

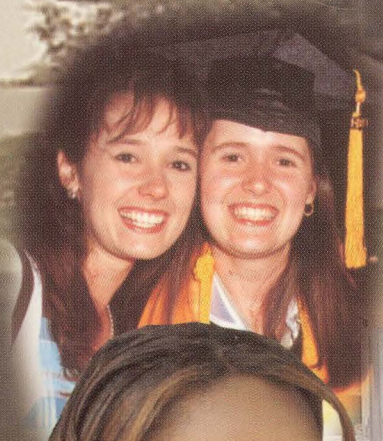
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Lake Sumter

COMMUNITY COLLEGE
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Wave of the Future

Catalog and
Student Handbook

Lake Sumter

COMMUNITY COLLEGE

A public community college supported
by the State of Florida

CATALOG and STUDENT HANDBOOK 2001-2002



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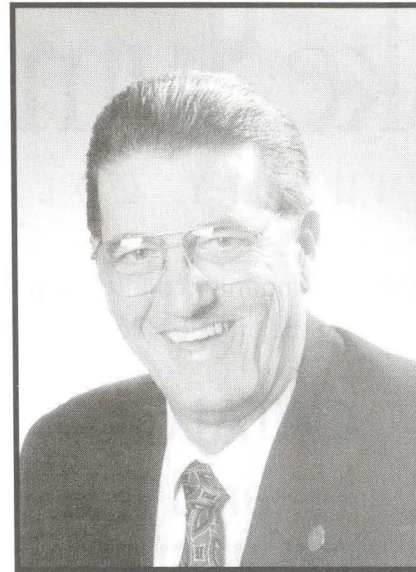
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**A Message from the President
Dr. Robert W. Westrick**

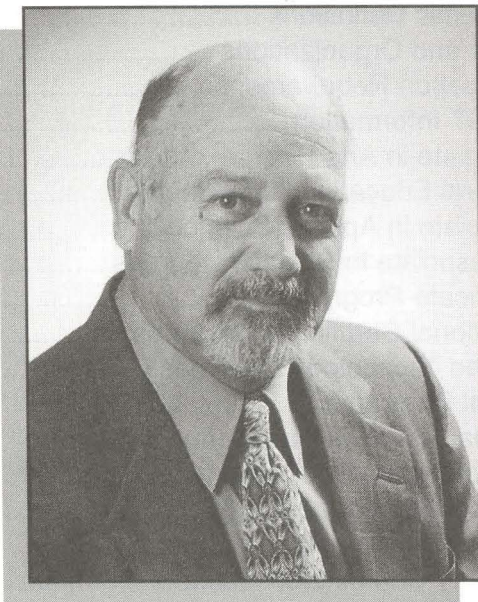
During this academic year 2001-2002, Lake-Sumter Community College will be celebrating 40 years of service for the students and citizens of the two-county area.

Lake-Sumter Community College proudly offers excellent programs that are designed to prepare you for the next level of your career path. Each member of the faculty, staff and administration is committed to assisting you in the pursuit of your educational goals.

We invite you to take advantage of the many activities and services that are provided for you by the College. May we also wish you the greatest success in your future endeavors.



Lake Sumter
COMMUNITY COLLEGE



**Lake-Sumter
Community College
District Board of Trustees
~ 2000-2001 ~**

- Mr. Joe M. Norman, Chairman
- Mr. Jon A. Simpson, Vice Chairman
- Mrs. Linda K. Cavanaugh
- Mr. Raymond Gilley
- Dr. D. Alan Hays
- Mr. W. Jon Marshall
- Mr. William R. Pruitt
- Mrs. Jacqueline V. Talley
- Mrs. Carole Y. Winter
- Dr. Robert W. Westrick, College President
- Mr. Jimmy Crawford, Board Attorney

LSCC

ADMINISTRATION

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 Dr. Wellington E. Estey Vice President of Educational Services
 Mr. Ray Kinsey Vice President of Administrative Services
 Ms. Jane Miller Vice President of Student Services
 Ms. Bonnie Finsley Satterfield Administrator, South Lake Campus
 Mr. James Thigpen Administrator, Sumter Campus
 Mr. Glenn Ricci Dean, Arts and Sciences
 Ms. Mary Jo Rager Dean, Business and Technologies
 Ms. Rosanne Brandeburg Executive Director/IA/LSCC Foundation, Inc.
 Mr. Donald Ball Director, College Facilities
 Ms. Elaine Carlisle Director, Financial Aid
 Ms. Denise English Director, Library Services
 Mr. Michael Matulia Director, Athletics
 Dr. Carolyn Meyer Director, IE/IR/Reports
 Ms. Rebecca Nelson Director, Human Resources
 Ms. Shirley Revels Director, Financial Services
 Mr. Bill Campman Acting Director, Information Technologies

LSCC FOUNDATION, INC. BOARD OF DIRECTORS 2000-2001

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Treasurer: Scott Windsor • *Executive Director/Secretary:* Rosanne Brandeburg

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 Donna Shamrock
 Mark Slaby
 Beverly Steele
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 Amy Wade
 Brad Weber
 Amanda Wettstein

COLLEGE CALENDAR 2001-2002

The College Calendar consists of four terms and provides for year-round operation of the College as well as year-round scheduling of classes. Fall and Spring semesters are 16 weeks in length. Summer term consists of two (2) six-week terms, Summer A and Summer B, and one term that extends over a 13 week period, Summer AE.

FALL TERM 2001

- AUGUST 21 Tuesday Faculty Reports.
 27 Monday Day and Evening classes begin.
- SEPTEMBER 1 Saturday Classes meet.
 3 Monday LABOR DAY. COLLEGE CLOSED.
 7 Friday Last day to apply for CLAST test or for an exception. Test offered October 6.
 7 Friday Last day for newly admitted registered students to submit missing documentation such as high school and/or college transcripts.
(Financial aid recipients must complete all admissions requirements prior to receiving aid.)
- OCTOBER 8 Monday College Night.
 19 Friday LAST DAY TO APPLY FOR FALL TERM GRADUATION (DEGREE OR CERTIFICATE).
- NOVEMBER 5 Monday Last day to withdraw from any regular fall term or evening class, receiving a grade of "W".
 22 Thursday THANKSGIVING HOLIDAYS-College closed through November 24.
 26 Monday Fall classes resume.
- DECEMBER 7 Friday Last day of day classes.
 8 Saturday Final exams for Saturday classes.
 10 Monday Final exams begin for day and evening classes.
 13 Thursday Fall term ends.
 14 Friday All grades due in at the Leesburg Campus Records Office by 4 p.m.
 14 Friday Last faculty duty day.
 17 Monday Teaching faculty begins Winter Holidays.
 17 Monday Fall term degree/certificate conferral.
 20 Thursday WINTER HOLIDAYS-College closed through January 1.
- JANUARY 25 Friday Last day to remove grades of "I" (incompletes) received this term (Fall 2001).

August 2001 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2001 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 2001 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 2001 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December 2001 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
February 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	July 2002 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SPRING TERM 2002

- JANUARY 2 Wednesday College opens.
 3 Thursday Faculty reports.
 7 Monday Day and evening classes begin.
 12 Saturday Saturday classes meet.
 18 Friday Last day to apply for CLAST test or for an exemption. Test is offered
 February 16.
 18 Friday Last day for newly admitted registered students to submit missing
 documentation such as high school and/or college transcripts.
*(Financial aid recipients must complete all admissions requirements
 prior to receiving aid.)*
 21 Monday COLLEGE CLOSED. Celebration of Martin Luther King's Birthday.
- MARCH 1 Friday LAST DAY TO APPLY FOR SPRING TERM GRADUATION (DEGREE
 OR CERTIFICATE).
 9 Saturday Saturday classes meet.
 11 Monday SPRING BREAK. College closed through Saturday, March 16.
 18 Monday Spring classes resume.
 26 Tuesday Last day to withdraw from any regular spring term or evening class
 receiving a grade of "W".
- APRIL 25 Thursday Last day for day classes.
 25 Thursday Final exams for evening classes begin.
 26 Friday Final exams for day classes begin.
 27 Saturday Final exams for Saturday classes.
- MAY 1 Wednesday Spring term and final examinations end.
 2 Thursday All grades for Spring Term 2002 are due in the Leesburg Campus
 Records Office by 1 p.m.
 2 Thursday Last duty day for full time faculty.
 3 Friday Last day to apply for CLAST test or for an exception. Test offered on
 June 1, 2002.
 10 Friday COMMENCEMENT - Spring term. Degrees awarded; formal ceremony.
 27 Monday MEMORIAL DAY. COLLEGE CLOSED.
 28 Tuesday Last day to remove grades of "I" (incompletes) received this term
 (Spring Term 2002).

August 2002	September 2002	October 2002	November 2002	December 2002	January 2003
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31

SUMMER TERM A 2002

- MAY 6 Monday Day and evening classes begin.
 6 Monday First duty day for Summer Term faculty.
 10 Friday Last day to apply for Short Term A graduation (degree and/or certificate).
 14 Tuesday Last day for newly admitted registered students to submit missing documentation such as high school and/or college transcripts. (*Financial aid recipients must complete all admissions requirements prior to receiving aid.*)
 27 Monday MEMORIAL DAY. COLLEGE CLOSED.
- JUNE 6 Thursday Last day to withdraw from any Short Term A class receiving a grade of "W".
 20 Thursday Final exams for Tuesday/Thursday Short Term A evening classes.
 24 Monday Final exams for Monday/Wednesday Short Term A evening classes.
 24 Monday Final exams for Short Term A day classes.
 24 Monday Short Term A ends.
 25 Tuesday All grades for summer Short Term A are due in the Leesburg Campus Records Office by 4 p.m.
 25 Tuesday Last duty day for Short Term A faculty.
 27 Thursday Short Term A degree/certificate conferral.
- JULY 4 Thursday INDEPENDENCE DAY. COLLEGE CLOSED.
 8 Monday Last day to apply for Extended Term A graduation (degree and/or certificate).
 10 Wednesday . Last day to withdraw from any Extended Term A class receiving a grade of "W".
 19 Friday Last day to remove grades of "I" (incompletes) received this term (Short Term A).
- AUGUST 8 Thursday Final exams begin for Extended Term A.
 14 Wednesday . Final exams end for Extended Term A.
 14 Wednesday . Extended Term A ends.
 15 Thursday All grades for summer Extended Term A are due in the Leesburg Campus Records Office by 4 p.m.
 15 Thursday Last duty day for Extended Term A faculty.
 19 Monday Extended Term A degree/certificate conferral.
- SEPTEMBER 12 Thursday Last day to remove grades of "I" (incomplete) received this term (Summer Extended Term A 2002).

SUMMER TERM B 2002

- JUNE 26 Wednesday . Day and evening classes begin.
 26 Wednesday . First duty day for faculty.
- JULY 4 Thursday INDEPENDENCE DAY. COLLEGE CLOSED.
 8 Monday Last day for newly admitted registered students to submit missing documentation such as high school and/or college transcripts. (*Financial aid recipients must complete all admissions requirements prior to receiving aid.*)
 8 Monday Last day to apply for Summer Term B graduation degree or certificate.
 26 Friday Last day to withdraw from current Term (grade of "W").
- AUGUST 12 Monday Final exams for day classes.
 Final exams for Monday/Wednesday evening classes.
 13 Tuesday Final exams for Tuesday/Thursday evening classes.
 13 Tuesday Summer Term B ends.
 15 Thursday Last duty day for Summer Term B faculty.
 15 Thursday All grades for Summer Term B are due in the Leesburg Campus Records Office by 4 p.m.
 19 Monday Summer Term B degree/certificate conferral.
- SEPTEMBER 12 Thursday Last day to remove grades of "I" (incomplete) received this term (Summer Term B 2002).

INFORMATION AND POLICIES

POLICIES

Affirmative Action Statement
Drug Free College
Drug Policy
AIDS Statement
Sexual Harassment
Sexual Assault

INFORMATION

Student Rights
Student Responsibilities
Student Regulations

PERSONAL PROPERTY PROTECTION AND SAFETY

Campus Security
Accident/Incident Reporting
Emergency Information

Lake Sumter
COMMUNITY COLLEGE

COLLEGE TELEPHONE DIRECTORY

Leesburg Campus

Information/Switchboard	352-787-3747
Fax	365-3501
Telecommunications Device for the Deaf (TDD)	365-3555
From Sumter County	748-1959
Administrative Services	365-3524
Admissions	365-3573
Athletics	323-3645
Bookstore	787-4900
Business Office	365-3578
Career Center	323-3603
College Facilities	365-3532
College Reach-Out Program (CROP)	365-3588
College Relations	365-3526
Computer Institute	365-3530
Continuing Education	365-3556
Degree Programs	
Arts & Sciences	365-3537
Business & Technologies	365-3552
Educational Services	365-3522
Equity Office	365-3592
Faculty Secretary - Day	365-3509
Faculty Secretary - Evening	365-3511
Financial Aid	365-3512
Financial Services/Business Office	365-3578
Fine Arts Complex - Paul P. Williams Auditorium	365-3562
Gymnasium	323-3645
Human Resources	365-3557
Information Technologies	365-3505
Institutional Advancement	365-3515
Job Placement	323-3603
Learning Center	365-3554
Library	365-3563
L-SCC Foundation	365-3518
Media Center	365-3565
Nursing Department	365-3540
UCF RN to BSN Program	365-3558

Office for Students with Disabilities	365-3568
Performing Arts Series	365-3536
President's Office	365-3523
Purchasing Department	365-3502
Records	365-3572
Security	365-3544
Shipping and Receiving	365-3517
South Lake Campus	352-243-5722
Student Activities Board (SAB)	365-3503
Student Activities Coordinator	323-3650
Student Development (Academic Counseling)	365-3574
Student Services	365-3577
Students with Disabilities	365-3574
St. Leo's 2+2 at LSCC	787-3260
Sumter Campus	352-568-0001
Talent Search Program	323-3606
Television Studio (LSCC-TV 13)	365-3566
UCF 2+2 at LSCC	365-3570
Women's Programs	323-3603
Workforce Development	323-3609

EMERGENCY INFORMATION

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

NOTE:

If using a college telephone, dial 9-911

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

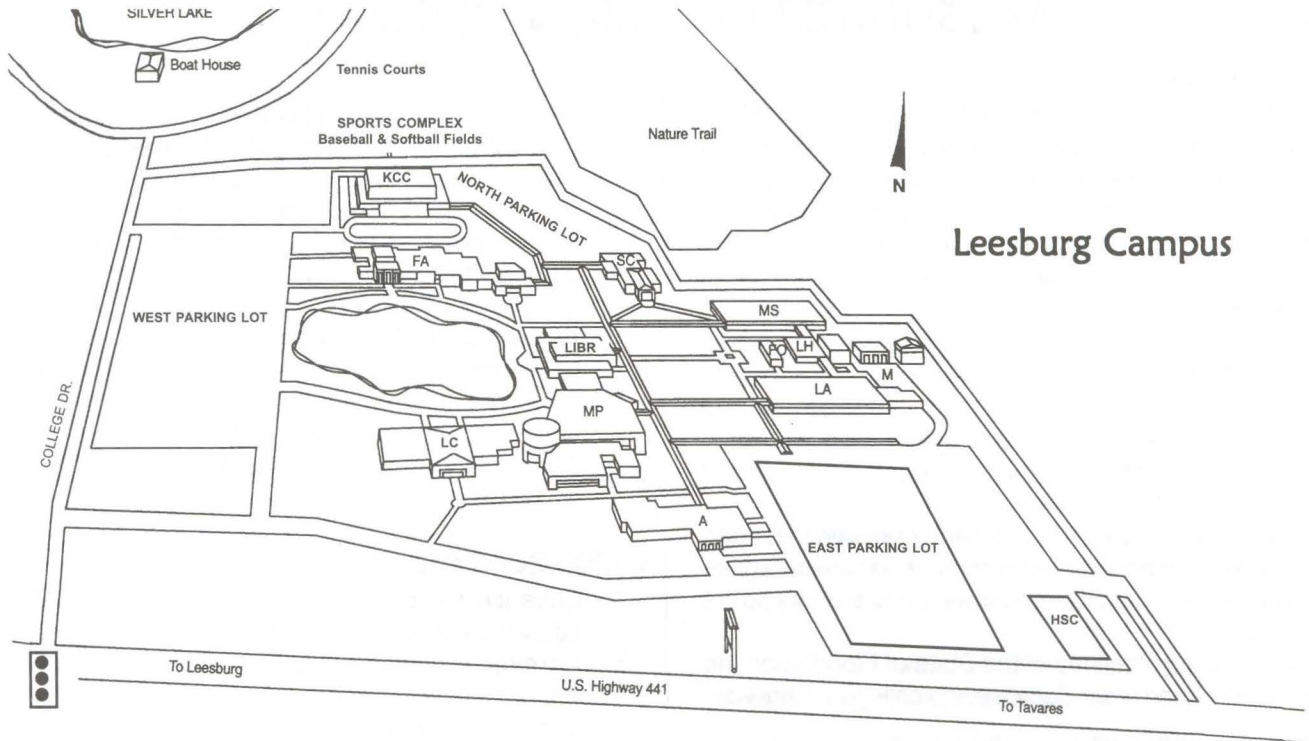
If it is a medical emergency, attempt to obtain the following information:

- * name of the injured person
- * hospital where taken
- * name and phone number of closest relative
- * the names of two witnesses.

Your cooperation will be needed to complete any accident/incident forms needed for insurance and investigative purposes.

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)



Leesburg Campus

A Williams-Johnson Administration Bldg.	Career Center	LC	Mail / Distribution Center	LH
FA Paul P. Williams Fine Arts Center	Change Machine (Media Center)	LIBR	Math Lab	LC
KCC Everett A. Kelly Convocation Center	College Reach Out Program	LC	Media Center	LIBR
FO Faculty Office Building	College Relations / Marketing	MP	Music Rehearsal Hall	FA
HSC Health Sciences Center	Computer Institute	LC	Nursing Offices	MP
LA Liberal Arts Building	Computer Labs	LC	Nursing Offices (Spring 2002)	HSC
LC Learning Center	Continuing Education	MP	Office for Students with Disabilities	MP
LH Lecture Hall Building	Dean of Arts & Sciences	MP	Paul P. Williams Auditorium	FA
LIBR Learning Resources Center	Dean of Business & Technologies	MP	Photography Lab	FA
M Maintenance	English Lab	LC	Placement Testing	LC
MP Multi-Purpose Building	Equal Access / Equal Opportunity Office .	A	President's Office	MP
MS Math and Science Building	Exec. Director LSCC Foundation, Inc.	A	Office of Advisor for St. Leo's	FA
SC Student Center	Faculty Lounge	LH	Open Computer Lab	LC
Academic Advising	Faculty Secretary (Daytime)	LA	Reading Lab	LC
Admissions / Records	Faculty Secretary (Evening)	LH	Science Labs	MS
Aerobics Studio	Financial Aid	MP	Security Office	MP
Art Gallery	Fitness Center	KCC	Snack Bar	SC
Athletics Faculty Offices	Gymnasium	KCC	Student Activities Board Office	SC
ATM	Human Resources / Risk Management ...	A	Student Activities Coordinator	MP
Black Box Theatre	Job Placement	LC	Student Development (Counseling)	MP
Board Room	Information Technologies	A	Student Lounge	SC
Bookstore	Information / Receptionist	MP	Student Publications	SC
Business / Computer Faculty Offices	Institutional Advancement	A	Talent Search Program	LC
Business Office	Institutional Research/Reports	A	Television Studio	MP
	Institutional Effectiveness	MP	University of Central Florida Offices	MP
	Lecture Hall	LH	Vice President Administrative Services	A
	Library	LIBR	Veterans' Affairs Office	MP
	Magnolia Room	KCC	Vice President Educational Services	MP
			Vice President Student Services	MP
			Women's Programs	LC

Visit us on the Internet: <http://lsc.c.fl.us>

LAKE-SUMTER COMMUNITY COLLEGE

OUR VISION

Lake-Sumter Community College, a multi-campus institution of higher education widely recognized for providing a supportive environment that promotes student success through teaching excellence, will continue to meet the dynamic needs of the community through a variety of quality educational programs and services.

OUR MISSION

Lake-Sumter Community College is a comprehensive community college committed to serving the higher education needs of the residents of Lake and Sumter Counties.

To fulfill this mission, the college maintains an open door admission policy while emphasizing high collegiate academic standards and convenient access to its services.

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

1. High quality post-secondary academic education, leading to an Associate in Arts degree, which parallels the first and second years of a baccalaureate degree program
2. High quality post-secondary career education, leading to an Associate in Applied Science degree, Associate in Science degree, and/or certificate, which offers students comprehensive education in specific vocations
3. High quality non-credit continuing education programs which develop skills necessary for entry into a vocational/technical field, for advancement in a current occupation, or for a career change, as well as customized programs designed for business, industry and other organizations
4. High quality college preparatory courses designed to prepare students for college-level courses
5. High quality credit and non-credit courses for persons desiring fulfillment of personal educational objectives
6. High quality credit and non-credit courses delivered by a variety of alternative methods to provide flexible access for students
7. Student development and support services which encourage and enhance the success and well-being of a diverse and ever changing student population
8. An intellectual atmosphere which is conducive to the pursuit of knowledge and the examination of ideas
9. Cultural, social, community service activities which are intended to enrich not only the lives of the students but also the lives of residents throughout the district
10. Active participation in and support of the economic development of local and state-wide communities
11. Other programs and/or activities as may be authorized by the State Board of Education, State Board of Community Colleges and District Board of Trustees.

2000-2005 GOALS

1. Enhance the overall excellence of the College's educational programs and academic support services
2. Increase enrollment through improved marketing, recruitment and greater retention efforts
3. Improve programs and services to enhance educational, employment and contractual opportunities for women, minorities, disabled and disadvantaged persons
4. Plan and provide appropriate new programs and expanded facilities to accommodate current and future needs
5. Advance technological capabilities in both academic and administrative support areas through upgrading hardware and software, and training for all personnel
6. Foster a positive, supportive environment for students and personnel that promotes a college-wide learning culture
7. Foster a safe, accessible, healthy environment for students and personnel which promotes a sense of physical and mental well-being
8. Secure and effectively manage the maximum possible funding for college programs and services
9. Work collaboratively with other educational agencies, local business, industry, government and community groups to provide appropriate programs and services to meet the changing needs of the community
10. Improve institutional effectiveness and accountability in all areas of the College

ACCREDITATION

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

LAKE-SUMTER COMMUNITY COLLEGE

LSCC 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 in 1962 as the college's first president.

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

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

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 authorized in 1961 to serve the black citizens of Lake and Sumter Counties. Perman Eugene Williams was the president of Johnson Junior College, which served more than 400 students of Lake, Sumter, Hernando, Orange, Osceola, and Seminole Counties during its existence.

Dr. Robert W. Westrick became the college's fourth president in May, 1993. The college continues to grow, meeting personal and community higher education needs with the Sumter Campus which opened in Sumterville in 1995, and the South Lake Campus in Clermont which opened in the fall of 1999.

On February 25, 1996, by action of the LSCC District Board of Trustees, permanent recognition was given to those who were linked with the history of Johnson Junior College when the Administration Building on the Leesburg Campus was named the Williams-Johnson Administration Building in honor of Perman E. Williams and John Wesley Johnson.

Serving more than 5,000 students annually, LSCC continues to have a major impact on the surrounding region. In addition, qualified high school students are eligible for LSCC dual enrollment thus earning college credits while completing their secondary education.

LSCC offers Associate in Arts (A.A.), Associate in

Applied Science (A.A.S.), and Associate in Science (A.S.) degrees, and vocational certificate programs. Non-credit vocational supplemental courses are also offered.

Complementing its academic offerings, LSCC features a variety of athletic, leisure time, personal enrichment and cultural entertainment programs and activities. In addition to ongoing intramural athletic activities, intercollegiate athletics were begun in the fall of 1998. LSCC participates in district and statewide competition in the following sports: women's volleyball, men's baseball, and women's softball.

Located near the geographic center of Florida, LSCC campuses are surrounded by rolling hills, marshlands abounding with wildlife, rural pastureland, and fast-growing residential and business areas. With more than 1,400 named lakes, the Lake-Sumter area offers many outdoor recreation areas with suburban-type living.

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

LEESBURG CAMPUS

The Leesburg Campus began with a 70 acre site on U.S. Highway 441, across from the Leesburg Municipal Airport and bordering on beautiful Silver Lake. With the help and assistance of leading citizens, educators, and political figures, the college rapidly expanded and outgrew this site. In 1992 neighboring property was purchased for future expansion, enlarging the campus to 114 acres.

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

The LSCC Nature Trail, located on 18 acres of the Leesburg Campus, provides an outdoor classroom for art, biology, and English courses. An observation platform and boardwalk allow visitors to observe the animal and plant life in Heron Marsh, and trails lead visitors through various native woodland communities. The trail is open to the public and school groups.

The Convocation Center serves as a focus for athletic activities and physical fitness programs. The facility enjoys widespread use by intramural teams,

fitness classes, and weight room enthusiasts. The college aerobics/dance studio is in this facility. The Convocation Center is also used for many events with large audiences such as commencement ceremonies, the annual Fall Festival, the Sports Series, inspirational seminars with keynote speakers from the sports world, and other large community events. Renovation of the gymnasium began in 1999. When Phase I was completed, it was renamed the Everett A. Kelly Convocation Center. Part of the renovation in Phase I included the refurbishing of the basketball and volleyball courts, and new ball diamonds, dugouts and a press box behind the gym. When Phase II is completed, the Convocation Center will have new fitness/wellness center facilities and expanded conference/meeting facilities that can be utilized for a variety of training opportunities and community events.

SOUTH LAKE CAMPUS

After several years of offering classes at South Lake High School and to better serve the needs of area residents, funding was obtained in 1998 to build Phase I of the South Lake Campus. Construction was completed and the first classes in the new building were held in the 1999 fall semester.

Funding for Phase II of the South Lake Campus includes a joint-use building with the University of Central Florida (UCF). Planning and architect selection were completed during the 1998-99 academic year, and construction began in late 2000. The building, scheduled to open in early 2002, will be used for classrooms, laboratories, administrative offices and student services.

Programs offered at the South Lake Campus include the AA degree and AAS degrees in computer science, business administration, hospitality management, and AS degree in nursing. An AAS degree in sports management is in the planning stages. There are myriad opportunities for additional programs with UCF, neighboring South Lake Hospital and Wellness Center, and the National Training Center of the United States Triathlon. LSCC has forged partnerships with these agencies in order to enhance course offerings in South Lake County. Non-credit courses are also available to area residents.

SUMTER CAMPUS

The LSCC Sumter Campus, located in Sumterville, opened its doors in the summer of 1995. The forty-acre campus includes nine classrooms, a library and administrative offices. The new Clark Maxwell, Jr. Library and Student Services Center was opened and

dedicated in January 2000. The new building doubles the facilities available on the campus. The headquarters for the Sumter County Library System is located at the Sumter Campus, along with the only teleconferencing center in the county. The Sumter Campus, a joint-use facility, shares space with the Sumter County School District Adult and Community Education program. In partnership with the Sumter County School District and the University of Central Florida, a training facility for teachers opened in 1999 and is operated by LSCC.

Programs offered at the Sumter Campus include the Associate in Arts (AA) degree, Associate in Applied Science (AAS) degrees in business and computer science, and Vocational Certificates in Carpentry & Masonry. The Campus also offers many of the courses leading to the Associate in Applied Science degree in criminal justice. Non-credit courses are offered to meet the needs of the community. Many student services are provided in Sumterville, including admissions, registration, academic advising, testing, financial aid, book store, fee payment, and student activities.

MEMBERSHIPS

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



Sumter Campus.

POLICIES

EQUITY STATEMENT

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

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

The President is the chief equity officer for LSCC. To enhance effective monitoring and implementation of affirmative action, the college President has appointed an Equity Coordinator, who serves as a resource person in this area and is responsible for monitoring the college's affirmative action program. The Equity Coordinator can be reached through the Office of Human Resources, 9501 U. S. Highway 441, Leesburg, Florida, 34788, or phone 352-365-3592.

DRUG FREE COLLEGE

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

DRUG POLICY

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

In keeping with its educational mission, LSCC will utilize educational strategies as its major approach to address problems related to the use of illicit drugs (as listed in 893.03, Florida Statutes) and the abuse of alcohol and over-the-counter and prescription drugs by members of the college community (students, faculty and staff).

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

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

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

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

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

and illicit drugs.

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

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

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

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

Disciplinary Actions

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

College Regulations Governing Illicit Drugs on Campus

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

identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but limited to steroids, diazepam, phenobarbital), the penalty may include suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or non-probationary employee shall be discharged.

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

SERVICE FOR PERSONS WITH AIDS

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

SEXUAL HARASSMENT

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

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

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

SEXUAL ASSAULT

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

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

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

STUDENT RIGHTS

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

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

STUDENT APPEALS

Students may appeal decisions made by college officials. Such matters include, but are not limited to academic grievances, student discipline, exceptions to the full cost of instruction, standards of academic progress, withdrawal after the deadline, parking citations, and request for refund. The appeal procedures are set forth in the Administrative Procedures Manual for the college. Additional information may be obtained from any advisor or counselor.

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 should schedule a meeting with the Vice President of Educational Services.

STUDENT RECORDS

Pursuant to Public Law 93-380 (Family Education and Privacy Act), students and their parents are advised of certain practices and procedures at LSCC which relate to student records.

The President of LSCC has designated the Director of Student Development as the custodian of records.

1. Directory Information

The following information about an individual student is classified by law as "directory information" and may be released upon request. LSCC does not publish a directory and will use discretion in the release of such information.

- a. Student's name
- b. Address
- c. Telephone listing
- d. Date and place of birth
- e. Major field of study
- f. Dates of enrollment
- g. Degrees and awards received
- h. Most recent previous educational institution

Students and eligible parents/guardians who do not want this information released must submit a written request within the 10th calendar day from the first day of classes each term.

2. Access to Records

Officials of LSCC have access to student records for official purposes only.

3. Rights of Parents

Once a student reaches the age of 18, or is enrolled in a postsecondary program, parents no longer have any rights under the privacy act unless:

- a. The student gives written consent to release the information to the student's parents, or
- b. The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

4. Procedure for Granting Access

A student or eligible parent/guardian may request access to items in their permanent file by submitting a written request to the Custodian of Records. Suitable arrangements will be made to permit the record to be reviewed in the presence of the Custodian of Records or designee within 30 days from receipt of the request.

5. Challenges to the Content of Records

The student or eligible parent/guardian has the right to challenge the content of any record he or she believes to be inaccurate, misleading, in violation of the student's rights, or otherwise inappropriate, and to insert into the record any written explanation of any matter therein. The Custodian of Records shall conduct a hearing upon the matter at which time the student or parent/guardian may present any evidence he or she may have in support of the challenge. The Custodian of Records shall make a decision at the conclusion of the hearing. This decision may be appealed by the student or parent/guardian through established appeals procedures at LSCC.

6. Waiver of Confidentiality

A student or parent/guardian may consent to release any student information to any person or agency, provided the consent is in writing, signed, dated, specifies the information to be released, the reason for release, and the name(s) of person(s) to whom the information is to be released.

7. Fee for Copy of Record

No fee.

STUDENT RESPONSIBILITIES CLASSROOM/LAB GUIDELINES

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

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

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

Computer Laboratory

The Computer Laboratory is available to all LSCC students on an individual, as-needed basis. The lab is equipped with industry standard computers and a variety of specialized software programs. The laboratory is staffed with student assistants who are available to help students individually. Those individuals not currently enrolled as students desiring to use the lab must request permission from the Computer Lab Supervisor or the Dean of Business and Technologies.

Software Code of Ethics

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

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

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

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

FINANCIAL OBLIGATIONS

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

CHILDREN ON CAMPUS

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

Children are not permitted in instructional areas or at the work-site. Under no circumstances are children to be in unattended or in unauthorized areas of the campus. Specialized campus facilities such as the Student Center, the library, the Learning Center, the open computer lab, studios, laboratories, and the Gymnasium are not to be used as sites for child-care.

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

PARKING/TRAFFIC RULES

All motor vehicles parked on the Leesburg Campus must display a current parking permit (decal). Parking decals and a parking regulations and rules brochure are issued at no charge to all students at all locations during registration. 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. (Note: Fines double if not paid within 10 working days.) For parking information at the Sumter and South Lake Campuses, students should inquire at the respective Student Services Office. Unauthorized use of a handicapped parking space is subject to a State fine.

STUDENT REGULATIONS

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

1. The following actions are prohibited and may result in disciplinary action:
 - a. **Possession, sale, illegal use, or under the influence** of alcoholic beverages or illicit drugs on campus or at any college function (See Drug Policy, page 12).
 - b. **Cheating in any form.** Some examples of cheating and/or plagiarism include, but are not limited to, the following items:
 - (1) Asking for or giving another student information during a test;
 - (2) Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
 - (3) Using materials prohibited by the instructor during a test;
 - (4) Either impersonating another student during a test or having another person assume one's identity during a test;
 - (5) Changing answers on a previously graded test in order to have a grade revised;
 - (6) Stealing examination materials;
 - (7) Copying material exactly or using material in essence, without providing appropriate documentation;
 - (8) Copying or falsifying a laboratory or clinical project/ assignment, including computer programs, in either disk or hard copy form;
 - (9) Allowing someone else to compose or rewrite a student's assignment;
 - (10) Stealing, buying, selling, or otherwise providing term papers.
 - c. **Hazing:** any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college either on or off campus.

Hazing shall include but not be limited to: Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical health or safety of the individual; any activity which would subject the individual to extreme mental stress, i.e., sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity

which could adversely affect the mental health or dignity of the individual.

Any activity described above shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Any individual(s) suspected of violating the hazing rule shall be referred to the Discipline/Grievance Committee. Violations of this rule by individual students shall be enforced in accordance with the college's disciplinary committee and may subject an individual student to the following penalties:

- (1) Minor violations - disciplinary probation
- (2) Major or repeated minor violations - dismissal

Any college organization, as an organization or through any person associated with a college organization, which authorizes or participates in a blatant disregard of this rule shall be penalized as follows:

- (3) Minor violations - probation from operating as a college organization.
- (4) Major or repeated violations - rescission of the authority for such organization to operate on college property or operate under the sanction of the college.

Organizational violations shall be handled by the Vice President of Student Services. In addition, hazing may subject an individual or organization to criminal penalties under Florida law.

In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.

All college organizations are required to include the above anti-hazing rule in its by-laws.

The requirements and specificity outlined in this rule have been promulgated in compliance with Chapter 81-263, Laws of Florida.

- d. **Falsification** of college records
- e. **Unauthorized use** of the college name

- f. **Behavior or actions which are disruptive** for normal, peaceable, and orderly operation of the college
 - g. **Conviction** of a federal or state law, or a county or city ordinance involving moral turpitude
 - h. **Gambling**
 - i. **Stealing**
 - j. **Vandalism** or destruction of college property
 - k. **Sexual Assault and Sexual Harassment** as outlined in the Policy Manuals 2.07 and 2.06 respectively
2. Vehicle parking and traffic regulations shall be approved by the President or his designate.
 3. In cases in which there has been a violation of law against the college or any of its officials, legal action may also be brought against the offender.
 4. Health and Safety - Students may be required, where appropriate, to adhere to certain health and safety regulations.

CAMPUS CONTROL

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

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

1. Any person who:
 - a. Is not a student, officer, or employee of a public school
 - b. Does not have legitimate business on campus or any other authorization, license, or invitation to enter or remain upon school property
 - c. Is not a parent, guardian, or person who has legal custody of a student enrolled at such school.
 - d. Is a student, currently under suspension or expulsion.
 - e. Is an employee who is not required by his/her employment by the school to be on the campus or any other facility owned, operated or controlled by the governing board of such school and who has no lawful purpose to be on such premises; and who enters or remains upon the campus or other facility of such school after the chief administrative officer of such school, or any employee thereof designated by him/her to maintain order on

such campus or facility, has directed such person to leave such campus or facility or not to enter upon the same, is guilty of the offense of trespass upon the grounds of a public school facility and is guilty of a misdemeanor of the first degree, punishable as provided in f.s. 775.082, f.s. 775.083, or f.s. 775.084.

2. The chief administrative officer of a school, or any employee thereof designated by him/her to maintain order on such campus or facility, who has reasonable suspicion to believe that a person is trespassing upon school grounds in violation of this section may take such person into custody and detain him/her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer. Such taking into custody and detention by an authorized person shall not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. In the event a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.
3. Any law enforcement officer may arrest either on or off the premises and without warrant any person he/she has reasonably suspects as having committed the offense of trespass upon the grounds of a public school facility. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

STUDENT DISCIPLINE

Any individual(s) suspected of violating the general regulations and rules of conduct may be referred to the Discipline/Grievance Committee for review. In all cases the college President shall decide whether a case is to be considered by the committee. The Discipline/Grievance Committee shall be comprised of five members, all of whom will be appointed by the Vice President of Student Services at the beginning of the academic year. One of the five members will be a student. The Committee, plus a designated College Hearing Officer, will meet on an "as needed" basis to review specific cases and make recommendations to the Vice President of Student Services regarding student discipline issues.

1. **Degrees of Disciplinary Action.** The following are the degrees of disciplinary action.
 - a. **Warning.** The student will receive written notice that continuation or repetition of a

specified action will be cause for further disciplinary action.

- b. **Censure.** A written reprimand will be given to the student for violation of a specified regulation.
 - c. **Disciplinary Probation.** A written reprimand and warning will be given to the student that a repetition of his/her current or future misbehavior may be grounds for more serious disciplinary action. It also may include exclusion from participation in student privileges or extracurricular college activities for a specified time as set forth in the notice of disciplinary probation.
 - d. **Restitution.** A student may be required to provide reimbursement for damage to or misappropriation of college property. Reimbursement may be in the form of appropriate service to repair or otherwise compensate for the damages.
 - e. **Suspension.** Pending the final determination of an alleged violation, a student will be excluded from his/her classes as well as other student privileges or activities that would be set forth in the notice of suspension.
 - f. **Expulsion.** In those cases where there is termination of student status for a definite period of time, the student is eligible to apply to the President of the college for consideration of readmission at the end of the period of expulsion.
2. **Due Process.** The following are due process procedures that are designed to protect the rights of the student and LSCC.
 - a. The student shall receive written notification when he/she is accused of a violation. The notice shall contain a detailed description of the charges, a list of witnesses, if any, and the date, time and place of the hearing. The hearing shall be held by the Student Discipline Committee no earlier than 48 hours from the date of the notice. The student may be present at the hearing or waive his/her right to a hearing and elect to accept the decision of the committee. In such case, the student will sign a statement waiving both the hearing and the right to appeal the decision.
 - b. The student may continue to attend classes and college activities until the hearing is held and pending appeal at the discretion of the Vice President of Student Services unless it is a case in which a student's physical or emotional safety is jeopardized, or when the general safety of other members of the

college community or college property is threatened. If such a case exists, the student may be removed from the campus community by the President or his designated representative pending a hearing.

- c. The student is entitled to have an advisor of his/her choice present at the hearing.
- d. The student may ask questions of any witness at the hearing and may introduce any evidence relevant to the case.
- e. The college reserves the right to conduct the hearing in a formal or informal manner which incorporates fair play and the elements of due process.
- f. The recommendation of the Student Discipline Committee is submitted to the Vice President of Student Services.
- g. The college will maintain and make available a record of the proceedings.
- h. The student shall be given a report from the Vice President of Student Services of the final decision within 48 hours of the adjournment of the hearing.

PERSONAL PROPERTY PROTECTION AND SAFETY

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

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

12. Be familiar with campus plans for evacuation and other emergency procedures.

CAMPUS SECURITY

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

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

CAMPUS STUDENT PATROL

During the Fall and Spring semesters a Student Patrol may be available to walk students from classrooms to their cars between the hours of 7 p.m. and 9:30 p.m. (based on ability to hire).

VIOLENT OR CRIMINAL BEHAVIOR

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

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

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

On Sumter Campus: notify the Campus Administrator at ext. 1019 or security at 874-5435.
2. Report:
 - a. Nature and location of the incident.
 - b. Description of person(s) involved.
 - c. Description of property involved.

ACCIDENT/ INCIDENT REPORTING

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

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

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

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

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

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

CRIME STATISTICS

Reporting period Calendar Years	1995	1996	1997	1998
1. Murder	0	0	0	0
2. Rape	0	0	0	0
3. Robbery	0	0	0	0
4. Aggravated Assault	0	0	0	0
5. Burglary	1	1	0	0
6. Larceny	5	8	0	0
7. Motor Vehicle Theft	1	0	0	2
8. Liquor Law Violation*	-	0	0	0
9. Drug Abuse Violation*	-	0	0	0
10. Weapons Possession*	-	0	0	0

* 1995 is first year of reporting these incidents

SAFETY & FIRE REGULATIONS

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

identifying and eliminating campus hazards.

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

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

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

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

Lake Sumter

COMMUNITY COLLEGE

Academic Programs



2-Year Associate in Arts/Transfer Degree

An Associate in Arts Degree provides a comprehensive foundation to continue studies for a four-year degree. It also guarantees acceptance into the Florida state university system.

2-Year Associate in Applied Science Degrees

- Business Administration
- Computer Engineering Technology
- Computer Information Technology
- Criminal Justice Technology
- Emergency Medical Services
- Fire Science Technology
- Graphic Design Technology
- Health Information Management
- Hospitality & Tourism Management
- Internet Services Technology
- Legal Assisting
- Office Systems Technology
- Theater & Entertainment Technology

2-Year Associate in Science Degrees

Nursing (Associate Degree) • LPN Bridge Nursing

4-Year Degree/2+2 Programs

Under the Direction of the
University of Central Florida and Saint Leo University

Certificate Programs

- Accounting Applications
- Business Data Processing
- Business Management
- Office Systems Specialist Management
- Rooms Division Management



Dental Linkage Programs

Dental Hygiene • Dental Assisting

Vocational Certificate Programs

Carpentry • Masonry



Applied Technology Diplomas

Medical Coder / Biller • Medical Records Transcription

Continuing Education Programs

Courses designed to advance your career and enrich your life. Classes may include:
Business Supervising • Computer Seminars
Conversational Spanish
Drawing, Painting & Watercolor • Health Care
Hunting & Boating Safety
Insurance & Real Estate License Renewal
People's Law • People's Medical

Dual Enrollment Program

Earn college credit while still in high school.
Tuition and books are free.

DEGREES AND PROGRAMS

DEGREES AND PROGRAMS

Associate in Arts/General Transfer
Associate in Applied Science
Associate in Science
College Credit Certificate
Vocational Certificate
Applied Technology Diploma
Professional Programs
Business/Computer Institute

TIME SAVING DEGREE OPPORTUNITIES

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

OTHER PROGRAMS

AIB Transfer
College Reach Out Program (CROP)
Continuing Education
Cooperative Education
Independent Study
ROTC
Talent Search Program
Tech Prep

Lake Sumter
COMMUNITY COLLEGE

DEGREES AND PROGRAMS

ASSOCIATE IN ARTS DEGREE/TRANSFER PROGRAM

Students planning to attend LSCC for two years and then transfer to another college or university for two more years should enroll in the General Transfer program which leads to an Associate in Arts degree. See the Associate in Arts Degree section for more information, page 61.

ASSOCIATE IN APPLIED SCIENCE DEGREE/CAREER PROGRAMS

For students interested in a career that requires study beyond high school but does not require a four-year degree, LSCC offers specialized courses that prepare the student for employment after two years of college. Such programs lead to the Associate in Applied Science degree. For more information on this program, read the Associate in Applied Science Degree section, page 65.

