours - 3 credits
- Offered Fall Term
- Students may be required to enroll in a lower level English/reading course based on college placement tests.

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

**OST 1743 - WORD PROCESSING FOR COLLEGE WRITING**

- 1 credit
- Laboratory Fee: \$5

**Students are strongly encouraged to complete this course prior to taking, or along with, ENC 1101 or ENC 0010.**

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 1854 - MICROSOFT OFFICE - INTRODUCTION**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

Using Microsoft Office, students will learn individual and integrated functions of Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (personal information management).

**OST 1940 - OFFICE MANAGEMENT PRACTICUM**

- 3 lecture hours - 3 credits
- Prerequisite: OST 1100 or consent of instructor

Students will complete units in records management, which includes the practical application of filing rules, and information transmittal (mailing systems.) Students will use various business machines including but not limited to the following: telephone, calculator, copier, facsimile, voice mail/voice recognition, scanner, and transcription equipment. The class is tailored to develop individual skills needed by students and takes a hands-on approach in learning these skills.

**OST 2336 - BUSINESS COMMUNICATIONS**

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisites: OST 1330 or ENC 1101. Students must be familiar with word processing software.

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

**OST 2810 - DESKTOP PUBLISHING I**

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5

This course introduces students to the basic concepts of desktop publishing using page layout software. The software will be used to design and create newsletters, brochures, and posters using various typestyles and graphics.

**OST 2812 - DESKTOP PUBLISHING II**

- 1 lecture hour - 1 credit
- Prerequisite: OST 2810 or consent of instructor
- Laboratory Fee: \$5

This course is a continuation of OST 2810. Students will learn advanced features of desktop publishing including working with styles, master pages, templates, scanned images, and imported text.

**OST 2857 - MICROSOFT OFFICE -  
ADVANCED**

- 3 lecture hours - 3 credits
- Prerequisites: c or higher in OST 1854 or consent of instructor
- Laboratory Fee: \$10

Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.

**OST 2949 - COOPERATIVE EDUCATION  
INTERNSHIP IN BUSINESS**

- 1-3 credits
- Prerequisites: OST 1854 & OST 1940
- Refer to Cooperative Education for additional information.

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

**PEL 1111 - BEGINNING BOWLING**

- 1 lecture hour/1 laboratory hour - 1 credit
- Special fee: \$31.50
- Coeducational

This 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/1 laboratory hour - 1 credit
- Prerequisite: PEL 1111 or consent of instructor
- Special fee: \$31.50
- Coeducational

This course is basically designed for the students wanting to further develop their 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/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational

This course is designed for the beginner or weak golfer. The 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/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational

This course includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Students should dress in gym attire. All equipment is furnished.

**PEL 1341 - BEGINNING TENNIS**

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational

This 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/1 laboratory hour -1 credit
- Prerequisite: PEL 1341 or consent of instructor
- Fee: \$1
- Coeducational

This 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/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational

This course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) present 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/1 laboratory hour - 1 credit
- Prerequisite: PEL 1441 or consent of instructor
- Fee: \$1
- Coeducational

This course is 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.

**PEM 1101 - PHYSICAL FITNESS FOR MEN I**

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1

Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage students to maintain good physical fitness throughout life. All equipment is furnished.

**PEM 1102 - PHYSICAL FITNESS FOR MEN II**

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: PEM 1101 or consent of instructor
- Fee: \$1

This course is designed to continue the process of PEM 1101.

**PEM 1116 - FIGURE & FITNESS IMPROVEMENT FOR WOMEN I**

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1

This 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 course is developed to make the student aware of the fact: "Fitness is a lifetime venture." All equipment is furnished.

**PEM 1117 - FIGURE & FITNESS IMPROVEMENT FOR WOMEN II**

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: PEM 1116 or consent of instructor
- Fee: \$1

This course is designed to continue with the process of PEM 1116.

**PEM 1171 - AEROBIC DANCE**

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational
- Satisfies the Cultural Diversity Requirement

This course is designed to acquaint students with the basic functioning of the human cardiovascular system through dance.

**PEM 1173 - LOW IMPACT AEROBIC DANCE**

- 1 lecture hour/1 laboratory hour - 1 credit
- Satisfies the Cultural Diversity Requirement

This Low-Impact Aerobic Dance 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.



Instructor Debra Dabney coaches a student on the correct way to train with weights.

**PEM 1351 - BICYCLING**

- 1 lecture hour/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 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 1443C - TAE KWON DO**

- 1 lecture hour - 2 laboratory hours - 2 credits
- Laboratory Fee: \$10
- Prerequisite: Students will be required to complete an assumption of risk and liability waiver for participation in this class.

Instruction in the techniques, history and philosophy of Tae Kwon Do, including self-defense. All levels of students are accommodated. This is a hands-on course involving a considerable level of physical activity. Successful completion of the course qualifies the student to participate in a belt promotion exam. Uniform required.

**PEM 1905 - FITNESS & 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.



### PEM 2105 - CONDITIONING FOR ATHLETES OF ALL AGES

- 1 lecture hour/1 laboratory hour - 2 credits
- 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.
- Fee: \$1

This course will provide students with a process to guide them through program development choices and decisions through orchestrated academic and laboratory experiences. This will foster a commitment to fitness as it relates to athletic endeavors and make it an integral part of their lifestyle activities.

### PEN 1113 - ADVANCED LIFE SAVING & WATER SAFETY

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: Students should be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.
- Fee: \$1
- Coeducational

This course includes instruction in water safety, self rescue, drown proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies students for the American Red Cross Advanced Life Saving Certificate.

### PEN 1121 - BEGINNING SWIMMING

- 1 lecture hour/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/1 laboratory hour - 1 credit
- Prerequisite: PEN 1121 or consent of instructor
- Fee: \$1
- Coeducational

This course is 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 include: elementary back stroke, American crawl, side stroke, breast stroke, back crawl, and drownproofing.

### PEN 1231 - BEGINNING SAILING

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: Must be a swimmer. A swimming test is administered prior to sailing or canoeing.
- Fee: \$1
- Coeducational

This is 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.

### PEO 2011 - PRINCIPLES & ANALYSIS OF TEAM SPORTS

- 3 lecture hours - 3 credits

This course includes the principles, methods, and techniques of teaching a team sport, including organization and management, instruction of skills and concepts, motivation, and evaluation.

