

1983-84

Summer Fine Arts Center



Fine Arts Center

Laur Clayton
82

Lake Sumter Community College
LEESBURG, FLORIDA 32748

NOTICE

Lake-Sumter Community College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

EQUAL ACCESS/EQUAL OPPORTUNITY

Lake-Sumter Community College is operating under the terms of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Educational Amendments of 1972, and in accordance with the federal compliance agreement, Form 441.

BUCKLEY AMENDMENT

Lake-Sumter Community College has implemented written policies which are in compliance with Public Law 93-380 (Family Educational and Privacy Act).

PICTURE CREDITS

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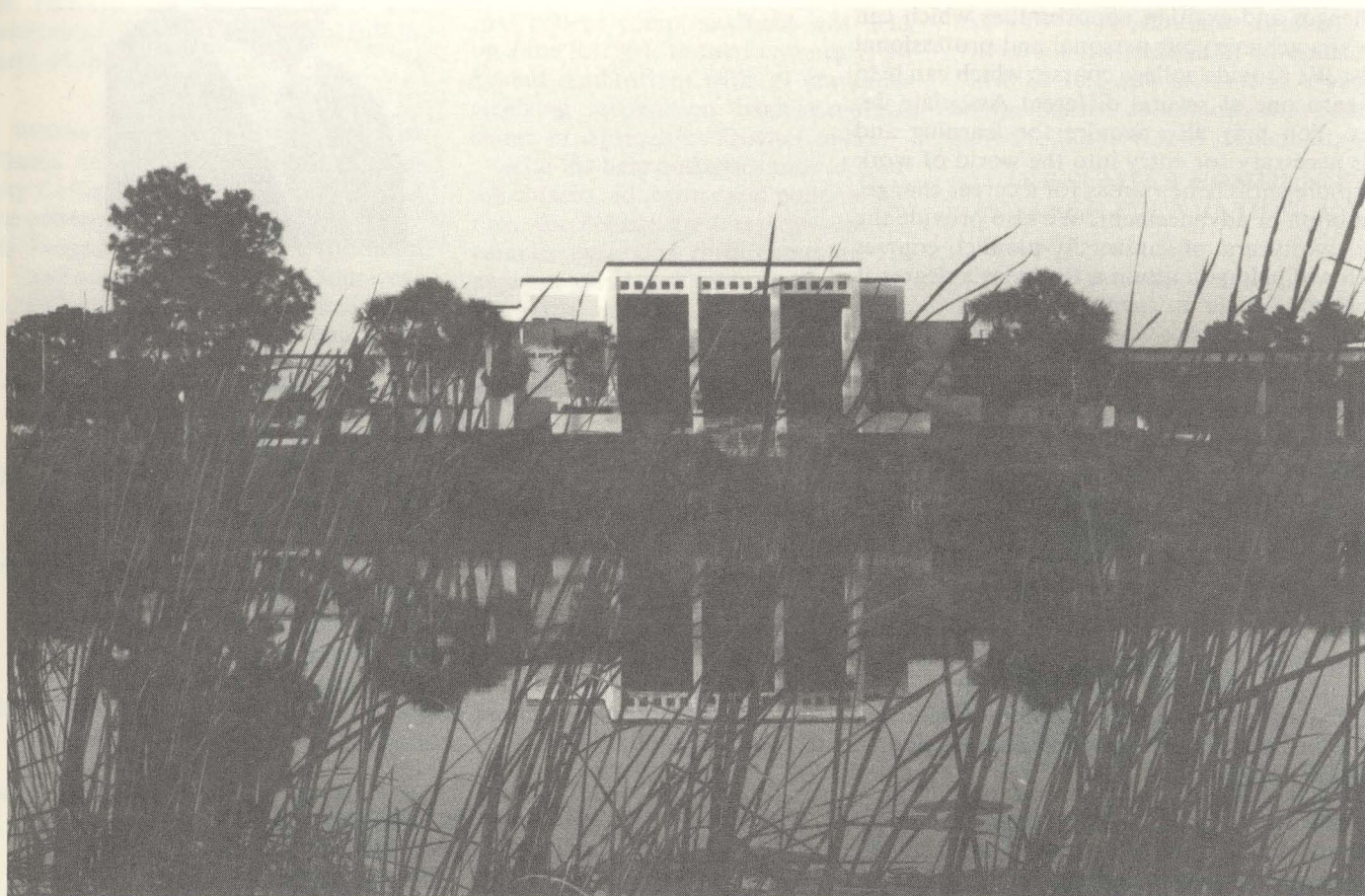
Come Grow With Us . . .

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

SOUTH LAKE CENTER
630 DeSoto Street
Clermont, Florida 32711

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

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



GENERAL

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Welcome!

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

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

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

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

It may interest you to know that our students are even more diversified than our programs. We serve high school students and older adults in addition to young married couples, business people, laborers, professionals, housewives and retired folks to cite a few. Most of our students are female and attend part-time while working to help support their families. They make college a part of their everyday lives. Average age is about 29 and rising as more and more people recognize that learning is a lifelong opportunity that does not end or terminate with an award of some kind.

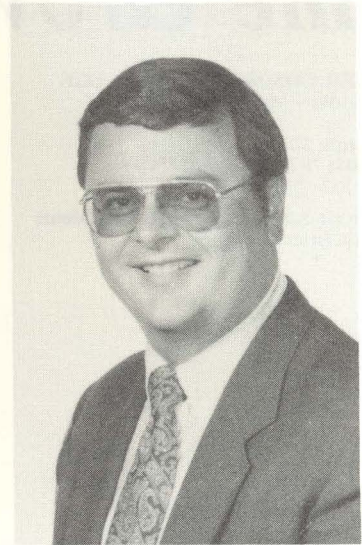
A dedicated faculty and staff are ready to assist you with your needs and goals. We also stand by the high quality of our educational programs and continue to promote excellence in all that we do. This has been our record of service for more than twenty years and we fully expect to maintain our standards. Our graduates continue to rank among the top three community colleges in Florida when they continue their studies in the State University System.

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

Good luck and best wishes,



Robert S. Palinchak
President
Lake-Sumter Community College



PRESIDENT'S WELCOME

PHILOSOPHY

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

PURPOSE

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

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

LAKE-SUMTER COMMUNITY COLLEGE: AN OVERVIEW

Lake-Sumter Community College was authorized by the 1961 Florida Legislature as the result of efforts of citizens in Lake and Sumter counties. With the appointment of Dr. Paul P. Williams as first president, the college

began operating on January 2, 1962, as part of the state community college system. Classes started on September 5, 1962, with 137 day students and 225 evening students. Tuition was \$8 per semester hour.

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

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

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

In addition to high quality academic programs, the college continues to

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

The athletic program is growing also. During 1982-83 intercollegiate men's basketball and women's volleyball were reintroduced on campus.

Overall, the institution continues to fulfill its role and mission as a public comprehensive community college dedicated to the service of its community.

LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

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

During its first three years the Foundation has made contributions in support of the student scholarship program, the Children's Theatre, the Lyceum Series, the Jazz Festival, and the College Library, as well as numerous other programs and activities.

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

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

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

LEARNING RESOURCES CENTER

The function of the Learning Resources Center is to serve the students, faculty, and community in academic

and cultural developments. The Center is the focal point for curricular materials of the institution, thereby providing a diverse, extensive, and up-to-date collection of books, periodicals, documents, recordings, films and other non-print media.

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

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

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

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

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

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

Books may be borrowed for two weeks and may be renewed for a similar time period. Reference works and reserve materials may be checked out for overnight use only. A fine of five cents per day is charged for all regular overdue titles, and a fine of ten cents per hour is charged for overnight materials which are overdue.

Materials (books, periodicals, cen-

suses, etc.) which are not owned by the library may be obtained from other institutions through the inter-library loan program.

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

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

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

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

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

The Learning Resources Center hours are as follows:

Terms I and II

Monday through

Thursday 7:45 A.M.-9:30 P.M.

Friday 7:45 A.M.-4:30 P.M.

Terms III and IV

As announced.

ADMINISTRATIVE SERVICES

USE OF COLLEGE FACILITIES

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

COLLEGE BOOKSTORE

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

SPEAKERS BUREAU

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

tions.

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

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

This volunteer service is available to community and non-profit organizations on request through the office of Director of Personnel and Affirmative Action.

PARKING

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

FOOD SERVICE

The cafeteria is located in the College Union building and operates from 7:30 a.m. to 3:00 p.m. Monday through Friday. Vending machines are also available at various locations on campus.

TRANSPORTATION

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

CAMPUS CLUBS AND ORGANIZATIONS

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

SAFETY AND FIRE REGULATIONS

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

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

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



INFORMATION

LAKE-SUMTER COMMUNITY COLLEGE

Silver Lake Center - MAIN CAMPUS

Highway 441
 Leesburg, Florida 32748
 Telephone: (904) 787-3747
 SUNCOM: 352-7575

SOUTH LAKE CENTER

630 DeSoto Street
 Clermont, Florida 32711

WILDWOOD CENTER

Wonder Street
 Wildwood, Florida 32785
 Telephone: 748-4611

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

ABSENTEES (Student)	
ADMISSIONS	
ATHLETICS	
BOOKS AND SUPPLIES	
BUILDINGS AND GROUNDS	
BUSINESS OFFICE	
CAREER PLANNING	
CLUBS AND ORGANIZATIONS	
COMMUNITY SERVICES	
COOPERATIVE EDUCATION	
EQUAL ACCESS/EQUAL OPPORTUNITY	
EMPLOYMENT (Student)	
FINANCIAL AID	
FOOD SERVICE	
FOUNDATION	
GRADUATION	
INFORMATION	
INTRAMURALS	
LEARNING RESOURCES	
LOST AND FOUND	
LYCEUM PROGRAMS	
NON-CREDIT COURSES	
OFF CAMPUS CENTERS	
PARKING REGULATIONS	
PERSONNEL	
PUBLICATIONS	
REGISTRATION	
SECURITY	
SMALL BUSINESS CENTER	
SPEAKERS BUREAU	
STUDENT ACTIVITIES	
TRANSCRIPTS	

OFFICE OF:	Extension No.
Student Services	75
Director of Admissions	48
Athletic Director	40
Bookstore Manager	30
Manager, Institutional Services	32
Director of Budget & Accounting	45
Learning Opportunity Center	72
Director of Student Activities	29
Director of Community Services	26
Coordinator of Cooperative Ed.	25
Director of Personnel Services	98
Director of Placement	25
Director of Financial Aid	19
Dean of Administrative Services	23
L-SCC Foundation, Inc., Exec. Dir	19
Director of Admissions	48
Receptionist	22
Physical Education	38
Director of Learning Resource Ctr	41
Director of Student Activities	29
Director of Student Activities	29
Director of Community Services	26
Director of Community Services	26
Manager, Institutional Services	32
Director of Personnel Services	98
Director of Publications	25
Director of Admissions	48
Manager, Institutional Services	32
Coordinator of Small Business Center	76
Director of Personnel Services	98
Director of Student Activities	29
Director of Admissions	58

COLLEGE CALENDAR 1983-84

COLLEGE CALENDAR

The college calendar consists of five terms and provides for year-round operation of the college as well as year-round scheduling of classes. Terms I and II (fall and winter) are sixteen weeks in length. Summer Term V, of thirteen weeks duration, is also divided into two six-week terms: Term III and Term IV.

COLLEGE CALENDAR 1983-84

TERM I

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

August 22, Monday	Professional Staff meeting, 9:00 a.m.
August 25, Thursday	Term I day and evening classes begin.
August 25, Thursday	Late registration begins. A \$10 late registration fee will be charged during this period.
August 26, Friday	First day for schedule changes (Add-drop).
September 1, Thursday	Last day for late registration.
September 1, Thursday	Last day to change from audit to credit.
September 1, Thursday	Last day for schedule changes.
September 5, Monday	Labor Day. Campus closed.
September 8, Thursday	Last day to remove grades of I received in Terms IV and V.
September 8, Thursday	Co-op Learning Contracts due in the Co-op office.
September 30, Friday	Last day to apply for Term I graduation and CLAST.
October 21, Friday	Co-op Coordinator's visitation reports due in the Co-op office.
October 21, Friday	Mid-term progress reports of D or F due in the office of Director of Admissions. Deadline is 8:00 a.m.
November 4, Friday	Last day to withdraw from or change to audit any Term I day or evening class with grade of W or X. Deadline is 4:00 p.m.
November 24, Thursday	Thanksgiving Holidays begin at 8:00 a.m. Campus closed.
November 28, Monday	Classes resume.
December 7, Wednesday	Co-op Employer's Evaluation due in the Co-op office.
December 12, Monday	Staff Development Day. Daytime classes will not meet.
December 12, Monday	Final examinations begin for evening classes only.
December 12, Monday	Final examinations begin at 8:00 a.m. for day classes.
December 15, Thursday	Last day for all registrants to complete admission requirements. Registrations will be changed to non-degree seeking if requirements are not completed by this date.
December 16, Friday	Final examinations and Term I end at 4:00 p.m.
December 19, Monday	Teaching Faculty begins Christmas Holidays.
December 21, Wednesday	All grades due in the office of the Director of Admissions by 8:00 a.m.
December 23, Friday	Commencement Term I. Degrees awarded; no ceremony.
December 26, Monday	Christmas Holidays. Campus closed.
through	
January 2, 1984	

TERM II

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

January 3, Tuesday	Campus open.
January 3, Tuesday	Faculty reports
January 5, Thursday	Day and evening classes begin for Term II.
January 5, Thursday	Late registration begins. A \$10 late registration fee will be charged during this period.
January 6, Friday	First day for schedule changes (Add-drop).
January 12, Thursday	Last day for registration for Term II. Deadline is 4:00 p.m.
January 12, Thursday	Last day to change from audit to credit. Deadline is 4:00 p.m.
January 16, Monday	Last day to remove grades of I received in Term I.
January 19, Thursday	Co-op Learning Contract due in the Co-op office.
February 3, Friday	Last day to apply for May graduation.
February 29, Wednesday	Mid-term progress reports of D or F due in the office of the Director of Admissions. Deadline is 8:00 a.m.
February 29, Wednesday	Co-op Coordinator's visitation report due in Co-op office.
March 1, Thursday	
and	
March 2, Friday	Spring Break. Campus closed.
March 5, Monday	Classes resume.
March 19, Monday	Last day to withdraw from or change to audit in any Term II day or evening class with grade of W or X. Deadline is 4:00 p.m.
April 20, Friday	Easter Holiday. Campus closed.
April 18, Wednesday	Co-op Employer's Evaluation due in the Co-op office.
April 23, Monday	Staff Development Day. Day classes will not meet.

April 23, Monday
April 24, Tuesday
April 26, Thursday

April 27, Friday
April 30, Monday
May 3, Thursday
May 4, Friday

Staff Development Day. Day classes will not meet.
Final Examinations begin at 8:00 a.m. for day classes.
Last day for all registrants to complete admissions requirements. Registration will be changed to non-degree seeking if requirements are not completed by this date.
Term II ends at 4:30 p.m.
All grades due in the office of the Director of Admissions by 8:00 a.m.
Academic Honors Program at 8:00 p.m. President's Reception follows.
Commencement, Term II, 8:00 p.m. Reception follows.

TERM III

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

May 7, Monday
May 7, Monday
May 7, Monday
May 7, Monday
May 28, Monday
May 29, Tuesday
June 4, Monday

June 7, Thursday

June 12, Thursday
June 21, Thursday
June 25, Monday
June 25, Monday
June 26, Tuesday

Terms III and V day and evening classes begin.
Last day to change from audit to credit for Terms III and V. Deadline is 4:00 p.m.
Last day for late registration for Terms III and V. Deadline is 4:00 p.m.
Last day for schedule changes (Add-drop) Deadline is 4:00 p.m.
Memorial Day. No classes.
Last day to remove grades of I received in Term II.
Last day to withdraw from or change to audit any Term III class with grade of W or X.
Deadline is 4:00 p.m.
Last day for all registrants to complete admission requirements for Term III. Registration for credit will be changed to non-degree seeking if requirements are not completed by this date.
Final examinations for Term III.
Term III ends at 5:00 p.m.
All grades due in the office of the Director of Admissions. Deadline is 12:00 noon.
Last day to apply for Terms IV & V degrees.
Commencement, Term III, Degrees awarded; no ceremony.

TERM IV

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

June 25, Monday
June 25, Monday
June 25, Monday
June 25, Monday
June 25, Monday
July 4, Wednesday
July 5, Thursday
July 19, Thursday
August 9, Thursday
August 13, Monday
August 14, Tuesday
September 5, Wednesday

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

TERM V

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

May 7, Monday
May 7, Monday

May 17, Thursday
May 28, Monday
May 29, Tuesday
June 25, Monday
June 25, Monday
July 4, Wednesday
July 5, Thursday
July 19, Thursday
July 19, Thursday
August 1, Wednesday
August 2, Thursday

August 3, Friday
August 9, Thursday
August 9, Thursday
August 10, Monday

August 14, Tuesday
September 5, Wednesday

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

Reference Calendar

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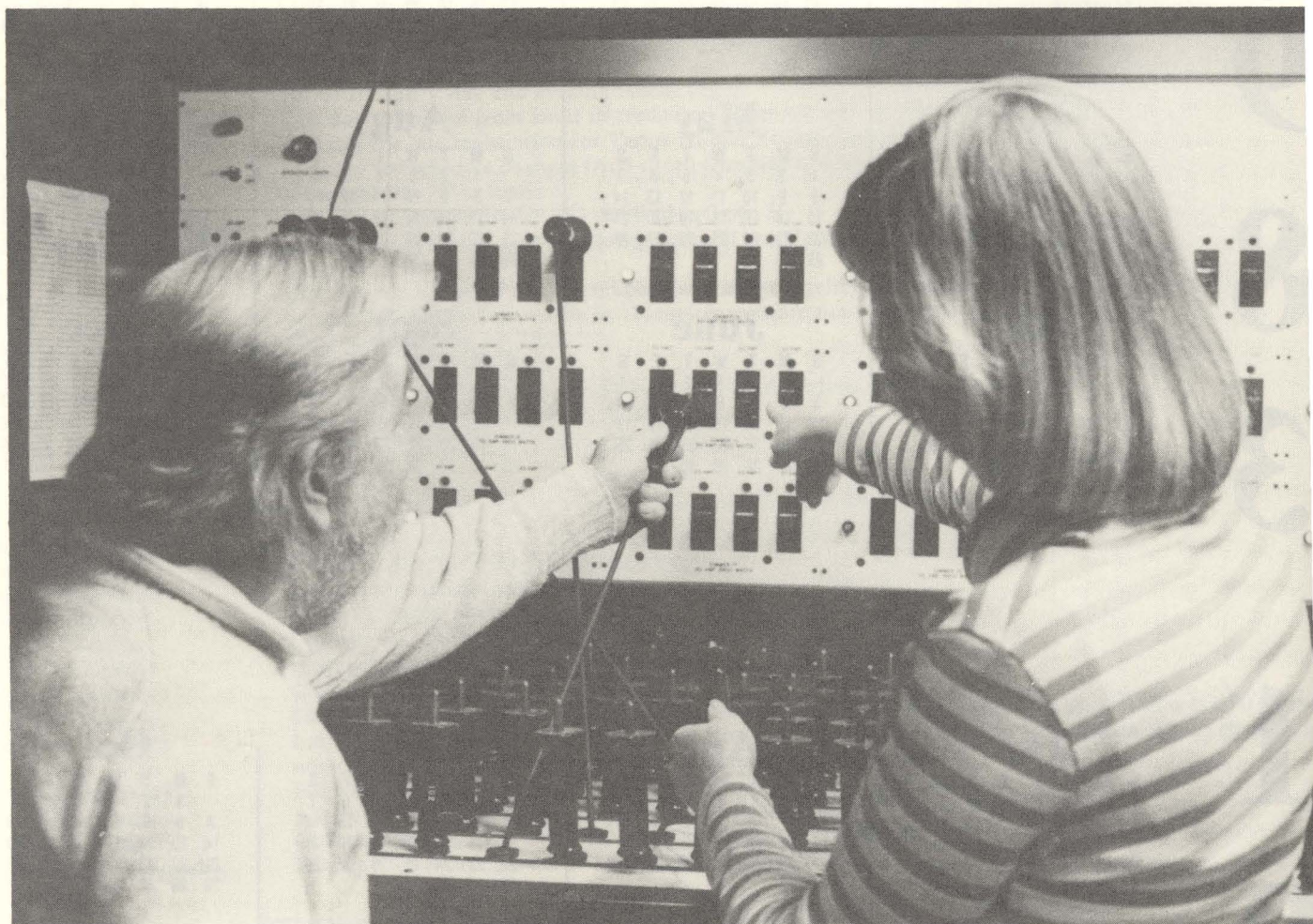
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ADMISSIONS

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ENTERING THE COLLEGE

ADMISSIONS

APPLICATION PROCEDURES

Submit the following to the Office of Admissions:

1. Application for admission.
2. High school transcript showing final grades and date of graduation; or high school equivalency diploma; or an official college transcript from each institution attended. NOTE: It shall be the responsibility of the applicant to supply transcript(s) to the admissions office.
3. Health Statement. (Part of application.)
4. Affidavit of residence. (Part of application.)
5. Take the placement examination on a scheduled date. Students are encouraged to take the SAT or ACT.
6. Application fee - \$10.00.

The student will be sent a tentative acceptance when his application is received by the Office of Admissions. Upon receipt of all items mentioned above, the student will be considered for final acceptance by the Office of Admissions.

ADMISSION REQUIREMENTS

Applicants must have graduated from high school.

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

Students who have earned a high school equivalency diploma from the Florida State Department of Education or from a corresponding agency in another state whose standards meet the Florida requirements will be accepted in good standing. The USAFI GED diploma will be accepted.

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

- (1) These applicants are eligible for admission as non-degree seeking students.

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

INTERNATIONAL STUDENTS

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

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

DUAL ENROLLMENT PROGRAM

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

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

Program must be initiated with the high school officials.

2. College Entrance Examination Board Program - It is the policy of Lake-Sumter Community College to grant college credit to a student who presents a score of 5, 4, or 3 on one or more of the Dual Enrollment Program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrolling in college. Credit thus granted by Lake-Sumter Community College is transferable to Florida institutions of higher education participating in a statewide Dual Enrollment program. The student must apply to the college before credit will be awarded in this program.

EARLY ADMISSION STUDENTS

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

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

The Admissions Office, upon recommendation of the Admissions Commit-

tee, will give final approval to the admission of students into the Early Admissions Program.

REGISTRATION

Evening students may register during the day on a walk-in basis or at evening registration. See college calendar for registration schedule. Day students are required to register for courses by appointment at the beginning of each term. Admissions procedures must be completed before registering for courses.

A student whose attendance at the college is interrupted by one or more regular terms, must apply for readmission. If the student is readmitted, he will be subject to the rules and regulations that are in effect at the time he applies for readmission.

Tuition and fees are due the day of registration.

The College Admissions Committee may review applications and has the authority to grant or refuse admission to the college.

COLLEGE LEVEL EXAMINATION PROGRAM

Lake-Sumter Community College participates in the College Level Examination Program (CLEP) conducted by the College Entrance Examination Board. This program is primarily designed to enable those who have reached the college level of education through such non-traditional ways as correspondence study, independent study, and on-the-job experience to earn college credit by examination.

Students currently enrolled at Lake-Sumter Community College and applicants for admission are eligible to apply for participation in the CLEP program.

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

Examination & Course Equivalent	Minimum Score	
	ing credit	Hours awarded
American Gov't POS 2041	47	3
American History I AMH 2010	49	3

American History II AMH 2020	49	3
American Lit. AML 2020-2022	46	6
Biology APB 1150	49	3
College Algebra MAT 1033	50	3
English Lit. ENL 2012-2022	46	6
General Psych. PSY 2002	47	3
Intro. Accounting ACC 2001-2021	50	6
Intro. Sociology SOC 2000 & Elective	46	6

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

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

AUDITING COURSES

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

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

CONTINUING EDUCATION UNIT (CEU)

Lake-Sumter Community College offers the Continuing Education Unit (CEU) for approved non-credit continuing education programs. Programs approved for CEU awards must meet criteria set by the Southern Association of Colleges and Schools. One CEU is awarded for each 10 hours of instruction and is the nationally recognized

standard unit of measure that can be earned by participants in qualified programs of continuing education. Verification of CEU awards is available through the Records Office upon request by the student.

CREDIT BY EXAMINATION IN A.A. DEGREE PROGRAMS

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

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

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

BSC1010C	General Biology
EGN1120C	Engineering Drawing
EGN1130C	Descriptive Geometry
ENC1101	College Composition I
FRE1100	Elementary French I
SPN1100	Elementary Spanish I
PEN1122	Intermediate Swimming
PEL1111L	Beginning Bowling
ACC2001	Principles of Accounting I
ACC2021	Principles of Accounting II
EUH1000	Western Civilization I
EUH1001	Western Civilization II
AMH2010	U.S. History to 1877
AMH2020	U.S. History since 1877
POS2041	American National Government
*MAT1033	Intermediate Algebra
*MAC1132	Algebra and Trigonometry

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

Only ONE of these courses may be exempted.

CREDIT BY EXAMINATION IN A.S. DEGREE PROGRAMS

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

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

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

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

COLLEGE LEVEL ACADEMIC SKILLS TEST

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

Prior to August 1, 1984, students will be required to present test scores to be eligible to receive the Associate in Arts degree, or for admission to an upper division (junior/senior) program in a state university in Florida. Scores will be made a part of students' records but will be used only for student counseling and curriculum development.

After August 1, 1984, students will have to score at or above a minimum (which will have been established by then) in order to receive the AA degree or to enter the upper division of a state university.

Standards for admission to upper division programs will apply equally and uniformly to community college students, transfer students, and university students.

PLACEMENT TESTING POLICY

In accordance with Florida Statute 240.319(3)(p), "Each board of Trust-

ees shall provide admissions counseling to all students entering college credit programs, which counseling shall utilize tests designated by the Articulation Coordinating Committee to measure achievement of college-level communication and computation competencies by **all students entering** college credit programs." And by Statute 240.319(3)(g), "Each board of trustees may **limit** students whose level of achievement and computation skills is below that **defined by the college** as required for successful performance in a college credit program to **compensatory courses** and any other instruction for which they are adequately prepared."

Accordingly, all students who do not meet the requirements for College Composition I (ENC 1101) or its substitute, Composition Skills (ENC 1132) **must enroll** in Basic Composition Skills (ENC 1001) during one of the **first two** terms after admission to the College. In addition, all students who score **below a grade level of 11.0** on the Nelson-Denny Reading Test **must enroll** in Reading Skills (REA 1105) during one of the first two terms after being admitted.

Students are required to enroll in the mathematics course that is assigned as a result of placement test scores. As is true of English, the first course must be taken during one of the first two terms after admission.

NON-TRADITIONAL CREDIT

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

DIRECTED STUDIES

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

CORRESPONDENCE COURSES

A maximum of 6 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade earned is at least the equivalent of a "C" at

Lake-Sumter Community College.

- (3) The credit is acceptable by the institution conducting the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be acquired through correspondence unless the student is unable to obtain the course or courses at Lake-Sumter Community College.

Lake-Sumter Community College does not offer correspondence courses.

EXAMINATIONS AND TESTS

An instructor may give tests and quizzes, oral and written, at his own discretion. Regularly scheduled examinations will be given at the end of each term. Special examinations or re-examinations will be given only with the approval of the instructor, Division Chairman and the Dean of Academic Services.

TRANSFER STATUS

For all transfer students the following classification scheme applies:

Freshman

1-27 semester hours

Sophomore

28 semester hours or more.

CLASS ATTENDANCE

Punctual and regular attendance is encouraged in all courses and course activities. Any class session missed reduces the opportunity for learning and may have an adverse effect on the grade earned in the course. Instructors will establish and announce their class attendance policies at the beginning of each term.

COURSE LOAD

Lake-Sumter Community College operates on a year-round plan and courses are designated in terms of semester hours of credit. Normally, a three-semester hour course meets for three hours a week. However, certain courses which require laboratory work or skill practice may meet for more hours per week than the number of semester hours credit they carry.

Average and maximum course loads are as follows:

	Average	Maximum
Term I	16 sem. hrs.	19 sem. hrs.
Term II	16 sem. hrs.	19 sem. hrs.
Term III	6 sem. hrs.	9 sem. hrs.
Term IV	6 sem. hrs.	9 sem. hrs.

Term V 6 sem. hrs. 12 sem. hrs.

A semester hour load of 12 credit hours is the minimum required for full-time status for Term I, Term II, and Terms III, IV and V combined. A student enrolling for more than 17 semester hours in Terms I and II, or for more than 7 semester hours in Term III or Term IV, must have a "B" average, the recommendation of his counselor, and the approval of the Dean of Student Services.

SCHEDULE CHANGES/ ADD-DROP

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

WITHDRAWAL PROCEDURE

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

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

SPECIAL HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

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

Exceptions to PE Requirement

1. Over one year active military service

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

No duplication of activity is permitted unless approved. No more than four hours of cumulative credit in Health and Physical Education may be applied toward the 64 hours required for graduation. Varsity athletes must meet the regular health and physical education requirements.

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

Where there are beginning and intermediate courses offered in the same activity, the student must satisfactorily complete the beginning course before enrolling in the intermediate course, or he must receive consent of the instructor.

GRADUATION

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

1. Complete the requirements in general education as outlined in the catalog *except in certain occupational and preprofessional programs*.
2. Complete at least 64 semester hours of credit in a prescribed program except for specialized programs for which a higher number of credits is required.
3. Complete the last 12 semester hours at Lake-Sumter Community College. Any exception to this requirement must be approved by the President or his designee.
4. Earn a 2.0 overall average as well as a 2.0 average at Lake-Sumter Community College. Only the last grade in a repeated course is used in grade point average computation. Upon application for a degree, institutional credit will be deleted from the final grade point average.
5. Take the College Level Academic

Skills Test.

6. File an application for graduation with the Director of Admissions prior to the deadline published in the catalog. The applicant must meet the program requirements as outlined in the catalog under which he enrolls or the catalog currently in use at the time of graduation. A student whose attendance at the college is interrupted by one or more regular terms must meet the requirements of the catalog under which he re-enters or the catalog in use at the time of graduation.
7. Satisfy all financial obligations to the college.

GRADUATION WITH HONORS

Students who have attended Lake-Sumter Community College for at least one year are eligible for graduation honors.

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

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

STUDENT FEES

GENERAL INFORMATION

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

APPLICATION FEE

A check, cash or money order in the amount of \$5.00 must accompany all

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

STUDENT FEES PER TERM

	Florida Residents	Non-Florida Residents
Per Semester	\$17.00	\$34.00
Hour		

NON-REFUNDABLE FEES

1. Application fee
\$10.00
2. Late Registration
\$10.00 per term.
3. Real Estate
fees established by SREA.
4. Graduation fee
Term I, III, IV, V \$10.00
Term II \$20.00
5. Nursing Fee (Insurance)
\$8.50 per student.
6. Transcript fee:
\$1.00 each

REFUNDABLE FEES

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

See Course Descriptions for specific fees.

FEES FOR OCCUPATIONAL COURSES

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

REFUND POLICY

Credit Courses

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

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

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

Change of Student Status

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

Illness or Death of Student

1. Should illness or death occur prior to the expiration of six (6) calendar weeks during Term I, Term II or V, or prior to the expiration of three (3) weeks for Term III and Term IV — Credit courses only 75%

Non-Credit Courses

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

BAD CHECK RULE

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

- (1) A \$5.00 charge will be assessed by the college for handling each returned check.
- (2) A returned check will result in cancellation of registration if classes have not started. To be permitted to register, the amount of the returned check must be paid in cash or by a cashier's check, plus the \$5.00 returned check charge.
- (3) A returned check given for any purpose by a student who is attending classes will result in the student being dropped from class. Readmission will be permitted only after payment is made of the amount of the returned check by cash or by a cashier's check, plus the \$5.00 returned check charge.
- (4) Any student whose record indicates that a returned check has not been cleared as indicated in (2) or (3) above will not be permitted to register for future courses at Lake-Sumter Community College. In addition, any request for a transcript of the student's college record will be refused.