ASSOCIATE IN SCIENCE DEGREE

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

CERTIFICATE AND APPLIED TECHNOLOGY PROGRAMS

For students interested in shortening the time spent in college, LSCC offers college credit certificates for completion of specified courses within the areas of Accounting, Business Data Processing, Office Systems, Business Management, Medical Records, Hospitality Management, and vocational credit certificates in Carpentry and Masonry. Students interested in a certificate should read the Certificate and Applied Technology Programs section of this catalog.

PROFESSIONAL PROGRAMS

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

THE BUSINESS/COMPUTER INSTITUTE

The Business/Computer Institute is an extension of LSCC's business, computer science and microcomputer technology programs. Courses are designed for students to learn about the latest in business philosophies and practices, and to gain maximum hands-on experience utilizing industry

standard microcomputer programs. LSCC provides exceptionally qualified instructors and computers for instruction.

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

LIFE-LONG LEARNING

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. These students may design their own individual programs and may enroll in either credit or noncredit day or evening courses.

TIME-SAVING DEGREE OPPORTUNITIES

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

Advanced Placement/College Board

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

College Level Examination Program (CLEP)

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

Currently enrolled LSCC students and applicants for admission are eligible to apply for participation in CLEP.

Students may earn a maximum of 39 semester hours of credit through CLEP. LSCC will award credit to those who achieve the following scores, or higher, on the

subject matter examinations listed below with no letter grades or quality points assigned.

<i>Examination & Course Equivalent</i>	<i>Minimum Score for awarding credit</i>	<i>Credit hours awarded</i>
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 1005	49	3
College Algebra-MAC 1105	48	3
English Literature-ENL 2012, 2022	49	6
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. Students will not be permitted to earn three hours through CLEP for courses in blocks of six semester hours. Students will not be permitted to take CLEP exams for courses in which they are currently enrolled, and will not be permitted to use CLEP for repeated courses.

CLEP credits from transfer institutions will not be awarded by LSCC until the student has enrolled and submitted official CLEP scores. **CLEP courses cannot be used to satisfy Gordon Rule requirements; they do not satisfy the 6,000 word writing requirement.**

A fee for the test is charged by CLEP and collected at the time of testing. For more information on CLEP exams, contact Student Services on each Campus.

Exemption/Waiver Exams

Students may earn credit through institutional exemption exams. 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 36.
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 and Early Admission

The dual enrollment and early admission programs at LSCC enable secondary school students to enroll in

postsecondary courses creditable towards both an associates degree and a high school diploma. An eligible student is defined as one who is enrolled in a Florida public or private secondary school which is in compliance with s.229.208 and conducts a secondary curriculum pursuant to s.232.246. Students enrolled in Florida home education programs are also eligible as defined by s.228.041 (34) which is in compliance with s.232.02(4).

To participate in dual enrollment or early admission, an eligible student must:

- a. Have the written approval of both his/her school and parent or legal guardian.
- b. Meet the academic eligibility criteria contained within the dual enrollment inter-institutional articulation agreement.
- c. Demonstrate adequate academic preparation on the Florida College Entry Level Placement Test, which will enable the student to enroll in college-level courses without having to engage in remedial education.
- d. Early admission students must enroll at LSCC in a minimum of 12 credit hours.
- e. Submit a Dual Enrollment application for admission.
- f. Attend an orientation session for new students.
- g. Have no more than one attempt per course under the dual enrollment program.

Dual enrollment and early admission students are exempt from the payment of registration, matriculation, and laboratory fees. College preparatory and other forms of precollegiate instruction, as well as physical education courses are ineligible for inclusion in the dual enrollment program.

Students registering for dual enrollment or early admission assume the responsibility of becoming familiar with and abiding by the general regulations, the rules of conduct, and the policies adopted for students at LSCC.

The Office of Student Development provides orientation for new dual enrollment and early admission students. Please call for information regarding dates, times, and locations.

OTHER PROGRAMS

AIB Transfer Credit

LSCC accepts up to 15 credit 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. Contact the Admissions Office for more information.

College Reach-Out Program

The College Reach-Out Program (CROP) was established in 1983 by the Florida Legislature to motivate and prepare educationally disadvantaged low-income students in grades 6 through 12 to pursue and successfully complete a postsecondary education. Participants are students who otherwise would be unlikely to seek admission to a community college, state university, or independent postsecondary institution without special support and recruitment efforts. Funds are appropriated by the Legislature to the Department of Education and allocated competitively to postsecondary institutions around the state.

Continuing Education

Throughout the year the Continuing Education Program offers a variety of noncredit courses that are open to the public. Courses are held at all campus locations and at other convenient locations throughout Lake and Sumter Counties. Courses are offered weeknights, weekdays and Saturdays.

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

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

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

Continuing Education Units

LSCC offers the Continuing Education Unit (CEU) for approved noncredit continuing education programs. Programs approved for CEU awards must meet criteria set by the Southern Association of Colleges and Schools. The CEU is a nationally recognized standard unit of measure that can be earned by participants in qualified programs of continuing education for every 10 hours of instruction. Verification of CEU awards is available through the Office of Continuing Education upon request by the student.

Cooperative Education

Increasing one's knowledge and skills in the classroom is important. In order to be effective in the workplace, the students are offered an opportunity to use those skills in another type of setting and better prepare themselves for their future career choice. While still a student at LSCC, an individual can earn credit by

working for an employer in his or her academic/career choice area and meeting Co-op assignments.

In order to be eligible for the program, a student must have completed 12 semester credit hours and a GPA of 2.0 or higher. Before registering, the student must have a job approved by the Cooperative Education Coordinator and an assigned Faculty Advisor. The student and Faculty Advisor, with the input of the employer, will develop Learning Objectives. Later in the Co-op experience, the employer will evaluate these goals for completion. In addition to actual work skills, the student will attend three seminars to prepare himself or herself for job search by developing a resume and preparing for an interview. The third seminar will provide information about keeping a job by discussing employability skills.

Cooperative Education experiences are available in all Associate of Applied Science areas and several general education subjects. Please see page 99 for course listings.

Independent Study

Under certain circumstances a student may be permitted to enroll in a college credit course offered through independent study. Contact the Admissions Office for additional information.

ROTC

LSCC students 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. Additional information is available at the ROTC Office at UCF.

Talent Search Program

The Talent Search Program at LSCC is designed to assist middle school and high school students, and individuals that have left school before graduation, and who need academic advisement and other support services in order to pursue post-secondary educational opportunities. Talent Search is a TRIO project, funded by the U.S. Department of Education.

Tech Prep

Tech Prep Programs prepare students for technically demanding jobs. Articulation agreements have been developed that allow Lake and Sumter County students to begin their career education in high school and earn college credits based on their high school curriculum and performance. The Tech Prep Program is located in the Career Center on the Leesburg Campus. For information about Tech Prep call 323-3609 or toll free from Sumter County 748-1959 ext 3609.

OPENING THE DOOR

RESIDENCY REQUIREMENTS

ADMISSION REQUIREMENTS

General
Nursing Program

FINANCES

Fees
Financial Aid
Refund Policy
Veterans

Lake Sumter
COMMUNITY COLLEGE

RESIDENCY REQUIREMENTS

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

A student applying for admission to LSCC who is at least 18 years of age or married or who 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 purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Your place of 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 12 month legal residence requirement may be classified as Florida residents for tuition purposes if they fall within one of the limited special categories noted below authorized by the Florida Legislature and the 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 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
- (B) **Independent:** a person who provides more than 50 percent of his/her own support.

Florida Resident Categories for Tuition Purposes:

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

4. A person declared to be a resident by another Florida 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. A permanent resident alien or other legal alien granted indefinite stay who (according to the United States Immigration and Naturalization Service) has maintained a domicile in Florida for at least 12 months.
8. A member of the armed services of the United States and stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida or is the member's spouse or dependent child.
9. A full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education or the employee's spouse or dependent child.
10. A part of the Latin American / Caribbean scholarship program.
11. A qualified beneficiary under the terms of the Florida Pre-Paid 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 who is participating in a linkage institute. (s.240.137,f.s.).

Students may be denied college credits for work done at LSCC 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 nonresident enrolled at LSCC may apply for change of tuition assessment status by completing a residency affidavit form in the Admissions Office and by meeting the above residency requirements.

ADMISSION REQUIREMENTS

DEGREE SEEKING STUDENTS

Students may be admitted if they:

- have a standard high school diploma,
- have earned a high school equivalency diploma through any State Department of Education based on the General Educational Development (GED) Tests,
- have earned United States Armed Forces Institute (USAFI) GED diploma,
- have completed a home education program that is pursuant to the requirements of s.232.02 (4) or
- have demonstrated competency in college-level coursework.

International Students

Direct all inquiries and correspondence to:

International Student Advisor, Admissions Office
Lake-Sumter Community College
9501 U.S. Highway 441
Leesburg, FL 34788

LSCC welcomes international students. The college is authorized under Federal law to enroll nonimmigrant alien students. The following requirements must be met by students seeking admission on the F-1 Visa:

1. Complete application for admission. Pay a one time \$20 processing fee in addition to the \$20 application for admission fee. These fees are nonrefundable.
2. Provide TOEFL score of at least 550 paper based or 213 computer based. Scores must be sent directly from a TOEFL testing center. A score of 109 and score report sent from an ELS Language Center is also acceptable.
3. Obtain an official translation of an original copy of high school (secondary school) transcript.
4. Submit an official financial statement from a banking institution to the College verifying that a sum equal to or better than \$14,000 per year will be deposited to cover living expenses, tuition, etc., of the student.
5. Along with original secondary school and college transcripts, submit official, certified translations.
6. Show proof of health insurance covering injury and sickness while in the U.S.
7. Pay non-Florida student fees.

Transfer Students

Students transferring to LSCC from other colleges must follow general admissions procedures.

An evaluation of credit course transferability is made after the student has been granted final acceptance at LSCC.

Transfer Credit will be evaluated as follows:

1. All transfer credit attempted and earned at the lower division is posted on a student's transcript, counted in GPA calculations, and used to meet LSCC graduation requirements.
2. College credit from institutions that hold regional accreditation will be evaluated and accepted at LSCC.
3. College credit from institutions not holding regional accreditation will be evaluated and may be accepted based on the determination of comparability to LSCC course content.
4. All work transferred from other institutions will be evaluated in compliance with LSCC policy guidelines and procedures.

NON-DEGREE SEEKING STUDENTS

Applicants who wish to enroll in college credit courses for teacher certification, personal enrichment, special interest, or job improvement may be admitted as non-degree seeking students.

Non-degree seeking students may take a maximum of 15 semester hours at LSCC before they are required to submit official transcripts from all previously attended colleges.

Non-degree seeking students who wish to enroll in any general education course (English, math social science, natural /physical science, or humanities) MUST take the Florida College Entry Level Placement test and secure the approval of an advisor prior to registration.

Students who are at least 19 years of age and who do not meet degree-seeking admission requirements may be admitted as non-degree seeking students.

Students who are 18 years of age and younger, who do not meet degree-seeking admission requirements may be admitted as non-degree seeking students; however, they must register on an audit basis only.

Audit Students

Students may enroll in college for "audit" status if they do not wish to receive college credit for a course. Audit students must register during the regularly scheduled registration period by completing the audit registration form.

1. Audit students must meet admission requirements as defined in this catalog.
2. Fees and tuition are the same as for credit.
3. Student attendance and involvement in the course activities is designated by the course

instructor.

4. Grades and credit are not given for audited courses.
5. Audit students may not change from audit status to credit once the schedule change period has ended.
6. Students registered in a class to earn credits cannot change their registration status from credit to audit, or vice versa, after the end of the drop/add period. Please refer to the appropriate class schedule for the specific dates.

Transient Student Admission

Students seeking a degree at another institution who desire to take a course at LSCC for transfer credit to that institution, are not required to submit a transcript of other college records but must have official written permission of the "home" college or university specifying the course(s) to be taken.

ADMISSION PROCEDURE

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

1. **All Students.** Submit Application for Admission and application fee (nonrefundable).
2. **All Students.** Affidavit of Residence (part of the Application for Admission).
3. **Degree-Seeking Students.** PRIOR TO THE ADMISSION DEADLINE, submit the following:
 - a. High school transcript showing final grades and date of graduation;
 - b. or high school equivalency diploma;
 - c. or, if home schooled, an affidavit signed by the parent or legal guardian verifying the completion of a home education program pursuant to the requirements of s.232.02(4);
 - d. or, an official college transcript if a transferring student.
4. **Degree-Seeking Students AND Non-Degree Seeking Students wishing to enroll in a general education course.** Take the Florida College Entry Level Placement Test if appropriate. Placement Test Referral Forms are available from the Admissions Office and must be presented along with a picture I.D. at the time of testing. See **Placement Testing** for more information.

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

The college has the authority to refuse admission based on factors other than race, religion, sex, disability, age, national origin, or marital status.

Readmission of Former Students

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

REGISTRATION PROCEDURE

1. Complete all Admission Requirements.
2. Take the Florida College Entry Level Placement Test if appropriate (non-degree seeking students are not required to test unless they wish to register for a general education course).
3. Attend orientation. This is mandatory for all degree-seeking students.
4. Register. Day and evening registration hours are available for the student's convenience. A registration schedule of dates and times is printed in the Class Schedule each term.
5. A student whose attendance at the college is interrupted by one or more years must apply for readmission and will be subject to the rules and policies in effect at that time.
6. To secure your place in class, tuition and fees must be paid at the time of registration.

PLACEMENT TESTING

As a result of Florida Statutes concerning college preparatory instruction in community colleges (s.240.117), all degree seeking students and others wanting to take general education courses must take the Florida College Entry Level Placement Test.

If you are a full-time student, you must begin preparatory courses within your first term of enrollment. Part-time students shall enroll in preparatory courses prior to completing twelve (12) credits.

In order to sit for the placement test you must have a Placement Test Referral Form. You will receive this form when you apply for admission to LSCC. You are entitled to only one re-test. You may obtain a Placement Test Referral Form for a re-test from an academic advisor. For any student placing into two or more preparatory courses, a college success course (SLS 1501) is required.

We advise you to prepare for the placement test. You may obtain a study guide in the English Lab at the LSCC Learning Center.

If you are a full-time student, you must begin preparatory courses within your first term of enrollment. Part-time students shall enroll in preparatory courses prior to completing twelve credits.

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

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

Students presenting college ready diplomas will also be exempt from placement testing requirements.

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

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 Extended A terms and the first one and a half weeks of Summer A and B terms, students whose quiz and test results indicate that they have been placed at too low or too 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.



The Rho Eta Chapter of the International Honor Society Phi Theta Kappa inducted new members during one of its semi-annual ceremonies.



2+2 PROGRAMS

AA DEGREE + 2 YEARS = BACHELOR'S DEGREE

UNIVERSITY OF CENTRAL FLORIDA

- Bachelor of Science in Nursing
- Bachelor of Science in Elementary Education
- Bachelor of Science in Criminal Justice

For information call: 352-365-3570



SAINT LEO UNIVERSITY

- Bachelor of Arts
in Business Administration
- Bachelor of Arts in Psychology

For information call: 352-787-3260

NURSING PROGRAM

Leesburg and South Lake Campuses

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

ADMISSION REQUIREMENTS

LSCC students planning to apply to the Nursing Program should declare Nursing as their major. After completion of at least one semester of general education courses, an appointment must be made with the Nursing Program Director to set up a file in the Nursing Office.

GENERAL NURSING PROGRAM

Minimum requirements that must be met **by the application deadline (May 1st)** for consideration as an applicant for fall enrollment are as follows:

1. A cumulative all-college grade point average (GPA) of 2.5.
2. Completion of the following general education courses with a grade of C or higher in each:

BSC 2093	Human Anatomy & Physiology I	3 cr.
BSC 2093L	Human Anatomy & Physiology I Lab*	1 cr.
ENC 1101	College Composition I	3 cr.
PSY 2012	Introduction to Psychology	3 cr.
OST 1743	Electronic Writing	1 cr.
MCB 2010	Microbiology	3 cr.
MCB 2010L	Microbiology Lab*	1 cr.
BSC 2094	Human Anatomy & Physiology II	3 cr.
BSC 2094L	Human Anatomy & Physiology II Lab*	1 cr.
HUN 1201	Basic Nutrition	3 cr.
DEP 2004	Psychology of Human Development	3 cr.
ELECTIVE	Humanities**	3 cr.

*All required science courses must have been completed within the past seven years at the time of application and/or acceptance into the program.

**Any Humanities course from the approved list of Associate in Arts General Education Requirements or ENC1102 Composition: Literature.

3. Preadmission exam qualifying score (taken within last 3 years)
4. **Math:** Successful completion of MAT 0012 or have taken the math placement test and scored sufficient to place out of MAT 0012.
5. Certification of successful completion of the

American Heart Association's Basic Cardiac Life Support for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course.

LPN-BRIDGE NURSING PROGRAM

The minimum requirements which must be met **by the application deadline (March 1st)** for consideration as an applicant are as follows:

1. Active Florida LPN license.
2. A cumulative all-college grade point average (GPA) of 2.5.
3. Completion of the following general education courses with a grade of C or higher in each:

BSC 2093	Human Anatomy & Physiology I	3 cr.
BSC 2093L	Human Anatomy & Physiology I Lab*	1 cr.
BSC 2094	Human Anatomy & Physiology II	3 cr.
BSC 2094L	Human Anatomy & Physiology II Lab*	1 cr.
MCB 2010	Microbiology	3 cr.
MCB 2010L	Microbiology Lab*	1 cr.
PSY 2012	Introduction to Psychology	3 cr.
DEP 2004	Psychology of Human Development	3 cr.
HUN 1201	Basic Nutrition	3 cr.
ENC 1101	College Composition I	3 cr.
OST 1743	Electronic Writing	1 cr.
NUR 1142	Introduction to Pharmacology	3 cr.
ELECTIVE	Humanities**	3 cr.

*All required science courses must have been completed within the past seven years at the time of application and/or acceptance into the program.

**Any Humanities course from the approved list of Associate in Arts General Education Requirements or ENC1102 Composition: Literature.

4. Preadmission exam qualifying score (taken within last 3 years)
5. **Math:** Successful completion of MAT 0012 or have taken the math placement test and scored sufficient to place out of MAT 0012.
6. Certification of successful completion of the American Heart Association's Basic Cardiac Life Support for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course.

PREFERENCE

Applicants who are legal residents of Lake or Sumter counties (herein "residents"), and who meet the minimum requirements for the General or LPN Bridge Nursing program will be given preference for available

seats by program within the pool of resident applicants. Seats will be filled as set forth under "Selection Criteria". If there are insufficient resident applicants who meet the minimum requirements of the program to fill all the available seats, non-resident applicants will be selected based on those same "Selection Criteria".

In the event there are not enough resident and/or non-resident applicants who meet the minimum base score requirements for a particular year, the Admission Committee may decide to lower the minimum base score requirements (Adjusted Base Score).

Preference Chart - General or LPN Bridge Program

Group 1 Residents who meet the regular minimum base score requirements.

Group 2 Non-residents who meet the regular minimum base score requirements.

Group 3 Residents who meet the adjusted base score requirements.

Group 4 Non-residents who meet the adjusted base score requirements.

APPLICATION PROCEDURES

General Nursing Program

1. **Applications** to the LSCC General Nursing Program are available mid-January from the Admissions Office and must be completed and returned to the Admissions Office by **May 1st**.
2. **Preadmission exam** qualifying score taken within last 3 years must be on file in LSCC's Nursing Office.
3. **Transcripts:** Request transcripts from schools and colleges attended. Be sure to complete the request form in full. Include a stamped envelope addressed to LSCC with the request. Only official transcripts can be evaluated for transfer credit. Have copies of all transcripts available for counseling purposes.
4. Certification of successful completion of the American Heart Association's Basic Cardiac Life Support for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course (attach copy of current BCLS or CPR card).
5. ****A signed statement certifying compliance with Agency for Health Care Administration, Florida Board of Nursing Rule 59S-3.002 which states:**

"Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination (NCLEX-RN). If an applicant has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court

records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure."

***Supplied as part of Admission Application*

LPN-Bridge Nursing Program

1. **Applications** to LSCC's LPN-Bridge Nursing Program are available mid-January in the Admissions Office, and must be completed and returned to the Admissions Office by **March 1st**.
2. **Preadmission exam** qualifying score taken within last 3 years must be on file in the Nursing Office.
3. **Transcripts:** A vocational school Practical Nurse transcript, plus transcripts from other schools and colleges attended, must be supplied. Only official transcripts can be evaluated for transfer credit. Have copies of all transcripts available for counseling purposes.
4. **LPN License:** copy must be supplied.
5. Certification of successful completion of the American Heart Association's Basic Cardiac Life Support for Health Care Providers Course (8 hours) or the American Red Cross Professional Rescuer-CPR Course (attach copy of current BCLS or CPR card).
6. ****A signed statement certifying compliance with Agency for Health Care Administration, Florida Board of Nursing Rule 59S-3.002 which states:**

"Prior to application for examination, convicted felons must obtain a restoration of their civil rights or they are ineligible to sit for the examination (NCLEX-RN). If an applicant has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure."

***Supplied as part of Admission Application*

General Nursing and LPN-Bridge Nursing Programs

The following are recommended, but not required, and no credit is given under "SELECTION

PROCEDURE". However, it has been found that the following are helpful to students who have been admitted to a nursing program:

- *First-Aid class (8 hours)
- *College Study Skills course
- *Medical Terminology course
- *Recent math course to refresh computation skills

Only complete applications will be considered. It is the applicant's responsibility to verify completeness of application with the Leesburg Campus Admissions Office before the deadline. Application data will be treated confidentially.

Applicants not selected into the program who wish to apply for a future class, **must submit a new and complete application for the year in which they are reapplying.**

SELECTION CRITERIA

A point system will be used in the selection process as follows:

General Nursing Program

1. The student's overall GPA is multiplied by the preadmission exam score to determine the base score.
2. Additional points (up to a maximum of 12 points) will be added to the base score for the following:
 - a. Educational Background:
 - 1 point:** awarded for a Ph.D., Master's, B.A., B.S., A.A. or A.S. degree. Attach a copy of the degree or transcript. (1 point maximum)
 - 1 point:** for completing Health Occupations high school curriculum. **Attach proof from high school records to indicate the curriculum in Health Occupations.**
 - b. Health Related Work Experience:
 - 2 points:** awarded for each completed year (up to three years - minimum 1,000 hours each year) of paid work experience in Nursing or a health related field within the past five years. Employment must be with a business or agency, not as a private contractor. **Attach written verification from employer. The verification must be on business/agency letterhead and notarized, and must include job description, total number of hours worked, and dates of employment.** (6 points maximum)
 - 1 point:** for a minimum of 75 hours of volunteer service within last 3 years at a health care organization (i.e., hospital, nursing home, hospice, etc.). **Attach written verification (including number of hours)**

on business/agency/ organization letterhead. (1 point maximum)

- c. Health Related Certification/Licensure (current Florida) (2 points maximum):

1 point: for current State of Florida health related certification based on an educational program of at least one semester. Examples: Certified Nursing Assistant (CNA), Patient Care Assistant (PCA), or Emergency Medical Technician (EMT). **Attach a copy of applicant's current State of Florida certification/license.** (1 point maximum)

OR

2 points: for current State of Florida health related certification based on an educational program of at least 2 semesters. Examples: Paramedic, Surgical Technology, Physical Therapy Assistant (PTA), Occupational Therapy Assistant (OTA), Respiratory Therapy Assistant (RTA), or military corpsman (must provide military document). **Attach a copy of applicant's current State of Florida certification/license.** (2 points maximum)

- d. FNSA Membership:

1 point: for membership in FNSA, including Community Service Record verifying meeting attendance and participation in fundraisers, community projects or other official FNSA activities for which 10 activity points have been accumulated. (1 point maximum)

In the event of a tie score, the higher number of required courses completed, and then the minimum base score, will receive admission priority.

Each applicant is responsible for copying and attaching copies of all documentation for awarding of points, i.e., certifications, licenses, and/or letters substantiating employment and volunteer work, to the ADN application form in order to receive the eligible points. If the required documentation is not attached, no points will be awarded. Please do not mail information to be attached. Documentation must be complete and attached to the completed application at the time the documentation is submitted. Please retain personal copies of everything submitted with the application to the Admissions Office.

Up to 48 candidates may be selected for admission to the General Nursing Program with the opportunity to be placed at either the Leesburg Campus or South Lake Campus. (Student may request Campus preference, but no guarantee of Campus placement will be provided.)

LPN Bridge Nursing Program

1. The student's overall GPA is multiplied by the preadmission exam score to determine the base score.
2. Additional points (up to a maximum of 12 points) will be added to the base score for the following:
 - a. Educational Background:
1 point: awarded for a Ph.D., Master's, B.A., B.S., A.A. or A.S. degree. Attach a copy of the degree or transcript. (1 point maximum)

1 point: for completing Health Occupations high school curriculum. **Attach proof from high school records to indicate the curriculum in Health Occupations.**
 - b. Health Related Work Experience:
2 points: awarded for each completed year (up to three years - minimum 1,000 hours each year) of paid work experience in Nursing as an LPN within the past five years. Employment must be with a business or agency, not as a private contractor. **Attach written verification from the employer. The verification must be on business/agency letterhead, notarized, and must include job description, total number of hours worked, and dates of employment.** (6 points maximum)

1 point: for a minimum of 75 hours of volunteer service within last 3 years at a health care organization (i.e., hospital, nursing home, hospice, etc.). **Attach written verification (including number of hours) on business/agency/organization letterhead.** (1 point maximum)
 - c. Health Related Certification/Licensure (current Florida) (2 points maximum)
1 point: for current State of Florida health related certification based on an educational program of at least one semester. Example: Emergency Medical Technician (EMT). **Attach a copy of your current State of Florida certification/license.** (1 point maximum)

OR

2 points: for current State of Florida health related certification based on an educational program of at least 2 semesters. Examples: Paramedic, Surgical Technology, Physical Therapy Assistant (PTA), Occupational Therapy Assistant (OTA), Respiratory Therapy Assistant (RTA), or military corpsman (must provide military document). **Attach a copy of your current State of Florida certification/license.** (2 points maximum)

d. FNSA Membership:

1 point: for membership in FNSA, including Community Service Record verifying meeting attendance and participation in fundraisers, community projects or other official FNSA activities for which 10 activity points have been accumulated. (1 point maximum)

In the event of a tie score, the higher number of required courses completed, and then the minimum base score, will receive admission priority.

Each applicant is responsible for copying and attaching copies of all documentation for awarding of points, i.e., certifications, licenses, and/or letters substantiating employment and volunteer work, to the ADN application form in order to receive the eligible points. If the required documentation is not attached, no points will be awarded. Please do not mail information to be attached. Documentation must be complete and attached to the completed application at the time the application is submitted. Please retain personal copies of everything submitted with the application to the Admissions Office for your future use.

Up to 24 candidates may be selected for admission to the LPN Bridge Program.

ACCEPTANCE PROCEDURES

The Nursing Admissions Committee meets within the month after the application deadline date. Applicants who meet minimum requirements will be notified in writing of their selection as candidates or alternates by the first of the month following the application deadline. Acceptance into the programs is conditional and is dependent upon receipt of written statements of the following by the specified date:

1. Acceptance.
2. Certifying good medical, mental and dental health by a licensed health care provider.
3. Certifying active health insurance (or signed waiver).
4. Certifying receipt of Hepatitis B vaccine series (or signed waiver).
5. Result of FDLE background check completed within six (6) months of admission to the nursing program.

COMPUTERIZED TESTING

Nursing students will participate each semester in a computerized, standardized testing program designed to enhance their knowledge base and prepare them for the State-licensing exam at the end of the program. A \$56 testing fee is assessed each term when the student registers for courses.

FINANCIAL INFORMATION

FEES

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

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

Please note:

1. All fees are payable at the time of registration. The college will accept cash, check or Mastercard/Visa for the payment of fees.
2. Students are expected to pay promptly all financial obligations to the college. Financially obligated students will not be issued a transcript nor will they be permitted to register for subsequent courses. The student is subject to suspension for delinquency of obligations.
3. Fees to audit a course are the same as regular fees.
4. Fees for special non-credit courses, seminars, institutes, or workshops will be assessed based on the estimated cost of each course.
5. All fees listed are in effect at time of catalog printing and are subject to change. For current fees, check with the Office of Admissions.

Application Fee

A \$20 application fee will be collected with all applications for admission to the college. This fee is neither refundable nor transferable. It is a one time fee and covers all subsequent enrollments. This applies to all credit and/or audit students, whether full-time, part-time, day or evening.

Fees for College Credit Courses^{1, 2, 3}

Florida Resident	\$46.98/credit hour
Non-Florida Resident	\$173.59/credit hour

- ¹ Fees listed were in effect at date of publication. Check with Office of Admissions for current fees.
- ² Includes the following fees: Financial Aid; Student Activities and Service; Capital Improvement.
- ³ Additional lab fees may be charged as required.

Check with the Admissions Office for current Postsecondary Adult Vocational Credit Course Fees.

Fees for Non-Credit Courses

Recreational and Leisure Courses	Fees Vary/Self Supporting Supplemental Vocational ⁴
Florida Resident	\$1.41/clock hr.
Non-Florida Resident	\$5.64/clock hr.

⁴ Additional lab fees may be charged as required. Fees listed were in effect at date of publication. Check with Community Education Office for current fees.

Non-Refundable Fees

1. Application Fee \$20
2. Late Registration Fee (per term) \$20
3. Graduation Fee \$15
(One time fee for each degree or certificate)
4. Nursing Fee (Insurance) \$26.50
5. Transcript Fee N/A
6. International Student Processing Fee . \$20
7. Exemption Exam Fee \$20/credit hour
8. Special fees, lab fees, and other designated fees (see course description for specific fees).
9. Returned check fee \$25 or 5% of the face value of the check, whichever is greater.

Fees For Occupational Courses

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

Fees For Repeating Courses

Pursuant to f.s.239.117 and f.s.240.124, students attempting any college preparatory course for the third time will be charged 100 percent of the full cost of instruction for those courses. The full cost of instruction is equivalent to the fee for non-Florida resident.

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

BAD CHECK RULE

The following rules apply to all checks returned to LSCC due to insufficient funds.

1. The greater of \$25 or 5 percent of the face value of the check will be assessed by the college for the handling of each returned check.
2. Students whose checks are returned for insufficient funds will be sent written notification and will be given seven (7) working days from the date of the notice to pay the delinquent fees.
3. Students who do not pay their fees during the seven (7) day period will be withdrawn from class;

however, they will still be held responsible for payment of all applicable fees.

4. Any student whose record indicates that a returned check has not been cleared will not be permitted to register for future courses at LSCC. In addition, any request for a transcript of the student's college record will be denied.

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

FEE REFUND POLICY

Credit Courses

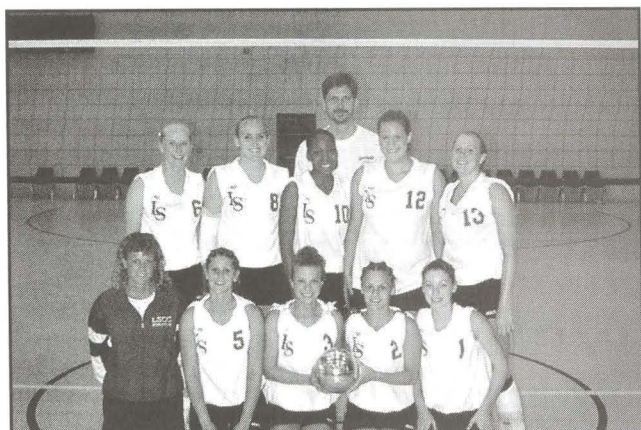
In compliance with State Board of Education Rule 6A-14.0541, a one hundred percent (100%) refund of matriculation and tuition fees will occur when official drop notification is received and approved prior to the end of the college's published add-drop period. Please refer to the appropriate class schedule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

Non-Credit Courses

A refund will be issued if the official withdrawal procedure is completed prior to the second class meeting except on computer classes or one-day courses for which you must notify us two days prior to the class beginning. Special fees are not refundable unless the college cancels the class.

Refund Monies

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



Head Coach Steven Bishop guided the LSCC Club Team to first place during the March 2000 Florida Adult Regional Volleyball Championships.

VETERANS EDUCATIONAL BENEFITS POLICIES

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

AUTHORIZATION

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

APPLICATION

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

The student must provide LSCC's VA advisor with a certified copy of the DD214 or a Certificate of Eligibility from the VA for survivors or dependents. A copy of a marriage license and birth certificate(s) 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., A.S., or A.A.S.) and only for those courses which fulfill the requirements of the degree. A course taken for audit (X) cannot be approved for benefits.

A student receiving veterans' benefits

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

REINSTATEMENT

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

CONDUCT STANDARDS

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

ACADEMIC RECORDS

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

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

ACADEMIC PROGRESS

All students receiving veterans' benefits, must achieve satisfactory progress toward educational goals by meeting the established standards. Please refer to the standards in the Academic Information section. **It is the student's responsibility to be familiar with the standards of academic progress.**

The VA will be notified to terminate benefits due to unsatisfactory progress for any student receiving veteran benefits who remains on academic probation beyond two consecutive semesters. The student may

be re-certified for veteran benefits upon attaining satisfactory progress (2.0 cumulative) and being removed from probation.

CHANGES OF STATUS

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

ATTENDANCE

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

FEE DEFERMENT

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

TUTORIAL ASSISTANCE

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

The VA advisor is located in the Financial Aid Office and can be reached at (352) 365-3512.

Please call to schedule an appointment.

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

FINANCIAL AID

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

The Student Financial Aid Program provides assistance in the 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 received in the Financial Aid Office by June 15 for priority consideration for the following academic year. Applications received after June 15 will be considered on the basis of available funds.

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

ELIGIBILITY REQUIREMENTS

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

1. Demonstrate a financial need in accordance with the Federal financial needs analysis formula.
2. Have a high school diploma or a GED.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree in an eligible program.
4. Be a US citizen or eligible noncitizen.
5. Be enrolled at least halftime (6-8 credit hours).
6. Have signed certification statements of "Educational Purpose/Refunds and Defaults" on FAFSA.
7. Have a valid social security number.
8. Register with the Selective Service, if required.
9. Make satisfactory academic progress.

APPLYING FOR FINANCIAL AID

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

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

1. **Complete and mail the Free Application for Federal Student Aid (FAFSA), or apply over the Internet at www.fafsa.ed.gov. In Step 6 of the**

application, the school code for Lake-Sumter Community College is 001502.

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

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

GENERAL INFORMATION

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

NEED HELP?

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

MONITORING SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students receiving financial assistance must comply with the Satisfactory Academic Progress (SAP) established by LSCC and federal regulations. A standard of progress for each financial aid recipient is reviewed at the end of each semester. The calculations for this standard are based on the cumulative grade point average, the total hours of completion and the total number of semesters enrolled. Students not meeting the requirements for SAP will first be placed on warning, then probation and finally will be terminated from the financial aid program. The maximum number of semesters allowed for financial aid at LSCC is eight (8) full-time semesters.

Initial Awards

1. For entering freshmen who are first time college students there are no specific academic requirements for secondary school work.
2. For transfer students credit hours attempted at all previously attended institutions and accepted by LSCC will be calculated into the LSCC Financial Aid Standards of Academic Progress.
3. For initial year financial aid applicants who have previously attended the college, the Standards of Academic Progress will be applied prior to making any awards.

Renewal Awards

To be eligible to receive renewal awards, financial aid recipients must meet the Standards of Satisfactory Academic Progress.

1. Maintain at least a 1.75 cumulative grade point average (CGPA) for the first six (6) credit hours of work attempted with a completion rate of 75 percent.
2. Maintain at least a 2.0 cumulative grade point

average (CGPA) for all work attempted that totals 7 hours or more with a completion rate of 75 percent.

Appeals and Reinstatement of Eligibility

Students placed on financial aid termination may file an appeal for reinstatement based on mitigating circumstances. These might include death in the student's immediate family, accidents, personal tragedy, or medical emergencies. To file an appeal, the student must complete the Review of Financial Aid Status form, and submit it, with any supporting documentation, to the Financial Aid Office.

Students who do not wish to file an appeal, or whose appeal has been denied, will not receive financial assistance until satisfactory academic progress standards have been met.

SCHOLARSHIPS**Institutional Scholarships**

Applications for scholarships are available through 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.

Students should stop by the Financial Aid Office for more information on available scholarships.

Florida State Scholarships

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

- Robert C. Byrd Honors Scholarship
- "Chappie" James Scholarship
- Florida Bright Futures Scholarships for:
 - Academic Merit
 - Vocational Gold Seal
 - Top Scholar
- José Martí Scholarship Challenge Grant Fund
- Scholarship for Children of Deceased or Disabled Veterans
- Seminole/Miccosukee Indian Scholarship

Florida Department of Education Contact*State Grants/Scholarships*1-888-827-2004 www.firn.edu/doe*Bright Futures Scholarship*1-888-827-2004 www.firn.edu/doe/brfutures*Florida Prepaid*1-800-553-4723 www.floridaprepaidcollege.com**Scholarships on the Internet**www.fastweb.comwww.scholaraid.comwww.finaid.comwww.collegeboard.orgwww.srnexpress.com**GRANTS**

LSCC participates in several grant programs.

Federal Pell Grant

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

Florida Student Assistance Grant

The Florida Student Assistance Grant Program provides grants to full-time Florida resident students who have exceptional financial need. The amount of a grant is based on the financial need of a student and the cost of attendance. The FAFSA application is used to determine eligibility.

Students with Disabilities

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

Federal Supplemental Educational Opportunity Grants

The Supplemental Educational Opportunity Grant (SEOG) Program is a source of grant aid sponsored by the federal government. In order to be eligible for SEOG assistance, a student must be enrolled at least half time, demonstrate exceptional financial need, and be a Pell Grant recipient. Exceptional financial need is determined by a systematic and consistent need analysis system. Priority is given to students who apply by June 15.

LOANS

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

Federal Stafford Student Loan (Subsidized and Unsubsidized)

Undergraduate students may borrow up to \$2,625 for the first year (1 - 27 credits) and up to \$3,500 in the second year (28 credits) from an approved lending agency, subject to verified financial need, not to exceed educational costs. Independent students may borrow an additional \$4,000 if they qualify. Repayment begins after graduation with interest capped at 8.25 percent.

Federal Parent Loans for Undergraduate Students

These loans are made to parents of college students by banks or credit unions to provide additional funds for education expenses. Repayment begins 60 days after the funds are issued. Interest is capped at 9 percent. A parent may borrow up to the full cost of education, less any financial aid the student is receiving.

College Short Term Loan Funds

The following is a list of short term loan funds available to students. There is no interest on these loans which are repayable before the end of the term in which they are borrowed. A \$10 late fee will be added to the principal amount of any overdue or extended loan:

- Tuition Deferment
- Discretionary loan
- Miscellaneous tuition/book loan
- Short term tuition/book/emergency 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 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 at least on a half-time basis to earn 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:

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

Additional information regarding these programs is available in the LSCC Financial Aid Office.

REPAYMENT OF TITLE IV FEDERAL FUNDS

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

This applies to all federal grant and loan funds received as a disbursement by a student. For example, a student receiving a Pell grant disbursement check in the amount of \$800 could be required to repay the federal financial aid programs as much as \$400, unless the student attends school for more than 60% of the

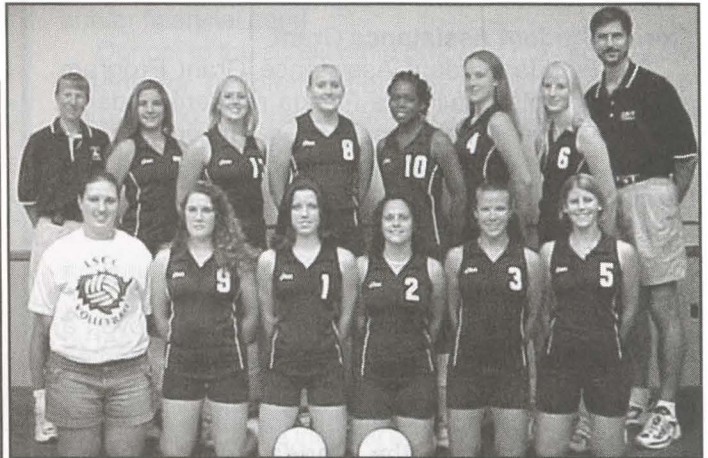
enrollment period. In addition, a portion of the award that could have been used to pay for tuition, fees, books and/or supplies may also be required as repayment to the school! The latter requirement is because schools will also be required to refund the federal financial aid programs the "unearned portion" of the tuition, etc.

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

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

Remember...

The student must also meet the financial aid satisfactory academic progress guidelines in order to continue to receive financial aid.



LSCC LAKERS 2000-2001

(Clockwise from top left) Women's Softball Team; Women's Volleyball Team; Men's Baseball Team; and the Florida Academic/Athletic Scholars Award Winners (left to right) Mr. Joe Norman, Chairman, Board of Trustees; Rachael Kiefer, Volleyball; Brooke Carter, Volleyball; Gabe Powell, Baseball; Megan Grimes, Softball; Jennifer Strickland, Volleyball; and, Mr. Mike Matulia, Athletic Director.

STUDENT SUPPORT SERVICES

ACADEMIC

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

INDIVIDUAL

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

CLUBS & ORGANIZATIONS

Academic/Professional
Leisure/Service

Lake Sumter
COMMUNITY COLLEGE

STUDENT SUPPORT SERVICES

ACADEMIC

Advising

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

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

Advising is available at all LSCC campuses.

Orientation

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

Orientation is mandatory for all first time in college degree-seeking students prior to the beginning of their first term. Registration will not be possible without attending orientation. Upon completion of their placement test, students will be scheduled for an orientation session. Sessions are conveniently scheduled to accommodate both day and evening students.

College Bookstore

A private company operates the bookstore located in the Student Center on the Leesburg Campus. The store offers both new and used textbooks, computer software, academic supplies, and some clothing items. The bookstore is open from 8 a.m. to 3 p.m., Monday through Friday. Additionally, the store is open in the evening during registration and the first week of classes, during the Fall and Spring Terms, and each Monday and Tuesday evening from 4:30 to 6:30 p.m. Bookstore services are provided at the Sumter and South Lake Campuses during registration.

Computer Labs

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

Open Computer Lab Hours

Leesburg Campus

LC 140

Monday - Thursday 8:00 am to 8:00 pm

Friday 8:00 am to 4:30 pm

Saturday 8:30 am to 1:00 pm

South Lake Campus

All semesters - hours as posted.

Sumter Campus

All semesters - hours as posted.

Hours for summer terms may vary. Check with support personnel at each location.

Learning Centers

The mission of the Learning Centers is to provide academic support services to students enrolled at LSCC. The Learning Centers evaluate student academic strengths and weaknesses in reading, writing and mathematical skills. Individualized tutoring is available to help students reach their academic goals.

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

Student success is priority #1 at LSCC. It is the Learning Center's responsibility to help ensure that each student is academically successful.

Learning Center hours and services provided:

STUDENT I.D. CARDS

Photo Identification cards will be issued during registration each term to all registered students. You must show your class schedule to receive an I.D. card. I.D. cards also serve as library cards.

Leesburg Campus - (352) 365-3554

Fall and Spring Semesters

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am - 4:30 pm

Saturday 8:30 am - 1:00 pm

Summer Semester - hours as posted.