### PET 1400 - INTRODUCTION TO SPORTS LEADERSHIP

- 3 lecture hours - 3 credits

This course is designed to provide the student an understanding of the various components and activities involved in an athletic program and how they fit into one functioning unit. The organization and administration of such programs are studied in terms of their inter-relationship within the institution, tasks to be performed along with the policies and procedures necessary to carry out the assigned mission.

### PET 2385 - INTRODUCTION TO FITNESS ASSESSMENTS AND CONCEPTS

- 1 lecture hours / 1 lab hour - 2 credits
- Prerequisite: c or higher in BSC 1010C and students must also be cleared by a physician prior to participating in this class
- Laboratory Fee: \$20

This course is designed to give students a clear understanding of specific sports and fitness assessment techniques and concepts. Students will have the opportunity to gain hands on experience and practicum based knowledge. Students will develop and implement specific fitness programs for different individuals and learn how to perform fitness assessments on their subjects.

### PET 2464 - INTRODUCTION OF FISCAL & FACILITIES OPERATIONS

- 3 lecture hours - 3 credits

Acquiring knowledge and skills in fiscal concepts of programs and the planning and operations of one's facilities are very important to the administrator of athletic programs. Purchasing of equipment and maintenance are important aspects of program operation. The facility for which the athletic administrator must assume responsibility and accountability comprises 40% or more of the value of the school plant and an even higher percentage of the outdoor area. Therefore, the purpose of this course is to provide the student the opportunity to acquire knowledge and develop skills in fiscal and facilities operations of athletic programs and facilities to enable them to perform effectively in these two areas of responsibility.

# Lake Sumter COMMUNITY COLLEGE

## A Great Education Close to Home



### 2-Year Associate in Arts/Transfer Degree

An A.A. degree provides a comprehensive foundation to continue studies toward a four-year diploma and guarantees acceptance into Florida's university system. Some emphasize studies in Athletic Training, Early Childhood and Elementary Education, and Pre-Engineering, allowing students to transfer into these specific university programs.

### 2-Year Associate in Applied Science Degrees

A.A.S. degrees prepare students with the career training for in-demand professions.

- Business Administration
- Computer Programming & Analysis
- Criminal Justice Technology
- Early Childhood Education
- Electrical Distribution Technology
- Fire Science Technology
- Graphic Design Technology
- Health Information Management
- Legal Assisting
- Office Administration

### 2-Year Associate in Science Degrees

A.S. degrees offer career training that can also complete the first-year requirements of a comparable university bachelor's program.

- Computer Information Administrator • Criminal Justice  
Early Childhood Education • Emergency Medical Services • Nursing

### 2+2 Associate to Bachelor's Degree Programs

- Business Administration (Management & Accounting) • Criminal Justice  
Early Childhood • Elementary Education • Nursing • Sports & Fitness

### Certificate Programs

- Accounting Tech. Management
- Alternative Teacher
- Computer Programming
- Information Technology Analysis
- Medical Information Coder/Biller
- Medical Office Management
- Office Management
- Office Specialist
- Office Support
- Small Business Management

### Lifelong Learning Programs

Non-credit courses designed to advance your career and enrich your life. Topics include:

- Art • Business • Computer Technology • Conversational Spanish  
Health Care • Real Estate License Renewal • People's Law People's  
Medical • Security Officer Training • And, Much More



### Applied Technology

Medical Records Transcription

### Dental Programs

Dental Hygiene • Dental Assisting

### Workforce Development Programs

Customized corporate training for small to large businesses at the workplace or on an LSCC campus. Computer hardware and software, professional development, teambuilding, management skills and customer service are just a few of the courses that LSCC's Corporate & Community Services office can provide. American Management Association certification programs are also available.



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### **PET 2471 - STRATEGIES IN SPORTS LEADERSHIP**

- **3 lecture hours - 3 credits**

This course is designed to provide an opportunity for the exchange of information regarding current issues in sports leadership, examination of organization structure in sports administration, and serve as a forum for the presentation and critique of student/group research. Opportunities are also provided for the student to develop skills in instructional material preparation, construction of evaluation instruments, and uses of technology in formal presentation.

### **PET 2490 - CURRENT & LEGAL ISSUES IN SPORTS**

- **3 lecture hours - 3 credits**

This course is designed to provide students participating in the Sports Management Program information concerning legal matters and current issues relating to sports. Of particular importance is acquiring an awareness and understanding of basic legal responsibilities of sports managers and coaches. The information presented helps the student develop a working vocabulary of significant legal terms along with legal concepts and issues that have a particular reference to sports and management of sports programs. In addition, activities included during the term will permit the student the opportunity to pursue in depth a specific legal topic and to share the information gained by means of written and oral reports.

### **PET 2622 - CARE & PREVENTION OF ATHLETIC INJURIES**

- **3 lecture hours - 3 credits**

- **Laboratory Fee: \$15**

This course is designed to provide the participant with increased knowledge, competence and skill in the care and prevention of injuries. The course will familiarize the participant with the cause and prevention of injuries, exercises, practical taping and strapping procedures and the use of treatment modalities. The student will become acquainted with procedures in recognizing, preventing and caring for a wide variety of injuries common to athletics.

### **PET 2760 - THEORY & METHODS OF COACHING SPORTS**

- **3 lecture hours - 3 credits**

This course includes the study of the theories and methods of coaching for optimum sports performances, including sport psychology, philosophy of coaching, the learning of motor skills, and styles of leadership behavior. The course provides basic information about the profession and assists athletic coaches at various levels of experience to achieve the fundamental competencies related to preparation for coaching, and to expand their knowledge of the basic concepts of athletic coaching.

### **PET 2949 - COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION**

- **1-3 credits**

- **Refer to Cooperative Education for additional information.**

Classes meet double sessions in order to avoid cold weather. In Fall Term all aquatic activities conclude at mid-semester (September through October 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.

### **PGY 1401C - BASIC PHOTOGRAPHY**

- **3 lecture hours - 3 credits**

- **Laboratory Fee: \$20**

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**

- **Laboratory Fee: \$20**

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.

### **PGY 2801C - DIGITAL PHOTOGRAPHY I**

- **3 lecture hours - 3 credits**

- **Prerequisite: PGY 1401 or consent of instructor**

- **Laboratory Fee: \$25**

An introduction to computer imaging tools and techniques for digital photos. Emphasis will be on basic mastery of the following skills: camera handling, image procurement, enhancement, and manipulation. This course provides an exploration of a variety of creative techniques using Adobe Photoshop software. Students must supply their own digital cameras.