RESIDENCY REQUIREMENTS FOR FEE PURPOSES

Definition of a Florida Resident for Fee Purposes

For the purpose of assessing tuition,

applications are classified as Florida or non-Florida students. In applying this regulation, "applicant" shall mean a student applying for admission to Lake-Sumter Community College if the student is at least 18 years of age or married. If the student is a minor and unmarried, it shall mean the parents, parent, or legal guardian of the student. Such applicant will pay the non-Florida tuition and other charges required of non-Florida students, unless he is a citizen of the United States or Resident Alien and *shall have physically resided and has his habitation, with the intent to establish domicile, home and permanent abode in the State of Florida for at least 12 consecutive months (after reaching the age of majority, 18 years) immediately preceding the first day of classes.*

Non-Florida Students for Fee Purposes

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

International Students for Fee Purposes

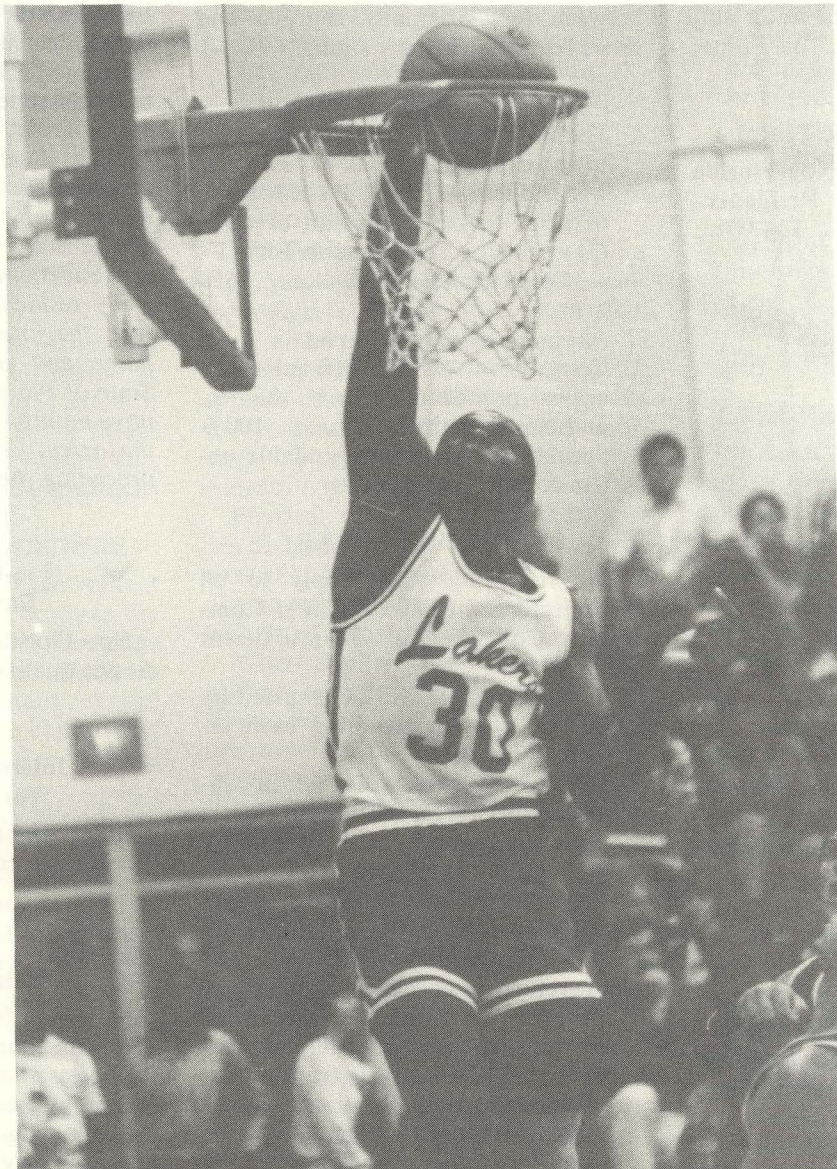
International students pay Non-Florida student fees.

Reclassification as a Florida Resident

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

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

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STUDENT SERVICES

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STUDENT SERVICES

COUNSELING

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

- Getting acquainted with the college
- Selecting a college program
- Improving study techniques
- Choosing a career
- Selecting a senior institution
- Applying for financial aid
- Finding a job
- Discovering interests and aptitudes
- Understanding one's self and others
- Working out a personal problem

To take advantage of these services, students need only go to the Student Services Office to see a counselor. Conferences are held in strictest confidence. Aids used in counseling include a wide assortment of standardized tests, college catalogs, career materials, military information, employment statistics, and other materials of an educational or vocational nature which are available in the Student Services Office.

ACADEMIC ADVISING/ PRE-REGISTRATION

Academic advising is a process by which students get help with selecting the appropriate courses for their major fields of study. Each term, students will have the opportunity to receive this assistance individually or in small groups. Students who choose art or art education, commercial art, music, or nursing as a major may be assigned a faculty advisor in the appropriate field. All other students will initially see a college counselor for advisement, and may eventually (after earning 30 or more credits) be assigned a faculty advisor in their chosen field. Although counselors and faculty advisors give assistance, students bear major responsibility for proper course selection. A person may choose self-advisement, if preferred, and assume full responsibility for meeting degree requirements.

CAREER DEVELOPMENT

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

THE LEARNING OPPORTUNITY CENTER

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

THE COMPUTER LABORATORY

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

THE BUSINESS OCCUPATIONS LABORATORY

A fully equipped business occupations open laboratory is available at scheduled hours to business education students. This laboratory is located in Liberal Arts Building Room 4.

SMALL BUSINESS SUPPORT CENTER

The Small Business Center is a cooperative project of Lake-Sumter Community College and Private Industry Council of Lake county. The Center was opened in January 1983. Services to the business community of Lake county are provided in the fol-

lowing ways: counseling for business management; loan packaging assistance; financial management; marketing; tax assistance; personnel management; inventory control; word processing technology; translation/interpretation service; date processing/computer technology; internships and data resource. An economic profile of Lake county will be compiled and updated periodically. It will be incorporated into the resource library. Training sessions are offered at a nominal fee to cover costs. All other services are free. At the present time The Small Business Center is located in the Administration building with the Student Services department.

COLLEGE UNION

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

HEALTH SERVICES

The College Clinic is located in the College Union. In case of accident or illness students should report to the Clinic, which is under the supervision of the Director of Student Activities.

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

HANDICAPPED STUDENTS

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

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

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Lake-Sumter Community College, a member of the Florida State Junior College Student Government Association, is composed of all Lake-Sumter Community College students — fulltime, parttime, day or evening.

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

The Student Government Association sponsors two elections each year. The fall election is for the purpose of electing senators, and the spring election is for electing the executive officers. The executive officers, under the auspices of the Dean of Student Services, select a faculty sponsor to serve in an advisory capacity for a period of one year. The Director of Student Activities also serves as an advisor.

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

COLLEGE PICNIC

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

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

MISS LAKE-SUMTER PAGEANT

The Miss Lake-Sumter Pageant which was initiated in 1965 and has become an annual affair. It is held in the Fine Arts Auditorium during Term I. Any Lake-Sumter Community College female student enrolled in at least nine (9) hours with a cumulative grade point average of 1.6 or better is eligible to participate. The entry does not have to be a member of the sponsoring club or organization. Clubs and organizations act as sponsors for interested women.

Categories included in the competition are personal interviews, street dress, bathing suit, evening gown, and talent. A panel of qualified judges select Miss Lake-Sumter Community College and her court. Miss Lake-Sumter Community College represents the college in other pageants, at parades, and other special events throughout the year.

CLUBS AND ORGANIZATIONS

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

BLACK STUDENT UNION

Open to all students.

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

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

CHRISTIAN CAMPUS MINISTRY

Open to all students.

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

CIRCLE K

Open to all students.

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

College.

EL CIRCULO DE LATINOS Y AMIGOS

Open to all students.

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

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

N A J E (National Association of Jazz Educators)

Open to all students interested in jazz and commercial music.

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

PHI BETA LAMBDA

This club is a national organization open to any student enrolled in at least one business class.

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

PHI THETA KAPPA

Honor students by invitation.

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

Membership in Phi Theta Kappa is conferred on those junior college students who are in at least the upper ten per cent by scholastic rank of the total enrollment of their college. Initiation must be bona fide Lake-Sumter Community College students planning to receive an AA Degree at Lake-Sumter Community College and transfer to a 4-year college or university. They must

have completed one term of a transfer program as it appears in the college catalog, and must be judged of good moral character and possessed of qualities of citizenship by the faculty of their junior college. Eligible students are selected from the Dean's List or President's List (Terms I and II).

ROTARACT

Open to all students.

The purpose of Rotaract is to develop leadership and responsible citizenship through service to the community, to advance the cause of international understanding and peace, and to promote recognition and acceptance of high ethical standards as a leadership quality and vocational responsibility. This club is sponsored by the Rotary Club of Leesburg.

STUDENT MUSIC EDUCATOR'S NATIONAL CONFERENCE

SMENC is a professional music organization open to all students.

Its aim is to stimulate professional development to those preparing for a career in music and related areas. Members participate in State, Division and National Conferences.

THEATRE ARTS SOCIETY

Open to all students.

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

L-SCC VOLUNTEER SERVICES

Open to all eligible students.

This organization provides qualified volunteers to serve the communities in Lake and Sumter Counties in the areas of Human Services.

ALUMNI ASSOCIATION

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

The purposes are to promote the welfare of Lake-Sumter Community College, its graduates, and former students; to promote the cause of higher education; and to render service to the graduates and former students through the maintaining of close relationship with the college and by keeping excellent channels of communication open

through which the college can inform its Alumni about programs, goals and directions.

L-SCC BOOSTER CLUB

Open to all alumni, college personnel and friends of the college.

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

MUSICAL ORGANIZATIONS

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

PUBLICATIONS

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

INTRAMURALS

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

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

ACTIVITIES

Backgammon
Basketball
One on One
Free Throw (Men & Women)

Team-Men
Team-Women
Team Co-ed

Bowling
Checkers
Chess
Flag Football Tea-Men
Golf Tournament
L-SCC Decathlon
Pass, Punt & Kick
Powder Puff Football Team-Women
Racquetball
Singles-Men & Women
Doubles-Men & Women
Mixed Doubles
Soccer
Softball-Co-ed
Table Tennis
Volleyball Teams (Co-ed)

ATHLETICS

Any student interested in participating in varsity athletics should contact the college Athletic Director. Lake-Sumter Community College fields varsity teams in (1) men's golf, (2) men's basketball and (3) women's volleyball. The college holds membership in the Florida Community College Activities Association. In order to qualify for participation in any intercollegiate athletic activity, an athlete must fulfill the requirements set forth by the Florida Community College Activities Association, must be enrolled as a full-time student (12 semester hours) and must maintain a minimum 1.6 grade point average.

In addition to these requirements, a student shall not be eligible to participate in a particular sport if he has previously competed for two full seasons in that sport on the collegiate level.

It shall be the duty of the Athletic Director to determine and declare the eligibility status of all students participating in the intercollegiate athletic activities of the college. The above determination and declarations shall be based on the official records of the Director of Admissions.

EMPLOYMENT

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

HOUSING

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

CONDUCT

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

Each student, by registering, agrees to abide by the rules of conduct posted at several locations on campus. Violation of any of these rules may lead to disciplinary action. Each student should become familiar with the rules of conduct.

STUDENT FINANCIAL AID

The primary purpose of the Student Financial Aid Program at Lake-Sumter Community College is to provide financial assistance for academically qualified students who could not further their education without support. The college expects the student and/or his family to make the maximum effort to meet his educational expenses.

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

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

Academic Progress

Students who receive financial assistance through the Pell Grant, the College Work-Study Program, the Supplemental Educational Opportunity Grant Program, the Guaranteed Student Loan Program or the Veterans Administration are expected to meet certain established standards of academic progress in order to remain eligible to receive financial assistance. These standards of progress have been

determined in keeping with regulations governing student eligibility for assistance through federally funded student assistance programs.

Minimum standards of satisfactory progress shall be:

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

2. A cumulative GPA on the following scale:

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

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

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

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

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

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

INSTITUTIONAL SCHOLARSHIPS

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

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

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

FLORIDA ACADEMIC SCHOLARS FUND

Under this program, scholarships are awarded to outstanding resident

students who are first time college students. Eligibility is based on school grades and standardized test scores.

GRANTS

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

PELL GRANT — The Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the student's financial need.

FLORIDA STUDENT ASSISTANCE GRANT — The Florida Student Assistance Grant Program provides grants to capable students who are Florida residents and who have exceptional financial need. The amount of a grant is based on the financial need of a student and the cost of attendance. Deadline for application is April 1.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS — The Supplemental Educational Opportunity Grant (SEOG) Program is a source of grant aid sponsored by the Federal government. In order to be eligible for SEOG assistance, a student must be enrolled on at least a half-time basis and demonstrate exceptional financial need. This need is determined by a systematic and consistent financial analysis system.

LOANS

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

FLORIDA GUARANTEED STUDENT LOAN

Students may borrow up to \$2,000 per academic year from a local bank or institution, not to exceed educational costs. Repayment is begun after graduation with interest at nine percent (9%). Information is available in the Financial Aid Office.

COLLEGE SHORT TERM LOAN FUND

This loan fund is available to

dents for emergency short-term use. Loans may not exceed the amount of the borrower's tuition, fees and books. There is no interest on these loans which are repayable before the end of the term in which they are borrowed.

EDWARD FRANK PATROWICZ FUND

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

PAM SUTTON MEMORIAL LOAN FUND

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

EMPLOYMENT

COLLEGE WORK-STUDY PROGRAM

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

FLORIDA COLLEGE CAREER WORK EXPERIENCE PROGRAM

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

OTHER PROGRAMS

The college cooperates with other state and federal programs providing

financial assistance to students such as:

Division of Blind Services
Social Security Administration
Veterans' Administration
Vocational Rehabilitation

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

VETERANS' ADMINISTRATION POLICIES

Authorization

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

Application

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

Approved Programs and Courses

The VA will pay benefits only if a veteran or other eligible person is seeking a degree (A.A. or A.S.) and only for those courses which fulfill the requirements of the degree. A course taken for audit cannot be approved for benefits.

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

Academic Records

A cumulative permanent record card is kept on each student. This record shows for each term all college credits attempted and earned, all grades earned, including incompletes, (I), audits (X), withdrawals (W), and term

and cumulative grade point averages (GPA). Each student is distributed a grade report at the end of each term indicating course work for the term, grades earned, term GPA and cumulative GPA.

Grading System

The college uses the following grading system:

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

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

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

Academic Progress

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

1. Complete 50% of the hours attempted per term with a GPA of 1.75.
2. Achieve a cumulative GPA on the following scale:

Semester Hours	GPA
0-30	1.75
31 or more	2.0

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

A student who fails to meet the standards of progress during the probationary term will be reported to the VA as having made unsatisfactory progress and will be declared ineligible to receive veterans' benefits.

Reinstatement

A student who is declared ineligible

for veterans' benefits due to unsatisfactory progress and who wishes to be reinstated must undergo counseling.

Change of Status

VA benefits will be reduced if a student changes to audit or withdraws from a class.

Attendance

Punctual and regular attendance is encouraged in all courses, and it is the student's responsibility to become aware of each instructor policy concerning absences. Each instructor will be requested to notify the Veterans' Affairs Office on campus of a veteran or other eligible person who has been excessively absent. Any student thus reported who cannot give a satisfactory

explanation and does not resume class attendance will be reported to the VA as having terminated as of the last day of attendance.

Fee Deferment

Florida law provides for the deferment of payment of fees for veterans and other eligible persons. This deferment shall be limited to one term per academic year with an additional deferment each time 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. The course instructor must certify that the student needs private tutoring.

Conduct Standard

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's veterans' benefits are terminated by a college for disciplinary reasons, a report will be made to the VA. If veterans' benefits will be terminated, thus dismissed may appeal to the college for readmission in a subsequent term.

Complete Information

The campus Veterans' Affairs Office has complete information on all available Veterans' Administration services, as well as appropriate forms and forms.



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ACADEMICS

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ACADEMIC INFORMATION

PROGRESS AND FINAL GRADES

Progress grades of students doing satisfactory work in Terms I and II are distributed after the mid-term (eighth week of the term). Final grades are distributed following the close of the term. The following grade system is used.

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

ACADEMIC AVERAGE

A student's quality points must be at least double the number of semester hours of credit pursued for an associate degree. A student must maintain a scholastic average of "C" or better in order to graduate.

Courses from which a student withdraws with a "W" are not considered in any way in determining point averages. If a student receives a grade of "F", the hours of the course are not calculated in the grade point average, provided the student repeats the course and earns a higher grade.

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

REPEATED COURSES

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

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

INCOMPLETE COURSE

A student who is earning passing grades in a course but has not completed the required assignments by the end of the term may be assigned a

grade of "I" provided the student's absence was caused by illness or similar reasons. An "I" must be removed by the dates indicated on the calendar. If the instructor has not changed the grade by the date specified on the college calendar, the Director of Admissions is automatically required to record an "F" for the course.

An incomplete may be removed even though the student is not enrolled in the college. "I" grades are not computed in the student's grade point average until the final grade has been determined.

THE PRESIDENT'S LIST

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

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

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

THE DEAN'S LIST

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

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

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

DEGREES AND PROGRAMS

HOW TO CHOOSE YOUR PROGRAM

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

CAREER PROGRAMS

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

CERTIFICATE PROGRAMS

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

SPECIAL PROGRAMS

COMMUNITY SERVICES

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

Non-Credit Courses

A variety of non-credit courses open to the general public are offered throughout the year by the Office of Community Services. Courses are held on campus and at many convenient locations throughout Lake and Sumter counties. Courses are offered not only

at night but also during the weekdays and even on Saturdays.

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

(1) *Recreational, Leisure and Self-enrichment Courses.* These courses are self-supporting through student fees. Courses vary in length and cost, with the typical course running six to eight weeks and costing \$12 to \$16.

(2) *Occupational Courses.* Occupational courses, such as real-estate renewal programs, are partially supported by public funds and therefore are offered at even lower rates than the self-supporting courses.

(3) *Community Instructional Services Courses.* A special state grant provides for certain courses which address specific community problems in the following seven areas: health, safety, environment, human relations, government, child rearing and consumer education. Many of these courses are free and some are designed specifically for senior citizens.

Registrations for all non-credit courses are accepted on a first-come, first-served basis prior to the second session of each class. Mail-in and walk-in registrations are accepted. No confirmations are sent for mail-in registrations. Full refunds are issued if the Office of Community Services is notified of the refund request prior to the second class session. No refunds are issued after this date.

Off-campus Centers

In addition to offering classes in many part-time locations off-campus, Lake-Sumter Community College has two full-time off-campus centers. The Wildwood Center on Wonder Street in Wildwood serves Sumter County, while the South Lake Center is located at 630 Desoto Street in Clermont. A variety of credit and non-credit courses are offered at each center each term, bringing quality education close to home. For more information, contact the Office of Admissions for credit courses and the Office of Community Services for non-credit courses.

COURSES BY TELEVISION

Credit courses by television are offered by Lake-Sumter Community

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

CORRECTIONAL INSTITUTION PROGRAMS

Lake-Sumter Community College offers college credit programs at both Sumter Correctional Institution in Bushnell and Lake Correctional Institution in Clermont. In addition to regular college offerings, courses are offered in Job Placement Skills and various career courses designed to assist those men who are near to their release date in their transition to society.

PROFESSIONAL PROGRAMS

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

COOPERATIVE EDUCATION

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

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

College credit may be earned for work experience if the students' jobs are related to their field of study or

vocational goal. Appropriate learning objectives will be identified and approved for evaluation. Transfer students may continue their Cooperative Education at colleges and universities throughout the United States.

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

Advantages to the Students

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

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

might be beyond their financial reach.

6. Provides experience that is often required for permanent employment.
7. Enables students already employed to explore other areas of their organization and receive college credits for their on-the-job learning experience.

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

The student's grade is based on the Instructor/Coordinator's evaluation of the student. This evaluation may include measurement of the student's progress and productivity, the quality of student reports, student performance measured by the objectives stated in the learning contract, the extent of the on-the-job training assignment, and employer evaluations.

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

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

Alternating Plan

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

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

Parallel Plan

Students work part-time and attend class part-time, which may include evenings and weekends. On the Parallel Plan students may earn up to nine (9)

academic credits by registering for cooperative education internships. (See Course Description under appropriate discipline.) A learning contract establishing specific learning objectives to be achieved during the term may be consummated, which will involve the student, the Instructor/Coordinator and the employer.

The Student's Responsibility

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

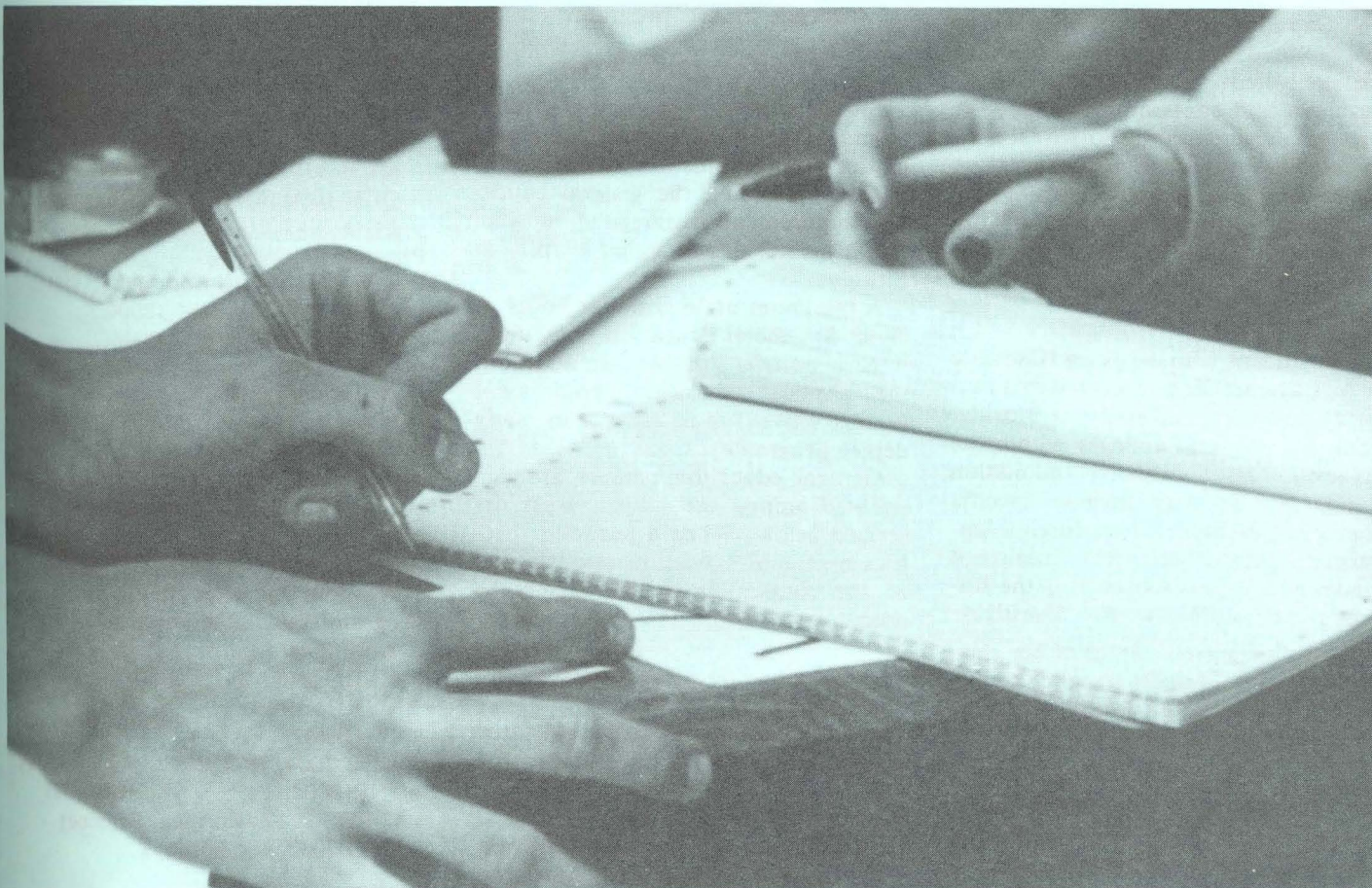
Moreover, he will conduct himself as a professional while on the job. Experienced co-op students, upon returning to campus, may help conduct seminars to advise and guide new co-op students. Student must agree to co-op for at least two terms, if possible, which may be waived for second semester sophomores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

OTHER PROGRAMS

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



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ASSOCIATE IN ARTS DEGREE (A.A.)

(UNIVERSITY PARALLEL OR TRANSFER PROGRAMS)

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

Articulation

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

Graduation Requirements

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

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

General Education Requirements

Lake-Sumter Community College

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

GENERAL EDUCATION

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

A minimum of 36 semester hours of credit in general education is required in each transfer program. In addition, the physical education requirement (unless waived) must be met in many degree programs.

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

General Education Courses

English Composition:

A minimum of 12 credits as stated in each program.

Humanities:

1. A minimum of 6 credits taken from
AML 2010, AML 2022, (American Literature)
ENL 2012, ENL 2022 (English Literature)
LIT 2110, LIT 2120, (World Literature)
2. A minimum of 3 credits, unless that program states otherwise, taken from
ARH 2050, ARH 2051, ART 2610 (Art History and Appreciation)
HUM 1020 (Humanities)
MUH 2011, MUL 2211 (Introduction to Music, Survey of Music Literature)
PHI 2010 (Philosophy)

Mathematics:

A minimum of 6 credits, unless the program states otherwise, taken from
MAC 1132, MGF 1303
MGF 2202, MGF 2113,
MAC 2311, MAC 2312, MAC 2411,
MAC 2424 (Calculus)
MAS 2301 (Sets, Relations and Functions)

MAT 1033 (Algebra)
STA 2024 (Statistics)

Science:

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

Biological Science

APB 1150 (Life Science)
APB 2203C, APB 2204C (Anatomy and Physiology)
BOT 2010C (Botany)
BSC 1010C (General Biology)
MCB 2010C (Microbiology)
OCE 1000 (Marine Environment)
ZOO 2013C (Zoology)

Physical Science

AST 1002 (Astronomy)
CHM 1015C, CHM 1200C,
CHM 2045, CHM 2046C
(Chemistry)
PHY 2048C, PHY 2049C,
PHY 2053C, PHY 2054C,
(Physics)
PSC 1120, PSC 1411,
PSC 1431 (Physical Science)

Social Science:

A minimum of 9 credits unless the program states otherwise, taken from
ANT 2000 (Anthropology)
AMH 2010, AMH 2020, EUH 1000,
EUH 1001,
(History)
DEP 2004, PSY 2012 (Psychology)
INR 2002, POS 1001, POS 2041,
POS 2112 (Political Science)
SYG 2000, (Sociology)

Electives:

ANT 2410 (Anthropology)
THE 2020 (Drama)
ECO 1040, ECO 2000, ECO 2013,
ECO 2023 (Economics)
CRW 2020, ENC 1001, ENC 1011,
LIT 2090, LIT 2091, LIT 2092
(English)
REA 1105, REA 1106 (Reading)
FRE 1100, FRE 1101, FRE 2200,
FRE 2201 (French)
REL 1301 (Humanities)
DEP 2002, PSY 2904, SOP 1740
(Psychology)
IDS 1151, IDS 2193, SSI 1011
(Social Science)
SYG 2010, SYG 2000 (Sociology)
SPN 1100, SPN 1101, SPN 2200,
SPN 2201 (Spanish)
SPC 2031 (Speech)
MUT 1111C, MUT 1112C,
MUT 2116C, MUT 2117C,
(Music Theory)
PBC 2311C (Science)

ASSOCIATE IN ARTS DEGREE PROGRAMS (A.A.)

(UNIVERSITY PARALLEL/TRANSFER)

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

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

I. AGRICULTURAL, CONSERVATION, AND ENVIRONMENTAL SCIENCES

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

II. BEHAVIORAL AND SOCIAL SCIENCES

Anthropology
Archeology
Criminal Justice
Economics
Geography
Home Economics
Industrial Management
International Relations

Law Enforcement
Library Science
Political Science
Psychology
Public Administration
Public Relations
Recreation
Rehabilitation Counseling
Social Work
Sociology
Urban Planning

III. BIOLOGICAL SCIENCES

Anatomy
Bacteriology
Biochemistry
Biology
Biophysics
Botany
Embryology
Entomology
Genetics
Histology
Marine Biology
Microbiology
Neurosciences
Nutrition
Pathology
Pharmacology
Physiology
Radiobiology
Zoology

IV. BUSINESS, MANAGEMENT AND ADMINISTRATION

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

V. EDUCATION

Adult Education
Agriculture Education
Art Education
Audiology

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

VI. ENGINEERING AND ARCHITECTURE

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

*Transfer advised after 1 year

VII. ALLIED HEALTH

Hospital Administration
Medical Laboratory Technology
Medical Record Administration
Mental Health

VIII. HUMANITIES AND ARTS

Art
Art History
Classics

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

IX. MATHEMATICAL AND PHYSICAL SCIENCES

Astronomy
Astrophysics
Chemistry
Earth Sciences
Geology
Mathematics
Metallurgy
Meteorology

Natural Sciences
Oceanography
Physical Sciences
Physics
Statistics

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

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

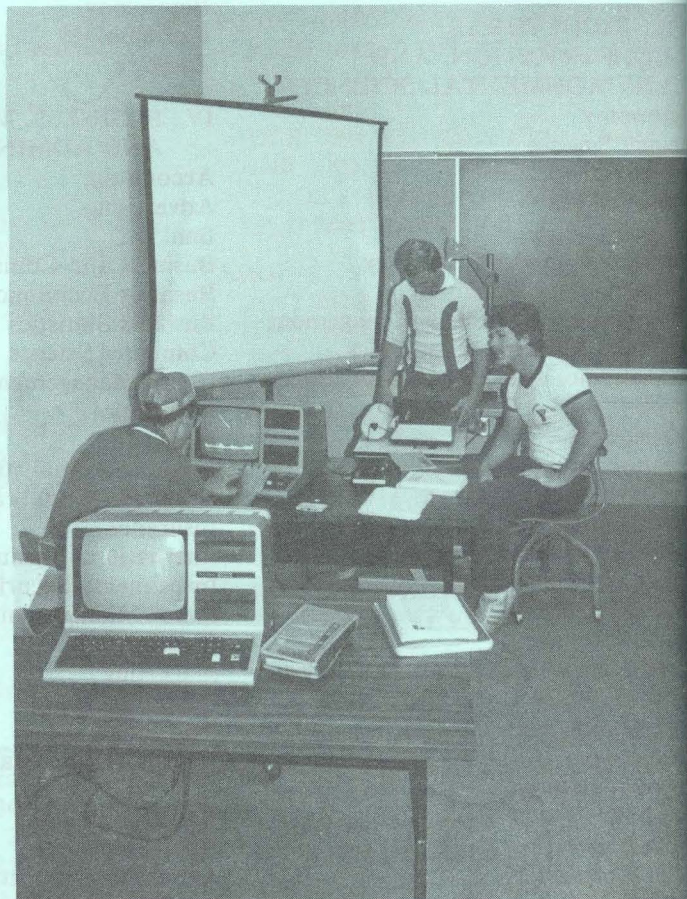
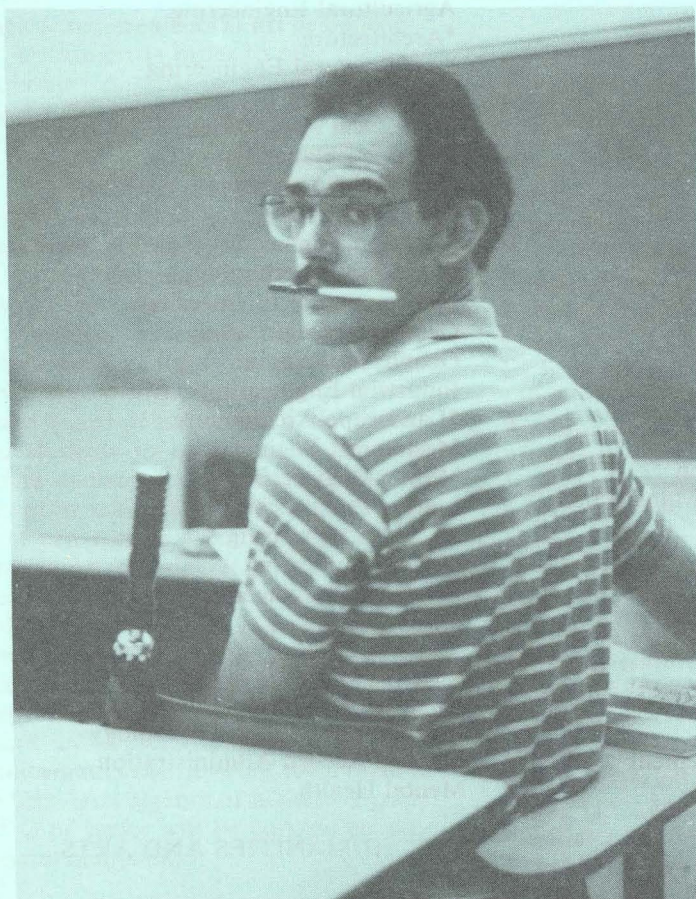
Agriculture
Art or Art Education
Broadcasting/Communications
Business Administration
Computer Science
Criminology and Corrections
Education
Engineering
Human Services
Journalism

Medicine and Dentistry
Music
Nursing
Occupational Therapy
Optometry
Pharmacy
Physical Therapy
Police Administration
Social Science
Veterinary Medicine

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

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

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



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ASSOCIATE IN ARTS PROGRAMS

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NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 63. See also the Index on page 61 under the Course Description section.