- Tutoring and computer-assisted instruction in math and English
 - Tutoring in Spanish and English as a Second Language (ESL)
 - Science Lab
 - Reading
 - Open computer lab

South Lake Campus - (352) 243-5722

All semesters - hours as posted.

- Tutoring and computer-assisted instruction in math and English
 - Reading
 - Open computer lab

Sumter Campus - (352) 568-0001

All semesters - hours as posted.

- Tutoring and computer-assisted instruction in math and English
 - Reading
 - Open computer lab

Library

The primary mission of the LSCC libraries is to support and to supplement the learning activities of LSCC students and faculty. The libraries extend the college's mission by making available a variety of materials, equipment, services, and programs to fulfill the educational needs of students, faculty, and staff. Most library services are also available to all Lake County and Sumter County residents.

The college libraries offer a diverse collection of books, government documents, periodicals, newspapers, pamphlets, audio-visual materials, and electronically accessible resources, including the Internet.

Book collections include volumes which have been selected to meet the reference and research needs of students and faculty, as well as provide recreational and enrichment reading.

The Leesburg Library serves as a selective federal depository for United States government publications, and includes documents in paper, microfiche, CD-ROM, and on-line formats.

The libraries participate in the Library Information Network for Community Colleges (LINCC), which provides access to LSCC library catalogs, all Florida community college and State university library catalogs, and the holdings of other Florida libraries. LINCC also

provides links to a variety of electronic resources which are accessible to currently enrolled students. Access to LINCC is available at <http://www.ccla.lib.fl.us>.

Electronic indexes and full-text databases providing periodicals, newspapers, government documents, electronic books, and corporate information are available at each campus.

Internet access is available in college libraries to students, faculty, and staff, and is governed by the college's Internet Acceptable Use Guidelines. Students are limited to course or college-related research and electronic mail services available from free e-mail providers.

Borrowing Materials

Books, government documents, and pamphlets may be borrowed for two weeks and may be renewed once. Some reserve materials may be checked out for overnight use; others must be used in the libraries. Students must present an LSCC photo identification card to borrow any library materials or to use reserve materials in the libraries.

A twenty cents per day fine is charged for regular overdue items, and a ten cents per hour fine is charged for overdue overnight materials. Any overdue items or unpaid fines at the end of a term will result in withholding of grades and student transcripts and delay in registration.

Periodicals, newspapers, reference books, and audiovisual materials may not be checked out. Copy facilities are available for non-circulating materials.

Interlibrary loan is available to LSCC students and faculty to provide books and periodical articles not available in local libraries. Interlibrary loan is limited to material which supports college course work.

Library Instruction

As society moves into the information age, students are increasingly challenged by the wealth and diversity of information resources. Library instruction is a critical component of the educational process, and is an important goal of every academic library. At LSCC, library instruction is provided in many formats, both for individuals and for groups. Methods of instruction include lecture/demonstration, hands-on instruction offered in Internet classrooms, and handouts which are available in the libraries and from the libraries' Web page.

Several credit courses are offered by professional library staff which provide specialized instruction in using electronic resources and the Internet. The LSCC libraries' home page, <http://lscclib.fl.us/library/index.htm>, provides additional information about the libraries, instructional materials and tutorials, and links to Internet resources which support the college's curriculum.

Staff assistance is available for library users with disabilities.

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

Library Hours

Leesburg Campus

352-365-3563

Monday - Thursday 7:45 am to 9:30 pm

Friday 7:45 am to 4:30 pm

Saturday 9:00 am to 2:00 pm

(Closed Saturdays during summer)

South Lake Campus

352-243-5722

Hours as posted.

Sumter Campus

352-568-3074

Monday - Thursday 9:00 am to 7:00 pm

Friday 9:00 am to 3:00 pm

Saturday 9:00 am to 1:00 pm

(Closed Saturdays during summer)

Internet Acceptable Use Guidelines

Internet access is available to currently enrolled LSCC students, faculty and staff. Educational institutions play a unique role in promoting intellectual freedom. They serve as a point of voluntary access to information and ideas and as a learning laboratory for students as they develop critical thinking and problem solving skills needed in a pluralistic society. The Internet allows institutions to expand and expedite access to information.

LSCC students, faculty and staff are allowed access to Internet resources with the understanding that some accessed material is inaccurate or may contain elements that may not meet community or personal standards of decency. As voluntary users, Internet researchers are responsible for defining the constraints of the search. The college shall not be held accountable for accuracy or decency of data retrieved via the Internet.

Internet access is available for academic research and course assignments in campus libraries and designated computer labs, and for career, college, and employment information in the Career Center. The College does not provide personal e-mail accounts for students but allows access to free e-mail services via the World Wide Web. E-mail access is provided only for academic or course-related communications. E-mail attachments must be no larger than 100 KB and must support LSCC course work.

Users should exercise caution when transmitting personal or sensitive information via the Internet. Network communications occur in an unsecured environment. Examples include:

- Social Security number
- Credit card or other financial information
- Address or telephone number

The college accepts no responsibility for harm caused directly or indirectly by use of the Internet.

Acceptable Use includes Internet access supporting instructional, cultural, social and community service programs of the college. All Internet use must be in support of education and research. Community residents will be referred to local public libraries providing Internet access.

Unacceptable Use includes any activity which is not related to educational or research needs, including:

1. Internet use for personal, recreational, political, or commercial purposes.
2. Any use that consumes large amounts of bandwidth for prolonged periods of time.
3. Downloading to or installing any file or program on the hard drive of any Internet computer.
4. Accessing FTP sites for the purpose of downloading any program to a floppy disk. Text, graphics or other files retrieved for research purposes may be printed or saved to floppy disk using the "File--Save as" command.
5. Non-academic use of any e-mail or messaging service. E-mail file attachments larger than 100 KB.
6. Game playing from any Internet site, including Web sites, MOOs, MUDs, etc.
7. Any display of images, sounds or text which could create an atmosphere of discomfort or harassment for others
8. Violating copyright laws and fair use provisions through inappropriate reproduction or disseminations of copyrighted text, images, or other resources.

Media Center

The mission of the Media Center, located in the Leesburg campus library, is to support academic programs by providing audiovisual materials and equipment. The collections, consisting of videotapes, recordings, compact discs, audio tapes, filmstrips, and slide sets, are available for research as well as classroom instruction and recreational viewing and listening.

Telecourse videotapes are available for in-house viewing or check-out by students at all campus locations.

Periodicals and newspapers are available on microfilm and microfiche, and copy facilities are available for both film and fiche. Audiovisual materials may be borrowed by faculty for classroom use but may not be checked out to students.

The Graphics/Internet Lab located in the Media Center is available for classroom use and open lab time for students. Open lab hours are posted in the Media Center at the beginning of each semester.

Media Center hours

Fall and Spring Terms

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

Friday 8:00 a.m. - 4:30 p.m.

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

Summer Term Hours as announced

No Saturday hours during Summer Terms

TV Station/ Distance Learning

Lake-Sumter Community College offers LSCC-TV Channel 13 as an integral part of the College Learning Resource Program. LSCC-TV provides educational, informational, and cultural programming and instructional support. It serves to enhance the interrelationship between the community and the college by fostering an understanding of the college's role and an appreciation of the broad range of services it offers to the residents of the district. Programming includes:

1. Telecourses for LSCC college credit
2. Faculty support (videotaping in our studio)
3. Direct (laboratory) studio production for LSCC students in the broadcasting courses
4. Satellite downlink services (analog and digital) for education and local businesses
5. Informational/cultural programming
6. Governmental programming (Lake County School Board and County Commission)
7. Member PBS ALS (Adult Learning Service)
8. Video conferencing (two-way audio/video)

INDIVIDUAL SUPPORT SERVICES

Business Office/Financial Services

Registration fees, parking fines, balances due the college, and miscellaneous fees may be paid to the cashier at any college campus. Deposits of club funds should be submitted to the cashier's office located in the Administration Building.

Counseling

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

Counselors periodically conduct group workshops on such topics as stress reduction, test anxiety reduction, transfer preparation, student success, and others as interest arises.

Services for Students with Disabilities

In order to ensure equality of education for people with disabilities, it is LSCC's philosophy that students with disabilities should be integrated as fully as possible into all aspects of the college. Reasonable accommodations for students with disabilities may be arranged by contacting the Office for Students with Disabilities (OSD) located in the Multi-Purpose Building on the Leesburg Campus. Through this office, LSCC provides and coordinates academic support services for all students requesting assistance because of their disabilities. Arrangements can be made to meet with an OSD representative at the South Lake Campus and Sumter Campus.

To be eligible for services, students must register with the OSD and provide professional documentation showing that the requested accommodations are necessary. Students requiring accommodations may request them at any time; however, to take full advantage of any assistance, students are encouraged to make arrangements before a term begins. Arrangements must be made each semester through the OSD for continuing assistance.

The Board of Trustees of LSCC has established policies for reasonable course substitutions for eligible students to meet graduation requirements. Disabilities can include, but are not limited to, such conditions as specific learning disabilities and/or hearing, visual, physical, speech, and other health impairments. Students seeking substitution must submit a course substitution request to the Office for Students with Disabilities.

All campuses are accessible and special parking is available.

NOTE: Call Student Development at (352) 365-3574 for more information.

CAREER PLANNING AND JOB PLACEMENT

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

on all three campuses.

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

The Career Center is located in LC 109 on the Leesburg Campus. Career Center staff provide services at the South Lake and Sumter Campuses on an itinerant basis. To schedule a Career Counseling appointment or for further information see your academic advisor or call 323-3603 or from Sumter County toll free 748-1959 ext. 3603.

Job Referral/Placement is available for students who are looking for career work experience prior to graduation or a career position upon graduation from LSCC. Students seeking employment and who are within 30 hours of graduation should make an appointment with the Job Placement Coordinator.

Regularly updated lists of local job openings are posted on all three campuses as well as on the website at www.lsc.cc.fl.us. Federal and State job openings are also available for review. Assistance is provided in job search techniques, resumé preparation, and interview skills both individually and in seminars. The Job Placement office is located in the Career Center on the Leesburg Campus. Services are provided on a regularly scheduled basis at the South Lake and Sumter Campuses. For more information, please call 323-3603 or toll free from Sumter County, 748-1959, ext. 3603.

The Women's Program provides support, networking, and career planning for adults in transition, individuals changing careers, dislocated workers, displaced homemakers, single parents and individuals pursuing careers nontraditional for their gender. Individual career counseling, career research and a variety of seminars on career planning, goal setting, and other personal growth topics are available. The Women's Program office is located in the Career Center on the Leesburg Campus. Services are provided to the South Lake and Sumter Campuses on an itinerant basis. Appointments may be scheduled by calling 323-3603 or toll free from Sumter County 748-1959 ext 3603.

Tech Prep programs prepare students for technically demanding jobs. Articulation agreements have been developed that allow Lake and Sumter County students to begin their career education in high school and earn

college credits based on their high school curriculum and performance. The Tech Prep Program is located in the Career Center on the Leesburg Campus. For information about Tech Prep call 323-3609 or toll free from Sumter County 748-1959 ext 3609.

HOUSING

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

STUDENT CENTERS

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

For those moments between class, meet with friends on the Leesburg Campus and play a game of pool or watch television in the lounge and game room area of the Center.

The Student Center on the Leesburg Campus also houses the Snack Bar, the Student Activities Board, a club meeting room, and the College bookstore. The hours of operation are 7:30 a.m. to 9 p.m. Monday - Thursday, 7:30 a.m. to 4:30 p.m. on Fridays, and 8 a.m. to noon on Saturdays. The student publications offices for *The Angler* and the *Odyssey* are also located in the Student Center.

Campus clubs and organizations may use the student lounges upon request. The club meeting room and the lounge areas are available at any time during normal working hours when not otherwise scheduled. Requests to use them must be made ten working days in advance. The club or organization sponsor will be responsible for overseeing the meeting or activity scheduled and must be present at all times when the facility is in use.

Snack Bar

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

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

TRANSPORTATION

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

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 or staff sponsor.

STARTING A CLUB OR ORGANIZATION

Campus clubs and organizations are organized by interests and there are clubs and organizations which may interest everyone. New clubs and organizations may be established through the following procedure:

1. Prepare a constitution in writing of the organization's aims and objectives;
2. Find an LSCC faculty or staff member who is willing to serve as a sponsor;
3. Present to the LSCC Student Activities Board the above documents, the name of the advisor, and a petition signed by at least 10 prospective members who are currently enrolled students at LSCC;
4. At the next regularly scheduled meeting of the SAB, the club will be presented for sanction.
5. If approved by the SAB, the documents of the club will be forwarded to the Vice President of Student Services with a recommendation to the college President for final action. Approval will be based on whether or not the organization serves a useful function for students and the

LSCC Fitness Center

Open to all faculty, staff and students of LSCC (located on lake side of Everett A. Kelly Convocation Center)



Weight Training
Multi-station
weight machine
Free weights
Dumbbells

Cardiovascular
Steppers
Cycle
Treadmills
Rowers

Hours vary each semester due to availability of student assistants.
Call 352-787-3747, ext. 4271 for information.

college. Secret societies shall be prohibited. Membership must be open to all students regardless of classification, race, sex, or national origin.

6. To remain active, clubs must maintain a membership of at least seven students. A list of club memberships must be submitted each year to the Student Activities Coordinator.

FUND DRIVES/TICKET SALES

Fund drives and ticket sales by clubs, organizations, or the Student Activities Board must be approved by the Student Activities Coordinator. A project approval form must be submitted at least 10 working days prior to the event.

Gambling by individuals or groups on college property is prohibited. Games of chance, such as raffles, may be conducted by the college direct support organizations, provided such sale is a donation, and has prior approval in writing by the President or designee. Policy 2.13

BULLETIN BOARDS

The College has a number of bulletin boards available for posting club and special event announcements. All student requests for the use of these boards must be made through the Student Activities Coordinator. **No notices of any kind may be posted unless approved by the Student Activities Coordinator. Unapproved notices will be removed.**

USE OF COLLEGE FACILITIES

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

STUDENT ACTIVITIES BOARD (SAB)

The Student Activities Board (SAB) is the official representative of all students and student functions on campus with the recognition that the ultimate authority for college affairs rests with the President or his designee.

The SAB represents all students. Its purpose is to plan student activities, hold student discussions, present student suggestions to the faculty and administration,

and to act in an advisory capacity to students. It has the authority to approve LSCC clubs and make them an official part of the club program. The SAB office is located in the Student Center. Meetings are held on a regular basis and are open to all students.

A student can apply for a Student Activities Board position at the end of each Spring Term. Each position is held for one year. In order to obtain a position, the student must be enrolled for at least six (6) credit hours at LSCC, and have a cumulative GPA of 2.0. The applications for a position can be received through the Student Activities Coordinator. The following positions are available in the SAB:

President	Program Coordinator
Vice President	Club Liaison
Secretary	Legislative Liaison
Treasurer	

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

ACADEMIC/PROFESSIONAL

Ambassadors

The LSCC Ambassador Program provides students the opportunity to use and expand their leadership capabilities by representing the college at community functions and serving as hosts for campus visitors. Ambassadors must perform 75 hours of documented service to the college each term, for which they are paid a stipend of \$600 from the LSCC Foundation, Inc.

Applicants must be currently enrolled at LSCC, have a minimum cumulative GPA of 3.0, have excellent communication skills, and desire leadership opportunities.



Student Ambassadors earn scholarships for working at a variety of activities such as the Performing Arts Series and student registration.

Brain Bowl Team

The Brain Bowl teams are two (2) competitive academic teams of five players each. Students enrolled in six semester hours of college credit and not currently enrolled in another college or university may enter. Tuition scholarships are available for six players each year. 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.

Computer Club

This organization serves as a support group to assist students in better understanding computers in general. The club also serves as a link with the general computing community and as a clearinghouse of information and ideas in the rapidly evolving area of Computer Science and the Arts. Open to all students. Community residents who have been, or who plan to enroll in one of the college's computer classes, are welcome at all club meetings.

Diplomats

The Campus Diplomat program is sponsored by Student Activities. Campus Diplomats are a team of students dedicated to assisting new students with the process of applying, registering, locating classes, issuing ID cards, and acclimating to LSCC and the college environment.

Selection is based on an application process. Applicants must have at least 12 credit hours completed, at least a 2.0 cumulative GPA and complete 70 hours of service per semester. A scholarship of \$500 is awarded in two installments each semester.

Florida Future Educators Association (FFEA)

The Florida Future Educators Association (FFEA) is a professional club, operating to enhance the preparation of educating students for the assumption of professional responsibilities, and to make students more 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 and others interested in teaching. Membership assumes some participation in club activities but does **not** mandate attendance at monthly meetings.

Nursing Students' Association

LSCC's Nursing Students' Association's goal is to aid in the preparation of nursing students for the assumption of professional responsibilities. It assists students in developing the responsibility for the health care of people in all walks of life. It promotes and

encourages participation in community affairs toward improved health care and the resolution of related social issues. District 21 at LSCC is a constituent of the Florida Student Nurse's Association and National Student Nurse's Association, the largest independent student organization in the country. Open to all pre-nursing and enrolled nursing students.

Phi Beta Lambda

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

As a Phi Beta Lambda member, you accelerate your climb up the career ladder. Phi Beta Lambda seeks to assist its members:

- develop competent business leaders
- increase self-confidence
- strengthen business skills
- set professional goals
- encourage efficient money management
- offer chances to travel and make new friends
- promote civic pride and responsibility,
- stimulate scholarship
- ease the transition from school to work.

You will profit from your Phi Beta Lambda membership now and draw dividends from it throughout your career. Membership in Phi Beta Lambda is open to students interested in business.

Phi Theta Kappa

Phi Theta Kappa is the international scholastic honor society for American community and junior colleges. The LSCC Chapter of Phi Theta Kappa was chartered on November 17, 1967 as the Rho Eta Chapter. At LSCC, currently enrolled students are eligible for invitation to join provided they have completed at least 15 college level credit hours and have a cumulative grade point average of at least 3.5. Eligible students are invited to join Phi Theta Kappa each Fall and Spring term.

Student Publications

The student newspaper, *The Angler*, is published every two weeks. It is written and edited by students, including those enrolled in the Writing for Mass Media class.

The Angler is designed to inform and entertain its readers, to provide students an opportunity to express their opinions, and to allow journalism and communications students hands-on experience in writing and publishing a newspaper using desktop publishing technology. Scholarships are awarded for top staff positions.

The *Odyssey* is a humanities magazine published by LSCC students containing short stories, poetry, photography, art and graphics. The publication is prepared by students on scholarship and by student volunteers.

Theatre Arts Society

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



LSCC students presented their annual Children's Theatre production for Lake and Sumter elementary school children.

SERVICE/LEISURE

Baptist Collegiate Ministry (BCM)

The Baptist Collegiate Ministry is a campus-wide club open to all students. The club's purpose is to disciple students in Christian growth through discussion groups, Bible studies, and ministries in the community.

CHEERS (Chapter of Bacchus)

As CHEERS members we encourage our peers to consider, talk honestly about, and develop responsible habits, attitudes, and life-styles regarding alcohol and related issues. We promote healthy collegiate life-styles and positive decision-making. We will provide a forum for enjoyable social activities and aggressively oppose the notion that the abuse of alcohol is an acceptable social norm.

CLASS (Change Leaves Adults Seeking Support)

CLASS is an informal support group for adult students who want to share, network, and support one another in the unique challenges that are faced by adults in transition. CLASS meets monthly for a brown bag "Chat 'n Chew". Participation in this organization is a great way to make friends and find others who are coping with the challenges faced by adults returning to school. For more information contact the Career Center at 323-3603.

Environmental Society

The Environmental Society promotes student awareness of the environment and environmental responsibility. Members sponsor college and local activities, perform community service and participate in environmental cleanup. In addition to campus activities, the Society cooperates with local, state and national environmental organizations to promote environmental education. Open to all students.

Florida African American Student Association (FAASA)

The Florida African American Student Association is comprised of individuals who are interested in African-American culture, literature, art, music, and contemporary thought. The concern of the Association as a service organization is to encourage and enhance cultural enrichment, appreciation, and intellectual advancement. Its purpose is to promote active and responsible cooperative citizenship through participation in the club. Functions will be related to the college and community. Open to all students.

Hispanic American Council

The purpose of the organization is to bring together and to foster friendship and learning among all students, faculty, staff and area residents who are interested in the Spanish language and Hispanic culture; to develop an appreciation for Hispanic culture and its contributions to society; to become aware of and explore the Hispanic culture as it developed in different parts of the world; and to provide academic, creative, and social avenues for persons of all ages.

International Student Council

The International Student Council promotes awareness of the many different cultures that make up the college community. International students and students interested in cultural diversity share experiences, interests and concerns. Celebrating the rich mix of cultures at LSCC is the purpose of the Council. Everyone is welcome.

Musical Organizations

Musicians have the opportunity to join the Jazz-Lab Band. For more information, contact the Music Department. Open to all eligible students.

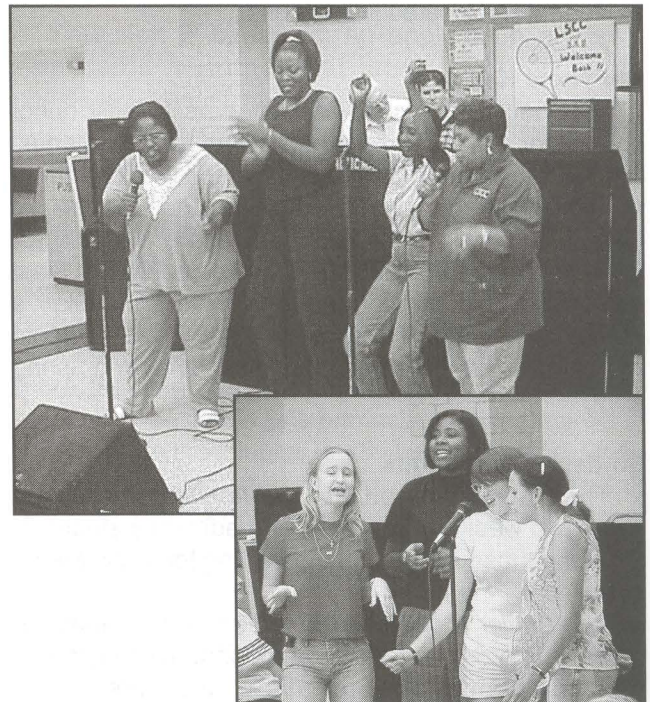
(Note: The Lake-Sumter Community College/Lake Sentinel Band rehearses one night per week on the Leesburg Campus and performs at a number of community events as well as presenting two concerts—the Winter Holiday Concert and the Spring Concert. All students and residents of the community are encouraged to participate.)

Athletics

Programs in intercollegiate athletics are coordinated by Athletic Department coaches and staff under the general supervision of the Athletic Director. LSCC is a member of the National Junior College Athletic Association (NJCAA) and competes in the Mid-Florida Conference of the Florida Community College's Activities Association (FCCAA). LSCC sports include women's volleyball and fast-pitch softball and men's baseball. Intercollegiate athletics participants must meet and maintain established eligibility standards and academic progress. Athletic scholarships are available to students based on academic status, financial need, and athletic ability.

Intramurals

The Intramural Program provides an opportunity for students, faculty and staff to participate in individual, dual and team activities of their choice. Activities are selected that provide enjoyment and recreation at LSCC 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 upon participation. Each student, faculty, and staff member can take part in these activities. For more information contact the Athletic Department.



Students at an SAB event.

ACADEMIC INFORMATION

Student Classification
Course Load
Grade Point Average
Academic Classification
Attendance

Lake Sumter
COMMUNITY COLLEGE

ACADEMIC DEFINITIONS AND GENERAL INFORMATION

CLASSIFICATION OF STUDENTS

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

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

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

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

COURSE LOAD

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

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.
Short Summer Term A	6 semester hrs.	9 semester hrs.
Extended Summer Term A	6 semester hrs.	12 semester hrs.
Summer Term B	6 semester hrs.	9 semester hrs.

A semester hour load of 12 credit hours is the minimum required for fulltime status for the Fall and Spring Terms and Summer Terms A and B 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, and the recommendation of a counselor.

GRADE POINT AVERAGE (GPA)

Grade point average (GPA) is determined by dividing total quality points earned by total academic credit hours attempted—not just those earned. Academic honors for graduation are determined by computing courses

taken at all institutions (all college GPA) attended by the student. Only the last attempt of a repeated course counts in computing grade point average. A minimum 2.0 ("C") average is required for graduation. Quality points are calculated as follows:

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

For example, if you signed up as a full-time student in a regular semester, i.e., Fall Term, with six (6) representative courses identified here by prefix and number with the credit hours and grades indicated, your grade point would be thirty (30) quality points divided by fifteen (15) 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
		18	15	12	30

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

The President's List

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

Any full-time degree-seeking student who has earned a minimum of 12 semester hours of credit at LSCC with a 3.80 or higher grade point average with

no failures and no incompletes during a term is eligible for the President's List. This achievement will be indicated in the student's permanent record.

The Dean's List

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

Academic Average

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

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.

STANDARDS OF ACADEMIC PROGRESS

The College Standards of Academic Progress serve two major purposes:

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

Identification and Assistance

Students' all college grade point average (GPA), including transfer grades, will be used to determine academic progress. Students failing to make satisfactory progress will be required to see a counselor prior to any subsequent registration. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

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

ACADEMIC CLASSIFICATIONS

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

- (1) Good Standing
- (2) Probation
- (3) Continued Probation
- (4) Suspension

Good Standing

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

An all college GPA of at least 2.00 with 7 or more credits attempted.

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

Probation

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

Continued Probation

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

Suspension

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

CLASS ATTENDANCE

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

EXAMINATIONS AND TESTS

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

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

SCHEDULE CHANGES/ADD/DROP

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

INCOMPLETE 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 Records Office 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.

WITHDRAWAL OR FORGIVENESS

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

1. Students may withdraw without academic penalty until date listed in the college catalog for each

term. Students wishing to withdraw from a mini-semester course must do so prior to the date specified on the course syllabus.

2. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.
3. Students may officially withdraw by completing a Withdrawal Request or by submitting a written request to the Admissions Office prior to the published deadline date. Responsibility for withdrawal belongs to the student.
4. Instructors may withdraw students with a grade of "W" for non-attendance by submitting an Instructor Withdrawal Request to the Admissions Office during the withdrawal period. Those students withdrawn by an instructor will be notified in writing.
5. Forgiveness for grades earned will be granted to the student only where "D" and "F" grades were earned and will be limited to two (2) repeat attempts per course.
6. A student may have a total of three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through a formal review process.

NOTE: Pursuant to f.s. 239.117 and f.s. 240.124, students attempting the same college preparatory course or the same college credit course for the third time must pay 100 percent of the full cost of instruction for those courses. (Effective Fall 1997.)

HEALTH & PHYSICAL EDUCATION

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

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

LSCC Jazz Lab Band, under the direction of Dr. Peter Arcaro.





GRADUATION AND DISCIPLINE DEGREE REQUIREMENTS

Graduation Requirements
College Level Academic Skills Test (CLAST)
Associate in Arts Degree
Associate in Applied Science Degree
Associate in Science Degree
Degree Curriculums
Certificate Curriculums

Lake Sumter
COMMUNITY COLLEGE

GRADUATION REQUIREMENTS

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

1. Complete the requirements in general education as outlined in the catalog except in certain occupational and pre-professional programs.
2. Complete at least 60 semester hours of credit in a prescribed program except for specialized programs that require a higher number of credits.
3. For degree completion, at least 25 percent of semester credit hours for the degree program must be earned through instruction at LSCC.
4. Demonstrate competency in oral communication and the basic use of computers through the successful completion of designated courses or by earning a passing score on specific exemption or proficiency examinations. See page 98 or an advisor for details.
5. Only one three-credit hour television science course may be used in meeting the science requirement for graduation.
6. Earn a 2.0 overall average as well as a 2.0 average at LSCC. Only the last grade in a repeated course is used in grade point average computation.
7. Meet the requirements of the College Level Academic Skills Test. This may be accomplished by passing all four sections of the test or by exempting the test with appropriate grades in English and mathematics courses (*see College Level Academic Skills Test, this page*). Applies to Associate in Arts degree only.
8. File an application for graduation with the Admissions Office prior to the deadline published in the catalog. A one-time fee for each degree or certificate will be charged. 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 terms (Fall, Spring, Summer A or B) 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.
9. Satisfy all financial obligations to the college.

GRADUATION WITH HONORS

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

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

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

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

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

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

Mathematics	295
Reading	295
English language	295
Essay	6

Students who achieve 2.5 GPA on selected college English and or math courses may be exempt from this requirement. Education majors must have passing scores (no exemptions) for admission to an education program.

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

The following skills are tested by CLAST:

Arithmetic Skills:

- Adds and subtracts rational numbers
- Multiplies and divides rational numbers
- Adds and subtracts rational numbers in decimal form
- Multiplies and divides rational numbers in decimal form

- Calculates percent increase and percent decrease
- Solves the sentence “a% of b is c,” where values for two of the variables are given
- Recognizes the meaning of exponents
- Recognizes the role of the base number in determining place value in the base-ten numeration system
- Identifies equivalent forms of positive rational numbers involving decimals, percents, and fractions
- Determines the order relation between real numbers
- Identifies a reasonable estimate of a sum, average, or product of numbers
- Infers relations between numbers in general by examining particular number pairs
- Solves real-world problems that do not require the use of variables and do not involve percent
- Solves real-world problems that do not require the use of variables but do require the use of percent
- Solves problems that involve the structure and logic of arithmetic

Geometry and Measurement Skills:

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

Algebra Skills:

- Adds and subtracts real numbers
- Multiplies and divides real numbers
- Applies the order-of-operations agreement to computations involving numbers and variables
- Uses scientific notation in calculations involving very large or very small measurements
- Solves linear equations
- Solves linear inequalities
- Uses given formulas to compute results when

geometric measurements are not involved

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

Statistics Skills, Including Probability:

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

Logical Reasoning Skills:

- Deduces facts of set inclusion or set non-inclusion from a diagram
- Identifies statements equivalent to the negations of simple and compound statements
- Determines equivalence or nonequivalence of statements
- Draws logical conclusions from data
- Recognizes that an argument may not be valid even though its conclusion is true
- Recognizes valid reasoning patterns as illustrated by valid arguments in everyday language
- Selects applicable rules for transforming statements without affecting their meaning

- Draws logical conclusions when facts warrant them

General Skills:

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

Word Choice Skills:

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

Sentence Structure Skills:

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

Grammar, Spelling Capitalization and Punctuation Skills:

- Uses standard verb forms
- Maintains agreement between subject and verb
- Maintains agreement between antecedent and pronoun
- Uses proper case forms
- Uses adjectives and adverbs correctly

- Avoids inappropriate shifts in verb tenses
- Makes logical comparisons
- Uses standard practice for spelling
- Uses standard practice for punctuation
- Uses standard practice for capitalization

Literal Comprehension Skills:

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

Critical Comprehension Skills:

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

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



Student nurse (left to right standing) Duane Hostetler, faculty members Gerri Tulley and Katherine Urquhart, with student nurses (seated) Syphia Blunt and Jeannette Campbell, represented LSCC at College Night 2000.

ASSOCIATE IN ARTS DEGREE

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

ARTICULATION

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

A.A. GRADUATION REQUIREMENTS

The Florida State Department of Education mandates that students complete sixty (60) semester hours in order to receive the Associate in Arts Degree. It is the student's responsibility to meet all the requirements as outlined in the Graduation Requirements section of this catalog, and to meet the requirements of the six (6) components of the A.A. Degree program as outlined in this section of the catalog.

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

GENERAL EDUCATION REQUIREMENTS

LSCC believes that general education makes an important contribution to the total development and educational growth of the student by providing a basic liberal education. All degree programs, therefore, include general education course work. The State of Florida requires 36 semester hours to complete the specified General Education requirements for the A.A. Degree.

General Education

General Education course selections are designed to provide the student with diverse exposure to major curriculum areas. For the most part, content is associated with university parallel programs and the transfer function of the community college. Prospective transfer colleges and universities, and specialized departments within such institutions, may require the

completion of course work which exceeds the basic general transfer program suggested here. With proper planning and consultation, a student can prepare to transfer with background related to a wide variety of academic majors. **Students should consult counselors, instructors, and appropriate catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.**

The Gordon Rule

As required by the State Board of Education Rule 6A-10.30 (referred to as the Gordon Rule), within the A.A. Degree, students must complete twelve (12) semester hours of specified courses that require them to produce at least 6,000 words of expository writing for each course with a minimum grade of "C." This rule also requires six (6) semester hours of college-level mathematics for a community college A.A. Degree and for entrance to the upper level of a state university.

Cultural Diversity Requirement

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

Southern Association of Colleges and Schools (SACS)

The scope and structure of General Education is also based on curriculum mandates from the Southern Association of Colleges and Schools (SACS) through Criterion 4.1.3 (Undergraduate Curriculum), in order for LSCC to be accredited to award the A.A. Degree.

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

GENERAL EDUCATION COMPONENTS

General Education consists of six (6) components. Each is explained in terms of purpose, required credit hours, and range of course selection.

I. Composition and Oral Communication

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

Composition

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

Oral Communication

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

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

Composition

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

Oral Communication

ENC 2135	Composition: Argumentation	3
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TOTAL REQUIRED HOURS 9

These three (3) English courses comply with the Gordon Rule, requiring 6,000 written words each, for a total of 18,000 words in composition and communication. However, for completion of the Gordon Rule composition requirement, students must complete a minimum of 24,000 written words. **To complete the additional 6,000 words, students must select three (3) credit hours from the Humanities or Social/Behavioral Sciences (see II. Humanities) or ENC 2210.**

Course selection meets the requirements specified in SACS 4.2.3.

II. Humanities

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

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

Art		
ARH 2050	Art History & Appreciation I	3
ARH 2051	Art History & Appreciation II	3
Composition		
*CRW 2000	Creative Writing	3
*MMC 2100	Writing for the Mass Media	3
Humanities		
*FIL 2001	Introduction to American Cinema	3
HUM 1021	Introduction to Humanities	3
Literature		
*AML 2010	American Literature I	3
*AML 2020	American Literature II	3
*ENL 2012	English Literature I	3
*ENL 2022	English Literature II	3

*LIT 2090	Contemporary Literature: Survey	3
*LIT 2091	Contemporary Literature: Novels	3
*LIT 2110	European Literature I	3
*LIT 2120	European Literature II	3
*LIT 2930	Selected Topics in Literature	3

Music

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

Philosophy

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

Theatre

THE 2020	Intro to Western Theatre Arts	3
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**Gordon Rule courses*

Course selection meets the requirements specified in SACS 4.2.3.

III. Social/Behavioral Sciences

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

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

Anthropology

ANT 2410	Cultural Anthropology	3
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Economics

ECO 2013	Principles of Economics I (Macro)	3
ECO 2023	Principles of Economics II (Micro)	3

History

*AMH 2010	U.S. History to 1877	3
*AMH 2020	U.S. History Since 1877	3
*AMH 2035	U.S. History Since 1945	3
*EUH 1000	Western Civilization I	3
*EUH 1001	Western Civilization II	3

Pol. Science

*INR 2002	International Relations	3
POS 1001	Introduction to Political Science	3
POS 2041	American National Government	3
POS 2112	State and Local Government	3

Psychology

DEP 2002	Psychology of Child Dev.	3
DEP 2004	Psychology of Human Dev.	3
PSY 2012	Introduction to Psychology	3

Sociology

SYG 2000	Introduction to Sociology	3
SYG 2010	Social Problems	3
SYG 2410	Marriage & the Family	3

**Gordon Rule courses*

Course selection meets the requirements specified in SACS 4.2.3.

IV. Mathematics

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

The mathematics component is designed to develop, enhance, and apply quantitative and computational skills. The typical general education sequence includes

Liberal Arts Math I and II (MGF 1106 and MGF 1107), **OR** College Algebra and Precalculus Algebra (MAC 1105 and MAC 1140).

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

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

Mathematics

MAC 1105	College Algebra	3
MAC 1140	Precalculus Algebra	3
MAC 1114	Trigonometry	3
MAC 2233	Calculus for Business	3
MAC 2311	Calculus w/Analytic Geometry I	5
MAC 2312	Calculus w/Analytic Geometry II	4
MAC 2313	Calculus w/Analytic Geometry III	4
MAP 2302	Differential Equations	3
MGF 1106	Liberal Arts Math I	3
MGF 1107	Liberal Arts Math II	3
STA 2023	Elementary Statistics I	3

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

V. Natural and Physical Science

The natural/physical science component is designed to enhance exposure to and comprehension of the natural world and methods of scientific investigation and inquiry.

Students must complete a minimum of three (3) semester hours from biological science and three (3) hours from physical science, including a laboratory course, OR a two-course science sequence in biology, chemistry, or physics as required by their major.

Biological Sciences

Biology

BSC 1005	Introduction to Life Science ¹	3
BSC 1010	General Biology I ⁴	3
BSC 1010L	General Biology Lab	2
BSC 1011	General Biology II ⁴	3

BSC 1011L	General Biology II Lab	2
BSC 2093	Human Anatomy & Physiology I ³	3
BSC 2093L	Human Anatomy & Physiology I Lab	1
BSC 2094	Human Anatomy & Physiology II ³	3
BSC 2094L	Human Anatomy & Physiology II Lab	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
OCE 1000	Introduction to Marine Science ²	3

Physical Sciences

Chemistry

CHM 1020	Environmental Science ¹	3
CHM 1025	General Chemistry	3
CHM 1025L	General Chemistry Lab	2
CHM 1205C	General Organic & Biochemistry with Lab	5
CHM 2045	College Chemistry I ³	3
CHM 2045L	College Chemistry I Lab	2
CHM 2046	College Chemistry II ³	3
CHM 2046L	College Chemistry II Lab	2
CHM 2210C	Organic Chemistry I ³ with Lab	5
CHM 2211C	Organic Chemistry II ³ with Lab	5

Physical Science

AST 1002	Introduction to Astronomy ¹	3
GLY 1000	Earth Revealed ²	3
PHY 1020C	Applied Physical Science with Lab	3
PSC 1001	Inventions & Discoveries	3
PSC 1515	Energy & the Environment	3

Physics

PHY 2048C	Physics with Calculus I ³ with Lab	5
PHY 2049C	Physics with Calculus II ³ with Lab	5
PHY 2053C	General Physics I ³ with Lab	5
PHY 2054C	General Physics II ³ with Lab	5

¹ Non-laboratory science course

² Telecourse (non-laboratory)

³ Two-course sequence

⁴ Two-course sequence BSC 1010 & BSC 1011

Course selection meets the requirements specified in SACS 4.2.3 .

VI. Electives

Twenty-four (24) semester hours of elective courses should be selected to meet the requirements of the student's transfer degree, and/or to expand and diversify a general program of study, or to enhance theoretical and technical knowledge related to a particular field of study. The requirement is specified in SACS 4.2.3.



GENERAL EDUCATION CORE REQUIREMENTS

General Transfer Program

Transfer planning guides are available from advisors. In addition, students should consult advisors, instructors, and appropriate catalogs and transfer manuals for specific requirements related to a chosen major at a senior college or university.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Minimum Number of Semester Hours</i>
<i>Composition</i>	
ENC 1101 ^{1,2}	3
<i>Mathematics</i> ¹	
MAC 1105	
OR	
MGF 1106 or higher	3
<i>Behavioral/Social Science</i>	
Approved Courses	3
<i>Elective(s)</i>	
General or Specialty Course(s)	6
Semester Total	15
<i>Spring Term</i>	
<i>Composition</i>	
ENC 1102	3
<i>Mathematics</i> ¹	
MAC 1140	
OR	
MGF 1107 or higher	3
<i>Humanities</i>	
Approved Courses	3
<i>Behavioral/Social Science</i>	
Approved Courses	3
<i>Elective(s)</i>	
General or Specialty Course(s)	3
Semester Total	15

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Minimum Number of Semester Hours</i>
<i>Composition/Oral Communication</i>	
ENC 2135	3
<i>Natural/Physical Science</i> ³	
Approved Courses (Lab or Non-lab) ..	3
<i>Humanities</i>	
Approved Courses	3
<i>Elective</i>	
General or Specialty Course	6
Semester Total	15
<i>Spring Term</i>	
<i>Humanities</i>	
OR	
<i>Behavioral/Social Science</i>	
Approved Courses	3
<i>Natural/Physical Science</i> ³	
Approved Courses (Lab or Non-lab) ..	3
<i>Electives</i>	
Approved Gordon Rule Course	3
General or Specialty Courses	6
Semester Total	15
Total credit hours for A.A. degree	60

¹ Course selection based on placement testing

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or with ENC 1101 College Composition I

³ Requires both a biological and physical science and at least one (1) lab course, OR a two-course sequence. See page 63 for more detail.

ASSOCIATE IN APPLIED SCIENCE DEGREE ASSOCIATE IN SCIENCE DEGREE

EFFECTIVE FALL SEMESTER 2000: Based on State Board of Education Rule 6A-14.030, F.A.C, Associate in Science degree programs that do not articulate into baccalaureate programs will become Associate in Applied Science degree programs. This does not affect the A.S. degree program in Nursing.

Associate in Applied Science degrees are programs of instruction consisting of college-level courses that prepare students for entry into employment and contain college credit offerings of a specialized nature.

The Associate in Science degree is the career education and transfer degree of community colleges. It is a two-year degree intended to prepare students for the workforce and for transfer into the State University System.

Students are not required to satisfy the State of Florida General Education requirements, but in line with the Southern Association of Colleges and Schools (SACS) standards, each Associate in Applied Science degree includes a general education core of at least 15 credit hours. SACS also mandates that A.A.S. degree students must demonstrate competence in the basic use of computers.

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

All A.A.S. and A.S. degree seeking students must take a minimum of 15 semester hours - at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics. Credits earned in Composition and Oral Communication or Mathematics courses covered by State Board of Education Rule 6A-10.30 (Gordon Rule) may be used to fulfill graduation requirements ONLY if a grade of "C" or higher is attained.

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

JOB PLACEMENT RATES

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

Associate in Applied Science Degrees Associate in Science Degree

	1998-99	1997-98	1996-97
Business Administration	90%	100%	88%
Computer Engineering Technology	NA	NA	NA
Computer Information Technology	100%	91%	88%
Criminal Justice Technology	100%	100%	100%
Emergency Medical Services	NA	100%	100%
Fire Science Technology	100%	100%	100%
Graphic Design Technology	100%	100%	100%
Health Information Management	NA	NA	NA
Legal Assisting	100%	100%	100%
Nursing	100%	100%	100%
Office Systems Technology	NA	100%	100%
Theatre & Entertainment Technology	NA	NA	NA

Certificates

	1998-99	1997-98	1996-97
Accounting Applications	NA	NA	NA
Business Data Processing	100%	100%	NA
Business Management	100%	NA	NA
Office Systems Specialist	100%	NA	100%

¹Source: AA2 Placement & Follow-up Reports.

Trademarks:

Trademarked names appear throughout this catalog. Rather than list the names and entities that own the trademarks or insert a trademark symbol with each mention of the trademarked name, LSCC states that it is using the names for editorial purposes only and to the benefit of the trademark owner, with no intention of infringing upon that trademark.