### **PHI 2010 - INTRODUCTION TO PHILOSOPHY**

- **3 lecture hours - 3 credits**

- **Prerequisite: c or higher in ENC 1101 or consent of instructor**

- **Laboratory Fee: \$10**

- **Meets Gordon Rule requirements.**

- **Open to sophomores only or to second semester freshmen who receive consent of instructor.**

A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.

**PHI 2630 - CONTEMPORARY ETHICS**

- 3 lecture hours - 3 credits
- Prerequisite: c or higher in ENC 1101 or consent of instructor
- Laboratory Fee: \$10
- Meets Gordon Rule requirements.
- Satisfies the Cultural Diversity Requirement

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.

**PHY 1020C - PHYSICS FOR LIBERAL ARTS WITH LAB**

- 3 credits (class meets four hours weekly)

A hands-on course which provides an understanding of basic physical principles as they apply to everyday phenomena. Students are taught how to make observations, collect data and draw conclusions based on the data. Basic mathematics and/or elementary algebra may be needed to apply physical principles to common applications.

**PHY 2048C - PHYSICS WITH CALCULUS I WITH LAB**

- 4 lecture hours, 1 laboratory hour - 5 credits
- Offered Fall Term
- Prerequisite: MAC 2311
- Prerequisite or Corequisite: MAC 2312
- Laboratory Fee: \$15

This course covers the basic principles of mechanics, including motion, forces, energy, rotation, and vibration. Emphasis is on hands-on experiences to reinforce physical principles. It is intended primarily for majors in the physical sciences and engineering.

**PHY 2049C - PHYSICS WITH CALCULUS II WITH LAB**

- 4 lecture hours, 1 laboratory hour - 5 credits
- Offered Spring Term
- Prerequisites: c or higher in PHY 2048C
- Laboratory Fee: \$15

This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.

**PHY 2053C - GENERAL PHYSICS I WITH LAB**

- 4 lecture hours, 1 laboratory hour - 5 credits
- Offered Fall Term
- Prerequisite: MAC 1114 or consent of instructor
- Laboratory Fee: \$15

This course covers the basic principles of mechanics, as well as selected topics in thermodynamics and waves. Emphasis is on hands-on experiences to reinforce physical principles. The course is intended for pre-medical, physical therapy and other pre-professionals not majoring in the physical sciences or engineering. It can also be used to satisfy the general education requirement for physical science.

**PHY 2054C - GENERAL PHYSICS II WITH LAB**

- 4 lecture hours, 1 laboratory hour - 5 credits
- Offered Spring Term
- Prerequisites: PHY 2053C & MAC 1114 or consent of instructor
- Laboratory Fee: \$15

This course is a continuation of PHY 2053, covering the basic principles of electricity, magnetism, optics and selected topics in modern physics.

**PHY 2100C - MODERN PHYSICS**

- 3 credit hours, 3 clock hours per week
- Laboratory Fee: \$30
- Prerequisites: PHY 2048C, PHY 2049C, MAC 2311 and MAC 2312

PHY 2100C is a problem solving course in physics that includes an integrated laboratory component. Areas of focus will be special relativity, optical and X-ray spectra, interaction and duality of particles and radiation, basic concepts of quantum mechanics, atomic and molecular structures, introductory solid state and elementary nuclear and particle physics, and cosmology.

**PHY 2930 - SPECIAL TOPICS IN PHYSICS**

- 1-3 lecture hours - 1-3 credits
- Prerequisite: See course schedule for prerequisite for each specific topic.
- May be repeated with a change of content up to a maximum of three credits.

Current and historic topics in physics and the physical sciences will be discussed. Content may include technological applications, modern physics, historical or societal perspectives or special projects.

**PLA 1003 - INTRODUCTION TO LEGAL ASSISTING**

- 2 lecture hours - 2 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 1800 - FAMILY LAW**

- 3 lecture hours - 3 credits
- Prerequisite: PLA 1104 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 2058 - SURVEY OF LAW**

- 3 lecture hours - 3 credits

This course provides an understanding of various areas of law: criminal, corporate, family, property, torts, contracts, and constitutional law. The student will also be exposed to an overview of the court system. This course will provide a foundation for subsequent legal assisting courses.

**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 2201 - CIVIL LITIGATION**

- 3 lecture hours - 3 credits
- Prerequisite: PLA 1104

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 2600 - 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 2610 - REAL ESTATE LAW & PROPERTY**

- 3 lecture hours - 3 credits
- It is recommended that students complete PLA 1104 and PLA 2600 prior to enrolling in this course.

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 2763 - LAW OFFICE MANAGEMENT**

- 3 lecture hours - 3 credits

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**

- 1-3 credits
- Prerequisites: PLA 1003, PLA 2058, & OST 1100
- Refer to Cooperative Education for additional information.

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.

**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 also covered, 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 & LOCAL GOVERNMENTS**

- 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**

- **1-3 credits**  
Refer to Cooperative Education 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 Bureaucracy. Includes theoretical classroom discussion and practical observation of government institutions and personnel during a trip to Washington, DC.

### **PSC 1001 - INVENTIONS & DISCOVERIES: SCIENCE IN A CHANGING WORLD**

- **3 lecture hours - 3 credits**  
A survey course which looks at key inventions and theories developed over the past 200 years, the science behind those discoveries, and discusses their effects on civilization. The goal of the course is to familiarize the student with the social and historical context of scientific development.

### **PSC 1515 - ENERGY & THE ENVIRONMENT**

- **3 lecture hours - 3 credits**
- **Prerequisite: Students must satisfactorily complete all required college prep English or reading courses prior to enrolling in this course.**

A survey of our energy resources, our current and possible future methods of utilization, and their associated environmental effects. The goal of the class is to familiarize the student with the role of energy and the energy problems facing society.

### **PSY 2012 - INTRODUCTION TO PSYCHOLOGY**

- **3 lecture hours - 3 credits**
- **Prerequisite: Students must complete all college preparatory reading and composition courses indicated through placement testing and / or academic advising prior to enrolling in this course.**
- **Satisfies the Cultural Diversity Requirement**

An introduction to the scientific study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction.

### **PSY 2949 -COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY**

- **1-3 credits**  
Refer to Cooperative Education for additional information.

