

# Lake Sumter

COMMUNITY COLLEGE

*A Great Education Close To Home*



**2008-2009**

**Catalog and Student Handbook**

# 2008 - 2009 Academic and Registration Calendar

	<b>Fall 2008</b> Aug 25 - Dec 12 (16 weeks)	<b>Spring 2009</b> Jan 7 - May 4 (16 weeks)	<b>Summer A 2009</b> May 7 - June 25 (7 weeks)	<b>Summer AE 2009</b> May 7 - Aug 13 (14 weeks)	<b>Summer B 2009</b> June 29 - Aug 13 (7 weeks)
Class Schedule Available Online	Mon • June 2	Mon • Oct 13	Mon • Mar 2	Mon • Mar 2	Mon • Mar 2
Foundation Scholarship Applications Available	Mon • June 2	Wed • Oct 1	Mon • Mar 2	Mon • Mar 2	Mon • Mar 2
Foundation Scholarship Application Deadline	Mon • June 30	Fri • Oct 31	Mon • Mar 31	Tues • Mar 31	Tues • Mar 31
Current Student Registration 45+ Hours	Mon • July 7 - Sun • Aug 24	Mon • Nov 3 - Tues • Jan 6	Mon • Mar 23 - Wed • May 6	Mon • Mar 23 - Wed • May 6	Mon • Mar 23 - Sun • June 28
Current Student Registration 0+ Hours	Mon • July 14 - Sun • Aug 24	Mon • Nov 10 - Tues • Jan 6	Mon • Mar 30 - Wed • May 6	Mon • Mar 30 - Wed • May 6	Mon • Mar 30 - Sun • June 28
Open Registration	Mon • July 21 - Sun • Aug 24	Mon • Nov 17 - Tues • Jan 6	Mon • April 6 - Wed • May 6	Mon • April 6 - Wed • May 6	Mon • April 6 - Sun • June 28
Financial Aid Priority Deadline to Complete File	Mon • July 14	Mon • Nov 24	Mon • April 20	Mon • April 20	Mon • April 20
1 <sup>st</sup> Fee Payment Deadline	Thur • July 31 - 6pm	Tues • Jan 6 - 6pm	Thur • April 30 - 6pm	Thur • April 30 - 6pm	Thur • June 25 - 6pm
Credit by Exam Deadline to Register	Thurs • Aug 14	Wed • Dec 17	Thurs • April 30	Thurs • April 30	Thurs • April 30
2 <sup>nd</sup> Fee Payment Deadline	Fri • Aug 22 - 4pm	-----	Wed • May 6 - 4pm	Wed • May 6 - 4pm	-----
Pay Same Day You Register By 4 pm	Sat • Aug 23 - Tues • Aug 26	Wed • Jan 7 - Thurs • Jan 8	Thurs • May 7 - Mon • May 11	Thurs • May 7 - Mon • May 11	Fri • June 26 - Wed • July 1
Late Registration (State Employee Fee Waiver Registration)	Sat • Aug 16 - Mon • Aug 25	Sat • Jan 3 Wed • Jan 7	Sat • May 2 Thurs • May 7	Sat • May 2 Thurs • May 7	Fri • June 26 Fri • June 26
Credit by Exams/Computer Proficiency Exams	Fri • Aug 22	Tues • Jan 6	Tues • May 5	Tues • May 5	Tues • May 5
Tech Prep Assessments	Fri • Aug 22	Tues • Jan 6	Tues • May 5	Tues • May 5	Tues • May 5
Classes Begin	Mon • Aug 25	Wed • Jan 7	Thurs • May 7	Thurs • May 7	Mon • June 29
Add/Drop Begins	Mon • Aug 25	Wed • Jan 7	Thurs • May 7	Thurs • May 7	Mon • June 29
Add Ends	Tues • Aug 26	Thurs • Jan 8	Mon • May 11	Mon • May 11	Tues • June 30
Drop Ends (last day for refund)	Tues • Sept 2	Thurs • Jan 15	Thurs • May 14	Thurs • May 14	Wed • July 1
CLAST Deadline for Registration/Exemption	Fri • Sept 5	Fri • Jan 23	Fri • May 8	Fri • May 8	Fri • May 8
CLAST Test Date	Sat • Oct 4	Sat • Feb 21	Sat • June 6	Sat • June 6	Sat • June 6
Graduation Application Deadline	Fri • Oct 10	Fri • Feb 22	Wed • May 13	Wed • May 13	Mon • July 6
Withdrawal Deadline*	Mon • Nov 3	Thur • Mar 26	Mon • June 8	Mon • July 13	Thurs • July 30
Classes End	Fri • Dec 5	Mon • Apr 27	Tues • June 23	Fri • Aug 6	Wed • Aug 12
Final Exams	Sat • Dec 6 - Fri • Dec 12	Tues • Apr 28 - Mon • May 4	Wed • June 24 - Thurs • June 25	Mon • Aug 10 - Thurs • Aug 13	Wed • Aug 12 - Thurs • Aug 13
Term Ends	Fri • Dec 12	Mon • May 4	Thurs • June 25	Thurs • Aug 13	Thurs • Aug 13
Grades Due	Mon • Dec 15 - 4pm	Tues • May 5 - 4pm	Fri • June 26 - 4pm	Fri • Aug 14 - 4pm	Fri • Aug 14 - 4pm
Grades Available via LOIS	Wed • Dec 17	Thurs • May 7	Tues • June 30	Tues • Aug 18	Tues • Aug 18
Degree/Certificate Conferral	Thurs • Dec 18	Fri • May 8 (formal ceremony)	Wed • July 1	Wed • Aug 19	Wed • Aug 19
Holidays/College Closed	Sat • Aug 30 - Mon • Sept 1 Wed • Nov 26 - 4:30pm - Sun • Nov 30 Mon • Dec 22 - Fri • Jan 2	Mon • Jan 19 Mon • Mar 9 - Sun • Mar 15	Mon • May 25	Mon • May 25 Fri • July 3 & Sat • July 4	Fri • July 3 & Sat • July 4

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

Class schedules, registration, add/drop and withdrawal dates for the EPI Teacher Certification Program (TCP) courses are designated in the TCP Manual and on the course syllabus. These dates may be different from those of the traditional courses.

# Lake Sumter

COMMUNITY COLLEGE



## 2008 -2009 Catalog & Student Handbook

Lake-Sumter Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Applied Science, and Associate in Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter Community College.

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the 2008-2009 academic year. It should not be construed as an irrevocable contract between the student and the college. Lake-Sumter Community College reserves the right to change policies, academic programs, procedures, or fees described in this catalog and to apply these changes to any or all of its students as required by the College, Florida Board of Education, or Florida legislative mandate.



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PRESIDENT  
Dr. Charles R. Mojock

Welcome to Lake-Sumter Community College! You are holding in your hands the key that opens the door to your future – one that includes a better education, a better job and a better quality of life. Thousands of students just like you have taken advantage of “a great education close to home” to achieve their dreams, and you can, too. The reason our students have been so successful is because of the dedicated, talented and caring faculty and staff here at LSCC. We enjoy helping students make the most of their educational journey. There may be ups and downs along the way, but if you stick with it, a world of possibilities opens up to you.

This *Catalog and Student Handbook* contains the essential information you need to get started at LSCC, stay on the right track while you’re with us, and ultimately achieve your goals. For more than 45 years, LSCC has been growing to serve our community and promote student success. We now have three campus locations and even online course offerings to meet the demands of your schedule.

You’ll learn the most by taking personal responsibility for your own education, so I encourage you to take the time to familiarize yourself with this publication. However, always remember that we are here to assist you when you need help. Best wishes to you.

Sincerely,



Charles R. Mojock, Ed.D.  
President

### Vision

Lake-Sumter Community College will be a leader in Florida in modeling and fostering excellence and the values of scholarship, respect, honesty and integrity, teamwork, high

performance, and service, in order to better serve the needs of our diverse community and prepare students to be successful and productive citizens.