BUSINESS ADMINISTRATION BUSINESS ADMINISTRATION SPECIALIZATION

The purpose of this specialization is to provide basic knowledge and skills necessary for students seeking employment in various management fields and for those presently employed in some business career and desiring advancement.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CGS 1530 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
OST 1100 Keyboarding and Document Formatting	3
OST 1330 Business English ¹	3
QMB 1001 Business Mathematics ¹	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
ENC 1101 College Composition I ¹	3
MNA 1100 Human Relations in Business and Industry	3
OST 1743 Electronic Writing ³	1
OST 2325 Business Machines and Records Management	3
Elective Specialization Electives ²	6
TOTAL	16

<i>Summer Term</i>	<i>Credits</i>
Elective General Education: Humanities	3
Elective General Education	3
TOTAL	6

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

² Students may select from approved courses listed under Suggested Business Specialization Electives. Student is limited to 3 credit hours in Cooperative Education Internship. See an academic advisor.

³ Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

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

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
ACG 2022 Financial Accounting ⁴	4
CGS 1516 Microsoft Excel, Level I	1
ECO 2013 Principles of Economics I	3
MAR 2011 Principles of Marketing	3
Elective General Education: Science/Mathematics	3
TOTAL	14

<i>Spring Term</i>	<i>Credits</i>
ACG 2071 Management Accounting	3
BUL 2241 Business Law	3
CGS 1517 Microsoft Excel, Level II	1
MAN 2021 Principles of Management	3
OST 2336 Business Communications	3
TOTAL	13
PROGRAM TOTAL	64

Suggested Business Specialization Electives

APA 2141 Peachtree Accounting	3
CGS 1519 Microsoft Excel	3
CGS 1564 Microsoft Windows - Introduction	1
ENC 2210 Technical Report Writing	3
GEB 1441 Business Ethics & Etiquette	3
MAN 2800 Small Business Management	3
MAN 2949 Cooperative Education Internship/Business Administration ...	3
MKA 2021 Salesmanship	3
MKA 2511 Advertising	3
SPC 2016 Fundamentals of Speech	3

BUSINESS ADMINISTRATION BANKING SPECIALIZATION

The purpose of this specialization is to provide basic knowledge and skills necessary for students seeking employment in banking and for those presently employed in banking and seeking advancement.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
BAN 1004 Principles of Banking	2
CGS 1530 Microcomputer Applications	3
GEB 1011 Introduction to Business	3
OST 1330 Business English ¹	3
QMB 1001 Business Mathematics ¹	3
TOTAL	14

<i>Spring Term</i>	<i>Credits</i>
BAN 1511 Marketing for Bankers	3
ENC 1101 College Composition I ¹	3
MNA 1100 Human Relations in Business and Industry	3
Elective Specialization Electives ²	6
TOTAL	15

<i>Summer Term</i>	<i>Credits</i>
Elective General Education: Humanities	3
Elective General Education	3
TOTAL	6

Suggested Banking Specialization Electives

ACG 2071 Management Accounting	3
BAN 1114 Deposit Operations	3
BAN 1161 Corporate Securities Service	3
BAN 1252 Real Estate Finance	3
BAN 1405 Trust Operations	3
BAN 1413 Securities Processing	3
BAN 1800 Law and Banking: Principles	2
BAN 1801 Law and Banking: Applications	2
BAN 2210 Analyzing Financial Statements	3
BAN 2231 Commercial Lending	3
BAN 2240 Consumer Lending	3
BAN 2253 Residential Mortgage Lending	2

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
ACG 2022 Financial Accounting ³	4
BAN 2501 Money and Banking	3
ECO 2013 Principles of Economics I	3
MAR 2011 Principles of Marketing	3
Elective General Education: Science/Mathematics	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
BUL 2241 Business Law	3
MAN 2021 Principles of Management	3
OST 2336 Business Communications	3
Elective Specialization Electives ²	4
TOTAL	13

PROGRAM TOTAL 64

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

² Students may select from approved courses listed under Suggested Banking Specialization Electives. Student is limited to 3 credit hours in Cooperative Education Internship. See an academic advisor.

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

BAN 2254 Mortgage Loan Documentation	2
BAN 2400 Trust Business	3
BAN 2930 Special Topics in Banking	1-3
BRC 2949 Cooperative Education Internship	3
CGS 1516 Microsoft Excel, Level I	1
CGS 1517 Microsoft Excel, Level II	1
CGS 1518 Microsoft Excel, Level III	1
CGS 1519 Microsoft Excel	3
CGS 1564 Microsoft Windows-Introduction	1
OST 1854 Microsoft Office-Introduction	3

COMPUTER ENGINEERING TECHNOLOGY NETWORKING SPECIALIZATION

This Computer Engineering Technology-Networking Specialization program will prepare students to plan, install, configure, administrate, optimize and troubleshoot LANs (Local Area Networks) and WANs (Wide Area Networks). Preparation for Microsoft Certified Product Specialist (MCP) and Microsoft Certified Systems Engineer (MCSE) certifications will be included.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
ENC 1101 College Composition I ¹	3
CET 1485 Networking Essentials	4
CGS 1530 Microcomputer Applications	3
CET 1171 Microcomputer Hardware	3
CGS 1565 Microcomputer Operating Systems: DOS & Windows	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
OST 2336 Business Communications	3
MAT 1033 Intermediate Algebra ¹ or Higher Math .	3
CET 2791 Windows 2000 Professional	4
Elective General Education: Humanities/Fine Arts ²	3
Elective General Education	3
TOTAL	16

<i>Summer Term</i>	<i>Credits</i>
Elective General Education: Social/Behavioral Science ²	3
CGS 1540 Microsoft Access - Introduction	1
TOTAL	4

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
CET 2792 Windows 2000 Server	4
CET 2794 Active Directory Services	4
COP 1822 Programming Language for Networks .	3
CIS 2321 Systems Analysis & Design	3
CET 2793 Network Infrastructure Administration ..	3
TOTAL	17

<i>Spring Term</i>	<i>Credits</i>
CET 2795 Designing Directory Services	3
CIS 2325 Computer Applications & Project Development	3
CET 2490 Netware Overview	3
CET 2930 Special Topics in Networking (Elective Certification Exams) ³	6
TOTAL	15

TOTAL 68

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

² Students may select from approved General Education courses in the College Catalog.

³ MCSE certification requires 5 core and 2 elective exams.

**Windows 2000, MCSE, and MCP are trade names of the Microsoft Corporation.
NetWare is a trade name of Novell, Inc.**

COMPUTER INFORMATION TECHNOLOGY

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

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

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.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CET 1171 Microcomputer Hardware	3
CGS 1530 Microcomputer Applications	3
CGS 1565 Microcomputer Operating System Software:DOS & Windows ...	3
CIS 1323 Systems Thinking Tools	1
COP 1000 Programming Logic Concepts	3
ENC 1101 College Composition I ^{1,2}	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
CGS 1461 Computer Programming - BASIC	3
CGS 1540 Microsoft Access-Introduction	1
COP 2120 Computer Programming - COBOL I	3
COP 2700 Database Design & Analysis	3
OST 2336 Business Communications	3
Elective MAT 1033 or higher level math ³	3
TOTAL	16

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
CET 1485 Networking Essentials	4
CIS 2321 Systems Analysis & Design	3
COP 2121 Computer Programming - COBOL II	3
COP 2220 Computer Programming - C ⁺⁺	3
Elective MGF 1106 or higher level math ^{1,3}	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
CIS 2325 Computer Applications & Project Development	3
CGS 1871 Creating Multimedia Applications	3
ECO 2013 Principles of Economics I	3
COP 2222 Advanced C ⁺⁺ Programming	3
Elective General Education: Humanities	3
TOTAL	15

PROGRAM TOTAL 63

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

² It is recommended that OST 1743 or CGS 1530 be taken prior to or along with ENC 1101.

³ MAT 1033, MGF 1106 minimum requirement; however, students are encouraged to take higher level math.

COMPUTER INFORMATION TECHNOLOGY

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.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CET 1171 Microcomputer Hardware	3
CGS 1530 Microcomputer Applications	3
CGS 1565 Microcomputer Operating System Software: DOS & Windows	3
COP 1000 Programming Logic Concepts	3
ENC 1101 College Composition I ^{1,2}	3
OST 1141 Keyboarding on Microcomputers	1
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
CGS 1461 Computer Programming - BASIC	3
CGS 1519 Microsoft Excel ³	3
CGS 1540 Microsoft Access - Introduction	1
COP 2120 Computer Programming - COBOL I	3
COP 2700 Database Design & Analysis	3
OST 2336 Business Communications	3
TOTAL	16

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
APA 1002 Small Business Accounting ⁴	3
CET 1485 Networking Essentials	4
CIS 2321 Systems Analysis & Design	3
OST 1755 Microsoft Word for Windows - Introduction	1
OST 2756 Microsoft Word for Windows - Advanced	1
Elective MGF 1033 or higher level math ^{1,5}	3
Elective Computer Science Elective	1
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
CGS 1871 Creating Multimedia Applications	3
CIS 2325 Computer Applications & Project Development	3
ECO 2013 Principles of Economics I	3
Elective General Education: Humanities	3
Elective MGF1106 or higher level math ^{1,4}	3
TOTAL	15
PROGRAM TOTAL	63

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

² It is recommended that OST 1743 or CGS 1530 be taken prior to or along with ENC 1101.

³ Students may elect to take CGS 1516, CGS 1517, and CGS 1518 instead of CGS 1519.

⁴ In place of APA 1002 and a 1 credit elective, students may take ACG 2022 Financial Accounting.

⁵ MAC 1033, MGF 1106 minimum requirement; however, students are encouraged to take higher level math.

CRIMINAL JUSTICE TECHNOLOGY

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

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CCJ 1000 Introduction to Criminology	3
CCJ 1100 Introduction to Criminal Justice	3
CCJ 2300 Introduction to Corrections	3
CJT 2100 Introduction to Criminal Investigation ...	3
Elective	1
TOTAL	13

<i>Spring Term</i>	<i>Credits</i>
ENC 1101 College Composition I ^{1,2}	3
CCJ 2220 Criminal Law	3
CJT 2312 Firearms Familiarization ²	3
Elective Social/Behavioral Science	3
Elective	3
TOTAL	15

<i>Summer Term</i>	<i>Credits</i>
CJT 2110 Criminalistics	3
CJT 1800 Introduction to Security	3
TOTAL	6

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
CCJ 2230 Criminal Procedure & Evidence	3
CGS 1530 Microcomputer Applications	3
MAT 1033 Intermediate Algebra ¹	3
Elective General Education: Humanities/Fine Arts	3
Elective	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
CCJ 1400 Police Organization & Administration ...	3
CCJ 2500 Juvenile Delinquency	3
CCJ 2600 Criminal Deviant Behavior	3
Elective General Education	3
Elective	3
TOTAL	15
PROGRAM TOTAL	64

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

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

ARTICULATION PROGRAM IN CRIMINAL JUSTICE

Students entering this program who have completed the Basic Corrections Training or the Basic Police Recruit Training at any FDLE/CJSTC approved training center and holds current state criminal justice certification, may request LSCC grant elective credit hours upon the successful completion of six (6) credit hours in the Associate in Applied Science degree in Criminal Justice Technology Program.

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 Technical Center or other approved vocational technical centers or community colleges. The academic courses will be taken at LSCC.

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 admission to the Paramedic program.

Upon completion of all required courses at LSCC 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 LSCC.

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.

Phase I: Lake 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

BSC 2093	Human Anatomy & Physiology I ³	3
BSC 2093L	Human Anatomy & Physiology I Lab	1
BSC 2094	Human Anatomy & Physiology II	3
BSC 2094L	Human Anatomy & Physiology II Lab	1
ENC 1101	College Composition I ^{1,2}	3
HUM 1021	Introduction to Humanities	3
OST 1743	Electronic Writing ²	1
PSY 2012	Introduction to Psychology	3
SPC 2016	Fundamentals of Speech	3
SYG 2000	Introduction to Sociology	3
Elective	General Education: Science/Mathematics	3
Electives	6

TOTAL 35

Total hours of required LSCC courses 35

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

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

Phase III: Lake Technical Center

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

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

² Students are strongly encouraged to complete OST1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

³ Students may exempt one or both human anatomy and physiology courses via LSCC tests and may then substitute four or eight hours credit from CHM1025, CHM1205, MCB2010. See Course Descriptions section of the catalog for prerequisites (if any) for these courses.

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>Fall Term</i>	<i>Credits</i>
ENC 1101 College Composition I ^{1,2}	3
FFP 1620 Private Fire Protection and Detection Systems	3
MNA 1100 Human Relations in Business & Industry	3
OST 1743 Electronic Writing ²	1
Elective Computer Science	2
TOTAL	12

<i>Spring Term</i>	<i>Credits</i>
ENC 2210 Technical Report Writing	3
FFP 1300 Building Codes	3
FFP 1601 Fire Apparatus Practices	3
PHY 1020C Applied Physical Science with Lab	3
TOTAL	12

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

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
FFP 2500 Hazardous Materials I	3
FFP 2240 Fire Cause & Origin	3
POS 1001 Introduction to Political Science	3
OR	
POS 2041 American National Government	3
Elective Fire Science	3
Elective General Education: Behavioral/Social Science	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
FFP 2501 Hazardous Materials II	3
FFP 2150 Methods & Techniques of Instruction	3
OST 2336 Business Communications	3
Elective General Education: Humanities	3
TOTAL	12
PROGRAM TOTAL	60

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

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

ARTICULATION TO FIRE SCIENCE TECHNOLOGY

An agreement between LSCC and the Lake Technical Center Institute of Public Safety is designed to provide low-cost, entry-level skills which will prepare the student to enter the Associate in Applied Science Degree program in Fire Science Technology offered at the college.

There are two phases of the articulation program at the Lake Technical Center Institute of Public Safety prior to admission to LSCC. 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 Technical Center
Institute of Public Safety

Minimum Standards: 6 elective credits at LSCC

Phase II
Lake Technical Center
Institute of Public Safety

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

Credits

FFP 1620	Private Fire Protection & Detection Systems	3
FFP 1601	Fire Apparatus Practices	3
FFP 2500	Hazardous Materials I	3
FFP 2501	Hazardous Materials II	3
	TOTAL	12

Upon successful completion of Phase I and Phase II, the student will be awarded a certificate from the Lake Technical Center Institute of Public Safety.

When the student enrolls in Fire Science Technology at LSCC, earns 6 semester credit hours, and provides certification from the Lake Technical Center Institute of Public Safety, the college will grant 18 (6 + 12) semester credit hours toward this program.

Phase III

Credits

ENC 1101	College Composition I	3
ENC 2210	Technical Report Writing	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 with Lab	3
POS 1001	Introduction to Political Science	3
	OR	
POS 2041	American National Government	3
Elective	Computer Science	2
Elective	Behavioral/Social Science	3
	TOTAL	42

GRAPHIC DESIGN TECHNOLOGY

The curriculum in Graphic Design provides creative development, technical knowledge and skills, and computer art applications for students seeking employment or advancement where art and the computer are important to business. Work includes the areas of advertising and logo design, computer art and layout, illustration, and creative art directing. Working independently as a free-lance artist is also a possibility. Graduates may continue at some universities to obtain baccalaureate degrees in this field.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
ART 1230C Introduction to Graphic Design	3
ART 1202C Design & Color	3
ART 1300C Freehand Drawing I	3
ENC 1101 College Composition I ^{1,2}	3
OST 1743 Electronic Writing ²	1
TOTAL	13

<i>Spring Term</i>	<i>Credits</i>
CAP 2700 Introduction to Computer Art	3
ART 1231C Computer Layout Design I	3
ART 1301C Freehand Drawing II	3
ART 1201C Design Structures	3
ARH 2050 Art History & Appreciation I	3
TOTAL	15

<i>Summer Term</i>	<i>Credits</i>
ART 2254C Illustration: Human Figure	3
ART 2551C Airbrush Techniques I	3
TOTAL	6

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
ART 2600C Computer Layout Design II	3
ART 2232C Advertising Design I	3
ARH 2051 Art History & Appreciation II	3
CAP 2703 Computer Animation	3
PGY 1401C Basic Photography	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
ART 2238C Experimental Design: Portfolio Prep	3
ART 2253C Illustration	3
Elective General Education:	
Behavioral/Social Science ³	3
Elective MAT 1033 or higher level math ^{1,3}	3
Elective ⁴	3
TOTAL	15
PROGRAM TOTAL	64

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

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

³ Students may select from approved general education courses in the college catalog.

⁴ Students may choose from PGY 2410C Creative Photography, ART 2540C Introduction to Watercolor, ART 2541C Beginning Oil Painting, CGS 1871 Creating Multimedia Applications, or ART 2949 Co-op Education Internship in Art.

HEALTH INFORMATION MANAGEMENT

The Health Information Management program prepares individuals to work in all aspects of health information services. A health information technician is responsible for the collection, interpretation, coding, and, confidentiality of all data used to create individual patient records in all health care settings. **Although this degree is not currently a limited-access program, please obtain a Student Information Packet and submit a student data sheet to the HIM program manager.**

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
ENC 1101 College Composition I ¹	3
HSC 1000 Introduction to Healthcare	1
HSC 1531 Medical Terminology I	2
HSC 1532 Medical Terminology II	2
OST 1854 Microsoft Office-Introduction	3
Elective General Education: Humanities/Fine Arts ²	3
TOTAL	14

<i>Spring Term</i>	<i>Credits</i>
BSC 2093 Human Anatomy & Physiology I	3
BSC 2093L Human Anatomy & Physiology I Lab	1
HIM 1003 Foundations of Health Information Management	3
HIM 1430 Concepts of Disease	3
HIM 2280C Basic ICD-9-CM Coding	3
MAT 1033 Intermediate Algebra ¹	
or	
QMB 1001 Business Math ¹	3
TOTAL	16

<i>Summer Term</i>	<i>Credits</i>
HIM 1270 Medical Office Management	3
HIM 2253C CPT Coding & Reimbursement	3
TOTAL	6

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
BSC 2094 Human Anatomy & Physiology II	3
BSC 2094L Human Anatomy & Physiology II Lab ...	1
HIM 1012 Medicolegal Aspects of Records	2
HIM 2110 Integrated HIM Services & Systems	3
HIM 2234C Advanced ICD-9-CM Coding & Reimbursement	3
HIM 2800 HIM Outpatient Practicum	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
HIM 2510 HIM Compliance & Performance Issues	3
HIM 2810 HIM Inpatient Practicum	3
HIM 2930 Health Information Technician Review .	1
MAN 2021 Principles of Management	3
MNA 1100 Human Relations in Business & Industry	3
Elective General Education: Social/Behavioral Science ²	3
TOTAL	16
PROGRAM TOTAL	67

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

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

This Health Information Management program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association. Graduates of this program are eligible to take the national examination in order to become a Registered Health Information Technician (RHIT).

NOTE: All MRE prefixes have been changed to HIM; Coding courses have been assigned new numbers by the State; OST 2461 Medical Office Procedures has been restructured and is now HIM 1270 Medical Office Management; and, all courses with Medical Records in the title have been renamed. (There are no NEW requirements.)

HOSPITALITY & TOURISM MANAGEMENT

This A.A.S. degree program is designed to prepare students for employment into entry-level positions as a "front of the house" professional. In addition to the technical competencies required for a career in Hospitality & Tourism Management, this program emphasizes the development of human relations and interpersonal communication skills, as well as the development of critical thinking and sound decision-making skills.

FRESHMAN YEAR

<i>Fall Term</i>		<i>Credits</i>
ENC 1101	College Composition I ¹	3
HFT 1000	Introduction to Hospitality & Tourism Industry	3
HFT 1410	Front Office Management	3
HFT 1212	Sanitation & Safety	3
Elective	General Education: Math/Science ^{1,2}	3
HFT 2949	Cooperative Education Internship in Hospitality & Tourism Management	1
TOTAL		16

<i>Spring Term</i>		<i>Credits</i>
CGS 1564	Microsoft Windows-Introduction	1
QMB 1001	Business Mathematics ¹	3
MNA 1100	Human Relations in Business & Industry	3
OST 2336	Business Communications	3
Elective	General Education: Humanities/Fine Arts ³	3
TOTAL		13

<i>Summer Term</i>		<i>Credits</i>
HFT 2421	Financial Accounting for the Hospitality Industry	3
CGS 1530	Microcomputer Applications	3
TOTAL		6

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

² Students may select MAT1033 or any General Education Natural/Physical Science

³ Students may select from approved general education courses in the College Catalog.

SOPHOMORE YEAR

<i>Fall Term</i>		<i>Credits</i>
CGS 1519	Microsoft Excel	3
HFT 2800	Food & Beverage Management	3
PSY 2012	Introduction to Psychology	3
HFT 2500	Marketing/Sales in the Hospitality Industry	3
HFT 2949	Cooperative Education Internship in Hospitality & Tourism Management ..	1
Elective	General Education: Social/Behavioral Science OR Humanities/Fine Arts ³	3
TOTAL		16

<i>Spring Term</i>		<i>Credits</i>
HFT 2210	Hospitality Management & Supervision	3
GEB 1441	Business Ethics & Etiquette	3
HFT 2550	eCommerce for the Hospitality Industry	3
HFT 2949	Cooperative Education Internship in Hospitality & Tourism Management ..	1
Elective	Specialization Elective	3
TOTAL		13
PROGRAM TOTAL		64

SPECIALIZATION ELECTIVES

HFT 1300	Housekeeping Management	3
HFT 1454	Food & Beverage Cost Control	3
HFT 2600	Hospitality Law	3
HFT 2750	Convention & Activities Management ..	3
HFT 2840	Food Preparation and Service	3

INTERNET SERVICES TECHNOLOGY

The Internet Services Program prepares individuals for entry-level positions in the fast growing field of Web Internet/Intranet technologies. It includes general education and computer courses as well as specific courses in web site design and management. Setting up and managing a web site host computer is also included.

Web Services personnel work in a variety of positions including designing and daily maintenance of web sites to configuring, administrating and managing web servers.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CGS 1565 Microcomputer Operating Systems	3
CGS 1530 Microcomputer Applications	3
CET 1171 Microcomputer Hardware	3
CET 1485 Networking Essentials	4
ENC 1101 College Composition ¹	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
COP 1000 Programming Logic Concepts	3
COP 2700 Database Design & Analysis	3
CET 2791 Windows 2000 Professional	4
CGS 1461 Computer Programming in Basic	3
CET 1518 Web Authoring I	3
TOTAL	16

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
MAT 1033 Intermediate Algebra or Higher Math ¹ ..	3
CET 2792 Windows 2000 Server	4
CET 1519 Web Authoring II	3
Elective General Education: Humanities ²	3
Elective General Education: Social Science ² ...	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
CET 2760 Web Server Management	3
CIS 2325 Computer Applications & Project Development	3
OST 2336 Business Communications	3
Elective General Education ²	3
CGS 1871 Creating Multimedia Applications or COP 2220 Computer Programming C++	3
TOTAL	15
PROGRAM TOTAL	63

Windows 2000 is a trade name of the Microsoft Corporation.

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

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

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.

FRESHMAN YEAR

<i>Fall Term</i>		<i>Credits</i>
OST 1100	Keyboarding & Document Formatting	3
OST 1330	Business English ¹	3
PLA 1003	Introduction to Legal Assisting	2
PLA 2058	Survey of Law	3
Elective	General Education: Behavioral/Social Science ³	3
TOTAL		14

<i>Spring Term</i>		<i>Credits</i>
APA 1002	Small Business Accounting	3
ENC 1101	College Composition I ^{1,2}	3
OST 1854	Microsoft Office - Introduction	3
Elective	General Education: Science/Mathematics ³	3
Elective	General Education: Humanities ³	3
TOTAL		15

<i>Summer Term</i>		<i>Credits</i>
PLA 2763	Law Office Management	3
Elective	General Education ³	3
TOTAL		6

SOPHOMORE YEAR

<i>Fall Term</i>		<i>Credits</i>
PLA 1104	Legal Research & Writing I	3
PLA 1800	Family Law	3
PLA 2201	Civil Litigation	3
PLA 2600	Wills, Trust, & Estate Administration	3
Elective	Professional	3
TOTAL		15

<i>Spring Term</i>		<i>Credits</i>
CCJ 2220	Criminal Law	3
OST 2336	Business Communications	3
PLA 2610	Real Estate Law & Property	3
Electives		5
TOTAL		14
PROGRAM TOTAL		64

Suggested Professional Electives

BUL 2241	Business Law	3
CCJ 2230	Criminal Procedure & Evidence	3
CGS 1516	Microsoft Excel, Level I	1
CIS 1940T	Special Topic: Internet/Business	1
CIS 1940U	Special Topic: Computer & Information Sciences - Building a Home Page	1
LIS 2003	Introduction to Internet Resources	1
PLA 2114	Legal Research & Writing II	3
PLA 2949	Cooperative Education Internship in Legal Assisting	3

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

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

³ Students may select from approved general education courses in the College Catalog.

NURSING (ASSOCIATE DEGREE) RN

LSCC offers an Associate in Science Degree in Nursing. A special track for Licensed Practical Nursing is also offered beginning each year in May. General Nursing students complete 72 credits and LPN Bridge students complete 63 credits. Both are eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse..

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

GENERAL EDUCATION COURSES

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

LPN-Bridge Program applicants should complete all of the above courses, including NUR 1142, Introduction to Pharmacology, PRIOR to starting the Nursing program.

* **General Nursing Program applicants** MUST complete these courses PRIOR to the admission application deadline of May 1st. They are also encouraged to complete as many as possible of the above courses PRIOR to entry into the Nursing Program to ease their load once in the program.

** Student must select any Humanities course from the approved list of Associate in Arts General Education Requirements or ENC 1102 Composition: Literature.

NURSING COURSES

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

*** LPN-Bridge students **ONLY**

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

² Students are strongly encouraged to complete OST 1743 Electronic Writing prior to taking, or along with, ENC 1101 College Composition I.

OFFICE SYSTEMS TECHNOLOGY OFFICE SYSTEMS OPTION

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

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
ENC 1101 College Composition I ¹	3
OST 1100 Keyboarding & Document Formatting ..	3
OST 1330 Business English ¹	3
QMB 1001 Business Mathematics ¹	3
Elective General Education: Behavioral/Social Science ²	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
OST 1110 Advanced Document Formatting	3
OST 1854 Microsoft Office - Introduction	3
OST 2325C Business Machines & Records Management	3
MNA 1100 Human Relations in Business & Industry	3
Elective General Education: Humanities or ENC 1102 ²	3
TOTAL	15

<i>Summer Term</i>	<i>Credits</i>
CGS 1564 Microsoft Windows - Introduction	1
OST 2819 Desktop Publishing I	1
Elective	1
TOTAL	3

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
APA 1002 Small Business Accounting ³	3
BUL 2241 Business Law	3
OST 2857 Microsoft Office- Advanced	3
Elective General Education: Social/Behavioral Science or Humanities/Fine Arts ²	3
Elective General Education: Math/Science ⁴ ...	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
OST 2336 Business Communications	3
OST 2949 Cooperative Education Internship in Business	3
MAN 2021 Principles of Management	3
GEB 1441 Business Ethics & Etiquette	3
Elective	3
TOTAL	15
PROGRAM TOTAL	63

Suggested Electives

CGS 1871 Creating Multimedia Applications	3
COP 2700 Database Design & Analysis	3
ECO 2013 Principles of Economics	3

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

² Students may select from approved general education courses listed in the College Catalog.

³ Students desiring to transfer or obtain a Business Management degree should take ACG 2022, Financial Accounting.

⁴ Students may select MAT 1033 **OR** any General Education Natural/Physical Science.

OFFICE SYSTEMS TECHNOLOGY MEDICAL TRANSCRIPTION OPTION

The Medical Transcription Option is designed to provide a student with the skills necessary for employment as a medical transcriptionist along with the foundation necessary to eventually work into management or to operate a small transcription business. Medical transcriptionists transform dictated words into comprehensive medical records. These allied health professionals work for medical transcription companies, medical offices and health facilities, either on-site or at home, using various technology. Medical transcriptionists must be able to transcribe dictation as well as to identify medical inconsistencies and to apply proper spelling, punctuation and grammar to the English language and to the language of medicine.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
ENC 1101 College Composition ¹	3
HSC 1000 Introduction to Healthcare	1
HSC 1531 Medical Terminology I	2
OST 1100 Keyboarding & Document Formatting ..	3
OST 1330 Business English ¹	3
Elective General Education: Humanities/Fine Arts ²	3
TOTAL	15

<i>Spring Term</i>	<i>Credits</i>
HIM 1031C Medical Record Transcription I	3
HIM 1430 Concepts of Disease	3
HSC 1532 Medical Terminology II	2
OST 1110 Advanced Document Formatting	3
MNA 1100 Human Relations in Business & Industry	3
TOTAL	14

<i>Summer Term</i>	<i>Credits</i>
HIM 1270 Medical Office Management	3
Elective Computer Science ³	1
Elective Computer Science ³	1
TOTAL	5

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
APA 1002 Small Business Accounting	3
HIM 1012 Medicolegal Aspects of Records	2
HIM 2032C Medical Record Transcription II	3
Elective General Education: Science/Mathematics ^{1,4}	3
Elective General Education: Behavioral/Social Science ²	3
TOTAL	14

<i>Spring Term</i>	<i>Credits</i>
HIM 2033C Medical Record Transcription III	3
MAN 2021 Principles of Management	3
OST 2336 Business Communications	3
OST 2949 Cooperative Education Internship in Business	3
Elective General Education: Humanities ² or ENC 1102	3
TOTAL	15
PROGRAM TOTAL	63

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

² Students may select from approved general education courses in the College Catalog.

³ Students may choose any 1-credit hour course in the College Catalog with a CGS prefix.

⁴ Students may select MAT 1033 **QR** any General Education Natural/Physical Science.

THEATRE & ENTERTAINMENT TECHNOLOGY

This program is designed to produce skilled technicians and performers who are capable of functioning independently or as part of a production team in the preparation and performance of theatrical/entertainment events. The curriculum balances general education, basic theatre, and specialized technical and performance courses.

FRESHMAN YEAR

<i>Fall Term</i>	<i>Credits</i>
CGS 1530 Microcomputer Applications	3
ENC 1101 College Composition I ¹	3
THE 2925 Theatre Practicum I	1
TPA 2000 Basic Design	3
TPA 2200 Stagecraft I	3
TPP 2110 Acting I	3
TOTAL	16

<i>Spring Term</i>	<i>Credits</i>
THE 2020 Introduction to Western Theatre Arts ...	3
THE 2926 Theatre Practicum II	1
THE 2950 Applied Theatre Arts	3
TPA 2220 Introduction to Stage Lighting	3
TPA 2204 Stagecraft II	3
TPA 2260 Sound in Performing Arts	3
TOTAL	16

<i>Summer Term</i>	<i>Credits</i>
TPA 2192 Summer Theatre/Technical Production	
OR	
TPP 2190 Summer Theatre/Performance	3
Elective General Education:	
Behavioral/Social Science ²	3
TOTAL	6

SOPHOMORE YEAR

<i>Fall Term</i>	<i>Credits</i>
THE 2051 Children's Theatre	3
THE 2925 Theatre Practicum I	1
THE 2950 Applied Theatre Arts	3
TPA 2250 CAD in Performing Arts	3
Elective General Education:	
Science/Mathematics ²	3
TOTAL	13

<i>Spring Term</i>	<i>Credits</i>
SPC 2016 Fundamentals of Speech	3
THE 2926 Theatre Practicum II	1
THE 2949 Cooperative Internship in Speech & Theatre	
OR	
Elective Theatre	3
TPP 2111 Acting II	3
TPP 2300 Directing I	3
TOTAL	13
PROGRAM TOTAL	64

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

² Students may select from approved general education courses in the College Catalog.

CERTIFICATE PROGRAMS

ACCOUNTING APPLICATIONS CERTIFICATE

The purpose of this program is to provide the basic knowledge and skills necessary to work as an accounting or payroll clerk in an office environment.

Fall Term	Credits
APA 1002 Small Business Accounting	3
CGS 1530 Microcomputer Applications	3
OST 1100 Keyboarding & Document Formatting	3
OST 1330 Business English ¹	3
QMB 1001 Business Math ¹	3
TOTAL	15

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

Spring Term	Credits
APA 1503 Payroll Accounting	1
APA 2141 Peachtree Accounting	
OR	
APA 1144 Accounting with QuickBooks Pro for Windows	3
CGS 1516 Microsoft Excel, Level I	1
CGS 1517 Microsoft Excel, Level II	1
OST 2325 Business Machines & Records Management	3
OST 2336 Business Communications	3
TOTAL	12
PROGRAM TOTAL	27

BUSINESS DATA PROCESSING CERTIFICATE

LSCC provides a 32-credit hour certificate program in Business Data Processing for present professionals in the field or for those desiring preparation for employment. Most credits may be applied toward an Associate in Applied Science degree at LSCC.

	Credits
ACG 2022 Financial Accounting	4
CGS 1000 Introduction to Information & Communications Technology	3
CGS 1530 Microcomputer Applications	3
CGS 1540 Microsoft Access - Introduction	1
CGS 1565 Microcomputer Operating System Software: DOS & Windows	3

COP 1000* Programming Logic Concepts	3
<i>* Foundation course which should be taken first.</i>	
COP 2700 Database Design & Analysis	3
MNA 1100 Human Relations in Business & Industry	3
OST 1330 Business English ¹	3
OST 1100 Keyboarding & Document Formatting	3
Elective Computer Science	3
PROGRAM TOTAL	32

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

BUSINESS MANAGEMENT CERTIFICATE

The purpose of this program is to prepare students for the operation of a small business or to become a small business owner. The program also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may transfer into the Associate in Applied Science (AAS) in Business Administration program.

Fall Term	Credits
BUL 2241 Business Law	3
CGS 1530 Microcomputer Applications	3
OST 1330 Business English ¹	3
QMB 1001 Business Mathematics ¹	3
TOTAL	12

Spring Term	Credits
APA 1002 Small Business Accounting	3
OST 2336 Business Communications	3
MAN 2800 Small Business Management	3
MNA 1100 Human Relations in Business & Industry	3
TOTAL	12
PROGRAM TOTAL	24

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

CERTIFICATE PROGRAMS

OFFICE SYSTEMS SPECIALIST CERTIFICATE

LSCC provides a 30-credit certificate program for professionals in the field or for those desiring preparation for employment in office support positions. All credits may be applied toward the Office Systems Technology Associate in Applied Science degree at LSCC.

	Credits
OST 1100	Keyboarding & Document Formatting 3
OST 1110	Advanced Document Formatting 3
OST 1854	Microsoft Office - Introduction 3
OST 1330	Business English ¹ 3
OST 2325C	Business Machines & Records Management 3
OST 2336	Business Communications 3
QMB 1001	Business Mathematics ¹ 3

	Credits
CGS 1564	Microsoft Windows - Introduction 1
APA 1002	Small Business Accounting 3
GEB 1441	Business Ethics & Etiquette 3
OST 2810	Desktop Publishing I 1
Elective 1
PROGRAM TOTAL 30	

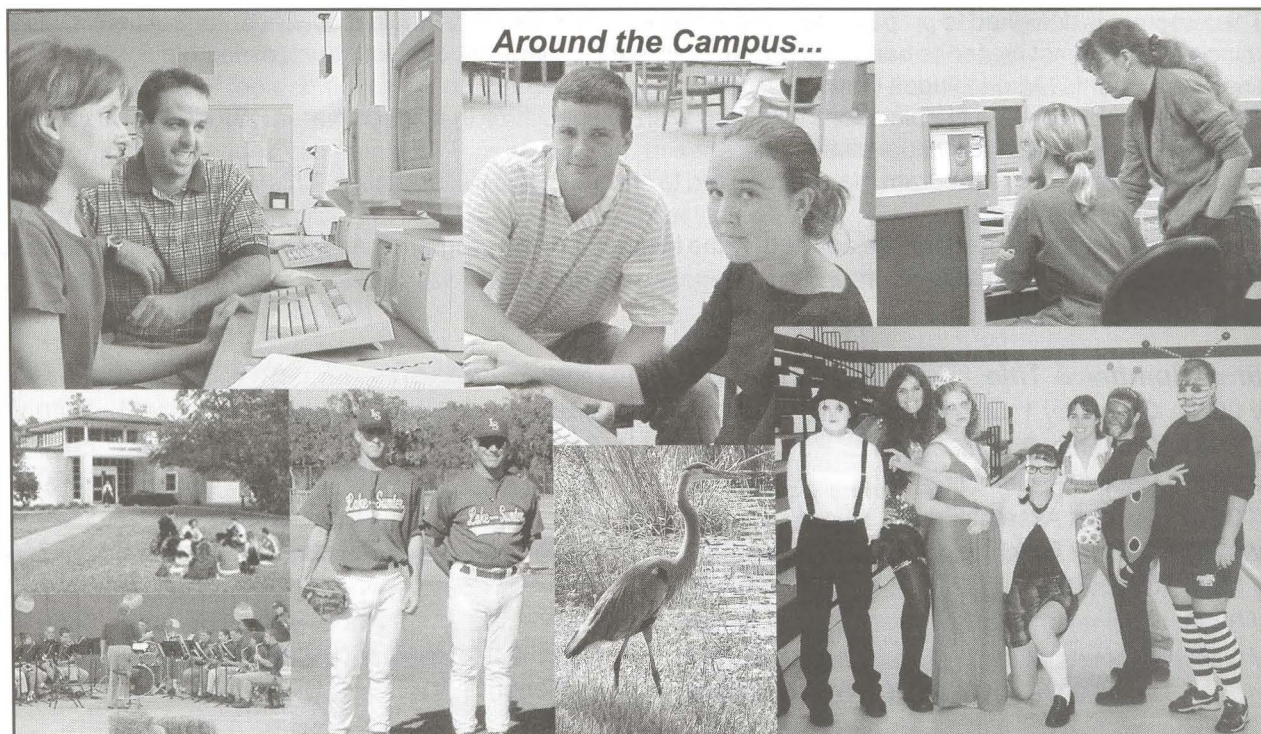
¹ Students may be required to enroll in lower English, mathematics, and reading courses based on college placement tests.

ROOMS DIVISION MANAGEMENT CERTIFICATE

This certificate program is designed to prepare students for entry-level employment in hotels, resorts, and cruise ships. All credits may be applied towards the A.A.S. degree in Hospitality & Tourism Management.

Fall Term	Credits
HFT 1000	Introduction to Hospitality & Tourism Industry 3
HFT 1212	Sanitation & Safety 3
HFT 1410	Front Office Management 3
HFT 2949	Cooperative Education Internship in Hospitality & Tourism Management 3
TOTAL 12	

Spring Term	Credits
HFT 2210	Hospitality Management & Supervision 3
HFT 2550	eCommerce for the Hospitality Industry 3
GEB 1441	Business Ethics & Etiquette 3
CGS 1564	Microsoft Windows-Introduction 1
HFT 2500	Marketing/Sales in the Hospitality Industry 3
TOTAL 13	
PROGRAM TOTAL 25	



VOCATIONAL CERTIFICATE PROGRAMS

BUILDING CONSTRUCTION — CARPENTRY

This program is designed to prepare students for job entry in carpentry occupations. Instruction in this trade area includes but is not limited to hand and power tools, safety, site preparation, foundation formwork, floor and wall framing roof framing and exterior trim. Job opportunities are available in new construction, repair and remodeling industries.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information call 352-568-0001.

Course Number & Title	Contact Hours
BCV 0020 Carpentry 1	150
BCV 0103 Carpentry 2	150
BCV 0045 Frame & Form Carpentry 3	150
BCV 0136 Frame & Form Carpentry 4	150
BCV 0131 Frame & Form Carpentry 5	150
BCV 0170 Trim & Finish Carpentry 6	150
BCV 0172 Trim & Finish Carpentry 7	150
BCV 0135 Carpentry Mastery 8	150
TOTAL CONTACT HOURS ..	1,200

Academic—Professional Courses*
 Reading Skills
 Mathematical Skills
 Language Skills

*Students who have satisfactory scores are not required to take these courses.

BCV 0949-Cooperative OJT and/or Internship (optional)

BUILDING CONSTRUCTION — CABINETMAKING

This program is designed to prepare students for job entry in cabinetmaking occupations. Instruction in this trade area includes but is not limited to hand and power tools, safety, plans, layout, construct, assemble, install and finish cabinet components. Also includes laminates, millwork and blueprints.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information call 352-568-0001.

Course Number & Title	Contact Hours
BCV 0020 Carpentry 1	150
BCV 0103 Carpentry 2	150
BCV 0234 Cabinet Assembling 1	150
BCV 0235 Cabinet Assembling 2	150
BCV 0262 Cabinet Finishing 1	150
BCV 0230 Cabinetmaking 1	150
BCV 0233 Cabinetmaking 2	150
BCV 0237 Cabinetmaking 3	150
TOTAL CONTACT HOURS ..	1,200

Academic—Professional Courses*
 Reading Skills
 Mathematical Skills
 Language Skills

*Students who have satisfactory scores are not required to take these courses.

BCV 0949-Cooperative OJT and/or Internship (optional)

VOCATIONAL CERTIFICATE PROGRAMS

BUILDING CONSTRUCTION — CONCRETE MASONRY

This program is designed to prepare students for entry-level employment in concrete masonry occupations. Instruction includes but is not limited to use of hand and power tools, safety, site preparation, footers, floors, foundations, basic techniques, plan reading, mortar, concrete mix, bonding, scaffolds, etc.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information call 352-568-0001.

Course Number & Title	Contact Hours
BCV 0331 Masonry 1	150
BCV 0355 Masonry 2	150
BCV 0333 Masonry 3	150
BCV 0332 Intermediate Masonry 4	150
BCV 0334 Intermediate Masonry 5	150
BCV 0313 Concrete Masonry 6	150
TOTAL CONTACT HOURS	900

Academic—Professional Courses*
 Reading Skills
 Mathematical Skills
 Language Skills

*Students who have satisfactory scores are not required to take these courses.

BCV 0949-Cooperative OJT and/or Internship
 (optional)

BUILDING CONSTRUCTION — BRICK & BLOCK MASONRY

This program is designed to prepare students for employment in entry-level or advanced employment in brick, block and/or concrete masonry occupations. Instruction includes but is not limited to safe use of hand and power tools, construction of footers, floors, foundation, block & brick walls, corners, fireplaces, building layout, symbols, drawings, blueprints, plot plans, codes, etc.

This program provides exit points for those who wish to specialize in a specific area. Students must complete courses required for each individual exit point.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by their scores on the entry-level test.

Students in this program should be advised by the instructor or the program manager before enrolling in courses. For information call 352-568-0001.

Course Number & Title	Contact Hours
BCV 0331 Masonry 1	150
BCV 0355 Masonry 2	150
BCV 0333 Masonry 3	150
BCV 0332 Intermediate Masonry 4	150
BCV 0334 Intermediate Masonry 5	150
BCV 0380 Brick & Block Masonry 7	450
BCV 0383 Brick & Block Masonry 8	450
TOTAL CONTACT HOURS ..	1,650

Academic—Professional Courses*
 Reading Skills
 Mathematical Skills
 Language Skills

*Students who have satisfactory scores are not required to take these courses.

BCV 0949-Cooperative OJT and/or Internship
 (optional)

APPLIED TECHNOLOGY DIPLOMAS

MEDICAL CODER/BILLER

The Medical Coder/Biller Applied Technology Diploma (ATD) is designed to provide a student with the skills necessary to review and analyze health records to identify relevant diagnoses and procedures for patient healthcare encounters. The Medical Coder/Biller ATD also teaches the student about the healthcare reimbursement processes. The medical coder/biller is responsible for translating diagnostic and procedural narrative from the medical record into numeric codes. This process requires interaction with the health care provider to ensure accuracy. The coded data is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity and to support the identification of health care concerns critical to the public.

