

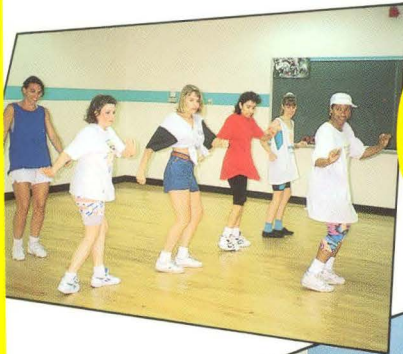
# LAKE-SUMTER COMMUNITY COLLEGE

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LSCC



1994



1995



CATALOG



# LAKE-SUMTER COMMUNITY COLLEGE 1994 - 1995

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

## **ACCREDITATION**

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

## **MEMBERSHIPS**

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

## **NOTICE**

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

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

## **AFFIRMATIVE ACTION STATEMENT**

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

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

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

## **DRUG FREE SCHOOL**

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

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## PRESIDENT'S MESSAGE

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Robert W. Westrick". The signature is written in a cursive, flowing style.

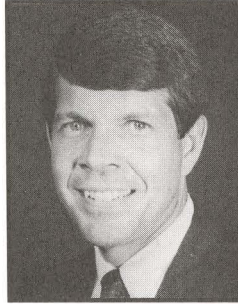
Dr. Robert W. Westrick

College President

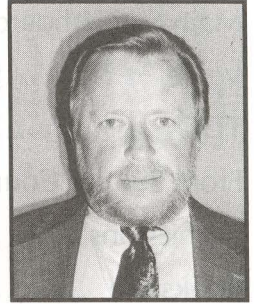
# DISTRICT BOARD OF TRUSTEES



Mr. Glenn F. Wade  
Chairman  
Sumter County



Mr. Kendall L. Spencer  
Vice Chairman  
Lake County



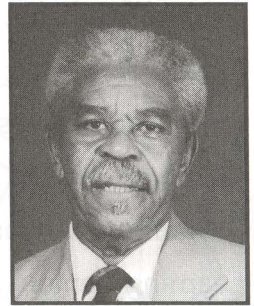
Dr. Dale E. Barch  
Lake County



Mrs. Bettie L. Hutchinson  
Sumter County



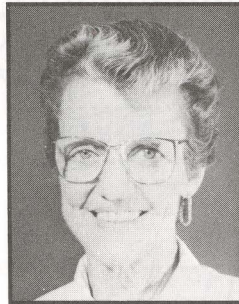
Mrs. Helen L. Jones  
Lake County



Mr. T.H. Poole, Sr.  
Lake County



Mrs. Louise W. Ross  
Sumter County



Dr. Evelyn A. Sebree  
Lake County



Mr. Randall N. Thornton  
Sumter County

Mr. Chris Ford,  
Board Attorney

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## COLLEGE TELEPHONE NUMBERS

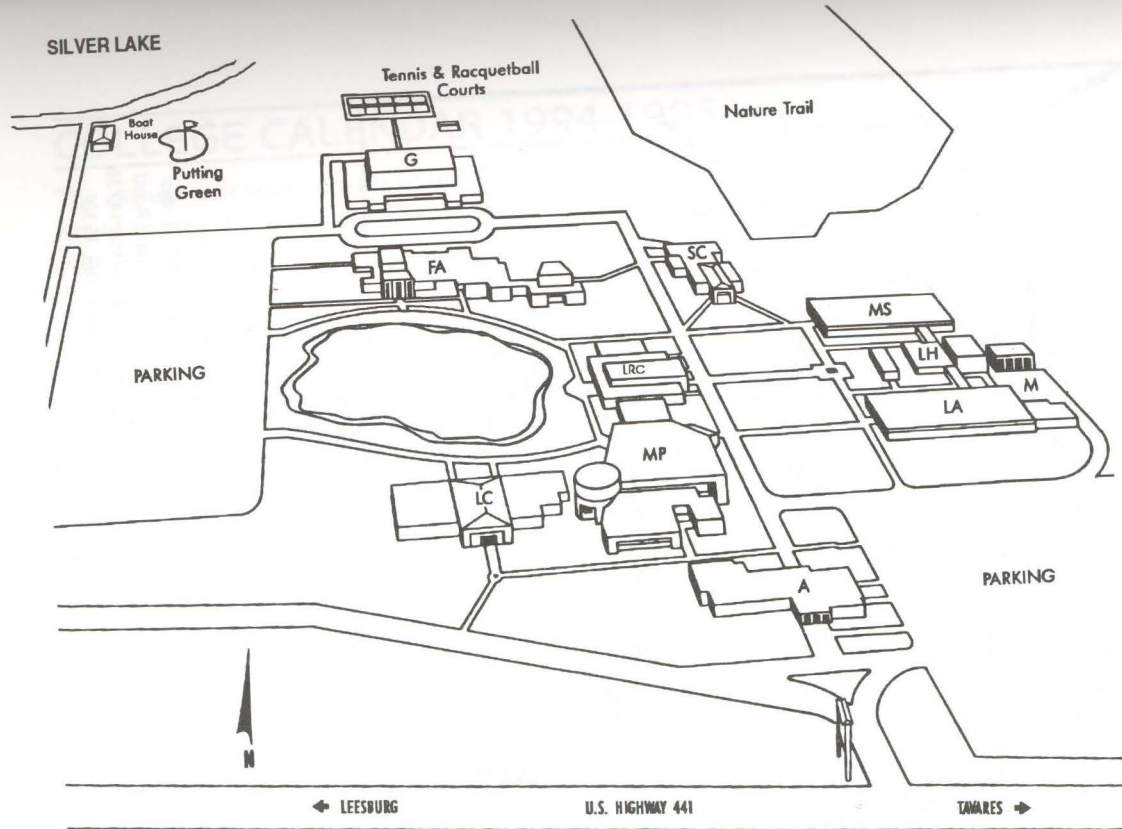
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### Main Switchboard

Voice .....	787-3747
TDD.....	365-3555
From Sumter County .....	748-1959
Admissions .....	365-3573
Bookstore .....	787-4900
Computer Institute.....	365-3530
Continuing Education .....	365-3556
Counseling.....	365-3574
Financial Aid .....	365-3513
Financial Services .....	365-3578
Gymnasium.....	365-3538
Institutional Advancement .....	365-3510
Learning Center .....	365-3554
Library .....	365-3563
LSCC Foundation.....	365-3518
Media Center .....	365-3565
Performing Arts .....	365-3560
Records .....	365-3572
South Lake Center .....	365-3530
Sumter County Center.....	365-3530
Women's Program.....	365-3570

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





## DIRECTORY CODE

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

## Campus Map

Lake-Sumter Community College  
 Leesburg, Florida  
 (904) 787-3747



### Lake-Sumer Community College

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

### Sumter County

U.S. Highway 301  
 Sumterville, Florida 33585  
 Telephone: 365-3530

### South Lake

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

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# COLLEGE CALENDAR 1994-1995

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

## CALENDAR

### COLLEGE HOLIDAYS/FACULTY NON-WORK DAYS

Labor Day.....	September 5
Fall Break (Faculty and Students only).....	October 14
Thanksgiving.....	November 24-26
Winter Break, Students.....	December 12-30
Winter Break, Staff.....	December 19-30
Winter Break, Faculty.....	December 15-January 2
Martin L. King Birthday.....	January 16
Spring Break.....	March 13-18
Memorial Day.....	May 29
Independence Day.....	July 4

### REGISTRATION INFORMATION

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

### GRADUATION

A graduation ceremony will be held May 5, 1995 for persons completing graduation requirements at the end of the 1994 Summer Terms, 1994 Fall Term or the 1995 Spring Semester.

## INFORMATION FOR FACULTY

	<b>Fall Semester Term II-94</b>	<b>Spring Semester Term III-95</b>	<b>Summer Term IA-95</b>	<b>Summer Term IB-95</b>	<b>Summer Term IC-95</b>
All faculty report for duty	August 18	January 3	May 8	June 26	May 8
Final grades due in Records Office	December 13 noon	May 3 8AM	June 23 noon	August 11 noon	August 11 noon
Last day to remove "I" grades received in previous term	September 9	January 13	June 5	July 24	June 5
Workdays for faculty not teaching during 1995 Summer Terms		May 5-26			
End of 9 month faculty contract period		May 26			
End of Summer term contract period			June 23	August 11	August 11

## INFORMATION FOR STUDENTS

Day and evening classes begin	August 22	January 5	May 8	June 26	May 8
Last day to apply for CLAST	September 2	January 20	May 5		
CLAST Test date	October 1	February 18	June 3		
Saturday classes meet as usual	September 3 October 15	January 14 March 11			
Last day to apply for degree or certificate	September 23	February 3	May 15	July 5	July 5
College Night	September 29				
Last day for all registrants to complete admission requirements. Status will be changed to non-degree seeking after this date.	October 7	February 17	June 5	June 25	June 5

	<b>Fall Semester Term II-94</b>	<b>Spring Semester Term III-95</b>	<b>Summer Term IA-95</b>	<b>Summer Term IB-95</b>	<b>Summer Term IC-95</b>
Last day to withdraw (grade of "W")	October 21	March 3	June 2`	July 21	June 30
Classes end	December 6	April 26	June 21	August 9	August 4
Final exams as scheduled (day classes)	December 7-12	April 27- May 2	June 22	August 10	
Final exams as scheduled (evening classes)	December 6-12	April 26- May 2	June 20 (T/R class) June 21 (M/W class)	August 9 (M/W class) August 10 (T/R class)	Aug 7-10
Term ends	December 10	May 2	June 22	August 10	August 10
Degree/certificate conferral	December 15 Reception	May 5 Formal Ceremony	July 5	August 16 Reception	August 16 Reception
Last day to remove "I" grades received in previous term	September 9	January 13	June 5	July 24	June 5



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# THE COLLEGE

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# THE COLLEGE

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## PHILOSOPHY

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

## MISSION/PURPOSE

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

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

## AN OVERVIEW

Lake-Sumter Community College was authorized by the 1961 Florida Legislature as the result of efforts of citizens in Lake and Sumter Counties. Dr. Paul P. Williams was appointed as the college's first president in 1962.

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



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

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

With the help and assistance of leading citizens, educators, and political figures, the college grew rapidly and the campus expanded throughout its more than 70 acre site on U.S. Highway 441, across from the Leesburg Municipal Airport and bordering on beautiful Silver Lake. In 1992 neighboring property was purchased for future expansion, enlarging the campus to 114 acres.

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

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

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

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

Serving more than 6,000 students annually, Lake-Sumter Community College continues to have a major impact on the surrounding region.

In addition, high school students who qualify for dual enrollment can take various LSCC courses while completing their secondary education. Also, a unique articulation program with the University of Central Florida, enabling

students to complete elementary education bachelor's degree studies at the college, is proving to be highly successful.

Complementing its academic offerings, Lake-Sumter Community College features a variety of athletic, leisure time, personal enrichment and cultural entertainment programs and activities. In all ways, the institution strives to fulfill its role and mission as a public, comprehensive college dedicated to the service of its community.

## **SOUTH LAKE COUNTY AND SUMTER COUNTY FACILITIES**

Lake-Sumter Community College operates off campus facilities in Clermont and Sumterville. Sumter County courses are currently being offered at South Sumter High School while a permanent LSCC Center is being completed on Highway 301 in Sumterville. LSCC also offers courses at South Lake High School, 15600 Silver Eagle Road, Groveland. A variety of credit and non-credit courses are offered each term. For more information, contact the Office of Admissions for credit courses and the Coordinator of Off-Campus sites at 365-3530 for information about non-credit programs. Phone toll-free from Sumter County, 748-1959.

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# STUDENT SUPPORT SERVICES

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# STUDENT SUPPORT SERVICES

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## COLLEGE BOOKSTORE

A private company operates the bookstore, which is located in the Student Center. The store offers both new and used textbooks, academic supplies, and some clothing items. The bookstore is open from 8:00 a.m. to 3:00 p.m., Monday through Friday. Additionally, the store is open in the evening during registration and the first week of classes, during the Fall and Spring Terms, and each Monday and Tuesday evening from 4:30 p.m. to 6:30 p.m.

## PARKING

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

## FOOD SERVICE

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

## TRANSPORTATION

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

## HOUSING

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

## BUSINESS OFFICE

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

## SAFETY AND FIRE REGULATIONS

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

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

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

	1990	1991	1992
1. Homicide Offenses	0	0	0
2. Sex Offenses	0	0	0
3. Robbery	0	0	0
4. Aggravated Assault	0	0	0
5. Burglary/Breaking & Entering	1	1	2
6. Larceny/Theft Offenses	9	3	4
7. Motor Vehicle Theft	0	0	0

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

## USE OF COLLEGE FACILITIES

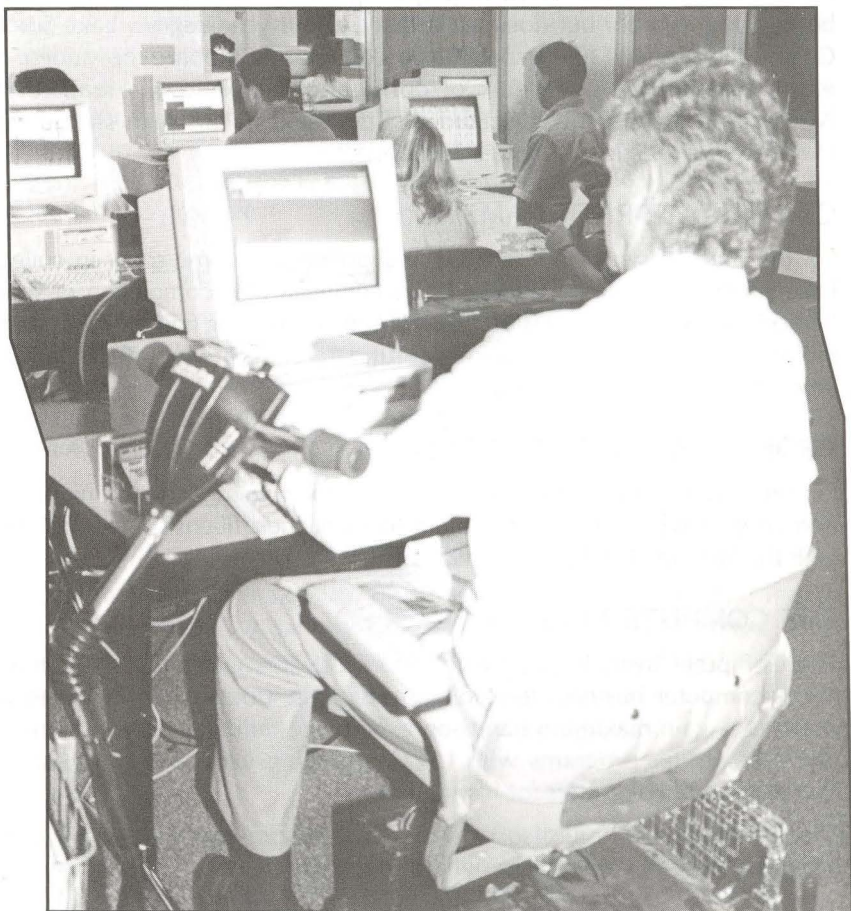
The Vice President of Administrative Services is responsible for scheduling the use of college facilities for all groups. College policy provides that a fee will be charged to those groups which are not college related; additionally, insurance requirements must be satisfied through the Risk Management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

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# DEGREES AND PROGRAMS

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## **DEGREES AND PROGRAMS**

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### **GENERAL TRANSFER PROGRAM**

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

### **CAREER PROGRAMS**

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

### **CERTIFICATE PROGRAMS**

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

### **PROFESSIONAL PROGRAMS**

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

### **THE COMPUTER INSTITUTE**

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

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



## OTHER PROGRAMS

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

## SPECIAL PROGRAMS AND COURSES

### ADVANCED PLACEMENT/COLLEGE BOARD

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

### COLLEGE LEVEL EXAMINATION PROGRAM

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

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

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

Examination & Course Equivalent	Minimum Score for awarding credit	Credit hours awarded
American Government, POS 2041	50	3
American History I, AMH 2010	49	3
American History II, AMH 2020	49	3
American Literature, AML 2010, 2022	50	6
Biology, BSC 1010	49	3

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

Students will not be permitted to take an examination for credit in a course in which they have already received credit. When courses come in blocks of 6 semester hours, students will not be permitted to earn three hours through CLEP. Students will not be permitted to take CLEP exams in courses for which they are currently enrolled, and will not be permitted to use CLEP for repeated courses.

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

## EXEMPTION/WAIVER EXAMS

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

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

## DUAL ENROLLMENT

Inquiries concerning the Dual Enrollment Program should be addressed to the Director of Admissions & Records. Plans to seek admission to the Dual Enrollment Program must be initiated with the high school officials.

## EARLY ADMISSION STUDENTS

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

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

## ROTC

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

## AIB TRANSFER CREDIT

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

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

## CORRESPONDENCE COURSES

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

1. The course was administered by a regionally accredited institution.
2. The minimum grade earned is at least the equivalent of a "C" at Lake Sumter Community College.
3. The credit is acceptable by the institution conducting the correspondence course toward one of its own degrees.
4. None of the final 15 semester hours before graduation may be acquired through correspondence unless the student is unable to obtain the course or courses at Lake-Sumter Community College.

Lake-Sumter Community College does not offer correspondence courses.

## COOPERATIVE EDUCATION

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

College credit may be earned for work experience if the students' jobs are related to their field of study or vocational goal. Appropriate learning objectives will be identified and approved for evaluation. Transfer students may continue their Cooperative Education at colleges and universities.

Flexibility is built into the program by offering various work experience options and related classroom seminars. Each part-time training assignment earns three (3) semester hours of academic credit per term. Co-op students must maintain a 2.00 grade point average (C) or better to continue in the program. Prerequisites: A student must have completed a minimum of 12 semester hours at Lake-Sumter Community College or an approved institution, with a 2.00 grade point average (C) or higher. In addition, the student must have the approval of the Cooperative Education Coordinator, the Faculty/Advisor, and, before registering, a job which is approved for Coop.

## **CONTINUING EDUCATION UNITS (CEU)**

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

## **DIRECTED STUDIES**

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

## **NON-TRADITIONAL CREDIT**

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

## **CONTINUING EDUCATION**

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

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

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

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

Preregistration is required for all non-credit courses due to limited space. Full refunds are issued if the Office of Community Services is notified of the refund request prior to the second class session. No refunds are issued after this date.



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# ENTERING THE COLLEGE

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# ENTERING THE COLLEGE

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## RESIDENCY REQUIREMENTS

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

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

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

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

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

### Definitions

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

### Categories of Florida Resident for Tuition Purposes

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



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

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

## **RECLASSIFICATION AS A FLORIDA RESIDENT**

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

## ADMISSION REQUIREMENTS

### BEGINNING FRESHMAN/DEGREE SEEKING STUDENTS

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

- are graduates of state accredited secondary schools
- have earned a high school equivalency diploma through any State Department of Education based on the General Educational Development Tests.
- have earned USAFI GED diploma

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

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

### TRANSFER STUDENTS

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

## ADMISSION TO THE NURSING PROGRAM

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

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

## REQUIRED PREREQUISITE COURSES

### General Nursing Track:

BSC 2093	Human Anatomy & Physiology I & Lab	5	credits
ENC 1101	or 1132 Composition	3	credits
OST 1743	Electronic Writing	1	credit
PSY 2012	Introduction to Psychology	3	credits
	Total	12	credits

### LPN Bridge Track:

BSC 2093	Human Anatomy & Physiology I & Lab	5	credits
BSC 2094	Human Anatomy & Physiology II & Lab	5	credits
MCB 2010	Microbiology & Lab	5	credits
ENC 1101	or 1132 Composition	3	credits
OST 1743	Electronic Writing	1	credit
PSY 2012	Introduction to Psychology	3	credits
DEP 2004	Psychology of Human Development	3	credits
HUN 1201	Nutrition	3	credits
Elective	General Education: Humanities	3	credits
		31	credits

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

8. A Grade of "C" in all science courses with an overall GPA of 2.5 is the minimal acceptable standard for application to the program.
9. Application for the nursing program is made during January. Acceptance to Lake-Sumter Community College to take prerequisite general education courses does not constitute admission to the nursing program.
10. Students applying for the LPN Bridge Track must be Licensed Practical Nurses in the State of Florida or expect to complete an approved LPN Program by April of the admission year. Students who do not pass the first licensure examination for which they are eligible will be able to complete the nursing courses in which they are concurrently enrolled. However, they will not be eligible for subsequent ADN level coursework until successful completion of the LPN licensure exam.
11. Standardized assessments are required of all candidates for admission to the Nursing Program.

**LPN Bridge Track:** LPN GAP Test Administered in November.

**General Nursing Track:** NET (Nurse Entrance Test)

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

## NON-DEGREE SEEKING STUDENTS

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

## ADMISSION OF NON-HIGH SCHOOL GRADUATES

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

1. These applicants are eligible for admission as non-degree seeking students.
2. Class load for these students in their first full term should not exceed 12 semester hours.
3. College counselors must place these students initially in those courses best designed to improve basic skills.
4. Students admitted under this policy must earn a regular high school diploma or an equivalency diploma in order to achieve degree seeking status at LSCC.

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

## TRANSIENT STUDENT ADMISSION

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

## ADMISSION PROCESS

### Submit the following to the Office of Admissions:

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

The student will be sent a tentative acceptance when his application is received by the Office of Admissions. Upon receipt of all items mentioned above, the student will be considered for final acceptance by the Office of Admissions. PLEASE NOTE: Financial Aid recipients must complete all admission requirements prior to receiving aid.

## INTERNATIONAL STUDENTS

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

1. Complete application for admission.
2. Achieve TOEFL score of at least 550 and have it sent directly from a TOEFL testing center.
3. Secure an official translation of an original copy of high school (secondary school) transcript.
4. Submit a financial statement verifying at least sixteen thousand dollars, per year, to cover living expenses, tuition, etc.
5. Obtain an official translation of transcripts from other colleges attended, if any.
6. International students pay non-Florida student fees.

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

## AUDIT STUDENTS

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

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

## PLACEMENT TESTING

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

Where sufficient deficiencies are noted, students will be required to take appropriate college preparatory courses: Basic Composition Skills, (ENC 0001), College Preparatory Reading (REA 0001), Developmental Arithmetic with Algebra (MAT 0012), and Elementary Algebra (MAT 0024). Full-time students who qualify will take these courses during their first term of enrollment. Part-time students must complete the courses within their first 12 credits. *Courses must be satisfactorily completed within three terms.*

## REGISTRATION PROCEDURE

1. Complete all Admission Requirements.
2. Attend orientation (See orientation page 69) for placement test interpretation and initial academic advising.
3. Day and evening registration hours are available for the student's convenience. A registration schedule of dates and hours is printed in the schedule of classes for each term.

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

## STUDENT RECORDS

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

### 1. Directory Information

The following items are classified by law as directory information.

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

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

### 2. Guidelines Concerning "Parent"

In order for parent(s) to have access to a student's records, without written permission from the student, the parents must certify that the student is economically dependent upon the parent(s) as defined by Section 152 of the Internal Revenue Code of 1954. Thus, it would be necessary for the parent to give proof of dependency to the custodian of records by showing

a copy of the parent's current income tax report or other acceptable report for verification of claimed dependency.

### **3. Student Rights**

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

### **4. Notification by Educational Institutions**

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

### **5. Procedure for Granting Access**

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

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

#### **A. Right to a Hearing**

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

#### **B. Formal Proceedings**

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

### **7. Content of Consent**

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

### **8. Fee for Copy of Record**

No fees.



## 9. Additional Information

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

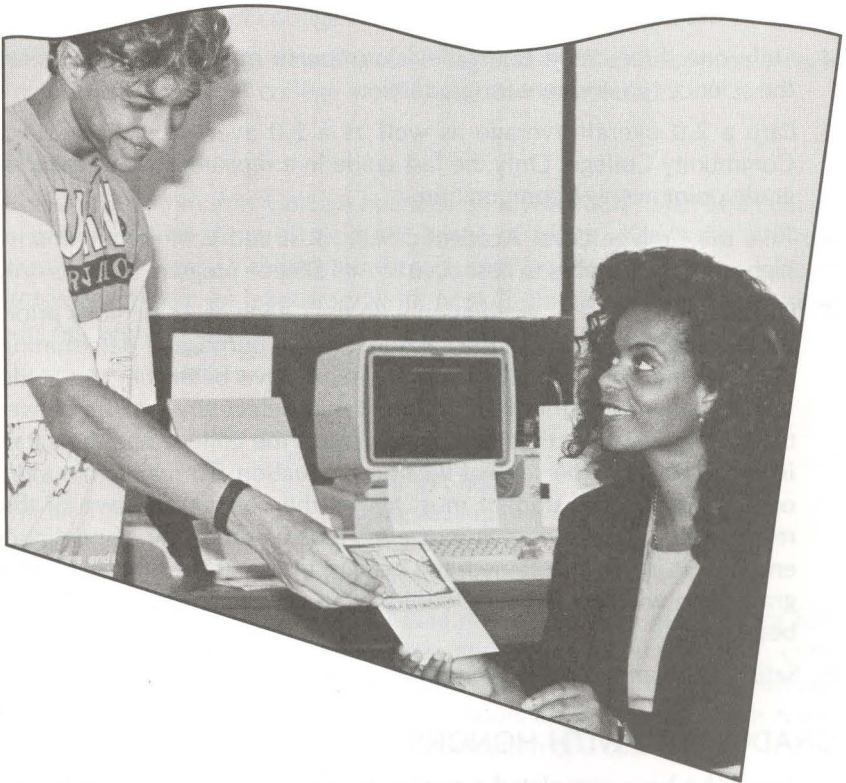
**NOTE:** Only the student can request that his or her transcript be sent to another person or institution. Transcripts must be ordered in person or in writing. Phone calls are not honored.