GENERAL TRANSFER PROGRAM

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

FRESHMAN YEAR

		Credits
<i>Term I</i>		
ENGLISH	ENC 1101 or 1132 ¹	3-5
MATHEMATICS ..	MAT 1033	3
SOCIAL SCIENCE		3
PHYS. ED		1
ELECTIVES		4-6
		16

		Credits
<i>Term II</i>		
ENGLISH	ENC 1102	3
SOCIAL SCIENCE		3
HUMANITIES		
ELECTIVES		3
PHYS. ED		1
MATHEMATICS ..	MGF 2202	3
ELECTIVE		3
		16

SOPHOMORE YEAR

		Credits
<i>Term I</i>		
SOCIAL SCIENCE		3
HUMANITIES	Literature	3
SCIENCE		3
ENGLISH	ENC 1321	3
ELECTIVES		5
		17
<i>Term II</i>		Credits
HUMANITIES	Literature	3
SCIENCE		3
GENERAL		
EDUCATION	Elective	3
ENGLISH ²		3
ELECTIVES		4
		16

¹Placement dependent upon test results.

²Student may select from CRW 2020, ENC 2210, AMH 2020 INR 2002, or MMC 2100

AGRICULTURE TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
BSC 1010C	General Biology	4	
BOT 2010C	General Botany		4
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Algebra & Trigonometry ² ..	5	
MGF 2113	Topics in College Mathematics		1
POS 2041	American National Government		3
PHYS ED	Physical Education	1	
		17	15

SOPHOMORE YEAR

ENC 1321	Composition III	3	
ENC	Elective ³		3
ZOO 2013C	General Zoology	4	
PHY 2053 I	General Physics	5	
PHY 2054C II ..	General Physics		5
HUMANITIES ..	Literature ⁴	3	3
ECO 2013	Principles of Economics I..		3
ELECTIVE			3
		15	17

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

¹Student may substitute ENC 1132 and ENC 1141 Composition I and Composition II

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

³Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

⁴Select one literature sequence, ENC 2012, AMI 2010-2022, or LIT 2110-2120.

ART OR ART EDUCATION TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		<i>Term I</i>	<i>Term II</i>
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II		3
MAT 1033	Intermediate Algebra	3	
SOCIAL			
SCIENCE	General Education ²	3	3
ARH 2050	Art History & Appreciation		3
PHYS. ED	Physical Education		1
ART 1205C	Design and Color		3
ART 1201C	Design Structures	3	
ART 1300	Freehand Drawing	3	
ART 1301	Freehand Drawing		3
		18	16

SOPHOMORE YEAR

SCIENCE	Science ³		3-4
SOCIAL			
SCIENCE	General Education ²	3	
HUMANITIES ..	Literature	3	3
ARH 2051	Art History & Appreciation		3
ART 2540	Introduction to Painting ..	3	3
ART	Art Electives ²	3	
ENC 1321	College Composition III....		3
MGF 2202	Application and Appreciation of		
.....	College Mathematics	3	
ENC	Elective ⁴		3
		18	15-16

¹Student may substitute ENC 1132 for College Composition I.

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

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

⁴Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, or MMC 2100.

BROADCASTING/COMMUNICATIONS TRANSFER PROGRAM

Program Requirements

English Composition	12 hrs
Mathematics (Algebra)	6 hrs
Social Sciences (history, political science, sociology, psychology, economics, anthropology)	15 hrs
Required: POS - 2041	3 hrs
POS - 2112	3 hrs
Fundamentals of Speech	3 hrs
Humanities	3 hrs
Science	9 hrs
Major Field Courses	
Intro to Broadcasting RTV - 2000	3 hrs
Broadcast Production I RTV - 2200	3 hrs
Writing For The Mass Media MMC - 2100	3 hrs
	63 hrs
Elective (s)*	3 hrs
Total	66 hrs

*Recommended electives in accounting, computer or data processing, or other related courses.

BUSINESS ADMINISTRATION TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
GEB 1011	Introduction to Business ...	3	
ENC 1101	Composition I'	3	
ENC 1102	Composition II		3
HUMANITIES ..	Literature	3	
MAT 1033	Intermediate Algebra	3	
MGF 1303	College Algebra & Elem. Trig.		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology		3
COC 1300	Intro. to Data Processing ..	3	
ELECTIVES ⁴			6
		16	16

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I.	3	
ACC 2021	Principles of Accounting II		3
ECO 2013	Principles of Economics I..	3	
ECO 2023	Principles of Economics II		3
HISTORY	History ²	3	3
SCIENCE	Science ⁴	3	3
ENC 1321	Composition III	3	
STA 2024	Introduction to Statistics ...		3
ELECTIVES ⁴		1	1
		16	16

¹Students may substitute ENC 1132.

²Students may select INR 2002 or AMH 2020 which fulfill an English and history requirement.

³Six hours of mathematics at MAT 1033 or above.

⁴Some universities may require additional or different credits in math, science and data processing.

Specific information is obtainable from a counselor.

COMPUTER SCIENCE TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
MAC 1132	Algebra and Trigonometry ²	5	
BSC 1010C	General Biology ³	4	
MAC 2311	Calculus		5
STA 2024	Introduction to Statistics ...		3
ENC 1101	Composition I'	3	
ENC 1102	Composition II		3
COC 1300	Introduction to Data Processing		3
PHYS. ED.	Physical Education		1
POS 2041	American National Government	3	
		15	15

SOPHOMORE YEAR

ENC 1321	Composition III	3	
MAC 2312	Calculus and Analytic Geometry	5	
MAC 2424	Calculus and Differential Equations		5
PHY 2048C	General Physics with Calculus I	5	
PHY 2049C	General Physics with Calculus II		5
COC 1110C	Intro. to Computers and Computer Programming ..	3	
COP 2110C	Computer Programming FORTRAN IV		3
PHYS. ED.	Physical Education		1
ENC 2210	Technical Report Writing ..		3
ELECTIVE		1	
		17	17

¹Students may substitute ENC 1132 for College Composition I.

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

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

CRIMINOLOGY AND CORRECTIONS TRANSFER PROGRAM

		Credits
ENC 1101	Composition I ¹	3
ENC 1102	Composition II	3
MAT 1033	Intermediate Algebra.....	3
SOCIAL		
SCIENCE	General Education ²	6
HUMANITIES ..	Humanities ³	3
CCJ 1100	Intro. to Criminal Justice .	3
CCJ 1000	Introduction to Criminology	3
PHYS. ED.	Physical Education	2
ENC 1321	Composition III	3
ENC	Elective ⁴	3
SSI 1011	Intro. to Social Science	3
HUMANITIES ..	Literature.....	6
CJT 2100	Intro. to Criminal Investigation.....	3
CCJ 2230	Criminal Procedures & Evidence.....	3
CCJ 2310	Intro. to Corrections.....	3
CCJ 2600	Criminal Deviant Behavior	3
ELECTIVES ⁵		8
MGF 2202	Applications and	
	Appreciation of.....	
	College Mathematics	3
		64

¹Student may substitute ENC 1132 for College Composition I.

²Student may select any Social Science Course.

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

⁴Student may select from CRW 2020, ENC 2210, MMC 2100, INR 2002, or AMH 2020.

⁵Some universities may require additional credits in science. Specific information is obtainable from a counselor.

EDUCATION TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II		3
MAT 1033	Intermediate Algebra.....	3	
SOCIAL			
SCIENCE	General Education	3	3
HUMANITIES ..	Humanities ³		3
PHYS. ED.	Physical Education	1	1
PSY 2012	Introduction to Psychology	3	
SPC 2031	Fundamentals of Speech ...		3
ELECTIVES	Teaching Field	3	
MGF 2202	Applications and		
	Appreciation of.....		
	College Mathematics		3
		16	16

SOPHOMORE YEAR

SCIENCE	Science ⁴	3	3
SOCIAL			
SCIENCE	General Education ²	3	
LITERATURE ..	Humanities.....	3	3
PSYCHOLOGY ..	Psychology.....		3
ELECTIVES		4	4
ENC 1321	Composition III	3	
ENC	Elective ⁵		3
		16	16

¹Student may substitute ENC 1132 for College Composition I.

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

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

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

⁵Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, or MMC 2100.

ENGINEERING TRANSFER PROGRAM

FRESHMAN YEAR

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

SUMMER TERM

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

SOPHOMORE YEAR

ENC 2210	Technical Report Writing ..	
ENC 1321	Composition III	3
MAC 2312	Calculus and Analytic Geometry.....	5
MAC 2424	Calculus and Differential Equations	
PHY 2048C	General Physics with Calculus I	5
PHY 2049C	General Physics with Calculus II	
COP 2110C	Computer Programming FORTRAN IV	3
EGN 2323	Vector Mechanics - Dynamics.....	
		16

¹Students may substitute ENC 1132.

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

HUMAN SERVICES TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I.....	3-5	
or			
ENC 1132	Composition Skills.....		
HUM 1020	Intro. to Humanities		3
ECO 2000	Intro. to Economics		3
ENC 1102	Composition II		
ELECTIVES ¹			3
PSY 2012	Intro. to Psychology		
MAT 1033	Intermediate Algebra.....		3
SYG 2000	Intro. to Sociology.....		
HUS 1010	Observation/Participation . (area of special interest)....		
			15-17

SOPHOMORE YEAR

ENC 1321	Composition III	3	
DEP 2004	Human Development.....	3	
SOP 2602	Human Relations.....	3	
HUS 2810/2811 ..	Human Services Practicum I and II (in specialization area)	3	3
ELECTIVES ¹		3	
AMH 2010	U. S. History to 1865		3
LIT 2090	Contemporary Literature ² ..		3
MGF 2202	Applications and		
	Appreciation of.....		
	College Mathematics		3
ENC	Electives		3
		15	15

¹If necessary as a prerequisite for ENC 1101, student may be asked to substitute any or all of the following for elective credit: ENC 1001, REA 1105, REA 1106.

²Student may substitute LIT 2091, or ENL 2022.

³Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, or MMC 2100.

JOURNALISM TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II		3
MAT 1033	Intermediate Algebra.....	3	
MGF 2202	Applications and		
	Appreciation of.....		
	College Mathematics		3
MMC 2100	Writing for Mass Media....	3	
HUMANITIES ..	Humanities.....		3
SCIENCE	Science ²	3	3
PHYSICAL ED.	Physical Education	1	1
ELECTIVES ⁴	Electives ³	3	3
		16	17

SOPHOMORE YEAR

ENC 1321	Composition III	3	
AMH 2020	American History		3
ECO 2013	Principles of Economics I..	3	
LITERATURE ..	Literature.....		3
POS 2041	American National Government	3	
COC 1110C	Computer Programming		3
SPC 2010	Fundamentals of Speech ...	3	
ELECTIVES	Electives ³	4	7
		15	16

¹Student may substitute ENC 1132.

²Some universities require additional hours. See counseling manuals.

³ES 1191 recommended. Also, prerequisites of some universities should be selected as electives.

MEDICINE AND DENTISTRY TRANSFER PROGRAM

FRESHMAN YEAR

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

SOPHOMORE YEAR

ENC 1321	Composition III	3	
ENC	Elective ⁴		3
MCB 2010C	Microbiology		4
ZOO 2013C	General Zoology.....	4	
PHY 2053C	General Physics I.....	5	
PHY 2054C	General Physics II		5
HUMANITIES ..	Literature ³	3	3
ENGLISH	Elective		1
		15	16

¹Student may substitute ENC 1132 for College Composition I.

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

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

⁴Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

MUSIC TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II		3
SOCIAL SCIENCE	General Education ²	3	
MUT 2001	Fundamentals of Music Theory	3	
MAT 1033	Intermediate Algebra.....		3
MUT 1111	Basic Theory I		4
APPLIED MUSIC	Secondary Instrument.....	1	1
APPLIED MUSIC	Principal Instrument	2	2
PSY 2012	Intro to Psychology	3	
MUSIC	Music Organizations.....	1	1
ELECTIVES	Music or Humanities		2
		16	16

SUMMER TERM

MGF 2202	Applications and		
	Appreciation of.....		
	College Mathematics	3	
	Applied Music		
	Principal Instrument	2	
		5	

SOPHOMORE YEAR

ENC 1321	Composition III	3	
ENGLISH			
ELECTIVES ³		3	
SCIENCE			
ELECTIVES ..		3	3
MUL 2211	Music Literature.....		3
MUT 1112	Basic Theory II.....	4	
MUT 2116	Music Theory III.....		4
APPLIED			
MUSIC	Secondary Instrument.....	1	1
APPLIED			
MUSIC	Principal Instrument	2	
MUSIC	Music Organizations.....	1	2
ELECTIVES		1	
		15	16

SUMMER TERM

MUT 2117	Music Theory IV	4	
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³Student may substitute ENC 1132 for College Composition I.

⁴Student may select from approved courses.

⁵Student may select from CRW 2020, ENC 2210, ENC 2100, INR 2002, or AMH 2020.

NURSING TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
BSC 1010C	General Biology	4	
CHM 1015C	Introductory General		
	Chemistry ²		4
PSY 2012	Introduction to Psychology	3	
DEP 2002	Psychology of Child		
	Development		3
MAT 1033	Intermediate Algebra.....	3	
MGF 2202	Applications and		
	Appreciation of College		
	Mathematics.....		3
HISTORY	History ³	3	3
		16	16

SUMMER TERM

ZOO 2013C	General Zoology.....	4	
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SOPHOMORE YEAR

ENC 1321	Composition III	3	
ENGLISH	Elective ⁴		
POS 2041	American National		
	Government		3
APB 2203C	Human Anatomy &		
	Physiology I		4
APB 2204C	Human Anatomy &		
	Physiology II.....		
MCB 2010C	Microbiology		
SYG 2000	Introduction to Sociology..		
HUMANITIES ..	Literature ⁵	3	
ELECTIVES		2	
		15	

¹Student may substitute ENC 1132 and ENC 1141 for Composition I and Composition II.

²Some universities also require CHM 1200C.

³Student may select from approved courses. Consult a college counselor.

⁴Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

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

OCCUPATIONAL THERAPY TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ²		
MAT 1033	Intermediate Algebra.....	3	
HISTORY	History ²	3	
HUMANITIES ..	Humanities ³		
BSC 1010C	General Biology		
PHYS. ED.	Physical Education		1
ART 2110	Introduction to Ceramics ..		
PSC 1411	Physical Science	3	
ENC 1321	Composition III	3	
		16	

SOPHOMORE YEAR

APB 2203C	Human Anatomy &		4
	Physiology I		
APB 2204C	Human Anatomy &		
	Physiology II.....		
POS 2041	American National		
	Government		3
HUMANITIES ..	Literature ⁴	3	
PSY 2012	Introduction to		
	Psychology II.....		3
DEP 2002	Psych. of Child		
	Development		
ELECTIVE			
MGF 2202	Applications and		
	Appreciation of College		
	Mathematics.....		3
ENC	Elective ⁵		
		16	

*Student may substitute ENC 1132 and ENC 1141 for Composition I and Composition II.

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

*Select from ARH 2050; HUM 1020; MUL 2211; or PHI 2010.

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

*Student may select from ENL 2012-2022, AML 2010-2022, or LIT 2110-2120.

OPTOMETRY TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAC 1132	Algebra & Trigonometry ² ..	5	
MAC 2311	Calculus		5
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
POS 2041	American National Government		3
ELECTIVE ³	3	
		15	15

SUMMER TERM

BSC 1010C	General Biology	4
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SOPHOMORE YEAR

ZOO 2013C	General Zoology	4	
MCB 2010C	Microbiology		4
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES ..	Literature ⁴	3	3
ENC 1321	Composition III	3	
ENC	Elective ⁵		3
		15	15

*Student may substitute 1132 and ENC 1141 for Composition I and Composition II.

*Students with insufficient background in Mathematics or science should consult a college counselor.

*Electives should be selected on the basis of the university to be attended.

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

*Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

PHARMACY TRANSFER PROGRAM

FRESHMAN YEAR

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

SOPHOMORE YEAR

POS 2041	American National Government		3
PHYS. ED	Physical Education		1
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES ..	Literature ³	3	3
ELECTIVE		2
ENC 1321	Composition III	3	
ENC	Elective ⁴		3
		15	17

*Student may substitute ENC 1132 and ENC 1141 for Composition I and Composition II.

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

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

*Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

PHYSICAL THERAPY TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAC 1132	Algebra & Trigonometry ² ..	5	
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
POS 2041	American National Government	3	
BSC 1010C	General Biology		4
PHYS. ED.	Physical Education	1	
ELECTIVE		1
MGF 2113	Topics in College Mathematics		1
PSY 2012	Introduction to Psychology		3
		16	16

SOPHOMORE YEAR

ENC 1321	Composition III	3	
DEP 2002	Psychology of Child Development		3
ZOO 2013C	General Zoology	4	
PHY 2053C	General Physics I	5	
PHY 2054C	General Physics II		5
HUMANITIES ..	Literature ³	3	3
ELECTIVE	Elective		3
ENC	Elective ⁴		3
		15	17

*Student may substitute ENC 1132 and ENC 1141 for Composition I and Composition II.

*Student with insufficient background in mathematics or science consult a college counselor.

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

*Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

POLICE ADMINISTRATION TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
MAT 1033	Intermediate Algebra.....	3	
SOCIAL		
SCIENCE	General Education ²	3	3
HUMANITIES	Humanities ³		3
CCJ 1100	Introduction to Criminal Justice.....	3	
CCJ 1400	Police Organization & Administration.....		3
PHYS. ED.	Physical Education	1	1
MGF 2202	Applications and		
	Appreciation of College Mathematics.....		3
ELECTIVES	3	
		16	16

SOPHOMORE YEAR

SCIENCE	Science ⁴	3	
SSI 1011	Survey of Social Sciences ..		3
HUMANITIES	Literature.....	3	3
CJT 2100	Introduction to Criminal Investigation.....	3	
CCJ 2600	Criminal Deviant Behavior		3
CCJ 2220	Criminal Law	3	
CCJ 2230	Criminal Procedures & Evidence.....		3
ENC 1321	College Comp III	3	
ENC	Elective ⁵		3
		15	15

¹Student may substitute ENC 1132 for College Composition I.

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

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

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

⁵Student may select from CRW 2020; ENC 2210; AMH 2020; INR 2002; or MMC 2100.

SOCIAL SCIENCE TRANSFER PROGRAM

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

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
EUH 1000	Western Civilization.....	3	
EUH 1001	Western Civilization.....		3
POS 2041	American National Government		3
MAT 1033	Intermediate Algebra.....	3	
SYG 2000	Introduction to Sociology..	3	
PSY 2012	Introduction to Psychology		3
ELECTIVES ²	3	3
MGF 2202	Applications and		
	Appreciation of College Mathematics.....		3
		15	18

SOPHOMORE YEAR

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

¹Student may substitute ENC 1132 for College Composition I.

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

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

⁴Suggested courses might include HUM 1020, PHI 2010.

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

⁶Student may select from INR 2002, DEP 2004, for Term I and POS 2112 for Term II.

VETERINARY MEDICINE TRANSFER PROGRAM

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ENC 1102	Composition II ¹		3
BSC 1010C	General Biology	4	
CHM 2045C	College Chemistry I	4	
CHM 2046C	College Chemistry II		4
MAC 1132	Algebra & Trigonometry ² ..	5	
Mac 2311	Calculus		5
POS 2041	American National Government		3
		16	15

SOPHOMORE YEAR

ZOO 2013C	General Zoology.....	4	
PHY 2053C	General Physics I.....	5	
PHY 2054C	General Physics II		5
HUMANITIES	Literature ³	3	3
BOT 2010C	General Botany		4
ELECTIVE	Social Science		3
ENC 1321	Composition III	3	
ENC	Elective ⁴		3
		15	18

¹Students may substitute ENC 1132 and ENC 1141 for Composition I and Composition II.

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

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

⁴Student may select from CRW 2020, ENC 2210, AMH 2020, INR 2002, MMC 2100.

Come Grow With Us . . .



ASSOCIATE IN SCIENCE PROGRAMS

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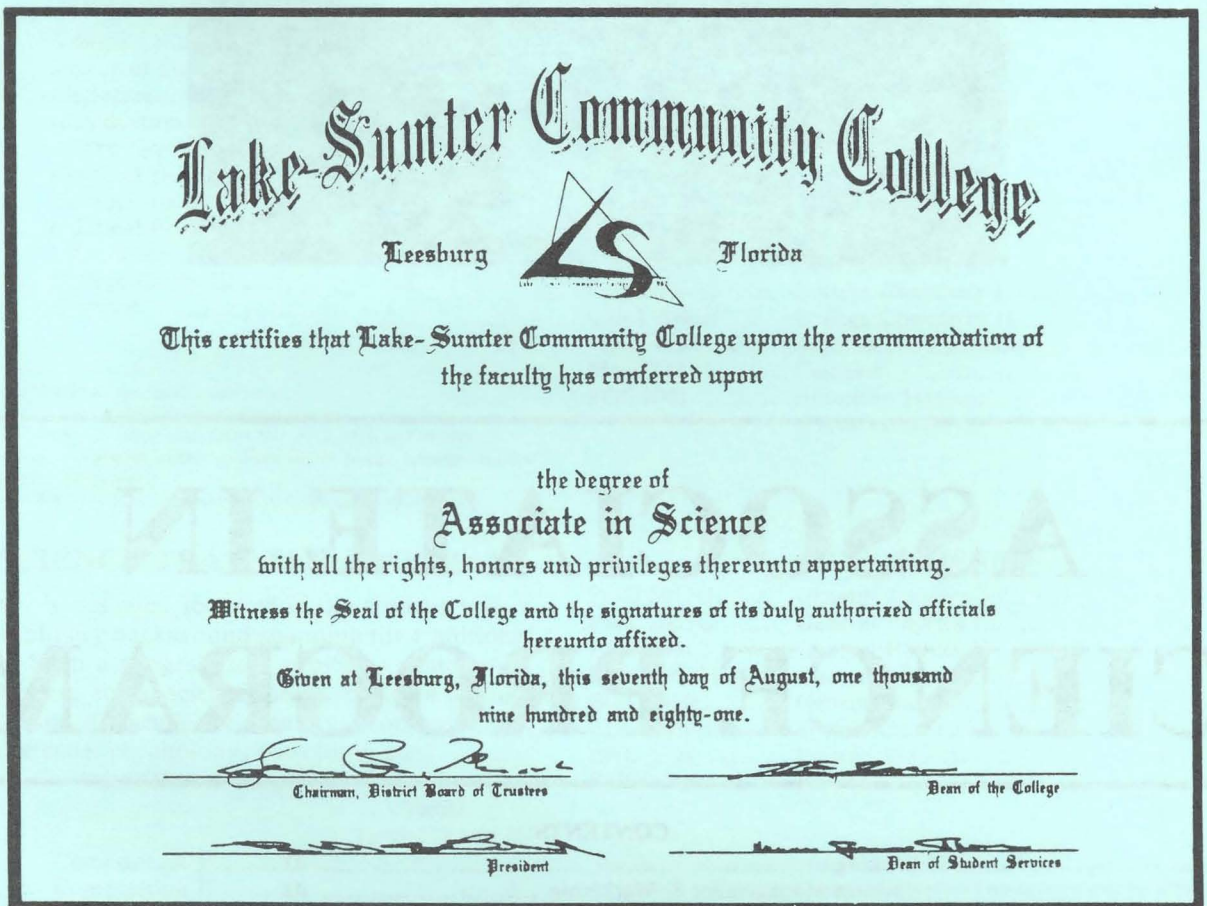
ASSOCIATE IN SCIENCE (A.S.) DEGREE PROGRAMS

The following Associate in Science degree programs, containing college credit offerings of a specialized nature, are designed primarily for employment opportunity. The inclusion of some course work in non-specialized areas should make it possible for students to acquire a foundation in general education. Students are not required to satisfy the State of Florida "General Education" requirements, but are

encouraged to include as many of these courses as possible.

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

NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of courses in your program. These descriptions begin on page 63. See also the Index on page 61 under the Course Description section.



BANKING

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

General Courses

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

Select Thirty-Three (33) Credits From The Following:

BAN 1150	Marketing for Bankers.....	3
BAN 1205	Corporate Banking	3
BAN 2010	Federal Reserve System.....	3
BAN 2121	Bank Cards	3
BAN 2000	Business Financial Management.....	3
BAN 2210	Analyzing Financial Statements	3
BAN 2100	Money and Banking	3
BAN 2230	Bank Investments	3
BAN 2240	Installment Credit.....	3
BAN 2400	Trust Functions and Services	3
BAN 2303	Savings and Time Deposit Banking.....	3
BAN 2720	Bank Management.....	3
BAN 2949	Cooperative Education Internship in Banking....	3
BAN 2200	Credit Administration.....	3
REE 2200	Real Estate Finance.....	3

BUSINESS--MANAGEMENT AND MARKETING (OPTION)

The purpose of this program is to provide basic knowledge and skills necessary for success in the fields of marketing and management. This program is designed for students who seek immediate employment in the field of marketing or management with middle management responsibilities.

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I'.....		3
COC 1110C	Intro. to Computers and Computer Programming		3
COC 1300	Intro. to Data Processing ..	3	
GEB 1011	Intro. to Business	3	
MAR 1011	Principles of Marketing ...		3
QMB 1001	Business Mathematics		3
SES 1191C	Personal Typewriting.....	3	
SES 1330	Business English.....	3	
	ELECTIVES	3	3
		<hr/> 15	<hr/> 15

SUMMER TERM

COE 1000	Seminar in Job Placement Skills	1
SES 2325C	Business Machines and Filing	3
	ELECTIVE	3
		<hr/> 7

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I.	3	
ACC 2021	Principles of Accounting II		3
BUL 2111	Business Law		3
ECO 2000	Introduction to Economics	3	
MAN 2000	Principles of Management .		3
QMB 2100	Business Statistics	3	
SES 2336	Business Communications .		3
SPC 2031	Fundamentals of Speech ...	3	
	ELECTIVES	3	3
		<hr/> 15	<hr/> 15

APPROVED ELECTIVES:

ACC 2109	Intermediate Accounting I.
ACC 2129	Intermediate Accounting II
ACC 2409	Cost Accounting.....
ACC 2509	Income Tax Procedure.....
ENC 2210	Technical Report Writing ..
MAN 1100	Human Relations in Business and Industry....
MAN 2300	Personnel Management.....
MAN 2340	Principles of Supervision...
MAN 2800	Small Business Management.....
MAR 2101	Salesmanship
MAR 2302	Advertising.....
RMI 2000	Principles of Insurance

*Students may substitute ENC 1132.



COMMERCIAL ART

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

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1101	Composition I ¹	3	
ART 1205	Design and Color	3	
ART 1300	Freehand Drawing	3	
ART 1230	Intro. to Commercial Art	3	
ARH 2050	Art History and Appreciation.....		3
ART 1231	Layout Production.....		4
ART 1201C	Design Structures.....		3
ART 2540	Introduction to Painting, Watercolor I.....	3	
SOCIAL SCIENCE			
ELECTIVE			3
ART 1301	Freehand Drawing		3
PHYS. ED	Physical Education	1	
		16	16

SOPHOMORE YEAR

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

¹Student may substitute ENC 1132 for the freshman English requirement.

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

COMPUTER SCIENCE

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

FRESHMAN YEAR

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

SOPHOMORE YEAR

COP 2110C	Computer Programming-FORTRAN IV	3	
COP 2120C	Computer Programming-COBOL I.....	3	
COP 2121C	Computer Programming-COBOL II		3
ELECTIVE ²			3
COP 2400C	Machine Language Programming and Micro-processors	4	
COP 2401C	Computer Programming-Assembly Language		3
CIS 2232C	Systems Analysis and Design.....		3
PHY 1001	Technical Physics		4
STA 2024	Statistics	3	
COE 1000	Seminar in Job Placement Skills.....	1	
PHYS. ED.	Physical Education	1	1
		15	17

¹Students may substitute ENC 1132 for College Composition I.

²Students may select from approved computer courses.

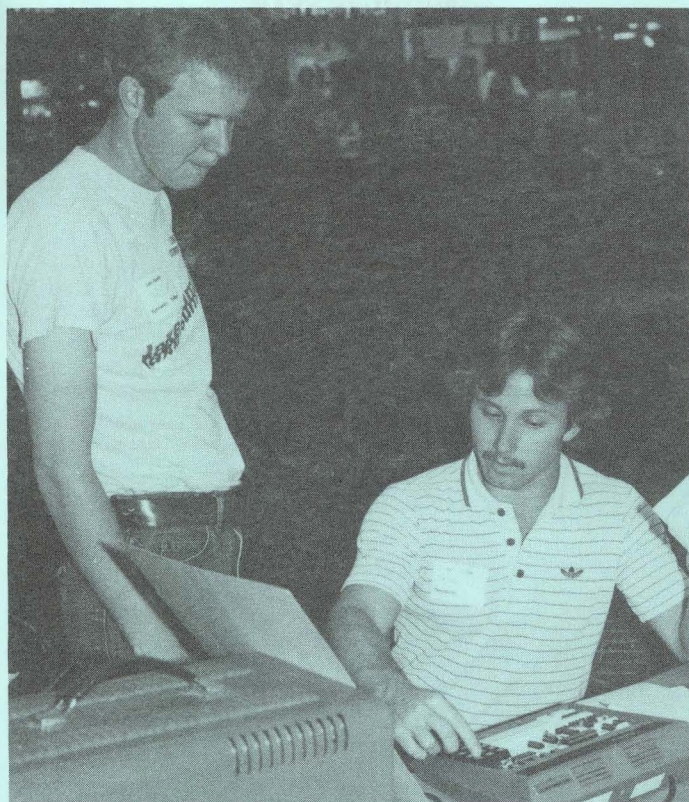
³Students may substitute MAC 1132-2311.

CRIMINAL JUSTICE

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

		<i>Credits</i>
CCJ 1000	Intro. to Criminology	3
CCJ 1100	Intro. to Criminal Justice.....	3
CCJ 1400	Police Organization & Administration.....	3
CCJ 2220	Criminal Law	3
CCJ 2230	Criminal Procedure & Evidence.....	3
CCJ 2310	Intro. to Corrections	3
CCJ 2500	Juvenile Delinquency.....	3
CCJ 2600	Criminal Deviant Behavior	3
CJT 2100	Intro. to Criminal Investigation.....	3
ENC 1101	Composition I'.....	3
ENC 2201	Technical Report Writing ..	3
or		
ENC 1102	Composition II	3
SYG 2000	Intro. to Sociology.....	3
SSI 1011	Intro. to the Social Sciences.....	3
MAT 1002	General Education Math...	3
ELECTIVES		22
		<hr/> 64

'Student may substitute ENC 1132 for College Composition I.



DATA PROCESSING

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

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
SES 1330	Business English.....	3	
COC 1300	Intro. to Data Processing..	3	
GEB 1011	Intro. to Business		3
COC 1110C	Intro. to Computers and Computer Programming	3	
MAN 1100	Human Relations in Business and Industry....	3	
SES 2325C	Business Machines and Filing		3
QMB 1001	Business Mathematics		3
SES 1191C	Personal Typewriting.....	3	
COP 2170C	Computer Programming-BASIC		3
COE 1000	Seminar in Job Placement Skills		1
PHYS. ED.	Physical Education		1
		<hr/> 15	<hr/> 14

SUMMER TERM

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

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I.	3	
ACC 2021	Principles of Accounting II		3
COP 2120C	Computer Programming-COBOL I.....	3	
COP 2121C	Computer Programming-COBOL II		3
ELECTIVE ¹			3
ENC 2210	Technical Report Writing ..		3
QMB 2100	Business Statistics	3	
BUL 2111	Business Law		3
SES 1150C	Word Processing I.....	3	
PHYS. ED.	Physical Education	1	
ELECTIVE		1	
		<hr/> 14	<hr/> 15

¹Students may select from approved computer courses.

DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

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

FRESHMAN YEAR

		Credits	
		Term I	Term II
ETE 1010C	Fundamentals of D.C. Circuits	5	
ETE 1020C	Fundamentals of A.C. Circuits		5
COC 1110C	Intro. to Computers and Computer Programming	3	
MTB 1321	Applied Technical Math I	4	
MTB 1322	Applied Technical Math II		4
ENC 1101	College Composition I'	3	
ENC 2210	Technical Report Writing		3
EGR 1120C	Engineering Drawing		3
		15	15

SUMMER TERM

ETE 1140C	Electronic Devices	3
ETD 2620C	Electronic Drafting	3
		6

SOPHOMORE YEAR

ETE 2120C	Electronic Circuits	5
ETE 2121C	Digital Electronics	4
ETE 2680C	Intro. to Microprocessors	3
ETE 2682C	Microcomputer Systems	5
ETE 2681C	Microelectronic Circuits	5
PHY 1001	Technical Physics	4
COP 2110C	Computer Programming-FORTRAN IV	3
		16
		13

'Students may substitute ENC 1132.

EXECUTIVE SECRETARY

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

FRESHMAN YEAR

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

SUMMER TERM

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

SOPHOMORE YEAR

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

'Student may substitute equivalent course in Machine Shorthand.

GENERAL BUSINESS

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

FRESHMAN YEAR

		Credits	
		Term I	Term II
ENC 1132	Composition Skills.....		5
GEB 1011	Introduction to Business ...	3	
MAR 1011	Principles of Marketing		3
QMB 1001	Business Mathematics.....		3
PHYS. ED.	Physical Education		1
SES 1100C	Typewriting I.....	5	
SES 1110C	Typewriting II.....		3
SES 1330	Business English.....	3	
SOCIAL		
SCIENCE	Social Science ¹	3	
		14	15

SUMMER TERM

SPC 2031	Fundamentals of Speech ...	3
SES 2120C	Typewriting III	3
		6

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I.	3	
BUL 2111	Business Law		3
COC 1300	Intro. to Data Processing ..	3	
COE 1000	Seminar in Job Placement Skills.....		1
ECO 2000	Introduction to Economics	3	
MAN 1100	Human Relations in Bus/Ind.....	3	
MAN 2000	Principles of Management ..		3
PHYS. ED.	Physical Education		1
SES 2325C	Business Machines and Filing.....		3
SES 2336	Business Communications ..		3
SOCIAL		
SCIENCE	Social Science ¹	3	
		15	14

¹Students may select from SSI 1011, PSY 2002, PSY 2012, SYG 2000, POS 2041, AMH 2010, AMH 2020, EUH 1000, or EUH 1001.

HUMAN SERVICES

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

FRESHMAN YEAR

		Credits
ENC 1101	College Composition	
or		
ENC 1132	Composition Skills.....	3-5
HUM 1020	Intro. to Humanities	3
PSY 2012	Introduction to Psychology	3
MAT 1002	General Education Mathematics	3
SOC 2000	Intro. to Sociology.....	3
	Observation/Participation (area of special interest) ..	3
HUS 1801	3
DEP 2004	Human Development.....	3
EDF 2003	Introduction to Education ..	3
	Art/Music Course ¹	3
	Elective ³	3
TOTAL		30-32

If student needs additional course work to reach the skill level required by ENC 1132 or ENC 1101, the program director may require any or all of the following courses in addition to the 30 credits listed above; ENC 1011, REA 1105, REA 1106.

SOPHOMORE YEAR

ECO 2000	Introduction to Economics	3
DEP 2002	Psychology of Child Development	3
SOP 2602	Human Relations.....	3
HUS 2810/2811	Human Services Practicum	6
	Social Science Elective	3
LIT 2090	Contemporary Literature ² ..	3
	Art/Music Course ¹	3
	Electives ³	6
TOTAL		30

¹Student may choose from: ARE 2040, ART 1100, ART 1101, ART 1103, ART 2110, ART 2111, ART 1300, ART 1301, ART 2540, ART 2541, ART 2550, ART 2561, ART 2701, MUT 2001 or 3 credits of Applied Music.

²May substitute LIT 2091, LIT 2092.

³Electives should be in area of specialization.

Specializations
Minimum Required Electives - 15 credits

Human Services — General Focus — 15 Credits Minimum — Electives to fit student need — may be from Sociology, History, Psychology, Art, or Music.

Recreation

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

Teacher Assistants

At least 15 credits from the following:

DEP 2002	Child Psychology.....	3
MUT 2001	Fundamentals of Music....	3
ART 1100C	Crafts Media I	3
or		
ARE 2040	Providing Art Experiences .	3
REA 1106	Techniques of Reading	3
EDF 2003	Introduction to Education .	3
		18
	Red Cross First Aid Certification required.	

LEGAL SECRETARY

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

FRESHMAN YEAR

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

SUMMER TERM

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

SOPHOMORE YEAR

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

¹Student may substitute equivalent course in Machine Shorthand.

MEDICAL ADMINISTRATIVE ASSISTANT

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

FRESHMAN YEAR

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

SUMMER TERM

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

SOPHOMORE YEAR

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

¹Student may select from approved courses.

NURSING

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

Students selected for admission will be LPN's who have completed following prerequisite courses with a grade of C or better.*

		Credits
APB 2203C	Anatomy and Physiology I	4
APB 2204C	Anatomy and Physiology II	4
MCB 2010C	Microbiology	4
DEP 2004	Psychology of Human Development.....	3
ENC 1101	English Composition ¹ I.....	3
		18

OTHER GENERAL EDUCATION REQUIREMENTS**

ENC 1102	English Composition II.....	3
HUN 1201	Nutrition	3
PSY 2012	Introduction to Psychology	3
SYG 2000	Introduction to Sociology..	3
		12

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

**Any three may be taken in conjunction with the nursing program if the prerequisite courses have been completed.

¹Student may substitute ENC 1132.

Nursing Courses^{2*}

		Credits
NUR 2020	Nursing Transition.....	4
NUR 2090	Nursing Core I.....	6
NUR 2200	Nursing Intervention I.....	6
NUR 2520	Nursing Core II.....	3
NUR 2310	Nursing Core III	3
NUR 9300	Nursing Intervention II.....	6
NUR 2212	Nursing Core IV.....	2
NUR 9200	Clinical Practicum	4
		34

Suggested Sequence For Nursing Students

Term IV

BSC 1010	General Biology	4
	(prerequisite for APB 2203C)	

FRESHMAN YEAR

		Credits	
		Term I	Term II
APB 2203C	Anatomy and Psychology I	4	
ENC 1101	English Composition I	3	
PSY 2012	Introduction to Psychology	3	
SYG 2000	Introduction to Sociology	3	
APB 2204C	Anatomy and Physiology II	4	
MCB 2010C	Microbiology	4	
ENC 1102	English Composition II	3	
DEP 2004	Psychology of Human Development	3	
		13	14

Term III

HUN 1201	Nutrition	3
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Term IV

NUR 2020	Nursing Transition	4
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SOPHOMORE YEAR

		Credits	
		Term I	Term II
NUR 2090	Nursing Core I	6	
NUR 2200	Nursing Intervention I	6	
NUR 2520	Nursing Core II	3	
NUR 2310	Nursing Core III	3	
NUR 9300	Nursing Intervention II	6	
		12	12

Term III

NUR 2212	Nursing Core IV	2
NUR 9200	Clinical Practicum	4
		6

*Students must be accepted into the Nursing Program to take these courses. Nursing courses are only offered once each year in term designated.

²Students must earn a minimum of "C" in each nursing course to be eligible to register for succeeding courses and to graduate from the Nursing Program.

WORD PROCESSING

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

FRESHMAN YEAR

		Credits	
		Term I	Term II
SES 1100C	Typewriting I	5	
SES 1110C	Typewriting II		3
SES 1330	Business English	3	
ENC 1132	Composition Skills		5
QMB 1001	Business Mathematics		3
GEB 1011	Introduction to Business	3	
PHYS. ED.	Physical Education	1	
COC 1300	Introduction to Data Processing		3
SPC 2031	Fundamentals of Speech	3	
		15	14

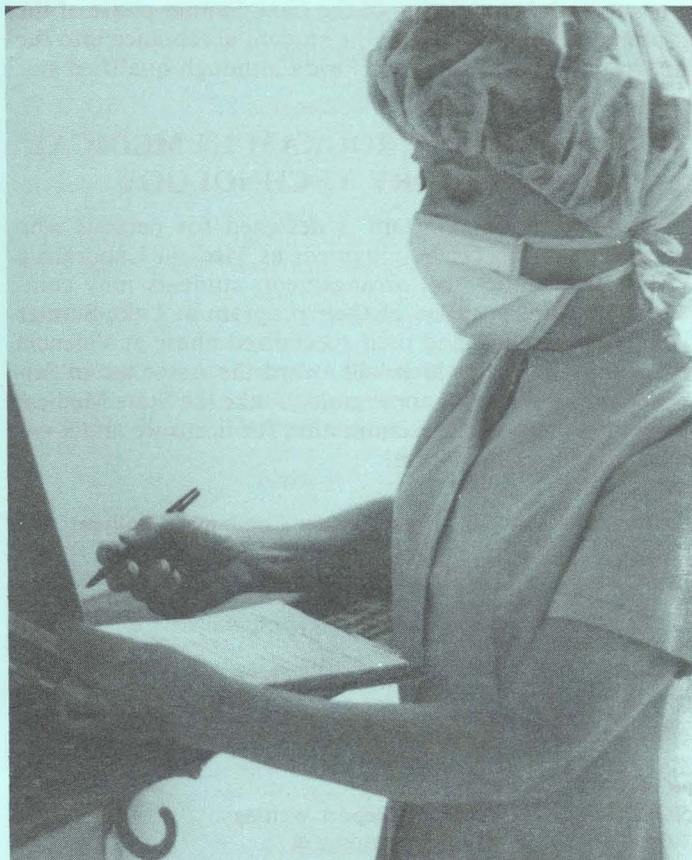
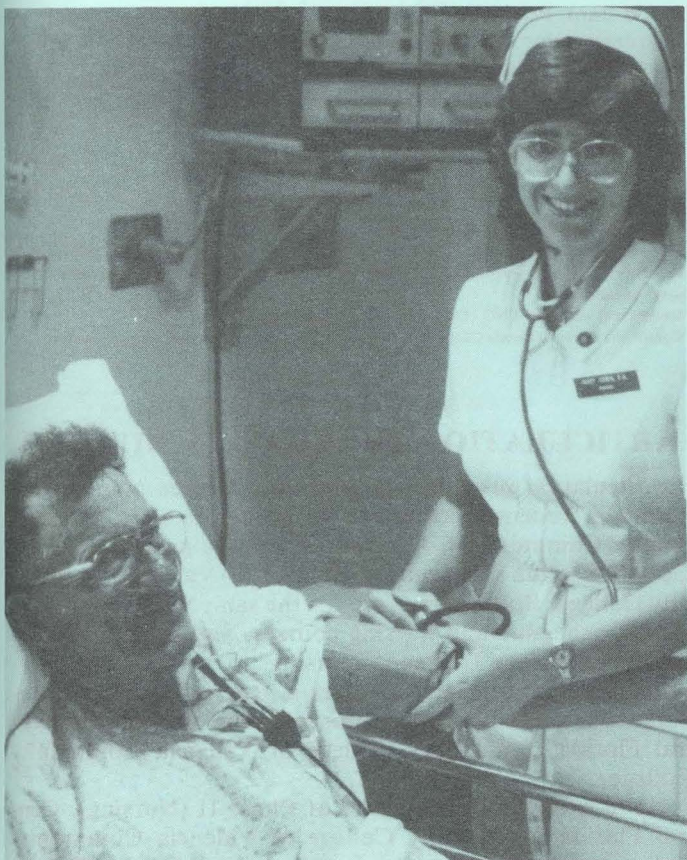
SUMMER TERM

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

SOPHOMORE YEAR

ACC 2001	Principles of Accounting I	3	
SES 1150C	Word Processing I	3	
BUL 2111	Business Law		3
SES 2402C	Secretarial Office Procedures	3	
SES 2156C	Word Processing II		3
SES 2336	Business Communications .		3
ENC 2210	Technical Report Writing ..		3
MAN 2000	Principles of Management .		3
MAN 1100	Human Relations in Business/Ind.....	3	
PHYS. ED.	Physical Education	1	
COE 1000	Seminar in Job Placement Skills.....	1	
		<hr/> 14	<hr/> 15

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ARTICULATION PROGRAMS

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

Lake-Sumter Community College has formal articulation agreements with Valencia Community College in Medical Laboratory Technology, Nursing and Respiratory Therapy. Lake-Sumter does not have a formal articulation agreement with Central Florida Community College in Nursing; therefore, successful completion of the Lake-Sumter phase of the program does not guarantee the student acceptance into the nursing program at Central Florida although qualified students generally are accepted.

ARTICULATION PROGRAM IN MEDICAL LABORATORY TECHNOLOGY

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

Phase I - Academic (Lake Sumter Community College)

SUMMER TERM		Credits	
BSC 1010C	General Biology ¹	4	
FRESHMAN YEAR		Term I	Term II
CHM 1015C	Introduction to General Chemistry ²	4	
ENC 1101	Composition	3	
ENC 2210	Technical Report Writing		3
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
POS 2041	American National Government		3
PSY 2012	Introduction to Psychology	3	
		14	14

Phase II - Valencia Community College⁴

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

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

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

³Student may substitute ENC 1132 for freshman English requirement.

⁴Consult the current Valencia Community College catalog for details of their phase of the program.

ARTICULATION PROGRAM IN NURSING

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

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

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

**LAKE-SUMTER - CENTRAL FLORIDA
COMMUNITY COLLEGE OPTION
Phase I - Academic (Lake-Sumter Community College)**

SUMMER TERM

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

FRESHMAN YEAR

		<i>Credits</i>	
		<i>Term I</i>	<i>Term II</i>
CHM 1015C	Introductory General Chemistry ²	4	
ENC 1101	Composition I ³	3	
PSY 2012	Introduction to Psychology		3
DEP 2004	Psychology of Human Development.....		3
POS 2041	American National Government	3	
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
NUR 0001	Nursing Orientation I (optional) ⁴	(2)	
		14(16)	14

TERM III

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

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

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

³Student may substitute ENC 1132 for the freshman English requirement.

⁴Recommended for those without experience in medical environment.

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

	<i>Credits</i>
Basic Normal Nutrition ²	3
Fundamentals of Nursing	7
Medical-Surgical Nursing	9
Mental Health Nursing	1
Obstetrical Nursing	5
Pediatric Nursing.....	5
Medical-Surgical Nursing II	7
Psychiatric Nursing	4
Nursing Ethics	1
	42

Consult the current Central Florida Community College catalog for details of their phase of the program.

¹May be transferred from another accredited college.

NURSING

**LAKE-SUMTER-VALENCIA
COMMUNITY COLLEGE OPTION¹
Phase I - Academic (Lake-Sumter Community College)**

SUMMER TERM

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

FRESHMAN YEAR

		<i>Term I</i>		<i>Term II</i>
ENC 1101	Composition I ³	3		
ENC 2210	Technical Report Writing ⁴			3
PSY 2012	Introduction to Psychology	3		
DEP 2002	Psychology of Child Development			3
SYG 2000	Introduction to Sociology..	3		
POS 2041	American National Government		3	
APB 2203C	Human Anatomy & Physiology I	4		
APB 2204C	Human Anatomy & Physiology II			4
MCB 2010C	Microbiology			4
NUR 001	Nursing Orientation I (optional) ⁵	(2)		
		16(18)		14

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

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

¹Students must have completed courses in algebra, biology with laboratory, and chemistry with laboratory at the high school or college level within the past five years with a grade of "C" or higher in each course by May 1 for Term I admission and September 1 for Term II Admission to Valencia Community College.

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

³Student may substitute ENC 1132 for freshman English requirement.

⁴Student may substitute ENC 1102.

⁵Recommended for those without experience in medical environment.

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

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

ARTICULATION PROGRAM IN RESPIRATORY THERAPY

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

Phase I - Academic (Lake-Sumter Community College)

SUMMER TERM

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

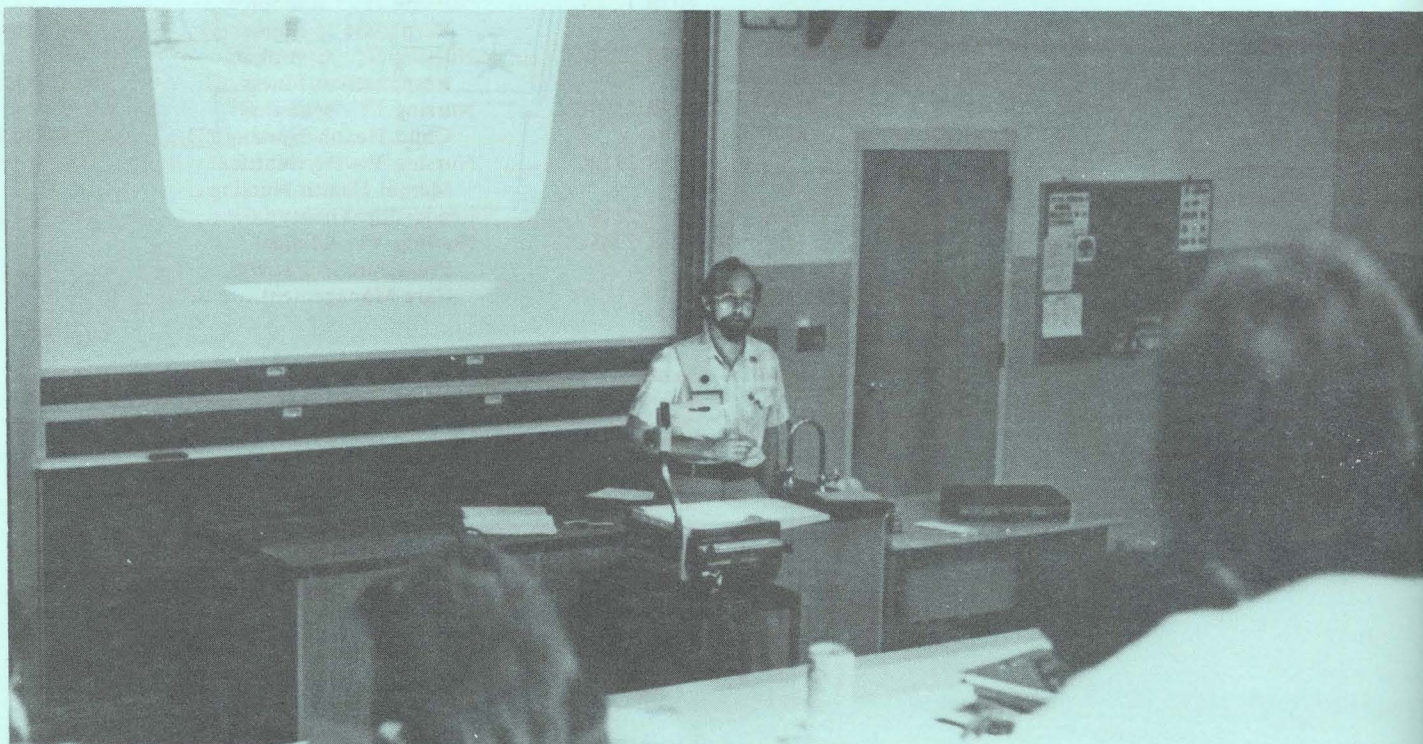
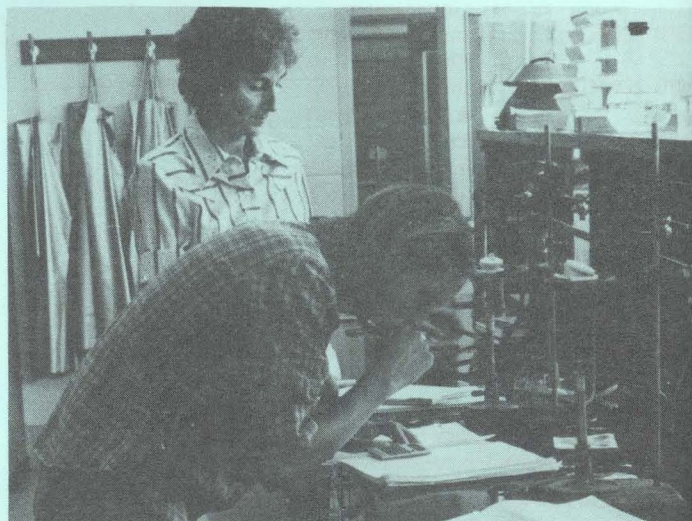
FRESHMAN YEAR

		<i>Term I</i>	<i>Term II</i>
CHM 1015C	Introductory General Chemistry ²	4	
ENC 1101	Composition I ³	3	
ENC 2210	Technical Report Writing ..		3
APB 2203C	Human Anatomy & Physiology I	4	
APB 2204C	Human Anatomy & Physiology II		4
MCB 2010C	Microbiology		4
POS 2041	American National Government		3
PSY 2012	Introduction to Psychology	3	
HUMANITIES .	Elective ⁴		3
MAT 1033	Intermediate Algebra	3	
		<u>17</u>	<u>17</u>

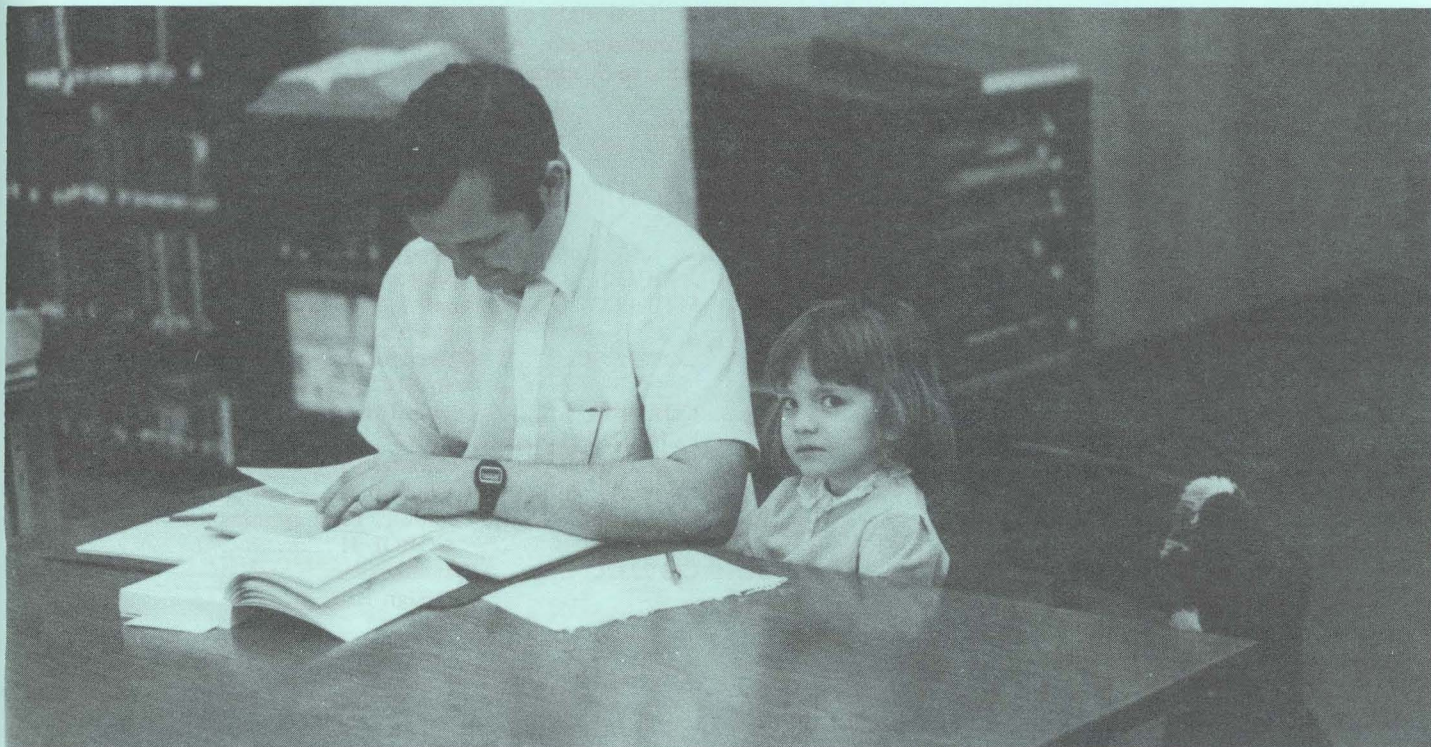
Phase II - Valencia Community College⁵

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

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



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CERTIFICATE PROGRAMS

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NOTICE TO STUDENTS. It is important that you be familiar with complete descriptions of all courses in your program. These descriptions begin on page 63. See also the Index on page 61 under the Course Description section.

Certificate Programs

COMMERCIAL ART (LAYOUT ARTIST)

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

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

		Credits
ENC 1101	Composition I ¹	3
ART 1205	Design and Color	3
ART 1300	Freehand Drawing	3
ART 1230	Introduction to Commercial Art	3
ARH 2050	Art History and Appreciation.....	3
ART 1231	Layout Production.....	4
ART 1201C	Design Structures.....	3
ART 2540	Introduction to Painting, Watercolor I.....	3
ELECTIVE	Social Science	3
ART 1301	Freehand Drawing	3
PHYS. ED.	Physical Education	1
		<hr/> 32

¹Students may substitute ENC 1002 for the English requirement.

COMPUTER SCIENCE

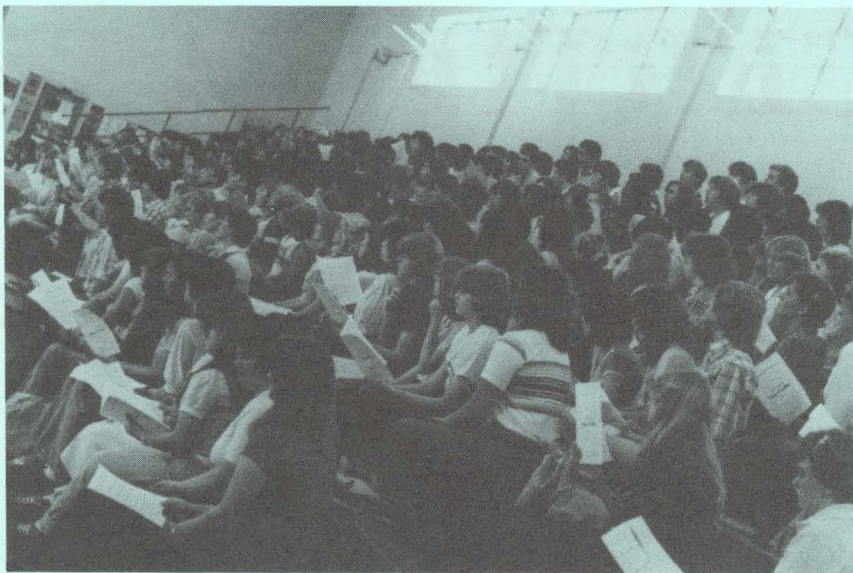
Lake-Sumter Community College provides a 32-semester hour certificate program in Computer Science for present professionals or others desiring employment as computer programmers. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

		Credits
COC 1300	Introduction To Data Processing.....	3
COC 1110C	Introduction to Computers and Computer Programming.....	3
MTB 1321	Applied Technical Math I ² .	4
MTB 1322	Applied Technical..... Math II ²	4
COP 2170C	Computer Programming - BASIC	3
CDA 1010	Digital Principles	3
ELECTIVE	Elective ¹	3
COP 2120C	Computer Programming- COBOL I.....	3
COP 2121C	Computer Programming- COBOL II	3
CIS 2232C	Systems Analysis and Design.....	3
		<hr/> 32

¹Elective chosen from courses shown below:

		Credits
COP 2110C	Computer Programming-FORTRAN IV.	3
COP 2400C	Machine Language Programming & Microprocessors	3

²Students may substitute MAC 1132-2311.



CRIMINAL JUSTICE

Lake-Sumter Community College provides a 30 semester hour certificate program for persons either presently engaged in the field or those desiring preparation for employment. All credits may be applied toward an Associate of Arts degree at Lake-Sumter Community College.

		Credits
ENC 1101	Composition I ¹	3
CT 2100	Introduction to Criminal Investigation.....	3
CCJ 1000	Introduction to Criminology	3
CCJ 1100	Introduction to Criminal Justice.....	3
CCJ 2220	Criminal Law	3
CCJ 2230	Criminal Procedure and Evidence.....	3
CCJ 2310	Introduction to Corrections	3
CCJ 2500	Juvenile Delinquency.....	3
CCJ 2600	Criminal Deviant Behavior	3
SSI 1011	Introduction to the Social Sciences	3
		<hr/> 30

¹Student may substitute ENC 1132.

DATA PROCESSING

Lake-Sumter Community College provides a 30 semester hour certificate program in Data Processing for present professionals in the field or for those desiring preparation for employment. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

		Credits
DCC 1300	Introduction to Data Processing.....	3
IEB 1011	Introduction to Business ...	3
DCC 1110C	Introduction to Computers and Computer Programming.....	3
QMB 1001	Business Mathematics.....	3
SES 1191C	Personal Typewriting.....	3
MAN 1100	Human Relations in Business and Industry....	3
ACC 2001	Principles of Accounting I.	3
ACC 2021	Principles of Accounting II	3
COP 2120C	Computer Programming-COBOL I.....	3
COP 2121C	Computer Programming-COBOL II	3
		<hr/> 30

DIGITAL ELECTRONICS ENGINEERING TECHNOLOGY

Lake-Sumter Community College provides a 46 semester hour certificate program in Digital Electronics Engineering Technology for present professionals or for others desiring employment in the digital electronics field. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

		Credits
ETE 1010C	Fundamentals of DC Circuits	5
ETE 1020C	Fundamentals of AC Circuits	5
MTB 1321	Applied Technical..... Mathematics I.....	4
MTB 1322	Applied Technical..... Mathematics II.....	4
ETD 2620C	Electronic Drafting	3
ETE 1140C	Electronic Devices.....	3
ETE 2120C	Electronic Circuits	5
ETE 2121C	Digital Electronics	4
ETE 2681C	Microelectronics Circuits...	5
ETE 2680C	Introduction to Microprocessors	3
ETE 2682C	Microcomputer Systems	5
		<hr/> 46

REAL ESTATE

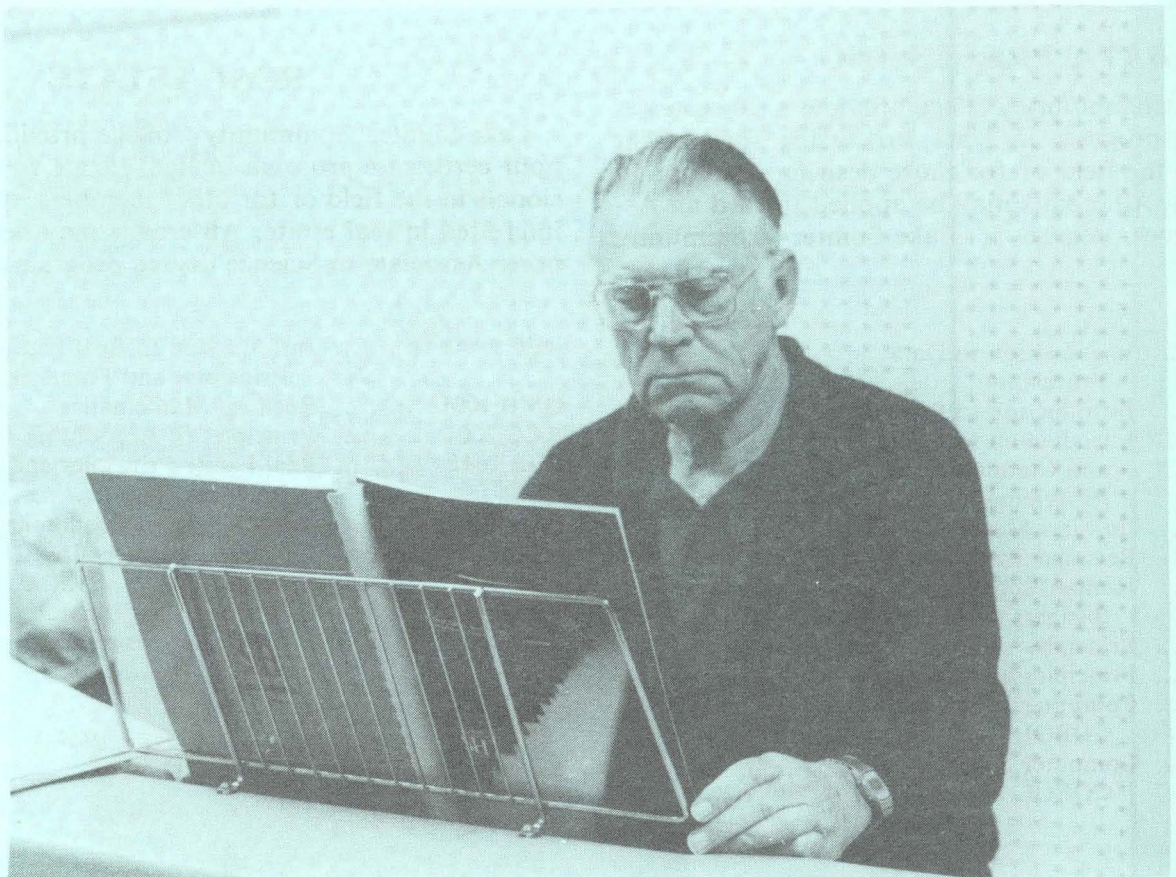
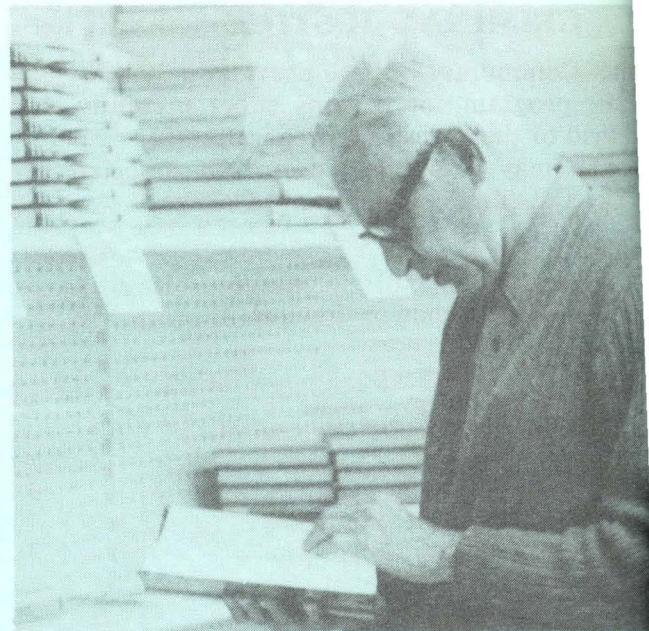
Lake-Sumter Community College provides a 31-semester hour certificate program in Real Estate for present professionals in the field or for other members of the community interested in real estate. All credits may be applied toward other Associate in Science degree programs at L-SCC.