<i>Fall Term</i>		<i>Credits</i>
HIM 1003	Foundations of Health Information Management ¹	3
HIM 1012	Medicolegal Aspect of Records	2
HIM 1430	Concepts of Disease	3
HSC 1531	Medical Terminology I	2
HSC 1532	Medical Terminology II	2
TOTAL		12

<i>Spring Term</i>		<i>Credits</i>
HIM 1270	Medical Office Management ¹	3
HIM 2253C	CPT Coding & Reimbursement ¹	3
HIM 2280C	Basic ICD-9-CM Coding	3
BSC 2093	Human Anatomy & Physiology I	3
BSC 2093L	Human Anatomy & Physiology I Lab ..	1
TOTAL		13

<i>Summer Term</i>		<i>Credits</i>
BSC 2094	Human Anatomy & Physiology II	3
BSC 2094L	Human Anatomy & Physiology II Lab	1
HIM 2234C	Advanced ICD-9-CM Coding & Reimbursement	3
HIM 2800	HIM Outpatient	
or		
HIM 2810	Inpatient Practicum	3
TOTAL		10

PROGRAM TOTAL 35

¹ See the Health Information Program Manager or an Advisor to discuss scheduling based on campus locations.

MEDICAL RECORDS TRANSCRIPTION

The Medical Records Transcription Applied Technology Diploma is a 30-credit hour program designed to provide a student with the skills necessary for employment as a medical transcriptionist. Medical transcriptionists transform dictated words into comprehensive medical records. These allied health professionals work for medical transcription companies, for medical offices, and for health and medical facilities either on-site or at home, using various technology. Medical transcriptionists must be able to transcribe dictation as well as to identify medical inconsistencies and to apply proper spelling, punctuation and grammar to the English language and to the language of medicine. All credits may be applied toward the Office Systems Technology: Medical Transcription Option, Associate in Applied Science degree at LSCC.

<i>Fall Term</i>		<i>Credits</i>
HIM 1430	Concepts of Disease	3
HSC 1531	Medical Terminology I	2
HSC 1532	Medical Terminology II	2
OST 1100	Keyboarding & Document Formatting ..	3
OST 1330	Business English ¹	3
TOTAL		13

<i>Spring Term</i>		<i>Credits</i>
HIM 1012	Medicolegal Aspect of Records	2
HIM 1031C	Medical Record Transcription I	3
HIM 1270	Medical Office Management ²	3
OST 1110	Advanced Document Formatting	3
TOTAL		11

<i>Summer Term</i>		<i>Credits</i>
HIM 2032	Medical Record Transcription II	3
HIM 2033C	Medical Record Transcription III ²	3
or		
OST 2949	Cooperative Education Internship in Business	3
TOTAL		6

PROGRAM TOTAL 30

¹ Students may benefit by enrolling in lower English and reading courses based on college placement tests.

² See the Health Information Program Manager or an Advisor to discuss scheduling based on campus locations.

NOTE: All credit hours from this ATD articulate into the A.A.S. degree in Health Information Management at Lake-Sumter Community College. Graduates from the Medical Coder/Biller ATD program are advised to gain coding experience in both inpatient and outpatient settings before taking the AHIMA Certified Coding Specialist (CCS or CCS-P) qualifying examination.

DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE

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

STUDENT SELECTION CRITERIA

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

BSC 2093 *	Human Anatomy & Physiology I
BSC 2093L *	Human Anatomy & Physiology I Laboratory
BSC 2094 *	Human Anatomy & Physiology II
BSC 2094L *	Human Anatomy & Physiology II & Laboratory
MCB 2010 *	Microbiology
MCB 2010L *	Microbiology Laboratory
6. Completion of or current enrollment in two of the following dental hygiene curriculum general education courses. Grade of "C" or higher must be achieved in each.

ENC 1101 *	College Composition I
HUN 1201 *	Basic Nutrition
SPC 2016 *	Fundamentals of Speech
PSY 2012 *	Introduction to Psychology
SYG 2000 *	Introduction to Sociology
Elective *	Humanities/Fine Arts (3 credits)
7. Submission of completed Linkage Credential Packet to the LSCC Dental Hygiene Selection Committee by March 1.
8. Final admission approval is contingent upon confirmation that the student has successfully completed all courses required in Items 5 and 6 above with a grade of "C" or higher enrolled in at the time of application.

For additional information, contact the Admissions Office or the Dean of Business and Technologies.

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

DENTAL ASSISTING CERTIFICATE PROGRAM THROUGH GULF COAST COMMUNITY COLLEGE

Dental Assisting is available in a unique Dental Outreach program called DEAL (Dental Education Alternative Learning) through Lake-Sumter Community College and Gulf Coast Community College. Through this unique, individualized approach, students attend LSCC on a weekly evening basis, while completing the course material at home through the use of video tapes and course instructional guides. The student may enroll in one or more courses as per the semester calendar.

GENERAL ADMISSION REQUIREMENTS

1. Application to Lake-Sumter Community College
2. Application to Gulf Coast Community College
3. Official high school transcripts to LSCC & GCCC
4. Application to the Dental Assisting Program which includes:
 - A. Application form
 - B. Transcripts—high school, other colleges, LSCC, and GCCC
 - C. TABE Test (Test for Adult Basic Education)
 - D. CPT (College Placement Test)

REQUIREMENTS AFTER ACCEPTANCE

1. CPR (Cardiopulmonary Resuscitation) Certificate
2. TB skin test or chest X-ray
3. Physical exam and health history

DENTAL ASSISTING COURSES

Credits

DES 1060	Introduction to Microbiology	1
DES 1010*	Head and Neck Anatomy	2
DES 1021*	Dental Anatomy	2
DES 1051	Pharmacology/Dental Office Emergencies	2
DES 1200C*	Radiology I	3
DES 1100C*	Dental Materials	3
DEA 0800L	Clinical Practice I	1.5v
DEA 0020C	Pre-Clinical Procedures	6v
DES 1320	Basic Communication & Human Relations	1
DES 1044*	Oral Pathology	2
DEA 0820C*	Expanded Functions I	2v
DES 1201*	Radiology II	1
DES 1201L*	Radiology II Laboratory	1
DEA 0302	Dental Nutrition	1v
DES 1400	Anatomy & Physiology	2
DEA 0300	Dental Health Education	1v
DEA 0200	Dental Practice Management	1v
DEA 0850C	Clinical Practice II	7.5
DEA 0851L	Clinical Practice III	6.5v

* These courses will transfer directly into the dental hygiene program

v These courses receive vocational credit

COURSE DESCRIPTIONS

Florida's Statewide Numbering System
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Lake Sumter
COMMUNITY COLLEGE

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

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

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

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

Example of Course Identifier

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

GENERAL RULE FOR COURSE EQUIVALENCIES

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

For example, a survey course in social problems is offered by 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

the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

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

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

THE COURSE PREFIX

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

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the 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 academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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

A. Courses in the 900-999 series (e.g., ART 2905)

- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theatre, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses
- F. Courses not offered by the receiving institution.

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, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SUNCOM 278-6402.

NOTICE

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

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



2+2 PROGRAMS



AA DEGREE + 2 YEARS = BACHELOR'S DEGREE

UNIVERSITY OF CENTRAL FLORIDA

- Bachelor of Science in Nursing
 - Bachelor of Science in Elementary Education
- Bachelor of Science in Criminal Justice

For information call: 352-365-3570

SAINT LEO UNIVERSITY

- Bachelor of Arts in Business Administration
 - Bachelor of Arts in Psychology
- For information call: 352-787-3260**

KEY TO COURSE DESCRIPTIONS

Course descriptions are listed by course prefixes and numbers

Abbreviation Area of Study

ACG	Accounting
AMH	American History
AML	American Literature
ANT	Anthropology
APA	Applied Accounting
ARE	Art Experience
ARH	Art History
ART	Applied Art
AST	Astronomy
BAN	Banking
BCV	Building Construction
BRC	Banking Internship
BSC	Life Sciences
BUL	Business Law
CAP	Computer Animation
CCJ	Criminology
CET	Computer Hardware/Technical Support
CGS	Computer Software
CHM	Chemistry
CIS	Computer System Applications
CJT	Criminal Justice
COP	Computer Programming
CRW	Creative Writing
DAA	Dance
DEP	Developmental Psychology
DES	Dental
ECO	Economics
EDF	Education
EDG	Education Internship
EME	Technology for Educators
ENC	English Composition
ENL	English Literature
EUH	European History (Western Civilization)
FFP	Fire Fighting/Protection
FIL	Film
FRE	French
GEA	Geography
GEB	Introduction to Business
GEY	Gerontology
GLY	Geology
HFT	Hospitality & Tourism
HIM	Health Information Management
HIS	History Education Internship
HSC	Health
HUM	Humanities
HUN	Health and Nutrition
INR	International Relations
JOU	Journalism
LIN	English Grammar

LIS	Electronic Resources and Research
LIT	Literature
MAC	Mathematics
MAE	Mathematics for Elementary Grades
MAN	Management
MAP	Mathematics/Differential Equations
MAR	Marketing
MAT	Algebra
MCB	Microbiology
MGF	Liberal Arts Mathematics
MKA	Advertising/Salesmanship
MMC	Writing for Mass Media
MNA	Human Relations in Business
MUH	Introduction to Music
MUL	Music Literature
MUN	Performance Music
MUS	Music Educator Internship
MUT	Music Theory
MVK	Instrument Instruction
MVV	Vocal Instruction
NUR	Nursing
OCE	Intro to Marine Sciences
ORI	Oral Interpretation of Literature
OST	Office Systems Technology
PEL	Physical Education/League Sports
PEM	Physical Education/Fitness & Wellness
PEN	Physical Education/Water
PEO	Physical Education/Officiating
PET	Physical Education/Theory
PGY	Photography
PHI	Philosophy
PHY	Physics
PLA	Public Service/Legal
POS	Political Science
PSC	Environment
PSY	Psychology
QMB	Business Mathematics
REA	Reading
REE	Real Estate
RTV	Broadcasting
SLS	College Success Skills
SOP	Psychology of Women
SPC	Speech
SPN	Spanish
STA	Statistics
SYG	Sociology
THE	Theatre
TPA	Technical Theatre
TPP	Theatre Performance

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COURSES SATISFYING GORDON RULE REQUIREMENT

AMH 2010 - U.S. History to 1877
AMH 2020 - U.S. History Since 1877
AMH 2035 - U.S. History Since 1945
AML 2010 - American Literature I
AML 2020 - American Literature II
CRW 2000 - Creative Writing
ENC 1101 - College Composition I
ENC 1101H - Honors College Composition I
ENC 1102 - Composition: Literature
ENC 1102H - Honors College Composition II
ENC 2135 - Composition: Argumentation
ENC 2210 - Technical Report Writing
ENL 2012 - English Literature I
ENL 2022 - English Literature II
EUH 1000 - Western Civilization I
EUH 1001 - Western Civilization II
FIL 2001 - Introduction to American Cinema
INR 2002 - International Relations
LIT 2090 - Contemporary Literature: Survey
LIT 2091 - Contemporary Literature: Novels
LIT 2110 - European Literature I
LIT 2120 - European Literature II
LIT 2930 - Selected Topics in Literature
MAC 1105 - College Algebra
MAC 1114 - Trigonometry
MAC 1140 - Pre-Calculus Algebra
MAC 2233 - Calculus for Business
MAC 2311 - Calculus with Analytic Geometry I
MAC 2312 - Calculus with Analytic Geometry II
MAC 2313 - Calculus with Analytic Geometry III
MAP 2302 - Differential Equations
MGF 1106 - Liberal Arts Math I
MGF 1107 - Liberal Arts Math II
MMC 2100 - Writing for the Mass Media
PHI 2010 - Introduction to Philosophy
PHI 2630 - Contemporary Ethics
STA 2023 - Elementary Statistics I

COURSES SATISFYING THE CULTURAL DIVERSITY REQUIREMENT

AMH 2010 - U.S. History to 1877	MUN 2470 - Collegium Musicum
AMH 2070 - Florida History	MUN 2710 - Jazz Lab Band
AML 2010 - American Literature I	NUR 1022 - Nursing Theory I
AML 2020 - American Literature II	NUR 2003C - Nursing Transition
ARH 2050 - Art History & Appreciation I	NUR 2412 - Nursing Theory IV
ARH 2051- Art History & Appreciation II	NUR 2500 - Nursing Theory V
CCJ 1000 - Introduction to Criminology	NUR 2801 - Nursing Leadership
CCJ 1100 - Introduction to Criminal Justice	PEM 1171 - Aerobic Dance
CCJ 2300 - Introduction to Corrections	PEM 1173 - Low Impact Aerobic Dance
CCJ 2500 - Juvenile Delinquency	PHI 2010 - Introduction to Philosophy
CCJ 2600 - Criminal Deviant Behavior	PHI 2630 - Contemporary Ethics
CJT 2100 - Introduction to Criminal Investigation	PSY 2012 - Introduction to Psychology
DEP 2002 - Psychology of Child Development	REL 2300 - World Religions
DEP 2004 - Psychology of Human Development	SOP 1740 - Psychology of Women
DEP 2302 - Adolescent Psychology	SPN 1000 - Beginning Spanish
EDG 2701 - Teaching Diverse Populations	SPN 1100 - Elementary Spanish I
ENC 1102 - Composition Literature	SPN 1101 - Elementary Spanish II
ENC 1102H - Honors College Composition II	SPN 2200 - Intermediate Spanish III
ENC 2135 - Composition Argumentation	SPN 2201 - Intermediate Spanish IV
ENL 2012 - English Literature I	SYG 2000 - Introduction to Sociology
ENL 2022 - English Literature II	SYG 2010 -Social Problems
EUH 1000 - Western Civilization I	THE 2020 - Introduction to Western Theatre Arts
EUH 1001 - Western Civilization II	THE 2051 - Children's Theatre
FRE 1100 - Elementary French I	THE 2925 - Theatre Practicum I
FRE 1101 - Elementary French II	THE 2926 - Theatre Practicum II
FRE 2200 - Intermediate French III	THE 2950 - Applied Theatre Arts
FRE 2201 - Intermediate French IV	TPA 2000 - Basic Design
GEY 2000 - Introduction to Gerontology	TPA 2070 - Scene Painting
HSC 1100 - Trends and Issues in Health	TPA 2192 - Summer Theatre/Theatrical Production
HUM 1021 - Introduction to Humanities	TPA 2200 - Stagecraft I
INR 2002 - International Relations	TPA 2204 - Stagecraft II
LIT 2110 - European Literature I	TPA 2220 - Introduction to Stage Lighting
LIT 2120 - European Literature II	TPA 2250 - CAD in Performing Arts
LIT 2930 - Selected Topics in Literature	TPA 2260 - Sound in Performing Arts
MUH 1018 - Introduction to Jazz	TPP 1604 - Comic Scenewriting Workshop
MUH 2011 - Introduction to Music	TPP 2110 - Acting I
MUN 1130 - Symphonic Band	TPP 2111 - Acting II
MUN 1340 - Concert Choir	TPP 2190 - Summer Theatre/Performance
MUN 1460 - Chamber Ensemble	TPP 2300 - Directing I

COURSES SATISFYING THE COMPUTER REQUIREMENT

All degree seeking students at Lake-Sumter Community College must demonstrate computer proficiency in order to be granted the Associate in Applied Science, the Associate in Science, or the Associate in Arts degree.

The computer proficiency requirement must be met through one of the following:

1. Passing the institutional computer proficiency exam offered at the beginning of each term (see course schedule for dates and times). College credit is not awarded. The exam is free.
2. Successful completion of a minimum of two (2) semester hours of computer coursework. This requirement can be met by the following:

CGS 1530 – Microcomputer Applications 3 credits

OR

OST 1854 – Microsoft Office – Introduction 3 credits

OR

OST 2857 – Microsoft Office – Advanced 3 credits

OR

EME 2040 – Technology for Educators 3 credits

OR

One course from:

OST 1743 – Electronic Writing 1 credit

or

OST 1755 – Microsoft Word – Intro 1 credit

or

OST 2756 – Microsoft Word - Advanced 1 credit

AND

CET 1151 – Microcomputer Hardware 1 credit **or**

CGS 1060 – Computer Basics 1 credit **or**

CGS 1516 – Excel Level I 1 credit **or**

CGS 1517 – Excel Level II 1 credit **or**

CGS 1518 – Excel Level III 1 credit **or**

CGS 1540 – MS Access – Introduction 1 credit **or**

CGS 2541 – Access Intermediate 1 credit **or**

CGS 2542 – Access Advanced 1 credit **or**

CGS 1564 – Windows Introduction 1 credit **or**

CIS 1940 – Special Topics – computers 1 credit **or**

LIS 1002 – Electronic Resources 1 credit **or**

LIS 2003 – Intro Internet Resources 1 credit **or**

LIS 2004 – Intro Internet Research 1 credit

OR

OST 1743 – Electronic Writing 1 credit

and

CAP 2700 – Introduction to Computer Art 3 credits

OR

OST 1743 – Electronic Writing 1 credit

and

NUR 1022 – Nursing Theory I 4 credits

COOPERATIVE EDUCATION

COOPERATIVE EDUCATION INTERNSHIP IN CERTAIN ACADEMIC DISCIPLINES

Cooperative Education offers supervised on-the-job training in an area related to certain academic disciplines. A Learning Contract is required. The Faculty Advisor bases grades on satisfactory completion of the training assignment, which includes employer evaluation, seminar attendance, assessment of job performance, and a paper completed by the student. Cooperative Education may be taken a total of three times for credit.

Supervised on-the-job training relating to the following disciplines is available.

Associate of Applied Science Disciplines:

Allied Health	HSC 2949
Accounting	APA 2949
Banking	BRC 2949
Management	MAN 2949
Marketing	MAR 2949
Computer Programming	CGS 2949
Computer Engineering Technology	CGS 2949
Computer Applications	CGS 2949
Legal Assisting	PLA 2949
Criminal Justice	CCJ 2949
Graphic Design	ART 2949
Hospitality Management	HFT 2942
Theater	THE 2949
Office Systems Technology	OST 2949
Medical Transcription	OST 2949

Associate of Arts Disciplines:

Journalism	JOU 2949
Radio/TV	RTV 2949
Art	ART 2949
Humanities	HUM 2949
Music	MUS 2949
Biology	BSC 2949
Chemistry	CHM 2949
Economics	ECO 2949
History	HIS 2949
Political Science	POS 2949
Psychology	PSY 2949
Sociology	SYG 2949
Theater	THE 2949
Education	EDG 2949
Physical Education	PET 2949

Vocational Certificate Programs

Cabinetmaking	BCV 0949
Carpentry	BCV 0949
Concrete Masonry	BCV 0949
Brick & Block Masonry	BCV 0949

ACG 2022 - FINANCIAL ACCOUNTING

- 4 lecture hours - 4 credits
- **Prerequisite:** *Sophomore level or consent of 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*

A study of the accumulation, interpretation and control of costs using both job-order and process costing systems. In addition, budgeting, cost-volume-profit relationships, and decision making in a managerial setting are considered. Knowledge of spreadsheet software will be helpful. (If needed, spreadsheet competence may be achieved by taking CGS 1516 - Excel, Level I or CIS 1400 - Introduction to Computer Operations.)

AMH 2010 - U.S. HISTORY TO 1877

- 3 lecture hours - 3 credits
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

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

AMH 2020 - U.S. HISTORY SINCE 1877

- 3 lecture hours - 3 credits
- **Meets Gordon Rule requirements.**

A continuation of AMH 2010, U.S. History 1877 to the present. Emphasis is given to the factors that have changed the United States from a rural to urban-industrial nation, and to a leading world power. *Recommended especially for sophomores. Course requires approximately 6,000 words of writing.*

AMH 2035 - U.S. HISTORY SINCE 1945

- 3 lecture hours - 3 credits
- **Meets Gordon Rule requirements.**

An examination of the major political, economic, social, cultural, military, and diplomatic developments which have shaped the evolution of the modern American nation since 1945. Included in the course will be such topics as post-World War II Europe, the Cold War, the McCarthy Era, the self-satisfied fifties, the reform driven turbulence of the sixties, the disillusioned seventies, and the search for answers beginning in the eighties.

AMH 2070 - FLORIDA HISTORY

- 3 lecture hours - 3 credits
- **Satisfies the Cultural Diversity Requirement**

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

AML 2010 - AMERICAN LITERATURE I

- 3 lecture hours - 3 credits
- **Prerequisite:** *C or higher in ENC1102*
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

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

AML 2020 - AMERICAN LITERATURE II

- 3 lecture hours - 3 credits
- **Prerequisite:** *C or higher in ENC1102*
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

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

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 1144 - ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS

- **3 lecture hours - 3 credits**

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

- **Laboratory Fee: \$10**

This course provides instruction in the QuickBooks Pro for Windows accounting software. Topics covered include creating a new company, chart of account maintenance, entering sales and invoices, receiving payments and making deposits, writing checks, reconciling bank statements, sales tax, payroll, inventory, customizing reports, job cost, time tracking, audit trails, and error correction. *Adequate keyboarding skills will be most helpful. Knowledge of double-entry accounting is required. Ability to use a mouse is required.*

APA 1503 - PAYROLL ACCOUNTING

- **1 lecture hour - 1 credit**

- **Laboratory Fee: \$5**

This course provides instruction in preparation of payroll both manually and with payroll software. Laws that affect preparation and taxation of payroll are discussed. Students will compute gross wages, social security, Medicare, and federal income tax withholding; prepare both federal and state payroll tax forms; and complete both manual and computer practice sets. *Background in accounting and adequate keyboarding skills will be most helpful.*

APA 2141 - PEACHTREE ACCOUNTING

- **3 lecture hours - 3 credits**

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

- **Laboratory Fee: \$5**

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

APA 2934 - SPECIAL TOPICS IN ACCOUNTING

- **1-3 lecture Hours - 1-3 Credits**

- **Prerequisite: See course schedule for each specific topic.**

- **Laboratory Fee: One and two-credit courses: \$5;**

- **Laboratory Fee: Three-credit courses: \$10**

- **May be repeated with a change of content up to a maximum of 12 credits.**

Current topics of interest in the area of accounting will be discussed. Content may include computer applications related to accounting, current industry developments, and accounting software innovations.

APA 2949 - COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING

- **3 credits**

Refer to Cooperative Education for additional information.

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 & APPRECIATION I

- **3 lecture hours - 3 credits**

- **Offered Fall Term**

- **Satisfies the Cultural Diversity Requirement**

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

ARH 2051- ART HISTORY & APPRECIATION II

- **3 lecture hours - 3 credits**
- **Offered Spring Term**
- **Satisfies the Cultural Diversity Requirement**

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

ART 1201C - DESIGN STRUCTURES

- **3 lecture hours - 3 credits**
- **Offered Spring Term**
- **Laboratory Fee: \$12**

An expansion of basic design and color concepts in projects emphasizing various three-dimensional media and forms. Open to all students.

ART 1202C - DESIGN & COLOR

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$15**

The study of color and black and white design principles and theories applied to individual problems emphasizing color, form, materials, and processes of two-dimensional design. Open to all students.

ART 1230C - INTRODUCTION TO GRAPHIC DESIGN

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

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

ART 1231C - COMPUTER LAYOUT DESIGN I

- **3 lecture hours - 3 credits**
- **Offered Spring Term**
- **Laboratory Fee: \$10**

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

ART 1300C - FREEHAND DRAWING I

- **3 lecture hours - 3 credits**
- **Offered Fall Term**
- **Laboratory Fee: \$10**

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

ART 1301C - FREEHAND DRAWING II

- **3 lecture hours - 3 credits**
- **Offered Spring Term**
- **Laboratory Fee: \$10**

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

ART 1831 - MUSEUM/GALLERY STUDIES

- **1 credit**

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

ART 2232C - ADVERTISING DESIGN I

- **3 lecture hours - 3 credits**
- **Prerequisite: 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 2235C - ADVERTISING DESIGN II

- **3 lecture hours - 3 credits**
- **Prerequisite: ART2232C**
- **Laboratory Fee: \$10**

A continuation of ART 2232C with emphasis on creative visual art/design concepts used in a wider variety of advertising formats including letterhead and trademark design. Involves working advertising concepts through layout stages to production stage. Will include the use of various media for presentation.

**ART 2238C - 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 2253C - ILLUSTRATION

- *3 lecture hours - 3 credits*
- *Offered Fall Term*
- *Prerequisites: ART 1300C & ART 2254C or consent of instructor*
- *Laboratory Fee: \$10*

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

ART 2254C -FIGURE DRAWING & ILLUSTRATION

- *3 lecture hours - 3 credits*
- *Offered Spring Term*
- *Prerequisites: ART 1300C & ART 1301C or consent of instructor*
- *Laboratory Fee: \$10*

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

ART 2370C - INK DRAWING WITH PEN & 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 2540C - INTRODUCTION TO WATERCOLOR I

- *3 lecture hours - 3 credits*
- *Offered Fall Term*
- *Prerequisite: ART 1300C or consent of instructor*
- *Laboratory Fee: \$15*

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

ART 2541C - WATERCOLOR II

- *3 lecture hours - 3 credits*
- *Prerequisites: ART1300C or ART 1301C, water color workshop*
- *Open to beginning painters*
- *Laboratory Fee: \$15*

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

ART 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 consideration for photo retouching.

ART 2552C - AIRBRUSH TECHNIQUES II

- *3 lecture hours - 3 credits*
- *Prerequisite: ART 2551C*
- *Laboratory Fee: \$10*

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

ART 2554C - BEGINNING OIL PAINTING

- *3 lecture hours - 3 credits*
- *Prerequisites: ART 1300C or ART 1301C or consent of instructor*
- *Laboratory Fee: \$10*

Specialized practice in painting with an emphasis on specific problems and procedures.

ART 2556C - INTERMEDIATE OIL/ACRYLIC PAINTING

- *3 lecture hours - 3 credits*
- *Prerequisite: ART 2554C or consent of instructor*
- *Laboratory Fee: \$10*

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

ART 2558C - OIL PAINTING: EXPLORING NEW TECHNIQUES & MATERIALS

- *3 lecture hours - 3 credits*
- *Prerequisite: ART 2556C or consent of instructor*

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

ART 2600C - COMPUTER LAYOUT DESIGN II

- 3 lecture hours - 3 credits
- Prerequisite: ART 1231C
- Laboratory Fee: \$10

A continuation of ART 1231C using Quark Express for advanced terminology and procedures in desktop design and "press-ready" for commercial printing.

ART 2701C - INTRODUCTION TO SCULPTURE

- 3 lecture hours - 3 credits
- Laboratory Fee: \$15

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

ART 2750C - INTRODUCTION TO CERAMICS

- 3 lecture hours - 3 credits
- Laboratory Fee: \$25

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

ART 2751C - INTERMEDIATE CERAMICS II

- 3 lecture hours - 3 credits
- Prerequisite: ART 2750C or consent of instructor
- Laboratory Fee: \$15

Continuation of ART 2750C with emphasis on design, wheel throwing, glaze formulation, and raku techniques.

ART 2904 - PAINTING: INDIVIDUALIZED STUDY

- 3 lecture hours - 3 credits
- Prerequisite: ART 2510C
- May be repeated with change of content for up to 12 credits.

An independent study course for experienced artists who desire critiques and evaluation by an instructor.

ART 2906 - OIL & ACRYLIC PAINTING: INDIVIDUALIZED STUDY

- 3 lecture hours - 3 credits
- Prerequisite: ART 2510C or consent of instructor

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

ART 2949 - COOPERATIVE EDUCATION INTERNSHIP IN ART

- 3 credits
- Refer to Cooperative Education for additional information.

AST 1002 - INTRODUCTION TO ASTRONOMY

- 3 lecture hours - 3 credits

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

BAN 1004 - PRINCIPLES OF BANKING

- 2 lecture hours - 2 credits

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered 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

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

BAN 1252 - COMMERCIAL REAL ESTATE FINANCE

- 3 lecture hours - 3 credit

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

BAN 1403 - TRUST INVESTMENTS**• 3 lecture hours - 3 credits**

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

BAN 1405 - TRUST OPERATIONS**• 3 lecture hours - 3 credits**

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

BAN 1413 - SECURITIES PROCESSING**• 3 lecture hours - 3 credits**

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

BAN 1511 - MARKETING FOR BANKERS**• 3 lecture hours - 3 credits**

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

BAN 1800 - LAW & BANKING: PRINCIPLES**• 2 lecture hours - 2 credits**

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

BAN 1801 - LAW & BANKING: APPLICATIONS**• 2 lecture hours - 2 credits**

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

BAN 2210 - ANALYZING FINANCIAL STATEMENTS**• 3 lecture hours - 3 credits****• Prerequisite: ACG 2022 or consent of instructor**

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

BAN 2231 - COMMERCIAL LENDING**• 3 lecture hours - 3 credits**

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

BAN 2240 - CONSUMER LENDING**• 3 lecture hours - 3 credits**

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

BAN 2253 - RESIDENTIAL MORTGAGE LENDING**• 2 lecture hours - 2 credits**

This course provides a clear understanding of the fundamentals of mortgage lending. The student will be able to describe the mortgage lending industry; discuss concepts and terms specific to real estate law and the legal issues involved in mortgage lending; apply appraisal techniques and evaluation methods for residential properties; identify the steps involved in the origination, closing, and servicing of residential mortgage loans; explain the role that government plays in housing and mortgage lending; and discuss the workings of the secondary mortgage market.

BAN 2254 - MORTGAGE LOAN DOCUMENTATION

• 2 lecture hours - 2 credits

This course is designed for residential mortgage loan processing training. Compliance with regulatory requirements is emphasized. Students will be able to organize and maintain a mortgage loan case file; conduct a systematic review of documents commonly found in mortgage loan files; correct errors and verify the accuracy of information contained in mortgage loan documents; list the major provisions of the Real Estate Settlement Procedures Act, the Equal Credit Opportunity Act, and the Truth in Lending Act; and list the documentation required for a closed loan file.

BAN 2400 - TRUST BUSINESS

• 3 lecture hours - 3 credits

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

BAN 2501 - MONEY & BANKING

• 3 lecture hours - 3 credits

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

BAN 2930 - SPECIAL TOPICS IN BANKING

• 1-3 lecture hours - 1-3 credits

• May be repeated with a change of content.

Current topics of interest in Financial Services will be discussed.

BCV 0020 - CARPENTRY I

• 150 Contact hours - 5 vocational credits

This course is designed to teach entry-level job skills in carpentry and the importance of the construction industry in the American economy.

Topics include the safe use of hand and power tools, construction of saw horses, saw vises and tool box. The course also includes the uses of the framing square and reading of blueprints.

BCV 0045 - FRAME & FORM CARPENTRY 3

• 150 Contact hours - 5 vocational credits

This course covers foundation, floor and wall framing. Includes procedures to make buildings and houses strong. Covers blueprints and specifications, set up and use of transit and a builder's level. Students perform site preparation and layout activities including set up and installing basic rigging and scaffolding.

BCV 0103 - CARPENTRY 2

• 150 Contact hours - 5 vocational credits

This course is designed to develop entry-level skills in carpentry. Topics include identification of building materials, fasteners, and hardware. Employability skills, customer-relations, entrepreneurship, basic math and communication skills are developed.

BCV 0131 - FRAME & FORM CARPENTRY 5

• 150 Contact hours - 5 vocational credits

This course teaches roof and ceiling framing. Topics include frame a conventional roof, install exterior door, and install window unit (wood and metal). Layout and construct an exterior-stair system. Compliance with hurricane codes.

BCV 0135 - CARPENTRY MASTERY 8

• 150 Contact hours - 5 vocational credits

This course covers structural timber identification, application of blueprints and specifications for form carpentry, and identification of various forms. Scale drawings, symbols, measurements, grade relationships, and isometric drawings are also covered.

BCV 0136 - FRAME & FORM CARPENTRY 4

• 150 Contact hours - 5 vocational credits

This course teaches installation of finished roofing components, cutting and installing wood and metal floor framing members, walls, and partition. Students identify and set roof trusses, install and dry-in sheathing and read blueprints.

BCV 0170 - TRIM & FINISH CARPENTRY 6

• 150 Contact hours - 5 vocational credits

Provides instruction in use of blueprints and specifications for trim and finish carpentry. Students install wood and metal interior doors, cut and install exterior and interior covering and trim. Course includes the different finish and rough hardware methods of installation, intended uses and appearances.

BCV 0172 - TRIM & FINISH CARPENTRY 7**• 150 Contact hours - 5 vocational credits**

This course covers the fundamentals of wall coverings, door hangings, windows, stairs, and cabinets. Students lay out and construct an interior stair system, an interior wall and ceiling covering, and install cabinets and shelving.

BCV 0230- CABINETMAKING 1**• 150 Contact hours - 5 vocational credits**

This is an intermediate course in which students plan, design, and lay out casework utilizing power tools specific to cabinetmaking. Estimating materials, labor, and cost using computer application programs are also included.

BCV 0233 - CABINETMAKING 2**• 150 Contact hours - 5 vocational credits**

This is an advanced course in which students construct various types of cabinet joints, cut casework components and assemble components. Students also demonstrate safe use of both portable and stationary power tools.

BCV 0234 - CABINET ASSEMBLING 1**• 150 Contact hours - 5 vocational credits**

This course covers assembling of cabinetry utilizing various adhesives, glues, fasteners, hardware, screws, nuts, bolts, staples, etc. Students will fasten stock and joints and assemble cabinet components.

BCV 0235 - CABINET ASSEMBLY 2**• 150 Contact hours - 5 vocational credits**

This course covers applying laminates and installation of cabinets. Students learn to lay out and cut stock to specifications, apply adhesives, and trim and file plastic edges. Also covers installation of upper and lower cabinets, countertops, sink cutouts, back splash, molding, trim, etc.

BCV 0237 - CABINETMAKING 3**• 150 Contact hours - 5 vocational credits****• Prerequisites: BCV 0230 & BCV 0233**

This advanced course covers constructing cabinet doors, drawers, curved pieces and laminating. Students demonstrate problem-solving skills; organize and plan multiple tasks; and utilize time, personnel, and materials effectively.

BCV 0262 - CABINET FINISHING 1**• 150 Contact hours - 5 vocational credits**

This course covers preparing cabinets for finishing and applying finishes. Topics include safe use and installation of plugs, fillers, stains, bleach, lacquer, oil based, water based, enamel, polyurethane, etc.

BCV 0949 - CARPENTRY COOPERATIVE OJT**• 30-600 Contact hours - 1-20 vocational credits****• Prerequisite: BCV 0020 & BCV 0103****• Employed & sponsored by a Participating Employer**

This course combines cooperative on-the-job paid work training experience with class/lab courses to provide the desired work related experiences for carpentry students who have completed the core occupational points. Students are placed in paid employment under the sponsorship of a participating employer. Students, their teacher-coordinator and employer jointly determine the specific objectives for the fieldwork experiences. The student maintains accurate hourly records and obtains a performance appraisal each month from the job supervisor. Students may be employed part-time or full-time.

BCV 0313 - CONCRETE MASONRY 6**• 150 Contact hours - 5 vocational credits**

This course covers preparing a site for concrete pouring and finishing a concrete slab. Includes proper vapor barrier installation, reinforcement, expansion, install grade stakes, pour, place and vibrate concrete. Students demonstrate safe use of hand and power tools.

BCV 0331 - MASONRY 1**• 150 Contact hours - 5 vocational credits**

This course introduces students to the characteristics of the masonry industry and basic level work experiences in concrete masonry. Safe use of hand and power tools is demonstrated.

BCV 0332 - INTERMEDIATE MASONRY 4**• 150 Contact hours - 5 vocational credits**

This course covers blueprints, construction drawings, and masonry specifications. Students perform building layout to codes and standards using architects' scales.

BCV 0333 - MASONRY 3**• 150 Contact hours - 5 vocational credits**

This course covers methods of masonry practices and various types of bonding. Instruction includes mixing mortars and concrete; erecting and disassembling basic scaffolding; and laying brick and block. Employability skills and customer relations are also emphasized.

BCV 0334 - INTERMEDIATE MASONRY 5

• 150 Contact hours - 5 vocational credits

This course covers safe use of masonry tools and equipment, building foundations, estimating materials and cost, and operating power equipment. Students read and interpret plot plans, establish building corners, dig, prepare and pour footings to local codes and standards.

BCV 0355 - MASONRY 2

• 150 Contact hours - 5 vocational credits

This course is designed for both classroom instruction and hands-on training. Content will include training in safety practices, laying brick, terra cotta, hollow tile, stone and similar building blocks in the construction of walls, partitions, arches, fireplaces, chimneys, smokestacks, and other structures.

BCV 0380 - BRICK & BLOCK MASONRY 7

• 450 Contact hours - 15 vocational credits

• Prerequisites: BCV 0331, BCV 0355, BCV 0333, BCV 0332, & BCV 0334

An advanced course requiring prerequisites of Masonry 1, 2, 3, and Intermediate Masonry 4 and 5. Covers masonry construction details and requires demonstration of productivity skills. Students will build brick and block corners, reinforced masonry walls, composite walls, and cavity walls, erect corner poles and course brick heights.

BCV 0383 - BRICK & BLOCK MASONRY 8

• 450 Contact hours - 15 vocational credits

• Prerequisites: BCV 0331, BCV 0355, BCV 0333, BCV 0332, & BCV 0334

An advanced course requiring prerequisites of Masonry 1, 2, 3, and Intermediate Masonry 4 and 5. Covers masonry construction details and requires demonstration of productivity skills. Students will build brick and/or block sills, steps, piers, pilasters, columns, brick chase, flue, paving, BBQ pits, and planters. Also includes laying glass block, setting door jams and lintels.



Lake and Sumter County senior citizens enjoy the variety of Continuing Education computer classes.

BCV 0949- MASONRY COOPERATIVE OJT

• 30-600 Contact hours - 1-20 vocational credits

• Prerequisite: BCV 0331, BCV 0355 & BCV 0333
 • Employed & sponsored by a Participating Employer

This course combines cooperative on-the-job paid work training experience with class/lab courses to provide the desired work related experiences for masonry students who have completed the core occupational points. Students are placed in paid employment under the sponsorship of a participating employer. Students, their teacher-coordinator and employer jointly determine the specific objectives for the fieldwork experiences. The student maintains accurate hourly records and obtains a performance appraisal each month from the job supervisor. Students may be employed part-time or full-time.

BRC 2949 - COOPERATIVE EDUCATION INTERNSHIP IN BANKING

• 3 credits

Refer to Cooperative Education for additional information.

BSC 1005 - INTRODUCTION TO LIFE SCIENCE

• 3 lecture hours - 3 credits

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

BSC 1010 - GENERAL BIOLOGY I

• 3 lecture hours - 3 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 I LABORATORY

• 2 laboratory hours - 2 credits

• Corequisite: BSC 1010

• Laboratory Fee: \$15

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

BSC 1011 - GENERAL BIOLOGY II

- 3 lecture hours - 3 credits
- Prerequisite: BSC 1010 & BSC 1010L or consent of instructor
- Corequisite: BSC 1011L

This course is a continuation of BSC 1010. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology.

BSC 1011L - GENERAL BIOLOGY II LABORATORY

- 2 laboratory hours - 2 credits
- Corequisite: BSC 1011
- Laboratory Fee: \$15

This course provides laboratory support for the concepts taught in BSC 1011. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.

BSC 2093 - HUMAN ANATOMY & PHYSIOLOGY I

- 3 lecture hours - 3 credits
- Offered Fall term day and night, Spring term night, and Summer term day.
- Prerequisites: BSC 1010 & BSC 1010L (Health Information Students Only: substitute prerequisites HSC 1532 & HIM 1430) 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 & PHYSIOLOGY I LABORATORY

- 2 laboratory hours - 1 credit
- Corequisite: BSC 2093
- 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 & PHYSIOLOGY II

- 3 lecture hours - 3 credits
- Offered Fall term day, Spring term day and night, and Summer A-extended term night.
- Prerequisites: BSC 1010 & BSC 1010L (Health Information Students Only: substitute prerequisites HSC 1532 & HIM 1430) or consent of instructor; CHM 1025 & CHM 1025L highly recommended.
- Corequisite: BSC 2094L

This course deals with the structure, function and chemistry of the human body including respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers metabolism, electrolytes, and acid-base balance.

BSC 2094L - HUMAN ANATOMY & PHYSIOLOGY II LABORATORY

- 2 laboratory hours - 1 credit
- Corequisite: BSC 2094
- 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 Cooperative Education for additional information.

BUL 2241 - BUSINESS LAW

- 3 lecture hours - 3 credits

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

CAP 2700 - INTRODUCTION TO COMPUTER ART

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

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

CAP 2703 - COMPUTER ANIMATION

- **3 credits**
- **Prerequisite:** CAP 2700
- **Laboratory Fee:** \$10

An expansion of CAP 2700 with emphasis on graphics and animation software. Involves scanning, timing, sequencing, and a variety of animation techniques for desktop presentation. Images to be produced for animation and in the form of color photographic slides from screen images.

CCJ 1000 - INTRODUCTION TO CRIMINOLOGY

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

An introductory course to provide the student with an intelligent understanding of the causes of crime and delinquency, the methods of prevention and control of crime and delinquency, and an understanding of penal and correctional procedures.

CCJ 1100 - INTRODUCTION TO CRIMINAL JUSTICE

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

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

CCJ 1400 - POLICE ORGANIZATION & ADMINISTRATION

- **3 lecture hours - 3 credits**

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

CCJ 2220 - CRIMINAL LAW

- **3 lecture hours - 3 credits**

Topics include the nature, sources, and types of criminal law. Also, the classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.

CCJ 2230 - CRIMINAL PROCEDURE & EVIDENCE

- **3 lecture hours - 3 credits**

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

CCJ 2300 - INTRODUCTION TO CORRECTIONS

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

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

CCJ 2500 - JUVENILE DELINQUENCY

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

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

CCJ 2600 - CRIMINAL DEVIANT BEHAVIOR

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

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

CCJ 2949 - COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE

- **3 credits**
- **Refer to Cooperative Education for additional information.**

CET 1151 - MICROCOMPUTER HARDWARE-LEVEL I

- **1 lecture hour - 1 credit**
- **Prerequisite or Corequisite:** CGS 1565 or consent of instructor

This course introduces the student to the hardware elements of microcomputers including systemboards, memory, disk drives, current bus architectures and associated expansion slots, power supplies, mass storage devices (like CD-ROM drives), sound boards, video boards, monitors, I/O ports and printers. Topics include preventive maintenance, CMOS settings, device installations, and hardware troubleshooting techniques.

CET 1158 - MICROCOMPUTER HARDWARE- LEVEL II

- **1 lecture hour - 1 credit**
- **Prerequisite: CET 1151**

The course follows concepts and techniques introduced in CET 1151, Microcomputer Hardware, Level 1 (formerly, Introduction to Microcomputer Hardware Troubleshooting and Upgrading). Topics include managing system resources, memory addresses and the hexadecimal numbering system, adding memory, installing network cards, device replacements, system optimization, file recovery techniques, and hardware troubleshooting techniques. Hands-on activities will be included.

CET 1171 - MICROCOMPUTER HARDWARE

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This course involves identification, installation, and configuration of microcomputer hardware. Elements include systemboards, memory, disk drives, other mass storage devices, current bus architectures and their associated expansion slots, power supplies, sound cards, video cards, monitors, I/O ports, printers, modems, and network cards. Topics include preventive maintenance including backups, device installations, hardware troubleshooting techniques, CMOS settings, memory addresses and the hexadecimal numbering system, managing system resources, adding memory, installing network cards, device replacements, system optimization, and file recovery techniques. Hands-on activities and on-line searching for technical information will be included.