### **QMB 1001 - BUSINESS MATHEMATICS**

- **3 lecture hours - 3 credits**
- **Prerequisites: "Satisfactory" in MAT 0024 or placement into college level math**

The course is designed to develop mathematical and computational skills used in various business settings using word problems. Much of the material covered in the course centers around basic finance and accounting concepts.

### **REA 0001 - COLLEGE PREP READING**

- **4 lecture hours - 4 credits**
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **Required for students who score below the prescribed state level on the College Placement Test (CPT).**
- **Special Online Fee: \$15**

This course is designed to provide reading instruction to those students who read below college level. Successful achievement in the course will be determined by the completion of textbook assignments, the completion of fictional novels, a comprehensive final exam, the state mandated exit test for College Preparatory Reading (CPRT), and the use of a variety of materials and equipment including software for building speed and proficiency, tachistoscopic practice, regulating eye movement with reductions in regressions, vocabulary, stated and inferential comprehension, and programmed materials. The Nelson-Denny Reading test will be used for diagnostic and prescriptive purposes and to determine the measure of increased reading ability. One online hour per week, delivered through WebCT, will cover the skills for designated course competencies, support the material for the text chapters, and will review for the state exit exam (CPRT). A minimum grade of C and a passing performance on the state mandated College Preparatory Reading Test (CPRT) are required for entry into REA 1105, the college level reading course.

### **REA 1105 - SPEED READING**

- **3 lecture hours - 3 credits**
- **Prerequisite: REA 0001 or placement**

This course is designed to provide reading instruction for those students who test below 13.0 on a standardized reading test. Successful achievement in the course is determined by the completion of textbook assignments, the completion of fictional novels, a final exam, and the use of a variety of materials and equipment including controlled reading machines, tachistoscopes, programmed materials, and computer software. The Nelson-Denny Reading test will be used for diagnostic and prescriptive purposes and for a measure of increased reading ability. Even though this course is designed primarily for students who score below 13.0, it may be taken as elective credit by any student desiring to enhance their reading speed, vocabulary, or reading skills.

## 2006-2007

### REE 2040 - PRE-LICENSING FOR REAL ESTATE SALESPERSONS

- 4 lecture hours - 4 credits

Test Fee: \$10

This course is designed to meet requirements of the Florida Real Estate Commission for Principles and Practices of Real Estate I. The course 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 2085 - POST-LICENSING FOR REAL ESTATE SALESPERSONS

- 3 lecture hours - 3 credits

Required of all real estate salespeople registered after January 1, 1989.

The course provides knowledge in the areas of real estate finance, appraising, property management and the economics of real estate.

### REL 2300 - WORLD RELIGIONS

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is a survey of the origins, beliefs, and contemporary practices of the world's religions: Hinduism, Islam, Jainism, Taoism, Shinto, Sikhism, Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interactions between specific religions and the cultures in which they are practiced.

### 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 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 2241 - 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.



C.L.A.S.S. members have a bake sale to show their support of our troops.

### RTV 2949 - COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING

- 1-3 credits

Refer to Cooperative Education for additional information.

### SBM 2000 - SMALL BUSINESS MANAGEMENT

- 3 lecture hours - 3 credits

A survey course of the basic business principles used in operating a successful small business. The course approaches small business from an opportunistic entrepreneur viewpoint rather than an artisan entrepreneur viewpoint.

### SLS 1001 - SPECIAL TOPICS IN STUDENT SUCCESS

- 1-2 credits
- May be taken as an elective up to two times with varying content

This course is designed to focus on specific strategies for empowering students to become active, responsible, learners, and to create success both in college and in life. Students will experience a variety of highly effective learner-centered methods that appeal to various learning styles and motivate students to take charge of learning, work, and life goals.

### SLS 1211 - INDIVIDUAL DISCOVERY

- 3 lecture hours - 3 credits

The primary objective of this course is to enable students to learn more about themselves and their relationships with other people. This objective is accomplished in a "nontraditional" classroom environment. The major objective is for students to develop new interpersonal skills and self-confidence by experiencing new situations and then discussing what they experienced.

### SLS 1267 - TEAM BUILDING & COMMUNICATION SKILLS

- 3 lecture hours - 3 credits

This course emphasizes team building and advanced communication skills. Working both individually and in groups, students will study how to interact more productively with others, to listen more deeply for the real problems rather than surface issues. Students will also practice balancing advocacy and inquiry in order to help others understand their reasoning and to work more productively towards group consensus. Students will also be exposed to a variety of managerial models and demonstrate knowledge of the most appropriate model for a given situation.

[www.lsc.edu](http://www.lsc.edu)

**SLS 1401 - CAREER PLANNING**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

This course provides students 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.

**SLS 1501 - FOUNDATIONS OF SUCCESS SEMINAR**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$5
- Recommended for all students; required for students placing into more than one college prep course. Students for whom it is required must complete this course prior to or concurrent with their college level courses.

This course is designed to assist students in making a successful transition into higher education by making critical connections; increasing self-knowledge of strengths and challenges; and developing academic, study, and personal strategies that are essential for success in college and beyond.

**SLS 2264 - LEADERSHIP DEVELOPMENT STUDIES**

- 3 lecture hours - 3 credits
- Prerequisite: College-level reading & writing skills.

This course is designed to help students develop their personal leadership abilities. Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities, and styles of leadership. The course provides the opportunity to develop essential leadership skills through study, observation, and application.

**SLS 2940 - SERVICE LEARNING**

- 1-3 credits
- Prerequisite: Successful completion of all college prep courses. Successful completion of 12 college level credits.

This course develops "soft" skills necessary to blend classroom experience with community workplace experience. Students will use their skills to provide volunteer services in the community. The course also gives students the opportunity to focus on social awareness and strengthening of specific skills that will cultivate a sense of ownership for their academic, personal and career goals.

**SOP 1740 - PSYCHOLOGY OF WOMEN**

- 3 lecture hours - 3 credits
- Prerequisite: PSY 2012
- Satisfies the Cultural Diversity Requirement

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.

**SPA 2612 - AMERICAN SIGN LANGUAGE I**

- 4 lecture hours - 4 credit
- American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities.

Introduction to American Sign Language with emphasis on vocabulary used by Deaf adults. Includes introduction to history and culture of deafness in America and linguistic structure and conceptual vocabulary of conversational (expressive and receptive) sign language skills. Describes various manual communication systems and philosophies.

**SPA 2613 - AMERICAN SIGN LANGUAGE II**

- 4 lecture hours - 4 credits
- Prerequisite: C or higher in SPA 2612 or consent of instructor
- American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities.