		Credits
REE 2000	Introduction to Real Estate Principles and Practices .	4
QMB 1001	Business Mathematics.....	3
ACC 2001	Principles of Accounting I.	3
REE 2041	Real Estate Principles and Practices II.....	3
ECO 2000	Introduction to Economics	3
ACC 2509	Income Tax Procedure.....	3
BUL 2111	Business Law	3
SPC 2031	Fundamentals of Speech ...	3
RMI 2000	Principles of Insurance	3
	Electives	3
		<hr/> 31

WORD PROCESSING

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

		<i>Credits</i>
SES 1100C	Typewriting I.....	5
SES 1110C	Typewriting II.....	3
SES 2120C	Typewriting III	3
SES 1330	Business English.....	3
ENC 1132	Composition Skills.....	5
SES 1150C	Word Processing I.....	3
SES 2156C	Word Processing II.....	3
SES 2325C	Business Machines and Filing	3
SES 2336	Business Communications .	3
		<hr/> 31



Come Grow With Us . . .



SPECIAL PROGRAMS

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION PROGRAMS

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Career Development.....	60
Corrections Officer Basic Recruit Training (320 Hours) ..	60
Corrections Officer Supplemental Training (160 Hours) ..	60

CORRECTIONS OFFICER BASIC RECRUIT TRAINING 320-HOUR PROGRAM

The Basic Recruit Training Program is intended for those persons employed by a correctional agency as full-time correctional officers. In some cases, an agency may sponsor an individual to attend the Recruit Training Program even though that person is not employed nor has any guarantee of employment upon completion of the program. The purpose of the program is to expose the recruit or sponsored trainee to the basic knowledge and skills required of a person in the performance of corrections duties and functions.

Lake-Sumter Community College offers this program for either credit or non-credit to meet the need of the individual correctional officer. Students not employed by a correctional agency must take the program for college credit. Courses of study covered in the credit program are identified as:

		Credits
DEP 2000	Human Development.....	3
CCJ 1440	Administration of	
	Correctional Institutions	3
CCJ 2220	Criminal Law	3
CCJ 2310	Introduction to	
	Corrections	3
CJD 1450	Corrections Procedures.....	6

The program if taken for non-credit is identified as ADZ 557.

An ammunition fee is charged for both credit and non-credit enrollment in the program.

CORRECTIONS OFFICER SUPPLEMENTAL (160-Hour) TRAINING PROGRAM

The 160-hour supplemental training program is intended to meet the need of currently certified correctional officers, or those who have only 160 hours of training toward the 320-hour program. This program may be taken either for credit or non-credit. However, students not employed by a correctional agency must enroll in the program for college credit. Courses of study covered in the credit program are identified as:

		Credits
CCJ 2220	Criminal Law	3
CJD 1450	Corrections Procedures.....	6

The program if taken for non-credit is identified as ADZ 558.

An ammunition fee is charged for both credit and non-credit enrollment in the program.

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION CAREER DEVELOPMENT PROGRAM

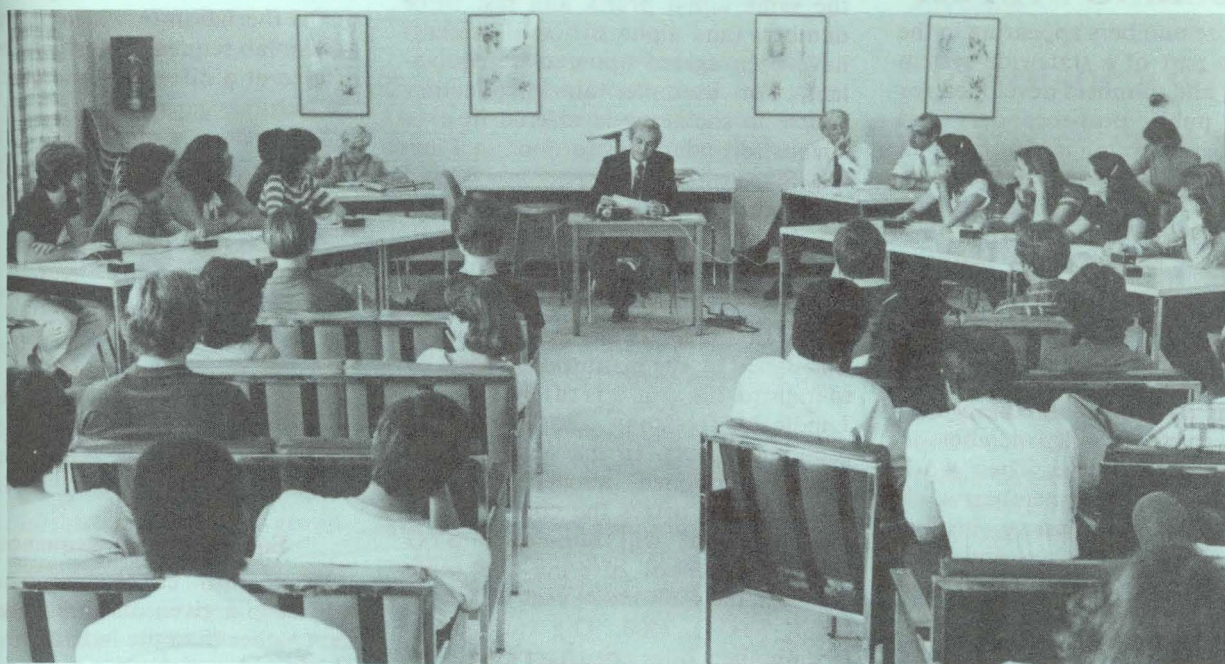
The career development program is composed of a series of non-credit courses that are part of the Criminal Justice Training Commission Career Development Program. It includes a series of nonsequential general or specialized career skills of correctional and law enforcement efforts for supervisory or managerial officers.

Enrollees should have successfully completed the Basic Training course or have been exempted and possess sufficient experience and background to meet the standard core of knowledge.

Fourteen courses, each consisting of 40 hours contact time, comprise this series, and each course can be used for incentive pay purposes for the Department of Corrections and some law enforcement agencies. They are identified as: ADZ 568 Firearms Qualifications, for which an ammunition fee is charged, and:

ADZ 561	Advanced Correctional Operations
ADZ 562	Advanced First Aid
ADZ 563	Advanced Report Writing and Review
ADZ 564	Advanced Breath Examiner
ADZ 565	Specialist Training
ADZ 566	Counseling and Communication Skills
ADZ 567	Crisis Management Training
ADZ 559	Discipline and Special Confinement Techniques
ADZ 569	Instructor Techniques
ADZ 570	Management Training
ADZ 560	Self Defense and Use of Force
ADZ 571	Stress Awareness and Resolution
ADZ 572	Supervisory Training Youth Offender Program

Come Grow With Us . . .



COURSE DESCRIPTIONS

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FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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

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

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

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

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

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG _000.

First Digit

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

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

Titles

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

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes

"L" and "C" are used as follows to indicate laboratories.

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

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

Examples:

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

Marine Biology OCB _013C (lecture)
with Lab and lab combined)
Therefore, OCB _013C is equivalent
to OCB _013 plus OCB _013L.

Equivalency of Sequences

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

Explanation of Prefixes and Numbers

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

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

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian His-

EH, European History; HIS, History-General; LAH, Latin American History; and WOH World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 421.

AMH 3421 Early Florida History

Broad Area of American History; part of discipline of History

Junior level offering (at this particular institution)

Taxonomy for AMH 400 series indicates "Areas in American History"

Taxonomy for AMH this digit indicates courses in "History of Florida"

Last digit in this case refers to group of equated courses dealing with "Early History of Florida"

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

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

When this work began there were 20 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

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

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

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state.

Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

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

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

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, ect. Courses with ___900 numbers must be evaluated individually and are not automatically transferable.

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

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

Authority for Acceptance of Equivalent Courses:

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

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

COURSE DESCRIPTIONS

Courses classified as occupational (0)

may be applied toward an Associate in Science degree or a specialized certificate program only. All other courses may be applied toward an Associate in Arts degree.

ANTHROPOLOGY

ANT 2000 INTRODUCTION TO ANTHROPOLOGY

3 lecture hours - 3 credits

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

ANT 2410 CULTURAL ANTHROPOLOGY

3 lecture hours - 3 credits

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

ART

ARE 2040 HUMAN SERVICES: PROVIDING ART EXPERIENCES

3 lecture hours - 3 credits

Laboratory fee: \$10.00

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

ARH 2050 ART HISTORY AND APPRECIATION

3 lecture hours - 3 credits

Offered: Term II

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

ARH 2051 ART HISTORY AND APPRECIATION

3 lecture hours - 3 credits

Offered: Term I

An analysis and evaluation of art forms from the Renaissance to the Twentieth

century. Familiarization with the basic tools and principles of art with emphasis on understanding contemporary trends.

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

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

ART 1100C CRAFT MEDIA I
3 lecture hours - 3 credits
Laboratory fee: \$10.00

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

ART 1101C CRAFT MEDIA II
3 lecture hours - 3 credits
Laboratory fee: \$10.00

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

ART 1103C CRAFT MEDIA III
3 lecture hours - 3 credits
Laboratory fee: \$10.00

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Projects in printing and painting on fabric, quilting, tie and dye, batik, and three-dimensional construction. Open to all students. Recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy, and education.

ART 1201C DESIGN STRUCTURES
3 lecture hours - 3 credits
Offered: Term II
Prerequisites: ART 1300C and ART 1205C
Laboratory Fee: \$10.00

An expansion of basic design and color concepts. Work on three dimensional and two dimensional design projects introduces the student to various ways of originating design systems. Emphasis on relating the visual image to basic elements of any page size through composition techniques

ART 1205C DESIGN AND COLOR
3 lecture hours - 3 credits
Offered: Term I
Laboratory fee: \$10.00

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

ART 1230C INTRODUCTION TO COMMERCIAL ART
3 lecture hours - 3 credits
Offered: Term I
Laboratory fee: \$10.00

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

ART 1231C LAYOUT PRODUCTION
4 lecture hours - 4 credits
Offered: Term II
Laboratory fee: \$10.00

Provides basic terminology and standard techniques used in preparing art, copy, and photograph as "camera ready" for commercial printing reproduction. A variety of material closely simulates common art jobs from rough layouts to keys and mechanical stages.

ART 1280C LETTERING
3 lecture hours - 3 credits
Laboratory fee: \$10.00

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

ART 1300C FREEHAND DRAWING
3 lecture hours - 3 credits
Offered: Term I
Laboratory fee: \$10.00

An introduction to materials and basic practice in the fundamentals used in drawing from nature. Problems in pencil, conte, charcoal, pen, ink, and brush. *Open to all students.*

ART 1301C FREEHAND DRAWING II
3 lecture hours - 3 credits
Offered: Term II
Laboratory fee: \$10.00

Emphasis will be on compositional drawing including still life, landscape, and perspective with special attention given to creative problems and individual styles. *Open to all students.*

ART 2110C INTRODUCTION TO CERAMICS
3 lecture hours - 3 credits
Laboratory fee: \$10.00

This course introduces the student to materials and methods used in creating ceramic pieces. Handbuilding techniques include pinch, coil, slab, solid, and primitive. Surface decoration methods include slip, engobes, underglaze, and sgraffito. *Open to all students.*

ART 2111C INTERMEDIATE CERAMICS II
3 lecture hours - 3 credits
Prerequisite: ART 2110C or consent of instructor.
Laboratory fee: \$10.00

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

ART 2232C ADVERTISING DESIGN
3 lecture hours - 3 credits
Prerequisites: ART 1230C and ART 1231C.
Laboratory fee: \$10.00

Covers basic concepts of layout and effective visual communication through simulated job assignments. Problems in design for newspaper, magazine and brochures including key and mechanical preparation. Studies major printing reproduction processes. Mathematics as used for proportional scaling will be covered.

ART 2233C EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO
3 lecture hours - 3 credits
Offered: Term II
Prerequisite: Sophomore status in Commercial Art Program
Laboratory fee: \$10.00

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

ART 2253 ILLUSTRATION
3 lecture hours - 3 credits
Offered: Term I
Prerequisites: ART 1300C and ART 2540C
Laboratory fee: \$10.00

Covers a variety of media common to commercial illustration and contemporary advertising. Considers the effects of photo-mechanical reproduction methods and cost as related to media and style of illustration. Work includes product, figure, cartoon and pictorial illustration.

ART 2254 ILLUSTRATION: HUMAN FIGURE
3 lecture hours - 3 credits
Offered: Term II
Prerequisites: ART 1300C and ART 1301C
Laboratory fee: \$10.00

Study of structure and proportions of human body as related to fashion figure

proportions. A variety of media and techniques are introduced with some consideration for fashion illustration as used in advertising.

ART 2270C GRAPHIC SYMBOL DESIGN

3 lecture hours - 3 credits
Offered: Term II
Laboratory fee: \$10.00

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

ART 2281 TYPOGRAPHIC LETTER FORMS

3 lecture hours - 3 credits
Prerequisites: ART 1230C and ART 1231C.
Laboratory fee: \$10.00

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

ART 2400C BEGINNING PRINTMAKING

3 lecture hours - 3 credits
Laboratory fee: \$10.00

An introduction to techniques and materials used in relief printmaking. Emphasis will be on woodcut and linocut, with a study of other forms of creative printmaking.

ART 2540 INTRODUCTION TO PAINTING: WATERCOLOR I

3 lecture hours - 3 credits
Offered: Term I
Prerequisite: ART 1300C or consent of instructor
Laboratory fee: \$10.00

Developmental introduction to painting with the major emphasis on watercolor and allied media: tempera, pastel, ink, gouache and acrylic. Rendering techniques for both career and fine arts.

ART 2541C BEGINNING OIL PAINTING

3 lecture hours - 3 credits
Prerequisite: ART 2540C
Laboratory fee: \$10.00

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

ART 2550C INTERMEDIATE OIL/ ACRYLIC PAINTING

3 lecture hours - 3 credits
Prerequisite: ART 2541C or consent of instructor
Laboratory fee: \$10.00

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

ART 2551 AIRBRUSH TECHNIQUES

3 lecture hours - 3 credits
Laboratory fee: \$10.00

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

ART 2552C AIRBRUSH II

3 lecture hours - 3 credits
Prerequisite: ART 2551.
Laboratory fee: \$10.00

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

ART 2560C OIL PAINTING: EXPLORING NEW TECHNIQUES AND MATERIALS

3 lecture hours - 3 credits
Prerequisite: ART 2550C or consent of instructor

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

ART 2561C WATERCOLOR II

3 lecture hours - 3 credits
Prerequisites: ART 1300C or 1301C, water color workshop.
Open to beginning painters.

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

ART 2701C INTRODUCTION TO SCULPTURE

3 lecture hours - 3 credits
Laboratory fee: \$10.00

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

ART 2904 OIL PAINTING: INDIVIDUALIZED STUDY

3 lecture hours - 3 credits
Prerequisite: ART 2541C.

An independent study course for experienced artists who desire critiques and

evaluation by an instructor. May be repeated with change of content for up to 12 credits.

ART 2906 OIL AND ACRYLIC PAINTING: INDIVIDUALIZED STUDY

3 lecture hours - 3 credits
Prerequisite: A previous course in painting.

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

ART 2949 COOPERATIVE EDUCATION INTERNSHIP IN ART - 3 credits

Refer to page 71 under the Cooperative Education Heading for additional information.

AVIATION AND ALLIED STUDIES

ASC 1550 AERODYNAMICS

3 lecture hours - 3 credits
Prerequisite: MAT 1024

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

ATT 1100 PRIVATE PILOT AERONAUTICS

4 lecture hours - 4 credits

This course is designed to educate the student in the principles of flight, navigation, weather, aircraft operations, and air traffic controls necessary to pass the Federal Aviation Administration written examination for the Private Pilot's License.

ATT 1120 INSTRUMENT PILOT AERONAUTICS

4 lecture hours - 4 credits
Prerequisite: ATT 1100 or Private Pilot's License

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

ATT 2110 COMMERCIAL PILOT AERONAUTICS

3 lecture hours - 3 credits
Prerequisite: ATT 1100 or Private Pilot's License

A study of the pertinent principles of commercial aviation. Includes a study of aerodynamics, meteorology, complex aircraft systems, and the privileges and

limitations of the commercial pilot. Provides all the information required to pass the FAA written examination for the Commercial Pilot rating.

MET 1740 METEOROLOGY

3 lecture hours - 3 credits

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

BANKING

BAN 1110 PRINCIPLES OF BANKING (0)

3 lecture hours - 3 credits

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

BAN 1150 MARKETING FOR BANKERS (0)

3 lecture hours - 3 credits

This course presents marketing as a broad concept covering public relations, advertising, and personal selling. It is designed for bankers who are unacquainted with marketing and deals with concepts and philosophies of marketing; marketing information, research and target; marketing mix; and methods of marketing planning.

BAN 1205 CORPORATE BANKING (0)

3 lecture hours - 3 credits

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

BAN 2000 BUSINESS FINANCIAL MANAGEMENT (0)

3 lecture hours - 3 credits

Prerequisite: ACC 2001 or consent of instructor

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

BAN 2010 FEDERAL RESERVE SYSTEMS (0)

3 lecture hours - 3 credits

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

BAN 2100 MONEY AND BANKING (0)

3 lecture hours - 3 credits

Prerequisite: ECO 2013 or consent of instructor

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

BAN 2121 BANK CARDS (0)

3 lecture hours - 3 credits

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

BAN 2200 CREDIT

ADMINISTRATION (0)

3 lecture hours - 3 credits

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

BAN 2210 ANALYZING FINANCIAL STATEMENTS (0)

3 lecture hours - 3 credits

Prerequisite: ACC 2001 or consent of instructor

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

BAN 2230 BANK INVESTMENTS (0)

3 lecture hours - 3 credits

Prerequisite: ECO 2013 or consent of instructor

This course covers the sources and uses of bank funds and the place of invest-

ment in the overall scheme of bank operations. Especially important are the relationship of investments in business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail.

BAN 2240 INSTALLMENT CREDIT (0)

3 lecture hours - 3 credits

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

BAN 2303 SAVINGS AND TIME DEPOSIT BANKING (0)

3 lecture hours - 3 credits

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

BAN 2400 TRUST FUNCTIONS AND SERVICES (0)

3 lecture hours - 3 credits

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

BAN 2720 BANK MANAGEMENT (0)

3 lecture hours - 3 credits

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

BAN 2949 COOPERATIVE EDUCATION INTERNSHIP IN BANKING - 3 credits

Refer to page 71 under the Cooperative Education Heading for additional information.

REE 1200 REAL ESTATE FINANCE (0)

3 lecture hours - 3 credits

This course is designed for personnel involved in mortgage credit at all levels. It

provides a background in the varied real estate mortgage credit operations of commercial banks.

BIOLOGICAL SCIENCE

APB 1150 AN INTRODUCTION TO LIFE SCIENCE

3 lecture hours - 3 credits

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

APB 2203C HUMAN ANATOMY AND PHYSIOLOGY I

3 lecture hours and 3 laboratory hours - 4 credits

Offered Term I

Prerequisite: BSC 1010C or permission of instructor

Laboratory fee: \$10.00

Usually offered in Term I only. This course deals with the structure, function and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous and endocrine systems. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work.

APB 2204C HUMAN ANATOMY AND PHYSIOLOGY II

3 lecture hours and 3 laboratory hours - 4 credits

Offered Term II

Prerequisite: APB 2203C or permission of instructor.

Laboratory fee: \$10.00

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

T 2010C GENERAL BOTANY

3 lecture hours and 2 laboratory hours - 4 credits

Offered Term II

Prerequisite: BSC 1010C

Laboratory fee: \$10.00

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

C 1010C GENERAL BIOLOGY

3 lecture hours and 2 laboratory hours - 4 credits

Offered Term I, Term II, and Summer Term

Laboratory fee: \$10.00

Fundamental biological principles and modern concepts with their application

to an understanding of man in his biological world.

BSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE - 3 credits

Refer to page 71 under the Cooperative Education Heading for additional information.

MCB 2010C MICROBIOLOGY

3 lecture hours & 3 laboratory hours - 4 credits

Offered: Term II

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

Laboratory fee: \$10.00

Usually offered in Term II only. A survey of microbial forms with emphasis on bacteria, their morphology, physiology and genetic mechanisms.

OCE 1000 INTRODUCTION TO MARINE SCIENCE

3 lecture hours - 3 credits

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

PBC 2311C MARINE SCIENCE

3 lecture hours - 3 credits

Offered summers only at the Crystal River Marine Science Station.

An on-site study of marine algae, marine and fresh water tracheophyta. Collection, observation and study of marine and fresh water fauna. Collection, study, and comparison of marine and fresh water plankton. Observation and study of tides and meteorology typical of the Gulf Coast. Labs consist of collection and observation of fauna and flora indigenous to the area and study of collected samples in the lab.

ZOO 2013C GENERAL ZOOLOGY

3 lecture hours and 3 laboratory hours - 4 credits

Offered Term I and Summer term

Prerequisite: BSC 1010C

Laboratory fee: \$10.00

Survey of the vertebrate and invertebrate animal phyla and principles of animal biology with emphasis on comparative gross anatomy and physiology of each. Laboratory work includes examination of preserved and living examples of the animal groups.

BUSINESS

ACC 2001 PRINCIPLES OF ACCOUNTING I

3 lecture hours - 3 credits

Offered: Term I

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

ACC 2021 PRINCIPLES OF ACCOUNTING II

3 lecture hours - 3 credits

Prerequisite: ACC 2001

Offered: Term II

A continuation of ACC 2001.

ACC 2109 INTERMEDIATE ACCOUNTING I (0)

3 lecture hours - 3 credits

Prerequisite: ACC 2021

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

ACC 2129 INTERMEDIATE ACCOUNTING II (0)

3 lecture hours - 3 credits

Prerequisite: ACC 2109

A continuation of ACC 2109 I.

ACC 2409 COST ACCOUNTING (0)

3 lecture hours - 3 credits

Prerequisite: ACC 2021

A consideration of the accumulation, interpretation and control of costs by the job order and the process cost systems.

ACC 2509 INCOME TAX PROCEDURE

3 lecture hours - 3 credits

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

ACC 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

BUL 2111 BUSINESS LAW

3 lecture hours - 3 credits

Offered Term II

Designed to acquaint the student with the common practical laws as applied to ordinary business procedures. A study of laws relating to contracts, negotiable instruments, agency, estates and trusts, security devices, personal and real property, business crimes and government regulation.

GEB 1011 INTRODUCTION TO BUSINESS

3 lecture hours - 3 credits

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

HES 1144 MEDICAL TERMINOLOGY (0)

2 lecture hours - 2 credits

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

MAN 1100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY (0)

3 lecture hours - 3 credits

Offered: Term I

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

MAN 2000 PRINCIPLES OF MANAGEMENT (0)

3 lecture hours - 3 credits

Offered: Term II

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

MAN 2300 PERSONNEL MANAGEMENT (0)

3 lecture hours - 3 credits

Offered: Term I

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

MAN 2340 PRINCIPLES OF SUPERVISION (0)

3 lecture hours - 3 credits

Offered: Term II

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

MAN 2800 SMALL BUSINESS MANAGEMENT (0)

3 lecture hours - 3 credits

A study of the basic principles involved in operating a successful small business.

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

MAN 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

MAR 1011 PRINCIPLES OF MARKETING (0)

3 lecture hours - 3 credits

Offered: Term II

The functions and institutions involved in the marketing of goods and services are examined. A coordinated study of the trade channels, movement of goods, middlemen, commodity marketing and government controls.

MAR 2101 SALESMANSHIP (0)

3 lecture hours - 3 credits

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

MAR 2302 ADVERTISING (0)

3 lecture hours - 3 credits

An introductory course that looks at advertising. A survey of the history of advertising, the creation of advertising planning and management. A presentation of the position of the buyer as opposed to the position of the seller in advertising, advertising psychology, and the media used in advertising.

MRE 1001 MEDICAL TERMINOLOGY AND RECORDS (0)

3 lecture hours - 3 credits

Offered: Term II

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

QMB 1001 BUSINESS MATHEMATICS (0)

3 lecture hours - 3 credits

Offered: Term II

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

ment buying, payroll computation, and allied areas.

QMB 2100 BUSINESS STATISTICS (0)

3 lecture hours - 3 credits

Offered: Term I

Prerequisite: QMB 1001 or consent of instructor

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

RMI 2000 PRINCIPLES OF INSURANCE (0)

3 lecture hours - 3 credits

Offered: Term II

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

SES 0191C TYPEWRITING FOR BEGINNERS (0)

3 lecture hours - 3 institutional credits

Laboratory fee: \$5.00

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

SES 0210C SHORTHAND FOR BEGINNERS (0)

3 lecture hours - 3 institutional credits

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

SES 1100C TYPEWRITING I

5 lecture hours - 5 credits

Offered: Term I

Laboratory fee: \$5.00

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

SES 1110C TYPEWRITING II

3 lecture hours - 3 credits

Offered Term II

Prerequisite: SES 1100C or Exemption Examination.

Laboratory fee: \$5.00

Training is given in both business letter forms and tabulations. Emphasis is placed on both speed and accuracy.

SES 1140 KEYBOARDING FOR COMPUTER OPERATIONS

3 lecture hours - 3 credits

Laboratory fee: \$10.00

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

SES 1150C WORD PROCESSING I

3 lecture hours - 3 credits

Offered: Term I

Prerequisite: SES 1100C, SES 1191C, or consent of instructor

Laboratory fee: \$5.00

This course is an introduction to the concepts of word processing. It will enable students to understand the meaning of word processing, the need for word processing in business, the implementation of word processing and the careers available in the word processing field.

SES 1191C PERSONAL TYPEWRITING

3 lecture hours - 3 credits

Laboratory fee: \$5.00

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

SES 1210C SHORTHAND I

5 lecture hours - 2 practice hours - 5 credits

Offered: Term I

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

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

SES 1211C SHORTHAND II

3 lecture hours and 2 practice hours

- 3 credits

Offered: Term II

Prerequisite: Having completed, exempted, or currently enrolled in SES 1110C, SES 1210C, and SES 1330

Continuation of SES 1210C. Dictation and transcription of business letters are emphasized as well as the continued development of basic shorthand theory.

SES 1221C MACHINE SHORTHAND I (0)

5 lecture hours and 2 practice hours - 5 credits

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

Five periods of instruction plus two hours of practice each week. Basic theory of machine shorthand including memorization of abbreviated words, phrases, the rapid reading of machine shorthand, and the development of dictation and transcription.

SES 1222C MACHINE SHORTHAND II (0)

3 lecture hours and 2 practice hours - 3 credits

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

Three hours of instruction plus two hours of practice each week. Review of basic theory plus new theory, abbreviations and phrases. Emphasis is on speed building and accurate transcription.

SES 1330 BUSINESS ENGLISH (0)

3 lecture hours - 3 credits

Offered: Term I

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

SES 2120C TYPEWRITING III

3 lecture hours - 3 credits

Offered: Summer

Prerequisite: SES 1110C

Laboratory fee: \$5.00

The course stresses development of typing speed and accuracy. Training in special business forms, rough drafts, tabulation, and reprographics is given.

SES 2156C WORD PROCESSING II

3 lecture hours and 2 practice hours - 3 credits

Offered: Term II

Prerequisites: SES 2402C or SES 1150 or consent of instructor

Laboratory fee: \$5.00

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

SES 2212C SHORTHAND III

3 lecture hours and 2 practice hours - 3 credits

Offered: Term I

Prerequisites: SES 1211C, SES 2120C or consent of instructor

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

SES 2213C SHORTHAND IV

3 lecture hours and 2 practice hours - 3 credits

Offered: Term II

Prerequisite: SES 2212C

Continuation of SES 2212C. Shorthand dictation and refinement of communication production with emphasis on building transcription rate.

SES 2223C MACHINE SHORTHAND III (0)

3 lecture hours and 2 practice hours - 3 credits

Prerequisite: SES 1222C and SES 2120C

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

SES 2224C MACHINE SHORTHAND IV (0)

3 lecture hours and 2 practice hours - 3 credit

Prerequisite: SES 2223C or exemption exam

Three hours of instruction and a minimum of two hours practice each week. Speed building at a high level is developed. Transcription production is emphasized.

SES 2325C BUSINESS MACHINES AND FILING (0)

3 lecture hours and 2 practice hours - 3 credits

Prerequisites: SES 1191C, or having completed, exempted or currently enrolled in QMB 1001 and SES 1110C or consent of instructor

Laboratory fee: \$5.00

Course designed to develop skill in the operation of the ten-key adding machine, electronic calculator, printing calculator, filing, dictation equipment, and machine transcription. Minimum of two hours individual laboratory work is required per week.

SES 2336 BUSINESS COMMUNICATION (0)

3 lecture hours - 3 credits

Offered Term II

Prerequisites: SES 1100C or SES 1191C, SPC 2031 or consent of instructor

This course is designed to provide liberal practice in writing clear and effective business letters and memorandums. The course provides practice in conducting effective briefings, presentations, and business meetings, and in handling oral communication responsibilities within the office.

SES 2402C SECRETARIAL OFFICE PROCEDURES

3 lecture hours and 2 practice hours - 3 credits

Offered Term I

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

Laboratory fee: \$5.00

This course will emphasize the administrative skills and qualifications of the successful secretary, necessary skills in transcription and communications, decision-making, time management, and operation of various word processing equipment.

SES 2431C LEGAL OFFICE PROCEDURES (0)

3 lecture hours - 3 credits

Offered Term II

Prerequisites: SES 2212C or SES 2223C, SES 2120C, BUL 2111 or consent of instructor

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

SES 2461C MEDICAL OFFICE PROCEDURES (0)

3 lecture hours - 3 credits

Prerequisites: SES 2120C and MRE 1001

Offered: Term II

Emphasis is on the handling of medical forms for Workmen's Compensation and Medicare. The course will involve filing, recording, and transcribing materials used in medical office procedures.

SES 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

CHEMISTRY

CHM 1015C INTRODUCTORY GENERAL CHEMISTRY

3 lecture hours and 2 laboratory hours - 4 credits

Offered Terms I, II and Summer

Laboratory fee: \$10.00

An introduction to the elementary aspects of modern chemistry including; the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases.

CHM 1200C INTRODUCTORY ORGANIC AND BIOCHEMISTRY

3 lecture hours and 2 laboratory hours - 4 credits

Prerequisite: CHM 1015C

Laboratory Fee: \$10.00

This course is primarily designed to provide students planning a career in the health-related fields or in the life sciences with an introduction to organic

and biochemistry. Major emphasis will be on the nomenclature, preparation and reactions of the functional groups. In addition, this course should serve as a valuable introduction for those who will later require a year-long sequence of organic chemistry. The laboratory will provide students with experiments which illustrate the principles of organic chemistry.