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# ACADEMIC INFORMATION

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## ACADEMIC INFORMATION

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### GRADUATION REQUIREMENTS

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

1. Complete the requirements in general education as outlined in the catalog except in certain occupational and pre-professional programs.
2. Complete at least 64 semester hours of credit in a prescribed program except for specialized programs for which a higher number of credits is required.
3. Complete the last 15 semester hours at Lake-Sumter Community College. Any exception to this requirement must be approved by the president or his designee.
4. Only one three-credit hour television course may be used in meeting the science requirement for graduation.
5. Earn a 2.0 overall average as well as a 2.0 average at Lake-Sumter Community College. Only the last grade in a repeated course is used in grade point average computation.
6. Take the College Level Academic Skills Test and achieve minimum or higher scores. (Applies to Associate of Arts Degree program students only.)
7. File an application for graduation with the Office of Admissions prior to the deadline published in the catalog. For the purpose of determining if all academic requirements for graduation have been met the student who maintains continuous enrollment may select any catalog between the one in use at the time the student enters the college and the catalog in use at the time the student files for graduation. To maintain continuous enrollment the student must attend the college any two of three regular term (Fall, Spring, Summer A, B, or C) each year. If continuous enrollment is not maintained, the catalog in use at the time of filing for graduation will be used to determine if all academic requirements have been met.
8. Satisfy all financial obligations to the college.

### GRADUATION WITH HONORS

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

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

## Grade Point Average

3.40-3.59  
3.60-3.79  
3.80-4.00

## Honor

Cum Laude (with honor)  
Magna Cum Laude (with high honor)  
Summa Cum Laude (with highest honor)

## CLASSIFICATION OF STUDENTS

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

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

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

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

## COURSE LOAD

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

Average and maximum course loads are as follows:

	Average	Maximum
Fall Term	16 semester hrs.	19 semester hrs.
Spring Term	16 semester hrs.	19 semester hrs.
Summer Term A	6 semester hrs.	9 semester hrs.
Summer Term B	6 semester hrs.	9 semester hrs.
Summer Term C	6 semester hrs.	12 semester hrs.

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

## GRADE POINT AVERAGE (GPA)

Grade point average (GPA) is determined by dividing total quality points earned by total academic credit hours attempted—not just those earned. Academic honors for graduation are determined by computing courses taken at all institutions (all college GPA) attended by the student. Only the

## ACADEMIC AVERAGE

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

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

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

## THE PRESIDENT'S LIST

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

Any full-time degree-seeking student who has accrued a minimum of 12 semester hours of credit at Lake-Sumter Community College is eligible by earning a 3.80 or higher grade point average with no failures and no incompletes during a term. An indication of this achievement will be placed on each student's permanent record.

Part-time degree-seeking students will be accorded honors based upon earning 12 semester hours of credit at Lake-Sumter Community College with a grade point average of 3.80 or higher with no failures and no incompletes among the 12 semester hours earned. Honors may be accorded for each subsequent 12 semester hours of credit using the guidelines above.

## THE DEAN'S LIST

Outstanding academic achievement merits inclusion on the Dean's List. Any full-time degree-seeking student who has accrued a minimum of 12 semester hours of credit at Lake-Sumter Community College is eligible by earning a 3.40-3.79 grade point average with no failures and no incompletes during a term. An indication of this achievement will be placed on each student's permanent record.

Part-time degree-seeking students will be accorded honors based upon earning 12 semester hours of credit at Lake-Sumter Community College with a grade point average of 3.40-3.79 and no failures and no incompletes among the 12 semester hours earned. Honors may be accorded for each subsequent 12 semester hours of credit using the guidelines above.

## HEALTH AND PHYSICAL EDUCATION

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

No duplication of activity is permitted unless approved. No more than four hours of cumulative credit in Health and Physical Education may be applied toward the 64 hours required for graduation.

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

## **CLASS ATTENDANCE**

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

## **EXAMINATIONS AND TESTS**

Instructors may give tests and quizzes, oral and written, at their own discretion. Regularly scheduled examinations will be given at the end of each term. Special examinations or re-examinations will be given only with the approval of the instructor and the Vice President of Educational Services.

## **SCHEDULE CHANGES/ADD DROP**

Necessary changes in class schedules may be made during a brief period at the beginning of each term as listed in the Class Schedule. After the designated deadline, only class withdrawals will be permitted without refund. Students who register for mini term classes are permitted to make schedule changes prior to the second class meeting.

## **WITHDRAWAL PROCEDURES**

The college encourages each student to make every effort to complete the full term. Students who feel they must withdraw will be permitted to do so with a grade of "W" (without penalty) until the date listed in the college catalog for each term. See the College Calendar for dates. Students enrolled in mini terms must withdraw prior to the last class meeting.

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

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

During the withdrawal period, instructors may withdraw students with a grade of "W" for non-attendance by completing the appropriate withdrawal form and submitting it to the Admissions Office. Those students withdrawn by an instructor will be notified and the "W" grade for non-attendance will not be recorded for a period of seven working days. This allows students to contact the Admissions Office should they so desire.

## **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 higher except on an audit basis. All work transferred from another institution will be accepted only in conformance to these rules.

## **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 Office of Admissions is automatically required to record an "IF" 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.

## **STUDENT/INSTRUCTOR MISUNDERSTANDING**

Should a misunderstanding or a problem arise between a student and an instructor, the student should contact the instructor for the purpose of resolving the difficulty. If the problem persists, the student meet with the Vice President of Educational Services.

## **STANDARDS OF ACADEMIC PROGRESS**

Standards of Academic Progress became effective in the 1991-92 academic year. Cumulative Grade point averages at the end of Fall Term 1991, including all transfer and college preparatory course grades will be used to determine each student's initial academic classification.

The College Standards of Academic Progress serve two major purposes:

1. To provide a vehicle for the early identification of students who are experiencing academic difficulty, and



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

**Identification and Assistance.** Academic progress is determined by the final grades at the end of each term, and the completion percentage of credit hours attempted each term.

Each student must see a counselor during their subsequent term of enrollment if their term GPA or completion percentage is below the acceptable standard. Individual problems will be identified and solutions sought in an attempt to assist each student with the improvement in his or her GPA.

#### Satisfactory Term Progress

Hours Earned	Minimum Term GPA	Minimum Completion Percentage of Hours Attempted
0-5	NA	NA
6-23	1.75	50%
24 or more	2.00	50%

#### Satisfactory Cumulative Progress

Hours Earned	Minimum Cumulative GPA	Minimum Completion Percentage of Hours Attempted
0-5	NA	NA
6-23	1.75	50%
24 or more	2.00	50%

**Academic Classifications.** Cumulative GPAs, including transfer grades and college preparatory course grades, are used to determine academic classifications. Students are placed into one of four major academic classifications:

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

#### Good Standing

The following criteria must be met in order to maintain Good Standing:

1. All students must earn at least 50% of the hours attempted each term.
2. Students who have earned between 6 and 23 hours must maintain a cumulative GPA of 1.75 or higher.
3. Students who have earned 24 or more hours must maintain a cumulative GPA of 2.00 or higher.

Any student who does not meet the criteria of Good Standing must see a counselor during his or her subsequent term of enrollment.

### **Warning**

Students who have earned 6-23 hours and fail to meet one or more of the criteria for Good Standing are placed on Warning for their next term of enrollment.

### **Probation**

1. Students who have earned 6-23 hours, are on Warning, and fail to return to Good Standing at the end of a Warning term are placed on Probation.
2. Students who have earned 24 or more hours and fail to meet any one of the criteria for Good Standing are placed on Probation for their next term of enrollment

### **Suspension**

1. Students on Probation who fail to return to Good Standing at the end of the Probation term are placed on Suspension.
2. Students on Suspension for the first time must wait one major term before re-enrolling at LSCC.
3. Students on Suspension for the second and all subsequent times must wait one calendar year from the term of Suspension before reenrolling at LSCC.

Students reenrolling are placed on Probation and are required to see a counselor prior to registering for the next term of enrollment.

### **Appeals**

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

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

## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

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

Mathematics	295
Reading	295
English language	295
Essay	6

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

The following skills are tested by CLAST:

### Reading Skills

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

### English Language Skills

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

- Avoiding awkward constructions
- Using standard verb forms
- Maintaining agreement between subject and verb, pronoun and antecedent
- Using proper case forms
- Using standard spelling, punctuation, and capitalization
- Using adjectives and adverbs correctly
- Maintaining a consistent point of view

## **Mathematics Skills**

### **Arithmetic**

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

### **Geometry and Measurement**

- Rounding measurements
- Calculating distances, areas, and volumes
- Recognizing horizontal, vertical, parallel, perpendicular, and intersecting lines
- Identifying relationships between angle measures
- Classifying simple plane figures by recognizing their properties
- Recognizing similar triangles and their properties
- Identifying types of measurement (linear, square, cubic) for geometric objects
- Inferring formulas for measuring geometric figures
- Selecting applicable formulas for computing measures of geometric figures
- Solving real-world problems involving perimeters, areas, and volumes of geometric figures
- Solving real-world problems involving the Pythagorean property

### **Algebra**

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

## Statistics and Probability

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

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

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# FINANCIAL INFORMATION

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## FINANCIAL INFORMATION

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### FEES

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

Please note:

1. All fees are payable at the time of registration.
2. Students are expected to pay all financial obligations to the college promptly. A transcript will not be issued nor will the student with any financial obligations be permitted to register for subsequent courses. The student is subject to suspension for delinquent obligations.
3. Fees to audit a course are the same as regular fees.
4. Fees for special non-credit courses, seminars, institutes, or workshops will be assessed based on the estimated cost of each course.
5. Applied music fees for private instruction are paid by the student in addition to regular tuition.
6. All fees listed are in effect at time of catalog printing and are subject to change. For current fees, check with the Office of Admissions.
7. The college will accept Mastercard/Visa for the payment of fees of \$25 or more.

### APPLICATION FEE

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

### FEES FOR COLLEGE CREDIT COURSES\*

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

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

(Per clock hour)

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

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

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

## FEES FOR OCCUPATIONAL COURSES

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

### NON-REFUNDABLE FEES\*

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

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

## BAD CHECK RULE

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

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



mission will be permitted only after payment is made of the amount of the returned check by cash or by a cashier's check, plus the \$15 returned check charge.

4. Any student whose record indicates that a returned check has not been cleared as indicated in (2) or (3) above will not be permitted to register for future courses at Lake-Sumter Community College. In addition, any request for a transcript of the student's college record will be refused.

## REFUND POLICY FOR CREDIT COURSE FEES

Students will receive refunds as indicated below:

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

## GENERAL REQUEST FOR REFUND

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

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

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

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

## REQUEST FOR REFUND FOR EXCEPTIONAL CIRCUMSTANCES

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

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

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

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

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

## REFUND POLICY FOR NON-CREDIT COURSES

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

### **Refund Monies**

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

## **STUDENT FINANCIAL AID**

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

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

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

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

## **ELIGIBILITY REQUIREMENTS**

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

## **INITIAL AWARDS**

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

## **RENEWAL AWARDS**

To be eligible to receive renewal awards financial aid recipients must meet Satisfactory Cumulative Progress as defined on page 47-49.

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

## MONITORING SATISFACTORY PROGRESS

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

## REINSTATEMENT OF ELIGIBILITY

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

## SCHOLARSHIPS, GRANTS AND LOANS

### **Institutional Scholarships**

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

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

### **Florida Undergraduate Scholars Fund**

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

## GRANTS

Lake-Sumter Community College participates in several grant programs.

### **Federal Pell Grant**

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

### **Florida Student Assistance Grant**

The Florida Student Assistance Grant Program provides grants to full-time students who are Florida residents and who have exceptional financial need. The amount of a grant is based on the financial need of a student

and the cost of attendance. Deadline for application is May 16 of the previous academic year.

### **Federal Supplemental Educational Opportunity Grants**

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

## **LOANS**

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

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

Undergraduate students may borrow up to \$2,625 for the first year and up to \$3,500 in the second year from an approved lending agency, subject to verified financial need, not to exceed educational costs. Independent students may borrow an additional \$4,000 if they qualify. Repayment is begun after graduation with interest at nine percent (9%). Information and applications are available in the Financial Aid Office

### **Federal Parent Loans for Undergraduate Students**

These loans are made to parents of college students by banks or credit unions to provide additional funds for education expenses. Repayment begins 60 days after the funds are issued.

### **College Short Term Loan Fund**

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

### **Edward Frank Patrowicz Fund**

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

## EMPLOYMENT

### FEDERAL WORK-STUDY PROGRAM

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

### OTHER PROGRAMS

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

Division of Blind Services

Social Security Administration

Veterans' Administration

Vocational Rehabilitation

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

## VETERANS AFFAIRS POLICIES

### Authorization

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

### Application

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

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

### Approved Programs and Courses

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

A student receiving veterans' benefits

- (1) may enroll for independent study courses (i.e., television and cooperative education), provided more than one-half the credit hours required for certification are earned through regular classroom courses, and

- (2) may change degree programs only within VA regulations and with the approval of a college academic counselor.

### **Academic Records**

A cumulative permanent record is kept on each student. This record shows for each term all college credits attempted and earned, all grades earned, including incompletes (I), audits (X), withdrawals (W), and term and cumulative grade point averages (GPA). At the end of each term, each student receives a grade report which indicates course work for the term, grades earned, term GPA and cumulative GPA.

If an "I" is not removed by the date indicated on the college calendar, it is recorded as an "F". Only grades of A, B, C, D, F are used in computing a grade point average (GPA).

### **Academic Progress**

All students receiving financial aid, including those receiving veterans' benefits, must achieve satisfactory progress toward educational goals by meeting the established standards. Please refer to the standards in the Academic Information section. Also, read the complete requirements as published in the brochure "Standards of Satisfactory Progress for Financial Aid Recipients" which is available in the Financial Aid Office. **It is the student's responsibility to be familiar with the standards of academic progress.**

### **Reinstatement**

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

### **Changes of Status**

VA benefits will be reduced if a student, by auditing or withdrawing from a class, changes enrollment status from full-time to three quarter-time or half time, or from three quarter-time to half time.

### **Attendance**

Punctual and regular attendance is encouraged in all courses, and it is the student's responsibility to become aware of each instructor's policy concerning absences. Each instructor is requested to notify the Financial Aid Office on campus of a veteran or other eligible person who has been excessively absent. Any student thus reported who cannot give a satisfactory explanation and does not resume class attendance will be reported to the VA as having terminated as of the last day of attendance.

### **Fee Deferment**

Florida law provides for deferment of payment of fees for veterans and other eligible persons. This deferment is limited to one term per academic year with an additional deferment only when there is a delay in receipt of benefits.

### **Tutorial Assistance**

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

### **Conduct Standards**

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

### **Complete Information**

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





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# EDUCATIONAL SUPPORT SERVICES

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## EDUCATIONAL SUPPORT SERVICES

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### THE LEARNING CENTER

The Learning Center, is dedicated to promoting academic and personal development for all students. Through evaluation, the Learning Center can identify the student's academic strengths and weaknesses in reading, writing and mathematics skills. Computer assisted programs are individualized, multilevel, and encourage each student to become actively involved in the thinking skills necessary for effective problem solving. Also provided through the Learning Center are programs to foster excellence in education and programs for students with diverse learning characteristics. Tutoring services and academic testing are available as required for any student referred by an instructor.

#### **The Learning Center hours are:**

##### **Fall and Spring Term**

Monday through Thursday	7:30 A.M. - 8:00 P.M.
Friday	7:30 A.M. - 4:30 P.M.
Saturday	9:00 A.M. - 12:00 P.M.

##### **Summer Term Hours as announced**

### LIBRARY

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.

LINCC, the library's online public access catalog, is an electronic network providing access to the holdings of the LSCC Library, Florida's 28 community college libraries, the nine state university libraries, and the Grolier Encyclopedia. LINCC offers enhanced search capabilities including author, title, subject, keyword, and Boolean searching to help expand, limit, or refine searches.

The periodical collection consists of more than 400 current titles. These titles support the academic and vocational programs of the college, and provide information on current subjects of popular interest. An extensive microfilm collection facilitates research, and periodical indexes for these holdings are available via computer (CD ROM) indexes.

The Government Documents collection includes approximately 17,500 items classified according to the Superintendent of Documents system. Lake-Sumter Community College is one of three Florida community colleges serving as Selective Federal Depositories for United States Government Publications.

**Borrowing Books.** Books may be borrowed for two weeks and may be renewed once. Reserve materials may be checked out for overnight use only. Periodicals do not circulate. A fine of twenty cents per day is charged for all regular overdue titles, and a fine of ten cents per hour is charged for overnight materials which are overdue. Overdue items or unpaid fines at the end of a term will result in withholding of grades and student transcripts and delay in registration. Affiliation with the college is not required for library use or borrowing privileges. Individuals are expected to have consideration for others and to maintain an atmosphere conducive to quiet study.

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

**Special Assistance.** The Library has facilities for reproducing printed and non-printed materials, subject to copyright restrictions.

Special lighted carrels, large print books and staff assistance are available for disabled patrons. Individual instruction and assistance are provided by a staff of professional librarians, technicians, specialists, and secretaries. Special group orientation sessions providing information on general library and media usage and specific reference sources are presented to classes throughout the year.

The Library hours are:

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

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

#### **Summer Terms as announced**

## **THE MEDIA CENTER**

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

The Media Center houses 800 general information and specific subject videotapes. Videotapes and audiovisual materials may be used for research, review, recreation, or learning enhancement. Many subjects are handled through self-paced instructional modules. Study carrels are provided for a variety of equipment used for viewing and listening to the non-print materials.

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

The Media Center has the same hours of operation as the Library.

## OPEN COMPUTER LAB

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

### **The Open Computer Lab hours are:**

#### **Fall and Spring Term**

Monday through Thursday	8:00 A.M. - 9:00 P.M.
Friday	8:00 A.M. - 5:00 P.M.
Saturday	8:30 A.M. - 2:00 P.M.

#### **Summer Term**

As announced.

## TV STATION/STUDIO

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

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

## COUNSELING

Guidance and counseling services are provided to assist students in:

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

To take advantage of these services, students need only see an LSCC counselor. Conferences are held in strict confidence. Aids used in counseling include a wide assortment of standardized tests, college catalogs, career materials, military information, employment statistics, and other materials of an educational or vocational nature.

## ORIENTATION

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

## ACADEMIC ADVISING

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

## CAREER CENTER

The Career Center, located in the Multi-Purpose Building, provides career planning, cooperative education/work experience opportunities, and job placement assistance to all Lake-Sumter Community College students and

alumni. The Center's objectives are to assist students in developing realistic life/career goals, acquiring career related work experience, and developing skills necessary for effective job search strategies. Specific services include:

**Individual Counseling** for students who have not decided on a career, or for those who have changed their minds. Tests and inventories can be taken to help identify career possibilities, while other resources, including occupational outlooks that are available to help research many identified careers. Using the results of these searches, counselors help students set realistic life/career goals.

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

## DISABLED STUDENT SERVICES

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

The services offered for disabled students include:

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

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

## STUDENT CENTER

The Student Center is maintained as the "community center" for the college family—students, administration, faculty, staff, alumni, and guests. The center houses the bookstore, food service, the student lounge with a large screen TV, a game area, a club room, and the offices of the Student Activities Advisor, and the Student Government Association.

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

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Lake-Sumter Community College, a member of the Florida Junior College Student Government Association, is composed of all Lake-Sumter Community College students.

The purpose of the association is to promote active, responsible and cooperative citizenship through participation in self-government. The SGA also provides an enriching college experience through non-academic 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 Associate Dean of Students/Admissions, select a faculty sponsor to serve in an advisory capacity for a period of one year. The Student Activities Advisor serves as the official advisor to the Student Government Association. Requirements for eligibility regarding holding an executive office or Senatorship can be found in the Student Government Association's Constitution and in the Student Handbook

## STUDENT ACTIVITIES

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

## CLUBS AND ORGANIZATIONS

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

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



**Baptist Student Union.** Open to all students, this group assists the individual student in properly relating to his church and denomination during college, to provide denominational leaders with direct access to students and vice versa, to promote spiritual and moral growth, and to present a positive Christian witness to the campus and community.

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

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

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

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

**Florida African American Student Association (FAASA).** The Florida African American Student Association is composed of individuals who are interested in developing an awareness and sensitivity for all cultures through the enhancement and enlightenment of culture, literature, art, music, and contemporary thought. Its purpose is to promote active, responsible, cooperative citizenship through participation in self government. Functions will be related to the college and community. Open to all students.

**Florida Future Educators Association (FFEA).** FFEA is a professional club, operating to enhance the preparation of education students for the assumption of professional responsibilities, and make students aware of opportunities available in the field of teaching. The club exists primarily to foster interest in and promote teaching as an exalted profession. Open to all education majors.

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

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

**Phi Beta Lambda.** Phi Beta Lambda is a non-profit, local, district, state, and nationally affiliated organization for all post-secondary students interested in business. The goals of PBL are to: develop leadership skills, build self-confidence, establish occupational goals, develop understanding of American business enterprise, encourage efficient money management, encourage scholarship, promote school loyalty, and facilitate the transition from school to work. Chapter activities include electing officers, fund raising, attending district, state, and national competitive events, and sponsoring various social, charitable, and civic events which benefit the members, LSCC, and the community. Open to any student enrolled in a business or computer class.

**Phi Theta Kappa.** Phi Theta Kappa, the only international scholastic honor society for American community colleges, extends an invitation for membership to those community college students who have completed one term of a transfer program, are enrolled as full time (12 hours) students in an associate degree program, who have a 3.4 grade point average, and who plan to transfer to a four year institution. Each initiate must be judged of good moral character and must possess qualities of citizenship. Eligible students are selected in both the fall and spring terms. Open to honor students by invitation.

**Spanish Club.** The Spanish Club promotes and maintains an active interest in the Spanish language, studies the culture of Spanish-speaking countries, to motivate a bond of friendship among the members by means of social activities. Open to all students.

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

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

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

**Weekly Harvest Student Association.** The purpose of this club is to strengthen one's existing Christian beliefs and to serve others in the community. Membership is open to all students interested in weekly study of the Bible.

## STUDENT PUBLICATIONS

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

## INTRAMURALS

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

The growth and success of the Intramural Program depends primarily upon participation. It is hoped that each student, faculty, and staff member will take part in this activity. Team events are held on Tuesday and Thursdays from 11 a.m. to 12:30 p.m. For more information contact the Coordinator of Intramurals.

### Activities

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

## **CONDUCT**

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

Each student, by registering, agrees to abide by the rules of conduct described in the Student Handbook. Violation of any of these rules may lead to disciplinary action. Each student should become familiar with the rules of conduct.

## **GENERAL GRIEVANCE PROCEDURES**

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



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## ASSOCIATE IN ARTS DEGREE

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## ASSOCIATE IN ARTS DEGREE

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

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

**Graduation Requirements.** It is the student's responsibility to meet all the requirements as outlined in the Graduation Requirements section of this catalog. Students must complete 12 semester hours course work in English and six hours in mathematics before they can receive a community college Associate in Arts degree or enter the upper level of a state university. An English course is defined as any semester-length course in which the student is required to produce written work of at least 6,000 words. The mathematics course work must include college-level algebra or higher. Any course which is covered by the State Board rule (English and mathematics) can be counted toward graduation only if a grade of "C" or higher was received.

**General Education Requirements.** Lake-Sumter Community College believes that general education makes an important contribution to the total development and educational growth of the student by providing a basic liberal education. All degree programs, therefore, include general education course work.

### GENERAL EDUCATION

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

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

General Education includes eight (8) components. Each is explained in terms of purpose, required credit hours, and range of course selection.

## I. COMPOSITION

The composition component is designed to ensure the development of writing, analytical, and organizational skills. Twelve (12) to thirteen (13) semester hours are required. Course selection is associated with several academic areas, including English, humanities, and social sciences. Combined course work in the composition sequence must include 24,000 words of expository writing.

Course selection is based upon a nine (9) to ten (10) semester hour sequence in English composition as follows:

1. College Composition1 - ENC 1101, 3 semester hours or  
Composition Skills - ENC 1132, 4 semester hours
2. Composition: Literature - ENC 1102, 3 semester hours
3. Composition: Argumentation - ENC 2135, 3 semester hours
4. One additional 3 semester hour composition course must be selected from the following:
  - Literature - AML 2010, AML 2022, ENL 2012, ENL 2022, LIT 2110, LIT 2120, LIT 2090, LIT 2091, LIT 2930
  - Creative Writing - CRW 2000
  - Technical Report Writing - ENC 2210
  - History - AMH 2010, AMH 2020, EUH 1000, EUH 1001
  - Political Science - INR 2002
  - Journalism - MMC 2100
  - Philosophy - PHI 2010, PHI 2630

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



## II. ORAL COMMUNICATION

The oral communication component is designed to provide knowledge and training related to oral communication skills and presentation techniques. This requirement may be fulfilled by any course which identifies oral competencies as objectives which are linked to both a final course grade and program completion requirements. Several courses have been designated to meet this requirement, including:

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

Course selection meets the requirements specified in SACS 4.1.3.

## III. COMPUTER TECHNOLOGY

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

Course selection meets the requirements specified in SACS 4.1.3.

## IV. HUMANITIES

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

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

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

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

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

Course selection meets the requirements specified in SACS 4.1.3.

## V. MATHEMATICS

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

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

College Algebra - MAC 1104

College Trigonometry - MAC 1114

Precalculus - MAC 1142

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

Statistics — STA 2014

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

## VI. NATURAL AND PHYSICAL SCIENCE

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

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

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

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

Applied Physical Science - PHY 1020C (3 semester hours)

One (1) non-laboratory science may be included:

Life Science - BSC 1005

Astronomy - AST 1002

Chemistry - CHM 1020

Ecology - PCB 2321

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

Marine Science - OCE 1000

Earth Revealed - GLY 1010

Course selection meets the requirements specified in SACS 4.1.3 .