Continuation of SPA 2612 emphasizing intermediate sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.

**SPC 1930 - SPEECH SPECIALIZATIONS**

- 1-3 lecture hours - 1-3 credits
- May be taken as an elective up to three times with varying content.

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.

**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 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.

**SPN 1000 - BEGINNING SPANISH**

- 1 lecture hour - 1 credit
- Satisfies the Cultural Diversity Requirement

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

**SPN 1120 - ELEMENTARY SPANISH I**

- 4 lecture hours - 4 credits
- Satisfies the Cultural Diversity Requirement

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 1121 - ELEMENTARY SPANISH II**

- 4 lecture hours - 4 credits
- Prerequisite: SPN 1120
- Satisfies the Cultural Diversity Requirement

This course is a continuation of Elementary Spanish I.

**STA 2023 - ELEMENTARY STATISTICS I**

- 3 lecture hours - 3 credits
- Prerequisites: c or higher in MAC 1105 or MGF 1106 or placement
- Meets Gordon Rule requirements

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.

**SYG 2000-INTRODUCTION TO SOCIOLOGY**

- 3 lecture hours - 3 credits
- Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.
- Satisfies the Cultural Diversity Requirement

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
- Satisfies the Cultural Diversity Requirement

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 & 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**

- 1-3 credits

Refer to Cooperative Education for additional information.

**THE 1304 - INTRODUCTION TO SCRIPT ANALYSIS**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is designed to give student actors, directors, producers, designers, writers, and technicians a practical methodology for dealing with the text of a play or screenplay. Students will learn to break down the play or screenplay into its integral units. Each student will learn to come up with and conform to a vital and realizable production concept. This will allow students to make decisions regarding issues of budget, scheduling, casting, rehearsal, wardrobe, props, sets, special effects, lighting, sound, hair and make-up in an integrated and pragmatic manner. Close analysis of plays and screenplays will be assigned and practical aides to organizing the various production elements will be utilized.

**THE 2020 - INTRODUCTION TO WESTERN THEATRE ARTS**

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10
- Meets Gordon Rule requirements
- Satisfies the Cultural Diversity Requirement
- Prerequisite: Student must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.

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
- Satisfies the Cultural Diversity Requirement
- May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).

Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter counties.

**THE 2925 - THEATRE PRACTICUM I**

- 1 lecture hour - 1 credit
- Satisfies the Cultural Diversity Requirement
- May be repeated for a total of 2 hours credit.

Students participate in an LSCC theatre production in either the production areas or performance area as actors or crew. The students will meet production deadlines for the play selected. Producing a play for the public is the goal. Student growth in and understanding of theatre, and becoming valuable assets to the theatre community, is the main objective.

**THE 2926 - THEATRE PRACTICUM II**

- 1 lecture hour - 1 credit
- Prerequisite: THE 2925
- Satisfies the Cultural Diversity Requirement
- May be repeated for a total of 2 hours credit.

This course is a continuation of THE 2925 and involves indepth student participation in an LSCC theatre production in either the production area or performance area as actors or crew. The student will meet production deadlines for the play selected. Producing a play for the public is the goal. Student growth in and understanding of theatre, and becoming valuable assets to the theatre community, is the main objective.

**THE 2949 - COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE**

- 1-3 credits
- Refer to Cooperative Education for additional information.

**THE 2950 - APPLIED THEATRE ARTS**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement
- May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).

An introduction to technical theatre-sets, lighting, make-up, costuming, and acting styles and performance.

**TPA 2000 - BASIC DESIGN**

- 3 lecture hours - 3 credits
- Prerequisite: TPA 2200
- Satisfies the Cultural Diversity Requirement

This is an introductory course for technical theatre students. The fundamentals of design for the stage are studied in relationship to the design elements of line, shape, mass, color, and texture and the principles of composition such as balance, harmony, rhythm, and variety. Participation in a departmental production or lab is required.

**TPA 2192 - SUMMER THEATRE/TECHNICAL PRODUCTION**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

Students will participate in an LSCC summer theatre production in the technical areas of scenery, costumes, properties, lighting, or sound and participate on the running crew for the production. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

Theatre students perform in the George Pringle Black Box Theatre located on the Leesburg Campus.



Amanda Braswell, Beth Hudson and Faith Masonheimer perform in a Megan Terry play "Ex Miss Copper Queen on a Set of Pill".



Theatre students Steve Granger, Daniel Burcham and Jamie Brand are cast in "Keep Tightly Closed in a Cool Dry Place" by Megan Terry.

**TPA 2200 - STAGECRAFT I**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course is the first of a two-part sequence in technical theatre. TPA 2204-Stagecraft II is the second course. This course will cover the fundamentals of scenery construction, painting, rigging, safety, and drafting for the theatre, with an introduction to CADD. Using a combination classroom lecture and hands-on laboratory experience, stagecraft requires participation in the scenic laboratory for 30 hours.

**TPA 2204 - STAGECRAFT II**

- 3 lecture hours - 3 credits
- Prerequisite: TPA 2200
- Satisfies the Cultural Diversity Requirement

This course is the second of a two-part sequence in technical theatre and a continuation of TPA 2200-Stagecraft I. The course covers the fundamentals in costume construction, lighting, and sound. Advanced drafting for the theatre with emphasis on computer aided drafting will be covered. This class is a combination classroom lecture and hands-on laboratory experience, requiring participation in the scenic laboratory for 30 hours.

**TPA 2220 - INTRODUCTION TO STAGE LIGHTING**

- 3 lecture hours - 3 credits
- Prerequisite: TPA 2200 • Corequisite: TPA 2204
- Satisfies the Cultural Diversity Requirement

This course is an introduction to the various techniques, practices, equipment, and design elements composing modern stage lighting. The course covers the development of stage lighting, electrical theory, lighting control systems, color theory, basic drafting techniques and paperwork for lighting, computer systems, and "intelligent" lighting systems. The students will use classroom lectures, workshops, and hands-on assignments as part of their introduction to stage lighting. Students will participate in the planning, implementation, and running of lighting designs for LSCC Theatre productions.

This course covers the fundamentals of play direction. Students explore the elements of script interpretation and the techniques used to transfer the directorial idea/concept into the practical terms of composition, picturing, movement, rhythm, and stage business. The course will acquaint the students of theatre with the overall function of the director with practical experience in script selection, casting, rehearsals, blocking, analysis, and working with actors. Students will direct a one-act play for limited public performance.