CHM 2045C COLLEGE CHEMISTRY I

3 lecture hours and 3 laboratory hours - 4 credits

Offered Term I

Corequisite: MAC 1132.

Prerequisite: CHM 1015 or A in high school chemistry

Laboratory fee \$10.00

A quantitative study of theoretical and descriptive aspects of the states of matter; atoms, molecules, bonding, homogeneous reactions, acid-base properties, amphoterism, complex ion formation, chemical equilibria and oxidation-reduction process.

CHM 2046C COLLEGE CHEMISTRY II

3 lecture hours and 3 laboratory hours

Offered Term II

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

Laboratory fee: \$10.00

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

CHM 2949 COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

COMPUTER SCIENCE AND DATA PROCESSING

CDA 1010 DIGITAL PRINCIPLES

3 lecture hours - 3 credits

Offered Term II

Prerequisites: MTB 1321, COC 1300

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

CIS 2232C SYSTEMS ANALYSIS AND DESIGN

3 lecture hours - 3 credits

Offered: Term II

Corequisite: COP 2121C

Prerequisite: COC 1300

Preparation of a system solution to a data processing problem which includes documentation of inputs, outputs, data flow and a general description of runs

and logic; the consideration of a gross schedule of events required from project approval through detailed design programming, testing and program phase-in.

COC 1110C INTRODUCTION TO COMPUTERS AND COMPUTER PROGRAMMING

3 lecture hours - 3 credits

Laboratory fee: \$10.00

An introductory course designed to familiarize the student with the electronic computer and demonstrate how it may be used in various areas of interest to the individual student. Topics to be included are Basic Computer Concepts, Flowcharting, Problem Solving, and the BASIC Programming Language utilizing the TRS-80 Microcomputer with BASIC Level II. Emphasis will be on the use of the microcomputer and its attendant language.

COC 1300 INTRODUCTION TO DATA PROCESSING

3 lecture hours - 3 credits

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

COP 2110C COMPUTER PROGRAMMING - FORTRAN IV

3 lecture hours - 3 credits

Laboratory fee: \$10.00

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

COP 2120C COMPUTER PROGRAMMING - COBOL I

3 lecture hours - 3 credits

Offered Term I

Prerequisite: COC 1300, and COP 1110C

Laboratory fee \$10.00

Introduction to the COBOL programming language and its application to commercial electronic data processing problems. The student will design, implement, and fully document computer programs utilizing the COBOL language.

COP 2121C COMPUTER PROGRAMMING - COBOL II
 3 lecture hours - 3 credits
 Offered: Term II
 Prerequisite: COP 2120C
 Laboratory Fee: \$10.00

Follow-on course to COBOL I. Advanced programming techniques as applied to more complex commercial electronic data processing problems are addressed along with subroutines, and table and file handling and processing.

COP 2160C COMPUTER PROGRAMMING - RPG
 3 lecture hours - 3 credits
 Prerequisite: COC 1300 or permission of instructor
 Laboratory fee: \$10.00

An introduction to computer operational procedures and the RPG programming language. Programs encompass those applications most common in small business data processing needs.

COP 2170C COMPUTER PROGRAMMING - BASIC
 3 lecture hours - 3 credits
 Offered Term II
 Prerequisite: COC 1110C or permission of instructor
 Laboratory fee: \$10.00

A course designed to assist the student in developing programming skills using the BASIC language in business-oriented problems. This is a follow-on course to COC 1110C and covers problem definition, input and output design, flowcharting techniques, and documentation.

COP 2400C MACHINE LANGUAGE PROGRAMMING AND MICRO PROCESSORS
 3 lecture hours and 2 laboratory hours - 4 credits
 Offered Term I
 Prerequisite: CDA 1010
 Laboratory fee: \$10.00

Machine language programming techniques and microprocessor architecture and design.

COP 2401C COMPUTER PROGRAMMING - ASSEMBLY LANGUAGE
 3 lecture hours - 3 credits
 Offered: Term II
 Prerequisites: CDA 1010 and COP 2400C
 Laboratory fee: \$10.00

Assembly language programming techniques and their application to electronic data processing problems. The student will design and implement assembly language programs for the Z-80 microprocessor.

CITRUS TECHNOLOGY

FRC 1003 CITRUS OVERVIEW
 1 lecture hour - 1 credit

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

COOPERATIVE AND CAREER EDUCATION

COE 1000 SEMINAR IN JOB PLACEMENT SKILLS
 1 lecture hour - 1 credit

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

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

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

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

SLS 1401 CAREER PLANNING
 3 lecture hours - 3 credits

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

STD 1934 LIFE SKILLS - MODULE I
 3 lecture hours - 3 credits

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

CRIMINAL JUSTICE

CCJ 1000 INTRODUCTION TO CRIMINOLOGY
 3 lecture hours - 3 credits

An introductory course to provide the student with an intelligent understanding of the causes of crime and delinquency, the methods of prevention and control of crime and delinquency, and an understanding of penal and correctional procedures.

CCJ 1100 INTRODUCTION TO CRIMINAL JUSTICE
 3 lecture hours - 3 credits
 Offered: Term I

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

CCJ 1400 POLICE ORGANIZATIONS AND ADMINISTRATION
 3 lecture hours - 3 credits
 Offered: Term II

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

CCJ 1440 ADMINISTRATION OF CORRECTIONAL INSTITUTIONS
 3 lecture hours - 3 credits

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

CCJ 2220 CRIMINAL LAW
 3 lecture hours - 3 credits
 Offered: Term I

Topics include the nature, sources, and

types of criminal law. Also, the classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.

CCJ 2230 CRIMINAL PROCEDURE AND EVIDENCE
3 lecture hours - 3 credits
Offered: Term II

Principles, duties, and mechanics of criminal procedure in Florida as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement.

CCJ 2310 INTRODUCTION TO CORRECTIONS
3 lecture hours - 3 credits

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

CCJ 2500 JUVENILE DELINQUENCY
3 lecture hours - 3 credits

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

CCJ 2600 CRIMINAL DEVIANT BEHAVIOR
3 lecture hours - 3 credits
Offered: Term II

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

CJD 1450 CORRECTIONS PROCEDURES
6 lecture hours - 6 credits

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

specialized training should contact the Criminal Justice Department.

CJD 2310 POLICE LINE SUPERVISION (0)
5 lecture hours - 5 credits

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

CJD 2320 POLICE MID-MANAGEMENT (0)
5 lecture hours - 5 credits

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

CJT 2100 INTRODUCTION TO CRIMINAL INVESTIGATION
3 lecture hours - 3 credits

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

CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE CORRECTIONS - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

DRAMA

THE 2020 INTRODUCTION TO THEATRE ARTS
3 lecture hours - 3 credits

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

THE 2950 APPLIED THEATRE ARTS
3 lecture hours - 3 credits

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

THE 2925 THEATRE PRACTICUM
3 lecture hours - 3 credits

Course provides intermediate level practical experience in acting, set construc-

tion, costuming, makeup, and lighting. May be taken up to three times.

THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

TPA 2081L SCENE PAINTING WORKSHOP
1 lecture hour - 1 credit

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

TPP 2110 ACTING I
3 lecture hours - 3 credits

Acting workshop employing improvisation, scenes from plays, and a class production. Will provide introduction to acting techniques, exercises, and a history of acting styles.

TPP 2111 ACTING II
3 lecture hours - 3 credits

A continuation of Acting I to give students an opportunity to continue development of basic acting skills primarily through more intense scene work applied to creating specific characters.

ECONOMICS

ECO 1040 PERSONAL FINANCE
3 lecture hours - 3 credits

A study of consumer practices and habits, as well as modern applications of the principles of personal and family finance. Subjects included are credit, investments, insurance, taxation, and consumer protection.

ECO 2000 INTRODUCTION TO ECONOMICS
3 lecture hours - 3 credits

Introduction to economics is a transferable course for students who do not major in economics or business administration. It is designed for students taking a one-semester course in economics who wish a general introduction to economics analysis. Course considers both individual decision-making units and the functioning of the economy as a whole, with emphasis on current economic problems.

ECO 2013 PRINCIPLES OF ECONOMICS I
3 lecture hours - 3 credits

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment and the price level; banking, instability,

depression and inflation, and policies to minimize them.

ECO 2023 PRINCIPLES OF ECONOMICS II
3 lecture hours - 3 credits
Offered: Term II

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; and theory of consumer behavior theory of the firm, and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

ECO 2949 COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

EDUCATION

EDF 2003 INTRODUCTION TO EDUCATION
3 lecture hours - 3 credits

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

EDG 2949 COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

ENGINEERING

EGN 1120C ENGINEERING DRAWING
3 lecture hours - 3 credits
Prerequisite: MAT 1002

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

EGN 1130C DESCRIPTIVE GEOMETRY
3 lecture hours - 3 credits
Prerequisite: EGN 1120C

The theory of orthographic projections of point, line and plane; the analysis of solids, sections and intersections, the development of surfaces and engineering

problems. Minimum of four hours individual laboratory work required per week.

EGN 2121C ADVANCED ENGINEERING DRAWING
3 lecture hours - 3 credits
Prerequisite: EGN 1120C

A course building on fundamental drafting engineering/drawing capabilities for those needing more advanced drafting skills and knowledge as applied to design, machines, structures, welding, riveting, piping, electric systems and construction.

EGN 2312 VECTOR MECHANICS: STATICS
3 lecture hours - 3 credits
Offered: Summer
Prerequisite: MAC 2311

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

EGN 2323 VECTOR MECHANICS: DYNAMICS
3 lecture hours - 3 credits
Offered: Term II
Prerequisite: EGN 2312

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

EGN 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGINEERING - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

ENGINEERING TECHNOLOGY

ETD 2105C ARCHITECTURAL DRAFTING
3 lecture hours - 3 credits
Prerequisite: EGN 1120C

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

ETD 2620C ELECTRONICS DRAFTING
3 lecture hours - 3 credits
Offered: Summer Term
Prerequisite: EGN 1120C

Study of prints and diagrams related to electrical and electronic systems and controls normally used in industry, and a practical study of the symbols and standards used on prints and diagrams for control circuits with some data processing applications. Minimum of four

hours individual laboratory work required per week.

ETE 1010C FUNDAMENTALS OF DC CIRCUITS
3 lecture hours & 4 laboratory hours - 5 credits
Offered: Term I
Corequisite: MTB 1321 and COC 1110C
Laboratory fee: \$10.00

Fundamentals of DC circuits: theory of electrical current, voltage, and resistance in DC circuits, DC circuit analysis involving Ohm's Law, Kirchhoff's Laws, Thevenin's and Norton's Theorems, and similar analysis techniques; mathematics necessary for the application of circuit analysis will be studied.

ETE 1020C FUNDAMENTALS OF AC CIRCUITS
3 lecture hours & 4 laboratory hours - 5 credits
Offered: Term II
Corequisite: MTB 1322
Prerequisite: ETE 1010C
Laboratory fee: \$10.00

The study of alternating current circuits and transient analysis of circuits containing resistance, capacitance, and inductance. Basic magnetic laws are introduced with the study of the transformer.

ETE 1140C ELECTRONIC DEVICES
2 lecture hours & 2 laboratory hours - 3 credits
Offered: Summer
Prerequisite: ETE 1020C or permission of instructor
Laboratory fee: \$10.00

Electron theory and its application to semiconductor devices. Introduction to solid state devices. Included is the study of the structure of matter, diodes, transistors, biasing, and other devices.

ETE 2120C ELECTRONIC CIRCUITS
3 lecture hours & 4 laboratory hours - 5 credits
Offered: Term I
Prerequisite: ETE 1140C or permission of instructor
Laboratory fee: \$10.00

Basic electronic circuits, including signal and power amplifiers, oscillators, rectifiers, and power supplies. Mathematical and practical analysis of circuit performance. Emphasis is placed on solid state technology.

ETE 2121C DIGITAL ELECTRONICS
3 lecture hours & 2 laboratory hours - 4 credits
Offered: Term I
Corequisite: ETE 2120C or permission of instructor
Laboratory fee: \$10.00

Digital electronics principles and applications including a study of Boolean Al-

gebra and solid state logic circuits. Emphasis is on integrated circuit technology as applied to digital electronics.

ETE 2680C INTRODUCTION TO MICROPROCESSORS
2 lecture hours & 2 lab hours - 3 credits

Offered: Term I
Laboratory fee: \$10.00

An introductory course in the operation and programming of microprocessors including numbering systems and codes and the basics of microcomputers and computer arithmetic. Microprocessor programming and architecture will be introduced. There are no prerequisites for this course and no prior knowledge of electronics is required.

ETE 2681C MICROELECTRONIC CIRCUITS
3 lecture hours & 4 laboratory hours - 5 credits

Offered: Term II
Prerequisite: ETE 2120C or permission of instructor
Laboratory fee: \$10.00

The computation and measurement of common operational amplifier parameters. The design of basic operational amplifier linear, integrator, and differentiator circuits. Operational amplifier current sources and current-to-voltage and voltage-to-current converters are investigated.

ETE 2682C MICROCOMPUTER SYSTEMS
3 lecture hours & 4 laboratory hours - 5 credits

Prerequisite: ETE 2680C and ETE 2121C or permission of instructor
Offered: Term II
Laboratory fee: \$10.00

An extension of Introduction to Microprocessors and requiring a knowledge of basic and digital electronics as a background. Emphasis on microprocessor architecture, programming, interfacing, and input/output operations.

ENGLISH

AML 2010 AMERICAN LITERATURE
3 lecture hours - 3 credits

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

AML 2022 AMERICAN LITERATURE
3 lecture hours - 3 credits

A continuation of AML 2020.

CRW 2020 CREATIVE WRITING
3 lecture hours - 3 credits
Prerequisite: ENC 1102

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

ENC 1001 BASIC COMPOSITION SKILLS
3 lecture hours - 3 credits

A freshman English course structured to meet the needs of students who have problems requiring some individualized help. Classes are limited to size to allow more opportunity for instructor-student interaction. May not be used to satisfy any of the 12-hour English requirement in Associate in Arts programs.

ENC 1003 COLLEGE STUDY SKILLS
3 lecture hours - 3 credits

A course designed to improve study skills in the areas of textbook study, notetaking, memory training, time management, outlining, study techniques, and test taking. In addition, approximately one-third of the course is devoted to enhancing spelling skills, using a modular-taped, individualized format. Highly recommended for all students with study-habit problems and useful as an elective in all major areas.

ENC 1011 ENGLISH GRAMMAR
3 lecture hours - 3 credits
Offered: Term I, Term II

A course in the basics of traditional English grammar intended as a complement to our composition and creative writing courses, as a review for students who have been removed from the education picture for several to many years, and as a primary course for students wishing to improve their knowledge of English. Useful as an English elective.

ENC 1101 COLLEGE COMPOSITION I
3 lecture hours 3 credits
Offered: Term I, Term II

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

ENC 1102 COLLEGE COMPOSITION II
3 lecture hours - 3 credits

Offered: Term I, Term II
Prerequisite: ENC 1101

This course builds upon the expository skills acquired in College Composition I, but goes on to argumentation with emphasis placed upon the logical development of ideas. A term or library paper will be required. Approximately 6,000 words of theme writing is required.

ENC 1132 COMPOSITION SKILLS
5 lecture hours 5 credits
Offered: Terms I and II

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

ENC 1141 STUDIES IN COMPOSITION AND LITERATURE
5 lecture hours - 5 credits
Prerequisite: ENC 1132 or ENC 1101

Continued practice in writing expository essays as well as an introduction to the interpretation of literature. Sections meet five periods weekly, including a writing lab.

ENC 1321 COLLEGE COMPOSITION III
3 lecture hours - 3 credits
Prerequisite: ENC 1102

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

ENC 2210 TECHNICAL REPORT WRITING (0)
3 lecture hours - 3 credits

Offered: Term I and Term II
Prerequisite: ENC 1102, SES 1330, or permission of instructor

Training in collection, organization, analysis, evaluation and presentation of industrial or scientific data in concise and lucid form, to include use of drawings and charts.

ENG 1001 WRITING A LIBRARY OR RESEARCH PAPER
Directed study - 1 credit

A directed study giving practice in collecting, evaluating, and interpreting selected readings, and then writing a term paper of approximately 1500 words.

ENG 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGLISH - 3 credits

Refer to page 71, under the Cooper-

ative Education Heading for additional information.

ENL 2012 ENGLISH LITERATURE I
3 lecture hours - 3 credits

A lecture and discussion class introducing students to the major British writers. Traces the main lines of literary tradition to the end of the 17th century.

ENL 2022 ENGLISH LITERATURE II
3 lecture hours - 3 credits

A continuation of ENL 2012. Concentrates on material from the beginning of the 18th century to the present.

**ENL 2330 OVERVIEW OF
SIXTEENTH CENTURY
ENGLISH LITERATURE:
SHAKESPEARE**
3 lecture hours - 3 credits

A survey of five of Shakespeare's famous plays viewed on television and discussed with an instructor. May be repeated twice with different course content.

**LIT 2090 CONTEMPORARY
LITERATURE: FICTION***
3 lecture hours - 3 credits
Offered: Term II

A study of contemporary movements in fiction based on the critical reading analysis of English and American short stories and novels published since 1870.

**LIT 2091 CONTEMPORARY
LITERATURE: NOVELS***
3 lecture hours - 3 credits

A study of important novelists who have published since 1890. Students will have a chance to examine the important themes in literature as treated by a variety of authors.

**LIT 2092 CONTEMPORARY
LITERATURE: DRAMA***
3 lecture hours - 3 credits

A study of contemporary movements in drama based on the critical reading and analysis of English and American plays written and acted since 1900.

LIT 2110 WORLD LITERATURE I
3 lecture hours 3 credits

Materials are drawn from the masterpieces of the world. Deals with selections beginning with Homer and terminating with the Renaissance.

*Courses will be offered in rotation.

LIT 2120 WORLD LITERATURE II
3 lecture hours - 3 credits

A continuation of LIT 2110. Concentrates on the periods following the Renaissance, reaching and including modern times.

REA 1105 READING SKILLS
3 lecture hours - 3 credits

A reading course designed to give intensive practice in basic reading and study skills. Instruction is individualized to allow each student to progress as rapidly as he can.

REA 1106 READING TECHNIQUES
3 lecture hours - 3 credits

A developmental reading course designed to improve speed and comprehension. Adjustment of reading materials to fit individual needs. *Open to all students.*

FRENCH

FRE 1100 ELEMENTARY FRENCH I
3 lecture hours - 3 credits

A beginning course in French which begins with the study of grammar. Conversational skills are then emphasized followed by practice in reading and writing.

FRE 1101 ELEMENTARY FRENCH II
3 lecture hours - 3 credits
Prerequisite: FRE 1100

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

**FRE 2200 INTERMEDIATE FRENCH
III**
3 lecture hours - 3 credits
Prerequisite: 2 years of high school French or 1 year of college French

Includes abundant practice in conversation, a review of French grammar, readings, essays and short stories on an intermediate level.

**FRE 2201 INTERMEDIATE FRENCH
IV**
3 lecture hours - 3 credits
Prerequisite: FRE 2200

A continuation of FRE 2200.

GEOGRAPHY

**GEOGRAPHY: REGIONAL STUDY
INDEPENDENT
STUDY**
1 lecture hour - 1 credit

An analysis of the structure of Lake County in terms of its geographic configuration. This study will include a breakdown of the county according to regions. The student will discuss the physical, political, and economic geography in a term paper to be turned in at the end of the term.

HISTORY

AMH 2010 U.S. HISTORY TO 1877
3 lecture hours - 3 credits
Offered: Term I and Term II

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

AMH 2020 U.S. HISTORY SINCE 1877
3 lecture hours - 3 credits
Offered: Term II

A continuation of U.S. History from 1877 to the present. Emphasis is given to the factors that have changed the United States from a rural tourban-industrial nation, and to a leading world power. Recommended especially for sophomores.

AMH 2040 ADAMS CHRONICLES
3 lecture hours - 3 credits

A social history of the United States between 1750 and 1900 which may be offered as a study-at-home course, incorporating television presentations and independent study. It focuses on the lives of four generations of the Adams family, and their role in the major events of the periods as well as historical personalities with whom the Adams came in contact.

**EUH 1000 WESTERN CIVILIZATION
I**
3 lecture hours - 3 credits

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

**EUH 1001 WESTERN CIVILIZATION
II**
3 lecture hours - 3 credits

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

**HIS 2949 COOPERATIVE
EDUCATION INTERNSHIP
IN HISTORY - 3 credits**

Refer to page 71, under the Cooperative Education Heading for additional information.

HUMANITIES

**HUM 1020 INTRODUCTION TO
HUMANITIES**
3 lecture hours - 3 credits
Prerequisite: ENC 1101, ENC 1102, or permission of instructor

An introductory course designed to give the student some awareness and appreciation of his cultural heritage in art, music, philosophy, and literature as it has developed during the major periods of western history.

REL 1301 THE LONG SEARCH

3 lecture hours - 3 credits

A television course

A television and home study course based on the B.B.C. production "The Long Search." The series consists of a survey of major religions in modern times and enhances understanding and religious tolerance.

HUM 2949 COOPERATIVE

**EDUCATION INTERNSHIP
IN HUMANITIES - 3 credits**

Refer to page 71, under the Cooperative Education Heading for additional information.

HUMAN SERVICES

**HUS 1801 HUMAN SERVICES
OBSERVATION/PARTICIPATION**

3 lecture hours - 3 credits

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

**HUS 2810 HUMAN SERVICES
PRACTICUM I**

**3 lecture hours & 3 laboratory
hours - 3 credits**

Offered: Term I

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

**HUS 2811 HUMAN SERVICES
PRACTICUM II**

**3 lecture hours & 3 laboratory
hours - 3 credits**

Offered: Term II

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

JOURNALISM

**JOU 1400 PUBLICATIONS
LABORATORY**

3 lecture hours - 3 credits

Instruction and practical experience in writing, layout and editing through working with college publications under supervision of journalism faculty.

**MMC 2100 WRITING FOR THE MASS
MEDIA**

3 lecture hours - 3 credits

Offered: Term I

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 9946 COMMUNICATIONS
PRACTICUM**

6 hours laboratory -

3 credits

**Prerequisites: MMC 2100 and
permission 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.

**RTV 2000 INTRODUCTION TO
BROADCASTING**

3 lecture hours - 3 credits

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

**RTV 2200 BROADCAST
PRODUCTION I**

3 lecture hours - 3 credits

A survey course that presents the history, growth and development of broadcasting with practical experiences in staging, writing, equipment operation and production. Opportunities to work in front of the camera and behind the scenes will be made available.

LASER TECHNOLOGY

**ETG 1701 INTRODUCTION TO
LASERS (0)**

3 lecture hours - 3 credits

**Prerequisite: Grade of C or better
in any mathematics course that
includes trigonometry, or consent
of instructor**

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

LIBRARY SCIENCE

**LIS 1001 INTRODUCTION TO THE
USE OF LIBRARY MATERIALS**

3 lecture hours - 3 credits

An introductory course to familiarize the student with a range of library skills and demonstrate their utilization. Emphasis will be placed on print and non-

print materials (their arrangements, organization) and how these materials are helpful for research and classroom work. Recommended for the student who plans to transfer to a senior institution, or who is interested in library work, and who wants to improve his library work skills.

**LIS 2702 EDUCATIONAL
EQUIPMENT AND MATERIALS**
3 lecture hours - 3 credits

A study in the design, production, and usage of non-print materials and the operation of equipment including basic television.

MATHEMATICS

**MAC 1132 ALGEBRA AND
TRIGONOMETRY**

5 lecture hours - 5 credits

Offered: Term I, Term II

**Prerequisite: B or higher in
high school courses covering 2
years of algebra and one-half
year of trigonometry, plus
high standing on placement
test, or B or higher in
MGF 1303 or C or
higher in MAS 2301 or
permission of instructor**

Integrated algebra and trigonometry including algebraic properties of the real numbers system, sets, functions, graphs, equations, inequalities, systems of equations, matrices and determinants, exponents and logarithms, and trigonometric functions, complex numbers, theory of equations, and probability.

MAC 2311 CALCULUS

5 lecture hours - 5 credits

Offered: Term II

**Prerequisite: C or higher in
MAC 1132**

Function concept; limits of functions; derivatives of elementary functions (polynomial, rational, exponential, logarithmic, trigonometric); conics; curve sketching; integrals and integration methods. Applications of differentiation and integration.

**MAC 2312 CALCULUS AND
ANALYTIC GEOMETRY**

5 lecture hours - 5 credits

Offered: Term I

**Prerequisite: C or higher in
MAC 2311**

Continuation of MAC 2311. Differential geometry in rectangular, polar, cylindrical, and spherical coordinates. Elementary vector analysis; improper integrals; infinite series; power series; introductory linear algebra; partial derivatives.

MAC 2411 INTRODUCTION TO CALCULUS**4 lecture hours - 4 credits****Prerequisite:** MAC 1132 or C or higher in MGF 1303

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology.

MAC 2424 CALCULUS AND DIFFERENTIAL EQUATIONS**5 lecture hours - 5 credits****Offered:** Term II**Prerequisite:** C or higher in MAC 2312

Multiple integrals; line integrals; theory and solution of ordinary differential equations with applications; LaPlace transforms; series solutions; numerical solutions; simultaneous differential equations.

MAC 2301 SETS, RELATIONS AND FUNCTIONS**3 lecture hours - 3 credits****Prerequisite:** MGF 1303 with C or better or higher math course

The vocabulary and symbolism of sets; real numbers and conditions; relations and functions, and mathematical structures (Boolean algebra, groups and fields). Material is developed so as to provide the student with a broader base of understanding in order to reach higher levels of abstraction. This course is valuable to the students who intend to major in mathematics or who contemplate a teaching career in mathematics.

MAT 1002 GENERAL EDUCATION MATHEMATICS**3 lecture hours - 3 credits****Offered:** Term I, II

Survey of basic mathematics to include operations with whole numbers, decimals, fractions, and percentages; English and metric measurement; geometric formulas; scientific notation. Applied problems stressed. Calculator required.

MAT 1024 ELEMENTARY ALGEBRA**3 lecture hours - 3 credits****Offered:** Term I, II, Summer

Emphasis is placed on the basic concepts and operations of algebra. Students may transfer from MAT 1024 to MAT 1033 during the first month of Term I and II.

MAT 1033 INTERMEDIATE ALGEBRA**3 lecture hours - 3 credits****Offered:** Term I, II, Summer**Prerequisite:** "C" or above in MAT 1024 or placement

Principles and techniques of intermediate algebra including: sets and natural numbers; the arithmetic and algebra of integers and rational numbers; first de-

gree equations and inequalities; equations in two variables and properties of the real numbers and complex numbers. Students may change from MAT 1033 to MAT 1024 during the first month of Term I and II.

MAT 0003 MATHEMATICAL COMPUTATION SKILLS**3 lecture hours - 3 credits**

Emphasis is placed on mastery of fundamental arithmetic skills and everyday applications of arithmetic.

MGF 1303 COLLEGE ALGEBRA AND ELEMENTARY TRIGONOMETRY**3 lecture hours - 3 credits****Offered:** Term I, II, Summer**Prerequisite:** MAT 1033

A continuation of MAT 1033. Functions and graphs, basic trigonometry and logarithms, compound interest and annuities, probability, and selected topics in elementary statistics.

MGF 2113 TOPICS IN COLLEGE MATHEMATICS**1 lecture hour - 1 credit****Offered:** Terms I and II

Included is a study of sets, logic, bases, informal geometry, probability, and statistics. To be taken following or in concurrence with MGF 1303 or MAC 1132. Either Topics in College Mathematics or Applications and Appreciation of College Mathematics may be taken for credit, but not both. Not required of any student whose program includes six hours of mathematics at the level of MAT 1033 or higher.

MGF 2202 APPLICATIONS AND APPRECIATION OF COLLEGE MATHEMATICS**3 lecture hours - 3 credits****Offered:** Terms I, II, and Summer**Prerequisite:** "C" or higher in MAT 1033

This course covers topics in geometric and measurement concepts, logical reasoning, counting principles and probability, topics in statistics including the Normal Curve and Set Theory. Credit may not be claimed for both Applications and Appreciation of College Mathematics and Topics in College Mathematics.

MTB 1321 APPLIED TECHNICAL MATHEMATICS I**4 lecture hours - 4 credits****Offered:** Term I**Prerequisite:** MAT 1024 or higher or high school basic algebra course**with a grade of "C" or better.**

Study of the principles of Algebra and their application to the solution of engineering problems.

MTB 1322 APPLIED TECHNICAL MATHEMATICS II**4 lecture hours - 4 credits****Offered:** Term II**Prerequisite:** MTB 1321 or MAT 1033

Continuation of Applied Technical Math I to include elementary geometry, trigonometry, vectors, and an introduction to calculus, with emphasis on engineering applications.

STA 2024 INTRODUCTION TO STATISTICS**3 lecture hours - 3 credits****Offered:** Term II**Prerequisite:** "C" or higher in MGF 1303 or MTB 1321, and MTB 1322 or permission of instructor

Development of the fundamental statistical methods including: sampling, distribution of measurements, probability, statistical inference, correlation and analysis. Relationship of these concepts to social and physical sciences. This course is required for students majoring in Business Administration and is recommended as an elective for students majoring in Education, Biological Science, Psychology, Sociology, Mathematics and Physics.

MENTAL HEALTH**MHT 1010 PRINCIPLES OF MENTAL HEALTH****3 lecture hours - 3 credits**

Introduction to mental health concepts and psychological therapies; emphasis on communication and discussion of observational experiences.

MUSIC**MUH 1116 HISTORY OF JAZZ****3 lecture hours - 3 credits**

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

MUH 2011 INTRODUCTION TO MUSIC**3 lecture hours - 3 credits**

A general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. Designed for non-music majors.

MUL 2211 SURVEY OF MUSIC LITERATURE**3 lecture hours - 3 credits****Offered:** Term II

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

MUN 1130 SYMPHONIC BAND

1 lecture hour & 2 laboratory hours - 1 credit

Open to all students of the college; participation by music-major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire. May be repeated for credit.

MUN 1340 COLLEGE CHORUS

1 lecture hour & 2 laboratory hours - 1 credit

Open to all singers who wish to participate in a mixed chorus. May be repeated for credit.

MUN 1460 CHAMBER ENSEMBLE

1 lecture hour & 1 laboratory hour - 1 credit

Provides students an opportunity to study and perform chamber ensemble music from Renaissance to Twentieth Century. May be repeated for credit.

MUN 2310 COLLEGE SINGERS

1 lecture hour & 2 laboratory hours - 1 credit

A select vocal performing ensemble. Admission by audition. May be repeated for credit.

MUN 2710 JAZZ-LAB BAND

1 lecture hour & 2 laboratory hours - 1 credit

Music and non-music majors are invited to participate with the permission of the director. An organization devoted to the study and performance of jazz, rock, popular and show music. May be repeated for credit.

MUO 1001 MUSICAL THEATER PRACTICUM

2 lecture hours - 2 credits

Provides an opportunity for study and performance of vocal techniques for the stage. Emphasis is on solo and ensemble vocal techniques including tone production, breathing, position, stage department and characterization.

MUT 1111C BASIC THEORY I

3 lecture hours & 2 laboratory hours - 4 credits

Offered: Term I

A basic course for music majors in the fundamentals of music including melodic, rhythmic and harmonic elements of music. Laboratory experience will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

MUT 1112C BASIC THEORY II

3 lecture hours & 2 laboratory hours - 4 credits

Offered: Term II

Prerequisite: MUT 1111C or permission of instructor.

A second course which will include me-

lodid, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

MUT 2001 FUNDAMENTALS OF MUSIC THEORY

3 lecture hours - 3 credits

A basic course in music skills: notation, rhythm, sight-singing, piano, and conducting fundamentals. For the general student or education major. Music major elective if student lacks background in theory.

MUT 2116C MUSIC THEORY III

3 lecture hours & 2 laboratory hours - 4 credits

Offered: Term I

Prerequisite: MUT 1112C

Continuation of MUT 1111. Further study of the melodic and harmonic elements of music.

MUT 2117C MUSIC THEORY IV

3 lecture hours & 2 laboratory hours - 4 credits

Offered: Term II

Prerequisite: MUT 2116C

Continuation of MUT 2116. Advanced study of the melodic and harmonic elements of music.

MUT 2641 JAZZ IMPROVISATION

2 lecture hours - 2 credits

Examines the theory of chord progression, substitution and symbolism as it applies to jazz and commercial music. Performance emphasis will be on the melodic and harmonic aspects of an improvised line with attention to melodic contour and jazz ornamentation.

May be repeated for credit.

MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

APPLIED MUSIC

Entering students will be assigned to the freshman level and will repeat at that level until they gain enough proficiency to advance to the sophomore level. Jury examination will be required each term in the principal area of instruction. All students enrolled in applied music are required to attend the regularly scheduled recitals. Applied music fees for private instruction are paid by the student in addition to regular tuition.

SECONDARY FRESHMAN

INSTRUCTION - 1 credit each course.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May

be repeated for maximum credit of eight hours (four hours maximum to count toward graduation).

MVB	1211	Trumpet
MVB	1212	French Horn
MVB	1213	Trombone
MVB	1214	Baritone Horn
MVB	1215	Tuba
MVK	1211	Piano
MVK	1213	Organ
MVP	1211	Percussion
MVV	1211	Voice
MVW	1211	Flute
MVW	1212	Oboe
MVW	1213	Clarinet
OVW	1214	Bassoon
MVW	1215	Saxophone
MVS	1216	Guitar

PRINCIPAL FRESHMAN

INSTRUCTION - 2 credits each course.

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

MVB	1311	Trumpet
MVB	1312	French Horn
MVB	1313	Trombone
MVB	1314	Baritone Horn
MVB	1315	Tuba
MVK	1311	Piano
MVK	1313	Organ
MVP	1311	Percussion
MVS	1314	String Bass
MVS	1316	Guitar
MVV	1311	Voice
MVW	1311	Flute
MVW	1312	Oboe
MVW	1313	Clarinet
MVW	1314	Bassoon
MVW	1315	Saxophone

PRINCIPAL SOPHOMORE

INSTRUCTION - 2 credits each course.

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

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

SECONDARY SOPHOMORE

INSTRUCTION - 1 credit each course.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May be repeated for a maximum credit of eight hours (four hours maximum to count toward graduation).

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

MVK 1111 CLASS PIANO

1 lecture hour & 1 laboratory hour - 1 credit

Elementary Keyboard techniques for the beginning student. Class open to all students of the college, designed primarily for the music major for his secondary instrument requirement. *May be repeated for credit.*

MVK 2121 CLASS PIANO

1 lecture hour & 1 laboratory hour - 1 credit

Prerequisite: MVK 1111 or permission of instructor

Continuation of MVK 1111. Intermediate class instruction for the student who has had some training on the piano. *May be repeated for credit.*

MVK 1171 JAZZ KEYBOARD HARMONY

1 lecture hour - 1 credit

Class piano instruction on jazz keyboard—first semester, where students will learn to accompany using chord progressions.

MVV 1111 CLASS VOICE

1 lecture hour & 1 laboratory hour - 1 credit

Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level. *May be repeated for credit.*

MVV 2121 CLASS VOICE

1 lecture hour & 1 laboratory hour - 1 credit

Prerequisite: MVV 1111 or permission of instructor

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level. *May be repeated for credit.*

NURSING

NSP 2206 PERSONALITY AND ADJUSTMENT

1 lecture hour - 1 credit

This course is designed to acquaint the student with information concerning the development of personality and to guide him or her into review of the patterns of adjustment. The concepts of functional and non-functional behavior patterns will be explored. Strategies which may be useful for the care-giving professionals in working with their clientele will be discussed. There will be an emphasis on the skills useful to the nurse. However, the scope will be broad enough to benefit all persons wishing more understanding of human behavior and adjustment patterns.

NUR 0001 NURSING

ORIENTATION (0)

2 lecture hours - 2 credits

Offered: Term I

Insurance fee: \$8.50

An orientation course to introduce nursing students to various aspects of nursing in hospitals, offices of medical doctors, and other locations where registered nurses are employed.

NUR 2020 NURSING TRANSITION

3 lecture hours, 2 laboratory hours - 4 credits

Offered: Term IV only

Prerequisite: APB 2203C, APB 2204C, MCB 2010C, ENC 1101, DEP 2004

Laboratory fee: \$15.00

Must be admitted to the Associate Degree Nursing Program or permission of the Instructor.

Focuses on concepts basic to Associate Degree Nursing. The Nursing Process and Communication Skills are emphasized. Introduction of stress and adaptation theory is correlated with the client's psychosocial responses to stress. Basic physical assessment and a review of clinical nursing skills are practiced in the laboratory component.

NUR 2090 NURSING CORE I - ADULT/CHILD HEALTH

6 lecture hours - 6 credits

Offered: Term I only

Prerequisite: NUR 2020 Nursing Transition

Corequisite: NUR 2200 Nursing Interventions I

The student will continue to examine developmental theories and concepts related to human growth and development throughout the life-span. The psychosocial, cultural, socioeconomic, and familiar influences on the client's health will be examined as well as the physiological processes of the client's health

problems. Students will begin to understand the utilization of the Nursing Process with clients of all ages with complex responses to illness.

NUR 2200 NURSING

INTERVENTIONS I

12 laboratory hours - 6 credits

Offered: Term I only

Prerequisite: NUR 2020 Nursing Transition

Corequisite: NUR 2090 Nursing Core I Adult/Child Health

Laboratory fee: \$15.00

Selected clinical experiences with children and adults to complement Nursing Core I. Learning experiences will involve clients of different ages with complex health problems. Students will have the opportunity to learn and practice selected nursing skills in the campus nursing laboratory.

NUR 2212 NURSING CORE IV - LEADERSHIP/MANAGEMENT

2 lecture hours - 2 credits

Offered: Term III only

Prerequisite: NUR 2020 Nursing Transition, NUR 2090 Nursing Core I, NUR 2520 Nursing Core II, NUR 2310 Nursing Core III, NUR 2200 Nursing Interventions I, NUR 9300 Nursing Interventions II

Corequisite: NUR 9200 Clinical Practicum

Discussion of the transition from student to Associate Degree Nurse. Role change, setting priorities, professional, ethical and legal aspects of nursing will be examined. Beginning management and leadership skills will be emphasized. Community resources and the role of the nurse in various health care settings will be explored. Concepts will be applied in the Clinical Practicum.

NUR 2310 NURSING CORE III - MENTAL HEALTH CONCEPTS

3 lecture hours - 3 credits

Offered: Term II only

Prerequisite: NUR 2020 Nursing Transition, NUR 2090 Nursing Core I, NUR 2200 Nursing Interventions I, PSY 2012 Introduction to Psychology

Corequisite: NUR 2520 Nursing Core II Family Health Concepts, NUR 9300 Nursing Interventions II

The student will build on the mental health concepts and interpersonal skills learned in previous nursing courses. Students will utilize the Nursing Process to care for clients of different ages and their families having simple and complex responses to mental illness and psychosocial stress.

**NUR 2520 NURSING CORE II -
FAMILY HEALTH CONCEPTS**
3 lecture hours - 3 credits
Offered: Term II only

Prerequisite: NUR 2020 Nursing
Transition, NUR 2090 Nursing
Core I, NUR 2200 Nursing
Interventions I, PSY 2012
Introduction to Psychology
Corequisites: NUR 2310 Nursing
Core III Mental Health
Concepts, NUR 9300 Nursing
Interventions II

A continued examination of psychosocial and pathophysiological processes concerning complex health problems of clients and their families with emphasis on the reproductive system and sexual needs. Students will utilize the nursing process while interacting with families who are experiencing normal pregnancies as well as interruptions in the pregnancy cycle. Family health concepts will be emphasized as family dynamics are examined during the study of neonates, high risk infants and children with long term health needs.

NUR 9200 CLINICAL PRACTICUM
8 laboratory hours - 4 credits
Offered: Term III only
Prerequisite: NUR 2020 Nursing
Transition, NUR 2090 Nursing
Core I, NUR 2520 Nursing Core
II, NUR 9300 Nursing
Intervention II, NUR 2200
Nursing Core III
Corequisite: NUR 2212 Nursing
Core IV,
Leadership/Management

Leadership and Team Nursing will be practiced under the guidance of the faculty. Remaining clinical experiences will be under preceptor guidance. Opportunity for extensive practice in applying all previously learned theoretical knowledge in nursing in the clinical setting.

**NUR 9300 NURSING
INTERVENTIONS II**
12 laboratory hours - 6 credits
Offered: Term II only
Prerequisite: NUR 2020 Nursing
Transition, NUR 2090 Nursing
Core I, NUR 2200 Nursing
Interventions I, PSY 2012
Introduction to Psychology
Corequisite: NUR 2520 Nursing
Core II Family Health Concepts,
NUR 2310 Nursing Core III
Mental Health Concepts
Laboratory fee: \$15.00

Selected clinical experiences to complement Nursing Core II, and III. Learning experiences will involve clients and their families with simple and complex physical and mental health problems. Students will utilize the Nursing Process with clients experiencing interruptions in

the pregnancy cycle, infant through adolescent children. Selected clinical experiences will be utilized through the Community Mental Health Center.

**NUU 2432 DEALING WITH DEATH;
PERSONALLY AND
PROFESSIONALLY**
1 lecture hour - 1 credit

This course is designed to assist the students in assessing their personal attitudes toward death, and in considering the dying person's emotional needs. Practical and explicit methods for developing care-giving skills will be discussed. Emphasis will be on the stages of dying, grieving, and the social-psychological significance of the dying trajectory.

**NUU 2460 MANAGEMENT
PRINCIPLES FOR HEALTH
PROFESSIONALS**
1 lecture hour - 1 credit

Basic management principles relating to organizational structure, goal-setting, staffing, decision making, communication skills, leadership skills, and current and future trends in management. An opportunity for nursing managers to discuss their unique problems and apply management principles to their particular health care setting.

**NUU 2487 CANCER UPDATE: A
NURSING CHALLENGE**
1 lecture hour - 1 credit

This course will update health professionals on the latest treatment modalities for cancer patients. It will involve the study of pathological, physiological and psycho-social problems associated with the disease. It will review community resources and skilled nursing treatment for various types of cancer patients.

**PHA 1510 INTRODUCTION TO
PHARMACOLOGY I (0)**
3 lecture hours - 3 credits

A course which presents the basic pharmacological principles of medical substances, their actions and reactions on the organ system of the body.

**PHA 1511 INTRODUCTION TO
PHARMACOLOGY II (0)**
3 lecture hours - 3 credits
Prerequisite: PHY 1510

A continuation of Pharmacology I.

**HUN 1201 BASIC NORMAL
NUTRITION**
3 lecture hours - 3 credits
Prerequisite: BSC 1010C or
permission of instructor

Introduction to scientific principles of nutrition. Topics include the sources, requirements for various age groups, digested utilization, absorption, and role

of specific nutrients plus concepts of diet therapy.

PHILOSOPHY

**PHI 2010 INTRODUCTION TO
PHILOSOPHY**
3 lecture hours - 3 credits

A study of major problems of philosophy — especially those dealing with knowledge, mind, value, and reality. The course includes selected readings from such major philosophers as Plato, Aquinas, Descartes, Locke, Hume, Kant, Russell, and James. *Open to sophomores only or to second semester freshmen who receive permission of instructor.*

PHOTOGRAPHY

ART 1600C BASIC PHOTOGRAPHY
3 lecture hours - 3 credits
Laboratory fee: \$10.00

An introduction to black and white photography. Emphasis will be on basic mastery of the following skills: camera handling, exposure, pictorial composition and design, film and print development, darkroom procedure, and print display. The student must supply his own adjustable camera (preferably 35mm or 120), film, paper, and other related materials.

ART 2601C CREATIVE PHOTOGRAPHY
3 lecture hours - 3 credits
Prerequisite: ART 1600C or
consent of instructor
Laboratory fee: \$10.00

A continuation of Basic Photography. Emphasis will be on augmentation and refinement of basic skills acquired in ART 1600C. Photographic problems of a specialized nature and advanced print-making techniques will be explored. Camera, film, paper, and other related materials are to be supplied by the student.

PHYSICAL EDUCATION

**DAA 1160 BEGINNING MODERN
DANCE**
1 lecture hour & 1 laboratory
hour - 1 credit
Fee: \$1.00

Coeducational. This course is designed to help the student discover movement as a medium for expression and the development of ideas toward evolving their own ways of movement; toward

learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required.

PEL 1111L BEGINNING BOWLING

1 lecture hour & 1 laboratory hour - 1 credit

Special Fee: Approximately \$20.00

Coeducational. Course is basically designed for the beginning bowler. Instruction is given in bowling skills, techniques, history, scoring, rules, etiquette and physical and social values of the sport. Stress is placed on correctness of performance as well as the competitive nature of the game. Class is held at the Leesburg Bowling Lanes. All equipment furnished as the lanes.

PEL 1112L INTERMEDIATE BOWLING

1 lecture hour & 1 laboratory hour - 1 credit

Prerequisite: PEL 1111L or permission of instructor.

Special Fee: Approximately \$20.00

Coeducational. Course is basically designed for the student wanting to further develop his/her bowling skills. Instruction is continued in bowling skills, techniques, rules, etiquette, and physical and social values of the sport. Opportunity to practice skills in intra-class league play and various tournament-type situations.

PEL 1121L BEGINNING GOLF

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. Designed for the beginner or weak golfer. Course includes practice of basic skills, instruction in rules, golfing etiquette, and purchase and care of equipment. All equipment is furnished.

PEL 1140L-1320L VOLLEYBALL-ARCHERY

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. Volleyball includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Archery stresses the basic fundamentals of sight shooting used in target archery and hunting. Dress in gym attire for volleyball only. All equipment is furnished.

PEL 1341L BEGINNING TENNIS

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. Course is basically designed for the beginning tennis player. Instruction is given in playing skills,

techniques, history, rules, strategy and social and physical values of tennis. Tournament play will be provided on an intra-class basis. All equipment is furnished.

PEL 1342L INTERMEDIATE TENNIS

1 lecture hour & 1 laboratory hour - 1 credit

Prerequisite: PEL 1341L or permission of instructor

Fee: \$1.00

Coeducational. Course is designed specifically for the student wanting to develop advanced skills in tennis. Instruction and practice in the basic strokes are given for the player to master the basic skills. Advanced strokes in tennis (drop shot, lob, overhead smash, drop volley and different services) are introduced. Principles of singles and doubles strategy are covered.

PEL 1346L BADMINTON

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. Playing skills, techniques, and the rules of badminton are emphasized. Intra-class play presents opportunities for the development of playing strategy and the improvement of new or previously acquired skills. All equipment is furnished.

PEL 1441L RACQUETBALL

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. Course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) presents opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut-throat will be provided. All equipment is furnished.

PEM 1101L PHYSICAL FITNESS FOR MEN

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage the student to maintain good physical fitness throughout life. All equipment is furnished.

PEM 1107L FIGURE AND FITNESS IMPROVEMENT FOR WOMEN I

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Course is designed to provide instruction in techniques of body conditioning. Students explore the values of exercise to physical fitness, posture, weight control, figure improvement and body systems with an emphasis on participation in a variety of exercise programs. Programs such as jogging, weight training, floor exercise, bicycling and rope skipping are included. The class is developed to make the student aware of the fact: "Fitness is a lifetime venture." All equipment is furnished.

PEM 1108L FIGURE AND FITNESS IMPROVEMENT FOR WOMEN II

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Course is designed to continue with the process of PEM 1107L.

PEM 1945L VARSITY ACTIVITIES

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Course is designed for the varsity athlete. Student must participate as a member of one of the college varsity teams during the term that the sport is in season. Permission of Athletic Director is required.

PEN 1113L ADVANCED LIFE SAVING AND WATER SAFETY

1 lecture hour & 1 laboratory hour - 1 credit

Prerequisite: Be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.

Fee: \$1.00

Coeducational. Course includes instruction in water safety, self rescue, drown-proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies the student for the American Red Cross Advanced Life Saving Certificate.

PEN 1121L BEGINNING SWIMMING

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Coeducational. An elementary swimming program designed to make the individual safe in the water. Students registering for this course should be non-swimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely with each and confidence.

PEN 1122L INTERMEDIATE SWIMMING

1 lecture hour & 1 laboratory hour - 1 credit

Fee: \$1.00

Designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered: elementary back stroke, American crawl, side stroke, breast stroke, back crawl and drown-proofing.

PEN 1231L 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: \$1.00

Coeducational. An introductory course to familiarize the student with the concepts and techniques of sailing and canoeing.

PET 2949 COOPERATIVE

EDUCATION INTERNSHIP IN PHYSICAL EDUCATION - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

HES 2949 COOPERATIVE

EDUCATION INTERNSHIP IN HEALTH - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

*Classes meet double sessions in order to avoid cold weather. In Term I all aquatic activities conclude at mid-semester (Sept. thru Oct. only). In Term II these classes meet the first regular class of the semester, then postpone meeting again until warm weather arrives in early March.

PHYSICAL SCIENCE

PSC 1120 EARTH, SEA AND SKY

3 lecture hours - 3 credits
A television course

A general education telecourse that surveys astronomy, meteorology, climatology, oceanography, and geology. A text and student study guide are required. Thirty half-hour television lessons are shown on public television. No prerequisites required. Only one three-semester hour television course may be used in meeting the science requirement for graduation.

PSC 1411 PHYSICAL SCIENCE

3 lecture hours - 3 credits
Offered: Term I

A non-mathematical study of chemistry and its practical applications. Topics in-

clude atomic structure, chemical bonding, acid-base behavior, energy sources, pollution, and consumer chemistry.

PSC 1431 PHYSICAL SCIENCE

3 lecture hours - 3 credits
Prerequisite: MAT 1024

A course for the non-science major including a survey of light, mechanics, electricity and magnetism.

PHYSICS

AST 1002 INTRODUCTION TO ASTRONOMY

3 lecture hours - 3 credits

A study of the development and present understanding of the universe: the solar system, the nature of electromagnetic radiation, astronomical instruments, stars, galaxies, and cosmology.

PHY 1001 TECHNICAL PHYSICS

4 lecture hours - 4 credits
Prerequisite: MTB 1322 or permission of instructor

A study of classical mechanics, heat, light, and sound. Particularly suited for students who require a physics background for a technical program of study. Emphasis on problem solving.

PHY 2048C GENERAL PHYSICS WITH CALCULUS I

3 lecture hours, 1 hour problem solving, 3 laboratory hours - 5 credits

Offered: Term I

Prerequisite: MAC 2311

Corequisite: MAC 2312

Laboratory fee: \$10.00

A course designed primarily for majors in the physical sciences and engineering. Covers mechanics, heat and sound.

PHY 2049C GENERAL PHYSICS WITH CALCULUS II

3 lecture hours, 1 hour problem solving,

3 laboratory hours - 5 credits

Offered: Term II

Prerequisite: PHY 2048C with grade of C or better.

Laboratory fee: \$10.00

A continuation of PHY 2048C. Covers electricity, optics, and introduction to modern physics.

PHY 2053C GENERAL PHYSICS I

3 lecture hours, 1 hour problem solving,

3 laboratory hours - 5 credits

Offered: Term I

Prerequisite: Eligibility for MAC 1132 or B in MGF 1303.

Laboratory fee: \$10.00

Primarily for pre-professional students not majoring in engineering or physics. Covers classical and modern treatment of mechanics, sound and heat.

PHY 2054C GENERAL PHYSICS II

3 lecture hours, 1 hour problem solving,

3 laboratory hours - 5 credits

Offered: Term II

Prerequisite: PHY 2053C

Laboratory fee: \$10.00

Treats modern electricity and magnetism theory. Light studied as a wave in transmission and quantum in emission and absorption. Theories of atoms and their nuclei from Bohr to present day.

POLITICAL SCIENCE

INR 2002 INTERNATIONAL RELATIONS

3 lecture hours - 3 credits

Prerequisite: POS 2041 or consent of instructor

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.

POS 1001 INTRODUCTION TO POLITICAL SCIENCE

3 lecture hours - 3 credits

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

POS 1040 AMERICAN GOVERNMENT SURVEY

3 lecture hours - 3 credits

A one-semester TV-Self Study overview

of the government system of the United States. It includes theory and principles of constitutional government and integrates basic political science theory with contemporary American action. State government is covered also, using California, Illinois, and Texas as models.

POS 2041 AMERICAN NATIONAL GOVERNMENT

3 lecture hours - 3 credits

Offered: Term I and Term II

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

POS 2112 STATE AND LOCAL GOVERNMENT

3 lecture hours - 3 credits

Offered: Term II

Prerequisite: POS 2041 or consent of instructor

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 2905 POLITICAL STUDIES

1 lecture hour - 1 credit

Prerequisite: Consent of instructor

Provides an opportunity for personal study in specialized areas of political science (Political Theory, Political Participation, Comparative Politics, International Relations, National, State, and Local Government). Objectives include the development of factual background, analytical ability, and communication skills through individual research.

POS 2949 COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

PSYCHOLOGY

DEP 2000 HUMAN DEVELOPMENT

3 lecture hours - 3 credits

A study of the mechanics of adjustment, motivation, frustration and conflict. Learning, personality measurement and psychotherapy are considered. Emphasis is placed on the psychological process of the normal individual functioning in the society rather than on behavior disorders.

DEP 2002 PSYCHOLOGY OF CHILD DEVELOPMENT

3 lecture hours - 3 credits

Offered: Term II

The development of the human being from birth through the adolescent period is considered with respect to physical, mental, emotional, and social growth. Special emphasis is placed upon the influence of the home and school in the personality development of the child. Course is on independent study basis via television.

DEP 2004 PSYCHOLOGY OF HUMAN DEVELOPMENT

3 lecture hours - 3 credits

Offered: Term I

An introduction to the study of the changes taking place in human behavior over the life span — from conception to death. Areas to be emphasized are personality and cognitive, physical, social and moral development.

DEP 2201 PSYCHOLOGY OF EXCEPTIONAL CHILDREN

3 lecture hours - 3 credits

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

DEP 2302 ADOLESCENT PSYCHOLOGY

3 lecture hours - 3 credits

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

PSY 1992 DYNAMICS OF BEHAVIOR

3 lecture hours - 3 credits

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

PSY 2002 SURVEY OF PSYCHOLOGY

3 lecture hours - 3 credits

For the beginning student who cannot attend on a regular basis. Designed to provide an understanding of human be-

havior from the mental, physical, and emotional stand-point. Course may be taken on independent study basis via open circuit television or on-campus closed circuit television.

PSY 2012 INTRODUCTION TO PSYCHOLOGY

3 lecture hours - 3 credits

Offered: Term I and Term II

An introduction to the scientific study of human behavior with emphasis on the history and psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction.

PSY 2904 INTRODUCTION TO PSYCHOLOGY - HONORS

3 lecture hours - 3 credits

Prerequisite: PSY 2012

This course is intended for the student interested in a career in psychology or a deeper understanding of the field. A major subject area (selected by students and instructor) will be covered in depth with specialized readings, research projects, films, seminar discussions and independent study. Experimental methodology and beginning statistics will also be covered.

SOP 1740 PSYCHOLOGY OF WOMEN

3 lecture hours - 3 credits

The purpose of this course is to increase understanding of women's behavior and the physiological and environmental (cultural) factors which influence that behavior. Topics studied will include image of women in mythology—past and present; cross-cultural sex roles; physiological development of women; hormonal influences; sex-role identity formation; problems involved in marriage, divorce, widowhood, single parenting, career conflicts; vocational and educational problems—re-entry into these areas; midlife crisis; menopause, and the aging women.

SOP 2602 SOCIAL PSYCHOLOGY - HUMAN RELATIONS

3 lecture hours - 3 credits

Offered: Term I

This course stresses the human factors present in employment relationships. Topics include communication factors—verbal and non-verbal—motivational factors, leadership, personal problems of workers, performance evaluation, job discrimination, and international business relations.

REAL ESTATE

MTB 2100 REAL ESTATE MATHEMATICS (0)

2 lecture hours - 2 credits

Designed for people employed in Real

Estate sales, officials of financial institutions involved in Real Estate, and students of Real Estate. Emphasis will be given to solving mathematical problems involved in Real Estate transactions.

REE 2000 INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES I (0)
4 lecture hours - 4 credits
Test fee: \$10.00

This course is designed to meet requirements of the Florida Real Estate Commission for Principles and Practices of Real Estate I. It includes basic real estate information together with the areas of real estate law which are included on the Florida Real Estate Salesman's examination.

REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES II
3 lecture hours - 3 credits
Test fee: \$10.00

This course is designed to prepare students for the Florida Real Estate Brokers examination. These students must be licensed Florida Real Estate salesmen who have been properly qualified by the Florida Real Estate Commission before being permitted to register for the course.

REE 2081 CONTINUING EDUCATION SEMINAR IN REAL ESTATE (0)
1 lecture hour - 1 credit

A mandatory course for Real Estate salesmen and brokers who wish to maintain their licenses. Will include Real Estate License Law, plus state, federal, and income tax laws affecting Real Estate.

REE 2100 AN INTRODUCTION TO APPRAISING REAL PROPERTY (0)
4 lecture hours - 4 credits

An introduction to the principles and techniques involved in real property evaluation. Special emphasis will be given to residential properties.

REE 2200 REAL ESTATE FINANCING (0)
3 lecture hours - 3 credits

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

REE 2201 REAL ESTATE CURRENT ISSUES (0)
3 lecture hours - 3 credits

Topics include consideration of the challenges of real estate management today, including concerns of people relationships, the functions and systems that make these managements work, the job of the manager and his functions, selec-

tion and training of staff, and methods employed to produce a profitable operation.

REE 2441 REAL ESTATE LAND TITLES (0)
3 lecture hours - 3 credits

This course will cover abstracting, construction of, and application to real estate titles. Topics included will be Land Descriptions, the Government Survey System, Probate and Related matters, Corporate and Collective Type of Ownership, Personal Property Related to Real Estate, and Statutory Federal and other Regulations.

SOCIAL SCIENCE

IDS 1151 MAN AND ENVIRONMENT
3 lecture hours - 3 credits
A television course

An interdisciplinary social science study-at-home course, incorporating television presentations and independent study, designed to acquaint the student with the role individuals, government, and social institutions play in the cause and solution of environmental problems. Topics include: resource management, human adjustment to environmental change, the political system and the environment, and the environment and technology. Midterm and final examinations will be administered on campus.

IDS 2193 THE AGE OF UNCERTAINTY
3 lecture hours - 3 credits

This course, based on a B.B.C. television series, may be offered for home study. The major elements of the social sciences are utilized in an interdisciplinary synthesis of the material. The objective is to provide the student with an understanding of current social, economic, and political problems through a personalized view of modern economic history.

SSI 1011 INTRODUCTION TO THE SOCIAL SCIENCES
3 lecture hours - 3 credits

This course is a survey of the basic concepts and issues of the social sciences. Emphasis is placed on the study of the social sciences and their applications.

SOCIOLOGY

SYG 2410 MARRIAGE AND THE FAMILY
3 lecture hours - 3 credits

Prerequisite: SYG 2000 or consent of instructor

A study of values in mate selection and marriage and the problems of adjustment in the early years of family living.

The prevalence and causes of family instability and conflict are examined together with the positive values of marriage relationship.

SYG 1002 GENERAL SOCIOLOGY
3 lecture hours - 3 credits

Introductory level course designed to survey specific topics comprising sociology. Related categories of social framework, processes, controls and problems are dealt with in an interesting, stimulating and non-traditional manner.

SYG 2000 INTRODUCTION TO SOCIOLOGY
3 lecture hours - 3 credits
Offered: Term I and Term II

An introductory course designed to provide students with an intelligent understanding of social structures, social processes, social controls, and the nature of culture.

SYG 2010 SOCIAL PROBLEMS
3 lecture hours - 3 credits

An exploration of American contemporary social problems with emphasis upon the involvement of the individual, family and community. Topics such as Crime and Delinquency, Racial Problems, Dependency and Poverty, Religious Conflicts, and Urban and Rural Communities are analyzed in the light of factual data.

SYG 2949 COOPERATIVE EDUCATIONAL INTERNSHIP IN SOCIOLOGY - 3 credits

Refer to page 71, under the Cooperative Education Heading for additional information.

SPANISH

SPN 1000 BEGINNING SPANISH
1 lecture hour - 1 credit

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

SPN 1010 CONVERSATIONAL SPANISH (0)
3 lecture hours - 3 credits

A Spanish course especially structured for the person who plans to travel in Spanish-speaking countries. Emphasis is on vocabulary development and other concepts valuable in everyday situations. Institutional credit only.

SPN 1011 INTERMEDIATE CONVERSATIONAL SPANISH (0)
3 lecture hours - 3 credits

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

SPN 1100 ELEMENTARY SPANISH I
3 lecture hours - 3 credits

Designed for beginners and covering fundamentals of grammar. A thorough drill in pronunciation is emphasized. Early in the course, easy texts for the reading of simple prose are introduced.

SPN 1101 ELEMENTARY SPANISH II
3 lecture hours - 3 credits
Prerequisite: SPN 1100

A continuation of SPN 1100.

SPN 2200 INTERMEDIATE SPANISH III
3 lecture hours - 3 credits
Prerequisite: 2 years of high school Spanish or 1 year of college Spanish

Includes abundant practice in Spanish pronunciation and conversation, a review of grammar, extensive readings in the study of Spanish civilization.

SPN 2201 INTERMEDIATE SPANISH IV
3 lecture hours - 3 credits
Prerequisite: SPN 2200
A continuation of SPN 2200.

SPEECH

ORI 2000 ORAL INTERPRETATION OF LITERATURE
3 lecture hours - 3 credits

A course designed to enhance the student's appreciation of great literature while giving special attention to the application of techniques of oral reading. Special emphasis upon the ways that vocal patterns convey meaning and emotion.