## VII. BEHAVIORAL/SOCIAL SCIENCE

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

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

Anthropology — ANT 2410

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

Economics — ECO 2013, ECO 2023

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

Psychology — DEP 2002, DEP 2004, PSY 2012

Sociology — SYG 2000, SYG 2010, SYG 2410

Course selection meets the requirements specified in SACS 4.1.3.

## VIII. ELECTIVES

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

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

# GENERAL EDUCATION CORE REQUIREMENTS

## (General Transfer Program)

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

### FRESHMAN YEAR

<i>Fall</i>		<i>Credits</i>
COMPOSITION	ENC 1101 <sup>1</sup> or ENC 1132 .....	3-4
ELECTRONIC WRITING	OST 1743 .....	1
MATHEMATICS	MAC 1102 or higher .....	3
BEHAVIORAL/ SOCIAL SCIENCE	Approved Courses .....	3
ELECTIVE(S)	General or Specialty Course(s) .....	5
	Semester Total:	15/16

<i>Spring</i>		<i>Credits</i>
COMPOSITION	ENC 1102 .....	3
MATHEMATICS	MGF 2202 or higher .....	3
HUMANITIES	Approved Courses .....	3
BEHAVIORAL/ SOCIAL SCIENCE	Approved Courses .....	3
ELECTIVE(S)	General or Specialty Course(s) .....	4
	Semester Total:	16

### SOPHOMORE YEAR

<i>Fall</i>		<i>Credits</i>
COMPOSITION/ ORAL COMMUNICATION	ENC 2135 .....	3
BEHAVIORAL/ SOCIAL SCIENCE	Approved Courses .....	3
HUMANITIES	Approved Courses .....	3
NATURAL/ PHYSICAL SCIENCE	Approved Laboratory Science Courses .....	3-5
ELECTIVE	General or Specialty Course .....	3
	Semester Total:	17

<i>Spring</i>		<i>Credits</i>
HUMANITIES (LITERATURE)	Approved Courses .....	3
NATURAL/PHYSICAL SCIENCE	Approved Courses (Lab or Non-lab) .....	3-5
COMPOSITION <sup>2</sup>	Approved Gordon Rule Courses .....	0-3
ELECTIVES	General or Specialty Courses .....	5-10
	Semester Total:	16

<sup>1</sup> Course selection based on placement testing.

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

Note: Required, Elective, and Program totals will vary with selections in the areas of English Composition, Science, and Gordon Rule writing courses.

# GENERAL EDUCATION

Transfer Planning  
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 major in a

## Fall

- COMPOS
- ELECTRO
- MATHMA
- ENYAKO
- SOCIAL
- ELITE

## Spring

- COMPOS
- MATHMA
- HUMAN
- BEHAV
- SOCIAL
- ELITE

## Fall

- COMPOS
- ORAL
- BEHAV
- SOCIAL
- HUMAN
- NATL
- PHYS
- BLU

## Spring

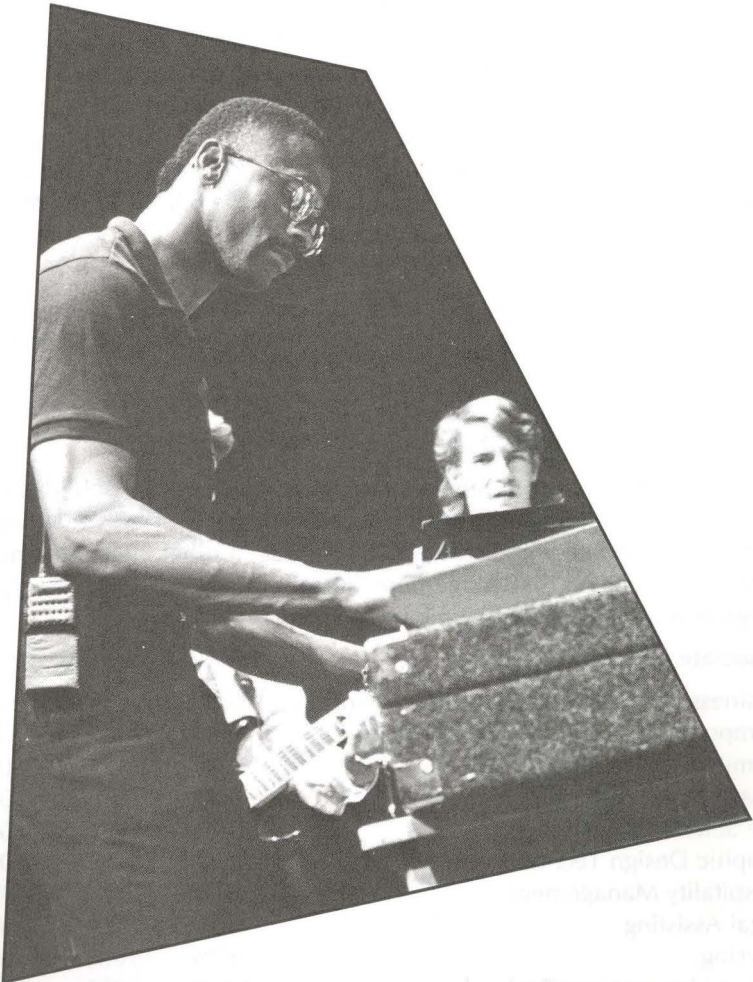
- HUMAN
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# ASSOCIATE IN SCIENCE DEGREE

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## ASSOCIATE IN SCIENCE DEGREE

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

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

In all references to General Education electives, students should select courses from the General Education categories of Composition, Humanities, Mathematics, Natural/Physical Science, or Behavioral/Social Science found on pages 79-82. Credits earned in Composition or Mathematics courses covered by State Board of Education Rule 6A-10.30 (Gordon Rule) can be used to fulfill graduation requirements ONLY if a grade of "C" or higher is attained.

Notice to Students. It is important that you be familiar with complete descriptions of courses in your program. These descriptions appear in this catalog. Consult the index for individual listings.

### PLACEMENT RATES

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

<b>Associate in Science Degrees</b>	<b>1991-92</b>	<b>1990-91</b>	<b>1989-90</b>
Business Administration & Management	100%	83%	86%
Computer Information Systems Analysis	100%	80%	100%
Criminal Justice Technology	100%	100%	100%
Financial Services	50%	100%	100%
Fire Science Technology	100%	N/A	100%
Graphic Design Technology	85%	100%	100%
Hospitality Management	N/A	N/A	N/A
Legal Assisting	N/A	N/A	N/A
Nursing	97%	100%	100%
Office Management Technology	100%	100%	100%

**Articulation Agreement****1991-92 1990-91 1989-90**

Emergency Medical Services

100%

N/A

100%

**Certificates**

Business Data Processing

100%

67%

100%

Office Systems Specialist

N/A

100%

N/A

<sup>1</sup>Source: AA2 Placement & Followup Reports.



# BUSINESS ADMINISTRATION AND MANAGEMENT

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

## FRESHMAN YEAR

		<i>Credits</i>	
		<i>Fall</i>	<i>Spring</i>
OST 1330	Business English <sup>1</sup> .....	3	
ENC 1101	College Composition I .....		3
	or		
ENC 1132	Composition Skills .....		(4)
OST 1743	Electronic Writing <sup>2</sup> .....		1
CIS 1400	Introduction to Computer Operations .....	3	
GEB 1011	Introduction to Business .....	3	
MAR 1011	Principles of Marketing .....		3
QMB 1001	Business Mathematics <sup>1</sup> .....		3
OST 1100	Keyboarding and Document Formatting .....	3	
MNA 1100	Human Relations in Business and Industry .....	3	
MAN 2021	Principles of Management .....		3
OST 2325	Business Machines and Records Management .....		3
ELECTIVE	General Education: Science/Mathematics .....	3	
		18	16-17

## SUMMER TERM

ELECTIVE	General Education: Humanities .....	3
ELECTIVE	Specialization Area <sup>5</sup> .....	3
		6

## SOPHOMORE YEAR

ACG 2022	Financial Accounting <sup>3</sup> .....	4	
ACG 2071	Management Accounting .....		3
BUL 2241	Business Law .....		3
MAN 2800	Small Business Management .....	3	
ECO 2013	Principles of Economics I* .....	3	
OST 2336	Business Communications .....		3
CGS 1511	Lotus 1-2-3 Level I <sup>4</sup> or .....		1
CES 1516	Excel Level I <sup>7</sup> .....		
CGS 1512	Lotus 1-2-3, Level II <sup>4</sup> or .....		1
CGS 1516	Excel Level I <sup>7</sup> .....		
CIS 1940CI	Topic: Paradox .....		1
ELECTIVE	Specialization Area <sup>5</sup> .....		3
ELECTIVE	General Education <sup>6</sup> .....	3	
		13	15

## SPECIALTY OPTION ELECTIVES

### Retailing/Wholesaling/Sales

Principles of Retailing .....	3
Salesmanship .....	3
Advertising .....	3
Cooperative Education	
Internship .....	3
Computer Programming	
— COBOL I .....	3
Fundamentals of Speech .....	3
Introduction to	
Data Processing .....	3

### Child Care

Introduction to Psychology .....	3
Introduction to Education .....	3
Psychology of Child	
Development .....	3
Cooperative Education	
Internship .....	3
Fundamentals of Speech .....	3
Computer Programming	
— COBOL I .....	3
Introduction to	
Data Processing .....	3

### Postal Management

Introduction to	
Postal Management .....	3
Customer Services -	
Postal Management .....	3
Delivery Services -	
Postal Management .....	3
Fundamentals of Speech .....	3
Technical Report Writing .....	3
Computer Programming	
— BASIC .....	3
Computer Programming	
— COBOL I .....	3
Cooperative Education	
Internship .....	3
Introduction to	
Data Processing .....	3

### Technical/Industrial

Engineering Graphics .....	4
Technical Report Writing .....	3
Cooperative Education	
Internship .....	3
Computer Programming	
— COBOL I .....	3
Introduction to Microprocessors .....	4
Fundamentals of Speech .....	3
Introduction to	
Data Processing .....	3

\*Student may substitute ECO 2000, Introduction to Economics.

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

<sup>2</sup>Electronic Writing is a corequisite for ENC 1101 AND ENC 1132.

<sup>3</sup>Student may be requested to transfer to Small Business Accounting before completing Financial Accounting.

<sup>4</sup>Student may substitute CGS 1510 (3-credit Lotus course).

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

<sup>6</sup>Select from General Education courses listed on pp. 84-87.

<sup>7</sup>Student may substitute an equivalent course in Microsoft Excel. Student will not receive credit toward a degree for both Lotus and Excel.

# COMPUTER INFORMATION SYSTEMS ANALYSIS

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

## GENERAL EDUCATION COURSES<sup>1</sup>

		<i><b>Credits</b></i>
ECO 2013	Principles of Economics I .....	3
ENC 1101	College Composition <sup>2</sup> .....	3
MAC 1104	College Algebra <sup>3</sup> .....	3
ELECTIVE	General Education: Humanities .....	3
ELECTIVE	General Education <sup>4</sup> .....	3
	TOTAL	15

## GENERAL COURSES

		<i><b>Credits</b></i>
CGS 1000	Introduction to Data Processing* .....	3
CGS 1560	Introduction to PC DOS .....	1
CIS 1400	Introduction to Computer Operations .....	3
CIS 2321	Systems Analysis and Design .....	3
CIS 2325	Computer Applications and Project Development .....	3
COP 1000	Programming Logic Concepts* .....	3
OST 1100	Keyboarding and Document Formatting .....	3
OST 1743	Electronic Writing I <sup>5</sup> .....	1
OST 2336	Business Communications .....	3
ACG 2022	Financial Accounting .....	4
GEB 1011	Introduction to Business .....	3
	TOTAL	30

See specialization tracks on next page.

# SPECIALIZATION TRACKS

## INFORMATION SYSTEMS ANALYSIS

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

### Credits

CIS 2311	Management Information Systems .....	3
COP 2120	Computer Programming - COBOL I .....	3
COP 2403	Computer Programming - Assembly .....	3
ACG 2071	Management Accounting .....	3
MNA 1100	Human Relations in Business .....	3
ELECTIVES	.....	6
	TOTAL	66

## COMPUTER PROGRAMMING

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

### Credits

CGS 1561	Advanced PC DOS .....	1
COP 2120	Computer Programming - COBOL I .....	3
COP 2121	Computer Programming - COBOL II .....	3
COP 2160	Computer Programming - RPG .....	3
COP 2403	Computer Programming - Assembly .....	3
COP 1220	Computer Programming - C .....	3
ELECTIVES	.....	5
	TOTAL	66

## MICROCOMPUTER APPLICATIONS

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

### Credits

CDA 2522	Introduction to Microcomputer Networking .....	1
CGS 1461	Computer Programming - BASIC .....	3
CGS 1510	Lotus 1-2-3 .....	3
CGS 1561	Advanced DOS .....	1
CGS 1577	Multimedia Computer Applications .....	3
CIS 1940CI	Topic: Paradox .....	1
COP 2700	DataBase Design and Analysis .....	3
OST 2766	Word Processing — WordPerfect	
	or	
OST 2767	Word Processing — Word for Windows .....	3
OST 2790	Personal Information Systems .....	1
ELECTIVES	.....	3
	TOTAL	67

## SUGGESTED ELECTIVES

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

CDA 2522	Introduction to Microcomputer Networks.....	1
CGS 1461	Computer Programming - BASIC .....	3
CGS 1516	Microsoft Excel, Level I.....	1
CGS 1510	Lotus 1-2-3 <sup>6</sup> .....	3
CGS 1561	Advanced DOS .....	1
CGS 1577	Multimedia Computer Applications .....	3
CGS 2170	Computer Programming - Advanced BASIC .....	3
CGS 2949	Cooperative Education Internship .....	3/9
CIS 1940CF	Beginning Microsoft Windows I.....	1
CIS 1940CI	Database: Paradox .....	1
CIS 2311	Management Information Systems .....	3
COP 1220	Computer Programming - C .....	3
COP 2121	Computer Programming - COBOL I .....	3
COP 2160	Computer Programming - RPG .....	3
COP 2403	Computer Programming - ASSEMBLY .....	3
COP 2700	DataBase Design and Analysis .....	3
ACG 2071	Management Accounting .....	3
APA 2141	Peach Tree Accounting.....	2
BUL 2241	Business Law .....	3
MNA 1100	Human Relations in Business .....	3
OST 2766	Word Processing - Word Perfect.....	3
OST 2767	Word Processing - Word for Windows .....	3
OST 2811	Desktop Publishing I (PageMaker).....	1
OST 2812	Desktop Publishing II (PageMaker) .....	1
STA 2014	Introduction to Statistics.....	3

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

<sup>1</sup>Phi Beta Lambda is the appropriate vocational student organization for providing leadership experiences and for reinforcing specific vocational skills.

<sup>2</sup>Students may be required to enroll in lower English, and mathematics courses based upon college placement tests.

<sup>3</sup>Student should enroll in higher mathematics if college placement tests so indicate.

<sup>4</sup>Any course from the approved list of Associate in Arts General Education requirements.

<sup>5</sup>Electronic Writing is a corequisite for ENC 1101 and ENC 1132.

<sup>6</sup>Students may elect to take CGS 1511, CGS 1512, and CGS 1513 instead of CGS 1510.

# CRIMINAL JUSTICE TECHNOLOGY

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

## FRESHMAN YEAR

CCJ 1000	Introduction to Criminology .....	3
CCJ 1100	Introduction to Criminal Justice.....	3
CCJ 2200	Criminal Law .....	3
CCJ 2300	Introduction to Corrections .....	3
CJT 2100	Introduction to Criminal Investigation.....	3
ENC 1101	College Composition I <sup>1</sup> .....	3
OST 1743	Electronic Writing <sup>2</sup> .....	1
SPC 2016	Fundamentals of Speech .....	3
ELECTIVE	General Education: Natural/Physical Science .....	3
CJT 2311	Advanced Firearms Training .....	3
		28

## SUMMER TERM

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

## SOPHOMORE YEAR

CCJ 1400	Police Organization & Administration.....	3
CCJ 2230	Criminal Procedure & Evidence .....	3
CCJ 2500	Juvenile Delinquency .....	3
CCJ 2600	Criminal Deviant Behavior.....	3
ENC 2210	Technical Report Writing .....	3
	or	
ENC 1102	Composition: Literature	
ISS 1011	Introduction to the Social Sciences .....	3
MAC 1102	Algebra .....	3
ELECTIVES	.....	9
		30

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

<sup>2</sup>Electronic Writing, OST 1743, is a corequisite for ENC 1101 and ENC 1132.

## ARTICULATION PROGRAM IN CRIMINAL JUSTICE

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

# EMERGENCY MEDICAL SERVICES

## (ARTICULATION PROGRAM)

The Emergency Medical Services degree program is designed for students who desire a career in pre-hospital emergency medicine. The Emergency Medical Technician courses and the Paramedic courses will be taken at the Lake-County Area Vocational-Technical Center or other approved vocational technical centers or community colleges. The academic courses will be taken at Lake-Sumter Community College.

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

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

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

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

### Phase II: Lake-Sumter Community College

		<i>Credits</i>	
		<i>Fall</i>	<i>Spring</i>
ENC 1101	College Composition I <sup>1</sup> .....	3	
BSC 2093/2093L	Human Anatomy & Physiology I & Lab <sup>2</sup> .....	5	
BSC 2094/2094L	Human Anatomy & Physiology II & Lab .....		5
HUM 1021	Introduction to Humanities .....		3
PSY 2012	Introduction to Psychology .....	3	
SYG 2000	Introduction to Sociology.....		3
MAC 1102	Algebra <sup>3</sup> .....		3
SPC 2016	Fundamentals of Speech.....	3	
OST 1743	Electronic Writing <sup>4</sup> .....	1	
Electives	.....	3	3
		<hr/>	<hr/>
		18	37

**Total Hours of Required LSCC courses**

**35**

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

DEP 2004	Psychology of Human Development .....	3
POS 2041	American National Government.....	3
MAN 2021	Principles of Management .....	3
MNA 1100	Human Relations in Business and Industry.....	3

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

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

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

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

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

<sup>2</sup>Students may exempt one or both human anatomy and physiology courses via LSCC tests and may then substitute five or ten hours credit from CHM 1025, CHM 1205, MCB 2010. See Course Descriptions section of the catalog for prerequisites (if any) for these courses.

<sup>3</sup>Or higher mathematics course

<sup>4</sup>OST 1743 Electronic Writing is a corequisite for composition courses.



# FINANCIAL SERVICES

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

## GENERAL EDUCATION COURSES

		<i><b>Credits</b></i>
ENC 1101	College Composition I <sup>1</sup> .....	3
	or	
ENC 1132	Composition Skills .....	(4)
ELECTIVE	General Education: Science/Mathematics .....	3
ELECTIVE	General Education: Humanities .....	3
ECO 2013	Principles of Economics I .....	3
ELECTIVE	General Education <sup>2</sup> .....	3

## GENERAL COURSES

		<i><b>Credits</b></i>
ACG 2022	Financial Accounting .....	4
BAN 1004	Principles of Banking .....	2
BAN 1511	Marketing for Bankers .....	3
BAN 2501	Money & Banking .....	3
BAN 1800	Law & Banking: Principles .....	2
CGS 1000	Introduction to Data Processing .....	3
MAN 2021	Principles of Management .....	3
MNA 1100	Human Relations in Business & Industry .....	3
OST 1100	Keyboarding and Document Formatting .....	3
OST 1743	Electronic Writing <sup>3</sup> .....	1
OST 2336	Business Communications .....	3
QMB 1001	Business Mathematics .....	3
		48(49)

See next page for more required courses.

Select twenty-one (21) credits from the following:

**Credits**

ACG 2071	Management Accounting .....	3
BAN 1114	Deposit Operations .....	3
BAN 1161	Corporate Securities Services .....	3
BAN 1252	Real Estate Finance .....	3
BAN 1405	Trust Operations .....	3
BAN 1413	Securities Processing .....	3
BAN 1741	Management Fundamentals .....	3
BAN 1801	Law and Banking: Applications .....	2
BAN 2210	Analyzing Financial Statements .....	3
BAN 2221	Loan Officer Development .....	3
BAN 2231	Commercial Lending .....	3
BAN 2240	Consumer Lending .....	3
BAN 2400	Trust Business .....	3
BAN 2411	Savings and Time Deposit Banking .....	3
BAN 2724	Retail Banking Series .....	3
BAN 2742	Commercial Bank Management .....	3
BRC 2949	Cooperative Education Internship <sup>4</sup> .....	3
CGS 1516	Microsoft Excel Level I .....	1
CIS 1940CK	Topic: Excel, Level II .....	1
CGS 1510	Lotus 1-2-3 (3 credit course) <sup>5</sup> .....	3
CGS 1511	Lotus 1-2-3, Level I .....	1
CGS 1512	Lotus Level II .....	1
CGS 1513	Lotus Level III .....	1
MKA 2021	Salesmanship .....	3

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

<sup>2</sup>Any course from the approved list of Associate in Arts General Education requirements.

<sup>3</sup>Electronic Writing is a corequisite for ENC 1101 and ENC 1132.

<sup>4</sup>Cooperative Educational Internship is limited to 3-credit hours in the program.

<sup>5</sup>Students can select CGS 1511, CGS 1512, AND CGS 1513 instead of CGS 1510; but cannot receive credit for both.

# FIRE SCIENCE TECHNOLOGY

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

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

## FRESHMAN YEAR

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

## SUMMER

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

## SOPHOMORE YEAR

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

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

<sup>2</sup>Electronic Writing is a corequisite of ENC 1101 and ENC 1132.

# ARTICULATION TO FIRE SCIENCE TECHNOLOGY

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

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

## Phase I: Lake County Area Vocational Technical Center

Minimum Standards ..... 6 elective credits at LSCC

## Phase II: Lake County Area Vocational Technical Center

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

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

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

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

### Phase III

### Credits

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

# GRAPHIC DESIGN TECHNOLOGY

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

## FRESHMAN YEAR

		<i>Credits</i>	
		<i>Fall</i>	<i>Spring</i>
ENC 1101	College Composition I <sup>1</sup> .....	3	
OST 1743	Electronic Writing .....	1	
ART 1202C	Design and Color .....	3	
ART 1300C	Freehand Drawing I .....	3	
ART 1230C	Introduction to Graphic Design .....	3	
ART 2540C	Introduction to Painting, Watercolor I .....	3	
ARH 2051	Art History and Appreciation .....		3
ART 1201C	Design Structures .....		3
ART 1301C	Freehand Drawing II .....		3
ART 1231C	Layout Production I .....		3
CAP 2700	Intro to Computer Art .....		3
		<hr/>	<hr/>
		16	15

## SUMMER TERM

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

## SOPHOMORE YEAR

ARH 2050	Art History and Appreciation.....	3	
PGY 1101C	Basic Photography .....	3	
ART 2232C	Advertising Design I .....	3	
ART 2234C	Layout Production II .....	3	
CAP 2703	Computer Art II .....	3	
ELECTIVE	General Education: Mathematics <sup>2</sup> or Computational Science <sup>3</sup> .....		3
ART 2233C	Experimental Design: Portfolio Prep. ....		3
ART 2253	Illustration .....		3
ART 2541C	Beginning Oil Painting or Multimedia Computer Applications.....		3
CGS 1577	General Education: Behavioral/ Social Science <sup>2</sup> .....		3
ELECTIVE		<hr/>	<hr/>
		15	15

<sup>1</sup>Student may substitute ENC 1132.

<sup>2</sup>Student may select from approved general education courses in the college catalog.

<sup>3</sup>Student may select one of CHM 1025, CHM 2045, or PHY 1020C in place of approved mathematics general education requirement.

# HOSPITALITY MANAGEMENT

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

## FRESHMAN YEAR

		<i>Credits</i>
CIS 1400	Introduction to Computer Operations .....	3
ENC 1101	College Composition I <sup>1</sup> .....	3
	or	
ENC 1132	Composition Skills .....	4
HFT 1700	Tourism and the Hospitality Industry .....	3
HFT 1800	Food and Beverage Management .....	3
HFT 1410	Front Office Procedures .....	3
MNA 1100	Human Relations in Business and Industry .....	3
MAN 2021	Principles of Management .....	3
OST 1100	Keyboarding and Document Formatting .....	3
OST 1743	Electronic Writing <sup>2</sup> .....	1
QMB 1001	Business Mathematics .....	3
		28-29

## SUMMER TERM

HFT 1300	Housekeeping Management .....	3
ELECTIVE	General Education <sup>4</sup> .....	3
		6

## SOPHOMORE YEAR

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

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

<sup>2</sup>Electronic Writing is a corequisite for ENC 1101 and ENC 1132.

<sup>3</sup>Student may be requested to transfer to Small Business Accounting before completing Financial Accounting.

<sup>4</sup>Student should select any course from approved list of Associate in Arts General Education requirements.

## LEGAL ASSISTING

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

### General Education

		<i>Credits</i>
ENC 1101	English Composition I .....	3
	or	
ENC 1132	Composition Skills .....	4
OST 1743	Electronic Writing .....	1
MAC 1102	Algebra .....	3
ELECTIVE	Humanities .....	3
ELECTIVE	General Education:	
	Behavioral/Social Science .....	3
ELECTIVE	General Education .....	3
Total General Education Courses		<u>16-17</u>

### REQUIRED PROFESSIONAL COURSES

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

### PROFESSIONAL ELECTIVES (Select 10 hours)

ACG 2022	Financial Accounting .....	4
	or	
APA 1002	Small Business Accounting .....	3
CCJ 2220	Criminal Law .....	3
OST 1330	Business English .....	3
OST 1100	Keyboarding and Document Formatting .....	3
PLA 2465	Bankruptcy Law .....	3
PLA 2803	Family Law .....	3
PLA 2949	Cooperative Education	
	in Legal Assisting .....	3
Total Professional Electives		<u>10</u>
ELECTIVES	.....	6
Total Program Hours		<u>64</u>



## NURSING (ASSOCIATE DEGREE) RN

Lake-Sumter Community College offers an Associate in Science Degree in Nursing. A special track for Licensed Practical Nurses is also offered beginning each year in May. General Nursing students complete 81 credits and are eligible to write the National Council Licensing Examination for licensure as a Registered Nurse. Licensed Practical Nurses must complete 66 credits to be eligible to write the licensure exam for Registered Nurses.