**TPA 2260 - SOUND IN PERFORMING ARTS**

- 3 lecture hours - 3 credits
- Prerequisite: TPA 2200
- Satisfies the Cultural Diversity Requirement

This is an introductory course covering the fundamentals of producing sound for the stage, including live and recorded sound. Sound reproduction, editing, digital recording, sound reinforcement, microphone use, amplifier and speaker systems will be discussed and demonstrated. Students are required to work on a production of approximately 40 hours.

**TPP 2110 - ACTING I**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

This course provides instruction and training in the basic concepts of acting. The course develops the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts and ideas. This is accomplished by means of physical and vocal exercises, drills, games and improvisations, and limited couples work.

**TPP 2111 - ACTING II**

- 3 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: TPP 2110 or consent of instructor
- Satisfies the Cultural Diversity Requirement

This course is a continuation of TPP 2110, with specific emphasis on the various techniques of developing characterizations utilizing scripted materials. The course also includes more advanced techniques of relaxation and concentration and the development of the acting instrument.

**TPP 2190 - SUMMER THEATRE/ PERFORMANCE**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

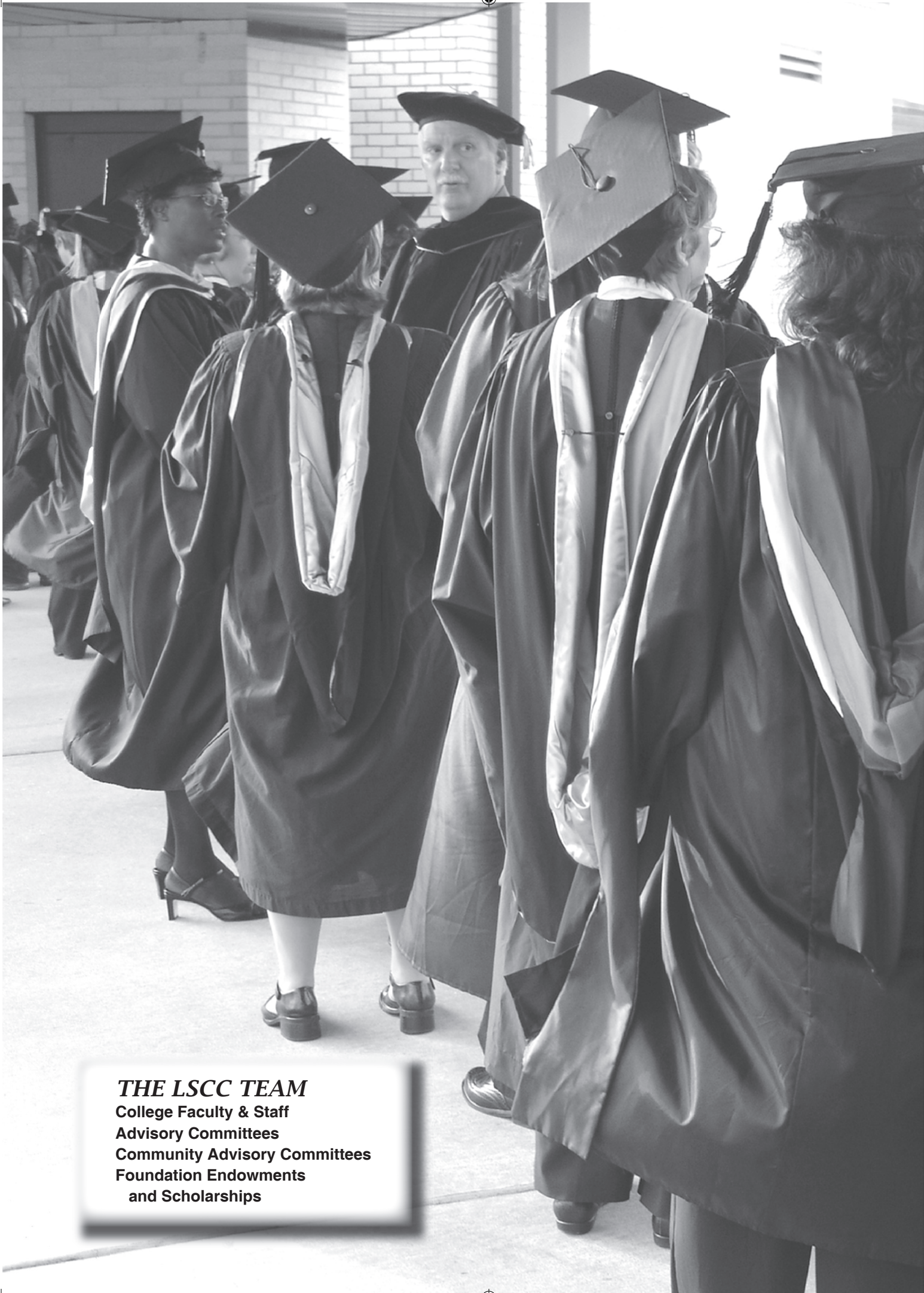
Students will participate in an LSCC summer theatre production in the performance areas of acting, singing, and/or dancing. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

**TPP 2300 - DIRECTING I**

- 3 lecture hours - 3 credits
- Prerequisite: TPP 2110 • Corequisite: TPP 2111
- Satisfies the Cultural Diversity Requirement

This course covers the fundamentals of play direction. Students explore the elements of script interpretation and the techniques used to transfer the directorial idea/concept into the practical terms of composition, picturing, movement, rhythm, and stage business. The course will acquaint the students of theatre with the overall function of the director with practical experience in script selection, casting, rehearsals, blocking, analysis, and working with actors. Students will direct a one-act play for limited public performance.





***THE LSCC TEAM***

**College Faculty & Staff  
Advisory Committees  
Community Advisory Committees  
Foundation Endowments  
and Scholarships**



## COLLEGE FACULTY

**Arcaro, Peter A.**

Music  
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**Bourne, S. Graham**

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B.A., Kean College  
M.S.L.S., Clarion Univ.