CET 1485 - NETWORKING ESSENTIALS

- **4 lecture hours - 4 credits**
- **Laboratory Fee: \$15**

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs) and the Internet. The course provides an introduction to the hardware, software, terminology, components, design and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. This course uses a combination of lectures, demonstrations, discussions, and hands-on labs.

CET 1518 - WEB AUTHORIZING I

- **3 lecture hours - 3 credits**
- **Prerequisite: CGS 1530 or consent of instructor**
- **Laboratory Fee: \$10**

The course covers web page creation including frames, shared borders, themes, forms application, and database inclusion. Web site development and management through the use of web authoring software will also be included. Current principles of web page design for business will be incorporated in the course material.

CET 1519 - WEB AUTHORIZING II

- **3 lecture hours - 3 credits**
- **Prerequisite: CGS 1518**
- **Laboratory Fee: \$10**

This course emphasizes the development of web pages through the use of HTML coding. Web enhancement through the use of JavaScript Objects and Events will also be included. Students will also be introduced to various multimedia techniques used to increase the effectiveness of web sites.

CET 2490 - NETWARE OVERVIEW

- **3 lecture hours - 3 credits**
- **Prerequisite: CET 2532 or CET 2791 or consent of instructor**
- **Laboratory Fee: \$10**

This course allows the student to explore *Novell's NetWare* networking operating system. Topics will include the *Novell Directory Services (NDS) Tree*, network installation and management, user account administration and login scripts, and *NetWare* printing. Integration of *MS Windows NT* with *NetWare* will be included. Hands-on activities will be included.

CET 2760 - WEB SERVER MANAGEMENT

- **3 lecture hours - 3 credits**
- **Prerequisite: CET 2792**
- **Laboratory Fee: \$10**

Web Server Management provides information for a solid understanding of what is required to configure a web server and keep it running. The course includes planning a web server, how HTTP protocol works, how CGI programs execute and various methods for publishing documents on a web server. Also discussed are the security issues surrounding the web. The various types of threats against web servers, how to identify and recover from a security breach will be presented.

CET 2791 - MICROSOFT WINDOWS 2000 PROFESSIONAL

- 4 lecture hours - 4 credits
- Prerequisite or Corequisite: CET 1171, CGS 1565, and CET 1485 or consent of instructor
- Laboratory Fee: \$15

It is recommended that students complete CGS 1565, CET 1171, CET 1485 or have equivalent industry experience prior to enrolling in this course.

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional operating system software on stand-alone computers and client computers that are part of a workgroup or a network environment. The various tools for administrating and configuring Microsoft Management Console, Task Scheduler, Control Panel and the registry will be explored. Network protocols, services, DNS, and Active Directory will be introduced.

This course, along with appropriate self-study, provides the information to sit for Microsoft Certified Professional (MCP) Exam 70-210, *Installing, Configuring, and Administrating Microsoft Windows 2000 Professional*. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2792 - WINDOWS 2000 SERVER

- 4 lecture hours - 4 credits
- Prerequisite: CET 2791
- Laboratory Fee: \$15

This course provides students with a comprehensive understanding of Microsoft Windows 2000 Server. It focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems.

This course provides, along with appropriate self-study, the information to sit for Microsoft Certified Professional (MCP) Exam 70-215, *Installing, Configuring, and Administering Microsoft® Windows® 2000 Server*. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2793 - NETWORK INFRASTRUCTURE ADMINISTRATION

- 3 lecture hours - 3 credits
- Prerequisite or Corequisite: CET 2792
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP routing and WINS in a Windows 2000 network infrastructure. Information will also be provided to manage, monitor and troubleshoot Network Address Translation and Certificate Services.

This course provides, along with appropriate self-study, the information to sit for Microsoft Certified Professional (MCP) Exam 70-216, *Implementing and Administrating a Microsoft® Windows® 2000 Network Infrastructure*. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2794 - ACTIVE DIRECTORY SERVICES

- 4 lecture hours - 4 credits
- Prerequisite or Corequisite: CET 2792
- Laboratory Fee: \$15

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

This course provides, along with appropriate self-study, the information to sit for Microsoft Certified Professional (MCP) Exam 70-217, *Implementing and Administering a Microsoft® Windows® 2000 Directory Services Infrastructure*. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.



Donna Sarber teaches one of many popular computer classes.

CET 2795 - DESIGNING DIRECTORY SERVICES

- **3 lecture hours - 3 credits**
- **Prerequisite: CET 2792**
- **Laboratory Fee: \$10**

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs.

This course provides, along with appropriate self-study, the information to sit for Microsoft Certified Professional (MCP) Exam 70-219, *Designing a Microsoft® Windows® 2000 Directory Services Infrastructure*. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2930 - SPECIAL TOPICS IN NETWORKING

- **3 lecture hours - 3 credits**
- **Prerequisite: Completion of 52 hours in CET program**
- **Laboratory Fee: \$10**

Current topics of interest in the field of computer internetworking will be explored. Content will include self-directed, computer-based learning modules on topics such as Exchange Server, SQL Server, Oracle, Unix, and other industry standard products.

CGS 1000 - INTRODUCTION TO INFORMATION & COMMUNICATIONS TECHNOLOGY

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

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

CGS 1060 - COMPUTER BASICS

- **1 lecture hour - 1 credit**
- **Laboratory Fee: \$5**

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

CGS 1461 - COMPUTER PROGRAMMING IN BASIC

- **3 lecture hours - 3 credits**
- **Prerequisite: COP 1000**
- **Laboratory Fee: \$10**

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

CGS 1516 - MICROSOFT EXCEL - LEVEL I

- **1 lecture hour - 1 credit**
- **Laboratory Fee: \$5**

This course provides basic instruction in Microsoft Excel. Topics include using menus and toolbars, entering constant values and formulas, use of simple functions, copying and moving, constructing and printing simple worksheets, creating and manipulating basic lists; and creating and printing charts. Students will have hands-on computer experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful.

CGS 1517 - MICROSOFT EXCEL - LEVEL II

- **1 lecture hour - 1 credit**
- **Prerequisite: CGS 1516 or consent of instructor**
- **Laboratory Fee: \$5**

This course provides additional instruction in Microsoft Excel. Topics include construction of more complicated worksheets; using large worksheets and multiple worksheets; using conditional, lookup, and string functions; using range names in formulas; creating advanced charts and slideshows; and customizing toolbars. Students will have daily hands-on experience with the computer. Additional practice time will be required. *Adequate keyboarding and mouse skills are helpful.*

CGS 1518 - MICROSOFT EXCEL - LEVEL III

- **1 lecture hour - 1 credit**
- **Prerequisite:** CGS 1517 or consent of instructor
- **Laboratory Fee: \$5**

This course provides advanced instruction in Microsoft Excel. Topics include creating macros and custom functions; using Solver, Microsoft Query, and PivotTable; linking and consolidation; and advanced list management techniques. Students will have daily hands-on experience with the computer. Additional practice time will be required. *Adequate keyboarding and mouse skills are helpful.*

CGS 1519 - MICROSOFT EXCEL

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This course provides comprehensive instruction in Microsoft Excel. Topics include using menus and toolbars; entering constant values and formulas; use of functions; copying and moving; constructing and printing worksheets; creating and manipulating lists; creating and printing charts and slideshows; using large worksheets and multiple worksheets; using conditional, lookup, and string functions; using range names in formulas; customizing toolbars; creating macros and custom functions; using Solver, Microsoft Query, and PivotTable; and linking and consolidation. Students will have daily hands-on experience with the computer. Additional practice time will be required. *Adequate keyboarding and mouse skills are helpful.*

CGS 1530 - MICROCOMPUTER APPLICATIONS

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This is an introductory course in the use of microcomputer application software. Applications covered will include word processing and graphing, spreadsheets and charting, database, and presentation graphics. Integration activities and Web-based searches will also be included.

CGS 1540 - MICROSOFT ACCESS - INTRODUCTION

- **1 lecture hour - 1 credit**
- **Laboratory Fee: \$5**

This course introduces the student to Microsoft Access, a database management software program. Students are provided with a working knowledge of creating, modifying, and listing database files. General terminology, command structure, and function of the database will be covered.

CGS 1544 - MICROSOFT ACCESS

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This course introduces students to relational database design. Students are provided a working knowledge of how to design forms, reports, queries, and menus in Access. Topics also include database security and multi-user database concepts. *Minimum keyboarding and computer knowledge is helpful.*

CGS 1564 - MICROSOFT WINDOWS - INTRODUCTION

- **1 lecture hour - 1 credit**
- **Laboratory Fee: \$5**

This course develops the skills necessary to use MS Windows '95. Topics studied will include system components, multitasking, using *Explorer* and *Find*, customizing with *Control Panel*, managing printers, and using accessory programs.

CGS 1565 - MICROCOMPUTER OPERATING SYSTEM SOFTWARE: DOS & WINDOWS

- **3 lecture hours - 3 Lab hours - 3 credits**
- **Laboratory Fee: \$10**

This course covers the fundamentals of common current operating system software used on PCs. Instruction and hands-on activities in a continuous framework will be provided in DOS, Windows 98, and Windows NT Workstation. Program execution, disk and file management, system configuration, window settings and manipulation, backup procedures, and memory management are among the topics to be covered.

CGS 1871 - CREATING MULTIMEDIA APPLICATIONS

- **3 lecture hours - 3 credits**
- **Prerequisites:** CGS 1565 or CAP 2700 or consent of instructor
- **Laboratory Fee: \$10**

The essence of this course is the creation of professional presentations and interactive products by integrating text, speech, sound, graphics, video, and animation using multimedia technology. Students will explore a variety of multimedia concepts and devices and apply many within the development of their projects. Time management, organizational, and marketing skills will be emphasized. Working with others and teamwork will be involved. Assignments and projects will require research and implementation outside of class.

**CGS 2541 - MICROSOFT ACCESS -
INTERMEDIATE**

- 1 lecture hour - 1 credit
- Prerequisites: CGS 1540
- Laboratory Fee: \$5

This course is a continuation of CGS 1540, a database management software program. Emphasis will be placed on concepts in report design, queries, and user interface design.

**CGS 2542 - MICROSOFT ACCESS -
ADVANCED**

- 1 lecture hour - 1 credit
- Prerequisites: CGS 2541 or consent of instructor
- Laboratory Fee: \$5

This course is a continuation of CGS 2541, a database management software program. Emphasis will be placed on advanced database management concepts including multi-user databases, database security, advanced user interface design, and an introduction to Access Basic.

**CGS 2566 - MICROSOFT WINDOWS -
ADVANCED**

- 1 lecture hour - 1 credit
- Prerequisite: Successful completion of CGS 1564
- Laboratory Fee: \$5

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

**CGS 2949 - COOPERATIVE EDUCATION
INTERNSHIP IN COMPUTER SCIENCE**

- 3 credits
 - Prerequisite: A minimum of 30 credit hours including CGS 1530 & CGS 1565
- Refer to Cooperative Education 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 - 3 credits
- Prerequisite: Eligibility for MAT 1033
- 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 laboratory hours - 2 credits
- Corequisite: CHM 1025
- Laboratory Fee: \$10

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

**CHM 1205C - GENERAL ORGANIC &
BIOCHEMISTRY WITH LAB**

- 3 lecture hours, 2 laboratory hours - 5 credits
- Prerequisites: CHM 1025 & CHM 1025L
- Laboratory Fee: \$10

This course is primarily designed to provide students planning a career in the health-related fields or in the life sciences with an introduction to organic and biochemistry. Major emphasis will be on the nomenclature, preparation, and reactions of the functional groups. In addition, this course should serve as a valuable introduction for those who will later require a year-long sequence of organic chemistry.

CHM 2045 - COLLEGE CHEMISTRY I

- 3 lecture hours - 3 credits
- Offered Fall Term Only
- Prerequisites: CHM 1025 & CHM 1025L or A in high school chemistry, eligibility for MAC 1105
- Corequisite: CHM 2045L

A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid-base properties, amphoterism, complex formation, chemical equilibria, and oxidation reduction process.

**CHM 2045L - COLLEGE CHEMISTRY I
LABORATORY**

- 3 laboratory hours - 2 credits
- Corequisite: CHM 2045
- Laboratory Fee: \$10

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

CHM 2046 - COLLEGE CHEMISTRY II

- 3 lecture hours - 3 credits
- Offered Spring Term Only
- Prerequisites: C or higher in CHM 2045, CHM 2045L, & C or higher in MAC 1105
- Corequisite: CHM 2046L
A continuation of CHM 2045.

CHM 2046L - COLLEGE CHEMISTRY II LABORATORY

- 3 laboratory hours - 2 credits
- Corequisite: CHM 2046
- Laboratory Fee: \$10

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

CHM 2210C - ORGANIC CHEMISTRY I WITH LAB

- 3 lecture hours, 3 laboratory hours - 5 credits
- Prerequisite: CHM 2045 & CHM 2045L or CHM 1205
- Laboratory Fee: \$10

This course provides a basic introduction to all organic functional groups, followed by detailed treatment of the relationship between structure and reactivity. Other topics include stereochemistry, synthesis, and spectroscopy.

CHM 2211C - ORGANIC CHEMISTRY II WITH LAB

- 3 lecture hours, 3 laboratory hours - 5 credits
- Prerequisite: CHM 2210C
- Laboratory Fee: \$10

This course is a continuation of CHM 2210 covering the chemistry of carbonyl and nitrogen compounds followed by an introduction to biomolecules. Emphasis will be on reactivity, mechanism, and synthesis.

CHM 2949 - COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY

- 3 credits
- Refer to Cooperative Education for additional information.

CIS 1323 - SYSTEMS THINKING TOOLS

- 1 lecture hour - 1 credit

This course covers the concepts of systems thinking including behavior over time graphs and causal loop diagrams. Students will be exposed to a variety of tools to help them learn to view organizational problems and challenges from a fresh perspective.

CIS 1940 - SPECIAL TOPICS IN COMPUTER & INFORMATION SCIENCES

- 1-3 lecture hours - 1-3 credits
- Prerequisite: See course schedule for prerequisites for each specific topic
- Laboratory Fee: One- and two-credit courses: \$5
- Laboratory Fee: Three-credit courses: \$10.
- May be repeated with a change of content up to a maximum of 12 credits.

Current topics of interest in the area of computers and information sciences will be discussed. Content may include particular computer languages, CIS research, current industry developments, software and hardware innovations.

CIS 2321 - SYSTEMS ANALYSIS & DESIGN

- 3 lecture hours - 3 credits

A study of the techniques required to process data within the system and 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. The course will include a practical case study in systems analysis.

CIS 2325 - COMPUTER APPLICATIONS & PROJECT DEVELOPMENT

- 3 lecture hours - 3 credits
- Laboratory Fee: \$10

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

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
- Satisfies the Cultural Diversity Requirement

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

CJT 2110 - CRIMINALISTICS

- **3 lecture hours - 3 credits**

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

CJT 2312 - FIREARMS FAMILIARIZATION

- **3 lecture hours - 3 credits**
- **Special Fee: \$40.**

Emphasis will be placed on the skilled use of Police firearms, including the legal restrictions, responsibilities, and proper safety precautions.

COP 1000 - PROGRAMMING LOGIC CONCEPTS

- **3 lecture hours - 3 credits**

The student will learn the logic required for analyzing problems and how to communicate their solutions. The 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. This course is recommended for all programming students.

COP 1822 - PROGRAMMING LANGUAGE FOR NETWORKS

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This course introduces the student to the common elements of programming. Program design, object-oriented and structured methodologies, language syntax, documentation, problem solving terminology, and graphic design are studied. Students are involved in hands-on experiences within class and in between classes. The command line of Windows NT and the text editor Notepad are used to create batch files applicable to network administration. Java is used to create small applications applicable to Internet use. Problem solving skills and techniques are emphasized.

COP 2120 - COMPUTER PROGRAMMING - COBOL I

- **3 lecture hours - 3 credits**
- **Prerequisite: COP 1000 or consent of instructor**
- **Laboratory Fee: \$10**

Introduction to the COBOL programming language and its application in commercial electronic data processing problems. The student will design, implement and fully document computer programs utilizing the COBOL language. Structured concepts and table processing will be emphasized.

COP 2121 - COMPUTER PROGRAMMING - COBOL II

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$10**

This course follows the first course in COBOL programming, COP 2120. Advanced programming techniques are addressed along with subroutines, file validation techniques, creation, and maintenance. In keeping with current COBOL programming needs, the course will involve combining COBOL code with customer web access.

COP 2220 - COMPUTER PROGRAMMING - C++ LANGUAGE

- **3 lecture hours - 3 credits**
- **Prerequisite: COP 1000 & CGS 1461 or consent of instructor**
- **Laboratory Fee: \$10**

The student will learn to write computer programs in the C++ language. C++ is a flexible language that can be used for anything from operating systems to accounting packages. It is a middle level language with some of the advantages of assembly language and some of the advantages of high level languages like BASIC. The student will learn the object-orientated approach to programming.

COP 2222 - ADVANCED C++ PROGRAMMING

- **3 lecture hours - 3 credits**
- **Prerequisite: COP 2220 or consent of instructor**
- **Laboratory Fee: \$10**

This course applies the fundamentals learned from the introductory C++ course. The student will utilize the basic programming constructs of C++ and create a comprehensive, term-long programming project. Object-oriented programming will be strongly emphasized along with advanced coding and debugging techniques. Students will be involved with hands-on experience within class and in between classes.

COP 2700 - DATABASE DESIGN & ANALYSIS

- **3 lecture hours - 3 credits**
- **Prerequisite or Corequisite: CGS 1540 or consent of instructor**
- **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**
- **Meets Gordon Rule requirements.**

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

DAA 1100 - BEGINNING MODERN DANCE

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**
- **Coeducational**

This course is designed to help students discover movement as a medium for expression and the development of ideas toward evolving their own ways of movement; toward learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required.

DEP 2002 - PSYCHOLOGY OF CHILD DEVELOPMENT

- **3 lecture hours - 3 credits**
- **Prerequisite: PSY 2012**
- **Satisfies the Cultural Diversity Requirement**

The development of the human being from birth through the adolescent period is considered with respect to physical, mental, emotional, and social growth. Special emphasis is placed upon the influence of the home and school in the personality development of the child. *Course is also offered on independent study basis via television.*

DEP 2004 - PSYCHOLOGY OF HUMAN DEVELOPMENT

- **3 lecture hours - 3 credits**
- **Prerequisite: PSY 2012**
- **Satisfies the Cultural Diversity Requirement**

An introduction to the study of the changes taking place in human behavior over the life span—from conception to death. Areas to be emphasized are personality and cognitive, physical, social, and moral development.

DEP 2302 - ADOLESCENT PSYCHOLOGY

- **3 lecture hours - 3 credits**
- **Prerequisite: PSY 2012**
- **Satisfies the Cultural Diversity Requirement**

This course is designed to acquaint students with the unique problems encountered by anyone working with adolescents; physical development, emotional development, cognitive development, emerging sex roles, and social patterns.

DES 1502 - DENTAL OFFICE MANAGEMENT

- **3 lecture hours - 3 credits**

This course introduces the student to health information management in the dental office. The student will study and apply the following main topics: the business of dentistry, practice communications, clinical records management, and business and financial records management.

ECO 2013 - PRINCIPLES OF ECONOMICS I (MACROECONOMICS)

- **3 lecture hours - 3 credits**

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment, and the price level; banking, instability, depression and inflation, and policies to minimize them.

ECO 2023 - PRINCIPLES OF ECONOMICS II (MICROECONOMICS)

- **3 lecture hours - 3 credits**
- **Offered Spring Term**

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm, and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

ECO 2949 - COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS

- **3 credits**
- **Refer to Cooperative Education for additional information.**

EDF 2005 - INTRODUCTION TO EDUCATION

• **3 lecture hours - 3 credits**

A general overview of education and teaching developed through a study of the organization and structure of American education, the process of teaching, and current issues and problems related to education. This course is designed for prospective teachers as an introduction to the educational profession.

EDF 2930 - SPECIAL TOPICS IN EDUCATION

1-5 lecture hours - 1-5 credits

- **Prerequisite:** See Course Schedule for prerequisite for each specific topic.
- **May be repeated with a change of content up to a maximum of 5 credit hours.**

Current topics of interest in the area of education and educational management will be discussed. Content may include cooperative learning strategies, curriculum design and development, alternative assessment techniques, classroom management, and educational administration.

EDG 2701 - TEACHING DIVERSE POPULATIONS

• **3 lecture hours - 3 credits**

- **Satisfies the Cultural Diversity Requirement**

This course provides an overview of how culture impacts people's life chances and experiences. The course includes a review of changing demographics and relevance for teachers and schools, political ramifications of changing demographics, how to remove cultural stereotypes, and understanding equity and equality. This course includes a directed field experience of 15 hours.

EDG 2949 - COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION

• **3 lecture hours - 3 credits**

- **Refer to Cooperative Education for additional information.**

EME 2040 - TECHNOLOGY FOR EDUCATORS

• **3 lecture hours - 3 credits**

- **Laboratory Fee: \$10**

This course provides a survey of instructional media for education majors. It includes information on and experience in integrating educational technology into teaching. It includes the use of multimedia in the classroom, the use of various instructional software in teaching and learning, the utilization of technology for various subject areas, and an overview of ethical, legal and social issues related to the use of technology. *Basic computer competency skills should be acquired prior to taking this course.*

ENC 0001 - BASIC COMPOSITION SKILLS

• **3 lecture hours - 3 credits**

- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**

This is a preparatory English course structured to meet the needs of students who need basic composition instruction. Individualized help will be provided. Classes are limited in size to allow opportunity for instructor-student interaction. This course may not be used to satisfy any degree program at LSCC. Attendance in the Learning Center (2 hours per week beyond regular class meetings) is required. Students who pass ENC 0001 with a grade of "C" or higher must take ENC 0010 as the next course in the sequence or may bypass ENC 0010 if they meet the following requirements:

1. retake the placement exam with a score high enough to be placed in ENC 1101 and
2. achieve a satisfactory passing score on the state mandated College Prep English Test (CPET).

ENC 0010 - COLLEGE PREPARATORY COMPOSITION

• **3 lecture hours - 3 credits**

- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**

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

A preliminary composition course structured to meet the needs of students who require individualized help. This course is designed to stress grammar, usage, vocabulary development, and mechanics of expression, moving from sentence structure to paragraph writing to expository essay writing. The course includes a computer lab component. This course may not be used to satisfy any degree program at LSCC. Students must earn a "C" or higher and achieve a passing score on the state mandated College Prep English Test (CPET) for entry into ENC 1101.

ENC 1101 - COLLEGE COMPOSITION I

- **3 lecture hours - 3 credits**
- **Meets Gordon Rule requirements.**

This course provides practice in writing expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A-10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. A major documented essay is required. **Knowledge in the basic use of computers is necessary to complete the required written assignments of this course. Students are strongly encouraged to complete OST 1743 Electronic Writing or a higher level computer word processing course prior to taking, or along with ENC 1101.**

ENC 1101H - HONORS COLLEGE COMPOSITION I

- **3 lecture hours - 3 credits**
- **Prerequisite: Admission to the course by the Honors Selection Committee**
- **Meets Gordon Rule requirements.**

This writing course focuses on the essay as a literary and social genre, and as a rhetorical mode. Analytical reading of a range of essays and interpretative strategies serve as a springboard to help students improve critical thinking and writing. Emphasis is on perfecting the writing and logical skills necessary to develop a limited, unified, fully developed, coherent expository essay that introduces, explains, and concludes a mature, significant thesis. The academic demands of this course will be rigorous. A major creative research project is required.

ENC 1102 - COMPOSITION: LITERATURE

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1101**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

A composition course that focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing a major research paper.

ENC 1102H - HONORS COLLEGE COMPOSITION II

- **3 lecture hours - 3 credits**
- **Prerequisite: A satisfactory grade in ENC 1101H or admission to course by the Honors Selection Committee**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirements**

This composition course focuses on elevating critical expository writing skills through the study and analysis of three literary genres: the short story, poetry, and drama. Writing, as a means of critical discovery, will involve essays, written interpretations using the major paradigms of criticism, and in-depth research efforts that will be presented in class seminars.

ENC 2135 - COMPOSITION: ARGUMENTATION

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1102**
- **Prerequisite or Corequisite: OST 1743 or exemption exam**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

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

ENC 2210 - TECHNICAL REPORT WRITING

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1101 or consent of instructor**
- **Meets Gordon Rule requirements.**

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

ENL 2012 - ENGLISH LITERATURE I

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1102**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

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

ENL 2022 - ENGLISH LITERATURE II

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1102**
- **Meets Gordon Rule requirements**
- **Satisfies the Cultural Diversity Requirement**

A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism (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.

EUH 1000 - WESTERN CIVILIZATION I

- **3 lecture hours - 3 credits**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

A survey of European History from its origins through the Reformation. Emphasis is placed on Greece and Rome, the Middle Ages, and the origins of Modern Europe. *Course requires approximately 6,000 words of writing.*

EUH 1001 - WESTERN CIVILIZATION II

- **3 lecture hours - 3 credits**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

A continuation of the European History from the Reformation to the contemporary period. Emphasis is placed on the intellectual, political, and industrial revolutions, as well as emerging nationalism, the growth of nation states, and international rivalries and conflicts. *Course requires approximately 6,000 words of writing.*

FFP 1000 - INTRODUCTION TO FIRE SCIENCE

- **3 lecture hours - 3 credits**

This course includes the history and development of the fire service: the role played by the fire service, safety personnel, and auxiliary organizations. Units of general fire hazards, fire causes, application of fire protection principles, statistical, and phenomenal categorization of fire incidents are taught. Also included is a survey of professional fire protection career opportunities and the current trends in modern fire service operation.

FFP 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 & STRATEGY I

- **3 lecture hours - 3 credits**

This course includes: a review of fire behavior and its physical phenomena; a study of firefighting tactics, plus determining manpower and apparatus needs; methods of attack and foreground coordination; engine and ladder company operations; and safety for the firefighter. Practical problems will include situation scenarios.

FFP 1600 - 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 & 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**

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

FFP 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 & 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****• Prerequisite: ENC 1101****• Meets Gordon Rule requirements.**

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

FRE 1100 - ELEMENTARY FRENCH I**• 4 lecture hours - 4 credits****• Satisfies the Cultural Diversity Requirement**

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

FRE 1101 - ELEMENTARY FRENCH II**• 4 lecture hours - 4 credits****• Prerequisite: FRE 1100****• Satisfies the Cultural Diversity Requirement**

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****• Satisfies the Cultural Diversity Requirement**

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****• Satisfies the Cultural Diversity Requirement**

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**

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

GEB 1136 - INTRODUCTION TO eBUSINESS**• 3 lecture hours - 3 credits**

This course is designed to introduce students to the technological and business infrastructure of the eBusiness environment. Emphasis is placed on the basics of marketing, interactive telecommunications and other e-business techniques.

GEB 1441 - BUSINESS ETHICS & ETIQUETTE**• 3 lecture hours - 3 credits**

Students will discuss controversial issues in business to heighten awareness of ethical principles and dilemmas faced by employers and employees. In addition, students will be introduced to business etiquette topics deemed essential for the workplace.

GEY 2000 - INTRODUCTION TO GERONTOLOGY**• 3 lecture hours - 3 credits****• Satisfies the Cultural Diversity Requirement**

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 1000 - 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. Only one three-credit-hour television course may be used in meeting Natural/Physical Science general education requirements.

HFT 1000 - INTRODUCTION TO HOSPITALITY & TOURISM INDUSTRY**• 3 lecture hours - 3 credits**

Students will be introduced to many facets of the global lodging and food service industries. This course includes a review of the history, scope and innovations in the hospitality industry as well as orientation visits to local establishments.

HFT 1212 - SANITATION & SAFETY**• 3 lecture hours - 3 credits**

Students will explore the scientific rationale for sanitation and safety practices which are enforced for group protection in institutions and food service facilities. Students will identify causative agents of food-borne illnesses and demonstrate preventive techniques by adhering to sanitation standards. This course also emphasizes methods of preventing accidents and fires. Basic first aid including practice of the Heimlich Maneuver will be covered.

HFT 1300 - HOUSEKEEPING MANAGEMENT**• 3 lecture hours - 3 credits**

This course covers a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role of the housekeeping department and the application of the managerial skills necessary to efficiently operate this department.

HFT 1410 - FRONT OFFICE MANAGEMENT**• 3 lecture hours - 3 credits**

This course is designed to acquaint the student with hotel/motel/front desk procedures and includes the use of property management software for processing guest accounts.

HFT 1454 - FOOD & BEVERAGE COST CONTROL**• 3 lecture hours - 3 credits**

This course emphasizes methods of menu pricing, systems of controlling, and accounting for food and beverage costs. Students will also analyze methods of controlling sales income through both electronic spreadsheets and manual systems.

HFT 2210 - HOSPITALITY MANAGEMENT & SUPERVISION**• 3 lecture hours - 3 credits****• Prerequisite: MNA 1100**

This course introduces students to management theories and managerial functions related to the hospitality industry. Emphasis is placed on human relations and interpersonal communication skills.

HFT 2421 - FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY**• 3 lecture hours - 3 credits****• Prerequisite: QMB 1001**

Students will study accounting concepts, principles, procedures, and underlying theories applicable to the hospitality industry. The study of accounting for sole proprietorships, partnerships, and corporations will be included.

HFT 2500 - MARKETING & SALES IN THE HOSPITALITY INDUSTRY

- 3 lecture hours - 3 credits

This course provides students with the opportunity to develop an actual marketing campaign for a business within the hospitality industry. Emphasis is placed on an analysis of the market, competition and product offerings. The planning of a financial budget and the development of short term and long-range strategies to achieve the desired profit through an effective public relations plan will be included.

HFT 2550 - eCOMMERCE FOR THE HOSPITALITY INDUSTRY

- 3 lecture hours - 3 credits
- Prerequisite: OST 2336

This course focuses on a student-team project in which students will study the impact of IT on the Hospitality Industry. The students will be involved in an analysis of the important trends in both B2B and B2C interfaces, as it relates to the potential for increased market share and revenue for the *e-hotelier*. Students will also visit emarketplaces and identify companies that specialize in providing various on-line services to the Hospitality Industry.

HFT 2600 - HOSPITALITY LAW

- 3 lecture hours - 3 credits

This course focuses on the nature and function of the legal system as it applies to the operation of a hospitality facility. Specific attention is given to the innkeeper-guest relationship, contracts, torts, civil and property rights, and insurable risks.

HFT 2750 - CONVENTION & ACTIVITIES MANAGEMENT

- 3 lecture hours - 3 credits
- Prerequisite: HFT 1000

Students will study the history and modern development of the conference and convention business. The course will focus on how to manage the physical plant of an operation as well as understanding the procedures and steps in the management of a public assembly facility.

HFT 2800 - FOOD & BEVERAGE MANAGEMENT

- 3 lecture hours - 3 credits

Techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics covered include marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques.

HFT 2840 - FOOD PREPARATION & SERVICE

- 3 lecture hours - 3 credits
- Laboratory Fee: \$50

Students will demonstrate acquisition of the fundamental concepts and techniques involved in the management of resources, use of recipes, use and care of equipment and evaluation of food products both raw and prepared. Special emphasis will be given to demonstrations in breakfast cookery, salads, dressings, sandwiches, classical sauces and methods of western style hot and cold food preparation.

HFT 2949 - COOPERATIVE EDUCATION INTERNSHIP IN HOSPITALITY & TOURISM MANAGEMENT

- 1 - 3 credits

- Prerequisite or Corequisite: HFT 1100 & HFT 1410

- Students must schedule a meeting with the Hospitality Program Manager prior to registering for this course.

- A maximum of 3 credit hours will apply towards graduation.

This course provides students with supervised on-the-job experience in the hospitality and tourism industry. Each credit hour earned will require 135 hours of work experience. Students will work 135 hours per semester and complete learning contract objectives to earn 1 credit hour.



A memorable moment for a graduate.

HIM1003 - FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT

• 3 lecture hours - 3 credits

This course is designed as an overview to the healthcare delivery system and the health information management profession. The following entry-level health information technology competencies are presented: verify quality of healthcare data and data sources; abstract records for department indices/databases/registries (conceptually); collect data for quality management, utilization management, risk management, and other patient care related studies; understand the role of various providers and disciplines throughout the continuum of healthcare services; assist in developing health record documentation guidelines; perform quantitative and qualitative analysis of health records to evaluate compliance with regulations and standards; assist in preparing the facility for an accreditation, licensing and/or certification survey; collect and report data on incomplete records and record completion; maintain filing and retrieval systems for paper-based patient records; maintain integrity of master patient/client index; maintain integrity of patient numbering and filing systems; and determine resources (equipment and supplies) to meet workload needs. (Competency tasks #: I.A.1, II.1, II.2, III.A.2, III.C.1, III.C.2-3, III.C.4, IV.B.1, IV.B.2, IV.B.3, IV.B.4, & V.2)

HIM 1012 - MEDICOLEGAL ASPECTS OF RECORDS

• 2 lecture hours - 2 credits

This course is designed to provide the student with the following entry-level competencies for Health Information Technician: Interpret and apply laws and accreditation, licensure and certification standards; monitor changes, and communicate information-related changes to other people in the facility; release patient-specific data to authorized users; request patient-specific information from other sources; summarize patient encounter data for release to authorized users; maintain and enforce patient health record confidentiality requirements; and assist in developing health record documentation guidelines. (Competency Tasks #: III.A.1, III.B.1, III.B.2, III.B.3, III.B.4, III.C.1.)

HIM 1031C - MEDICAL RECORD TRANSCRIPTION I

• 3 lecture hours - 3 credits

• **Prerequisites:** OST 1100, OST 1330, & HSC 1531
 • **Prerequisites or Corequisites:** OST 1110 & HSC 1532

This course is an introduction to medical transcription with emphasis on proper grammar, punctuation, and spelling; correct use of medical terms; proper formats used in a variety of reports and dictation; and proofreading and editing transcription appropriately. Speed and accuracy are developed throughout the course.

HIM 1270 - MEDICAL OFFICE MANAGEMENT

• 3 lecture hours/3 practice hours - 3 credits
 (The student should complete an introductory level computer course prior to enrolling in this course.)

This course introduces the student to health information management in the medical office. The student applies reimbursement methodologies using simulated practice management software along with supplemental lecture and reading materials. Medicare rules and regulations are introduced. The management of various government and private insurance and managed health care plans and contracts are also introduced. Quality and risk management strategies, including compliance plans are discussed. A database is maintained and management reports are generated and analyzed. A minimum of 3 hours of structured lab time per week is required. The following entry-level HIT competencies, as they relate to the medical office, are introduced: I.A.1, I.A.3-4, II.2-4, III.C.2-5, IV.A.3-6, IV.B.5, & V.1-4.

HIM 1430 - CONCEPTS OF DISEASE

• 3 lecture hours - 3 credits

• **Prerequisites or Corequisites:** HSC 1531 & HSC 1532

This course introduces the nature, cause and treatment of human diseases enabling students to extract, analyze and classify information within the medical (health) record. Common pharmacological treatments for various diseases are also discussed.

HIM 2032C - MEDICAL RECORD TRANSCRIPTION II

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in HIM 1031C
- Prerequisite or Corequisite: HIM 1430 (if prerequisite, C or higher is required)

The focus of Medical Transcription II is to provide the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness while applying the principles of professional and ethical conduct. The emphasis will be on speed and accuracy of the dictation.

HIM 2033C - MEDICAL RECORD TRANSCRIPTION III

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in HIM 2032C
- Prerequisite or Corequisite: HIM 1012 (if prerequisite, C or higher is required)

A continuation of HIM 2032C, the focus of this course is to prepare students for entry-level employment as a medical transcriptionist in any medical specialty. The student will complete a series of five specialty tape sets that will enhance their knowledge of all fields of medicine. Speed and accuracy will be further developed in this course.

HIM 2110 - INTEGRATED HIM SERVICES & SYSTEMS

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: C or higher in HIM 1003
- Prerequisites or Corequisites: OST 1314 & either QMB 1001 or MAT 1033

This course is designed to provide instruction in how HIM professionals help meet organization-wide demands for quality data and information using integrated systems, both manual and automated. The following entry-level health information technology competencies apply: verify timeliness, completeness, accuracy, and appropriateness of data and data sources; calculate and interpret descriptive healthcare statistics, present data in verbal and written forms; use common software to store medical records; query facility-wide databases to retrieve information and generate reports; protect data integrity and validity using current technology; identify common software problems; design forms and computer input screens; and, participate on facility-wide teams/committees. A minimum of 3 hours of structured lab time per week is required. (Competency tasks #: I.A.1, II.4, II.5, IV.A.1-6, IV.B.5, & V.6)

HIM 2234C - ADVANCED ICD-9-CM CODING & REIMBURSEMENT

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: C or higher in HIM 2280C
- Prerequisites or Corequisites: BSC 2094 & BSC 2094L

This course is a continuation of HIM 2280C and includes the in-depth use of International Classification of Diseases, 9th Revision-Clinical Modification (ICD-9-CM). In addition, this course offers instruction in the assignment of Diagnosis Related Groups (DRG) as they relate to Medicare's Prospective Payment System (PPS). This course further increases the quality of ICD - 9 - CM code selection by applying the selection process in problem solving using well-defined medical record review methods and guidelines. Use of Codemaster's Encoder and Grouper will be demonstrated and available for the completion of select homework assignments. A minimum of 3 hours of structured lab time per week is required.

HIM 2253C - CPT-4 CODING AND REIMBURSEMENT

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: HSC 1532

Students are shown how to analyze source documents and properly use the CPT manual to accurately select all professional procedure codes applicable to any medical, health, or surgical encounter. Special emphasis is placed upon the relationship between reimbursement and CPT coding. It is recommended that the student complete an anatomy and physiology course or its equivalent prior to enrolling in this course. A minimum of 3 hours of structured lab time per week is required.

HIM 2280C - BASIC ICD-9-CM CODING

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisites or Corequisites: HIM 1430, BSC 2093 & BSC 2093L

This course focuses on the analysis and coding of symptoms, diagnoses, diseases, operations, and treatments using International Classification of Diseases, 9th Revision-Clinical Modification (ICD-9-CM). The student is taught how to look through a variety of medical reports to determine the accurate selection and sequencing of codes for various healthcare settings. A minimum of 3 hours of structured lab time per week is required. (The student is advised to take HIM 2234C during the semester immediately following HIM 2280C to avoid having to purchase ICD-9-CM manuals for 2 separate years. In order to coordinate this sequence, the students should ensure the prerequisites/corequisites for HIM 2234C are satisfied accordingly.)

HIM 2510 - HIM COMPLIANCE & PERFORMANCE ISSUES

- 3 lecture hours - 3 practice hours - 3 credits
- Prerequisite: C or higher in HIM 2110
- Prerequisites or Corequisites: MAN 2021 & MNA 1100

This course provides the student with opportunities to apply supervisory and management principles to assessing and improving HIM department performance and to participate in facility-wide compliance activities to support total quality assessment and improvement, utilization management and risk management strategies. A minimum of 3 hours of structured lab time per week is required. The following entry-level health information technology competencies are taught: II.2, II.3, III.C.5, & V.1-13.

HIM 2800 - HIM OUTPATIENT PRACTICUM

- 3 credits
- Prerequisites: C or higher in HIM 1003 & HIM 1012
- Prerequisites or Corequisites: HIM 1270, HIM 2253C & HIM 2280C

This course provides the student with supervised experience in any one of several out-patient healthcare settings in the communities served by LSCC. The objectives will ensure the student is exposed to all aspects of out-patient health (medical) records including filing and numbering systems, content and format, life cycle, release of information, risk management issues, forms analysis, supervisory and management activities, meetings and outpatient medical record coding and reimbursement procedures. The student will work 6-8 hours per week during the semester which includes three 2-hour seminars on professionalism in the workplace. **Student must schedule an initial meeting with the Health Information Program Manager prior to registering for this course.**



LSCC's Nursing Class of 2000 was proudly recognized during its annual Pinning Ceremony.

HIM 2810 - HIM INPATIENT PRACTICUM

- 3 credits
- Prerequisites: C or higher in HIM 1012 & HIM 2110 and consent of instructor
- Prerequisites or Corequisites: HIM 2253C and HIM 2280C

This course provides the student with supervised experience in an acute care hospital. Due to the limited number of acute care hospitals in the communities served by LSCC, a student may be required to work half of the semester in an acute care facility and the remaining half in a skilled nursing or inpatient mental health facility. The student will participate in all aspects of inpatient health information management functions. The functions include health information systems and technology; filing and numbering systems; assembly and analysis; incomplete record control; abstracting and coding; reimbursement methods; release of information policies and procedures; quality/risk/utilization management procedures; compliance strategy; forms and analysis and control; statistical analysis and presentation of information; supervisory and management activities; committee meetings; indexes and registries; and database management. The student will work 6-8 hours per week during the semester. **Student must schedule an initial meeting with the Health Information Manager prior to registering for this course.**

HIM 2930 - HEALTH INFORMATION TECHNICIAN REVIEW

- 1 lecture hour - 1 credit
- Prerequisite: Consent of instructor

This course is designed to assist the students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). Each student will design a plan of study. Various study and test-taking strategies will be analyzed. Students will answer hundreds of questions designed to familiarize them with the type of information that is key for each task within the Domains, Subdomains and Tasks.

HIS 2949 - COOPERATIVE EDUCATION INTERNSHIP IN HISTORY

- 3 credits
- Refer to Cooperative Education for additional information.

HSC 1000 - INTRODUCTION TO HEALTH CARE

- **1 lecture hour - 1 credit**

This course will introduce the student to the healthcare delivery system in the United States and will provide an overview of the roles and responsibilities of members of the healthcare team. The course content will include communication and interpersonal skills unique to the healthcare field. Infection control and emergency planning topics are also taught. The personal characteristics of the successful healthcare professional will be emphasized.

HSC 1100 - TRENDS & ISSUES IN HEALTH

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

This course is designed to survey a variety of health topics. Awareness of problems, issues, and techniques will assist the student in developing strategies and perspectives necessary for improved personal health and wellness.

HSC1531 - MEDICAL TERMINOLOGY I

- **2 lecture hours - 2 credits**

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

HSC 1532 - MEDICAL TERMINOLOGY II

- **2 lecture hours - 2 credits**
- **Prerequisite: HSC 1531 or consent of instructor**

This course is a continuation of Medical Terminology I. Emphasis is on body systems, specialty medicine, disease processes, pharmacology, clinical procedures, and laboratory tests.

HSC 2400 - FIRST AID & PERSONAL SAFETY

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$2**

A study of approved First Aid practices which are essential for survival in emergencies. Emphasis is placed on skills and knowledge essential to the prevention of accidents. The "Good Samaritan Act" (July 1965) will be discussed.

HSC 2949 -COOPERATIVE EDUCATION INTERNSHIP IN HEALTH

- **3 lecture hours/3 laboratory hours - 3 credits**
- **Refer to Cooperative Education for additional information.**

HUM 1021 - INTRODUCTION TO HUMANITIES

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

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 Cooperative Education for additional information.**

HUN 1111 - FOUNDATIONS OF NATURAL MEDICINE

- **3 lecture hours - 3 credits**

This course will explore the uses of diet therapy, vitamin/mineral supplements, herbs, and 'nutraceuticals' that have been scientifically documented to prevent and treat various diseases. The course will describe the underlying mechanisms related to diet and nutrient intake which cause diseases that are common in Western civilization. The mechanisms by which nutrients, herbs, and nutraceuticals work to prevent and treat disease will be discussed.