Admission to the Nursing Program is limited by the size of clinical facilities and number of faculty. Please see page 33 for the Admission Requirements to the Nursing Program.

### GENERAL EDUCATION REQUIREMENTS

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

### NURSING COURSES

		<i>Credits</i>
*NUR 1022	Nursing Theory I .....	4
NUR 1142	Introduction to Pharmacology .....	2
*NUR 1210C	Clinical Practice I .....	5
*NUR 1023	Nursing Theory II .....	4
*NUR 2211C	Clinical Practice II .....	5
*NUR 2420C	Family Health .....	3
**NUR 2003C	Nursing Transition .....	6
NUR 2700	Nursing Theory III .....	5
NUR 2700L	Clinical Practice III .....	6
NUR 2801	Nursing Leadership .....	2
NUR 2412	Nursing Theory IV .....	2
NUR 2500	Nursing Theory V .....	3
NUR 2512L	Clinical Practice IV.....	2.5
NUR 2500L	Clinical Practice V.....	2.5
NUR 2800L	Clinical Practicum .....	4

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

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

# GENERAL NURSING CURRICULUM

## Prerequisites to making application

Credits

### Spring Term

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

## 1st Year Classes

### Fall Term

NUR 1022	Nursing Theory I	4
NUR 1210C	Clinical Practice I	5
MCB 2010/2010L	Microbiology & Lab	5
	or	
BSC 2094/2094L	Human Anatomy and Physiology II & Lab	5
NUR 1142	Introduction to Pharmacology	2
HUN 1201	Basic Normal Nutrition	3
		<u>19</u>

### Spring Term

NUR 1023	Nursing Theory II	4
NUR 2211C	Clinical Practice II	5
MCB 2010/2010L	Microbiology & Lab	5
	or	
BSC 2094/2094L	Human Anatomy and Physiology II & Lab	5
DEP 2004	Psychology of Human Development	3
		<u>17</u>

### Summer A Term

NUR 2420C	Family Health	3
ELECTIVE	Humanities	3
		<u>6</u>

## 2nd Year Classes

### Fall Term

NUR 2700	Nursing Theory III	5
NUR 2700L	Clinical Practice III	6
NUR 2801	Nursing Leadership	2
		<u>13</u>

### Spring Term

NUR 2412	Nursing Theory IV	2
NUR 2500	Nursing Theory V	3
NUR 2412L	Clinical Practice IV	2.5
NUR 2500L	Clinical Practice V	2.5
NUR 2800L	Clinical Practicum	4
		<u>14</u>

Total general education credits in general curriculum	31
Total nursing credits	<u>50</u>
Total credits	<u>81</u>

<sup>1</sup>ENC 1132 Composition Skills may be substituted.

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

<sup>2</sup>Electronic Writing is a corequisite for ENC 1101 and ENC 1132.

# LPN BRIDGE NURSING TRACK CURRICULUM

## Prerequisites:

BSC 2093/2093L	Human Anatomy and Physiology I & Lab	5
BSC 2094/2094L	Human Anatomy and Physiology II & Lab	5
MCB 2010/2010L	Microbiology & Lab	5
PSY 2012	Introduction to Psychology	3
DEP 2004	Psychology of Human Development	3
HUN 1201	Basic Normal Nutrition	3
ENC 1101	College Composition I <sup>1</sup>	3
OST 1743	Electronic Writing <sup>2</sup>	1
		<u>28</u>

## Summer A Term

NUR 2003C	Nursing Transition	6
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## Summer B Term

Elective	General Education: Humanities <sup>3</sup>	3
		<u>9</u>

## Fall Term

NUR 2700	Nursing Theory III	5
NUR 2700L	Clinical Practice III	6
NUR 2801	Nursing Leadership	2
NUR 1142	Introduction to Pharmacology <sup>4</sup>	2
		<u>15</u>

## Spring Term

NUR 2412	Nursing Theory IV	2
NUR 2500	Nursing Theory V	3
NUR 2412L	Clinical Practice IV	2.5
NUR 2500L	Clinical Practice V	2.5
NUR 2800L	Clinical Practicum	4
		<u>14</u>

Total general education credits in general curriculum.....31

Total nursing credits.....35

LPN Transition Curriculum.....66

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

<sup>2</sup> Electronic Writing is a corequisite for ENC 1101 and ENC 1132.

<sup>3</sup> Student should select any Humanities course from the approved list of Associate in Arts General Education requirements or ENC 1102, Composition: Literature.

<sup>4</sup> Periodically offered in summer term.

## OFFICE MANAGEMENT TECHNOLOGY

This program uses a systems approach to incorporate computerized office technologies with office procedures to prepare students to face the challenges of the electronic office. Students will acquire basic knowledge and skills necessary to obtain employment in administrative support or office management positions.

### FRESHMAN YEAR

		<i>Credits</i>	
		<i>Fall</i>	<i>Spring</i>
ENC 1101	College Composition I <sup>1</sup> .....	3	
OST 1743	Electronic Writing <sup>2</sup> .....	1	
OST 1100	Keyboarding & Document Formatting .....	3	
OST 1110	Advanced Document Formatting .....		3
MNA 1100	Human Relations in Bus. and Industry .....	3	
CIS 1400	Introduction to Computer Operations .....	3	
ELECTIVE	General Education: Mathematics/Science <sup>1,5</sup> ....		3
CGS 1511	Lotus 1-2-3, Level I <sup>6</sup>		
	or		
CGS 1516	Excel <sup>7</sup> , Level I .....		1
QMB 1001	Business Mathematics .....		3
OST 2325	Business Machines and Records Mgmt. ....		3
ELECTIVE	General Education: Behavioral/Social Science .	3	
ELECTIVE	General Education: Humanities or ENC 1102..		3
CIS 1940CF	Topic: Word for Windows.....		1
		16	17

### SUMMER TERM

CIS 1940CI	Paradox .....	1	
ELECTIVES	.....	3	
		4	

### SOPHOMORE YEAR

OST 2766	Word Processing—WordPerfect .....	3	
OST 2767	Word Processing—Word for Windows .....		3
OST 2949	Cooperative Education Internship .....		3
APA 1002	Small Business Accounting <sup>3</sup> or		
ACG 2022	Financial Accounting <sup>4</sup> .....	(3)4	
OST 1330	Business English.....	3	
OST 2336	Business Communications.....		3
OST 2790	Personal Information Systems .....		1
BUL 2111	Business Law .....	3	
MAN 2021	Principles of Management.....		3
APA 2141	PeachTree Accounting <sup>2</sup> .....		2
ELECTIVE	General Education: Behavioral/ Social Science/Humanities .....	3	
		(15)16	15

- <sup>1</sup>Student may be required to enroll in lower English, mathematics, and reading courses based on college placement tests.
- <sup>2</sup>OST 1743 is a corequisite for ENC 1101 and ENC 1132.
- <sup>3</sup>Student desiring to transfer or obtain a Business Management degree should take Financial Accounting.
- <sup>4</sup>Student may be requested to transfer to Small Business Accounting.
- <sup>5</sup>Student may select MAC 1102 or any General Education Natural/Physical Science.
- <sup>6</sup>Student may substitute CGS 1510 (3-credit Lotus course).
- <sup>7</sup>Student may substitute an equivalent course in Excel. Student will not receive credit toward a degree for both Lotus and Excel.

# SPECIALIZATION TRACK

## MEDICAL OFFICE MANAGEMENT

Students wishing to specialize in a medical office management option will be permitted to make the following program substitutions:

### Substitute:

		<i>Credits</i>
BSC 2093/2093L	Human Anatomy & Physiology I & Lab .....	5
BSC 1010/1010L	General Biology & Lab .....	5
HSC 1531	Medical Terminology .....	2
OST 2361	Medical Office Management .....	<u>3</u>
Total Credits		15

### For

ELECTIVE	General Education: Mathematics/Science .....	3
ELECTIVE	General Education: Humanities or ENC 1102 .....	3
ELECTIVE	General Education: Behavioral/Social Science or Humanities .....	3
ELECTIVE	.....	<u>3</u>
Total Credits		12

last attempt of a repeated course counts in computing grade point average. A minimum 2.0 ("C") average is required for graduation. Quality points are calculated as follows:

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

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

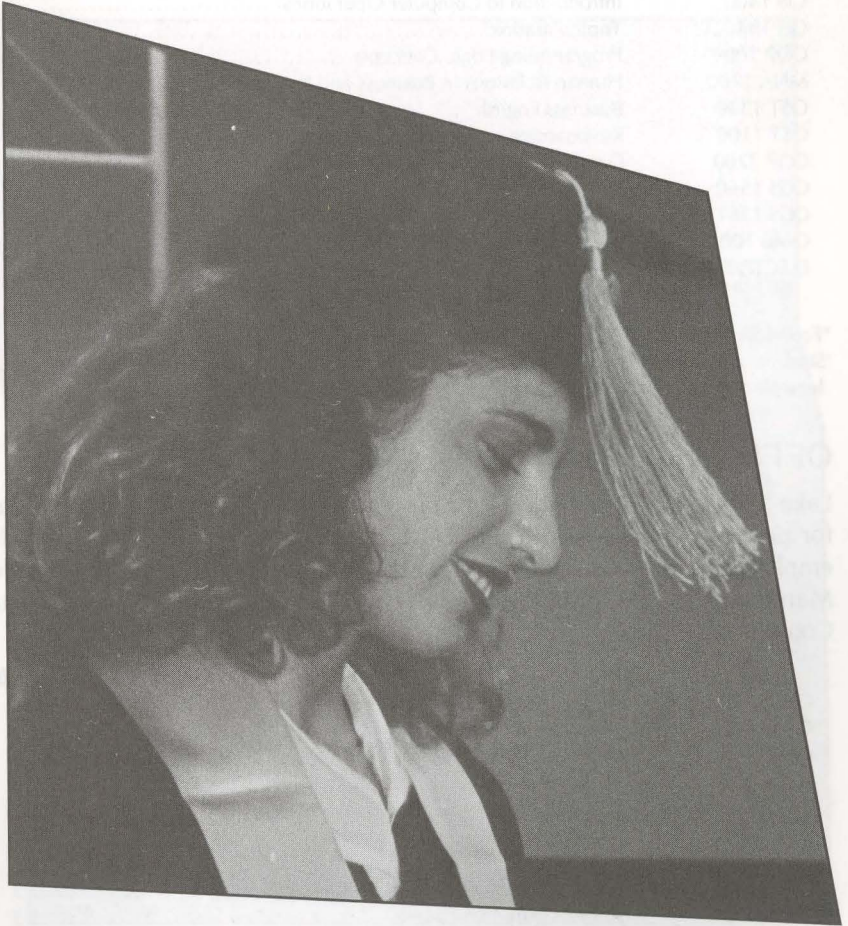
For example, if you signed up as a full-time student in a regular semester, as in Fall Term, with six (6) representative courses identified here by prefix and number with the credit hours and grades indicated, your grade point would be thirty (30) quality points divided by fifteen (15) academic hours attempted or exactly 2.0 ("C")

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





# CERTIFICATE PROGRAMS



# CERTIFICATE PROGRAMS

## BUSINESS DATA PROCESSING

Lake-Sumter Community College provides a 33 credit hour certificate program in Business Data Processing for present professionals in the field or for those desiring preparation for employment. All credits may be applied toward an Associate in Science degree at Lake-Sumter Community College.

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

\*Foundation course which should be taken first.

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

## OFFICE SYSTEMS SPECIALIST

Lake-Sumter Community College provides a 32 credit certificate program for present professionals in the field or for those desiring preparation for employment in office support. All credits may be applied toward the Office Management Technology Associate in Science degree at Lake-Sumter Community College.

		<i><b>Credits</b></i>
OST 1100	Keyboarding & Document Formatting .....	3
OST 1110	Advanced Document Formatting .....	3
OST 1330	Business English <sup>1</sup> .....	3
ENC 1132	Composition Skills <sup>1</sup> .....	4
OST 1743	Electronic Writing .....	1
OST 2766	Word Processing—WordPerfect .....	3
OST 2767	Word Processing—Word for Windows .....	3
OST 2325	Business Machines and Records Management .....	3
OST 2336	Business Communications .....	3
CIS 1400	Introduction to Computer Operations .....	3
MAN 2021	Principles of Management .....	3
		<u>32</u>

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

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# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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

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

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

## Example of Course Identifier

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

## General Rule for Course Equivalencies

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

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

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

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

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

### **The Course Prefix**

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

### **Authority for Acceptance of Equivalent Courses**

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

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

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

### **Exceptions to the General Rule for Equivalency**

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

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

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

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

## KEY TO COURSE DESCRIPTIONS

Course descriptions are listed in alphabetical order based on the course prefixes and numbers. Subject areas and the corresponding prefixes are listed below.

ACCOUNTING: ACG, APA, SBM, TAX

ANTHROPOLOGY: ANT

ART: ARE, ARH, ART, CAP

AVIATION AND ALLIED STUDIES: ATT

BANKING (FINANCIAL SERVICES): BAN, BRC

BIOLOGICAL SCIENCE: BOT, BSC, MCB, OCE, PCB, Z00

BUSINESS: ACG, APA, BUL, FIN, GEB, HSC, MAN, MAR, MKA, MNA, OST, QMB, RMI, SBM, SPC, TAX

CHEMISTRY: CHM

COMPUTER SCIENCE & DATA PROCESSING: CDA, CGS, CIS, COP

COOPERATIVE AND CAREER EDUCATION: COE, SLS

CRIMINAL JUSTICE: CCJ, CJT

DRAMA: THE, TPA, TPP

ECONOMICS: ECO

EDUCATION: EDF, EDG

ELECTRONICS ENGINEERING TECHNOLOGY: CET, EET

ENGINEERING: EGS, ETD, SUR

ENGLISH: AML, CRW, ENC, ENG, ENL, LIN, LIT, REA

FIRE SCIENCE: FFP

FRENCH: FRE

GEOGRAPHY: GEA

HISTORY: AMH, EUH, HIS

HOSPITALITY MANAGEMENT: HFT

HUMANITIES: HUM

JOURNALISM: JOU, MMC, RTV

LEGAL ASSISTING: PLA

MANAGEMENT: MAN, MNA

MARKETING: MKA, MAR

MATHEMATICS: MAC, MAE, MAS, MAT, MGF, STA

MEDICAL TERMINOLOGY; HSC

MUSIC: MUH, MUL, MUN, MUO, MUT, MUS

APPLIED MUSIC: MVB, MVK, MVP, MVS, MVV, MVW

NURSING: HUN, NSP

OFFICE MANAGEMENT: OST

PHILOSOPHY: PHI

PHOTOGRAPHY: PGY

PHYSICAL EDUCATION: DAA, HSC, PEL, PEM, PEN, PEO, PET

PHYSICAL SCIENCE: GLY, PHY

PHYSICS: AST, PHY

POLITICAL SCIENCE: INR, POS

POSTAL MANAGEMENT MNA

PSYCHOLOGY: DEP, PSY, SOP

REAL ESTATE: MTB, REE

SOCIAL SCIENCE: ISS, GEY

SOCIOLOGY: SYG

SPANISH: SPN

SPEECH: ORI, SPC

# KEY TO COURSE DESCRIPTIONS

Course descriptions are listed in the following order:

1. Department	2. Course Number	3. Course Title	4. Credits
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Example: 1. 100 2. 101 3. Introduction to Psychology 4. 3

1. Department: The first number(s) in the course description identifies the department. For example, 100 is Psychology, 101 is Art, 102 is Music, 103 is History, 104 is English, 105 is Science, 106 is Business, 107 is Education, 108 is Health, 109 is Physical Education, 110 is Foreign Languages, 111 is Social Sciences, 112 is Humanities, 113 is Interdisciplinary Studies, 114 is Honors, 115 is Special Programs, 116 is Continuing Education, 117 is Non-Credit Courses, 118 is Transfer Courses, 119 is Other Courses.

2. Course Number: The second number(s) in the course description identifies the course number. For example, 100 is Psychology, 101 is Art, 102 is Music, 103 is History, 104 is English, 105 is Science, 106 is Business, 107 is Education, 108 is Health, 109 is Physical Education, 110 is Foreign Languages, 111 is Social Sciences, 112 is Humanities, 113 is Interdisciplinary Studies, 114 is Honors, 115 is Special Programs, 116 is Continuing Education, 117 is Non-Credit Courses, 118 is Transfer Courses, 119 is Other Courses.

3. Course Title: The third number(s) in the course description identifies the course title. For example, 100 is Psychology, 101 is Art, 102 is Music, 103 is History, 104 is English, 105 is Science, 106 is Business, 107 is Education, 108 is Health, 109 is Physical Education, 110 is Foreign Languages, 111 is Social Sciences, 112 is Humanities, 113 is Interdisciplinary Studies, 114 is Honors, 115 is Special Programs, 116 is Continuing Education, 117 is Non-Credit Courses, 118 is Transfer Courses, 119 is Other Courses.

4. Credits: The fourth number(s) in the course description identifies the number of credits. For example, 100 is Psychology, 101 is Art, 102 is Music, 103 is History, 104 is English, 105 is Science, 106 is Business, 107 is Education, 108 is Health, 109 is Physical Education, 110 is Foreign Languages, 111 is Social Sciences, 112 is Humanities, 113 is Interdisciplinary Studies, 114 is Honors, 115 is Special Programs, 116 is Continuing Education, 117 is Non-Credit Courses, 118 is Transfer Courses, 119 is Other Courses.



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# COURSE DESCRIPTIONS

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## COURSE DESCRIPTIONS

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### **ACG 2022 FINANCIAL ACCOUNTING**

4 LECTURE HOURS - 4 CREDITS

**Offered Fall Term**

**Prerequisite: Sophomore level or consent of the instructor**

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

### **ACG 2071 MANAGEMENT ACCOUNTING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ACG 2022**

**Corequisite: CGS 1511**

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

### **AMH 2010 U.S. HISTORY TO 1877**

3 LECTURE HOURS - 3 CREDITS

A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

### **AMH 2020 U.S. HISTORY SINCE 1877**

3 LECTURE HOURS - 3 CREDITS

A continuation of U.S. History from 1877 to the present. Emphasis is given to the factors that have changed the United States from a rural to urban-industrial nation, and to a leading world power. Recommended especially for sophomores. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

### **AMH 2070 FLORIDA HISTORY**

3 LECTURE HOURS - 3 CREDITS

The course includes studies relating to explorations, Indians, international rivalry and conflict, Andrew Jackson, territorial politics and issues, early statehood, Civil War and Reconstruction, and finally, Florida's growth in the 20th century. Special emphasis will be given to political, economic, and cultural forces as they have affected Florida's development during its five hundred years of recorded history.

### **AML 2010 AMERICAN LITERATURE I**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1102**

This course deals with major American writers of prose and poetry from colonial times through the Civil War. It is designed to place American authors in proper perspective with regard to the world of literature and to stress the creative contribution of each author studied. *May be used to fulfill Gordon Rule requirements.*

**AML 2022 AMERICAN LITERATURE II** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1102**

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

**ANT 2410 CULTURAL ANTHROPOLOGY** 3 LECTURE HOURS - 3 CREDITS

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

**APA 1002 SMALL BUSINESS ACCOUNTING** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$5**

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

**APA 2141 PEACHTREE ACCOUNTING** 2 LECTURE HOURS - 2 CREDITS

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

**Laboratory fee: \$5**

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

**APA 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING**

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

**ARE 2040 PROVIDING ART EXPERIENCES** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$10**

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

**ARH 2050 ART HISTORY AND APPRECIATION** 3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

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

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

**Offered Spring Term**

An analysis and evaluation of art forms from the Renaissance to the Twentieth century. Familiarization with the basic tools and principles of art with emphasis on understanding contemporary trends.

**ART 1201C DESIGN STRUCTURES** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

**Laboratory Fee: \$10**

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

**ART 1202C DESIGN AND COLOR** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$10**

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

**ART 1230C INTRODUCTION TO GRAPHIC DESIGN**  
3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

**Laboratory fee: \$10**

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

**ART 1231C LAYOUT PRODUCTION I** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

**Laboratory fee: \$10**

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

**ART 1300C FREEHAND DRAWING I** 3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

**Laboratory fee: \$10**

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

**ART 1301C FREEHAND DRAWING II** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

**Laboratory fee: \$10**

Emphasis will be on compositional drawing including still life, landscape, and perspective with special attention given to creative problems and developing a creative view.

**ART 1831 MUSEUM/GALLERY STUDIES** 1 CREDIT

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

**ART 2110C INTRODUCTION TO CERAMICS** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$10**

An introduction to materials and methods used in creating ceramic pieces. Handbuilding techniques include pinch, coil, slab, solid, and primitive. Surface decoration methods include slip, engobes, underglaze, and sgraffito. Open to all students.

**ART 2111C INTERMEDIATE CERAMICS II** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite: ART 2110C or consent of instructor**

**Laboratory fee: \$10**

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

**ART 2232C ADVERTISING DESIGN I** 3 LECTURE HOURS - 3 CREDITS

**Prerequisites: ART 1231C**

**Laboratory fee: \$10**

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

**ART 2233C EXPERIMENTAL DESIGN:  
PREPARING AN ORIGINAL PORTFOLIO** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

**Prerequisite: Sophomore status in Graphic Design Program or consent of instructor**

**Laboratory fee: \$10**

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

**ART 2234C LAYOUT PRODUCTION II** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** ART 1231C

**Laboratory Fee:** \$10

A continuation of the Layout Production I course where more advanced techniques and procedures of production are covered. Course to include hands-on work with horizontal camera-processor for creative effects.

**ART 2235C ADVERTISING DESIGN II** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** ART 2232C

**Laboratory fee:** \$10

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

**ART 2253C ILLUSTRATION** 3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

**Prerequisites:** ART 1300C and ART 2540C

**Laboratory fee:** \$10

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

**ART 2254C FIGURE DRAWING AND ILLUSTRATION** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

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

**Laboratory fee:** \$10

Study of structure and proportions of human body as related to fashion figure proportions. A variety of media and techniques is introduced with some consideration for figure illustration as used in advertising.

**ART 2270C GRAPHIC SYMBOL DESIGN** 2 LECTURE HOURS - 2 CREDITS

**Offered Spring Term**

**Laboratory fee:** \$10

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

**ART 2281C TYPOGRAPHIC LETTER FORMS** 3 LECTURE HOURS - 3 CREDITS

**Prerequisites:** ART 1230C

**Laboratory fee:** \$10

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

**ART 2303C INK DRAWING WITH PEN AND BRUSH** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee:** \$10

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

**ART 2400C BEGINNING PRINTMAKING** 3 LECTURE HOURS - 3 CREDITS

**Laboratory fee:** \$10

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

**ART 2510C BEGINNING OIL PAINTING** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** ART 2540C

**Laboratory fee:** \$10

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

**ART 2540C INTRODUCTION TO WATERCOLOR I** 3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

**Prerequisite:** ART 1300C or consent of instructor

**Laboratory fee:** \$10

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

**ART 2550C INTERMEDIATE OIL/ACRYLIC PAINTING** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** ART 2510C or consent of instructor

**Laboratory fee:** \$10

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

**ART 2551C AIRBRUSH TECHNIQUES I**

3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$10**

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

**ART 2552C AIRBRUSH TECHNIQUES II**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: ART 2551C****Laboratory fee: \$10**

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

**ART 2560C OIL PAINTING: EXPLORING  
NEW TECHNIQUES AND MATERIALS**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: ART 2550C or consent of instructor**

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

**ART 2561C WATERCOLOR II**

3 LECTURE HOURS - 3 CREDITS

**Prerequisites: ART 1300C or 1301C, water color workshop***Open to beginning painters***Laboratory fee: \$10**

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

**ART 2701C INTRODUCTION TO SCULPTURE**

3 LECTURE HOURS -

**Laboratory fee: \$10**

3 CREDITS

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

**ART 2904 PAINTING: INDIVIDUALIZED STUDY**

3 LECTURE HOURS -

**Prerequisite: ART 2510C**

3 CREDITS

An independent study course for experienced artists who desire critiques and evaluation by an instructor. May be repeated with change of content for up to 12 credits.

**ART 2906 OIL AND ACRYLIC PAINTING: INDIVIDUALIZED STUDY****Prerequisite: A previous course in painting** 3 LECTURE HOURS - 3 CREDITS

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



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

**AST 1002 INTRODUCTION TO ASTRONOMY** 3 LECTURE HOURS - 3 CREDITS

A study of the development and present understanding of the universe: the solar system, the nature of electromagnetic radiation, astronomical instruments, stars, galaxies, and cosmology.

**ATT 1100 PRIVATE PILOT AERONAUTICS** 4 LECTURE HOURS - 4 CREDITS

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

**ATT 1120 INSTRUMENT PILOTAERONAUTICS** 4 LECTURE HOURS -  
**Prerequisite: ATT 1100 or Private Pilot's License** 4 CREDITS

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

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

A study of the pertinent principles of commercial aviation. Includes a study of aerodynamics, meteorology, complex aircraft systems, and the privileges and limitations of the commercial pilot. Provides all the information required to pass the FAA written examination for the Commercial Pilot rating.