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www.lsc.edu

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**Owens, Irene**

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Charles Broadway, DMD, PA  
Kenneth Cohn, DDS  
Deb Funk  
Kim Guilford  
Hugh Hughston, DDS  
Dale LaRue  
Joanna Miller  
Rania Nicola, DDS  
Charles Pike  
Leon Smith, DDS  
Margaret Wacker, Ph. D.  
Wade G. Winker, DDS

### **Early Childhood Education**

Tanya Armstrong  
Ginger Babb  
Calvin Brown  
Marie Carlberg  
Leshia Coffield  
Jeanie Davis  
Dora Mae Estey  
Porcha Greene  
Rhonda Hunt  
Kelly Jenkins  
Sharon Suver  
Rosemary Thornhill



## ACADEMIC ADVISORY COMMITTEES

### Electrical Distribution Technology

Bob Bruck  
Bruce Hickle  
Connie Lambert  
Karen Robinson  
Joey Wallace

### Fire Science

William Gulbrandsen  
John Jolliff  
Dennis Sargent  
Michael S. Tucker  
Ron Williams  
Judd Wright

### Graphic Design

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Rosemarie Brown  
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Nancy Clutts  
Kerrie Johnson  
Fred Nendza

### Health Information Management

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Wanda Calhoun, RHIT  
Becky Craine, RHIT, CCS  
Becky Dicus, RHIA, HCRM  
Pat Freeman, RHIA  
Diane Howard, RHIA  
Helen Johnson  
Dorothy Lee, RHIT, CCS  
Karen Mathias, RHIA  
Linda Renn, RHIT, CCS  
Marge Zerbe, RN

### Legal Assisting

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Mary P. Hatcher  
Meredith Kirste  
Sandra Lara  
Mary McDaniel  
Michelle Morley  
Faye Osebold

### Nursing

Phyllis Baum, RN  
Joy Burleigh, RN  
Leah Cason, RN  
Janet Connelly, RN  
Robin Couch, RN  
Patty Cummings  
Lucilla Danner, RN  
Harlene Devine, RN  
Amy Dickens, RN  
Glenn Fechtenburg, RN  
Annacelia Gander, RN  
Linda Giacomi, RN  
Susan Griffis  
Karen Guty, RN  
Suzanne Hynds, RN  
Debbie Kasper-Cort  
Lee Ann Kleven, RN  
Paula Knight, RN  
Alice Markham, RN  
Gerald Noss, RN  
Lora Robinson, RN  
Jennifer Shull, RN  
Deborah Simpson, RN  
Gloria Taylor, RN  
Elise Veremakis, RN  
Lynette Wertz, RN  
Linda Wilson  
Jan Woods, RN

### Sports & Fitness

Monty Castevens  
Bill Donahue  
Gregg Gagliardi  
Jon Jones  
Mike Kehoe, Ph.D  
Amy Lesner  
Amie Moriarty  
Dot Richardson, MD  
Fred Sommer  
Elise Vermiakis, RN  
Kerry Whetro

### Women's Program

Gloria Boone  
Sue Fagan  
Martha Harnit, RN  
Ellen Hernandez  
Cathy Kyle  
Sherry Olszanski  
Charlotte Osborne  
Barbara Wilcher

## COMMUNITY ADVISORY COMMITTEES

### South Lake Advisory Committee

Ms. Carmen Arnold  
Principal, Cypress Ridge Elementary  
Ms. Alberta "Toni" Bell  
Retired HS Guidance Counselor  
Mr. David Coggshall  
Principal, Clermont Middle School  
Ms. Aurelia Cole  
Principal, East Ridge High School  
Ms. Ann K. Dupee  
Retired Newspaper Publisher/Editor  
Ms. Sue Fagan  
LSCC - Financial Services  
Mr. E. Bing Hacker  
Division President, Lennar Homes, Inc  
Ms. Luz (Lucy) Hage  
SLH Properties LLC, Vice President  
Ms. Mary Kelly  
Realtor, Coldwell Banker  
Tony Hubbard Realty  
Ms. Luressie McGriff  
East Ridge High School  
Culinary Arts Instructor  
Mr. John Moore  
Administrator of Support Services  
South Lake Hospital  
Mr. Kim Sams  
Manager-Public Affairs  
Walt Disney World  
Mr. Raymond San Fratello  
SL Chamber of Commerce, Ex. Dir.  
Mr. Wayne Saunders  
City Manager - City of Clermont  
Mr. Grant Tribble  
Account Executive, Merrill Lynch  
Mr. Wayne Turner  
President, People's State Bank

### College Reach-Out Program

Mr. Rex Anderson  
Pastor, New Jacobs Baptist Church  
Mr. Kevin Baker  
Owner, SmartWear, USA  
Ms. Mertice Britt  
Owner, SM Britt Hauling  
Ms. Anjannette Boradhurst  
Owner, Uptowns Childcare Center  
Mr. Bret Jones, P.A.  
Attorney  
Ms. Paula Rampbell  
Mortgage Broker  
Ms. Gloria Sanders  
Sumter County Head Start  
Ms. Donna Sweeting  
Grant Writer and DJJ  
Ms. Linda Teartt  
Owner, Empris Bridal Store  
Manager, Lake County Head Start  
Mr. Michael Watkins  
Pastor, Friendship CME Church  
Parent Representatives  
Ms. Tammy Roberson  
Ms. Lajuan Andrews  
Ms. Virginia Thomas

# Lake Sumter

COMMUNITY COLLEGE

## FOUNDATION, INC.

## SCHOLARSHIPS, ENDOWMENTS & FUNDS

Formed in January 1980, the LSCC 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 \$250,000 in scholarships approved through the Foundation's Scholarship Committee. In addition, the Foundation currently administers over 350 scholarships provided by individuals, corporations, and civic organizations.

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 by 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**  
LSCC 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.

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 Altrusa Fund provides scholarships for females that live in Lake and Sumter Counties with financial need.

The Atex/Bartch Endowment Fund provides scholarships for deserving students in Lake County in need of financial assistance.

The Tony Bjorn Memorial Endowment provides scholarships for business majors.

J.D. and Marie Burnsed Academic Scholarship provides scholarships to residents of Lake or Sumter counties. Applicants must have been a resident for at least three years.

The Dr. Scott Cole I Fund provides monies for the promotion of LSCC performing arts activities.

The Dr. Scott Cole II Fund provides funds for instructional improvements through the Televised Arts.

The Frank J. and Helen DeScipio Endowment provides financial assistance for nursing students.

The Filomena Arborio Dillard Memorial Fund was established to benefit a Eustis High School student who has shown academic achievement.

The Ernie Morris Enterprises Endowment provides financial assistance to a LSCC athlete. May also be used for an Athletes living expenses.

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 Fund presents an award to an LSCC student who is majoring in communications, journalism, speech or public relations.