HUN 1201 - BASIC NUTRITION

- **3 lecture hours - 3 credits**
- **Offered Fall and Spring Terms Evening, Summer B Term Day**

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

INR 2002 - INTERNATIONAL RELATIONS

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1101 or consent of instructor**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

This course is designed for those with an academic interest in world politics. Major areas of study include research methods, the nation-state system, national power, social change, various political cultures, the foreign policy process, the United Nations, regionalism, military interactions, international commerce, and global problems. This course requires approximately 6,000 words of expository writing.

JOU 2949 - COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM

• 3 credits

Refer to Cooperative Education for additional information.

LIN 1670 - ENGLISH GRAMMAR

• 3 lecture hours - 3 credits

• **Corequisite: OST1743 strongly recommended**

A course in the basics of traditional English grammar intended as a complement to our composition and creative writing courses, as a review for students who have been removed from the education picture for several years, and as a primary course for students wishing to improve their knowledge of English. Useful as an English elective.

LIS 1002 - ELECTRONIC RESOURCES

• 1 lecture hour - 1 credit

This course will focus on methods of access to electronic information resources, including CD-ROM databases and online information resources. Databases to be covered include periodicals, newspapers, government documents, and encyclopedias. Methods of developing a research strategy will also be covered.

LIS2003 and LIS2004 cover the same material. LIS2004 is the Web-based version of this course; LIS2003 is the hands-on version taught in an Internet classroom.

LIS 2003 - INTRODUCTION TO INTERNET RESOURCES

• 1 lecture hour - 1 credit

This course will focus on information resources available through the Internet. Internet search tools and methods of access will be explored, along with social, ethical and legal issues.

LIS 2004 - INTRODUCTION TO INTERNET RESEARCH

• 1 lecture hour - 1 credit

This course is delivered via the World Wide Web and Internet e-mail. Students must have an Internet account with e-mail, a graphical Web browser (Netscape v. 3.0 or later, or Internet Explorer v. 3.0 or later are recommended). Students must have a basic familiarity with their computer's operating system, Web browser and e-mail program. Students lacking this familiarity should register for LIS 2003, the classroom version of this course. The course focuses on methods of accessing information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate, and cite Internet resources.

LIT 2090 - CONTEMPORARY LITERATURE: SURVEY

• 3 lecture hours - 3 credits

• **Meets Gordon Rule requirements.**

A study of contemporary movements in literature based on the critical reading analysis of English and American writers.

LIT 2091 - CONTEMPORARY LITERATURE: NOVELS

• 3 lecture hours - 3 credits

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

• **Meets Gordon Rule requirements.**

A study of important novelists. Students will have a chance to examine the important themes in literature as treated by a variety of authors.

LIT 2110 - EUROPEAN LITERATURE I

• 3 lecture hours - 3 credits

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

• **Meets Gordon Rule requirements.**

• **Satisfies the Cultural Diversity Requirement**

Readings are drawn from European literature written during the ancient, medieval, and Renaissance periods.

LIT 2120 - EUROPEAN LITERATURE II

• 3 lecture hours - 3 credits

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

• **Meets Gordon Rule requirements.**

• **Satisfies the Cultural Diversity Requirement**

As a continuation of LIT 2110, this course focuses on major European writers of the seventeenth through the twentieth centuries.

LIT 2930 - SELECTED TOPICS IN LITERATURE

• 3 lecture hours - 3 credits

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

• **Meets Gordon Rule requirements.**

• **Satisfies the Cultural Diversity Requirement**

• **May be repeated for a maximum of nine credit hours.**

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

MAC 1105 - COLLEGE ALGEBRA

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in MAT 1033 or placement
- Meets Gordon Rule requirements

This is a rigorous introduction to the math concepts necessary for successful study of MAC 2233 or MAC 1140. This course is primarily a conceptual study of functions and graphs, their applications, and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. **NOTE:** A graphing calculator is required.

MAC 1114 - TRIGONOMETRY

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in MAC 1105 or consent of instructor
- Meets Gordon Rule requirements

This is a calculus preparatory course in trigonometry, analytic geometry and algebra. This course, in conjunction with MAC1140 (Precalculus Algebra), is designed to prepare students for calculus. Major topics include: circular functions and trigonometry, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, the law of sines and the law of cosines, sequences and series, the binomial theorem, conic sections, polar coordinates, vectors, and limits. **NOTE:** A graphing calculator is required.

MAC 1140 - PRECALCULUS ALGEBRA

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in MAC 1105 or placement
- Meets Gordon Rule requirements

This is a rigorous course in college algebra intended to give the student many of the algebraic skills necessary for calculus. Major topics include: graphs/equations; inverse functions; exponential/logarithmic functions; systems of equations/inequalities; polynomial/rational functions; and matrices/determinants. **NOTE:** A graphing calculator is required.

MAC 1932 - SPECIAL TOPICS IN MATHEMATICS

- 1 lecture hour - 1 credit
- Prerequisite: Consent of instructor
- May be repeated for a maximum of three credit hours.

This course is a study of topics designed to enhance the students' understanding of mathematics. The course will be graded as "Satisfactory" or "Unsatisfactory." No letter grades will be given.

MAC 2233 - CALCULUS FOR BUSINESS

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in MAC 1105 or placement
- Meets Gordon Rule requirements

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology. **NOTE:** A graphing calculator is required.

MAC 2311 - CALCULUS WITH ANALYTIC GEOMETRY I

- 5 lecture hours - 5 credits
- Prerequisite: C or higher in MAC 1114 & MAC 1140
- Meets Gordon Rule requirements

This is the first course in a three-semester sequence, which continues with MAC 2312 and concludes with MAC 2313. The following topics will be covered in this three-semester sequence: review of functions; limits and continuity; the derivative; differentiation of algebraic and transcendental functions; the mean value theorem and intermediate value theorem; extrema and graph sketching; area and the definite integral antidifferentiation; the fundamental theorem of calculus; inverse functions; arc length; techniques of integration; parametric equations and polar coordinates; Taylor's formula, infinite sequences and series; vectors in the plane and in space; topics from plane and solid analytic geometry; directional derivatives and curvature; differential calculus of functions of several variables; multiple integration. **NOTE:** A graphing calculator is required.

MAC 2312 - CALCULUS WITH ANALYTIC GEOMETRY II

- 4 lecture hours - 4 credits
- Prerequisite: C or higher in MAC 2311
- Meets Gordon Rule requirements

This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) **NOTE:** A graphing calculator is required.

MAC 2313 - CALCULUS WITH ANALYTIC GEOMETRY III

- 4 lecture hours - 4 credits
- Prerequisite: C or higher in MAC 2312
- Meets Gordon Rule requirements

This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) **NOTE:** A graphing calculator is required.

MAE 2801 - ELEMENTARY SCHOOL MATHEMATICS

- 4 lecture hours - 4 credits
- **Prerequisite:** C or higher in MGF 1106 or MAC 1105

This course does not satisfy Gordon Rule requirements.

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

MAN 2021 - PRINCIPLES OF MANAGEMENT

- 3 lecture hours - 3 credits

This course offers the basic principles of management underlying the solution of problems of organization and operation of business enterprises.

MAN 2800 - SMALL BUSINESS MANAGEMENT

- 3 lecture hours - 3 credits

This course is a study of the basic principles involved in operating a successful small business. The 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 Cooperative Education for additional information.

MAP 2302 - DIFFERENTIAL EQUATIONS

- 3 lecture hours - 3 credits
- **Prerequisites:** C or higher in MAC 2312
- **Meets Gordon Rule requirements**

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

MAR 2011 - PRINCIPLES OF MARKETING

- 3 lecture hours - 3 credits

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

MAR 2949 - COOPERATIVE EDUCATION INTERNSHIP IN MARKETING

- 3 credits

Refer to Cooperative Education for additional information.

MAT 0012 - DEVELOPMENTAL ARITHMETIC WITH ALGEBRA

- 3 lecture hours - 3 credits
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**

This course includes operations with signed numbers, decimals, and fractions. Ratios, percentages, and geometric formulas, and a first introduction to algebra are also included. *Students will receive a grade of either "Satisfactory" or "Unsatisfactory." This course requires work in the Math Lab, which takes approximately two hours per week.*

MAT 0024 - ELEMENTARY ALGEBRA

- 3 lecture hours - 3 credits
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **Prerequisite:** "Satisfactory" grade in MAT 0012 or placement

This course includes basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, and graphing. *Students will receive a grade of either "Satisfactory" (which includes a passing performance on the state mandated Florida College Basic Skills Exit Test) or "Unsatisfactory." This course requires work in the Math Lab which takes approximately two hours per week.*

MAT 0024C - ELEMENTARY ALGEBRA

- 4 lecture hours - 4 credits
- COLLEGE PREPARATORY COURSE
- COLLEGE CREDIT NOT AWARDED TOWARD DEGREE
- Prerequisite: "Satisfactory" grade in MAT 0012 or placement

This course covers the same content as MAT 0024 but meets for four hours per week rather than three. The extra hour is used for guided practice under the supervision of the instructor. **Students who register for MAT 0024C are NOT required to do any extra work in the Math Lab.** This course includes basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, and graphing. *Students will receive a grade of either "Satisfactory" or "Unsatisfactory."* One of the requirements for receiving a "Satisfactory" grade is passing the state mandated Florida College Basic Skills Exit Test.

MAT 1033 - INTERMEDIATE ALGEBRA

- 3 lecture hours - 3 credits
 - Prerequisite: MAT 0024 or placement.
- This course does not satisfy the Gordon Rule mathematics requirement.**

This course includes the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, completing the square, complex numbers, absolute value, graphing, and applications.

MCB 2010 - MICROBIOLOGY

- 3 lecture hours - 3 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

- 2 laboratory hours - 1 credit
- Corequisite: MCB 2010
- Laboratory Fee: \$15

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

MGF 1106 - LIBERAL ARTS MATH I

- 3 lecture hours - 3 credits
- Prerequisites: C or higher in MAT 1033 or placement
- Meets Gordon Rule requirements

This course covers topics from set theory, logic, geometry and measurement, counting principles, probability, and statistics (including the normal curve).

MGF 1107 - LIBERAL ARTS MATH II

- 3 lecture hours - 3 credits
- Prerequisite: C or higher in MGF 1106
- Meets Gordon Rule requirements

This is a survey course covering a selection of at least six (6) topics from among the following: consumer mathematics, history of mathematics, non-decimal numeration systems, finite algebraic systems including modulo systems, non-Euclidean geometries, networks, number theory, linear correlation and regression.

MKA 2021 - SALESMANSHIP

- 3 lecture hours - 3 credits

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

MKA 2511 - ADVERTISING

- 3 lecture hours - 3 credits

This is 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
- Meets Gordon Rule requirements.

A pre-professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. Open to all students interested in writing.

MMC 2944 - NEWSPAPER PRACTICUM

- 1 lecture hour/1 laboratory hour - 2 credits
- Prerequisite: MMC 2100
- May be repeated one time for credit.

Practical application of writing, editing, layout, and other aspects of newspaper production through experience with the college newspaper and under the supervision of the journalism faculty.

MMC 2946 - COMMUNICATIONS PRACTICUM**6 hours laboratory - 3 credits**

- **Prerequisites:** MMC 2100 and consent of instructor

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

MNA 1100 - HUMAN RELATIONS IN BUSINESS AND INDUSTRY**• 3 lecture hours - 3 credits**

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

MUH 1018 - INTRODUCTION TO JAZZ**• 3 lecture hours - 3 credits**

- **Satisfies the Cultural Diversity Requirement**

A general survey of Jazz styles from 1900 to the present times, using listening examples from Ragtime to Swing and into the latest modern Jazz. Course is designed for non-music majors.

MUH 2011 - INTRODUCTION TO MUSIC**• 3 lecture hours - 3 credits**

- **Satisfies the Cultural Diversity Requirement**

A general survey of the world's great music and its composers, with an emphasis upon the development of intelligent listening. Designed for non-music majors.

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/1 laboratory hour - 1 credit**

- **Satisfies the Cultural Diversity Requirement**
- **Four hours maximum to count toward graduation.**

Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire.

MUN 1340 - CONCERT CHOIR

- **1 lecture hour/2 laboratory hours - 1 credit**
- **Satisfies the Cultural Diversity Requirement**
- **Four hours maximum to count toward graduation.**

Open to all singers who wish to participate in mixed chorus and vocal ensembles. May be repeated for maximum credit of eight hours.

MUN 1380 - COLLEGE/COMMUNITY CHOIR**• 1 lecture/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

- **1 lecture hour/2 laboratory hours - 1 credit**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for maximum credit of eight hours.**
- **Four hours maximum to count toward graduation.**

Provides students an opportunity to study and perform chamber ensemble music from Renaissance to Twentieth Century.

MUN 2470 - COLLEGIUM MUSICUM**• 1 credit**

- **Satisfies the Cultural Diversity Requirement**
- **Four hours maximum to count toward graduation.**

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

MUN 2710 - JAZZ LAB BAND

- **1 lecture hour/2 laboratory hours - 1 credit**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for maximum credit of eight hours.**
- **Four hours maximum to count toward graduation.**

Provides students an opportunity to study jazz styles and improvisation through Swing, Bop, Standard, and Rock-Fusion performances.

MUS 2949 - COOPERATIVE EDUCATION INTERNSHIP IN MUSIC**• 3 credits**

Refer to Cooperative Education for additional information.

MUT 1121 - BASIC THEORY I

- 3 lecture hours - 3 credits
- Offered Fall Term

Prerequisite or Corequisite: MUT 1221

A basic course for music majors in the fundamentals of music including melodic, rhythmic and harmonic elements of music. Laboratory experience will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

MUT 1122 - BASIC THEORY II

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisite: MUT 1121

Prerequisite or Corequisite: MUT 1222

A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

MUT 1221 - SIGHT SINGING I

- 1 lecture hour - 1 credit

This course is a practical/performance application of the materials and concepts in MUT 1121 - Basic Music Theory I. Sight Singing materials will be supplied by the instructor which reflect or support material currently being studied in MUT 1121.

MUT 1222 - SIGHT SINGING II

- 1 lecture hour - 1 credit

This course is a practical/performance application of the materials and concepts in MUT 1122 - Basic Music Theory II. Sight Singing materials will be supplied by the instructor which reflect or support material currently being studied in MUT 1122.

MUT 2001 - FUNDAMENTALS OF MUSIC THEORY

- 3 lecture hours - 3 credits

A basic course in music skills: notation, rhythm, sightsinging, piano, and conducting fundamentals. For the general student or education major. Music major elective if student lacks background in theory.

MUT 2126 - MUSIC THEORY III

- 3 lecture hours - 3 credits
- Offered Fall Term
- Prerequisite: MUT 1122

Prerequisite or Corequisite: MUT 2226 or MVK 1111 or MVK 1112

Further study of the melodic and harmonic elements of music.

MUT 2127 - MUSIC THEORY IV

- 3 lecture hours - 3 credits
- Offered Spring Term
- Prerequisite: MUT 2126
- Prerequisite or Corequisite: MUT 2227 or MVK 1111 or MVK 1112

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.

MUT 2226 - SIGHT SINGING III

- 1 lecture hour - 1 credit

This course is a performance application of the materials and concepts in MUT 2126 - Music Theory III. Sight singing materials will be supplied by the instructor.

MUT 2227 - SIGHT SINGING IV

- 1 lecture hour - 1 credit

This course is a performance application of the materials and concepts in MUT2127 - Music Theory IV. Sight singing materials will be supplied by the instructor.

SECONDARY FRESHMAN INSTRUCTION

- 1 credit each course
- May be repeated for maximum credit of four hours.
- Two hours maximum to count toward graduation.

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors.

MVB 1211 ... Trumpet	MVS 1213 ... Cello
MVB 1212 ... French Horn	MVS 1214 ... String Bass
MVB 1213 ... Trombone	MVS 1216 ... Guitar
MVB 1214 ... Baritone Horn	MVV 1211 ... Voice
MVB 1215 ... Tuba	MVW 1211 .. Flute
MVK 1211 ... Piano	MVW 1212 .. Oboe
MVK 1213 ... Organ	MVW 1213 .. Clarinet
MVP 1211 ... Percussion	MVW 1214 .. Bassoon
MVS 1211 ... Violin	MVW 1215 .. Saxophone
MVS 1212 ... Viola	

PRINCIPAL FRESHMAN INSTRUCTION

- **2 credits each course**
- **May be repeated for a maximum of eight credit hours.**
- **Four hours maximum to count toward graduation.**

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

MVB 1311 ... Trumpet	MVS 1313 ... Cello
MVB 1312 ... French Horn	MVS 1314 ... String Bass
MVB 1313 ... Trombone	MVS 1316 ... Guitar
MVB 1314 ... Baritone Horn	MVV 1311 ... Voice
MVB 1315 ... Tuba	MVW 1311 .. Flute
MVK 1311 ... Piano	MVW 1312 .. Oboe
MVK 1313 ... Organ	MVW 1313 .. Clarinet
MVP 1311 ... Percussion	MVW 1314 .. Bassoon
MVS 1311 ... Violin	MVW 1315 .. Saxophone
MVS 1312 ... Viola	

SECONDARY SOPHOMORE INSTRUCTION

- **1 credit each course**
- **May be repeated for a maximum credit of four hours.**
- **Two hours maximum to count toward graduation.**

One thirty-minute private lesson per week, secondary instrument, or voice. Open to majors as well as non-majors.

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



Student Ambassador Sheila Mortimer displayed her photographs during the April 2001 Student Art Exhibit.

PRINCIPAL SOPHOMORE INSTRUCTION

- **2 credits each course**
- **May be repeated for a maximum of eight credit hours.**
- **Four hours maximum to count toward graduation.**

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

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

MVK 1111 - CLASS PIANO I

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Four hours maximum to count toward graduation.**

Elementary Keyboard techniques for the beginning student. Class open to all students of the college, designed primarily for the music major for his secondary instrument requirement.

MVK 2121 - CLASS PIANO II

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: MVK 1111 or consent of instructor**
- **Four hours maximum to count toward graduation.**

This course is a continuation of MVK 1111 - Class Piano I. Intermediate class instruction for the student who has had some training on the piano.

MVV 1111 - CLASS VOICE I

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Four hours maximum to count toward graduation.**

Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.

MVV 2121 - CLASS VOICE II

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: MVV 1111 or consent of instructor**
- **Four hours maximum to count toward graduation.**

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.

NUR 1022 - NURSING THEORY I

- 4 lecture hours - 4 credits
- Offered Fall Term
- Prerequisite: BSC 2093/2093L, ENC 1101, PSY 2012, & OST 1743
- Corequisites: NUR 1210L, NUR 1142, HUN 1201, MCB 2010/2010L, BSC 2094/2094L
- Satisfies the Cultural Diversity Requirement

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

NUR 1023 - NURSING THEORY II

- 4 lecture hours - 4 credits
- Offered Spring Term
- Prerequisites: NUR 1022, NUR 1210L, NUR 1142, & HUN 1201
- Corequisites: NUR 2211L, DEP 2004, MCB 2010/2010L, & BSC 2094/2094L

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 the family is discussed. Parenting roles are studied as well as common child health problems.

NUR 1142 - INTRODUCTION TO PHARMACOLOGY

- 3 lecture hours - 3 credits
- Offered Fall Term for General Nursing Students
- Offered Spring Term for LPN Bridge Students
- Offered Spring and Summer Terms online for General and Nursing LPN Bridge Students
- Prerequisites: None
- Corequisites: NUR 1022 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 1210L - CLINICAL PRACTICE I

- 10 laboratory hours - 3.5 credits
- Offered Fall Term
- Prerequisites: BSC 2093/2093L, ENC 1101, PSY 2012, & OST 1743
- Corequisites: NUR 1022, NUR 1142, HUN 1201, MCB 2010/2010L, & BSC 2094/2094L
- Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually.

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

NUR 2003C - NURSING TRANSITION

- 4 lecture hours - 4 laboratory hours - 6 credits
- Offered Summer Term A
- Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually
- Satisfies the Cultural Diversity Requirement

This is the first course 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. Computer applications in nursing are introduced in this course.

NUR 2211L - CLINICAL PRACTICE II

- 10 laboratory hours - 3.5 credits
- Offered Spring Term
- Prerequisites: NUR 1022, NUR 1210L, NUR 1142, & HUN 1201
- Corequisites: NUR 1023, DEP 2004, MCB 2010/2010L, & BSC 2094/2094L
- 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 and community settings.

NUR 2412 - NURSING THEORY IV

- *3 lecture hours - 3 credits*
- *Offered Spring Term*
- *Prerequisite: NUR 2700, NUR 2801, & NUR 2700L*
- *Corequisite: NUR2412L*
- *Satisfies the Cultural Diversity Requirement*

This course builds on the concepts of all previous nursing courses with emphasis on utilizing the Nursing Process in dealing with family dynamics. Students will examine women, infants, and children with normal, low, and high risk health needs.

NUR 2412L - CLINICAL PRACTICE IV

- *12 laboratory hours - 1.5 credits*
- *Offered Spring Term*
- *Prerequisites: NUR 2700 & NUR2700L*
- *Corequisite: NUR 2412*

This is the fourth in a series of clinical courses that is six weeks in length and complements Nursing Theory IV. This course provides students the opportunity to utilize the Nursing Process caring for maternity clients/patients and their infants, women with gynecological conditions, and children with long-term health problems.

NUR 2500 - NURSING THEORY V

- *3 lecture hours - 3 credits*
- *Offered Spring Term*
- *Prerequisites: NUR 2700, NUR2801, & NUR2700L*
- *Corequisite: NUR2500L*
- *Satisfies the Cultural Diversity Requirement*

The student will build on the mental health concepts and interpersonal skills learned in previous nursing courses. Students will utilize the nursing process, techniques of therapeutic communication, and theories of development as they assess the needs of mental health clients, patients/residents and plan their care.

NUR 2500L - CLINICAL PRACTICE V

- *12 laboratory hours - 1.5 credits*
- *Offered Spring Term*
- *Prerequisites: NUR 2700 & NUR 2700L*
- *Corequisite: NUR 2500*

This is the fifth in a series of clinical courses that is six weeks in length and complements Nursing Theory V. This course provides students the opportunity to utilize the Nursing Process in giving care to clients/patients of all ages with mental health problems. Selected clinical experiences will include acute care settings and community health facilities.

NUR 2700 - NURSING THEORY III

- *7 lecture hours - 7 credits*
- *Offered Fall Term*
- *Prerequisites: NUR 2003C or successful completion of first year Nursing courses*
- *Corequisites: NUR 2700L & NUR 2801*

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

NUR 2700L - CLINICAL PRACTICE III

- *12 laboratory hours - 5 credits*
- *Offered Fall Term*
- *Prerequisites: NUR 2003C or successful completion of first year Nursing courses*
- *Corequisites: NUR 2700 & NUR 2801*
- *Laboratory Fee: \$25*

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

NUR 2800L - CLINICAL PRACTICUM

- *Full-time clinical - 3 credits*
- *Offered Spring Term*
- *Prerequisite: Successful completion of all nursing courses*
- *Corequisite: None*
- *Laboratory Fee: \$25*

Students will apply previously learned theoretical knowledge and clinical nursing skills from all previous nursing courses while caring for clients/patients of all ages in the hospital and community setting. Primary and/or Team Nursing will be under the guidance of the faculty and a clinical preceptor. This course offers the student the opportunity for transition from the role of student to that of graduate nurse.

NUR 2801 - NURSING LEADERSHIP

- 2 lecture hours - 2 credits
- Offered Fall Term
- Prerequisites: NUR 2003C or successful completion of first year Nursing courses
- Corequisites: NUR2700 & NUR2700L
- Satisfies the Cultural Diversity Requirement

Beginning management and leadership skills are emphasized in this course. The student will examine professional and legal aspects of the health care system and the nursing profession. Community resources and the 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.

OCE 1000 - INTRODUCTION TO MARINE SCIENCE

- 3 credits
- Only one 3-credit hour television course may be counted toward the science requirement for graduation.

This course focuses on the marine environment and investigates the following areas: pervasiveness of the ocean; the ocean's impact on geopolitical and economic development of man; oceanic pollutants and potential exploration of the marine resources; contributions to the physical and historical development of man. This course is taught via television.

ORI 2000 - ORAL INTERPRETATION OF LITERATURE

- 3 lecture hours - 3 credits

This course is designed to enhance the student's appreciation of great literature while giving special attention to the application of techniques of oral reading. Special emphasis will be placed on the ways that vocal patterns convey meaning and emotion.

OST 1100 - KEYBOARDING & DOCUMENT FORMATTING

- 3 lecture hours - 2 practice hours - 3 credits
- Laboratory Fee: \$10

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

OST 1108 - KEYBOARD ACCURACY & SPEED BUILDING

- 1 lecture - 1 credit
- Prerequisite: OST 1100 or consent of instructor
- Laboratory Fee: \$5
- May be repeated, but only one credit will apply toward a degree.

Course will emphasize accuracy and speed building using the microcomputer keyboard. Students are encouraged to take this course before taking Advanced Document Formatting or concurrently with it.

OST 1110 - ADVANCED DOCUMENT FORMATTING

- 3 lecture hours - 3 credits
- Prerequisite: OST 1100 or consent of instructor
- Laboratory Fee: \$10

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

OST 1141 - KEYBOARDING ON MICROCOMPUTERS

- 1 lecture hour - 1 credit
- Laboratory Fee: \$5
- Students who have completed OST 1100 and/or OST 1110 with a C or better cannot receive credit toward graduation for OST 1141.

A self-paced, individualized course for students who have had no previous instruction in touch typewriting (keyboarding) either in 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 1330 - BUSINESS ENGLISH

- 3 lecture hours - 3 credits
- Offered Fall Term
- Students may be required to enroll in a lower level English/reading course based on college placement tests.

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

OST 1741 - WORDPERFECT - INTRODUCTION

- 1 lecture hour - 1 credit
- *Prerequisite: OST 1100, OST 1141, or consent of instructor*
- **Laboratory Fee: \$5**
- **Office Systems Technology majors cannot take this course for program credit.**

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

OST 1742 - WORDPERFECT - ADVANCED

- 1 lecture hour - 1 credit
- *Prerequisite: OST 1741 or consent of instructor*
- **Laboratory Fee: \$5**
- **Office Systems Technology majors cannot take this course for program credit.**

This course is a continuation of WordPerfect-Introduction. The course will include the study of advanced WordPerfect functions. Topics covered include typing and printing tables, use of graphics, search and replace, printing with headers and footers, and the use of the merge function to create personalized form letters.

OST 1743 - ELECTRONIC WRITING

- 1 lecture hour/1 practice hour - 1 credit
- **Laboratory Fee: \$5**

This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc.

OST 1755 - MICROSOFT WORD FOR WINDOWS - INTRODUCTION

- 1 lecture hour - 1 credit
- *Prerequisite: OST 1100, OST 1141, or consent of instructor*
- **Laboratory Fee: \$5**
- **Office Systems Technology majors cannot take this course for program credit.**

This course develops the skills necessary to use Microsoft Word for Windows. Students will learn document storage and retrieval, correction techniques, text insertion and deletion, spell check, thesaurus, page numbering, headers and footers, and formatting.

OST 1854 - MICROSOFT OFFICE - INTRODUCTION

- 3 lecture hours - 3 credits
- **Laboratory Fee: \$10**

Using Microsoft Office, students will learn individual and integrated functions of Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (personal information management).

OST 2325 - BUSINESS MACHINES & RECORDS MANAGEMENT

- 3 lecture hours/2 practice hours - 3 credits
- *Offered Spring Term*
- *Prerequisites: Completed, exempted, or currently enrolled in QMB 1001 & OST 1100, 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 individual laboratory work is required each week.*

OST 2336 - BUSINESS COMMUNICATIONS

- 3 lecture hours - 3 credits
- *Offered Spring Term*
- *Prerequisites: Either OST 1100 or OS T1141, or CGS 1530 and OST 1330, or ENC 1101 or consent of instructor*

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

OST 2397 - CERTIFIED PROFESSIONAL SECRETARY REVIEW

- 1 lecture hour - 1 credit
- **Degree students will receive only one hour of AS degree program credit.**

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

OST 2756 - MICROSOFT WORD FOR WINDOWS - ADVANCED

- 1 lecture hour - 1 credit
- Prerequisite: OST 1755 or consent of instructor
- Laboratory Fee: \$5
- Office Systems Technology majors may not take this course for program credit.

This course is a continuation of OST 1755, Microsoft Word for Windows-Introduction. Students will learn formatting tables, multiple windows, finding and replacing text, maintaining disks, changing fonts, glossaries, columns, sorting text, advanced line and paragraph formatting, macros, and Microsoft draw.

OST 2767 - WORD PROCESSING - WORD FOR WINDOWS

- 3 lecture hours/2 laboratory hours - 3 credits
- Prerequisite: Either OST 1100, or OST 1141, or consent of instructor
- 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. Editing/proofreading skills for word/information processors are also highlighted.

OST 2810 - DESKTOP PUBLISHING I

- 1 lecture hour - 1 credit
- Prerequisite: OST 1743, or consent of instructor
- 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 - 1 credit
- Prerequisite: OST 2811
- 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 2813 - PAGEMAKER

- 3 lecture hours - 3 credits
- Prerequisite: OST 1743 or consent of instructor
- Laboratory Fee: \$10

This is a complete course in using PageMaker (a page layout software) to design and create newsletters, brochures, and posters using a variety of typestyles. Other topics will include how to work with imported text and graphics, styles, master pages, tables, templates, color, long documents, and scanned images. Instruction will also include cropping, layering, master pages, linking and embedding with OLE, drop caps, pull quotes, templates, color separation, commercial printing preparation, and preparation of a table of contents and index.

OST 2857 - MICROSOFT OFFICE - ADVANCED

- 3 lecture hours - 3 credits
- Prerequisites: C or higher in OST 1314 or consent of instructor
- Laboratory Fee: \$10

Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.

OST 2949 - COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS

- 3 credits
- Prerequisites: OST 1854 & OST 2325
- Refer to Cooperative Education for additional information.

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

PEL 1111 - BEGINNING BOWLING

- 1 lecture hour/1 laboratory hour - 1 credit
- Special fee: \$31.50
- Coeducational

This course is basically designed for the beginning bowler. Instruction is given in bowling skills, techniques, history, scoring, rules, etiquette and physical and social values of the sport. Stress is placed on correctness of performance as well as the competitive nature of the game. Class is held at the Leesburg Bowling Lanes. *All equipment furnished at the lanes.*

PEL 1112 - INTERMEDIATE BOWLING

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: PEL 1111 or consent of instructor**
- **Special fee: \$31.50**
- **Coeducational**

This course is basically designed for the students wanting to further develop their bowling skills. Instruction is continued in bowling skills, techniques, rules, etiquette, and physical and social values of the sport. Opportunity to practice skills in intra-class league play and various tournament-type situations.

PEL 1121 - BEGINNING GOLF

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**
- **Coeducational**

This course is designed for the beginner or weak golfer. The course includes practice of basic skills, instruction in rules, golfing etiquette, and purchase and care of equipment. *All equipment is furnished.*

PEL 1321 - VOLLEYBALL

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**
- **Coeducational**

This course includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra-class basis. Students should dress in gym attire. *All equipment is furnished.*

PEL 1341 - BEGINNING TENNIS

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**
- **Coeducational**

This course is basically designed for the beginning tennis player. Instruction is given in playing skills, techniques, history, rules, strategy and social and physical values of tennis. Tournament play will be provided on an intra-class basis. *All equipment is furnished.*

PEL 1342 - INTERMEDIATE TENNIS

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: PEL 1341 or consent of instructor**
- **Fee: \$1**
- **Coeducational**

This course is designed specifically for the student wanting to develop advanced skills in tennis. Instruction and practice in the basic strokes are given for the player to master the basic skills. Advanced strokes in tennis (drop shot, lob, overhead smash, drop volley and different services) are introduced. Principles of singles and doubles strategy are covered.

PEL 1441 - RACQUETBALL

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**
- **Coeducational**

This course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) present opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut-throat will be provided. *All equipment is furnished.*

PEL 1442 - INTERMEDIATE RACQUETBALL

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: PEL 1441 or consent of instructor**
- **Fee: \$1**
- **Coeducational**

This course is designed for the student who wants to develop further racquetball skills. Instruction and practice are continued in basic strokes and advanced strokes are introduced. Intra-class competition will provide opportunities for self-evaluation. Playing experience will be provided in singles, doubles and cut-throat games. *All equipment is furnished.*

PEM 1101 - PHYSICAL FITNESS FOR MEN I

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Fee: \$1**

Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage students to maintain good physical fitness throughout life. *All equipment is furnished.*

PEM 1102 - PHYSICAL FITNESS FOR MEN II

- **1 lecture hour/1 laboratory hour - 1 credit**
- **Prerequisite: PEM 1101 or consent of instructor**
- **Fee: \$1**

This course is designed to continue the process of PEM 1101.

PEM 1116 - FIGURE & FITNESS IMPROVEMENT FOR WOMEN I

- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1

This course is designed to provide instruction in techniques of body conditioning. Students explore the values of exercise to physical fitness, posture, weight control, figure improvement and body systems with an emphasis on participation in a variety of exercise programs. Programs such as jogging, weight training, floor exercise, bicycling and rope skipping are included. The course is developed to make the student aware of the fact: "Fitness is a lifetime venture." *All equipment is furnished.*

PEM 1117 - FIGURE & FITNESS IMPROVEMENT FOR WOMEN II

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: PEM 1116 or consent of instructor
- Fee: \$1

This course is designed to continue with the process of PEM 1116.

PEM 1171 - AEROBIC DANCE

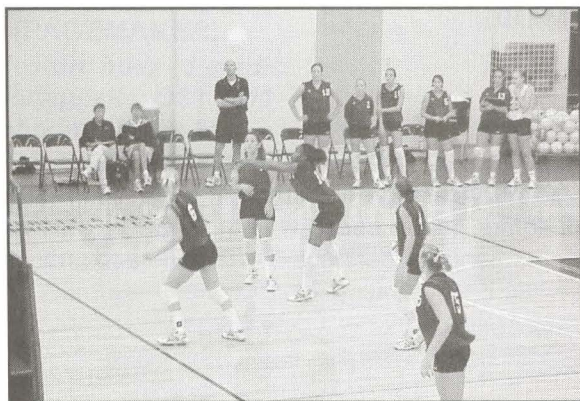
- 1 lecture hour/1 laboratory hour - 1 credit
- Fee: \$1
- Coeducational
- Satisfies the Cultural Diversity Requirement

This course is designed to acquaint students with the basic functioning of the human cardiovascular system through dance.

PEM 1173 - LOW IMPACT AEROBIC DANCE

- 1 lecture hour/1 laboratory hour - 1 credit
- Satisfies the Cultural Diversity Requirement

This Low-Impact Aerobic Dance was designed to broaden the exercise area for the beginning, sedentary, overweight, or older individual. It entails more upper body exercises and dance movements that keep one foot on the ground at all times.



The Everett A. Kelly Convocation Center houses our gymnasium, fitness center and The Magnolia Room.

PEM 1351 - BICYCLING

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: Students are encouraged to have a complete physical examination administered by a licensed physician prior to participating in this course. This requirement helps to identify potential physical/medical problems that might impede expected progress toward total fitness.
- Laboratory Fee: \$1

This aerobic alternative will introduce students to healthy, safe, and enjoyable bicycling. Topics include whole-body health, nutrition, cycling as an appetite depressant, proper pedaling techniques, shifting gears, injury-free cycling, and hands-on maintenance.

PEM 1905 - FITNESS & WELLNESS I

- 2 credits
- Fee: \$16

This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.

PEM 2105 - CONDITIONING FOR ATHLETES OF ALL AGES

- 1 lecture hour/1 laboratory hour - 2 credits
- Prerequisite: Students are encouraged to have a complete physical examination administered by a licensed physician prior to participating in this course. This requirement helps to identify potential physical/medical problems that might impede the expected progress toward total fitness.
- Fee: \$1

This course will provide students with a process to guide them through program development choices and decisions through orchestrated academic and laboratory experiences. This will foster a commitment to fitness as it relates to athletic endeavors and make it an integral part of their lifestyle activities.

PEN 1113 -ADVANCED LIFE SAVING & WATER SAFETY

- 1 lecture hour/1 laboratory hour - 1 credit
- Prerequisite: Students should be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.
- Fee: \$1
- Coeducational

This course includes instruction in water safety, self rescue, drown proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies students for the American Red Cross Advanced Life Saving Certificate.

PEN 1121 - BEGINNING SWIMMING

- *1 lecture hour/1 laboratory hour - 1 credit*
- *Fee: \$1*
- *Coeducational*

An elementary swimming program designed to make the individual safe in the water. Students registering for this course should be nonswimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely.

PEN 1122 - INTERMEDIATE SWIMMING

- *1 lecture hour/1 laboratory hour - 1 credit*
- *Prerequisite: PEN 1121 or consent of instructor*
- *Fee: \$1*
- *Coeducational*

This course is designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered include: elementary back stroke, American crawl, side stroke, breast stroke, back crawl, and drownproofing.

PEN 1231 - BEGINNING SAILING

- *1 lecture hour/1 laboratory hour - 1 credit*
- *Prerequisite: Must be a swimmer. A swimming test is administered prior to sailing or canoeing.*
- *Fee: \$1*
- *Coeducational*

This is an introductory course to familiarize the student with the concepts and techniques of sailing and canoeing.

PEO 1003 - SPORTS OFFICIATING

- *3 lecture hours - 3 credits*
- *Fee: \$1*
- *Coeducational*

Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities.

PEO 2011 - PRINCIPLES & ANALYSIS OF TEAM SPORTS

- *3 lecture hours - 3 credits*

This course includes the principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

PET 2001 - OUTDOOR EDUCATION

- *1 lecture hour/1 laboratory hour - 2 credits*
- *Prerequisite: Students will be required to complete an assumption of risk and liability waiver for their participation in class.*
- *Fee: \$1*
- *Coeducational*

The purpose of this course is to develop an awareness and appreciation for the Florida outdoors. The content includes knowledge and appreciation of skills, techniques, rules, and safety practices necessary to participate in selected outdoor education activities. Outdoor education activities include camping, canoeing, hiking, backpacking, orienteering, angling and cycling.

PET 2622 - CARE & PREVENTION OF ATHLETIC INJURIES

- *3 lecture hours - 3 credits*
- *Laboratory Fee: \$15*

This course is designed to provide the participant with increased knowledge, competence and skill in the care and prevention of injuries. The course will familiarize the participant with the cause and prevention of injuries, exercises, practical taping and strapping procedures and the use of treatment modalities. The student will become acquainted with procedures in recognizing, preventing and caring for a wide variety of injuries common to athletics.

PET 2760 - THEORY & METHODS OF COACHING SPORTS

- *3 lecture hours - 3 credits*

This course includes the study of the theories and methods of coaching for optimum sports performances, including sport psychology, philosophy of coaching, the learning of motor skills, and styles of leadership behavior. The course provides basic information about the profession and assists athletic coaches at various levels of experience to achieve the fundamental competencies related to preparation for coaching, and to expand their knowledge of the basic concepts of athletic coaching.

PET 2949 - COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION

- *3 credits*
- *Refer to Cooperative Education for additional information.*

Classes meet double sessions in order to avoid cold weather. In Fall Term all aquatic activities conclude at mid-semester (September through October only). In Spring Term these classes meet the first regular class of the semester, then postpone meeting again until warm weather arrives in early March.

PGY 1401C - BASIC PHOTOGRAPHY

- **3 lecture hours - 3 credits**
- **Laboratory Fee: \$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 printmaking 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**
- **Prerequisite: C or higher in ENC 1101 or consent of instructor**
- **Meets Gordon Rule requirements.**
- **Open to sophomores only or to second semester freshmen who receive consent of instructor.**

A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.

PHI 2630 - CONTEMPORARY ETHICS

- **3 lecture hours - 3 credits**
- **Prerequisite: C or higher in ENC 1101 or consent of instructor**
- **Meets Gordon Rule requirements.**
- **Satisfies the Cultural Diversity Requirement**

A study and critical evaluation of major theories of moral values and contemporary issues. The major emphasis of the course is the application of these theories to current ethical questions through the analysis of selected writings. The student will investigate the process of making moral judgments and assess the procedure by which people decide what is right and wrong behavior.

PHY 1020C - APPLIED PHYSICAL SCIENCE WITH LAB

- **2 lecture hours, 1 laboratory hour - 3 credits**
- **Prerequisite: Eligibility for MAT 1033 or higher**
- **Laboratory Fee: \$15**

A hands-on course which provides an understanding of basic physical principles as they apply to everyday phenomena. Students are taught how to make observations, collect data and draw conclusions based on the data. Basic mathematics and/or elementary algebra may be needed to apply physical principles to common applications.

PHY 2048C - PHYSICS WITH CALCULUS I WITH LAB

- **4 lecture hours, 1 laboratory hour - 5 credits**
- **Offered Fall Term**
- **Prerequisite: MAC 2311**
- **Prerequisite or Corequisite: MAC 2312**
- **Laboratory Fee: \$15**

This course covers the basic principles of mechanics, including motion, forces, energy, rotation, and vibration. Emphasis is on hands-on experiences to reinforce physical principles. It is intended primarily for majors in the physical sciences and engineering.

PHY 2049C - PHYSICS WITH CALCULUS II WITH LAB

- **4 lecture hours, 1 laboratory hour - 5 credits**
- **Offered Spring Term**
- **Prerequisites: C or higher in PHY 2048C**
- **Laboratory Fee: \$15**

This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.

PHY 2053C - GENERAL PHYSICS I WITH LAB

- **4 lecture hours, 1 laboratory hour - 5 credits**
- **Offered Fall Term**
- **Prerequisite: MAC 1114 or consent of instructor**
- **Laboratory Fee: \$15**

This course covers the basic principles of mechanics, as well as selected topics in thermodynamics and waves. Emphasis is on hands-on experiences to reinforce physical principles. The course is intended for pre-medical, physical therapy and other pre-professionals not majoring in the physical sciences or engineering. It can also be used to satisfy the general education requirement for physical science.

PHY 2054C - GENERAL PHYSICS II WITH LAB

- 4 lecture hours, 1 laboratory hour - 5 credits
- Offered Spring Term
- Prerequisites: PHY 2053C & MAC 1114 or consent of instructor
- Laboratory Fee: \$15

This course is a continuation of PHY 2053, covering the basic principles of electricity, magnetism, optics and selected topics in modern physics.

PHY 2930 - SPECIAL TOPICS IN PHYSICS

- 1-3 lecture hours - 1-3 credits
- Prerequisite: See course schedule for prerequisite for each specific topic.
- May be repeated with a change of content up to a maximum of three credits.

Current and historic topics in physics and the physical sciences will be discussed. Content may include technological applications, modern physics, historical or societal perspectives or special projects.

PLA 1003 - INTRODUCTION TO LEGAL ASSISTING

- 2 lecture hours - 2 credits

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

PLA 1104 - LEGAL RESEARCH & WRITING I

- 3 lecture hours - 3 credits
- Prerequisite or Corequisite: ENC 1101

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

PLA 1800 - FAMILY LAW

- 3 lecture hours - 3 credits
- Prerequisite: PLA 1104 or consent of instructor

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

PLA 2058 - SURVEY OF LAW

- 3 lecture hours - 3 credits

This course provides an understanding of various areas of law: criminal, corporate, family, property, torts, contracts, and constitutional law. The student will also be exposed to an overview of the court system. This course will provide a foundation for subsequent legal assisting courses.