**BAN 1004 PRINCIPLES OF BANKING** 2 LECTURE HOURS - 2 CREDITS

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

**BAN 1114 DEPOSIT OPERATIONS** 2 LECTURE HOURS - 2 CREDITS

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

**BAN 1161 CORPORATE SECURITIES SERVICES** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite: BAN 1004 and BAN 1413**

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

**BAN 1252 REAL ESTATE FINANCE** 3 LECTURE HOURS - 3 CREDIT

**Prerequisite or Corequisite: CGS 1511 or CGS 1516**

This course is designed for personnel involved in mortgage credit at all levels. It provides a background in the varied real estate mortgage credit operations of commercial banks.

**BAN 1403 TRUST INVESTMENTS** 3 LECTURE - 3 CREDITS

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

**BAN 1405 TRUST OPERATIONS** 3 LECTURE HOURS - 3 CREDITS

**Prerequisites: BAN 1004, BAN 1413, and BAN 1161**

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

**BAN 1413 SECURITIES PROCESSING** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite: ACG 2022 or consent or instructor**

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

**BAN 1511 MARKETING FOR BANKERS** 3 LECTURE HOURS - 3 CREDITS

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

**BAN 1741 MANAGEMENT FUNDAMENTALS** 3 LECTURE HOURS - 3 CREDITS

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

**BAN 1800 LAW AND BANKING: PRINCIPLES** 2 LECTURE HOURS - 2 CREDITS

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

**BAN 1801 LAW AND BANKING: APPLICATIONS**

2 LECTURE HOURS - 2 CREDITS

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

**BAN 2210 ANALYZING FINANCIAL STATEMENTS**

3 LECTURE HOURS -

**Prerequisite: ACG 2022 or consent of instructor**

3 CREDITS

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

**BAN 2221 COMMERCIAL LOAN OFFICER DEVELOPMENT**

**Prerequisite: BAN 1004**

3 LECTURE HOURS - 3 CREDITS

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

**BAN 2231 COMMERCIAL LENDING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: BAN 1004**

**Prerequisite or Corequisite: CGS 1511 or CGS 1516**

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

**BAN 2240 CONSUMER LENDING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite or Corequisite: CGS 1511 or CGS 1516**

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

**BAN 2400 TRUST BUSINESS**

3 LECTURE HOURS - 3 CREDITS

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

## **BAN 2411 SAVINGS AND TIME DEPOSIT BANKING**

3 LECTURE HOURS - 3 CREDITS

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

## **BAN 2501 MONEY AND BANKING**

3 LECTURE HOURS - 3 CREDITS

### **Prerequisite: ECO 2013 or consent of instructor**

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

## **BAN 2724 RETAIL BANKING SERIES**

3 LECTURE HOURS - 3 CREDITS

### **Prerequisites: BAN 1004, ACG 2022 or consent of instructor**

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

## **BAN 2742 BANK MANAGEMENT**

3 LECTURE HOURS - 3 CREDITS

### **Prerequisites: BAN 1004**

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

## **BOT 2010 GENERAL BOTANY**

3 LECTURE HOURS - 5 CREDITS

### **Offered Spring Term, even years**

### **Prerequisite: BSC 1010 & BSC 1010L**

### **Corequisite: BOT 2010L GENERAL BOTANY LABORATORY**

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

## **BOT 2010L GENERAL BOTANY LABORATORY**

3 LAB HOURS - 0 CREDIT

### **Corequisite: BOT 2010**

### **Laboratory fee: \$10**

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

## **BRC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BANKING**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **BSC 1005 AN INTRODUCTION TO LIFE SCIENCE**

3 LECTURE HOURS - 3 CREDITS

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

## **BSC 1010 GENERAL BIOLOGY**

3 LECTURE HOURS - 5 CREDITS

**Corequisite: BSC 1010L**

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

## **BSC 1010L GENERAL BIOLOGY LABORATORY**

2 LAB HOURS - 0 CREDIT

**Corequisite: BSC 1010**

**Laboratory fee: \$15**

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

## **BSC 2093 HUMAN ANATOMY AND PHYSIOLOGY I**

3 LECTURE HOURS -

**Offered Fall Term Day, Spring Term Evening**

5 CREDITS

**Prerequisite: BSC 1010 & BSC 1010L or consent of instructor. CHM 1025 & CHM 1025L highly recommended.**

**Corequisite: BSC 2093L**

This course deals with the structure, function, and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous, and endocrine systems.

## **BSC 2093L HUMAN ANATOMY AND PHYSIOLOGY I LABORATORY**

**Corequisite: BSC 2093**

3 LAB HOURS - 0 CREDIT

**Laboratory Fee: \$15**

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

## **BSC 2094 HUMAN ANATOMY AND PHYSIOLOGY II**

3 LECTURE HOURS -

**Offered Spring Term Day, Summer C Term Evening**

5 CREDITS

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

**Corequisite: BSC 2094L Human Anatomy and Physiology II Laboratory**

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

## **BSC 2094L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY**

**Corequisite: BSC 2094**

3 LAB HOURS - 0 CREDIT

**Laboratory Fee: \$15**

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

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

3 CREDITS

*Refer to the Cooperative Education heading for additional information.*

**BUL 1040 YOU AND THE LAW**

1 LECTURE HOUR - 1 CREDIT

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

**BUL 2241 BUSINESS LAW**

3 LECTURE HOURS - 3 CREDITS

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

**CAP 2700 INTRODUCTION TO COMPUTER ARTS**

3 LECTURE HOUR - 3 CREDITS

Involves the use of an electronic imaging system for creating computer-aided designs, artwork, graphs, and other kinds of visual imagery. A variety of user-friendly art and design software will allow for hands-on experience of creating a wide variety of personal imagery in the final form of color print-outs or color slides. Prior programming or computer experience is not required.

**CAP 2703 ART AND COMPUTER II**

3 CREDITS

An expansion of Introduction to Computer Arts with more detailed and advanced software usage in the creation of art/graphic design and layout images. Applications of image plotter and image scanner devices will be explored. Images to be produced on printer or from screen as color prints or slides.

**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**  
**Offered Fall Term**

3 LECTURE HOURS -  
3 CREDITS

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

## **CCJ 1400 POLICE ORGANIZATION AND ADMINISTRATION**

**Offered Spring Term**

3 LECTURE HOURS - 3 CREDITS

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

## **CCJ 2220 CRIMINAL LAW**

3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

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 -

**Offered Spring Term**

3 CREDITS

Principles, duties, and mechanics of criminal procedure in Florida as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof; kinds, degrees, admissibility, competence, and weight; specifically deals with rules of evidence and procedure of particular import at the operational level in law enforcement.

## **CCJ 2300 INTRODUCTION TO CORRECTIONS**

3 LECTURE HOURS - 3 CREDITS

Knowledge of the correctional institution and acquaintance with all its procedures. An introduction to the basic principles and philosophy of corrections with consideration given to community-based corrections, probation, pardon, parole, and juvenile institutions.

## **CCJ 2500 JUVENILE DELINQUENCY**

3 LECTURE HOURS - 3 CREDITS

The problem of defining and measuring delinquency will be considered. The broad social and cultural aspects of delinquent behavior, casual theories, the police role, and development of the juvenile court.

## **CCJ 2600 CRIMINAL DEVIANT BEHAVIOR**

3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

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

## **CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE**

3 CREDITS

*Refer to the Cooperative Education heading for additional information.*

## **CDA 2522 INTRODUCTION TO MICROCOMPUTER NETWORKING**

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

**Laboratory fee:** \$5

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

## **CET 1151 INTRODUCTION TO MICROCOMPUTER TROUBLESHOOTING AND REPAIR** 1 LECTURE HOUR - 1 CREDIT

This course covers the fundamentals of computer servicing. The concepts studied will apply to all computers, but emphasis is placed on the microprocessor. Topics studied will include computer basics, applications and systems, power supply services, bussing, and interfacing the central processing unit, and output interfacing.

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

An introductory course to provide a foundation for more specific study in computerized data processing. Provides instruction in the areas of what a computer is, what it can do, 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, file organization, communications, careers, effect on society, and an introduction of application software through the class development of projects in text processing, spreadsheets, and data base. This is a survey course designed to introduce the student to the entire data processing field as well as providing a small amount of "hands-on" experiences.

## **CGS 1060 COMPUTER BASICS** 1 LECTURE HOUR - 1 CREDIT

**Prerequisite:** None

**Laboratory fee:** \$5

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

## **CGS 1461 COMPUTER PROGRAMMING - BASIC** 3 LECTURE HOURS - 3 CREDITS

An introductory course designed to familiarize the student in the programming language BASIC. Topics include logiccharting, structured methodology, basic code syntax, programming documentation, and problem solving. The student will use hands-on experience with the microcomputer and programming manuals. Additional practice time and keyboarding skills will be required.



### **CGS 1510 LOTUS 1-2-3**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** CIS 1400 or consent of instructor

**Laboratory fee:** \$10

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

### **CGS 1511 LOTUS 1-2-3, Level I**

1 LECTURE HOUR - 1 CREDIT

**Prerequisite:** CIS 1400 or consent of instructor

**Laboratory fee:** \$5

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

### **CGS 1512 LOTUS 1-2-3, Level II**

1 LECTURE HOUR - 1 CREDIT

**Prerequisite:** CGS 1511

**Laboratory fee:** \$5

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

### **CGS 1513 LOTUS 1-2-3, LEVEL III**

1 LECTURE HOUR - 1 CREDIT

**Prerequisite:** CGS 1512

**Laboratory fee:** \$5

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

**CGS 1514 LOTUS 1-2-3, LEVEL IV**

1 LECTURE HOUR - 1 CREDIT

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

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

**CGS 1516 MICROSOFT EXCEL, LEVEL I**

1 LECTURE HOUR - 1 CREDIT

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

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

**CGS 1541 dBASE III**

1 LECTURE HOUR - 1 CREDIT

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

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

**CGS 1560 INTRODUCTION TO PC DOS**

1 LECTURE HOUR - 1 CREDIT

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

The student will study a major disk operating system for personal computers. The student will learn to use the system to enter programs, create and manipulate files and perform utility functions, such as erasing or renaming files, formatting disks, and making "back-up" copies of data. The student will have daily hands-on experience with the computer. Additional practice time and keyboarding skills will be required.

**CGS 1561 ADVANCED DOS**

1 LECTURE HOUR - 1 CREDIT

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

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

**CGS 1577 MULTIMEDIA COMPUTER APPLICATIONS** 3 LECTURE HOURS -**Prerequisites: CGS 1560 and CIS 1400 or consent of instructor** 3 CREDITS

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

**CGS 1905 PERSONAL COMPUTING**

1 CREDIT

**Laboratory Fee: \$5**

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

**CGS 2949 COOPERATIVE EDUCATION INTERNSHIP IN  
COMPUTER SCIENCE**

1-6 CREDITS

**Prerequisite: Must have completed a minimum of 30 credit hours including CIS 1400 and CGS 1560***Refer to the Cooperative Education heading for additional information.***CHM 1020 ENVIRONMENTAL SCIENCE**

3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

A non-mathematical study of chemistry and its practical applications. Topics include atomic structure, chemical bonding, acid-base behavior, energy sources, pollution, and consumer chemistry.

**CHM 1025 GENERAL CHEMISTRY**

3 LECTURE HOURS - 5 CREDITS

**Corequisite: CHM 1025L**

An introduction to the elementary aspects of modern chemistry including the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases.

**CHM 1025L GENERAL CHEMISTRY LABORATORY** 2 LAB HOURS - 0 CREDIT

**Laboratory fee: \$10**

**Corequisite: CHM 1025**

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

**CHM 1205 GENERAL ORGANIC AND BIOCHEMISTRY** 3 LECTURE HOURS -

**Prerequisite: CHM 1025 and CHM 1025L**

5 CREDITS

**Corequisite: CHM 1205L**

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

**CHM 1205L GENERAL ORGANIC AND BIOCHEMISTRY** 2 LAB HOURS -

**Laboratory fee: \$10**

0 CREDIT

**Corequisite: CHM 1205**

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

**CHM 2045 COLLEGE CHEMISTRY I** 3 LECTURE HOURS - 5 CREDITS

**Offered Fall Term Only**

**Corequisite: MAC 1142 and CHM 2045L**

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

A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid-base properties, amphoterism, complex ion formation, chemical equilibria, and oxidation-reduction process.

**CHM 2045L COLLEGE CHEMISTRY I LABORATORY** 3 LAB HOURS -

**Laboratory fee: \$10**

0 CREDIT

**Corequisite: CHM 2045**

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

**CHM 2046 COLLEGE CHEMISTRY II** 3 LECTURE HOURS - 5 CREDITS

**Offered Spring Term Only**

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

**Corequisite: CHM 2046L**

A continuation of CHM 2045.

**CHM 2046L COLLEGE CHEMISTRY II LABORATORY**

3 LAB HOURS -

**Laboratory fee: \$10**

0 CREDIT

**Corequisite: CHM 2046**

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

**CHM 2949 COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY**

Refer to the Cooperative Education heading for additional information.

3 CREDITS

**CIS 1400 INTRODUCTION TO COMPUTER OPERATIONS****Laboratory fee: \$10**

3 LECTURE HOURS - 3 CREDITS

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

**CIS 1940 SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES**

1-3 CREDITS

**Prerequisite: See tablo for prerequisites for each specific topic****Laboratory Fee: \$5**

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

**CIS 2311 MANAGEMENT INFORMATION SYSTEMS**

3 LECTURE HOURS -

**Prerequisite: CGS 1000, COP 1000 or consent of instructor**

3 CREDITS

**Laboratory Fee: \$10**

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

**CIS 2321 SYSTEMS ANALYSIS AND DESIGN**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: CGS 1000 and COP 1000****Corequisite or Prerequisite: Any programming language****Concurrent: CIS 1400**

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

## **CIS 2325 COMPUTER APPLICATIONS AND PROJECT DEVELOPMENT**

**Prerequisite:** CIS 2321

3 LECTURE HOURS - 3 CREDITS

**Laboratory Fee: \$10**

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

## **CJT 1800 INTRODUCTION TO SECURITY**

3 LECTURE HOURS - 3 CREDITS

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

## **CJT 2100 INTRODUCTION TO CRIMINAL INVESTIGATION**

3 LECTURE HOURS - 3 CREDITS

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

## **CJT 2110 ADVANCED CRIMINAL INVESTIGATION**

3 LECTURE HOURS - 3 CREDITS

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

## **CJT 2311 ADVANCED FIREARMS TRAINING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** Criminal Justice Major or consent of instructor

**Special Fee - \$40.**

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

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

1 LECTURE HOUR - 1 CREDIT

A seminar designed to assess a student's occupational interests and to train students in the employment process, including how to train for preemployment tests. The course will include how to fill out a job application; write cover, follow-up, and thank you letters; write a resume; solve on-the-job problems; find a job; and act and dress during job interviews. As part of this training, students may be videotaped in practice TV interviews.

## **COP 1000 PROGRAMMING LOGIC CONCEPTS**

3 LECTURE HOURS -

**Prerequisite or concurrent CGS 1000**

3 CREDITS

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

## **COP 1220 COMPUTER PROGRAMMING-C LANGUAGE**

**Prerequisite: COP 2403 or consent of instructor**

3 LECTURE HOURS -

**Laboratory fee: \$10**

3 CREDITS

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

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

3 LECTURE HOURS -

**Offered Fall Term**

3 CREDITS

**Prerequisite: COP 1000 or consent of instructor**

**Laboratory fee: \$10**

Introduction to the COBOL programming language and its application to commercial electronic data processing problems. The student will design, implement and fully document computer programs utilizing the COBOL language. Structured concepts and table processing will be emphasized.

## **COP 2121 COMPUTER PROGRAMMING - COBOL II**

**Offered Spring Term**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: COP 2120**

**Laboratory fee: \$10**

Follow-on course to COBOL I. Advanced programming techniques as applied to more complex commercial electronic data processing problems are addressed along with subroutines, file validation techniques, and creation and maintenance.

## **COP 2160 COMPUTER PROGRAMMING - RPG**

3 LECTURE HOURS -

**Prerequisite: COP 1000 or consent of the instructor**

3 CREDITS

**Laboratory fee: \$10**

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

**COP 2170 COMPUTER PROGRAMMING — ADVANCED BASIC**

**Prerequisite:** CGS 1461 and COP 1000 or consent of the instructor

**Laboratory fee:** \$10

3 LECTURE HOURS - 3 CREDITS

A course designed to assist the student in developing programming skills using the BASIC language in business-oriented problems. This is a follow-on course to CGS 1461 and covers problem definition, input and output design, file handling, and documentation.

**COP 2200 COMPUTER PROGRAMMING - FORTRAN**

3 LECTURE HOURS -

**Prerequisite:** COP 1000

3 CREDITS

**Laboratory fee:** \$10

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

**COP 2210 COMPUTER PROGRAMMING — PASCAL**

3 LECTURE HOURS -

**Prerequisite:** COP 1000

3 CREDITS

**Laboratory fee:** \$10

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

**COP 2403 PROGRAMMING IN IBM PC ASSEMBLY**

3 LECTURE HOURS -

**Prerequisite:** CGS 1000C, COP 1000C, any programming course or consent of instructor

3 CREDITS

**Laboratory fee:** \$10

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

**COP 2700 DATABASE DESIGN AND ANALYSIS**

3 LECTURE HOURS -

**Prerequisite:** CIS 1940CI or consent of instructor

3 CREDITS

**Laboratory fee:** \$10

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

**CRW 2000 CREATIVE WRITING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite:** C or higher in ENC 1101

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



**DAA 1160 BEGINNING MODERN DANCE**

1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

This course is designed to help the student discover movement as a medium for expression and the development of ideas toward evolving their own ways of movement; toward learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required.

**DEP 2002 PSYCHOLOGY OF CHILD DEVELOPMENT**

3 LECTURE HOURS -

**Prerequisites: PSY 2012**

3 CREDITS

The development of the human being from birth through the adolescent period is considered with respect to physical, mental, emotional, and social growth. Special emphasis is placed upon the influence of the home and school in the personality development of the child. Course is also offered on independent study basis via television.

**DEP 2004 PSYCHOLOGY OF HUMAN DEVELOPMENT**

3 LECTURE HOURS -

**Prerequisites: PSY 2012**

3 CREDITS

An introduction to the study of the changes taking place in human behavior over the life span—from conception to death. Areas to be emphasized are personality and cognitive, physical, social, and moral development.

**DEP 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 school 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.

**ECO 2000 INTRODUCTION TO ECONOMICS**

3 LECTURE HOURS - 3 CREDITS

Introduction to economics is a transferable course for students who do not major in economics or business administration. It is designed for students taking a one-semester course in economics who wish a general introduction to economics analysis.

**ECO 2013 PRINCIPLES OF ECONOMICS I (MACROECONOMICS)**

3 LECTURE HOURS - 3 CREDITS

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment, and the price level; banking, instability, depression and inflation, and policies to minimize them.

## **ECO 2023 PRINCIPLES OF ECONOMICS II (MICROECONOMICS)**

**Offered Spring Term**

3 LECTURE HOURS - 3 CREDITS

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm, and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

## **ECO 2949 COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **EDF 2005 INTRODUCTION TO EDUCATION** 3 LECTURE HOURS - 3 CREDITS

A general overview of education and teaching developed through a study of the organization and structure of American education, the process of teaching, and current issues and problems related to education. This course is designed for prospective teachers as an introduction to the educational profession, not for recertification.

## **EDG 2949 COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **EGS 1111C ENGINEERING GRAPHICS**

3 LECTURE HOURS AND

**Prerequisite: MAT 0012**

3 LAB HOURS - 4 CREDITS

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

## **EGS 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGINEERING**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **ENC 0001 BASIC COMPOSITION SKILLS**

3 LECTURE HOURS - 3 CREDITS

**COLLEGE PREPARATORY COURSE:**

**COLLEGE CREDIT NOT AWARDED TOWARD DEGREE.**

A freshman English course structured to meet the needs of students who have problems requiring some individualized help. Classes are limited in size to allow more opportunity for instructor-student interaction. May not be used to satisfy any degree program at LSCC. Attendance in the Learning Center (2 hours per week beyond regular class meetings) is required. Students who pass ENC 0001 with a grade of "C" or better **MUST** take ENC 1132 (an equivalent ENC 1101 course) as the next course in the sequence. College Preparatory credit only.

**ENC 1101 COLLEGE COMPOSITION I**

3 LECTURE HOURS - 3 CREDITS

**Corequisite: OST 1743**

This course provides practice in writing expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A-10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. *May be used to fulfill Gordon Rule requirements.* A major documented essay is required. This course includes an exit essay requirement as a means of ensuring the acquisition of fundamental skills and competencies. An unsatisfactory performance in the exit essay portion of the course will limit the student to a maximum grade of "D" (one quality point per credit hour).

**ENC 1102 COMPOSITION: LITERATURE**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1101 or ENC1132****Corequisite: OST 1743**

A composition course which focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing a major research paper. *May be used to fulfill Gordon Rule requirements.* This course includes an exit essay requirement as a means of ensuring the acquisition of fundamental skills and competencies. An unsatisfactory performance in the exit essay portion of the course will limit the student to a maximum grade of "D" (one quality point per credit hour).

**ENC 1132 COMPOSITION SKILLS**

4 LECTURE HOURS - 4 CREDITS

**Corequisite: OST 1743**

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. *May be used to fulfill Gordon Rule requirements.* A major documented essay is required. Attendance in the Learning Center (2 hours per week) is required. This course includes an exit essay requirement as a means of ensuring the acquisition of fundamental skills and competencies. An unsatisfactory performance in the exit essay portion of the course will limit the student to a maximum grade of "D" (one quality point per credit hour).

**ENC 2135 COMPOSITION: ARGUMENTATION**

3 LECTURE HOURS -

**Prerequisite: C or higher in ENC 1102**

3 CREDITS

**Corequisite: OST 1743**

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

**ENC 2210 TECHNICAL REPORT WRITING**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1101 or ENC 1132 or consent of instructor**

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

## ENG 1001 WRITING A LIBRARY OR RESEARCH PAPER

DIRECTED STUDY - 1 CREDIT

A directed study giving practice in collecting, evaluating, and interpreting selected readings, and then writing a term paper of approximately 1500 words.

## ENG 2949 COOPERATIVE EDUCATION INTERNSHIP IN ENGLISH

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

## ENL 2012 ENGLISH LITERATURE I

3 LECTURE HOURS - 3 CREDITS

### Prerequisite: C or higher in ENC 1102

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

## ENL 2022 ENGLISH LITERATURE II

3 LECTURE HOURS - 3 CREDITS

### Prerequisite: C or higher in ENC 1102

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

## ETD 1320 INTRODUCTION TO AUTOCAD

3 LECTURE HOURS AND

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

### Laboratory fee: \$10

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

## ETD 2350 ADVANCED AUTOCAD

3 LECTURE HOURS - 3 CREDITS

### Prerequisite: ETD 1320

### Laboratory fee: \$10

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

## ETD 2531C ARCHITECTURAL DRAFTING

3 LECTURE HOURS - 3 CREDITS

### Prerequisite: EGS 1111C

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

## **EUH 1000 WESTERN CIVILIZATION I** 3 LECTURE HOURS - 3 CREDITS

A survey of European History from its origins through the Reformation. Emphasis is placed on Greece and Rome, the Middle Ages, and the origins of Modern Europe. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

## **EUH 1001 WESTERN CIVILIZATION II** 3 LECTURE HOURS - 3 CREDITS

A continuation of the European History from the Reformation to the contemporary period. Emphasis is placed on the intellectual, political, and industrial revolutions, as well as emerging nationalism, the growth of nation states, and international rivalries and conflicts. Course requires approximately 6,000 words of writing. *May be used to fulfill Gordon Rule requirements.*

## **FFP 1000 INTRODUCTION TO FIRE SCIENCE** 3 LECTURE HOURS - 3 CREDITS

This course includes the history and development of the fire service: the role played by the fire service, safety personnel, and auxiliary organizations. Units of general fire hazards, fire causes, application of fire protection principles, statistical, and phenomenal categorization of fire incidents are taught. Also included is a survey of professional fire protection career opportunities and current trends in modern fire service operation.

## **FFP 1300 BUILDING CODES** 3 LECTURE HOURS - 3 CREDITS

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

## **FFP 1410 FIREFIGHTING TACTICS AND STRATEGY I** 3 HOURS LECTURE - 3 CREDITS

This course includes: a review of fire behavior and its physical phenomena; a study of fire-fighting tactics, plus determining manpower and apparatus needs; methods of attack and foreground coordination; engine and ladder company operations; and safety for the fire-fighter. Practical problems will include situation scenarios.

## **FFP 1601 FIRE APPARATUS PRACTICES** 3 LECTURE HOURS - 3 CREDITS

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

## **FFP 1620 PRIVATE FIRE PROTECTION AND DETECTION SYSTEMS** 3 LECTURE HOURS - 3 CREDITS

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

**FFP 2130 FIRE SERVICE MANAGEMENT**

3 LECTURE HOURS - 3 CREDITS

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

**FFP 2150 METHODS & TECHNIQUES OF INSTRUCTION**

3 LECTURE HOURS - 3 CREDITS

Principles, procedures, and techniques of teaching with emphasis on principles of learning, development of training, outlines, methods of instruction, use of visual aids, and testing procedures. The course emphasizes techniques and communication of ideas and strengthening retention of skills obtained by the fire protection student in the learning process.

**FFP 2200 INTRODUCTION TO FIRE INSPECTION**

3 LECTURE HOURS - 3 CREDITS

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

**FFP 2240 FIRE CAUSE AND ORIGIN**

3 LECTURE HOURS - 3 CREDITS

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

**FFP 2500 HAZARDOUS MATERIALS I**

3 LECTURE HOURS - 3 CREDITS

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

**FFP 2501 HAZARDOUS MATERIALS II**

3 LECTURE HOURS - 3 CREDITS

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

**FIL 2001 INTRODUCTION TO AMERICAN CINEMA**

3 LECTURE HOURS - 3 CREDITS

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

**FIN 1101 COMPUTERIZED FINANCIAL PLANNING**

1 LECTURE HOUR - 1 CREDIT HOUR

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

**FRE 1100 ELEMENTARY FRENCH I**

4 LECTURE HOURS - 4 CREDITS

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

**FRE 1101 ELEMENTARY FRENCH II**

4 LECTURE HOURS - 4 CREDITS

**Prerequisite: FRE 1100**

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

**FRE 2200 INTERMEDIATE FRENCH III**

4 LECTURE HOURS - 4 CREDITS

**Prerequisite: 2 years of high school French or 1 year of college French**

Includes abundant practice in conversation, a review of French grammar, readings, essays, and short stories on an intermediate level.