The Mary Kay Geiger Leware Memorial Nursing Endowment provides funds for students pursuing their degree in nursing.

The Loretta and Janet Gouveia Memorial Fund provides scholarships to minority students for the nursing department.

The C.V. Griffin Foundation Fund provides scholarships for students with financial need majoring in nursing.

The Orval Haggerty 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 Helping Hand Fund (Albert Leroy Brown Foundation) provides assistance to students who need a helping hand in achieving their goals.

The Hewitt, McLin, Talley, and Young Endowment provides scholarship assistance to LSCC students.

The Bertha Herford Hall Fund provides scholarship assistance to a returning education major student.

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## 2006-2007

Bettie Hutchinson Memorial Endowment provides scholarships for nursing students.

The Hans and Cay Jacobsen Foundation Fund provides a perpetual endowed scholarship for deserving students.

The Ginny Jones Memorial 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 Celia Linda Kissner Endowment provides scholarships for financial needy students.

The Deputy Wayne Koester Memorial Endowment provides scholarships for law enforcement who are pursuing their degree in criminal justice.

The Kiwanis Club of Wildwood Fund provides scholarships for LSCC students. Preference is given to relatives of club members.

The Lake County Medical Center Fund provides assistance to nursing students.

The Lake County Retired Educators Fund was established to provide scholarships to sophomore students majoring in education.

The LSCC Foundation Academic Scholars Program was established through the Foundation's Annual Campaign fund-raising efforts to provide scholarships to academically deserving students.

The 2004 LSCC Foundation Homebuilders Endowment provides scholarships for students who plan to work in the building/construction industry.

The Leon Mock Memorial Fund provides financial assistance to LSCC students with preference given to those students interested in computers.

The Mae Mueller Memorial Fund was established by St. James Episcopal Church of Leesburg and is given to a student based on financial need.

The Nursing Challenge Grant Fund 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 Dr. Ellen C. Onishchuk Memorial Endowment provides funds for materials and equipment for the LSCC Science Labs.

The John and Almarene W. Outlaw Fund in honor of their support in higher education to provide scholarship assistance for a Sumter County Resident.

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 Fund was established in memory of nursing instructor Sarah Richardson and provides scholarships for nursing students.

The Robuck Family Trust provides scholarships for students attending LSCC.

The Marion J. Rossbaum Memorial Women's Program Fund 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 H. H. and Carrie Ellen Sparkman Fund was established to provide scholarships for Sumter County students attending LSCC.

The Christopher Staff Memorial Fund provides scholarships for disabled and handicapped students.

The Martin E. Stricklen Memorial Nursing Fund provides funds for LSCC nursing students transitioning from LPN to RN.

The RJ Builders Endowment provides scholarships for students pursuing their education in business or building construction.

The Sumter Golf Tournament Fund was established to provide Wildwood High School and South Sumter High School graduating seniors with funds to cover tuition, books and required classroom materials while they are students at LSCC.

The Sunshine Circle King's Daughters & Sons Fund provides scholarships to residents of Mount Dora, to pursue their educational goals in the fields of health and education.

H. Guy and Anne W. Thompson Scholarship & Endowment provides scholarships to graduates of Sumter County High Schools and attending the LSCC Sumter Campus.

The Paul Tumlin Memorial Fund provides funds to cover tuition, books and required materials to any LSCC students.

The William W. and Elsie J. Turner Endowment provides scholarships for computer science and engineering majors and funds for equipment needs which will benefit students attending LSCC.

The Umatilla Woman's Club Endowment provides scholarships to graduates of Umatilla High School pursuing their education at LSCC.

The Veplan Scholarship Fund anonymously provides full scholarships annually for five Eustis High School students pursuing their education at LSCC.

The Dr. Robert Westrick Endowment provides funds to a second year athlete at LSCC who is recommended by the coach.

The Wilkes Scholarship Fund was established to provide financial assistance to LSCC students who have demonstrated a financial need.

The Wolverine Gasket Company Endowment Fund provides scholarships for children of Wolverine employees.



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# Lake Sumter

COMMUNITY COLLEGE

*A Great Education Close To Home*

### 2-Year Associate in Arts/Transfer Degree

An A.A. degree provides a comprehensive foundation to continue studies toward a four-year diploma and guarantees acceptance into Florida's university system. Some emphasize studies in: Athletic Training, Early Childhood and Elementary Education, and Pre-Engineering, allowing students to transfer into these specific university programs.

### 2-Year Associate in Applied Science Degrees

A.A.S. degrees prepare students with the career training for in-demand professions.

- Business Administration
- Computer Programming & Analysis
- Criminal Justice Technology
- Early Childhood Education
- Electrical Distribution Technology
- Fire Science Technology
- Graphic Design Technology
- Health Information Management
- Legal Assisting
- Office Administration

### 2-Year Associate in Science Degrees

A.S. degrees offer career training that may also complete the first two-year requirements of a comparable university bachelor's program.

- Computer Information Administrator
- Criminal Justice
- Early Childhood Education
- Emergency Medical Services
- Nursing

### 2+2 Associate to Bachelor's Degree Programs

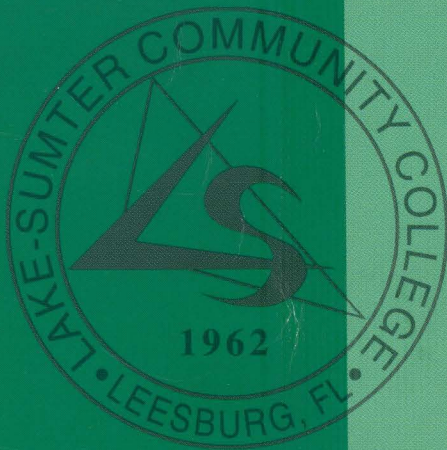
- Business Administration (Management & Accounting)
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Nursing
- Sports & Fitness

### Certificate Programs

- Accounting Tech. Management
- Alternative Teacher
- Computer Programming
- Information Technology Analysis
- Medical Information Coder/Biller
- Medical Office Management
- Office Management
- Office Specialist
- Office Support
- Small Business Management

**PLUS...** Applied Technology Diploma in Medical Records Transcription  
Dental Programs in Dental Hygiene & Dental Assisting

- Dual Enrollment
- Lifelong Learning (Continuing Education Non-credit Courses)
- Workforce Development (Corporate Training)
- Business Assistance Center



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# Lake Sumter

COMMUNITY COLLEGE

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