### Mission Statement

Lake-Sumter Community College is a public, multi-campus college that prepares students for employment, career advancement, and four-year college or university transfer, and improves the workforce with specialized training for business and industry. Through its commitment to student success, LSCC provides students with an accessible, supportive,

learning-centered environment while challenging them to think critically, improve their academic skills, communicate effectively, become independent, build leadership skills, improve their ability to work as part of a team, develop social responsibility, and enhance their creativity.

### Values

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

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

**TEAMWORK** – We all use cooperation, collaboration and teamwork in working toward shared goals for the greater benefit of our College and its communities.

**SERVICE** – We strive to serve all of our clients professionally, while focusing on the needs of each individual.

**SCHOLARSHIP** – We believe that the pursuit and attainment of knowledge is a basic right of everyone.

**HIGH PERFORMANCE** – We applaud not only the acquisition of knowledge, but also the ability to apply insight and reasoning to deduce superb solutions.



Lake-Sumter Community College's Core Principles for Student Success	
Analytical Thinking	Students will achieve a higher level of critical thinking and analysis and be able to apply and adapt knowledge both in classes and in real-life situations.
Academic Skills	Students will achieve a higher level of competency in skills necessary for their own education or career including research processes, logical thinking, problem solving, information literacy, and technological competence.
Communication	Students will achieve a higher level of discourse through listening, writing, speaking, and interpreting their own ideas and those of others.
Independence	Students are empowered through development of better discipline, self-evaluation, and accountability in their use of time and other resources. Students will learn to set and revise realistic career and life goals.
Leadership and Teamwork	Students will expand their ability to take on leadership positions and to cooperate with others in accomplishing tasks with integrity and respect for the work of others.
Social Responsibility	Students will expand their worldview through exposure to various social, historical, cultural, religious, and ethnic traditions and learn to examine and analyze their own values. Students will expand their level of citizenship and environmental awareness.
Creativity	Students will explore music, art, literature, and other forms of creative endeavor both to learn about various styles of creativity and to cultivate their own creative skills.

## District Board of Trustees



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Mr. Jon A. Simpson



VICE CHAIRMAN  
Mrs. Margo S. Odom

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Anita Geraci, Esq., Board Attorney

## Administrative Staff

TBA  
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Academic Affairs

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Student Affairs

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Vice President  
Business Affairs

Mr. Donald Ball  
Director, College Facilities

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Director, Learning Centers

Dr. Glenn Ricci  
Dean of Programs  
Arts & Sciences

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Executive Director,  
IA/LSCC Foundation

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Director, Distance Learning

Ms. Patricia Landsman  
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Mr. Rey Cortes  
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Dean of Student Development

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Director, Library Services

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Director, Athletics

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Director, Budgeting & Acct.

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Executive Director,  
Planning/Research

Ms. Audrey Williams  
Director, Financial Aid

Mr. John Froman  
Controller

Dr. Mary Jo Rager  
Dean of Programs  
Business & Technologies

Dr. Margaret Wacker  
Director, Nursing

Mr. Douglas B. Guiler  
Chief Information Officer



## Lake-Sumter Community College Foundation, Inc.

The Lake-Sumter Community College Foundation, Inc. is a direct support organization to Lake-Sumter Community College. Formed in 1980, the LSCC Foundation, Inc. is a 501 (c) (3) non-profit organization. Its mission is to provide excellence in education, service to the community and financial assistance to qualified students.

Through the kindness of donors, the LSCC Foundation, Inc. is able to change individuals' lives for the better and to make a significant impact on the communities it serves. In 2007, the Foundation provided over \$506,000 in scholarships to LSCC students and \$75,000 in grants for faculty and staff. In addition, the Foundation currently administers over 400 scholarships provided by individuals, corporations, and civic organizations, all who work hand in hand to ensure students achieve their dream of a college education.

The LSCC Foundation, Inc. has a staff of four and a dedicated board of directors from Lake and Sumter counties. In the last five years, the foundation has grown from \$3 million in assets to just over \$12 million in assets. For more information about the LSCC Foundation, Inc. please call 352-365-3518 or email [brandebR@lsc.edu](mailto:brandebR@lsc.edu).

## Foundation Board of Directors

President: Jim Judge

Vice Presidents: JoAnna Scott and Scott Showalter • President - Elect: Carolyn Richardson

Treasurer: Jennifer Hill • Executive Director/Secretary: Rosanne Brandeburg

Past President: J. Scott Berry • Board of Trustees Liaison: Margo Odom

LSCC President: Dr. Charles R. Mojock • Faculty Liaison: Debra Dabney

### ***Directors***

Lori Baker  
Karen Bent  
Gary Borders  
Diana Bowles  
Mike Bucher  
Jon Cherry  
Carman Cullen  
Will Davis  
Isaac Deas  
Rob English  
Michele Etheredge

Bill Farmer  
Renee Furnas  
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Dawn Hall  
Christyne Hamilton  
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Kristen Knight  
Steve Knowles  
Debbie Moffitt  
Tim Morris

Kelsea Morse  
Rebecca Morse  
Meredith Nagel  
Beverly Ohnstad  
Greg Padgett  
Halla Shami-Sher  
Leigh Skehan  
Mike Sleaford  
Ron Wallace

All numbers are area code 352 unless otherwise listed.

## Leesburg Campus

Information/Switchboard.....	787-3747
Academic and Career Advising .....	365-3574
Admissions/Records.....	323-3665
Athletics .....	323-3645
Bookstore .....	787-4900
Business Resources Center.....	365-3579
Career Center.....	323-3603
Computer Institute.....	365-3530
Computer Lab.....	365-3563
Continuing Education .....	365-3556
Cooperative Education .....	323-3616
Dean of Arts and Sciences .....	365-3537
Dean of Business and Technologies .....	365-3552
Dean of Teaching and Learning.....	323-3670
Disability Services .....	365-3574
Equity & Diversity .....	365-3524
Faculty Secretary – Day .....	365-3509
Faculty Secretary – Evening.....	365-3511
FAX	
Admissions .....	365-3553
Arts & Sciences/Business Technologies.....	323-3622
Financial Aid .....	435-5011
Financial Aid .....	365-3512
Financial Services .....	365-3578
Foundation.....	365-3518
Learning Center.....	365-3554
Library.....	365-3563
Media Center.....	365-3565
New Directions (formerly Women's Program) .....	323-3613
Nursing Department .....	365-3540
Performing Arts Series.....	365-3506
President's Office .....	365-3523
Purchasing.....	365-3501
Registration Assistance .....	323-3601
Security.....	365-3544
Student Life .....	323-3650
Student Government Association (SGA) .....	365-3503
Television Studio (LSCC-TV).....	365-3566
Testing (Placement, CLEP, HESI, CPT) .....	435-5009
Veterans Affairs .....	323-3686

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)**

## South Lake Campus

Information.....	243-5722
Fax.....	243-0117
Learning Center.....	536-2206
Library.....	536-2148
Nursing .....	536-2121
Security.....	516-5074
UCF at South Lake .....	536-2113

## Sumter Campus

Information.....	568-0001
Admissions	
Advising	
Business Office	
Testing	
Fax.....	568-7515
Electric Utility Institute .....	568-0001x1230
Library.....	568-0001x1015 or 568-3074
Library Fax.....	568-3376
Security.....	303-7296