**FRE 2201 INTERMEDIATE FRENCH IV**

4 LECTURE HOURS - 4 CREDITS

**Prerequisite: FRE 2200**

A continuation of FRE 2200.

**GEA 2900 GEOGRAPHY: REGIONAL STUDY INDEPENDENT STUDY**

1-3 LECTURE HOURS - 1-3 CREDITS

An analysis of various world regions in terms of their geographic configuration. The student will discuss the physical, political, and economic geography of the selected region in a term paper to be turned in at the end of the semester.

**GEB 1011 INTRODUCTION TO BUSINESS**

3 LECTURE HOURS - 3 CREDITS

**Offered Fall Term**

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

**GEY 2000 INTRODUCTION TO GERONTOLOGY**

3 LECTURE HOURS - 3 CREDITS

Analyses of the impact of aging on the individual and on social institutions; discussion of the demographic, social, and cultural factors related to aging; and the impact of social policies and institutional services affecting the aged.

**GLY 1010 EARTH REVEALED**

3 LECTURE HOURS - 3 CREDITS

An introductory geology telecourse which includes a comprehensive study of the Earth's physical processes and properties, with emphasis on understanding the scientific theories behind the geologic principles. Twenty-six half-hour television lessons are shown on public television. No prerequisites required. Only one three-credit-hour television course may be used in meeting Natural/Physical Science general education requirements.

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

3 LECTURE HOURS -  
3 CREDITS

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

**HFT 1300 HOUSEKEEPING MANAGEMENT**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 1320 PHYSICAL PLANT MANAGEMENT**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 1410 FRONT OFFICE PROCEDURES**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 1800 FOOD AND BEVERAGE MANAGEMENT**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 2510 HOTEL/MOTEL SALES PROMOTION**

3 LECTURE HOURS - 3 CREDITS

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

**HFT 2600 HOSPITALITY LAW**

3 LECTURE HOURS - 3 CREDITS

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



## **HFT 2949 COOPERATIVE EDUCATION INTERNSHIP IN HOSPITALITY MANAGEMENT**

3 CREDITS

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

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

## **HIS 2949 COOPERATIVE EDUCATION INTERNSHIP IN HISTORY**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **HSC 1100 TRENDS AND ISSUES IN HEALTH** 3 LECTURE HOURS - 3 CREDITS

This course is designed to survey a variety of health topics. Awareness of problems, issues, and techniques will assist the student in developing strategies and perspectives necessary for improved personal health and wellness.

## **HSC 1531 MEDICAL TERMINOLOGY** 2 LECTURE HOURS - 2 CREDITS

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

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

**Laboratory fee: \$2**

A study of approved First Aid practices which are essential for survival in emergencies. Emphasis is placed on skills and knowledge essential to the prevention of accidents. The "Good Samaritan Act" (July 1965) will be discussed.

## **HSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN HEALTH**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **HUM 1021 INTRODUCTION TO HUMANITIES**

3 LECTURE HOURS - 3 CREDITS

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

## **HUM 2949 COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES**

3 CREDITS

*Refer to the Cooperative Education heading for additional information.*

**HUN 1201 BASIC NORMAL NUTRITION** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term Evening, Summer "B" Term Day**

**Prerequisite: BSC 1010 or consent of instructor**

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

**INR 2002 INTERNATIONAL RELATIONS** 3 LECTURE HOURS - 3 CREDITS

This course is designed for those with an academic interest in world politics. Major areas of study include research methods, the nation-state system, national power, social change, various political cultures, the foreign policy process, the United Nations, regionalism, military interactions, international commerce, and global problems. Course requires approximately 6,000 words of expository writing. May be used to fulfill Gordon Rule requirements.

**ISS 1011 INTRODUCTION TO THE SOCIAL SCIENCES**

3 LECTURE HOURS - 3 CREDITS

This course is a survey of the basic concepts and issues of the social sciences. Emphasis is placed on the study of the social sciences and their applications. This course cannot be used to fulfill the Social Science component of General Education transfer requirements.

**JOU 1400L PUBLICATIONS LABORATORY** 3 LECTURE HOURS - 3 CREDITS

Instruction and practical experience in writing, layout, and editing through working with college publications under supervision of journalism faculty.

**JOU 2949 COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

**LIN 1670 ENGLISH GRAMMAR**

3 LECTURE HOURS - 3 CREDITS

A course in the basics of traditional English grammar intended as a complement to our composition and creative writing courses, as a review for students who have been removed from the education picture for several years, and as a primary course for students wishing to improve their knowledge of English. Useful as an English elective. Recommend OST 1743 as corequisite.

**LIT 2090 CONTEMPORARY LITERATURE: SURVEY**

**Prerequisite: C or higher in ENC 1102**

3 LECTURE HOURS - 3 CREDITS

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

**LIT 2091 CONTEMPORARY LITERATURE: NOVELS**

**Prerequisite: C or higher in ENC 1102**

3 LECTURE HOURS - 3 CREDITS

A study of important novelists. Students will have a chance to examine the important themes in literature as treated by a variety of authors. *May be used to fulfill Gordon Rule requirements.*

**LIT 2110 EUROPEAN LITERATURE I**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1102**

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

**LIT 2120 EUROPEAN LITERATURE II**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in ENC 1102**

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

**LIT 2930 SELECTED TOPICS IN LITERATURE**

3 LECTURE HOURS - 3 CREDITS

**Prerequisites: C or higher in ENC 1102**

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

**NOTATION ON MATHEMATICS COURSES:**

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

**MAC 1102 ALGEBRA**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in MAT 0024 or placement**

Principles and techniques of intermediate algebra including: sets and natural numbers, the arithmetic and algebra of integers and rational numbers, first degree equations and inequalities, equations in two variables, and properties of the real numbers and complex numbers.

**MAC 1104 COLLEGE ALGEBRA**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in MAC 1102 or placement**

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

**MAC 1114 COLLEGE TRIGONOMETRY**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in MAC 1104**

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

**MAC 1142 PRECALCULUS**

5 LECTURE HOURS - 5 CREDITS

**Offered Fall and Spring Term****Prerequisite: C or higher MAC 1114, placement, or consent of instructor**

Integrated algebra and trigonometry including algebraic properties of the real numbers system, sets, functions, graphs, equations, inequalities, systems of equations, matrices and determinants, exponents and logarithms, and trigonometric functions, complex numbers, and theory of equations, with emphasis on preparation for MAC 2311 Calculus.

**MAC 1932 SPECIAL TOPICS IN MATHEMATICS** 1 LECTURE HOUR - 1 CREDIT**Prerequisite: Consent of instructor**

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

**MAC 2233 CONCEPTS OF CALCULUS**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: MAC 1142 or MAC 1114**

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology.

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I** 5 LECTURE HOURS -**Offered Spring Term**

5 CREDITS

**Prerequisite: C or higher in MAC 1142**

Function concept; limits of functions; derivatives of elementary functions (polynomial, rational, exponential, logarithmic, trigonometric); conics; curve sketching; integrals; and integration methods. Applications of differentiation and integration.

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II****Offered Fall Term**

4 LECTURE HOURS - 4 CREDITS

**Prerequisite: C or higher in MAC 2311**

Continuation of MAC 2311. Differential geometry in rectangular, polar, cylindrical, and spherical coordinates. Elementary vector analysis, improper integrals, infinite series, power series, introductory linear algebra, and partial derivatives.

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III****Offered Spring Term**

4 LECTURE HOURS - 4 CREDITS

**Prerequisite: C or higher in MAC 2312**

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

**MAC 2316 DIFFERENTIAL EQUATIONS**

3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term****Prerequisite: C or higher in MAC 2312 or consent of instructor****Corequisite: MAC 2313**

Solution of ordinary differential equations, series and numerical solution, and Laplace transforms. Applications.

**MAE 2801 ELEMENTARY SCHOOL MATHEMATICS** 4 LECTURE HOURS -  
**Prerequisites: MAC 1104 or MGF 2202** 4 CREDITS

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

**MAN 2021 PRINCIPLES OF MANAGEMENT** 3 LECTURE HOURS - 3 CREDITS  
**Offered Spring Term**

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

**MAN 2300 PERSONNEL MANAGEMENT** 3 LECTURE HOURS - 3 CREDITS

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

**MAN 2800 SMALL BUSINESS MANAGEMENT** 3 LECTURE HOURS - 3 CREDITS  
**Offered Fall Term**

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

**MAN 2949 COOPERATIVE EDUCATION INTERNSHIP  
IN BUSINESS ADMINISTRATION** 3 CREDITS

Refer to the Cooperative Education heading for additional information.

**MAR 1011 PRINCIPLES OF MARKETING** 3 LECTURE HOURS - 3 CREDITS  
**Offered Spring Term**

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

**MAR 2949 COOPERATIVE EDUCATION INTERNSHIP IN MARKETING**  
*Refer to the Cooperative Education heading for additional information.* 3 CREDITS

## NOTATION ON MATHEMATICS COURSES:

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

### **MAS 2103 INTRODUCTORY LINEAR ALGEBRA** 3 LECTURE HOURS - 3 CREDITS **Prerequisite: C or higher in MAC 1142 or placement**

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

### **MAT 0012 DEVELOPMENTAL ARITHMETIC WITH ALGEBRA** **COLLEGE PREPARATORY COURSE:** 3 LECTURE HOURS - 3 CREDITS **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE.**

Operations with signed numbers, decimals and fractions, ratios, percentages, and geometric formulas—a first introduction to algebra. *This course does not count toward a degree. Two hours per week required laboratory in the Learning Center. College Preparatory credit only.*

### **MAT 0024 ELEMENTARY ALGEBRA** 3 LECTURE HOURS - 3 CREDITS **Prerequisite: C or higher in MAT 0012 or placement** **COLLEGE PREPARATORY COURSE: COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**

Basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, graphing, and linear systems. *This course does not count toward a degree. Two hours per week required laboratory in the Learning Center. College Preparatory credit only.*

### **MCB 2010 MICROBIOLOGY** 3 LECTURE HOURS - 5 CREDITS **Prerequisites: BSC 1010 & BSC 1010L or BSC 2093 & BSC 2093L or consent of instructor** **Corequisite: MCB 2010L**

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

### **MCB 2010L MICROBIOLOGY LABORATORY** 3 LAB HOURS - 0 CREDIT **Corequisite: MCB 2010** **Laboratory fee: \$15**

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

## **MGF 1131 SOFTWARE SOLUTIONS IN MATHEMATICS**

3 LECTURE HOURS - 3 CREDITS

### **Prerequisite: CGS 1461C or consent of instructor**

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

## **MGF 2202 FINITE MATHEMATICS**

3 LECTURE HOURS - 3 CREDITS

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

This course covers topics in geometric and measurement concepts, logical reasoning, counting principles and probability, topics in statistics including the Normal Curve and Set Theory.

## **MKA 2021 SALESMANSHIP**

3 LECTURE HOURS - 3 CREDITS

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

## **MKA 2041 PRINCIPLES OF RETAILING**

3 LECTURE HOURS - 3 CREDITS

### **Offered Spring Term**

### **Prerequisite: GEB 1011**

### **Corequisite: MAN 2021**

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

## **MKA 2511 ADVERTISING**

3 LECTURE HOURS - 3 CREDITS

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

## **MMC 2100 WRITING FOR THE MASS MEDIA** 3 LECTURE HOURS - 3 CREDITS

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

A pre-professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. Open to all students interested in writing. *May be used to fulfill Gordon Rule requirements.*

## **MMC 2944 NEWSPAPER PRACTICUM**

1 LECTURE HOUR AND

### **Prerequisite: MMC 2100**

1 LABORATORY HOUR - 2 CREDITS

Practical application of writing, editing, layout, and other aspects of newspaper production through experience with the college newspaper and under the supervision of the journalism faculty. *May be repeated one time for credit.*

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

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

**MNA 1100 HUMAN RELATIONS IN BUSINESS AND INDUSTRY**  
**Offered Fall Term** 3 LECTURE HOURS - 3 CREDITS

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

**MNA 1391 INTRODUCTION TO POSTAL MANAGEMENT**  
3 LECTURE HOURS - 3 CREDITS

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

**MNA 1392 CUSTOMER SERVICES** 3 LECTURE HOURS - 3 CREDITS

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

**MNA 2340 PRINCIPLES OF SUPERVISION** 3 LECTURE HOURS - 3 CREDITS

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

**MNA 2393 DELIVERY SERVICES** 3 LECTURE HOURS - 3 CREDITS

This course will provide postal management students with an overall knowledge of all aspects of postal delivery services.

**MUH 2011 INTRODUCTION TO MUSIC** 3 LECTURE HOURS - 3 CREDITS

A general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. Designed for nonmusic majors.

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

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



**MUN 1130 SYMPHONIC BAND**1 LECTURE HOUR AND  
1 LABORATORY HOUR - 1 CREDIT

Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire. Four hours maximum to count toward graduation.

**MUN 1340 CONCERT CHOIR**2 LECTURE HOURS AND  
1 LABORATORY HOUR - 2 CREDITS

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

**MUN 1380 COLLEGE/COMMUNITY CHOIR**1 LECTURE AND  
1 LABORATORY HOUR - 1 CREDIT

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

**MUN 1460 CHAMBER ENSEMBLE**2 LECTURE HOURS AND  
1 LABORATORY HOUR - 2 CREDITS

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

**MUN 2470 COLLEGIUM MUSICUM**

1 CREDIT

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

**MUN 2710 JAZZ BAND**2 LECTURE HOURS AND  
1 LABORATORY HOUR - 2 CREDITS

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

**MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC**

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

**MUT 1121 BASIC THEORY I**

3 LECTURE HOURS AND

**Offered Fall Term**

2 LABORATORY HOURS - 4 CREDITS

A basic course for music majors in the fundamentals of music including melodic, rhythmic, and harmonic elements of music. Laboratory experience will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

## **MUT 1122 BASIC THEORY II**

3 LECTURE HOURS AND

**Offered Spring Term**

2 LABORATORY HOURS - 4 CREDITS

**Prerequisite: MUT 1121 or consent of instructor**

A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

## **MUT 2001 FUNDAMENTALS OF MUSIC THEORY**

3 LECTURE HOURS - 3 CREDITS

A basic course in music skills: notation, rhythm, sight-singing, piano, and conducting fundamentals. For the general student or education major. Music major elective if student lacks background in theory.

## **MUT 2126 MUSIC THEORY III**

3 LECTURE HOURS AND

**Offered Fall Term**

2 LABORATORY HOURS - 4 CREDITS

**Prerequisite: MUT 1122**

Further study of the melodic and harmonic elements of music.

## **MUT 2127 MUSIC THEORY IV**

3 LECTURE HOURS AND

**Offered Spring Term**

2 LABORATORY HOURS - 4 CREDITS

**Prerequisite: MUT 2126**

Advanced study of the melodic and harmonic elements of music.

Entering students will be assigned to the freshman level and will repeat at that level until they gain enough proficiency to advance to the sophomore level. Jury examination will be required each term in the principal area of instruction. All students enrolled in applied music are required to attend the regularly scheduled recitals. Applied music fees for private instruction are paid by the student in addition to regular tuition.

## **SECONDARY FRESHMAN INSTRUCTION**

1 CREDIT EACH COURSE.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May be repeated for maximum credit of four hours (two hours maximum to count toward graduation).

MVB	1211	Trumpet
MVB	1212	French Horn
MVB	1213	Trombone
MVB	1214	Baritone Horn
MVB	1215	Tuba
MVK	1211	Piano
MVK	1213	Organ
MVP	1211	Percussion
MVS	1211	Violin
MVS	1212	Viola
MVS	1213	Cello
MVS	1214	String Bass
MVS	1216	Guitar
MVV	1211	Voice
MVW	1211	Flute
MVW	1212	Oboe
MVW	1213	Clarinet

MVW	1214	Bassoon
MVW	1215	Saxophone

## PRINCIPAL FRESHMAN INSTRUCTION

2 CREDITS EACH COURSE.

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

MVB	1311	Trumpet
MVB	1312	French Horn
MVB	1313	Trombone
MVB	1314	Baritone Horn
MVB	1315	Tuba
MVK	1311	Piano
MVK	1313	Organ
MVP	1311	Percussion
MVS	1311	Violin
MVS	1312	Viola
MVS	1313	Cello
MVS	1314	String Bass
MVS	1316	Guitar
MVV	1311	Voice
MVW	1311	Flute
MVW	1312	Oboe
MVW	1313	Clarinet
MVW	1314	Bassoon
MVW	1315	Saxophone

## SECONDARY SOPHOMORE INSTRUCTION

1 CREDIT EACH COURSE.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors. May be repeated for a maximum credit of four hours (two hours maximum to count toward graduation).

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

## PRINCIPAL SOPHOMORE INSTRUCTION

2 CREDITS EACH COURSE.

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

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

### MVK 1111 CLASS PIANO I

1 LECTURE HOUR AND  
1 LABORATORY HOUR - 1 CREDIT

Elementary Keyboard techniques for the beginning student. Class open to all students of the college, designed primarily for the music major for his secondary instrument requirement. *Four hours maximum to count toward graduation.*

### MVK 2121 CLASS PIANO II

1 LECTURE HOUR AND  
1 LABORATORY HOUR - 1 CREDIT

**Prerequisite: MVK 1111 or consent of instructor**

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

### MVV 1111 CLASS VOICE I

1 LECTURE HOUR AND  
1 LABORATORY HOUR - 1 CREDIT

Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level. *Four hours maximum to count toward graduation.*

### MVV 2121 CLASS VOICE II

1 LECTURE HOUR AND  
1 LABORATORY HOUR - 1 CREDIT

**Prerequisite: MVV 1111 or consent of instructor**

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

## **NUR 1022 NURSING THEORY I**

4 LECTURE HOURS - 4 CREDITS

**Offered Fall Term**

**Prerequisite:** BSC 2093 Human Anatomy & Physiology I, BSC 2093L Human Anatomy & Physiology I Laboratory, ENC 1101 College Composition I, PSY 2012 Intro to Psychology.

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

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

## **NUR 1210L CLINICAL PRACTICE I**

10 LABORATORY HOURS - 5 CREDITS

**Offered Fall Term**

**Prerequisites:** BSC 2093 Human Anatomy & Physiology I, BSC 2093L Human Anatomy & Physiology I Laboratory, ENC 1101 College Composition I, PSY 2012 Intro to Psychology

**Corequisites:** NUR 1022 Nursing Theory I, NUR 1142 Intro to Pharmacology, HUN 1201 Basic Normal Nutrition, MCB 2010 Microbiology, MCB 2020L Microbiology Laboratory, BSC 2094 Human Anatomy & Physiology II, BSC 2094L Human Anatomy & Physiology II Laboratory  
**Lab kit: \$70**

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

## **NUR 1142 INTRODUCTION TO PHARMACOLOGY**

**Offered Fall Term**

2 LECTURE HOURS - 2 CREDITS

**Prerequisites:** None

**Corequisites:** NUR 1022 Nursing Theory I or consent of instructor

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

**NUR 1023 NURSING THEORY II**

4 LECTURE HOURS - 4 CREDITS

**Offered Spring Term****Prerequisites:** NUR 1022 Nursing Theory I, NUR 1210L Clinical Practice I, NUR 1142 Intro to Pharmacology, HUN 1201 Basic Human Nutrition**Corequisites:** NUR 2211L Clinical Practice II, DEP 2004 Psychology of Human Development, MCB 2010 Microbiology, MCB 2010L Microbiology Laboratory, BSC 2094 Human Anatomy & Physiology II, BSC 2094L Human Anatomy & Physiology II Laboratory

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

**NUR 2211L CLINICAL PRACTICE II**

10 LABORATORY HOURS - 5 CREDITS

**Offered Spring Term****Prerequisites:** NUR 1022 Nursing Theory I, NUR 1210L Clinical Practice I, NUR 1142 Intro to Pharmacology, HUN 1201 Basic Human Nutrition**Corequisites:** NUR 1023 Nursing Theory II, DEP 2004 Psychology of Human Development, MCB 2010 Microbiology, MCB 2010L Microbiology Laboratory, BSC 2094 Human Anatomy & Phys. II, BSC 2094L Human Anatomy & Physiology II Laboratory**Laboratory fee \$25**

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

**NUR 2420C FAMILY HEALTH 1**

5 LABORATORY, 1.5 LECTURE - 3 CREDITS

**Offered Summer Term A****Prerequisites:** NUR 1023 Nursing Theory II, NUR 2211C Clinical Practice II, NUR 1142 Intro to Pharmacology**Corequisites: None**

This course focuses on normal pregnancy, labor and delivery, the normal neonate, and concepts of human sexuality. Family concepts and the effects of pregnancy on the family unit will be explored. The associated clinical experiences will utilize area hospitals and community facilities.

**NUR 2003C NURSING TRANSITION**

4 LECTURE HOURS AND

**Offered Summer Term A**

4 LABORATORY HOURS - 6 CREDITS

**Lab kit: \$70****Must be admitted to the Associate Degree Nursing Program or consent of instructor.**

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

**NUR 2700 NURSING THEORY III**

5 LECTURE HOURS - 5 CREDITS

**Offered Fall Term****Prerequisites: NUR 2003C Nursing Transition, NUR 2420C Family Health****Corequisites: NUR 2700L Clinical Practice III, NUR 2801 Nursing Leadership**

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

**NUR 2700L CLINICAL PRACTICE III**

12 LABORATORY HOURS - 6 CREDITS

**Offered Fall Term****Prerequisites: NUR 2003C Nursing Transition or NUR 2420C Family Health****Corequisites: NUR 2700 Nursing Theory III, NUR 2801 Nursing Leadership**  
**Laboratory Fee \$25**

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

**NUR 2801 NURSING LEADERSHIP**

2 LECTURE HOURS - 2 CREDITS

**Offered Fall Term****Prerequisites: NUR 2003C Nursing Transition, or NUR 2420C Family Health****Corequisites: NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III**

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

**NUR 2412 NURSING THEORY IV**

2 LECTURE HOURS - 2 CREDITS

**Offered Spring Term****Prerequisite:** NUR 2700 Nursing Theory III, NUR 2801 Nursing Leadership, NUR 2700L Clinical Practice III**Corequisites:** NUR 2500 Nursing Theory V, NUR 2412L Clinical Practice IV

This course builds on the concepts of all previous nursing courses with emphasis on utilizing the Nursing Process in dealing with family dynamics. Students will examine women, infants, and children with complex health needs which place them at high risk.

**NUR 2500 NURSING THEORY V**

3 LECTURE HOURS - 3 CREDITS

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

The student will build on the mental health concepts and interpersonal skills learned in previous nursing courses. Students will utilize the nursing process, techniques of therapeutic communication, and theories of development as they assess the needs of mental health clients/patients/residents and plan their care.

**NUR 2412L CLINICAL PRACTICE IV**

6 LABORATORY HOURS - 2.5 CREDITS

**Offered Spring Term****Prerequisites:** NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III**Corequisites:** NUR 2412 Nursing Theory IV, NUR 2500 Nursing Theory V  
**Laboratory fee: \$25**

This is the fourth in a series of clinical courses and complements Nursing Theory IV and provides the student the opportunity to utilize the Nursing Process in giving care to high risk maternity clients/patients and their infants, women with gynecological conditions, and children with long-term health problems.

**NUR 2500L CLINICAL PRACTICE V**

6 LABORATORY HOURS - 2.5 CREDITS

**Offered Spring Term****Prerequisites:** NUR 2700 Nursing Theory III, NUR 2700L Clinical Practice III**Corequisites:** NUR 2412 Nursing Theory IV, NUR 2412L Clinical Practice IV, NUR 2500 Nursing Theory V

This is the fifth in a series of clinical courses, complements Nursing Theory V and provides the student the opportunity to utilize the Nursing Process in giving care to clients/patients of all ages with mental health problems. Selected clinical experiences will include acute care settings and community health facilities.



## **NUR 2800L CLINICAL PRACTICUM**

8 LABORATORY HOURS - 4 CREDITS

**Offered Spring Term**

**Prerequisite: Successful completion of all nursing courses**

**Corequisite: None**

**Laboratory fee: \$25**

Students will apply previously learned theoretical knowledge and clinical nursing skills from all previous nursing courses while caring for clients/patients of all ages in the hospital and community setting. Primary and/or Team Nursing will be under the guidance of the faculty and a clinical preceptor. This course offers the student the opportunity for transition from the role of student to that of graduate nurse.