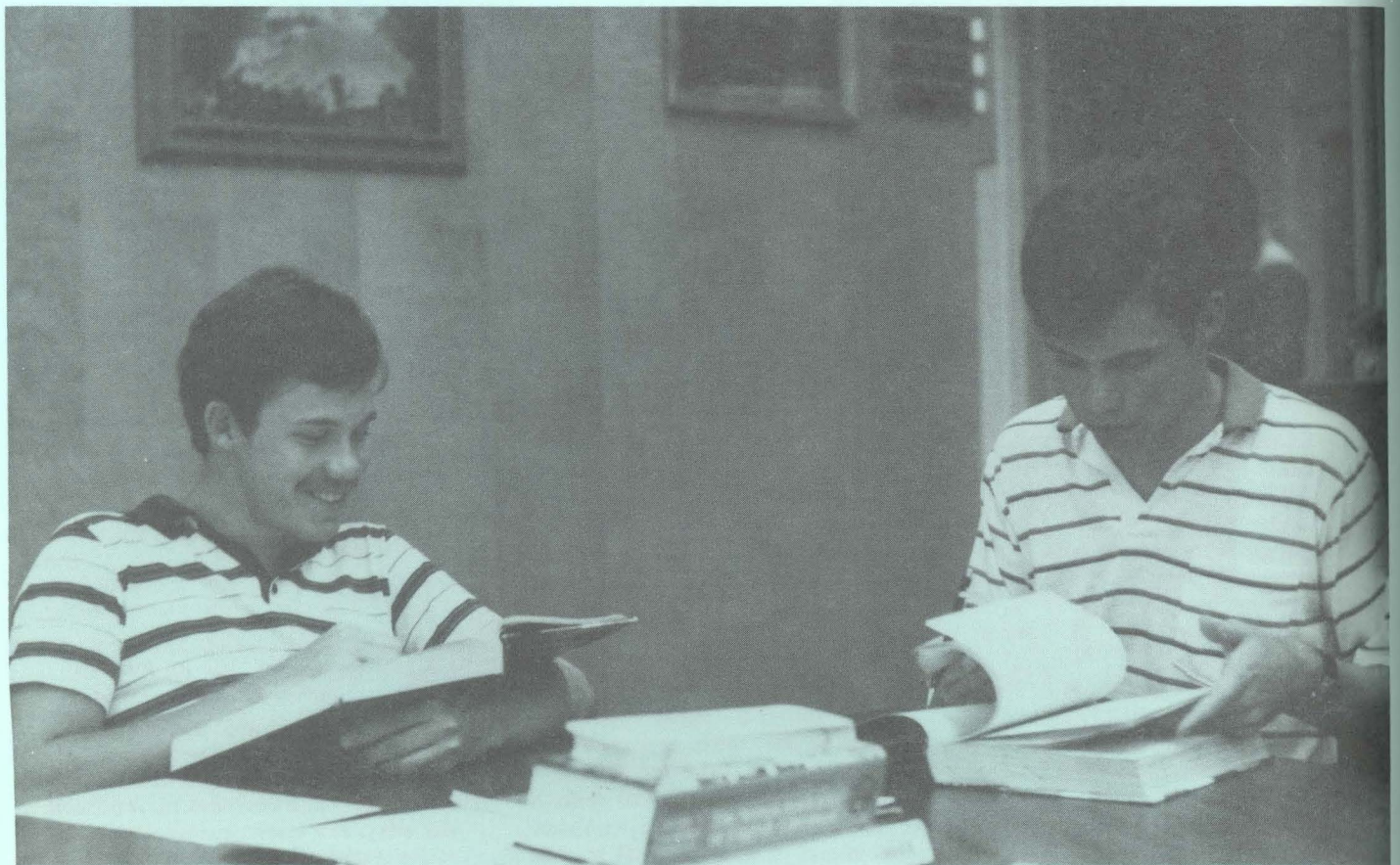
SPC 2031 FUNDAMENTALS OF SPEECH
3 lecture hours - 3 credits
Offered: Term I, Term II, and Summer

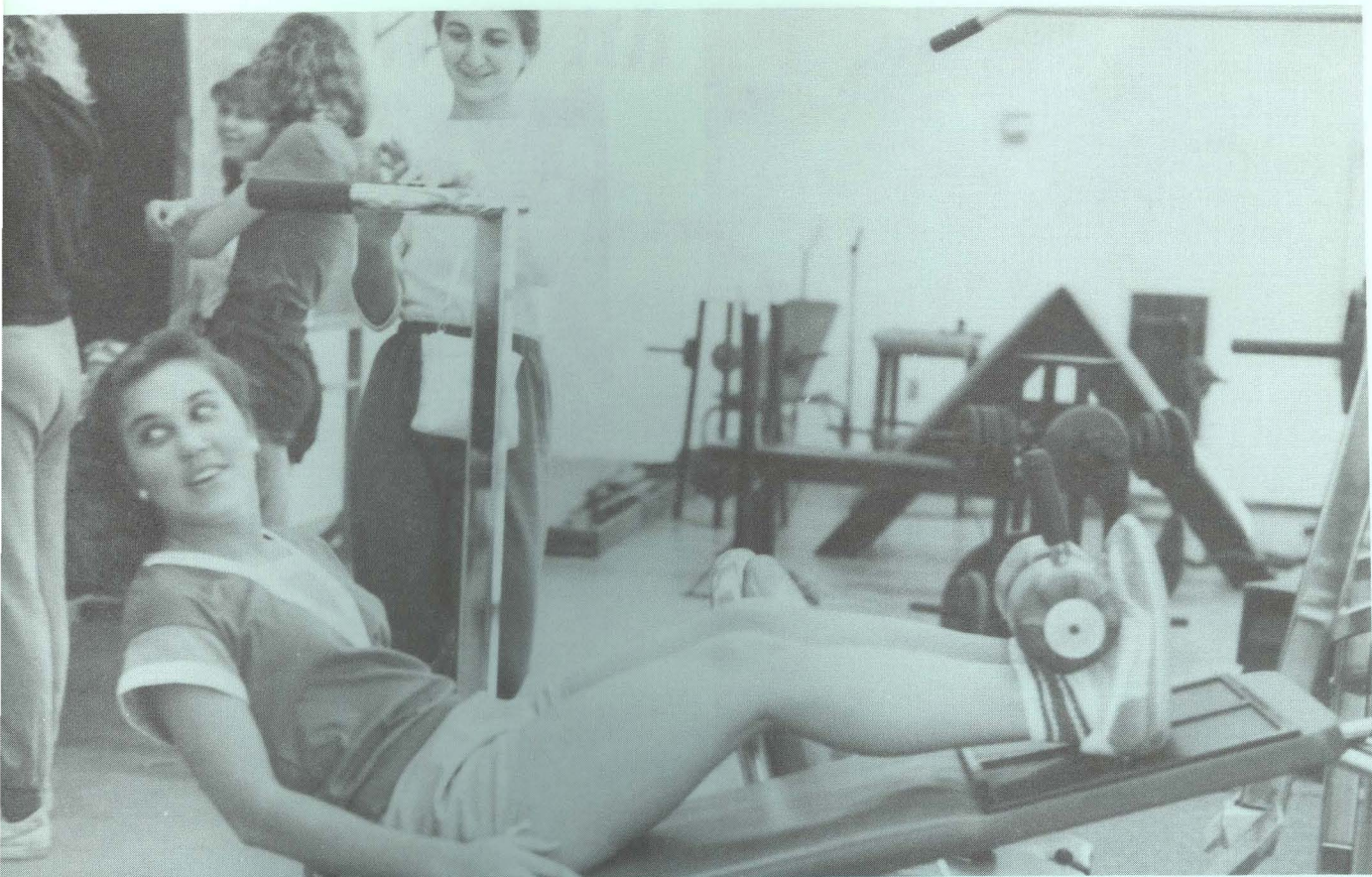
A course that covers the basic principles of oral communications; analysis and correction of individual problems, use of voice and body; interpretation, organization and delivering general platform speeches.

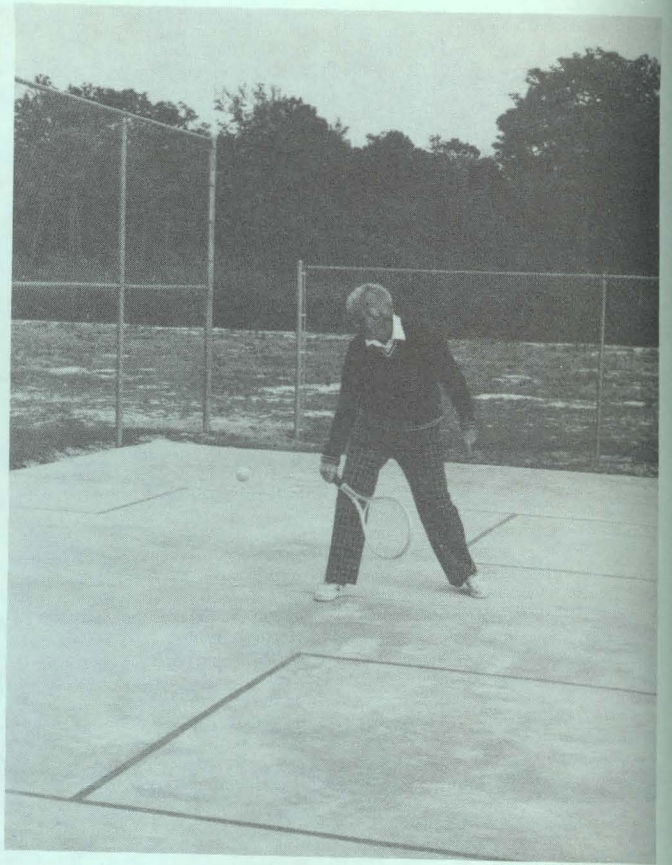
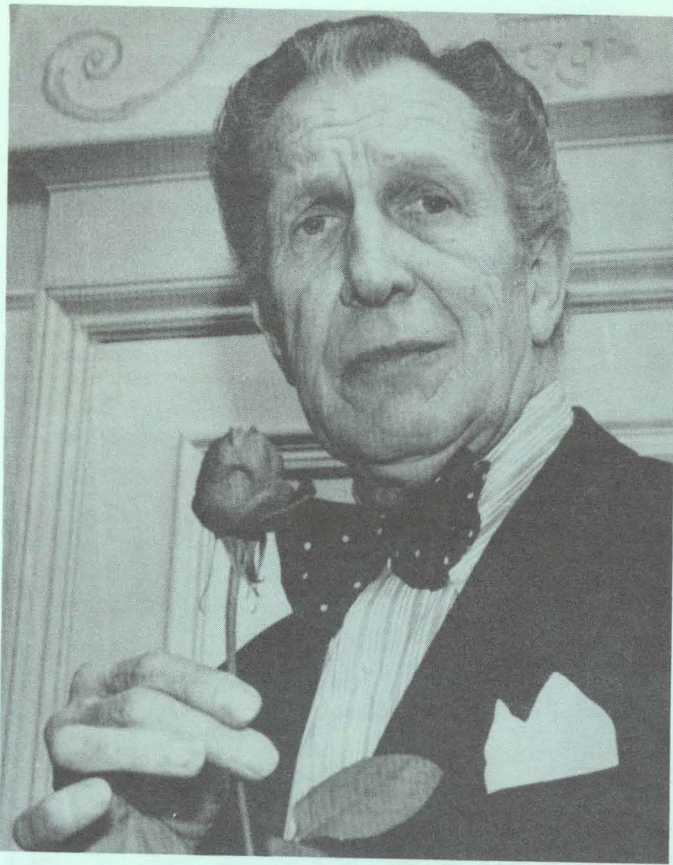
SPC 2601 ADVANCED PUBLIC SPEAKING
3 lecture hours - 3 credits

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.









Come Grow With Us . . .



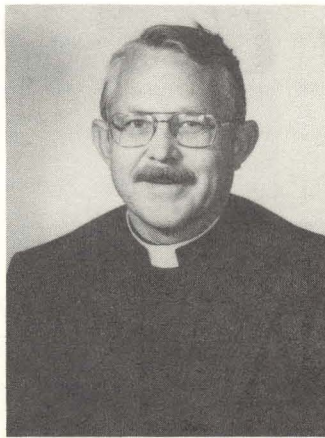
COLLEGE PERSONNEL

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Richard Egerton
LAKE COUNTY



Dr. Terry Jackson
LAKE COUNTY



Dr. Mildred M. Mizell
SUMTER COUNTY



Dr. Tully C. Patrowicz
LAKE COUNTY



Dr. J. R. Peacock
LAKE COUNTY

DISTRICT BOARD OF TRUSTEES



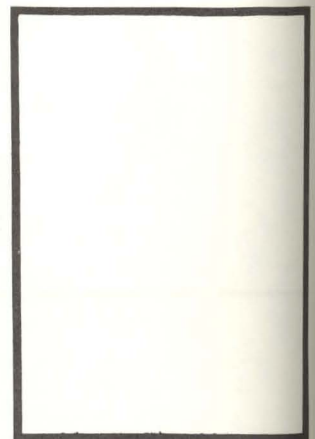
Beulah Savage
LAKE COUNTY



Freddie Thornton
SUMTER COUNTY



Almeda Williams
SUMTER COUNTY



"To be appointed"

ADMINISTRATION

ROBERT S. PALINCHAK

President

B.S., East Stroudsburg State College

M.A., Loyola College

Ph.D., Syracuse University

DOUGLAS BURGHAM

Dean of Academic Services

B.A., Youngstown State University

A.M., Ed.D., University of Illinois

DIXIE JEAN ALLEN

Dean of Student Services

B.S., M.A., Florida State University

Ed.D., University of Florida

WALTER E. ALLAN

Dean of Administrative Services

B.S.M.E., Tufts University

M.Ed., Ed.S., University of Florida

Ed.D., Florida State University

CHRISTYNE HAMILTON

Director of Budget and Accounting

A.A., Johnson Junior College

B.S., Rollins College

DIVISION CHAIRMEN

MARY H. CAPONI

Chairman, Business, Technologies

B.A., M.Ed., University of Central Florida

ROBERT C. WALL

Chairman, Mathematics-Science-

Allied Health

B.S., Eastern Michigan University

M.S., Ph.D., University of Michigan

LAVERA M. YARISH

Chairman, Humanities-Social Science

B.S., Wisconsin State College

M.Ed., Ed.S., University of Florida

Ed.D., Florida State University

FACULTY AND ADMINISTRATIVE STAFF

BONNER, A. P., Jr. Mathematics-
Physics

A.B., University of Louisville

M.Ed., University of Florida

BROWN, BARBARA D. ... Director of
Publications, Coor. of Co-op Ed.,
Placement and Work Study

B.A., University of Central Florida

BURG, JENNIFER J. . English, French

B.A., Elizabethtown College

M.A., University of Florida

BYNUM, LEROY E., Jr., Music

B.M., University of North Carolina

M.M., University of South Florida

CAMERON, EDMUND S. ... Chemistry

B.S., University of Notre Dame

M.S., Purdue University

COPELAND, DELBERT H. .. Director
of Learning Resource

B.S., M.A., Mississippi Southern

College

CUPPETT, THOMAS H. English,
Reading

B.C.S., Ben Franklin University

B.A., University of Maryland

M.Ed., Florida Atlantic University

DABNEY, DEBRA Y. Health and
Physical Education, Intramurals

B.S., M.Ed., Florida A & M University

DANDRIDGE, VERA W. Biological
Science

B.S., Mississippi University for Women

M.A., Peabody College

Ed.S., University of Florida

ECKHOFF, MICHAEL A.
Mathematics, Computer Science

B.S., Armstrong State College

M.S., University of Florida

ELLIS, LARRY T. Director of
Personnel and Affirmative Action

B.A., M.Ed., Florida A & M University

Ed.S., Florida State University

FRITCH, LYNN P. English, Speech

B.A., Mercer University

M.A., University of Central Florida

GATLIN, ERVIN Music

B.M.E., M.M.E., Ed.S., Ed.D., Florida

State University

GRABER, JARED S. Social Science

B.A., State University of New York,

Albany

M.A., San Diego State University

GRAY, SUZANNE J. .. Coordinator of
Learning Opportunity Center

A.B., B.S., Valdosta State College

GRIGSBY, JAMES D. Business

B.S.B.A., M.B.A., University of

Central Florida

Ed.D., Florida Atlantic University

HARDY, JAMES G. Accounting

B.S., Florida A & M University

M.A., University of Missouri

HERRING, ANN SHERRY ... Director
of Community Services

B.A., M.Ed., University of West

Florida

HOLLINGSWORTH, DELBERT L. ...
Health and Physical Education,
Director of Athletics

B.S., Tennessee Polytechnic Institute

M.A., University of Tennessee

HUEY, DAVID G. .. Computer Science

B.S., Morehead State University

JOCHIMS, DENNIS F. . Developmental
English

A.A., Tallahassee Community College

B.A., M.A., Florida State University

KEHDE, PETER M. Biological
Sciences

B.S., Eckerd College

M.S., Oklahoma State University

KELTON, H. JEANNE .. Art, Business

B.A., M.Ed., University of Central

Florida

KENNEDY, WILLIAM C., II
Counselor

B.A., M.A., Stetson University

Ph.D., University of Florida

KERTZ, JACOB D. Engineering,
Mathematics

B.S.M.E., University of Idaho

M.S., U.S. Naval Postgraduate School

M.S., George Washington University

KING, JANET V. Art

B.A., Southern Methodist University

M.A., University of Mississippi

Ed.S., University of Florida

KRAUSE, DAVID F. Social Science

B.A., State University of New York,

Geneseo

M.A., University of Tennessee

MCLEAN, SUSAN R. Nursing
Program Director

B.S.N., M.N., University of Florida

MEYER, CAROLYN J. Psychology

B.A., M.A., Fairleigh Dickinson

University

Ph.D., Fordham University

MILLER, TERRY E. . Criminal Justice,
Behavioral Science

B.S., Florida State University

MORRIS, JEFFREY K. ... Coordinator,
Criminal Justice

B.S., Florida State University

M.S., Eastern Kentucky University

NEAL, JOHN R. . Economics, Business

B.S., M.A., Memphis State University

M.S., Rollins College

PAYNE, F. DAVID English, Drama

B.A., University of Florida

M.A.T., Trenton State College

PENNACCHIA, SUSAN M. ... Nursing

B.S.N., M.S.N., Catholic University

RAGER, MARY JO Business

B.A., M.Ed., University of Central

Florida

RATA, JOHN W. English,
Photography

B.G.S., M.A.T., Rollins College

RENNIE, JAMES M. English

B.A., M.A., University of South

Florida

RICCI, GLENN A. Commercial Art

B.A., Point Park College

M.F.A., University of Wyoming

RUTH, LESTER R., Jr. Director of
Research, Planning and Development
A.B., M.A., Emory University
Ed.S., University of Florida
Ed.D., Florida State University

SEBREE, EVELYN A. Director of
Financial Aid, Executive Director of
LSCC Foundation, Inc.
B.S., Ed.S., University of Florida
M.A.T., Rollins College
Ph.D., Florida State University

SHARP, E. LAMAR Mathematics
B.S., M.A.T., Indiana University

SMITH, ROBERT GERALD .. Director
of Admissions and Records
B.S.Ed., Georgia Southern College
M.Ed., Rollins College

SNEED, JEAN J. Journalism
B.A., Michigan State University
M.A., Ed.S., University of Florida
Ed.D., Florida State University

SPERO, ABBY ANN English
B.A., State University of New York,
Binghamton
M.A., Ed.S., University of Iowa

STEIN, DENISE E. Librarian
A.A., Indian River Community College
B.A., Florida Atlantic University
M.Ln., Emory University

STEPHENSON, MARY S. Nursing
B.S.N., Northeastern Louisiana
University

TAYLOR, MARY RUTH .. Director of
Student Activities
A.B., M.A., Marshall University

TRABERT, W. DOUGLAS Media
Specialist
B.S.E., Central Missouri State
M.A.E., Western Carolina University

VANN, CLYDE F. Coordinator of
Small Business Center
B.S., University of Alabama

WAGONER, BOBBIE D. Mathematics
B.S., University of North Carolina
M.A., Appalachian State University

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BRAUTCHECK, JOYCE H. . Financial
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A.S., Lake-Sumter Community College

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A.A., Lake-Sumter Community College

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B.B.A., University of Miami

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Administrative Services

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Technician

DIXON, WILLIAM H. Computer
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A.A., Lake-Sumter Community College
A.S., St. Petersburg Junior College

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B.S.B.A., University of Central Florida

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STIENSTRA, KATHLEEN .. Computer
Operator

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Custodian

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Custodian

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B.I.S., University of South Florida

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Sun Bank of Lake County

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Lake-Sumter Community College

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Umatilla State Bank

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Southeast Bank

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Lake County Bank

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Lake-Sumter Community College

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Sun Bank of Lake County

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Florida Telephone Corporation

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Lake-Sumter Community College

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Vice-President - Cashier
Barnett Bank of Lake County

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Certified Public Accountant
Greenlee, Paul, and Kurras

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Manager
Florida Telephone Corporation

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Lake County Courthouse

TOM SKIDMORE
Attorney
Bushnell

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Lake Orthopedic Clinic

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Hughes Group

SHARON BENSON
Graphic Artist
Leesburg Commercial

JOHN GRIFFIN
Artist
Tamjo Sign Company

ANITA HARDIN
Advertising Consultant
Mount Dora Topic

ALAN JERGINS
Airbrush Artist
The Brick Shirt House

SANDY MORGAN
Commercial Artist
Link Printing

GAIL PEDEN
Designer Paste-Up
Ford Press

DAVE PISCHEL
Graphic Artist/Designer/Illustrator
Husebo Advertising/Public Relations

GLENN RICCI
Commercial Art Instructor
Lake-Sumter Community College

COMPUTER SCIENCE

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Tavares

JAMES R. GREER
Data Processing Manager
Lake County School Board

SUSAN JONES
Business Data Processing Teacher
Wildwood High School

CONLEY KIDD
Division Equipment Supervisor
Florida Telephone Corporation

DAVID OHNSTAD
President
Lake Data Center, Inc.

LEROY WILSON
Curriculum Assistant
South Sumter High School

CONTINUING EDUCATION FOR NURSES

JANET COBIA, RN
In-Service Education Director
Director of Nurses
South Lake Memorial Hospital

BETTY CRABB, RN
Continuing Education Director
Lake Community Hospital

MARJORIE GARAUX, RN
Director of Nurses
Harry-Anna Crippled Children's
Hospital

HERBERT MARTIN, LPN
Staff Nurse
Waterman Memorial Hospital

SUSAN MCLEAN
Nursing Program Administrator
Lake-Sumter Community College

EDNA NICELY, RN
In-Service Director
Waterman Memorial Hospital

JEANNETTE ONKIST
Public Health Nurse Supervisor
Sumter County Health Department

MARY SLOAN, RN
Director of In-Service Education
Leesburg Regional Medical Center

MARY SUE STEPHENSON
Nursing Instructor
Lake-Sumter Community College

THELMA WATTS, Ed.D.
Chairman, Health Occupations
Education
Lake County Vocational-Technical
Center

MARY ZINION, RN
Staff Nurse
Lake County Health Department

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DERRYL BENTON
Trainee
First Family Federal

BARBARA BROWN
Coordinator, Cooperative Education
Lake-Sumter Community College

MARY CAPONI
Chairman, Business and Technologies
Lake-Sumter Community College

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Attorney
Eustis

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Secretary
Lake-Sumter Community College

JAMES EDWARDS
Educator
Sumter County B.P.I.

DONNA MACMAHAN
Personnel Clerk
Florida Telephone Corporation

BARBARA MANNING
Manager
Florida State Employment Service

KEN MULLIS
President
Flagship Bank of Lake County

BETTY PHILLIPS
Personnel Representative
Florida Telephone Corporation

S.T.E. PINKNEY
Retired Coordinator
Federal Migrant Program

REBA SIMMONS
Personnel Director
Lake Community Hospital

EVELYN STARK
General Supervisor
District School Board of Lake County

TOM SWAIN
Tax Collector
Sumter County

BERTHA WALTERS-COLWELL
Manager
Sears-Roebuck and Company

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Public Defender
Tavares

JAMES BROWN
Chief of Police
Leesburg Police Department

EARL GOODEN
Chief of Police
Mount Dora Police Department

NOEL E. GRIFFIN, JR.
Sheriff
Lake County Sheriff's Office

KATHY MARTIN
Instructor
Lake County Area Vocational
Technical Center

TERRY MILLER
Criminal Justice Instructor
Lake-Sumter Community College

JEFFREY MORRIS
Criminal Justice Coordinator
Lake-Sumter Community College

GORDON OLDHAM
State Attorney
5th Judicial Circuit
Tavares

PATRICIA PALMER
Psychotherapist
Mount Dora

JAMES REED
Chief of Police
Tavares Police Department

M. K. SAWYER
Superintendent
Sumter Correctional Institution

WILLIAM SPEARS
Chief of Police
Eustis Police Department

STERLING STAGGERS
Superintendent
Lake Correctional Institution

JOHN STEVENS
Instructor/Coordinator
Lake County Area Vocational
Technical Center

ARNOLD WEICHERT
Counseling and Social Services
Sumter Correctional Institution

ELECTRONICS

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Chairman, Engineering Technology
Department
University of Central Florida

RICHARD E. GEISSLER
Tavares

ROBERT GLOVER
Personnel Director
Florida Telephone Corporation

CONRAD LAMMON
Supervisor, Electronics Lab
Martin-Marietta Corporation

PATRICIA LEEKS
Training Administrator
Florida Telephone Corporation

RICHARD NEWMAN
Consulting Engineer
Leesburg

WALLY PHILLIPS
Assistant Supervisor, Electronics Lab
Martin-Marietta Corporation

JOHN SISLER
General Manager
Sumter Electric Co-op

BILLY G. SPIKES
District Manager
Florida Power Corporation

CARL VOSSBERG, III
President
Electron Machine Corporation

EQUAL ACCESS/EQUAL OPPORTUNITY-COLLEGE

DIXIE JEAN ALLEN
Dean of Student Services
Lake-Sumter Community College

LEROY BYNUM
Music Instructor
Lake-Sumter Community College

DEBRA DABNEY
Physical Education Instructor
Lake-Sumter Community College

LARRY ELLIS
Director of Personnel/Affirmative
Action
Lake-Sumter Community College

ANN FRANCIS
Student
Lake-Sumter Community College

JAMES RENNIE
English Instructor
Lake-Sumter Community College

MELVINA ROBINSON
Secretary
Lake-Sumter Community College

EQUAL ACCESS/EQUAL OPPORTUNITY-COMMUNITY

GREG BELIVEAU
Director of Community and Economic
Development
Leesburg

WALTER BERRY
Teacher
Lake County Schools

BETTYE CONEY
Content Specialist
Lee Educational Center

LARRY ELLIS
Director of Personnel/Affirmative
Action
Lake-Sumter Community College

CHRISTYNE HAMILTON
Director of Budget and Accounting
Lake-Sumter Community College

LORENZO HARLEY
Teacher
Lake County Schools

WILLIAM MCKINNEY
Minister
Clermont

JOYCE McTIER
Assistant Principal
Mount Dora High School

MELVINA ROBINSON
Secretary
Lake-Sumter Community College

JERRY SMITH
Director of Admissions and Records
Lake-Sumter Community College

MARGARET WARD
Leesburg

HEALTH RELATED OCCUPATIONS

EDMUND CAMERON
Chemistry Instructor
Lake-Sumter Community College

BETTY CRABB, RN
Nursing Service Administrator
Lake Community Hospital

STEVEN GRIMM
Hospital Administrator
South Lake Memorial Hospital

MARIE HERNDON, LPN
Nursing Supervisor, Project Health
Sumterville

ROBERT MOORE
Director, Emergency Medical Service:
Leesburg Regional Medical Center

CAROLYN POITIER, RN
Staff Nurse
Waterman Memorial Hospital

ROBERT C. WALL, Ph.D.
Chairman, Mathematics-Science and
Allied Health
Lake-Sumter Community College

THELMA WATTS, Ed.D.
Chairman, Health Occupations
Education
Lake County Vocational Technical
Center

JOHN WHITT, Jr., DDS
Dentist
Leesburg

SANDRA WILSON
Part-Time Instructor
Lake-Sumter Community College

NURSING

CARL BENDER
Hospital Administrator
Waterman Memorial Hospital

STEVEN GRIMM
Hospital Administrator
South Lake Memorial Hospital

WILMA GREEN, RN
Director of Nursing
Leesburg Regional Medical Center

CAROL HAWK
Assistant Director of Nursing
Lake Community Hospital

LORRAINE LEASER
Director of Nursing
Waterman Memorial Hospital

LESLIE LONGACRE, RN
Director of Nursing
South Lake Memorial Hospital

SUSAN MCLEAN, MSN
Nursing Program Administrator
Lake-Sumter Community College

BILL MOBLEY
Administrative Assistant
Lake Community Hospital

TULLY PATROWICZ, M.D.
Ophthalmologist
Eustis

ROBERT C. WALL, Ph.D.
Chairman, Mathematics-Science and
Allied Health
Lake-Sumter Community College

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Education
Lake County Vocational Technical
Center

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Electrical Contractor

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Teacher, Wildwood Middle School

MARY M. WRESH
Student
Lake-Sumter Community College

WORD PROCESSING

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Sumter Electric Cooperative, Inc.

HELEN BLACKMON
Legal Assistant/Office Manager
Getzen & Hagin, P.A.

MARY CAPONI
Chairman, Business and Technologies
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DOTTIE GAINES
Word Processing Supervisor
Lake County Courthouse

PAMELA HERON
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Sun First National Bank of Lake
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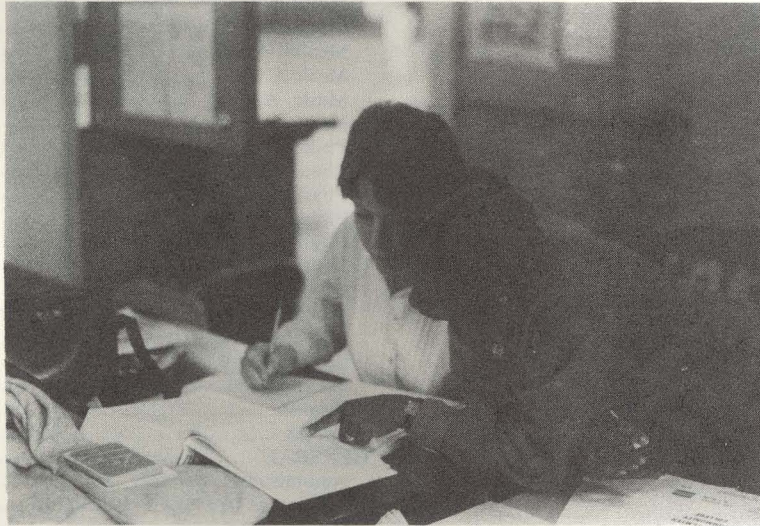
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MARY JO RAGER
Business Instructor
Lake-Sumter Community College

JENNIFER SNAVELY
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at Lake-Sumter Community College

PLEASE FORWARD THE FOLLOWING INFORMATION TO ME.

Name_____

Mailing Address_____

City_____ State_____ Zip_____

- ☐ Application for Admission to Lake-Sumter Community College.
- ☐ Financial Aid Information (Including Scholarships, Grants, Loans)
- ☐ Schedule of Classes for:
- ☐ Term I (September-December)
 - ☐ Term II (January-April)
 - ☐ Term III (May-June)
 - ☐ Term IV (June-August)
 - ☐ Term V (Evening May-August)

My major area of interest is_____

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

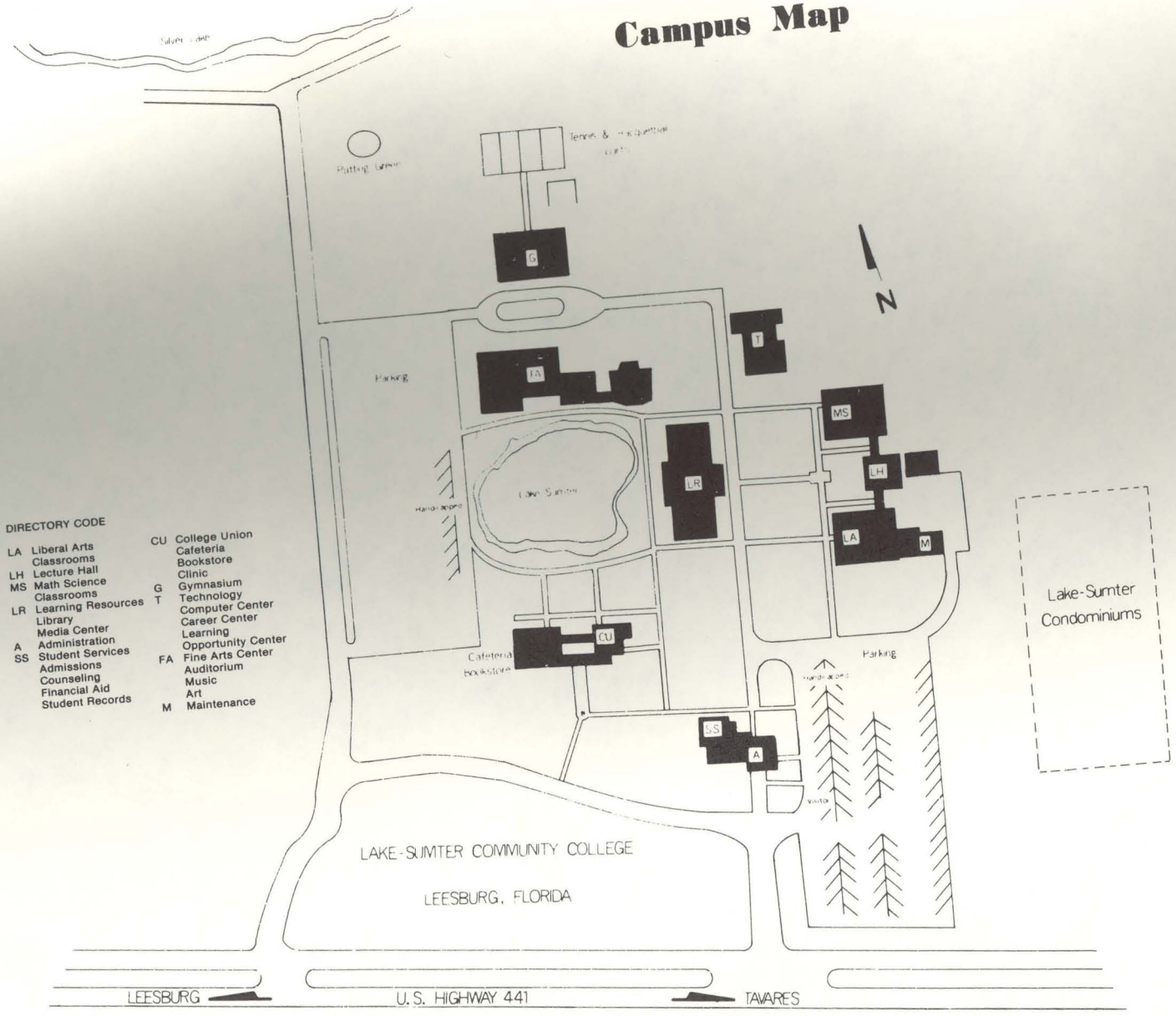
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Campus Map

- DIRECTORY CODE**
- | | | | |
|----|--------------------|----|-----------------------------|
| LA | Liberal Arts | CU | College Union |
| LH | Classrooms | | Cafeteria |
| MS | Lecture Hall | | Bookstore |
| LR | Math Science | G | Clinic |
| | Classrooms | T | Gymnasium |
| | Learning Resources | | Technology |
| | Library | | Computer Center |
| A | Media Center | | Career Center |
| SS | Administration | | Learning Opportunity Center |
| | Student Services | FA | Fine Arts Center |
| | Admissions | | Auditorium |
| | Counseling | | Music |
| | Financial Aid | | Art |
| | Student Records | M | Maintenance |



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

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