## EMERGENCY INFORMATION

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

### NOTE:

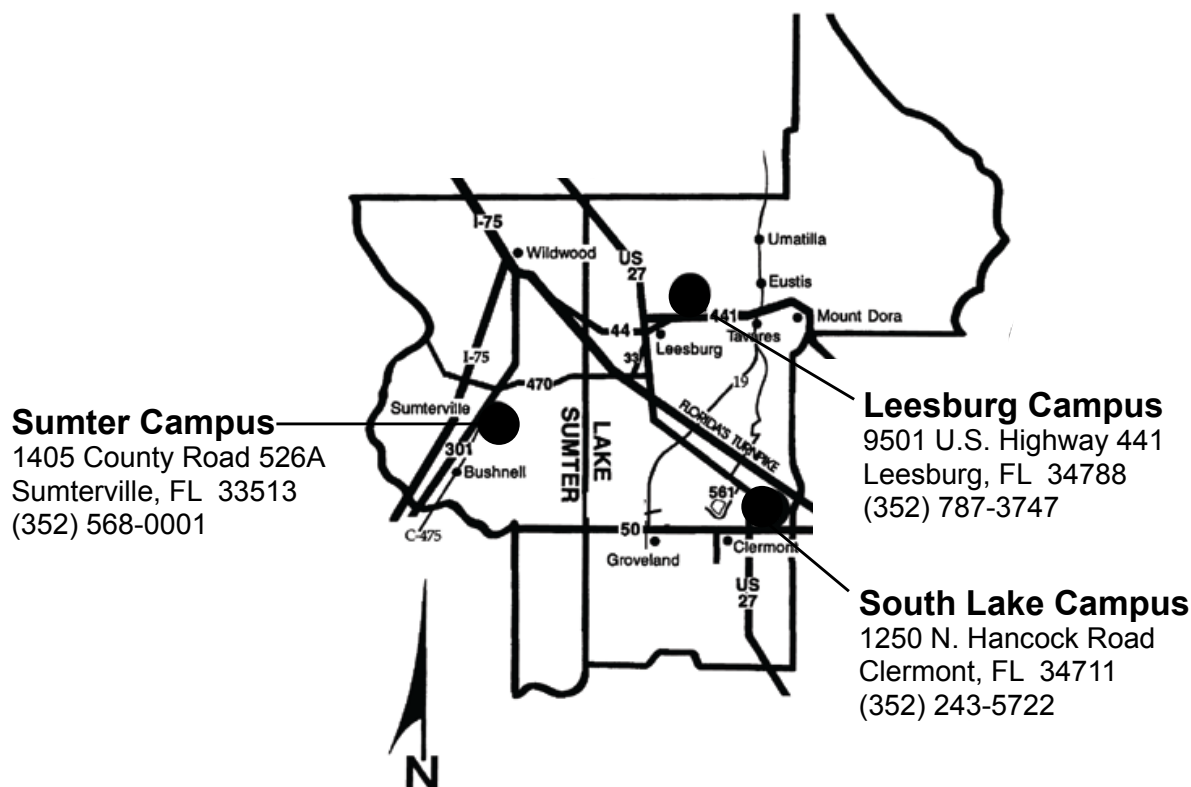
**If using a college telephone,  
dial 9-911**

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

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

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

## Three Campus Locations Map



## Driving Directions

### FROM LEESBURG CAMPUS TO SOUTH LAKE CAMPUS

1. Travel SOUTH on US-441 for (4.3 mi)
2. Turn RIGHT onto FL-19 (1.7 mi)
3. Turn LEFT onto CR-561 (12.7 mi)
4. Turn LEFT onto US-27 SOUTH (3.2 mi)
5. Turn LEFT onto WASHINGTON ST. (1.5 mi)
6. WASHINGTON ST. becomes N. HANCOCK RD., stay straight (1.2 mi)
7. South Lake Campus will be on the RIGHT (1250 N. Hancock Rd.)

Total Est. Time: 45 minutes

Approx. 25 miles

### FROM SUMTER CAMPUS TO LEESBURG CAMPUS

1. Turn RIGHT onto US-301 (1.2 mi)
2. Turn RIGHT onto CR-470 (10.3 mi)
3. Turn slight LEFT onto CR-33 (1.3 mi)
4. Turn LEFT onto US-27 (2.8 mi)
5. Turn RIGHT onto FL-44 / E. DIXIE AVE. (2.2 mi)
6. Turn RIGHT on US-441 towards Leesburg (3.9 mi)
- End at Leesburg Campus (9501 US Highway 441)

Total Est. Time: 38 minutes

Approx. 21 miles

### FROM SOUTH LAKE CAMPUS TO LEESBURG CAMPUS

1. Turn LEFT onto N. HANCOCK RD. (2.7 mi)
2. Turn RIGHT onto US-27 NORTH (3.2 mi)
3. Turn RIGHT onto CR-561 (12.7 mi)
4. Turn RIGHT onto STATE ROAD 19 (1.7 mi)
5. Turn LEFT onto US-441 (4.3 mi)
6. Leesburg Campus will be on the RIGHT (9501 U.S. Hwy. 441)

Total Est. Time: 45 minutes

Approx. 25 miles

### FROM LEESBURG CAMPUS TO SUMTER CAMPUS

1. Turn RIGHT on US-441 toward Leesburg (3.9 mi)
2. Turn LEFT onto FL-44 / E. DIXIE AVE. (2.2 mi)
3. Turn LEFT onto US-27 S. (2.8 mi)
4. Turn slight RIGHT onto CR-33 (1.3 mi)
5. Turn Right onto CR-470 (10.3 mi)
6. Turn LEFT onto US-301 (1.2 mi).
7. Turn LEFT onto CR-526 E. (0.2 mi)

End at Sumter Campus (1405 County Road 526A)

Total Est. Time: 38 minutes

Approx. 21 miles

### FROM SUMTER CAMPUS TO SOUTH LAKE CAMPUS

1. Turn RIGHT onto US-301 (1.2 mi)
2. Turn RIGHT onto CR-470 (12 mi)
3. Turn RIGHT onto US-27 SOUTH (17.9 mi)
4. Turn LEFT onto E WASHINGTON ST. (5 mi)  
(Note: E. WASHINGTON ST. becomes N. HANCOCK RD.)
5. South Lake Campus is on the RIGHT. (1250 N. Hancock Rd.)

Total Est. Time: 45 minutes

Approx. 38 miles

### FROM SOUTH LAKE CAMPUS TO SUMTER CAMPUS

1. Turn LEFT onto HANCOCK RD. which becomes E. WASHINGTON ST. (5 mi)
2. Turn RIGHT onto US-27 NORTH (17.9 mi)
3. Turn LEFT onto CR-48 (2 mi)
4. Stay straight at CR-33 and continue on CR-470 (10.3 mi)
5. Turn LEFT on US-301 (1.2 mi)
6. Turn LEFT on CR-526 E. (at LSCC campus sign – 1405 CR- 526A)

Total Est. Time: 45 minutes

Approx. 38 miles



# Leesburg Campus Map & Parking

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

Auditorium/Stage/Dressing Rooms  
Classrooms  
Faculty Offices  
Henry L. Pringle Black Box Theatre  
Graphics Lab  
Music Room/Rehearsal Hall  
PALS  
Photography Lab

## HSC....Health Sciences Center

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

## EKCC....Everett A. Kelly Convocation Center

Aerobics Room  
Gymnasium/Locker Rooms  
Magnolia Room

## LA.....Liberal Arts Building

Classrooms  
Faculty Offices  
Faculty Secretary (Day)

## LC.....Learning Center

English Lab  
Math Lab  
Reading Lab  
Career Center  
Youth Outreach Programs

## LH.....Lecture Hall Building

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

## LIBR....Library

Media Services  
Open Computer Lab

## M.....M Building

Business Resources Center  
Computer Classrooms  
LSCC Foundation

## SM.....Science-Math Building

Classrooms and Labs  
Faculty Offices

## SC.....Student Center

Bookstore  
Laker's Cove  
Student Government Association  
Student Life  
Student Lounge  
Student Publications