## **OCE 1000 INTRODUCTION TO MARINE SCIENCE**

3 CREDITS

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

## **OCE 2002C MARINE SCIENCE II**

3 LECTURE HOURS - 3 CREDITS

**Offered summers only at a marine science station**

**Prerequisite: PCB 2311C**

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

## **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.

## **OST 1100 KEYBOARDING & DOCUMENT FORMATTING**

**Laboratory fee: \$10**

3 LECTURE HOURS - 3 CREDITS

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

## **OST 1108 KEYBOARD ACCURACY AND SPEED BUILDING**

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

**Laboratory fee:** \$5

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

## **OST 1110 ADVANCED DOCUMENT FORMATTING** 3 LECTURE HOURS -

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

**Laboratory fee:** \$10

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

## **OST 1139 REFRESHER TYPEWRITING** 1 LECTURE HOUR - 1 CREDIT

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

## **OST 1141 KEYBOARDING ON MICROCOMPUTERS**

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

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

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

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

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

## **OST 1212 SHORTHAND II** 3 LECTURE HOURS AND 2 PRACTICE HOURS - 3 CREDITS

**Prerequisite:** Having completed, waived, or currently enrolled in OST 1100, OST 1211, and OST 1330

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

## **OST 1219 REFRESHER SHORTHAND** 1 LECTURE HOUR - 1 CREDIT

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

**OST 1330 BUSINESS ENGLISH**

3 LECTURE HOURS - 3 CREDITS\*

**Offered Fall Term**

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

**OST 1339 BUSINESS ENGLISH REVIEW**

1 LECTURE HOUR - 1 CREDIT

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

**OST 1601 MACHINE TRANSCRIPTION I**

3 LECTURE HOURS - 3 CREDITS

**Prerequisites:** OST 1100, OST 1743, and OST 1330 or consent of instructor.

**Laboratory fee: \$5**

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

**OST 1741 WORD PROCESSING - MICROCOMPUTERS I**

1 LECTURE HOUR -

**Prerequisite:** OST 1100 or consent of instructor

1 CREDIT

**Laboratory fee: \$5**

This course develops the skills necessary to use word processing software. Students will learn keyboard operation, document storage and retrieval, correction techniques, text insertion and deletion, and formatting. Office Management Technology majors cannot take this course for program credit.

**OST 1742 WORD PROCESSING - MICROCOMPUTERS II**

1 LECTURE HOUR -

**Prerequisite:** OST 1741 or consent of instructor

1 CREDIT

**Laboratory fee: \$5**

This course is a continuation of Word Processing - Microcomputers I. The course will include the study of advanced word processing techniques. Topics covered are typing and printing tables, use of graphics, global search and replace, file handling, pagination, printing with headings and footings, and the use of the merge function to create personalized form letters. Office Management Technology majors cannot take this course for program credit.

**OST 1743 ELECTRONIC WRITING I**

1 LECTURE HOUR AND

**Laboratory fee: \$5**

1 PRACTICE HOUR - 1 CREDIT

This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc.

## **OST 2325 BUSINESS MACHINES AND RECORDS MANAGEMENT**

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

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

**Laboratory fee: \$5**

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

## **OST 2336 BUSINESS COMMUNICATIONS** 3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

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

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

## **OST 2397 CERTIFIED PROFESSIONAL SECRETARY REVIEW**

**OST 2397 (Parts V and VI)**

1 LECTURE HOUR - 1 CREDIT

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

## **OST 2431 LEGAL OFFICE PROCEDURES**

3 LECTURE HOURS AND

2 PRACTICE HOURS - 3 CREDIT

**Prerequisites: BUL 2111, OST 1110, 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.

## **OST 2461 MEDICAL OFFICE MANAGEMENT**

3 LECTURE HOURS AND

2 PRACTICE HOURS - 3 CREDITS

**Prerequisite: OST 1110, OST 2325, or HSC 1531**

Emphasis is on scheduling, billing, processing medical business forms (including insurance payments and coding), medical transcription, and computerized medical practice management.

## **OST 2602 MACHINE TRANSCRIPTION II**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: OST 1601**

**Laboratory fee: \$5**

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

**OST 2711 WORD/INFORMATION PROCESSING I** 3 LECTURE HOURS AND  
**Offered Fall Term** 2 PRACTICE HOURS - 3 CREDITS

**Prerequisites: OST 1100 and OST 1743 or consent of instructor**

**Laboratory Fee: \$10**

This course develops the concepts and skills necessary to use word processing software. Students will learn keyboard operation, document storage and retrieval, correction techniques, text insertion and deletion, and formatting. Communication skills for word/information processors are also highlighted.

**OST 2722 WORD/INFORMATION PROCESSING II** 3 LECTURE HOURS AND  
**Offered Spring Term** 2 PRACTICE HOURS - 3 CREDITS

**Prerequisites: OST 2711 or consent of instructor**

**Laboratory fee: \$10**

This course is a continuation of Word/Information Processing I. The course will include the study of advanced word processing techniques and concepts. Topics covered include keying and printing tables, use of graphics, global search and replace, file handling, pagination, printing with headers and footers, and the use of the merge function to create personalized form letters. Communication and transcription skills for word/information processors will also be highlighted.

**OST 2744 ELECTRONIC WRITING II** 1 LECTURE HOUR - 1 CREDIT

**Prerequisite: OST 1743**

**Laboratory fee: \$5**

This course is a continuation of Electronic Writing I, OST 1743, and provides the student with the skills and knowledge to perform advanced word processing applications using selected software.

**OST 2766 WORD PROCESSING—WORD PERFECT** 3 LECTURE HOURS,

**Prerequisites: OST 1100 and OST 1743** 2 LABORATORY HOURS - 3 CREDITS  
**or consent of instructor**

**Laboratory Fee: \$10**

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

## **OST 2767 WORD PROCESSING—WORD FOR WINDOWS**

**Prerequisites: OST 1100 and OST 1743**

3 LECTURE HOURS,

**or consent of instructor**

2 LABORATORY HOURS - 3 CREDITS

**Laboratory Fee: \$10**

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

## **OST 2790 PERSONAL INFORMATION SYSTEMS**

1 LECTURE HOUR -

**Laboratory fee: \$5**

1 CREDIT

This course introduces the student to a network productivity program which integrates the computer, communication, and related information technologies to support administrative service responsibilities of the office.

## **OST 2811 DESKTOP PUBLISHING I (PAGEMAKER)**

1 LECTURE HOUR -

**Prerequisite: Keyboarding skills and OST 1743**

1 CREDIT

**Laboratory fee: \$5**

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

## **OST 2812 DESKTOP PUBLISHING II (PAGEMAKER)**

1 LECTURE HOUR -

**Prerequisite: OST 2811**

1 CREDIT

**Laboratory fee: \$5**

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

## **OST 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS**

**Prerequisites: OST 1110, OST 1330, OST 2325, OST 2711,  
and Lotus 1-2-3 or Excel or consent of instructor.**

3 CREDITS

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

**PCB 2311C MARINE SCIENCE I**

3 LECTURE HOURS - 3 CREDITS

**Offered summers only at a marine science station****Prerequisite: BSC 1010C or OCE 1000 highly recommended**

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

**PCB 2321 ECOLOGY OF CENTRAL FLORIDA COMMUNITIES** 3 CREDITS

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

**PEL 1111 BEGINNING BOWLING**

1 LECTURE HOUR AND

**Special Fee: \$31.50**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Course is basically designed for the beginning bowler. Instruction is given in bowling skills, techniques, history, scoring, rules, etiquette and physical and social values of the sport. Stress is placed on correctness of performance as well as the competitive nature of the game. Class is held at the Leesburg Bowling Lanes. All equipment furnished at the lanes.

**PEL 1112 INTERMEDIATE BOWLING**

1 LECTURE HOUR AND

1 LABORATORY HOUR - 1 CREDIT

**Prerequisite: PEL 1111 or consent of instructor****Special Fee: \$31.50****Coeducational**

Course is basically designed for the student wanting to further develop his/her bowling skills. Instruction is continued in bowling skills, techniques, rules, etiquette, and physical and social values of the sport. Opportunity to practice skills in intra-class league play and various tournament-type situations.

**PEL 1121 BEGINNING GOLF**

1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Designed for the beginner or weak golfer. Course includes practice of basic skills, instruction in rules, golfing etiquette, and purchase and care of equipment. All equipment is furnished.

**PEL 1321 VOLLEYBALL** 1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

**Fee: \$1**

**Coeducational**

Volleyball includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Dress in gym attire. All equipment is furnished.

**PEL 1341 BEGINNING TENNIS** 1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Course is basically designed for the beginning tennis player. Instruction is given in playing skills, techniques, history, rules, strategy and social and physical values of tennis. Tournament play will be provided on an intra-class basis. All equipment is furnished.

**PEL 1342 INTERMEDIATE TENNIS**

**Prerequisite: PEL 1341 or consent of instructor** 1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Course is designed specifically for the student wanting to develop advanced skills in tennis. Instruction and practice in the basic strokes are given for the player to master the basic skills. Advanced strokes in tennis (drop shot, lob, overhead smash, drop volley and different services) are introduced. Principles of singles and doubles strategy are covered.

**PEL 1441 RACQUETBALL** 1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) presents opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut-throat will be provided. All equipment is furnished.

**PEL 1442 INTERMEDIATE RACQUETBALL** 1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

Designed for the student who wants to develop further racquetball skills. Instruction and practice are continued in basic strokes and advanced strokes are introduced. Intra-class competition will provide opportunities for self-evaluation. Playing experience will be provided in singles, doubles and cut-throat games. All equipment is furnished. Completion of PEL 1441 Racquetball or consent of instructor is required.



**PEM 1101 PHYSICAL FITNESS FOR MEN I**

1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage the student to maintain good physical fitness throughout life. All equipment is furnished.

**PEM 1102 PHYSICAL FITNESS FOR MEN II**

1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

Course is designed to continue the process of PEM 1101.

**PEM 1116 FIGURE AND FITNESS IMPROVEMENT FOR WOMEN I****Fee: \$1**

1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

Course is designed to provide instruction in techniques of body conditioning. Students explore the values of exercise to physical fitness, posture, weight control, figure improvement and body systems with an emphasis on participation in a variety of exercise programs. Programs such as jogging, weight training, floor exercise, bicycling and rope skipping are included. The class is developed to make the student aware of the fact: "Fitness is a lifetime venture." All equipment is furnished.

**PEM 1117 FIGURE AND FITNESS IMPROVEMENT FOR WOMEN II****Fee: \$1**

1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

Course is designed to continue with the process of PEM 1116.

**PEM 1171 AEROBIC DANCE**

1 LECTURE HOUR AND

**Fee: \$1**

1 LABORATORY HOUR - 1 CREDIT

**Coeducational**

A course designed to acquaint the student with the basic functioning of the human cardiovascular system through dance.

**PEM 1173 LOW IMPACT AEROBIC DANCE**

1 LECTURE HOUR AND

1 LABORATORY HOUR - 1 CREDIT

The Low-Impact Aerobic Dance Class was designed to broaden the exercise area for the beginning, sedentary, overweight, or older individual. It entails more upper body exercises and dance movements that keep one foot on the ground at all times.

**PEM 1905 FITNESS AND WELLNESS I**

2 CREDITS

**Fee: \$15**

This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.

## **PEN 1113 ADVANCED LIFE SAVING AND WATER SAFETY**

1 LECTURE HOUR AND 1 LABORATORY HOUR - 1 CREDIT

**Prerequisite:** Be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.

**Fee:** \$1

### **Coeducational**

Course includes instruction in water safety, self rescue, drown proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies the student for the American Red Cross Advanced Life Saving Certificate.

## **PEN 1121 BEGINNING SWIMMING**

1 LECTURE HOUR AND

**Fee:** \$1

1 LABORATORY HOUR - 1 CREDIT

### **Coeducational**

An elementary swimming program designed to make the individual safe in the water. Students registering for this course should be nonswimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely.

## **PEN 1122 INTERMEDIATE SWIMMING**

1 LECTURE HOUR AND

**Fee:** \$1

1 LABORATORY HOUR - 1 CREDIT

### **Coeducational**

Designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered: elementary back stroke, American crawl, side stroke, breast stroke, back crawl, and drownproofing.

## **PEN 1231 BEGINNING SAILING**

1 LECTURE HOUR AND

**Prerequisite:** Must be a swimmer. A swimming test is administered prior to sailing or canoeing.

1 LABORATORY HOUR - 1 CREDIT

**Fee:** \$1

### **Coeducational**

An introductory course to familiarize the student with the concepts and techniques of sailing and canoeing.

## **PEO 1003 SPORTS OFFICIATING**

3 LECTURE HOURS - 3 CREDITS

**Fee:** \$1

### **Coeducational**

Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities. Co-educational.

## **PET 2949 COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION**

3 CREDITS

*Refer to the Cooperative Education heading for additional information.*

- \*Classes meet double sessions in order to avoid cold weather. In Fall Term all aquatic activities conclude at mid-semester (Sept. through Oct. only). In Spring Term these classes meet the first regular class of the semester, then postpone meeting again until warm weather arrives in early March.

## **PGY 1401C BASIC PHOTOGRAPHY**

3 LECTURE HOURS - 3 CREDITS

**Laboratory fee: \$10**

An introduction to black and white photography. Emphasis will be on basic mastery of the following skills: camera handling, exposure, pictorial composition and design, film and print development, darkroom procedure, and print display. The student must supply his own adjustable camera (preferably 35mm or 120), film, paper, and other related materials.

## **PGY 2410C CREATIVE PHOTOGRAPHY**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: PGY 1401C or consent of instructor**

**Laboratory fee: \$10**

A continuation of Basic Photography. Emphasis will be on augmentation and refinement of basic skills acquired. Photographic problems of a specialized nature and advanced print-making techniques will be explored. Camera, film, paper, and other related materials are to be supplied by the student.

## **PHI 2010 INTRODUCTION TO PHILOSOPHY**

3 LECTURE HOURS - 3 CREDITS

A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists. Open to sophomores only or to second semester freshmen who receive permission of the instructor. *May be used to fulfill Gordon Rule requirements.*

## **PHI 2630 CONTEMPORARY ETHICS**

3 LECTURE HOURS - 3 CREDITS

A study and critical evaluation of major theories of moral values and contemporary issues. The major emphasis of the course is the application of these theories to current ethical questions through the analysis of selected writings. The student will investigate the process of making moral judgments and assess the procedure by which people decide what is right and wrong behavior.

## **PHY 1001 TECHNICAL PHYSICS**

4 LECTURE HOURS,

**Offered Fall Term**

3 LABORATORY HOURS - 5 CREDITS

**Prerequisite: MTB 1322 or consent of instructor**

A study of classical mechanics, heat, light, and sound. Particularly suited for students who require a physics background for a technical program of study. Emphasis on problem solving.

**PHY 1020C APPLIED PHYSICAL SCIENCE** 2 LECTURE HOURS,  
**Prerequisite: MAT 0024** 2 LABORATORY HOURS - 3 CREDITS  
**Laboratory Fee: \$10**

This course provides an understanding of basic physical principles and the ability to apply these principles in the explanation of everyday phenomena. It also involves collection of data on a physical phenomena and the ability to draw conclusions based on that data. It applies basic mathematics to solve problems based on common applications.

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I** 3 LECTURE HOURS,  
**Offered Fall Term** 1 HOUR PROBLEM SOLVING - 5 CREDITS  
**Prerequisite: MAC 2311**  
**Corequisite: MAC 2312 and PHY 2048L**

A course designed primarily for majors in the physical sciences and engineering. Covers mechanics, heat, and sound.

**PHY 2048L GENERAL PHYSICS WITH CALCULUS I LABORATORY**  
**Corequisite: PHY 2048** 3 LAB HOURS - 0 CREDIT  
**Laboratory fee: \$10**

This laboratory will provide laboratory support for the concepts taught in PHY 2048.

**PHY 2049 GENERAL PHYSICS WITH CALCULUS II** 3 LECTURE HOURS,  
**Offered Spring Term** 1 HOUR PROBLEM SOLVING - 5 CREDITS  
**Prerequisite: C or higher in PHY 2048 and PHY 2048L**  
**Corequisite: PHY 2049L**

A continuation of PHY 2048. Covers electricity, optics, and introduction to modern physics.

**PHY 2049L GENERAL PHYSICS WITH CALCULUS II LABORATORY**  
**Corequisite: PHY 2049** 3 LAB HOURS - 0 CREDIT  
**Laboratory fee: \$10**

A continuation of PHY 2048L.

**PHY 2053 GENERAL PHYSICS I** 3 LECTURE HOURS  
**Offered Fall Term** 1 HOUR PROBLEM SOLVING - 5 CREDITS  
**Prerequisite: Eligibility for MAC 1142**  
**Corequisite: PHY 2053L**

Primarily for pre-professional students not majoring in engineering or physics. Covers classical and modern treatment of mechanics, sound, and heat.

**PHY 2053L GENERAL PHYSICS I LABORATORY** 3 LAB HOURS - 0 CREDIT  
**Corequisite: PHY 2053**  
**Laboratory fee: \$10**

This course provides laboratory support for the concepts taught in PHY 2053.

**PHY 2054 GENERAL PHYSICS II**

3 LECTURE HOURS,

**Offered Spring Term**

1 HOUR PROBLEM SOLVING - 5 CREDITS

**Prerequisite: PHY 2053 and PHY 2053L**

**Corequisite: PHY 2054L**

Treats modern electricity and magnetism theory. Light studied as a wave in transmission and quantum in emission and absorption. Theories of atoms and their nuclei from Bohr to present day.

**PHY 2054L GENERAL PHYSICS II LABORATORY**

3 LAB HOURS - 0 CREDIT

**Corequisite: PHY 2054**

**Laboratory fee: \$10**

This course provides laboratory support for the concepts taught in PHY 2054.

**PLA 1003 INTRODUCTION TO LEGAL ASSISTING**

3 LECTURE HOURS - 3 CREDITS

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

**PLA 1104 LEGAL RESEARCH & WRITING I**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite or Corequisite: ENC 1101 or ENC 1132**

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

**PLA 1803 FAMILY LAW**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: PLA 1104 and PLA 2114 or consent of instructor**

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

**PLA 2114 LEGAL RESEARCH & WRITING II**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: PLA 1104**

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

**PLA 2203 CIVIL LITIGATION**

3 LECTURE HOURS - 3 CREDITS

**Prerequisites: PLA 1104 and BUL 2111**

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

**PLA 2465 BANKRUPTCY LAW**

3 LECTURE HOURS - 3 CREDITS

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

**PLA 2504 REAL ESTATE LAW AND PROPERTY** 3 LECTURE HOURS - 3 CREDITS**Prerequisite: BUL 2111**

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

**PLA 2603 WILLS, TRUSTS, & ESTATE ADMINISTRATION**

3 LECTURE HOURS - 3 CREDITS

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

**PLA 2763 LAW OFFICE MANAGEMENT**

2 LECTURE HOURS - 2 CREDITS

**Prerequisite: PLA 2203 or consent of instructor**

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

**PLA 2949 COOPERATIVE EDUCATION INTERNSHIP IN  
LEGAL ASSISTING**

3 CREDITS

**Prerequisites: PLA 1102 and PLA 2114**

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

**POS 1001 INTRODUCTION TO POLITICAL SCIENCE**

3 LECTURE HOURS - 3 CREDITS

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

**POS 1040 AMERICAN GOVERNMENT SURVEY**

3 LECTURE HOURS - 3 CREDITS

A one-semester TV-Self Study overview of the government system of the United States. It includes theory and principles of constitutional government and integrates basic political science theory with contemporary American action. State government is covered also, using California, Illinois, and Texas as models.

## **POS 2041 AMERICAN NATIONAL GOVERNMENT**

3 LECTURE HOURS - 3 CREDITS

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

## **POS 2112 STATE AND LOCAL GOVERNMENT** 3 LECTURE HOURS - 3 CREDITS

This course examines the state and local political environment within the United States federal system. Major areas of study include research methods, policy responsibilities, legal frameworks, political participation, urban politics, the legislative, executive, and judicial branches. Specific aspects of the political environment within Florida are also examined.

## **POS 2930 POLITICAL STUDIES**

1-3 LECTURE HOURS - 1-3 CREDITS

### **Prerequisite: Consent of instructor**

Provides an opportunity for personal study in specialized areas of political science (Political Theory, International Relations, National, State, and Local Government). Objectives include the development of factual background, analytical ability, and communication skills through individual research.

## **POS 2949 COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

## **POS 2950 FEDERAL GOVERNMENT INSTITUTIONS**

3 LECTURE HOURS - 3 CREDITS

This course examines the U. S. Congress, Supreme Court, Presidency and Federal Bureau-cracy. Includes theoretical classroom discussion and practical observation of government institutions and personnel during trip to Washington, DC

## **PSY 2012 INTRODUCTION TO PSYCHOLOGY**

3 LECTURE HOURS - 3 CREDITS

An introduction to the scientific study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction. This course is also offered on an independent study basis via television. *It is highly recommended that students complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.*

## **PSY 2949 COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY**

*Refer to the Cooperative Education heading for additional information.*

3 CREDITS

**QMB 1001 BUSINESS MATHEMATICS**

3 LECTURE HOURS - 3 CREDITS

**Offered Spring Term**

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

**REA 0001 COLLEGE PREP READING**

3 LECTURE HOURS AND

1 HOUR LABORATORY - 3 CREDITS

**COLLEGE PREPARATORY COURSE: COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**

A course designed to provide reading instruction to those students below a 10.5 grade reading level so that such students may progress to college level courses leading to eventual completion of a college degree. Exit level competencies, by law, must be equal to those needed for college-level courses. LSCC has determined that successful achievement will be certified by ATTAINING 10.5 GRADE READING LEVEL ON THE NELSON-DENNY READING TEST, OR OTHER NORM-REFERENCED TEST YET TO BE DEFINED. Students will be required to repeat the course, paying normal, required tuition each time, until completion is achieved. Three (3) semesters are allowed, by law, for completion.

**REA 1105 READING SKILLS**

3 LECTURE/LAB HOURS - 3 CREDITS

A course designed to provide reading instruction as required by LSCC for those students whose reading level falls between 10.5 and 13.0 in order that such students may progress to degree completion with minimal difficulties. Specifically, students will be asked to (1) demonstrate attainment of CLAST-mandated reading skills (including supporting details, words in context, purpose, tone, argument, explicit/implicit sentence relationships, ability to detect bias and fact verses opinion, and draw logical inferences and conclusions); (2) develop an interest in reading for pleasure; and (3) improve rate flexibility. Primarily for students who score below the cutoff on the placement test, but may be taken by any student desiring to enhance reading skills. Some extra lab (Learning Center) hours may be necessary for progress to occur.

**REA 1405 SPEED READING TECHNIQUES** 3 LECTURE/LAB HOURS - 3 CREDITS

A course in reading instruction for those students reading above a 13.0 (freshman) grade level, designed especially for those desiring to read faster and better. Emphasis will be placed on speed reading techniques with proper attention to commensurate comprehension. Open to any students not required to take College Prep Reading (REA 0001) or Reading Skills (REA 1105)

**REA 1605 COLLEGE STUDY SKILLS**

3 LECTURE HOURS - 3 CREDITS

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



## **REE 2040 PRE-LICENSING FOR REAL ESTATE SALESPERSONS**

**Test fee: \$10**

4 LECTURE HOURS - 4 CREDITS

This course is designed to meet requirements of the Florida Real Estate Commission for Principles and Practices of Real Estate I. It includes basic real estate information together with the areas of real estate law which are included on the Florida Real Estate Salesman's examination.

## **REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES II**

**Test fee: \$10**

5 LECTURE HOURS - 5 CREDITS

This course is designed to prepare students for the Florida Real Estate Brokers examination. These students must be licensed Florida Real Estate salesmen who have been properly qualified by the Florida Real Estate Commission before being permitted to register for the course.

## **REE 2085 POST-LICENSING FOR REAL ESTATE SALESPERSONS**

3 LECTURE HOUR - 3 CREDIT

The course provides knowledge in the areas of real estate finance, appraising, property management and the economics of real estate. Required of all real estate salesmen registered after January 1, 1989.

## **REE 2100 INTRODUCTION TO APPRAISING REAL PROPERTY**

4 LECTURE HOURS - 4 CREDITS

An introduction to the principles and techniques involved in real property evaluation. Special emphasis will be given to residential properties.

## **RMI 2000 PRINCIPLES OF INSURANCE**

3 LECTURE HOURS - 3 CREDITS

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

## **RTV 2000 INTRODUCTION TO BROADCASTING**

3 LECTURE HOURS - 3 CREDITS

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

## **RTV 2200 BROADCAST PRODUCTION I**

3 LECTURE HOURS - 3 CREDITS

**Prerequisite: RTV 2000**

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

**RTV 2230 BROADCAST PERFORMANCE** 3 LECTURE HOURS - 3 CREDITS

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

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

*Refer to the Cooperative Education heading for additional information.*

**SLS 1401 CAREER PLANNING** 3 LECTURE HOURS - 3 CREDITS  
**Laboratory fee: \$10**

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

**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 aging women.

**SPC 1410 PARLIAMENTARY PROCEDURES** 1 LECTURE HOUR - 1 CREDIT

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

**SPC 1930 SPEECH SPECIALIZATIONS** 1-3 LECTURE HOURS - 1-3 CREDITS

This course is designed to provide special training in one of the areas of communication, covering such topics as nonverbal communication, interpersonal communication, listening, etc. *May be taken up to three times with varying content as an elective.*

**SPC 2016 FUNDAMENTALS OF SPEECH** 3 LECTURE HOURS - 3 CREDITS

A course that covers intrapersonal, interpersonal, and public communication. The student develops confidence as an oral communicator through the study of self, others, and the preparation and delivery of public speeches.

**SPC 2330 NONVERBAL COMMUNICATION** 3 LECTURE HOURS - 3 CREDITS

A course on what is communicated through body positions and movement, vocal characteristics, touching behavior, clothing and other artifacts, use of space and time, and manipulation of environment.

**SPC 2600 ADVANCED PUBLIC SPEAKING** 3 LECTURE HOURS - 3 CREDITS

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

**SPN 1000 BEGINNING SPANISH** 1 LECTURE HOUR - 1 CREDIT

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

**SPN 1100 ELEMENTARY SPANISH I** 4 LECTURE HOURS - 4 CREDITS

Designed for beginners and covering fundamentals of grammar. A thorough drill in pronunciation is emphasized. Early in the course, easy texts for the reading of simple prose are introduced.

**SPN 1101 ELEMENTARY SPANISH II** 4 LECTURE HOURS - 4 CREDITS

**Prerequisite: SPN 1100**

A continuation of SPN 1100.