PLA 2114 - LEGAL RESEARCH & WRITING II

- 3 lecture hours - 3 credits
- Prerequisite: PLA 1104

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

PLA 2201 - CIVIL LITIGATION

- 3 lecture hours - 3 credits
- Prerequisite: PLA 1104

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

PLA 2600 - WILLS, TRUSTS, & ESTATE ADMINISTRATION

- 3 lecture hours - 3 credits

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

PLA 2610 - REAL ESTATE LAW & PROPERTY

- 3 lecture hours - 3 credits
- It is recommended that students complete PLA 1104 and PLA 2600 prior to enrolling in this course.

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

PLA 2763 - LAW OFFICE MANAGEMENT**• 3 lecture hours - 3 credits**

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

**PLA 2949 - COOPERATIVE EDUCATION
INTERNSHIP IN LEGAL ASSISTING****• 3 credits**

- **Prerequisites:** PLA 1003, PLA 2058, & OST 1100
- **Refer to Cooperative Education for additional information.**

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

**POS 1001 - INTRODUCTION TO POLITICAL
SCIENCE****• 3 lecture hours - 3 credits**

A survey of political science as an academic discipline which includes a consideration of important concepts and perspectives in the development of political thought, and an examination of major structures, processes, and activities as applied to selected national political systems.

**POS 1040 - AMERICAN GOVERNMENT
SURVEY****• 3 lecture hours - 3 credits**

A one-semester TV-Self Study overview of the government system of the United States. It includes theory and principles of constitutional government and integrates basic political science theory with contemporary American action. State government is also covered, using California, Illinois, and Texas as models.

**POS 2041 - AMERICAN NATIONAL
GOVERNMENT****• 3 lecture hours - 3 credits**

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

POS 2112 - STATE & LOCAL GOVERNMENTS**• 3 lecture hours - 3 credits**

This course examines the state and local political environment within the United States federal system. Major areas of study include research methods, policy responsibilities, legal frameworks, political participation, urban politics, the legislative, executive, and judicial branches. Specific aspects of the political environment within Florida are also examined.

POS 2930 - POLITICAL STUDIES**1-3 lecture hours - 1-3 credits****• Prerequisite: Consent of instructor**

Provides an opportunity for personal study in specialized areas of political science (Political Theory, International Relations, National, State, and Local Government). Objectives include the development of factual background, analytical ability, and communication skills through individual research.

**POS 2949 - COOPERATIVE EDUCATION
INTERNSHIP IN GOVERNMENT****• 3 credits**

Refer to Cooperative Education for additional information.

**POS 2950 - FEDERAL GOVERNMENT
INSTITUTIONS****• 3 lecture hours - 3 credits**

This course examines the U. S. Congress, Supreme Court, Presidency and Federal Bureaucracy. Includes theoretical classroom discussion and practical observation of government institutions and personnel during a trip to Washington, DC.

**PSC 1001 - INVENTIONS & DISCOVERIES:
SCIENCE IN A CHANGING WORLD****• 3 lecture hours - 3 credits**

A survey course which looks at key inventions and theories developed over the past 200 years, the science behind those discoveries, and discusses their effects on civilization. The goal of the course is to familiarize the student with the social and historical context of scientific development.

PSC 1515 - ENERGY & THE ENVIRONMENT

- **3 lecture hours - 3 credits**
- **Prerequisite:** *Students must satisfactorily complete all required college prep English or reading courses prior to enrolling in this course.*

A survey of our energy resources, our current and possible future methods of utilization, and their associated environmental effects. The goal of the class is to familiarize the student with the role of energy and the energy problems facing society.

PSY 2012 - INTRODUCTION TO PSYCHOLOGY

- **3 lecture hours - 3 credits**
- **Prerequisite:** *Students must complete all college preparatory reading and composition courses indicated through placement testing and / or academic advising prior to enrolling in this course.*
- **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.**
- **Satisfies the Cultural Diversity Requirement**

An introduction to the scientific study of human behavior with emphasis on the history of psychology, physiology, perception, learning, intelligence/testing, emotions/motivations, personality formation, mental disorders, therapy, and social interaction.

PSY 2949 -COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY

- **3 credits**
- **Refer to Cooperative Education for additional information.**

QMB 1001 - BUSINESS MATHEMATICS

- **3 lecture hours - 3 credits**
- **Offered Spring Term**
- **Prerequisites:** *"Satisfactory" in MAT 0024 or placement into college level math*

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 arithmetic skill. The course 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/1 laboratory hour - 3 credits**
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **Required for students who score below the prescribed state level on the College Placement Test (CPT).**

This course is designed to provide reading instruction to those students who read below college level. Successful achievement in the course will be determined by the completion of textbook assignments, the completion of fictional novels, a comprehensive final exam (CPRT), and the use of a variety of materials and equipment including controlled reading machines, tachistoscopes, programmed materials, and computer software. The Nelson-Denny Reading test will be used for diagnostic and prescriptive purposes and to determine the measure of increased reading ability. One lab hour is required per week in the Learning Center. A minimum grade of C and a passing performance on the state mandated College Preparatory Reading Test (CPRT) are required for entry into REA 1105, the college level reading course.

REA 1105 - SPEED READING

- **3 lecture hours - 3 credits**
- **Prerequisite:** *REA 0001 or placement*

This course is designed to provide reading instruction for those students who test below 13.0 on a standardized reading test. Successful achievement in the course is determined by the completion of textbook assignments, the completion of fictional novels, a final exam, and the use of a variety of materials and equipment including controlled reading machines, tachistoscopes, programmed materials, and computer software. The Nelson-Denny Reading test will be used for diagnostic and prescriptive purposes and for a measure of increased reading ability. Even though this course is designed primarily for students who score below 13.0, it may be taken as elective credit by any student desiring to enhance their reading speed, vocabulary, or reading skills.

REE 2040 - PRE-LICENSING FOR REAL ESTATE SALESPERSONS

- **4 lecture hours - 4 credits**
- **Test Fee: \$10**

This course is designed to meet requirements of the Florida Real Estate Commission for Principles and Practices of Real Estate I. The course includes basic real estate information together with the areas of real estate law which are included on the Florida Real Estate Salesman's examination.

REE 2085 - POST-LICENSING FOR REAL ESTATE SALESPERSONS

- 3 lecture hours - 3 credits

Required of all real estate salespeople registered after January 1, 1989.

The course provides knowledge in the areas of real estate finance, appraising, property management and the economics of real estate.

REL 2300 - WORLD RELIGIONS

- 3 lecture hours - 3 credits

- *Satisfies the Cultural Diversity Requirement*

This course is a survey of the origins, beliefs, and contemporary practices of the world's religions: Hinduism, Islam, Jainism, Taoism, Shinto, Sikhism, Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interactions between specific religions and the cultures in which they are practiced.

RTV 2000 - INTRODUCTION TO BROADCASTING

- 3 lecture hours - 3 credits

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

RTV 2230 - BROADCAST PERFORMANCE

- 3 lecture hours - 3 credits

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

RTV 2241 - BROADCAST PRODUCTION I

- 3 lecture hours - 3 credits

- *Prerequisite: RTV 2000*

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

RTV 2949 - COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING

- 3 credits

Refer to Cooperative Education for additional information.

SLS 1401 - CAREER PLANNING

- 3 lecture hours - 3 credits

- *Laboratory Fee: \$10*

This course provides students the opportunity to increase awareness of self in relation to values, goals, interests, and attitudes; to explore a wide variety of career fields; and to translate self-appraisal results and career exploration discoveries into a concrete action plan.

SLS 1501 - COLLEGE SUCCESS SKILLS

- 3 lecture hours - 3 credits

Required for students testing into two or more college prep courses. For students required to take this course, it must be taken prior to or concurrent with first college level courses.

A course designed for all students needing 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."

SLS 2264 - LEADERSHIP DEVELOPMENT STUDIES

- 3 lecture hours - 3 credits

- *Prerequisite: College-level reading & writing skills.*

This course is designed to help students develop their personal leadership abilities. Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities, and styles of leadership. The course provides the opportunity to develop essential leadership skills through study, observation, and application.

SOP 1740 - PSYCHOLOGY OF WOMEN

- **3 lecture hours - 3 credits**
- **Prerequisite: PSY 2012**
- **Satisfies the Cultural Diversity Requirement**

The purpose of this course is to increase understanding of women's behavior and the physiological and environmental (cultural) factors which influence that behavior. Topics studied will include image of women in mythology—past and present; cross-cultural sex roles; physiological development of women; hormonal influences; sex-role identity formation; problems involved in marriage, divorce, widowhood, single parenting, career conflicts; vocational and educational problems-re-entry into these areas; midlife crisis; menopause; and aging women.

SPC 1930 - SPEECH SPECIALIZATIONS

- **1-3 lecture hours - 1-3 credits**
- **May be taken as an elective up to three times with varying content.**

This course is designed to provide special training in one of the areas of communication, covering such topics as nonverbal communication, interpersonal communication, listening, etc.

SPC 2016 - FUNDAMENTALS OF SPEECH

- **3 lecture hours - 3 credits**

A course that covers intrapersonal, interpersonal, and public communication. The student develops confidence as an oral communicator through the study of self, others, and the preparation and delivery of public speeches.

SPC 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**
- **Satisfies the Cultural Diversity Requirement**

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

SPN 1100 - ELEMENTARY SPANISH I

- **4 lecture hours - 4 credits**
- **Satisfies the Cultural Diversity Requirement**

Designed for beginners and covering fundamentals of grammar. A thorough drill in pronunciation is emphasized. Early in the course, easy texts for the reading of simple prose are introduced.

SPN 1101 - ELEMENTARY SPANISH II

- **4 lecture hours - 4 credits**
- **Prerequisite: SPN 1100**
- **Satisfies the Cultural Diversity Requirement**

This course is 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**
- **Satisfies the Cultural Diversity Requirement**

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**
- **Satisfies the Cultural Diversity Requirement**

This course is a continuation of SPN 2200.

STA 2023 - ELEMENTARY STATISTICS I

- **3 lecture hours - 3 credits**
- **Prerequisites: C or higher in MAC 1105 or MGF 1106 or placement**
- **Meets Gordon Rule requirements**

This course introduces the student to topics including measures of central tendency and spread, probability, random variables, binomial and normal probability distributions, confidence interval estimation, small sample inferences, and hypothesis testing. Other topics include correlation, simple linear regression, and an introduction to nonparametric statistics.

SYG 2000 - INTRODUCTION TO SOCIOLOGY

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

An introductory course designed to provide students with a theoretical and statistical understanding of the effects of group relations on human behavior. The interrelationship between the self and the major social processes, the community, the culture, and the major social institutions will be examined.

SYG 2010 -SOCIAL PROBLEMS

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

An exploration of American contemporary social problems with emphasis upon the involvement of the individual, family, and community. Topics such as Crime and Delinquency, Racial Problems, Dependency and Poverty, Religious Conflicts, and Urban and Rural Communities are analyzed in the light of factual data.

SYG 2410 - MARRIAGE & THE FAMILY

- **3 lecture hours - 3 credits**

A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.

SYG 2949 - COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY

- **3 credits**
- Refer to Cooperative Education for additional information.*

THE 2020 - INTRODUCTION TO WESTERN THEATRE ARTS

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.

THE 2051 - CHILDREN'S THEATRE

- **3 credits**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).**

Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter Counties.

THE 2925 - THEATRE PRACTICUM I

- **1 lecture hour - 1 credit**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for a total of 2 hours credit.**

Students participate in an LSCC theatre production in either the production areas or performance area as actors or crew. The students will meet production deadlines for the play selected. Producing a play for the public is the goal. Student growth in and understanding of theatre, and becoming valuable assets to the theatre community, is the main objective.

THE 2926 - THEATRE PRACTICUM II

- **1 lecture hour - 1 credit**
- **Prerequisite: THE 2925**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for a total of 2 hours credit.**

This course is a continuation of THE 2925 and involves indepth student participation in an LSCC theatre production in either the production area or performance area as actors or crew. The student will meet production deadlines for the play selected. Producing a play for the public is the goal. Student growth in and understanding of theatre, and becoming valuable assets to the theatre community, is the main objective.

THE 2949 - COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE

- **3 credits**
- Refer to Cooperative Education for additional information.*

THE 2950 - APPLIED THEATRE ARTS

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**
- **May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).**

An introduction to technical theatre-sets, lighting, make-up, costuming, and acting styles and performance.

TPA 2000 - BASIC DESIGN

- **3 lecture hours - 3 credits**
- **Prerequisite: TPA 2200**
- **Satisfies the Cultural Diversity Requirement**

This is an introductory course for technical theatre students. The fundamentals of design for the stage are studied in relationship to the design elements of line, shape, mass, color, and texture and the principles of composition such as balance, harmony, rhythm, and variety. Participation in a departmental production or lab is required.

TPA 2070 - SCENE PAINTING

- **2 lecture hours - 2 credits**
- **Prerequisite: ART 1300C & TPA 2200**
- **Satisfies the Cultural Diversity Requirement**

This course introduces the student to the materials and methods used in painting scenery for the theatre. The class, in a hands-on approach, will use the painting lab facilities and create scene painting projects to demonstrate techniques used in theatrical scene painting.

TPA 2192 - SUMMER THEATRE/TECHNICAL PRODUCTION

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

Students will participate in an LSCC summer theatre production in the technical areas of scenery, costumes, properties, lighting, or sound and participate on the running crew for the production. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

TPA 2200 - STAGECRAFT I

- **3 lecture hours - 3 credits**
- **Satisfies the Cultural Diversity Requirement**

This course is the first of a two-part sequence in technical theatre. TPA 2204-Stagecraft II is the second course. This course will cover the fundamentals of scenery construction, painting, rigging, safety, and drafting for the theatre, with an introduction to CADD. Using a combination classroom lecture and hands-on laboratory experience, stagecraft requires participation in the scenic laboratory for 30 hours.

TPA 2204 - STAGECRAFT II

- **3 lecture hours - 3 credits**
- **Prerequisite: TPA 2200**
- **Satisfies the Cultural Diversity Requirement**

This course is the second of a two-part sequence in technical theatre and a continuation of TPA 2200-Stagecraft I. The course covers the fundamentals in costume construction, lighting, and sound. Advanced drafting for the theatre with emphasis on computer aided drafting will be covered. This class is a combination classroom lecture and hands-on laboratory experience, requiring participation in the scenic laboratory for 30 hours.

TPA 2220 - INTRODUCTION TO STAGE LIGHTING

- **3 lecture hours - 3 credits**
- **Prerequisite: TPA 2200**
- **Corequisite: TPA 2204**
- **Satisfies the Cultural Diversity Requirement**

This course is an introduction to the various techniques, practices, equipment, and design elements composing modern stage lighting. The course covers the development of stage lighting, electrical theory, lighting control systems, color theory, basic drafting techniques and paperwork for lighting, computer systems, and "intelligent" lighting systems. The students will use classroom lectures, workshops, and hands-on assignments as part of their introduction to stage lighting. Students will participate in the planning, implementation, and running of lighting designs for LSCC Theatre productions.

TPA 2250 - CAD IN PERFORMING ARTS

- **3 lecture hours - 3 credits**
- **Prerequisite: TPA 2200**
- **Satisfies the Cultural Diversity Requirement**

This is an introductory course in using computer aided drawing to produce two dimensional drawings for the stage design and includes beginning three dimensional rendering. Students will produce working drawings, patterns, ground plans, light plots, elevations and renderings for scenery, costumes, and lighting as they apply to the performing arts.

TPA 2260 - SOUND IN PERFORMING ARTS

- **3 lecture hours - 3 credits**
- **Prerequisite: TPA 2200**
- **Satisfies the Cultural Diversity Requirement**

This is an introductory course covering the fundamentals of producing sound for the stage, including live and recorded sound. Sound reproduction, editing, digital recording, sound reinforcement, microphone use, amplifier and speaker systems will be discussed and demonstrated. Students are required to work on a production of approximately 40 hours.

TPP 1604 - COMIC SCENEWITING WORKSHOP

- **1 credit**
- **Satisfies the Cultural Diversity Requirement**

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
- Satisfies the Cultural Diversity Requirement

This course provides instruction and training in the basic concepts of acting. The course develops the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts and ideas. This is accomplished by means of physical and vocal exercises, drills, games and improvisations, and limited couples work.

TPP 2111 - ACTING II

- 3 lecture hours - 1 laboratory hour - 3 credits
- Prerequisite: TPP 2110 or consent of instructor
- Satisfies the Cultural Diversity Requirement

This course is a continuation of TPP 2110 , with specific emphasis on the various techniques of developing characterizations utilizing scripted materials. The course also includes more advanced techniques of relaxation and concentration and the development of the acting instrument.

**TPP 2190 - SUMMER THEATRE/
PERFORMANCE**

- 3 lecture hours - 3 credits
- Satisfies the Cultural Diversity Requirement

Students will participate in an LSCC summer theatre production in the performance areas of acting, singing, and/or dancing. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

TPP 2300 - DIRECTING I

- 3 lecture hours - 3 credits
- Prerequisite: TPP 2110
- Corequisite: TPP 2111
- Satisfies the Cultural Diversity Requirement

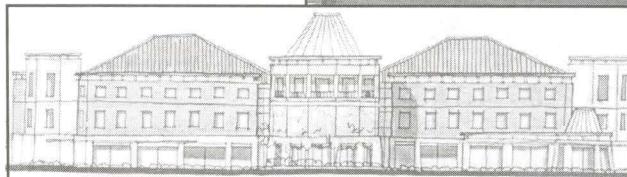
This course covers the fundamentals of play direction. Students explore the elements of script interpretation and the techniques used to transfer the directorial idea/concept into the practical terms of composition, picturing, movement, rhythm, and stage business. The course will acquaint the students of theatre with the overall function of the director with practical experience in script selection, casting, rehearsals, blocking, analysis, and working with actors. Students will direct a one-act play for limited public performance.



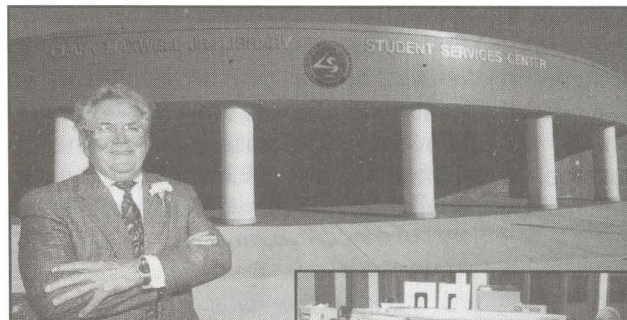
*Watch Us
Grow...*



Nursing Director Susan Pennacchia, Dr. Sis Sebree, and State Senator Anna Cowin posed with a rendering of Leesburg Campus' new Health Sciences Center, slated to open Spring 2002. Also new for 2000, the Everett A. Kelly Convocation Center and the Sports Complex.



Summer Term 2002 students will be the first to use the South Lake Campus' Phase II building, a joint use facility with UCF.



Mr. Clark Maxwell, Jr., stood in front of the Sumter Campus' new Library and Student Services Center, named in his honor.



BEHIND THE SCENES

Faculty
Staff
Advisory Committees
Foundation Endowments and Scholarships

Lake Sumter
COMMUNITY COLLEGE

COLLEGE FACULTY PERSONNEL

Arcaro, Peter A.

Music
Leesburg, FA-7; 323-3651
B.A., M.A., Cal. State Univ. at L.A.
D.M.A., Univ. of Oklahoma

Blue, Leon D.

Computer Information Systems
So. Lake 149; 243-5722, x2149
B.S., Arkansas State Univ.
M.S., Florida Institute of Technology

Bourne, S. Graham

Business
Leesburg, LA-9; 323-3644
B.S.B.A., Appalachian State Univ.
M.B.A., Radford Univ.

Browne, Nancy F.

Biology
Leesburg, MS-16; 323-3656
B.S., Western Illinois Univ.
M.S., Ph.D., Univ. of Illinois

Buggs, Monica

Nursing
Leesburg, MP-165C; 365-3534
B.S.N., Tuskegee Univ.
M.Ed., Univ. of So. Mississippi

Burns, Robert G.

Criminal Justice
Leesburg, LA-15; 323-3615
A.A.S., Suffolk Co. Comm. College
B.A., Southampton College
of Long Island Univ.
M.P.S., C. W. Post Center
of Long Island Univ.

Cornell, Kelly A.

Art
Leesburg, FA-139; 323-3653
B.A., Marywood Univ.
M.F.A., Rochester Institute of
Technology

Dabney, Debra W.

Physical Education
Leesburg, KCC-Gym; 323-3641
B.S., M.Ed., Florida A & M Univ.

English, Denise K.

Director of Library Services
Leesburg, Library; 323-3641
A.A., Indian River C.C.
B.A., Florida Atlantic Univ.
M.Ln., Emory Univ.

English, Elizabeth T.

English, Radio/TV
Leesburg, FOB-7; 323-3631
B.A., Univ. of Montevallo
B.A., M.A., M.A., The Univ. of
Alabama

Goff, David W.

Cataloger/Interlibrary Loan Librarian
Leesburg, Library; 365-3527
A.A., Brookdale C.C.
B.A., Kean College
M.S.L.S., Clarion Univ.

Griffin, Cynthia L.

Nursing
Leesburg, MP-171; 365-3533
B.S., St. Leo College
M.S.N., Univ. of Florida
N.P., Univ. of Florida

Harvard, Gloria M.

English
Leesburg, FOB-3; 323-3625
B.A., Bethune-Cookman College
M.A.T., Stetson Univ.

Hayes, Judith E.

Mathematics
Leesburg, FOB-12; 323-3652
A.A., Edison C.C.
B.A., M.A., Univ. of South Florida

Hoagg, Elizabeth

Librarian
So. Lake, Lib. 148; 243-5722, x2148
B.A., Manhattanville College,
M.S.L.S., Long Island Univ.
M.A., Univ. of Connecticut

Hogans, Karen M.

Mathematics
Sumter 4111; 568-0001, x1008
A.A., Central Florida C.C.
B.S., M.A., Univ. of South Florida

Holman, Emily C.

English
Sumter 4121; 568-0001, x1006
B.S., Barry University
M.S., Nova Southeastern Univ.

Huffer, Mary Stephenson

English/Reading
Leesburg, inside LC-106; 323-3639
A.A., LSCC
B.A., M.A., M.A., Univ. of Florida
A.B.D., Univ. of Florida

Jochims, Dennis F.

English
Leesburg, MS-25; 323-3640
A.A., Tallahassee C.C.
B.A., M.A., Florida State Univ.

Johnson, Richard J.

Computer Information Systems
Leesburg, MP-228; 323-3635
A.A., Lake-Sumter C.C.
B.S., M.B.A., Univ. of Central Florida
Ph.D., Univ. of Arizona

Kehde, Peter M.

Biological Science
Leesburg, MS-31; 323-3659
B.S., Florida Presbyterian College
M.S., Oklahoma State Univ.

Kieft, Thomas M.

Mathematics
So. Lake 150; 243-5722, x2150
B.S., Grand Valley State Univ.
M.S., Clemson Univ.

Levin, Karen B.

Political Science
Leesburg, LH-5; 323-3638
B.A., Bennington College
M.A., Univ. of Minnesota

McNulty, Elizabeth M.

Psychology
Leesburg, LH-6; 323-3604
B.S., M.A., Rollins College

Morley, Michelle T.

Legal Assisting
Leesburg, LA-8; 323-3619
A.A.S., Onondaga C.C.
B.S., University of Tampa
J.D., Stetson Univ. College of Law

Morrill, Richard

Instructional/Reference Librarian
Sumter 4131; 568-0001, x1015
or 568-3074
B.A., Univ. of Maryland
M.S., Univ. of So. California
M.L.S., Indiana Univ.
Ed.D., Univ. of Massachusetts

Morris-Murphy, Lannes

Computer Science
Leesburg, LA-6; 365-3587
B.S., M.B.A., Troy State Univ. Dothan
Ph.D., Florida State Univ.

Neal, John R.*Economics*

Leesburg, LA-222; 323-3620
 B.S., M.A., Memphis State Univ.
 M.S.M., Rollins College

O'Steen, R. W., Jr.

Biological Science/Mathematics
 Leesburg, MS-26; 323-3642
 B.S., Florida State Univ.
 D.V.M., Auburn Univ.

Pennacchia, Susan, ARNP

Nursing Program Director
 Leesburg, MP-165D; 365-3519
 B.S.N., M.S.N., Catholic Univ.
 of America
 M.Ed., Univ. of Southern Mississippi
 N.P., Univ. of Florida

Perkins, Scott J.

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LAKE-SUMTER COMMUNITY COLLEGE FOUNDATION, INC.

Formed in January 1980, the LSCC Foundation is a direct support organization established for the purpose of assisting the college in fulfilling its mission of excellence in education, service to the community and financial assistance to qualified students.

Each year, the Foundation provides over \$75,000 for Presidential, Principal, Ambassador, Alumni and Financial Need Scholarships, as well as additional funds for special scholarships approved through the Foundation's Scholarship Committee. In addition, the Foundation currently administers over 520 scholarships provided by individuals, corporations, and civic organizations.

The Foundation also supports LSCC through the funding of projects which directly or indirectly benefits students. These projects have included assistance for the Athletic Equipment, Class Room Instructional Equipment, the College Library, the Nursing Program, the Presidential Art Purchase Award, the Literacy Center, College Computer Labs, Technical Equipment for New Facilities, and support for faculty, staff and students.

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.

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LSCC is the beneficiary of several endowments and trust funds set up by interested parties to provide fiscal support for noteworthy projects and programs. Monies that accrue from such funds are used to assist students, faculty, program development, cultural activities and other college-related general programs. Some funds are specific in nature and designate a specific program or goal. Others are general or undesignated and are left to the discretion of college officers.

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The **Altrusa Endowment** provides scholarships for deserving students.

The **Bartch Trust** provides scholarships for deserving students in Lake County in need of financial assistance.

The **Tony Bjorn Memorial Endowment** provides scholarships for business majors.

THE **Laura Clark Memorial Endowment** provides monies for the promotion of LSCC Health Information Management through library books.

The **Dr. Scott Cole Trust I** provides monies for the promotion of LSCC performing arts activities.

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The **Bertha Herford Hall Endowment Scholarship** provides scholarship assistance to a returning education major student.

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The **Hans and Cay Jacobsen Charitable Foundation, Inc.**, provides a perpetual endowed scholarship for deserving students.

The **Helping Hand Scholarship Fund (Albert Leroy Brown Foundation)** provides assistance to students who need a helping hand in achieving their goals.

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 **Kiwanis Club of Wildwood Endowment** provides scholarship money for LSCC students.

The **Lake County Medical Center Endowment** provides assistance to nursing students.

The **Lake County Retired Educators Endowment** was established to provide scholarships to sophomore students majoring in education.

The **Virginia D. Leer Memorial Scholarship** provides financial assistance to students enrolled in the LSCC Nursing Program or in the LSCC Business Administration and Management Program.

The **Leon Mock Memorial Scholarship** provides financial assistance to LSCC students with preference given to those students interested in computers.

The **LSCC Foundation Academic Scholars Program** was established through the Foundation's Annual Campaign fund-raising efforts to provide scholarships to academically deserving students.

The **Mae Mueller Memorial Scholarship** was established by St. James Episcopal Church of Leesburg and is given to a student based on financial need.

Nursing Challenge Grants through matching funds from the State of Florida, provide monies for projects, equipment and student scholarships that enhance the LSCC Nursing Program and aid in student retention.

The **Nursing Endowment Fund** provides scholarships for students enrolled in the LSCC Nursing Program.

The **John and Almarene W. Outlaw Endowment** in honor of their support in higher education.

The **Tully C. Patrowicz, M.D., Cultural Trust Fund** was established by the Florida Society of Ophthalmology to honor its 48th president. The interest proceeds of this fund are applied to LSCC's acquisition of art, music, and performing arts.

The **Sarah Richardson Memorial Nursing Endowment** was established in memory of nursing instructor Sarah Richardson and provides scholarships for nursing students.

The **Robuck Family Trust** provides funds to cover tuition, books and required material to any LSCC student.

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 **H.H. and Carrie Ellen Sparkman Scholarship** was established to provide scholarships for Sumter County students attending LSCC.

The **Christopher Staff Memorial Endowment** provides scholarships for disabled and handicapped children.

The **Martin E. Stricklen Memorial Nursing Scholarship** provides funds for LSCC nursing student's transitioning from LPN to RN.

The **Paul Tumlin Memorial Endowment** provides funds to cover tuition, books and required material to any LSCC student.

The **Veplan Scholarship Fund** anonymously provides full scholarships annually for five Eustis High School students.

The **Wilke Endowment** was established to provide financial assistance to LSCC students who have demonstrated a financial need.

The **Wolverine Gasket Company Endowment Fund** provides scholarships for children of Wolverine employees.

If you or your organization would like to provide a scholarship, call the LSCC Foundation Office at (352) 365-3518.

A special "THANK YOU" to the following individuals, organizations, and groups who currently are providing scholarships or other financial assistance for LSCC students:

Alpha Delta Kappa-Beta Gamma Chapter
 Altrusa Club of Lake County
 Alumni Scholarship
 Amateis, Edmond
 American Indian Scholarship
 American Assoc. of University Women
 American Legion Post #35
 AmVets Auxiliary
 Annual Campaign
 Arby's Leesburg
 ASA Scholarship
 Athletics Scholarship
 Barthelemy, Mary Ellen Memorial
 Beta Sigma Phi - Preceptor Beta Kappa
 Beta Theta Epsilon Sigma Alpha (ESA)
 Bowden, Marie Memorial Scholarship
 Brede/Wilkins Scholarship
 Brown, Albert Leroy
 Business Professional Women - Eustis
 Mount Dora
 Lakes of Leesburg
 Bushnell City Hall
 Central Council
 Central Florida Fern Coop
 Cherry Lake Farms
 Chick-Fil-A, Inc.
 Christian Home and Bible School, Inc.
 City of Bushnell
 Clark, Laura A. Memorial Scholarship
 Clark, Richard M. Memorial
 Clermont-Groveland Elks Lodge #1848
 Coca-Cola Foods, Inc.
 Computer Club of LSCC
 DeScipio, Frank J. Scholarship

Disabled American Veterans Auxiliary
 Diversified Electronics, Inc.
 Donnelly, J. P. Trust
 East Lake Co. YABA
 Episcopal Churchwomen of St. James
 Eustis Art League
 Eustis Service League
 First Baptist Church-Oxford
 First Baptist Church-Tavares
 First National Bank of Mount Dora
 First United Methodist Church-Clermont
 Mt. Dora
 Tavares
 Florida Association of Community Colleges (FACC)
 Florida Waterman Hospital Healthcare Scholarship
 Florida Nurses Association
 Florida Police Association Scholarship Fund
 Florida Youth Bowlers
 Ford, Chris Memorial
 Framemakers Gallery
 Fraternal Order of Police
 GFWC Woman's Club
 Mt. Dora
 Leesburg
 Umatilla
 Great Ocala Pachyderm Club
 Gregg, Juanita Memorial
 Hall, Christopher Memorial
 Handex of Florida, Inc.
 Harold's Angels
 Hayes, Heather Memorial
 High Schools
 Eustis
 Leesburg
 Mount Dora
 South Lake
 South Sumter Booster Club

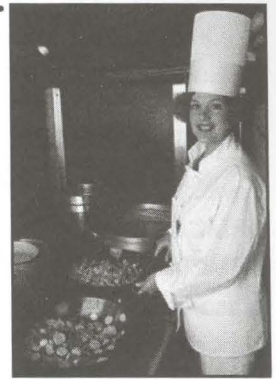
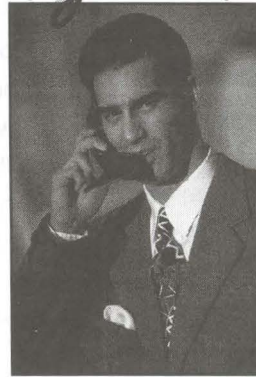
Tavares
 Umatilla
 Umatilla Band Boosters
 Wildwood
 Hollingsworth, Del Memorial
 Hollingsworth, Frank and Sandra
 Hopkins, Paula Memorial
 Hunter, Mathew & Mildred Memorial
 Indian Hills Baptist Church
 Ingeborg, Carlson Trust
 Institutional Advancement Scholarship
 International Assoc of Admin Prof (IAAP)
 Jones, Gary and Bonnie Scholarship
 Kiwanis Clubs
 Bushnell
 Clermont Noon
 Golden Triangle
 Lady Lake
 Leesburg Noon
 Leesburg Sunrise
 Mt. Dora
 South Lake Morning
 Sumter County
 Wildwood
 Lake County Association of Education Office Personnel
 Lake County Education Association (LCEA)
 Lake County Medical Auxiliary
 Lake County Quilters Guild
 Lake Memorial VFW - Post #4705
 Lake Memorial VFW Auxiliary
 Lake Square Presbyterian Church
 Law Enforcement LSCC
 Leeberg Nursing Fund for Excellence
 Leeburg Nursing Fiduciary
 Leer, Virginia D. Memorial Scholar
 Leesburg Art Association

Leesburg Art Festival	Rosbaum, William Scholarship	Tavares Police Officers Association
Leesburg Police Scholarship	Rotary Club	Thomasson, Dr. Sylvia Memorial Scholarship
Lions Clubs	Bellevue	Tri Bowl Scholarship/YABA
Fruitland Park	Leesburg Sunrise	Trinity Evangelical Free Church
Orange Blossom Gardens	Leesburg Noon	United Methodist Church - Mount Dora
Sumter County 44	Leesburg Sunset	United Methodist Men's Club
Tavares	Mount Dora	United Methodist Temple - Lakeland
Umatilla	South Lake	United Southern Bank
Lowes Community Scholarship	Tavares	Valley Golf
LPMC Auxiliary	Wildwood	Veplan Scholarship
LPMC Nursing Scholarship	Rotary International Fiduciary	Vietnam Memorial Scholarship
Masonic Temple	Sanford-Orlando Kennel Club	Villages Foundation, Inc.
Martin Foundation	Sealaska	Voiture 400 40/8 La Sociata Post
Martin, Kenneth Scholarship	Sebree, William Memorial	Voltz, Mary and Carl Memorial
McKinney Charitable Trust	Shaw, Earl & Sophia	Volusia County Farm Bureau
Scholarship	Shield, Lu Scholarship	Wal-Mart Foundation Scholarship
McLin, Charles & Mary	Silver Lake Homeowners Association	Wants You To Succeed Scholarship
Foundation	South Lake County Community Foundation, Inc.	Wilkes Foundation, Inc. Scholarship
Mead, Edwin B. Scholarship Trust	South Lake Hospital	Williams, Buster
Minas, Bessie and Charles Memorial	South Lake/Groveland FFA Alumni Chapter	Women of the Moose Eustis
Mizell, Millie Scholarship	Sprint	Women's Clubs
Mock, Leon	Stalker, Pauline Memorial	Bushnell
Monterey Mushroom Scholarship	Starling, Dawn	Eustis
Moose Lodge Leesburg #1271	Steverson-Blundell Memorial	King's Ridge
Morrison United Methodist Church Scholarship	Student Nursing Emergency Fund of LSCC	Leesburg
Mount Dora Center for the Arts	Sumter Electric Coop (SECO)	Tavares
Mount Dora Community Trust	Sumter County Board of Education	Tavares Junior
Multi-cultural Scholarship	Sumter County Cattleman's Association	Umatilla
New Life Presbyterian Church	Sumter County Cowbelles	Wildwood
National League of Nursing	Sumter County Education Association	Young Performing Artists
Nursing Hospital Program	Sumter County Scholarship Golf Tournament	Zuma Memorial Scholarship
Ocala Pacheyderm Club	Sumter County Holman Scholarship	
Odor, Vicki Memorial	Sunshine Circle Kings Daughters & Sons	
Orange Blossom Doll Collector	Swartz, Harold Scholarship	
Page-Theus-Blanchard	Tavares Middle School Honor Society	
Palmer, Elizabeth and Al Memorial		
Phi Delta Kappa		
Pilot Club of Sumter County		
Presidential		
Principal		
Quick Response Therapy		
Rennie, James M. Memorial Scholarship		
Rhile, Elizabeth Kline Scholarship		

If you or your organization would like to provide a scholarship, call the LSCC Foundation Office at (352) 365-3518.

LSCC Introduces Four New Programs...

Hospitality and Tourism Management



Two-Year Associate in Applied Science Degree

Sampling of Course Offerings

- Business Communications
- Business Ethics & Etiquette
- Convention & Activities Management
 - eCommerce
- Financial Accounting (Hospitality Industry)
 - Food & Beverage Cost Control
 - Food & Beverage Management
- Food Preparation & Service • Front Office Management
 - Hospitality Law • Housekeeping Management
 - Human Relations for Business
- Management & Supervision • Marketing & Sales
 - Sanitation & Security

Practical Career Training

- LSCC's Hospitality and Tourism Management program follows the same guidelines prescribed by the American Hotel and Motel Association Educational Institute.
- Cooperative Education Internships offer worksite experience directly related to your chosen major.
- The South Lake Campus hospitality lab simulates an authentic hotel lobby environment.
- Corporate Partners and an Advisory Committee of hotel, resort, and country club professionals offer invaluable guidance to help guarantee that LSCC graduates meet employer needs.

For program information, call Mark Dowling at 352-243-5722, ext. 2151.



One-Year
Applied Technology Diplomas
that Put You in Demand!

Prepare for a challenging, fast-paced career in
HEALTH INFORMATION MANAGEMENT

Medical Records Transcription Diploma

- Lucrative Salaries
- A Variety of Work Environments
 - Flexible Work Hours
- Work-at-Home Opportunities

Medical Coder/Biller Diploma

- Sign-on Bonuses
- Nationwide Employment Opportunities
 - Competitive Salaries and Benefits
- Career Advancement Opportunities

Medical Code/Biller Applied Technology Diploma credits apply toward LSCC's two-year Health Information Management Associate in Applied Science Degree...the only certified program of its kind in Lake and surrounding counties.

For program information, call Brandy Ziesemer at 352-365-3581.



Careers Under Construction!

Lake-Sumter Community College
Introduces Two New Vocational Certificate
Programs in Building Construction Technology

CARPENTRY

Designed to prepare students for job entry in carpentry occupations. Instruction includes, but is not limited to, hand and power tools, safety, site preparation, foundation formwork, floor and wall framing, roof framing and exterior trim.

Job opportunities are available in new construction, repair and remodeling industries.

MASONRY

Designed to prepare students for entry-level employment in concrete masonry, brick, block or tile setting occupations. Instruction includes but is not limited to use of hand and power tools, safety, site preparation, footers, floors, foundations, basic techniques, plan reading, mortar, concrete mix, bonding, scaffolds, etc.

Start Building A Future While Still in High School... Through our partnership with the Sumter County School District, the School-to-Career Program offers juniors and seniors the opportunity to earn carpentry and masonry vocational certificates while working on their high school diplomas. Ask your school counselor how you can become an Dual Enrollment student, spending part of each day in hands-on training at LSCC's Sumter Campus.

For program information, call the Sumter Campus at 352-568-0001, or contact your high school guidance counselor.



Sports Management

The interest in sports management, and the numerous career opportunities for individuals interested in the administration of sports, has resulted in a need of curricular programs that prepare sports managers. In Florida alone, the Florida Sports Foundation (the official sports commerce liaison to the State of Florida) has identified sports as a \$16 billion per year industry. This number is expected to surpass as a \$20 billion per year industry in the next few years. From professional, to amateur, to recreational, sports is an identified business icon in Florida. Because of this growth, LSCC is readying itself to identify and educate sports administrative leaders.

Students will take courses in the following sports design program to allow for a developmental focus on a career in one of three tracts.

SPORTS MANAGEMENT

Management Strategies • Marketing • Facility Management
Fiscal Management • Risk Management • Sport Psychology • Legal Issues

SPORTS SCIENCE

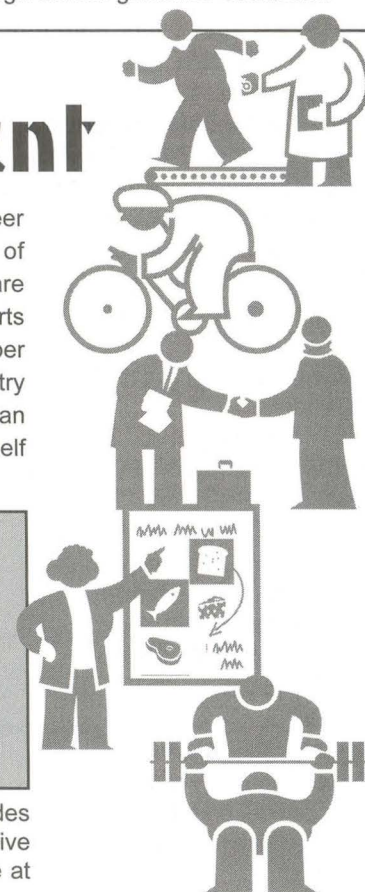
Exercise • Physiology • Wellness • Human Performance • Bio-mechanical

SPORTS MEDICINE

Athletic Training • Strength and Conditioning

LSCC is developing a two-year degree program in Sports Management that provides invaluable career training in this fast-growing field, and establishes a comprehensive foundation for continued studies toward a four-year Sports Management Degree at the university level.

For program information, call Jeff Duke at 352-243-5722, ext. 2133.



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SCHEDULE PLANNING

FALL TERM

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

SPRING TERM

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

SUMMER TERM

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Lake Sumter

COMMUNITY COLLEGE

2001-2002 Catalog and Student Handbook



Leesburg Campus

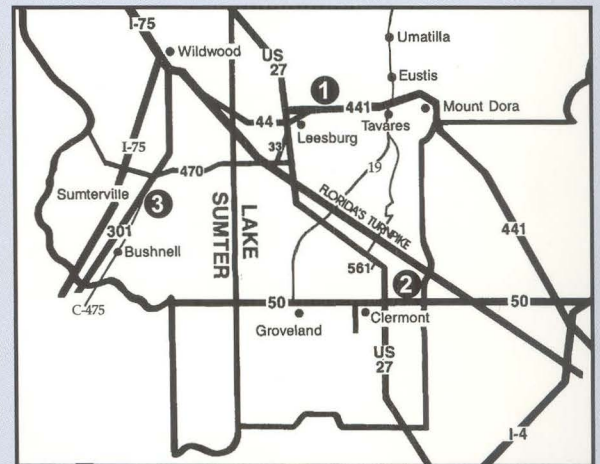


South Lake Campus



Sumter Campus

- Associate in Arts / Transfer Degree
 - Associate in Applied Science and Associate in Science Degrees
 - 2+2 Four Year Degrees
 - Certificate Programs
- College / High School Dual Enrollment
- Continuing Education Programs
- Professional Development Programs



LEESBURG CAMPUS (1)

9501 U.S. Hwy. 441, Leesburg, FL 34788 • 352-787-3747

SOUTH LAKE CAMPUS (2)

1250 N. Hancock Rd., Clermont, FL 34711 • 352-243-5722

SUMTER CAMPUS (3)

1405 C.R. 526A, Sumterville, FL 33585 • 352-568-0001

Website: <http://lsc.ccc.fl.us>

LSCC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Lake Sumter

COMMUNITY COLLEGE

9501 U.S. Highway 441
Leesburg, Florida 34788-8751