## SRC.....Sports & Recreation Complex

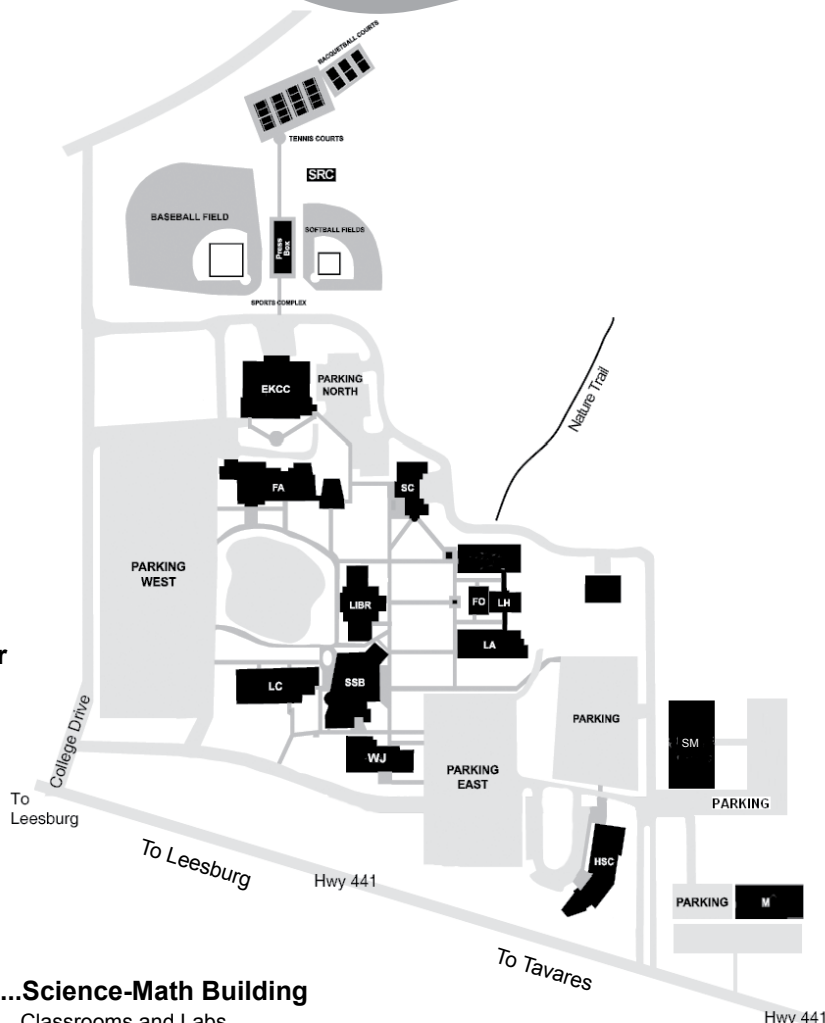
Ball Diamonds  
Concession/Press Building  
Racquetball Courts  
Tennis Courts  
Walking Path

## WJ.....Williams-Johnson Administration Building

Human Resources and Equity/Diversity  
Information Technology  
Purchasing/Financial Services  
Payroll/Benefits  
Vice President of Business Affairs

## SSB.....Student Services Building

Cashier's Office  
College Relations/Marketing  
Deans' Offices  
Planning and Research  
President's Office  
Security Office  
Student Affairs  
• Academic and Career Advising  
• Admissions/Records  
• Disability Services  
• Dual Enrollment  
• Financial Aid  
• Testing  
TV Studio  
Vice President of Academic Affairs  
Vice President of Student Affairs

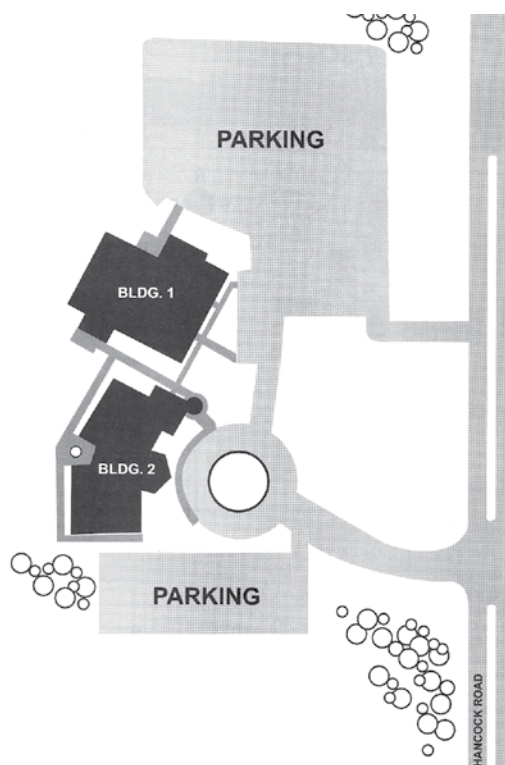


### Bldg. 1

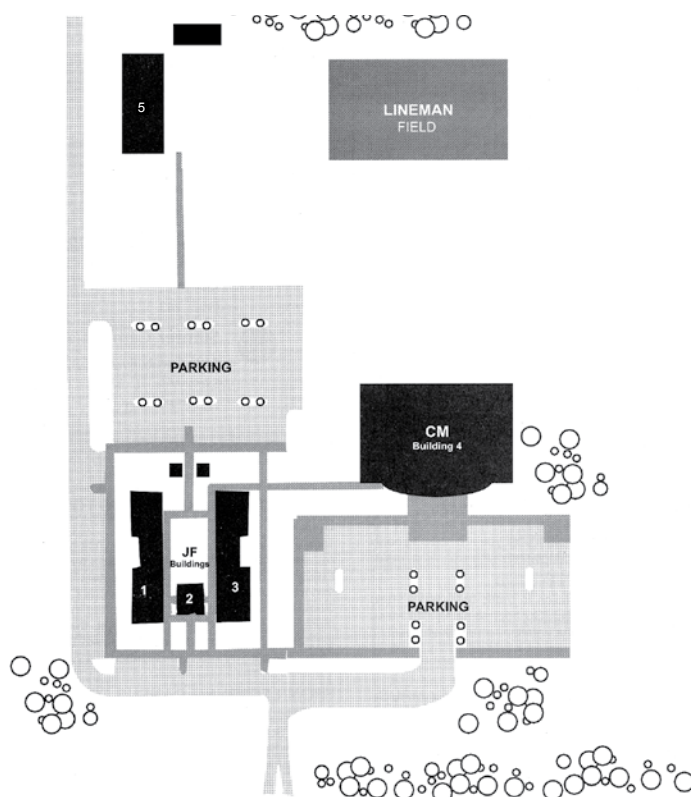
Bookstore  
Classrooms  
Community Room  
Learning Center  
Library  
Nursing Faculty Offices  
Nursing Labs  
Placement Testing  
Science Labs  
Student Lounge

### Bldg. 2

Administrative Offices (LSCC & UCF)  
Auditorium  
Board Room  
Cashier  
Classrooms  
Conference Rooms  
LSCC/UCF Faculty Offices  
Student Lounge  
Student Affairs  
• Academic and Career Advising  
• Admissions (LSCC & UCF)  
• Financial Aid



## Sumter Campus Map & Parking



**Bldg #1 JF.....Joseph Farish Building**  
Adult Education  
Electric Utility Institute (EUI)  
Science Lab

**Bldg #2**  
Administrative Offices (Adult Ed)

**Bldg #3**  
Adult Education Classrooms

**Bldg #4 CM.....Clark Maxwell Building**  
Administrative Offices  
Cashier  
Classrooms  
Computer Lab  
Library  
Student Center  
Student Affairs  
• Academic and Career Advising  
• Admissions  
• Financial Aid  
• Placement Testing

**Bldg #5**  
EUI Warehouse  
Fire Science Classrooms

## The 1960's

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



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

After the final selection of a 70-acre parcel along Highway 441, area residents and dignitaries celebrated the groundbreaking for the Leesburg Campus in May 1964. In January 1965, the college's first campus, consisting of the library and three other buildings, welcomed its first students.

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

That same year, LSJC received full accreditation from the Southern Association of Colleges, which meant that credits earned at LSJC would be accepted by other regionally-accredited institutions.

The 103 members of the Class of 1968 were the first graduates to hold their Commencement on LSCC's Leesburg Campus.

## The 1970's

After the Florida Legislature authorized a Division of Community Colleges, the LSJC Board felt that the school's name needed to change in accordance. In 1970, LSJC was officially renamed Lake-Sumter Community College.

Featuring a 440-seat auditorium and art studios, the Fine Arts Center was dedicated in October of 1976 and quickly became a venue enjoyed by the entire community.

The LSCC Foundation, Inc. was organized in 1979. Marie Bowden was elected as its first chair.