**SPN 2200 INTERMEDIATE SPANISH III** 4 LECTURE HOURS - 4 CREDITS

**Prerequisite: 2 years of high school Spanish or 1 year of college Spanish**

Includes abundant practice in Spanish pronunciation and conversation, a review of grammar, and extensive readings in the study of Spanish civilization.

**SPN 2201 INTERMEDIATE SPANISH IV** 4 LECTURE HOURS - 4 CREDITS

**Prerequisite: SPN 2200**

A continuation of SPN 2200.

**STA 2014 INTRODUCTION TO STATISTICS** 3 LECTURE HOURS - 3 CREDITS

**Prerequisite: C or higher in MAC 1104 or consent of instructor**

Development of the fundamental statistical methods including sampling, probability, probability functions, distribution of measurements, normal distribution, estimation, statistical inference, correlation and analysis. Applications to business, social sciences, physical sciences, and engineering sciences.

**SUR 1100C SURVEYING I** 3 LECTURE HOURS - 3 CREDITS

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

**SYG 2000 INTRODUCTION TO SOCIOLOGY** 3 LECTURE HOURS - 3 CREDITS

An introductory course designed to provide students with a theoretical and statistical understanding of the effects of group relations on human behavior. The interrelationship between the self and the major social processes, the community, the culture, and the major social institutions will be examined.

**SYG 2010 SOCIAL PROBLEMS** 3 LECTURE HOURS - 3 CREDITS

An exploration of American contemporary social problems with emphasis upon the involvement of the individual, family, and community. Topics such as Crime and Delinquency, Racial Problems, Dependency and Poverty, Religious Conflicts, and Urban and Rural Communities are analyzed in the light of factual data.

**SYG 2410 MARRIAGE AND THE FAMILY** 3 LECTURE HOURS - 3 CREDITS

A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.

**SYG 2949 COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY**

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

**THE 2020 INTRODUCTION TO WESTERN THEATRE ARTS**

3 LECTURE HOURS - 3 CREDITS

An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.

**THE 2051 CHILDREN'S THEATRE** 3 CREDITS

Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter Counties. *May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).*

**THE 2925 THEATRE PRACTICUM** 3 LECTURE HOURS - 3 CREDITS

Course provides intermediate level practical experience in acting, set construction, costuming, makeup, and lighting. *May be repeated for maximum credit of six hours (three hours maximum to count toward graduation).*

**THE 2949 COOPERATIVE EDUCATION INTERNSHIP  
IN SPEECH & THEATRE**

3 CREDITS

*Refer to the Cooperative Education heading for additional information.*

**THE 2950 APPLIED THEATRE ARTS** 3 LECTURE HOURS - 3 CREDITS

An introduction to technical theatre-sets, lighting, make-up, costuming, and acting styles and performance. *May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).*

**TPA 2077 SCENE PAINTING WORKSHOP**

1 LECTURE HOUR - 1 CREDIT

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

**TPP 1604 COMIC SCENEWRITING WORKSHOP**

1 CREDIT

This is a theatre lab course in which students will work in small groups to write and produce material for performance on stage. Attendance will be mandatory, and each student will keep a journal of all writings he or she participates in crafting. Attendance, the quality of the journal and commitment to the working group will be the basis for the student's grade.

**TPP 2110 ACTING I**

3 LECTURE HOURS - 3 CREDITS

Acting workshop employing improvisation, scenes from plays, and/or a class production. Will provide introduction to acting techniques, exercises.

**TPP 2111 ACTING II**

4 LECTURE HOURS - 1 LAB HOUR - 4 CREDITS

Acting workshop employing improvisations, scenes from plays, and the production of a play. This course is a continuation of Acting I. The student will also be introduced to directing techniques, in-depth character and play analysis, and intermediate to advanced performance exercises. Laboratory hours required; minimum 15 hours per semester (1 hour per week).

**ZOO 2010 GENERAL ZOOLOGY**

3 LECTURE HOURS - 5 CREDITS

**Offered Fall Term****Prerequisite: BSC 1010 & BSC 1010L****Corequisite: ZOO 2010L**

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

**ZOO 2010L GENERAL ZOOLOGY LABORATORY**

3 LAB HOURS - 0 CREDIT

**Corequisite: ZOO 2010****Laboratory fee: \$15**

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

**\*\*\*2949 COOPERATIVE EDUCATION INTERSHIP IN  
CERTAIN ACADEMIC DISCIPLINES**

3 CREDITS

Supervised on-the-job training in an area related to certain academic disciplines. Learning Contract required. Grades based on satisfactory completion of training assignment, which includes employer evaluation, seminar attendance, and assessment of job performance by Faculty Advisor. May be taken a total of three times for credit. Prerequisites: A minimum of 12 semester hours (or one semester) at LSCC or an approved institution; a grade point average of 2.00 or better; and a job which is approved for Co-op (see Cooperative Education Coordinator).

\*\*\*Available in the following academic disciplines: APA 2949 (Accounting); ART 2949 (Art); BRC 2949 (Banking); BSC 2949 (Biological Science); CCJ 2949 (Criminal Justice); CGS 2949 (Computer Science); CHM 2949 (Chemistry); ECO 2949 (Economics); EDG 2949 (Education); EGS 2949 (Engineering); ENG 2949 (English); HFT 2949 (Hospitality Management); HIS 2949 (History); HSC 2949 (Health); HUM 2949 (Humanities); JOU 2949 (Journalism); MAN 2949 (Business Administration); MAR 2949 (Advertising & Marketing); MUS 2949 (Music); OST 2949 (Business); PET 2949 (Physical Education); PLA 2949 (Legal Assisting); POS 2949 (Government); PSY 2949 (Psychology); RTV 2949 (Broadcasting); SYG 2949 (Sociology); THE 2949 (Speech & Theatre).

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# COLLEGE PERSONNEL

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## COLLEGE PERSONNEL

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### FACULTY

**Agron, Michael B.**

*Business Administration*  
B.S.B.A., Drake University  
M.B.A., Rockhurst College

**Arcaro, Peter A.**

*Music*  
B.A., M.A., California State University at L.A.  
D.M.A., University of Oklahoma

**Buggs, Monica**

*Nursing*  
B.S., Tuskegee University  
M.Ed., University of Southern Mississippi

**Burns, Robert T.**

*Criminal Justice*  
A.A.S., Suffolk County Community College  
B.A., Southampton College of Long Island Univ.  
M.P.S., C. W. Post Center of Long Island Univ.

**Cameron, Edmund S.**

*Chemistry*  
B.S., University of Notre Dame  
M.S., Purdue University

**Copeland, Delbert H.**

*Evening Librarian*  
A.A., East Central Junior College  
B.S., M.A., Mississippi Southern College

**Cuppett, Thomas H.**

*English/Reading*  
B.C.S., Benjamin Franklin University  
B.A., University of Maryland  
M.Ed., Florida Atlantic University  
Ph.D., Florida State University

**Dabney, Debra W.**

*Physical Education*  
B.S., M.Ed., Florida A & M University

**English, Denise E.**

*Head Librarian*  
A.A., Indian River Community College  
B.A., Florida Atlantic University  
M.L.N., Emory University

**English, Elizabeth T.**

*English, Radio/TV*  
A.B., University of Montevallo  
A.B., M.A., University of Alabama

**Fritch, Lynn P.**

*English/Speech*  
B.A., Mercer University  
M.A., University of Central Florida

**Garner, Nancy E.**

*English*  
A.A., Lake-Sumter Community College  
B.S., M.A., University of South Florida

**Grigsby, James D.**

*Business*  
B.S., M.B.A., University of Central Florida  
Ed.D., Florida Atlantic University

**Harvard, Gloria M.**

*English*  
B.A., Bethune-Cookman College  
M.A.T., Stetson University

**Holloway, Bonnie B., CPA**

*Accounting*  
B.S., M.B.A., Stetson University

**Huffer, Mary Lee**

*English/Reading*  
A.A., Lake-Sumter Community College  
B.A., M.A., University of Florida

**Jelsma, F. Richard**

*Instructor, Developmental Math*  
A.A., Lake-Sumter Community College  
B.S., University of Florida

**Jochims, Dennis F.**

*English*  
A.A., Tallahassee Community College  
B.A., M.A., Florida State University

**Joiner, Denise**

*Counselor*  
B.A., M.Ed., Florida A & M University

**Kehde, Peter M.**

*Biological Science*  
B.S., Florida Presbyterian College  
M.S., Oklahoma State University



**Kennedy, William C., II**

*Counselor*

A.A., Lake-Sumter Community College  
B.A., M.A., Stetson University  
Ph.D., University of Florida

**Kertz, Jacob D.**

*Technology*

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

**Lemon, Jacqueline**

*Evening Librarian*

B.A., Florida A & M University  
M.A., University of South Florida

**Levanduski, John J. CDP, CDE**

*Computer Science*

B.S., M.S.Ed., Elmira College

**Levin, Karen B.**

*Political Science*

B.A., Bennington College  
M.A., University of Minnesota

**McComas, Dianne P.**

*Librarian, Government Documents*

B.S., Potsdam State University  
M.L.S., Florida State University

**Meyer, Carolyn J.**

*Psychology*

B.A., M.A., Fairleigh Dickinson University  
Ph.D., Fordham University

**Neal, John R.**

*Economics*

B.S., M.A., Memphis State University  
M.S.M. Rollins College

**O'Steen, Reuben W., Jr.**

*Biological Science/Mathematics*

B.S., Florida State University  
D.V.M., Auburn University

**Pennacchia, Susan, RNC**

*Nursing Program Administrator*

B.S.N., M.S.N., Catholic University of  
America  
M.Ed., University of Southern Mississippi

**Rager, Mary Jo**

*Director, Technical Programs*

B.A., M.A., University of Central Florida

**Rata, John W.**

*English, Humanities, Photography*

B.A., M.A.T., Rollins College

**Ricci, Glenn**

*Graphic Design, Art*

B.A., Point Park College  
M.F.A., University of Wyoming  
M.A.T., Carnegie Mellon University

**Ross, Sylvia T.**

*English/Reading*

B.A., University of Notre Daem  
M.A., University of Miami

**Sarber, Donna G.**

*Office Technologies*

B.A., M.A., University of Central Florida

**Savrda, Sherry L.**

*Physics, Mathematics*

A.A., Seminole Community College  
B.S., M.S., University of Central Florida

**Sawyer, Susan M.**

*Catalog/Interlibrary Librarian*

B.S., University of Wisconsin  
M.L.I.S., University of Wisconsin

**Sharp, E. Lamar**

*Mathematics*

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

**Shea, John David**

*Mathematics*

B.A., Syracuse University  
M.A., State University of New York at  
Binghamton

**Simmons, Melinda K.**

*Journalism, English*

B.S., M.S., Utah State University

**Sommersdorf, Virginia R.**

*Nursing*

B.S.N., Alfred University  
M.S., Purdue University  
M.S.N., Barry University

**Stahl, Judith**

*Mathematics*

A.A., Edison Community College  
B.A., M.A., University of South Florida

**Taylor, Bret**

*Mathematics*

B.S., M.Ed., Valdosta State College

**Thornton, Rebecca C., RNC**

*Nursing*

A.S., Santa Fe Community College  
B.S.N., University of Florida  
M.S., Nova University

**Tulley, Geraldine D. RNC**

*Nursing*

A.A., Santa Fe Community College  
B.S.N., Florida State University

**Wall, Robert Charles**

*Biological Science*

B.S., Eastern Michigan University  
M.S., Ph.D., University of Michigan

**ADMINISTRATIVE,  
MANAGEMENT  
SUPPORT AND CAREER  
SERVICE PERSONNEL**

**Adams, Leroy,**

*Supervisor, Buildings/Grounds*

**Adkinson, Janice**

*Coordinator, Women's Programs*

A.A., Lake-Sumter Community College  
B.A., University of Florida  
M.A., University of Central Florida

**Bagg, Patricia G.**

*Payroll Specialist*

A.A., Canal Zone Junior College

**Barber, Judith L.**

*Secretary II*

**Barrett, Wynona A.**

*Student Services Specialist*

A.A., Truckee Meadows Community College  
B.S., Bethune-Cookman College  
M.S., Nova University

**Bowers, Shirley M.**

*Secretary I*

**Branch, Sunni Dawnn**

*Admissions Clerk II*

A.S., Lake-Sumter Community College

**Brautcheck, Joyce H.**

*Coordinator, Human Resources/Payroll*

A.S., Lake-Sumter Community College

**Brelsford, David A.**

*Groundskeeper II*

**Bui, Tuan-Quang**

*Custodian II*

**Carter, Barbara A.**

*Human Resources Specialist*

**Cumbaa, Gregory S.**

*Theatre Technician II*

**Cutherell, William H.**

*Television Engineer*

A.A., Miami-Dade Community College

**Dean, Tammy J.**

*Clerk I*

A.A., Lake-Sumter Community College

**Douglas, Carol G.**

*Secretary II*

**Driggers, Ernestine**

*Gymnasium Assistant*

**Edwards, Marian B.**

*Reach Out Specialist*

B.S., Florida A & M University

**Evans, Earl**

*Director, Student Services*

B.S., M.Ed., Alabama State University  
M.S., Troy State University

**Farrell, Charles M.**

*Tradesworker II*

A.S., Triangle Institute of Technology

**Fielding, Caroline J.**

*Coordinator, College Relations*  
B.A., University of California at Berkeley  
M.A., University of Central Florida

**Fortier, Timothy P.**

*Tradesworker II*

**Fox, Robert A.**

*Custodian I*

**Furnas, Betty Lou**

*Secretary III/Purchasing Assistant*

**Gauer, Carol P.**

*Receptionist I*  
B.S., University of Wisconsin  
M.A., University of Iowa

**Gordon, Holly**

*Community Education Specialist I*  
A.A., Valencia Community College

**Gray, Amy L.**

*Records Clerk I*  
A.A., Modesto Junior College

**Hall, Sheila R.**

*Manager, Learning Center*  
B.A., M.A., Andrews University

**Hawkins, Paul Michael**

*Programmer/Analyst*  
B.S., Tampa College

**Heim, Walter F. Jr.**

*Accounting Technician I*  
A.S., Lake-Sumter Community College

**Herring, Ann Sherry**

*Director, Research, Reports & Planning*  
B.A., M.Ed., University of West Florida  
Ed.S., Florida Atlantic University  
Ed.D., University of Central Florida

**Holman, Emily C.**

*Tutorial Support Specialist*  
B.S., Barry College

**Holston, Judith G.**

*Secretary III*

**Hudson, Dianne P.**

*Data Entry Clerk I*

**Huertas, Marsha**

*Accounting Technician II*

**Hunt, Patricia L.**

*Supervisor, Admissions and Records*

**James, Anne B.**

*Library Technician*

**Johnson, Bonita**

*Shipping, Receiving & Inventory Control Clerk*

**Johnson, Dorothy J.**

*Library Assistant*

**Johnson, Sherry A.**

*Custodian II*

**King, Michelle P.**

*Financial Aid Specialist*

**Knost, Joan C.**

*Executive Secretary to the President*  
A.A., Colby Junior College  
B.A., Smith College

**Lain, Ellen M.**

*Research Assistant*  
A.A.S., Black Hawk College  
A.A., Lake-Sumter Community College

**Lasch, Jacqueline D., CPA**

*Coordinator, Financial Services*  
B.S., Florida State University

**Locke, Loretta L.**

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**Longordo, Terence A.**

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Advancement*

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Inc.*

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Ed.D., University of Central Florida

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*Special Projects Assistant*

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A.A., Lake-Sumter Community College

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# LAKE SUMTER COMMUNITY COLLEGE ADVISORY COMMITTEES



[Faded text, likely names of committee members, arranged in columns below the photograph. The text is illegible due to low contrast and blurring.]



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# LAKE-SUMTER COMMUNITY COLLEGE ADVISORY COMMITTEES

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Louise Williams  
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# LAKE SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

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## LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

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Formed in January 1980, the Lake-Sumter Community College Foundation is a direct-support organization established for the purpose of assisting the college in fulfilling its mission of excellence in education, service to the community and financial assistance to qualified students.

Each year, the Foundation provides over \$50,000 for Presidential, Principal, Ambassador and Financial Aid Scholarships, as well as additional funds for special scholarships approved through the Foundation's Scholarship Committee. In addition, the Foundation currently administers over 200 scholarships provided by individuals, corporations, and civic organizations.

The Foundation also supports LSCC through the funding of projects which directly or indirectly benefit students. These projects have included assistance for the Children's Theater, the Brain Bowl Team, the College Library, the Nursing Program, the Presidential Art Purchase Award, the Literacy Center, the High School Computer Competition and a Professional Secretary's Seminar.

Helping LSCC remain on the cutting edge of technology has been a Foundation priority. New projects approved for 1993-94 include the purchase of a full motion video camera to enhance student multimedia presentations, data acquisition and analysis equipment for the Physics Lab, and a CD-Rom Server for the academic network.

Because LSCC is not fully supported by the State of Florida, private support is essential to the college. Such private support is made possible through donations to the Foundation, which has been designated as a nonprofit direct-support organization under section 501(c)(3) of the Federal Internal Revenue Code.

Information regarding specific types of donations handled through the Foundation, as well as information on the tax benefits of such donations is available in the Foundation office, through the Foundation Executive Director or from any Foundation Board member.

### ENDOWMENTS AND TRUST FUNDS

Lake-Sumter Community College is the beneficiary of several endowments and trust funds set up by interested parties to provide fiscal support for noteworthy projects and programs. Monies that accrue from such funds are used to assist students, faculty, program development, cultural activities and other college-related general programs. Some funds are specific in nature and designate a specific program or goal. Others are general or undesignated and are left to the discretion of college officers.

The LSCC Foundation, Inc. administers endowments and trust funds. Establishing permanent memorial funds, endowments and the sponsoring of scholarships are among the options available to potential benefactors. For more information, contact Executive Director Dr. Jerry Smith at (904) 365-3515.

The following funds are representative of LSCC endowments and trust funds. The public is welcome to make contributions to these funds or establish new ones in keeping with personal or corporate goals.

The **BARTCH TRUST** provides scholarships for migrant and minority students in Lake County.

The **DR. SCOTT COLE TRUST I** provides monies for the promotion of LSCC performing arts activities.

The **DR. SCOTT W. COLE TRUST II** provides funds for instructional improvements through the Televised Arts.

**MR. JERRY COLLINS**, owner of the Sanford-Orlando Kennel Club, provides monies each year for student scholarships at LSCC.

The **FILOMENA ARBORIO DILLARD MEMORIAL FUND** was established to benefit a Eustis High School student who has shown academic achievement.

The **FLORIDA ACADEMIC IMPROVEMENT TRUST FUND** through matching funds from the State of Florida, provides monies for special projects, scholarships, and equipment for the LSCC campus.

The **FLORIDA PUBLIC RELATIONS ASSOCIATION-LAKE HIGHLANDS CHAPTER** presents an award to an LSCC student majoring in communications, journalism, speech or public relations.

The **C.V. GRIFFIN FOUNDATION FUND** provides for students who have financial need in the area of nursing.

The **C. V. GRIFFIN FOUNDATION LEARNING OPPORTUNITY CENTER ENDOWMENT** provides funds for students to tutor other students in the LSCC Learning Opportunity Center.

The **ORVAL HAGGERTY SCHOLARSHIP FUND** assists a high school junior or senior student in the Mt. Dora area who plans to attend LSCC.

The **HAWTHORNE MEMORIAL FUND** provides scholarship money for LSCC students.

The **HANS AND CAY JACOBSEN CHARITABLE FOUNDATION, INC.** provides a perpetual endowed scholarship for deserving students.

The **GINNY JONES MEMORIAL SCHOLARSHIP ENDOWMENT FUND** provides scholarships for LSCC students. The endowment was funded in great part by contributions from United Telephone Company employees with matching funds from United Telecommunications.

The **ALBERT LEEBERG SCHOLARSHIP FUND** provides scholarships for deserving students with emphasis given to nursing students.

The **LEEBERG NURSING FUND FOR EXCELLENCE** provides funding for additional part-time clinical instructors for the nursing program as well as clerical support staff.

The **LEON MOCK MEMORIAL SCHOLARSHIP** provides financial assistance to LSCC students with preference given to those students interested in computers.

The **MAY MUELLER MEMORIAL SCHOLARSHIP** was established by St. James Episcopal Church of Leesburg and is given to a student based on financial need.

The **NURSING CHALLENGE GRANT FUND I** provides scholarship assistance for students enrolled in the LSCC Nursing Program.

**NURSING CHALLENGE GRANTS** through matching funds from the State of Florida, provide monies for projects and equipment that enhance the LSCC Nursing Program and aid in student retention.

The **NURSING ENDOWMENT FUND** provides scholarships for students enrolled in the LSCC nursing program.

The **TULLY C. PATROWICZ, M.D. CULTURAL TRUST FUND** was established by the Florida Society of Ophthalmology to honor its 48th president. The interest proceeds of this fund are applied to L-SCC's acquisitions of art, music and performing arts.

The **SARAH RICHARDSON MEMORIAL NURSING ENDOWMENT** was established in memorial of nursing instructor Sarah Richardson and provides scholarships for nursing students.

The **MARION J. ROSSBAUM MEMORIAL WOMEN'S SCHOLARSHIP** was established by Mr. Karl Rossbaum in memory of his wife Marion to assist women who show "extraordinary determination, initiative and drive to overcome and become".

The **CHRISTOPHER STAFF TRUST FOR DISABLED STUDENTS** was established by Dr. and Mrs. Bruce Staff to provide funds for projects assisting disabled students.

The **MARTIN E. STRICKLEN MEMORIAL NURSING SCHOLARSHIP** provides funds for LSCC nursing students transitioning from LPN to RN.

The **VEPLAN SCHOLARSHIP FUND** anonymously provides full scholarships annually for five Eustis High School students graduating in the top 10% of their class.

The **WOLVERINE GASKET COMPANY OF LISBON, FLORIDA ENDOWMENT FUND** provides scholarships for children of Wolverine employees.

A special "THANK YOU" to the following individuals, organizations, and groups who currently are providing scholarships or other financial assistance for LSCC students:

ADK Beta Gamma	Edd Holder
ADK Delta Gamma	Howey Men's Club
ADK Fidelis Beta	Int. Chapt. PEO Sixth'd
ADK Upsilon	Italian/American Club of Lake Co.
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Altrusa Club-Lake Co.	Kiwanis-Bushnell
American Indian Assoc., Lake-Sumter	Kiwanis-Clermont
American Legion 40 & 8	Kiwanis-Groveland
American Legion Post 76	Kiwanis-Noon-Leesburg
Mr. and Mrs. Joseph Arborio	Kiwanis-Mt. Dora
Barnett Bank of Lake Co.	Kiwanis-Tavares
Diane Bennett	Kiwanis-Umatilla
Beta Sigma Phi	Lake Co. AEOP
Bethel Baptist Church	Lake Co. Educ. Assoc.
Mr. Tony Bjorn	Lake Co. Quilters Club
Mr. Tom Brooks	Lake Co. Ret. Educators
Mr. R. Dewey Burnsed	Lake Medical Ctr. Aux.
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BPW Lakes of Leesburg	Lake Memorial VFW Aux.
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Elks Lodge-Eustis	Leesburg Police Dept.
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Orlando Regional Medical Center  
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Pilot Club-Sumter Co.  
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Rotary-Tavares  
Rotary-Wildwood  
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Dr. and Mrs. Jerry Smith  
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Wildwood Women's Club  
Winn-Dixie Stores  
Louis Wirak Math Award  
Women's Committee of the Fine Arts of Mt.  
Dora  
Young American Bowling Alliance

If you or your organization would like to provide a scholarship, call the LSCC Foundation Office at (904) 365-3518.

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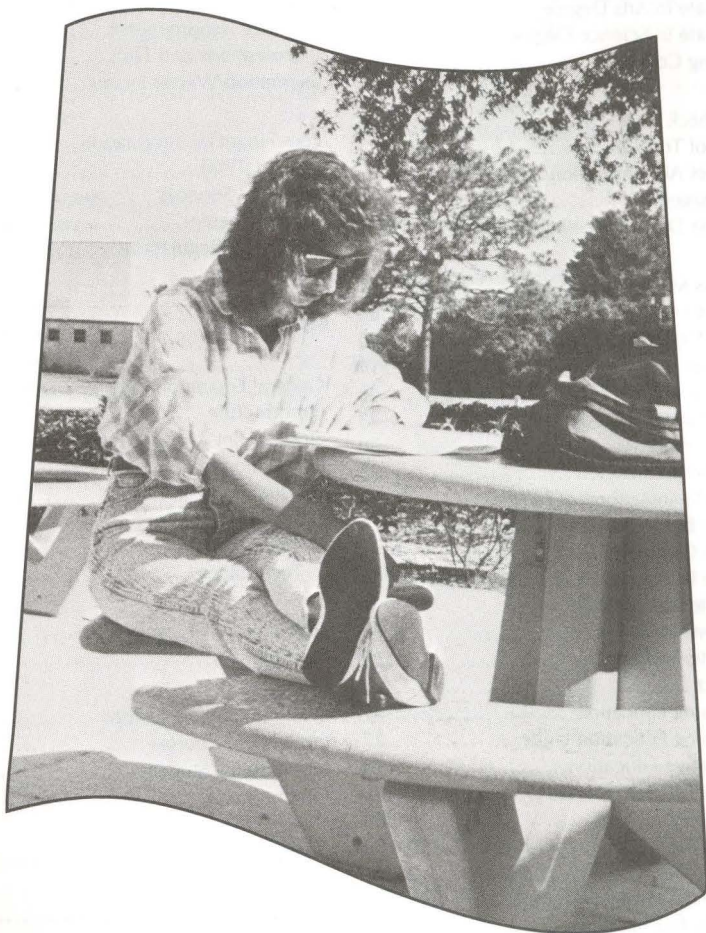




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