## The 1980's

After serving 19 years as LSCC's president, Dr. Paul P. Williams retired in 1980. The Board named Dr. Robert S. Palinchak as his successor. Six years later, Dr. Carl C. Andersen became LSCC's third chief administrator; a post he would hold for the next six years.

In 1988, an LSCC and Sumter County School Board resolution was adopted to establish a joint-use facility in Sumterville that would provide adult education classes and college-level programs. This was the first step in a long series of college, community, and individual efforts leading to the construction of the Sumter Campus.

## The 1990's

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

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

Governor Lawton Chiles participated in the dedication of LSCC's first regional facility. The 40-acre Sumter Campus welcomed its first students in the summer of 1995.

On September 20, 1999, the first South Lake Campus students entered the Phase I Building. The highly-anticipated campus was holding fall classes in a facility that would not be formally dedicated until the following December. The projected demand for higher education in the area was so great that LSCC and UCF, along with community leaders, first dedicated the Phase I Building, then broke ground for Phase II, called the Higher Education Facility, the same afternoon.

## The 2000's

Within five years of its first building's dedication, the Sumter Campus held a comparable ceremony for its new 16,000 sq. ft. Clark Maxwell, Jr. Library and Student Services Center in January of 2000.

The refurbished gymnasium and the addition of the Magnolia Room warranted a formal dedication in September 2000. The facility was renamed the Everett A. Kelly Convocation Center, in honor of the supportive state legislator. Later that month, a ceremony was held to commemorate the newly enhanced Leesburg Campus Sports and Recreation Complex.

Having earned a reputation for its outstanding nursing program, LSCC was given an anonymous \$3 million donation that was later matched by state funds. The donor's vision became a reality when the Leesburg Campus dedicated its state-of-the-art Health Sciences Center in December 2001.

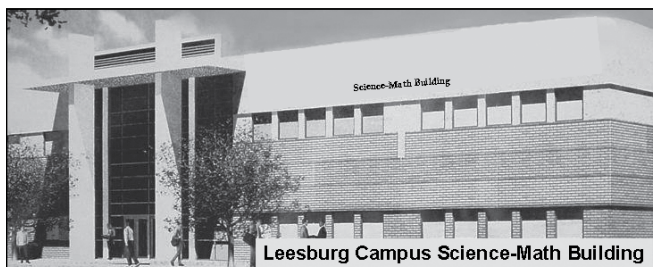
An LSCC/UCF joint-use project, the Higher Education Facility (Phase II Building) of the South Lake Campus was dedicated in March 2002.

After nine years, President Robert W. Westrick announced his retirement. The Board selected Dr. Charles R. Mojock as LSCC's fifth president in July 2002.



## LSCC Today

Fall term 2007 students were the first to enjoy the Leesburg Campus' impressive **Science-Math Building**. Twelve large labs are used for chemistry, biology, physics, microbiology, physical science, anatomy/physiology, geology and environmental science. Four smaller congregate labs accommodate the sub-specialty areas of physics: mechanics, fluids, acoustics, thermodynamics, optics, electricity/electronics, atomic/nuclear and astronomy. All of the labs are equipped with the latest technology for the gathering, recording, and analysis of data and lab activities.



LSCC's **TV Studio** upgraded its equipment in both its on-air broadcast system and its production facility, as well as adding/improving connections to several campus venues. The studio team can now provide production services and televise college events. Other technological enhancements include the **Leesburg Campus Library's** new digitized archival material, accessible from its website.

**Bright Futures Medallion Scholarship** recipients can now have 100 percent of their tuition paid if they attend a Florida community college. Medallion Scholarships cover 75 percent of a state university's tuition.

LSCC students who plan to complete their junior and senior years at the University of Central Florida, can enroll in the **DirectConnect to UCF** program. Participation guarantees that LSCC's Associate in Arts degree graduates are able to enroll in a comparable UCF bachelor's degree program.

When 29 percent of America's population is anticipating retirement, the workforce will be faced with an unprecedented number of job vacancies. Industry and commerce are looking to institutions of higher education and/or technical training as the resource to meet the demands for skilled employees. LSCC, along with government, industry, and education partners, has already addressed some of these needs with several workforce-related programs.

❖ The **Educator Preparation Institute** is looking to those outside of the profession to fill the need for teachers. The **Teacher Certification Program** prepares students with non-education bachelor's degrees to teach in K-12 public schools. The concentrated seven-month program has been so successful that its students are often recruited prior to taking the certification exam.

❖ Due to the current demand for skilled health care professionals and the success of the previous **Nurses Refresher Courses**, LSCC received an extension on its Succeed Florida Nursing Program Grant. LSCC provides free training for retired nurses, so they can return to the workplace, and for current RNs to upgrade their skills.

❖ LSCC was one of only ten colleges and universities awarded a \$500,000 Workforce Florida contract to serve as an **Employ Florida Banner Center**. Centers were selected to provide resources and training for in-demand industries such as energy, health sciences, and homeland security. The **Sumter Campus' Electric Utility Institute** has already trained line technicians for area utility companies and municipalities, utilizing its hands-on outdoor training field, so it was a natural facility for the state's **Banner Center for Energy**.

❖ To encourage students to continue their career training to the college level, LSCC has developed several articulation (transfer) agreements. Lake, Sumter, and Marion County **high school Tech Prep** and **Lake Technical Center** students have the opportunity to apply certain previously earned credits toward specific LSCC degree programs.

❖ Paramedics may be able to apply the credits from their skills training toward a two-year Registered Nurse (RN) degree. Speak with an advisor about LSCC's **Paramedic-to-RN (Bridge) Program**.

❖ The **Chris Daniels Leadership Institute**, facilitated by LSCC's Criminal Justice Technology program, provides leadership training to current law enforcement employees with the goal of developing first-line supervisors. The program hopes to attract candidates from departments throughout the state. The **Criminal Justice Technology** program also offers a new Associate in Science degree that will seamlessly transfer into comparable state university bachelor's degree programs.

❖ Sumter County's completion of its newest fire station on the Sumter Campus offers LSCC students in the **Fire Science Technology** program the opportunity to gain hands-on experience using professional equipment in a real-world environment.

❖ An impressive **softball complex**, built on the South Lake Campus in partnership with the National Training Center, is not only used for collegiate games and regional/national tournaments, but also provides a hands-on venue for LSCC and UCF students in the Sports & Fitness programs.

## LSCC Tomorrow

The Boards of the Lake County Commissioners and LSCC approved the construction of a new **South Lake Campus Library**. It will be built and operated in partnership with LSCC, UCF, and the Lake County Library System and will include a bookstore, student lounge, and cafe.



A proposed **Health Sciences Magnet High School**, located on the South Lake Campus, will prepare students at an early age for health care careers, while providing a seamless transition into comparable LSCC and UCF degree programs. A new LSCC science laboratory facility is also included in the construction plans.

**Performing Arts of Lake and Sumter Counties (PALS)**, a group of local citizens, are working tirelessly to raise funds to build an 80,000 sq. ft. multi-purpose center on the Leesburg Campus.

# Campus Policies



Campus Policies

Student Rights  
& Responsibilities

Academic Integrity

Student Conduct  
& Discipline



## CAMPUS CONTROL

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

### **Section 810.097, Florida Statutes: Trespass upon grounds or facilities of public schools; penalties; arrest.**

1. Any person who:
  - a. Does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property; or
  - b. Is a student currently under suspension or expulsion; And who enters or remains upon the campus or any other facility owned by any such school commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.
2. Any person who enters or remains upon the campus or other facility of a school after the principal of such school, or his or her designee, has directed such person to leave such campus or facility or not to enter upon the campus or facility, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.
3. The chief administrative officer of a school, or any employees thereof designated by the chief administrative officer to maintain order on such campus or facility, who has probable cause to believe that a person is trespassing upon school grounds in violation of this section may take such person into custody and detain him or 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 does not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. If a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.

4. Any law enforcement officer may arrest either on or off the premises and without warrant any person the officer has probable cause for believing has committed the offense of trespass upon the grounds of a school facility. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.
5. As used in this section, the term "school" means the grounds or any facility of any kindergarten, elementary school, middle school, junior high school, or secondary school, whether public or nonpublic.

## EQUITY STATEMENT

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

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

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



## CAMPUS SECURITY

**Leesburg Campus:** notify Security at 365-3544; the Vice President of Business Affairs at 365-3524; or the Director of College Facilities at 365-3532 or 3538.

**South Lake Campus:** notify the Campus Administrator at 243-5722 or Security at 516-5074.

**Sumter Campus:** notify the Campus Administrator at 568-1012 or Security at 303-7296.

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

1. Uniformed guard(s) to enforce parking regulations and provide limited security support during normal daylight hours, Monday through Saturday. Hours are varied to achieve maximum exposure.
2. One or two uniformed guards during hours of darkness when classes are in session to provide coverage of 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 uniformed guards during special events to provide crowd and traffic control and general campus security.

## 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.

Report all other accident/incidents on a campus in accordance with the specific instruction 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 Business Affairs or the appropriate Campus Administrator.

## SAFETY & FIRE REGULATIONS

LSCC makes every effort to ensure the health and safety of its students, faculty, and staff on campus. Two major inspections are completed annually to assist the college in this effort. One inspection is a comprehensive safety inspection by the Florida Department of Education that helps identify safety hazards and also benefits the college by reducing issues that might result in liability claims. The second inspection is aimed at eliminating fire hazards and is conducted by the local Fire Marshall. In addition to

these scheduled inspections, all students, employees, and visitors are encouraged to report safety and fire hazards to the Vice President of Business Affairs or to a member of the Safety Committee.

Emergency evacuation signs are posted in all buildings in compliance with State requirements. In case of emergency, follow signs to evacuate buildings in the most expedient route possible

LSCC takes pride in providing a safe and secure campus for all students. The annual crime report is available upon request. 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 accidents/incidents to the Security Office and/or the Vice President of Business Affairs in Leesburg or to the appropriate Campus Administrator at South Lake or Sumter.

## PERSONAL 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 Business Affairs, or the appropriate Administrator.
11. Be careful. Report all safety hazards or potential safety hazards to the Office of the Vice President of Business Affairs.
12. Be familiar with campus plans for evacuation and other emergency procedures

## 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 person on campus, AVOID RISKS and:

1. **Leesburg Campus:** notify Security at 365-3544; the Vice President of Business Affairs at 365-3524; or the Director of College Facilities at 365-3532 or 3538.  
**South Lake Campus:** notify the Campus Administrator at 243-5722 or Security at 516-5074.  
**Sumter Campus:** notify the Campus Administrator at 568-1012 or Security at 303-7296.
2. **Report:**
  - a. Nature and location of the incident.
  - b. Description of person(s) involved.
  - c. Description of property involved.

## CRIME STATISTICS

Reporting period Calendar Years

	2003	'04	'05	'06
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	5	2	3	3
6. Larceny	0	0	0	0
7. Motor Vehicle Theft	0	0	0	0
8. Liquor Law Violation	0	0	0	0
9. Drug Abuse Violation	0	0	0	0
10. Weapons Possession	0	0	0	0

## DRUG FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT

Lake-Sumter Community College is committed to providing a drug free workplace and educational environment in accordance with the provisions of the federal Drug Free Schools and Communities Act amendment of 1989, as stated in Board Rule 2.04 and Procedure 5.4. For further information, see the LSCC Board Rules Manual at [www.lsc.edu/rules](http://www.lsc.edu/rules), and the LSCC Administrative Procedures Manual at [www.lsc.edu/procedures](http://www.lsc.edu/procedures).

## 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) see 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.

## CHILDREN ON CAMPUS

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

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

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

## PARKING ON CAMPUS

All students, faculty and staff on any LSCC Campus must display a current parking permit (decal). Parking decals and a parking regulations and rules brochure are issued to all students at all campus locations during registration. Persons who violate college parking regulations are subject to ticketing and a fine. Unpaid fines will result in a "hold" being placed on future registrations or transcripts. Unauthorized use of a handicapped parking space is subject to a state fine. For parking information at the South Lake and Sumter campuses, students should inquire at the front office.

## TRANSPORTATION

**Lake County Connection** – operates from 6 a.m. to 7 p.m., Monday through Friday. New customers can begin the application process by contacting Lake County Connection at (352) 326-2278.

**LakeXpress** – operates from 6 a.m. to 7:45 p.m., Monday through Friday. To obtain a bus schedule and/or bus pass, call (352) 326-8637.

**Sumter County Transit (SCT)** – reservations can be made by calling (352) 568-6683 between the hours of 8 a.m. and 1:00 p.m. the day before your needed ride.



## Student Rights & Responsibilities

The Lake-Sumter Community College District Board of Trustees, faculty, staff, and students are committed to creating a campus of learning, safety, shared responsibility, and harmony. It is also expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct.

In the event that these high standards are not self-enforced the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

The disciplinary function at Lake-Sumter Community College is an integral part of the educational mission

of the College. Discipline is seen as a tool for guiding and teaching rather than punishment. Since behavior which is not in keeping with acceptable standards is often symptomatic of attitudes, misconceptions, and emotional crises, the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion is considered and invoked only when necessary. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense, but rather the determination that the student is unqualified to continue as a member of the College community.

## Student Rights

Upon registration, students are entitled to the following freedoms and/or rights provided that their exercise is accomplished in accordance with College procedures and does not result in disruption or disturbance:

- A. Right to a quality education.
- B. Right to freedom of expression.
- C. Right to hold public forums.
- D. Right to peacefully assemble.
- E. Right to a fair and impartial hearing.
- F. Right to participate in student government.
- G. Right to be a member in authorized student organizations.

Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action. LSCC reserves the right to discipline a student for activities which take place off campus when those activities adversely affect the College community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subjected to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. (Please see the LSCC Catalog and Student Handbook for more complete details on the Lake-Sumter Community College Student Conduct Code and "Student Rights and Responsibilities.")

## STUDENT APPEALS

Students may appeal decisions made by college officials. Such matters include, but are not limited to, exceptions to deadline dates for refunds and withdrawals, academic grievances, exceptions to the full cost of tuition, and exception to the third attempt rule. Specific appeal procedures are set forth in the Administrative Procedures Manual for the College. Additional information may be obtained from any Advisor. Students entering **Limited Access** academic programs such as Nursing should refer to specific program handbooks for academic program guidelines.

## STUDENT/INSTRUCTOR MISUNDERSTANDING

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



## Student Records

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

### CLASSIFICATION OF STUDENT RECORDS

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

### CUSTODIANS OF STUDENT RECORDS

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

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Lake-Sumter Community College maintains certain practices and procedures to assure compliance to the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's educational records within 10 days of the day the College receives a request for access. Students should submit to the campus Admissions and Records office written requests that identify the record(s) they wish to inspect. The registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of

the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative supervisory, academic or support staff position (including a law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC. 20202-4605

The LSCC office that administers FERPA is:  
Admissions and Records Office  
Lake-Sumter Community College  
9501 U.S. Highway 441  
Leesburg, FL. 34788

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Directory Information

Directory information means information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Lake-Sumter Community College has established the following as directory information.

- Name and current mailing address
- Major field of study
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- E-mail addresses

Although the above directory information may be available for release, Lake-Sumter Community College does not routinely release such information to third parties. The Act states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information as stated previously. To withhold directory information, a student should notify the Admissions and Records office in writing prior to the add/drop period of each term. Status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.

### Nondirectory Information

Nondirectory information is personally identifiable information such as grades, transcripts, GPA and academic standing. LSCC does not release this

information without written authorization from the student. If a student wishes to have any personally identifiable information regarding their educational record released, an Authorization for Release of Student Information form must be completed by the student. The forms are available in the admissions/records office at any campus.

### Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, the College, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major and degrees received.

### COPIES OF STUDENT RECORDS

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

### CHALLENGE TO CONTENT OF STUDENT RECORDS

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

## Requesting Official LSCC Transcripts

### For Current Students

To request your Lake-Sumter Community College transcript, please visit our website at [www.lsc.edu](http://www.lsc.edu).

1. Click on the Current Students tab.
2. Under Student Resources, click on Transcripts link.
3. Click on the link that will forward you to the Credentials website and follow prompts to enter information to request your transcripts.
4. You may also log into your LOIS account to request transcripts.

Current students and previous students who use LOIS may log into their LOIS student account as usual.

1. Select Student and Financial Aid Tab
2. Select Student Records
3. Select Order Official Transcripts.
4. Continue to follow the instructions.

### For Previous Students/Alumni

Previous Students/Alumni may also request transcripts by logging into LOIS or by visiting [www.lsc.edu](http://www.lsc.edu).

1. Select Visitor/Friends Tab
2. Under Academics, click on the Transcript request link
3. Click on the link that will forward you to the Credentials website and follow prompts to enter information to request your transcripts.

Official transcripts are sent by LSCC through the U.S. Postal service or electronically to Florida State Institutions ONLY. Unofficial transcripts can be obtained by logging into LOIS.

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

## Student Responsibilities

The curricula of Lake-Sumter Community College are described in this catalog. The College offers numerous resources to assist students in receiving a quality education while achieving their goals. Students must assume the ultimate responsibility for their education. Student responsibilities include:

1. Adapt to and thrive in diverse teaching/learning environments.
2. Be actively engaged in the learning process both inside and outside the classroom.
3. Create, develop, and evaluate an individualized academic plan and life goals.
4. Respect the learning environment and rights of all learners.
5. Abide by the Student Code of Conduct.
6. Interact with peers.
7. Participate in or support student organizations and campus activities.
8. Be aware of and use student support services and resources.
9. Assume responsibility for academic and personal choices.
10. Be a viable and contributing member of the community.

## Academic Integrity

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

The suspicion of dishonesty in academic activities is a serious matter because it threatens the atmosphere of respect essential to learning. Faculty should openly

## 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 licensed 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.

express a zero tolerance toward academic dishonesty in any form, including but not limited to plagiarism, which is the misrepresentation of someone else's words, ideas, research, images, video clips, or computer programs as one's own; submitting the same paper or computer program for credit in more than one course without prior permission; collaborating with other students on papers or computer programming assignments and submitting them without instructor permission; cheating on examinations; violation of copyright laws; forgery; and misuse of academic computing facilities. Faculty should provide a definition of the standards of academic honesty during the first class session, both orally and in writing. (Adapted from the University of Puget Sound and Academic Senate for California Community Colleges.)

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

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

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

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

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

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

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

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

**A Student Incident Report is kept on file in the office of the Vice President for Student Affairs when student misconduct is reported.**

## Student Conduct

Students enrolled at Lake-Sumter Community College are expected to conduct themselves in a manner that will reflect credit to the College, the community and themselves. Each student, by registering, assumes the responsibility for becoming familiar with and abiding by the general rules of conduct listed below.

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

- A. The following actions are prohibited on any campus of the College, at any College-related activity or at other locations as may be provided by law. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.

1. Academic dishonesty: cheating, plagiarism, and any other misrepresentation of work.
2. Dressing in a manner that is not conducive to the maintenance of health, welfare and safety for themselves and others. Clothing worn by students must be of sufficient quality and quantity to properly cover and protect the body.
3. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any drugs that are in violation of Chapter 893, Florida Statutes.
4. Possession or consumption of alcoholic beverages.
5. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons (including firearms).
6. Illegal gambling.
7. Knowingly disrupting or interfering with the



lawful administration of functions of any educational institution as prohibited under the criminal provisions of Section 877.13, Florida Statutes and of Section 1006.61, Florida Statutes.

8. Disobedience: failure to abide by official College rules, procedures, policies or guidelines, or disobeying reasonable requests or orders by an authorized College official or representative acting on the part of the College.

9. Unauthorized use of the College name.

10. Unauthorized entry and/or occupancy of College facilities.

11. Unauthorized possession, duplication or use of keys or access cards to any College premises or services.

12. Misuse of computers and computer information resources:

a. Altering, modifying, destroying, disclosing or taking information resource property (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization.

b. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.

c. Unauthorized transfer of a file.

d. Unauthorized use of another individual's identification and/or password.

e. Use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system.

f. Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network and/or computing system.

g. Use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system.

h. Misuse of College computers.

13. Furnishing false information to a College official in the exercise of his/her responsibilities with intent to deceive.

14. Forgery, alteration, or misuse of documents, records or identification card.

15. Violations of student traffic and parking control.

16. Unauthorized commercial solicitation on College property.

17. Actions that are committed without concern for the possible harm to an individual or group that could or does result in injury to an individual or group.

18. Failure to respect the right to privacy of any member of the College community.

19. Discrimination: the denial of services or access to activities to an individual because of his/her race, religion, age, national origin, gender, marital status, or disability.

20. Sexual harassment or stalking as defined in Lake-Sumter Community College Board Rules 2.06 and 2.07.

21. Knowingly instituting a false charge against another.

22. Use of indecent or abusive language.

23. Hazing as defined in Section 1006.63, Florida Statutes.

24. Vandalism or destruction of property.

25. Stealing or attempting to steal.

26. Violation of local ordinances or state or federal law.

27. Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting, or procuring another in the violation of any of the above.

B. The college will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

C. The college shall enforce the provisions of Section 1006.62 Florida Statutes hereinafter set forth in full, as follows: "Expulsion and discipline of students of Community Colleges and the State University System.

1. Each student in a community college or state university is subject to federal and respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.

2. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.

3. Each president of a community college or state university may, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or the board of trustees of the institution. A student may be entitled to a waiver of expulsion:

(a) If the student provides substantial assistance in the identification, arrest or conviction of any of his accomplices, accessories, coconspirator or principals or of any other person engaged in violations of Chapter 893 within a state university or community college.

(b) If the student voluntarily discloses his violations of Chapter 893 prior to his or her arrest; or

(c) If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program."

D. Disciplinary proceedings by the College for the violation of this rule shall be conducted under the provisions of Rule 4.17 Student Disciplinary Action.

## Student Disciplinary Action

The President has designated the function of student discipline to the Vice President of Student Affairs. Violation of any of the rules of Student Conduct as set forth in Board Rule 4.16 may lead to disciplinary probation, suspension, expulsion or other appropriate and authorized action.

Students who are accused of violating any of the rules of student conduct as set forth in Board Rule 4.16 are entitled to a hearing with the Vice President of Student Affairs. Requests for a student disciplinary hearing before the Vice President may be filed by any party within ten (10) working days of the alleged violation and should be submitted in writing to the Vice President of Student Affairs. Disciplinary action shall be taken only after a hearing is held unless otherwise deemed necessary by the President.

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

# Steps to Enrollment



Steps to Enrollment Checklist

Admission Procedure  
& Requirements

Dual Enrollment

Registration Process

Steps to Enrollment

## Steps to Enrollment Checklist

(Dual Enrollment students see page 34.)

1. Apply for Financial Assistance, p. 46
2. Apply for Admission, see below
3. Submit transcripts and other official documents  
Admissions Office - see below  
Office of Financial Assistance (if applicable), p.46  
Office for Students with Disabilities  
(if applicable), p. 59
4. Take placement test, p. 38
5. Complete New Student Orientation, p. 40  
(optional for Transfer Students)
6. Meet with an Academic and Career Advisor, p.58
7. Register for Classes, p. 40
8. Pay fees by deadline, p. 44 and inside  
front cover
9. Purchase books, p. 63  
Save receipts. Do not unwrap until you have  
met with instructor for the first time.  
Obtain parking decal, p.19
10. Attend classes! College success requires  
excellent attendance, beginning with the first  
class session.

## Admission Procedure

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

1. **All Students.** Submit Application for Admission and \$25 application fee (non-refundable).
2. **All Students.** Submit the affidavit of residence (part of the Application for Admission).
3. **Degree/Certificate/Diploma Seeking Students.** Prior to the registration, submit the following:
  - a. High school transcript showing final grades and date of graduation; or
  - b. A high school equivalency diploma; or
  - c. If home schooled, an affidavit signed by the parent or legal guardian verifying completion of a home education program pursuant to the requirements of F.S. 1002.41(1); or
  - d. If a transfer student, official transcripts from all previously attended post-secondary institutions.
4. **Credit Students.** All degree, certificate, and diploma seeking credit students AND non-degree seeking credit students wishing to enroll in a general education course MUST submit college ready scores on the SAT-1 or Enhanced ACT OR take the Florida College Entry Level Placement Test. See Placement Testing for further information.
5. Limited access credit programs and postsecondary adult vocational programs may require additional information for admission. Contact the program coordinator.

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

### Readmission of Former Students

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



# Residency Requirements

## What is Florida Residency for tuition purposes?

Individuals who qualify for Florida Residency for tuition purposes receive a discounted rate on their tuition. The State of Florida supplements the full-cost of instruction for these individuals so that they pay a lower rate than other students (full cost of tuition is equivalent to the out of state resident fee rate). Being a Florida Resident for tuition purposes requires documented proof of you or your parents (depending whether you are dependent or independent) establishing a permanent domicile in Florida for more than 12 months preceding the first day of classes for the term in which you are applying. This is different from residing in Florida on a temporary basis.

## Is the Florida Residency for tuition purposes policy created by Lake-Sumter Community College?

No. Lake-Sumter Community College only enforces the Statute 1009.2 fs, created by the Florida legislature and the Administrative Rule 6A-10.044, approved by the Division of Community Colleges and the University's Board of Governors. The Florida Residency for Tuition purposes rule is very specific and provides the colleges with a policy and guidelines to adhere to when determining the residency classification of a student. Each college and university is audited by the state to determine their adherence to the rule.

## How do I qualify for Florida Residency for tuition purposes?

Students who are admitted to public-supported postsecondary educational institutions in Florida must complete an affidavit and provide proof of "residency-for-tuition-purposes" in accordance with state law. Non-US citizen students and/or parents must provide evidence of legal immigration status in the US before being considered for Florida resident fees. **All documents supporting the establishment of Florida residency must be dated or issued 12 months before the first day of class of the major term in which the residency-for-tuition classification is sought. These documents MUST be submitted and filed by the Proof of Florida Residency Deadline designated by the college.**

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent). The following definitions are provided in rule:

**Independent Student** - A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;

7. The student is working on a master's degree or doctoral degree during the term for which residency status is sought at a Florida institution; or
  8. The student is classified as an independent by the financial aid office at the institution.
- Evidence that the student meets one of these criteria will be requested by the higher education institution.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at the institution (exclusive of federal, state, and institutional aid or scholarships).

**Dependent Student** – All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

## Documentary Evidence

The person for whom residency is being based (the student if independent or the parent/guardian if dependent) must submit the following information. **At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period.** At least one document must be submitted from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. **Additionally, there must be an absence of information that contradicts the applicant's claim of residency.**

**FIRST TIER** (at least one document is required from this list)

- Florida Driver's License \*if known to be held in another state, must have relinquished
- Florida Voter Registration Card
- Florida Vehicle Registration
- Declaration of Domicile in Florida  
\*12 months from the date the document was filed with the court
- Proof of Purchase of a Permanent Home in Florida that is occupied as a primary residence of the claimant
- Transcripts from a Florida High School for Multiple Years  
\*if the diploma or GED was earned in the last 12 months
- Proof of Permanent Full-time Employment in Florida  
\*one or more jobs for at least 30 hours per week for a 12-month period
- Benefit Histories from Florida Agencies or Public Assistance Programs

**SECOND TIER** (may be used in conjunction with one document from First Tier)

- A Florida Professional or Occupational License
- Florida Incorporation
- Documents Evidencing Family Ties in Florida
- Proof of Membership in Florida-based Charitable or Professional Organizations
- Any Other Documentation that Supports the Student's Request for Residency Status  
Examples: Utility Bills and proof of payments for the last 12 consecutive months  
Lease agreement and proof of payments for the last 12 consecutive months  
State or court documents evidencing legal ties to Florida

# Admission Requirements

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

## Credit Programs

### DEGREE/DIPLOMA/CERTIFICATE SEEKING STUDENTS

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

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

### NON-DEGREE SEEKING STUDENTS

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

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

### SPECIAL STUDENTS

Applicants who are at least eighteen (18) years of age and legally withdrawn from a secondary school system, who do not meet the admission criteria for credit programs, may be admitted provisionally into credit classes as a special student. A student admitted under this status is required to see an Advisor before registering and may take a maximum of twelve (12) credit hours before being required to meet the criteria for admission into credit programs.

### Transfer Students

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

Students who have previously attended a college or university accredited by one of the six regional accrediting associations may be admitted as transfer students and:

- High school requirement may be waived provided an LSCC transcript evaluation determines that the student has completed a minimum of 12 college level academic credits from a regionally accredited institution with an overall grade point average of 2.0.
- It is the student's responsibility to assure that their transcripts from other colleges are sent directly to LSCC's Admission's office to complete admission requirements. If transcripts have not arrived at LSCC by the next term's registration date the student will be prohibited from registering.

### I. TRANSFER CREDIT WILL BE EVALUATED AS FOLLOWS:

- A. Transfer of credit is the act of awarding credit at Lake-Sumter Community College for coursework taken at another institution, through credit by examination, through current articulation program agreements, and approved industry certifications.
- B. The purpose of awarding credit for coursework or credit by examination is to allow students to transfer their credits to Lake-Sumter Community College according to LSCC course equivalencies, and to accelerate the completion of the student's program.
- C. All students who have previously registered at any other

post-secondary institution, regardless of the amount of time spent in attendance or credit earned, are classified as transfer students. These students are required to submit official transcripts from that institution for the purposes of evaluation.

- D. Any official transcripts provided directly from the student must remain in the original sealed envelope provided by the previously attended institution. Any transcript received opened by the student will not be accepted.
- E. No Financial Aid will be dispersed to any eligible student's account until such transcripts have been received.
- F. Students must earn a minimum of 25% of their degree or certificate credits at Lake-Sumter Community College.
- G. Transfer of credit from other institutions and from credit by examination test scores will only be evaluated from original, official transcripts submitted directly from each institution or agency.
- H. Transfer of credit for tech prep or institutional credit by examination listed on the transcripts of Florida regionally accredited institutions will be evaluated and awarded directly from each institution's transcript.
- I. The transfer of credit occurs when students submit official transcripts or test scores to the Admissions/Records office. These documents will be evaluated within one semester, once the student's admissions file is complete and the student is enrolled at Lake-Sumter Community College.
- J. At the time of evaluation, a student's transcript or test scores are evaluated and credit is awarded based on current college policy and state guidelines.

## II. TYPES OF TRANSFER CREDIT

### A. Credit by Examination – Institutional

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

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

### B. Credit by Examination – Outside Agencies

Credit will be awarded at Lake-Sumter Community College for experiential credit exams in accordance with the State of Florida's Articulation Coordinating Credit-By-Exam Guidelines for Postsecondary Institutions. Students may earn up to 45 credit hours through the

transfer of credit by examination. No grades or grade point values will be assigned for credit by examination. Official copies of these test scores must be submitted directly to LSCC from the appropriate issuing agency. These include the follow types of tests:

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

### C. Coursework from Regionally Accredited Institutions

Lake-Sumter Community College will evaluate all coursework from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Credit will be awarded in accordance with the following guidelines:

- 1. All college level or college preparatory courses which have both grades and credit hours will be evaluated, including all those marked "F," "W," and "X."
- 2. Courses with grades of "D" or better may be used to satisfy course requirements, with the exception of Gordon Rule courses. In order to satisfy Gordon Rule math or writing courses, a minimum grade of "C" is required.
- 3. Only lower division (freshman/sophomore) courses or those upper division courses for which LSCC has a clear lower division course equivalent will be evaluated. Graduate and advanced level courses will not be accepted at LSCC.
- 4. LSCC accepts all college credit and developmental course work regardless of when the course work was taken.

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

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

- 1. Institutions participating in the common course numbering system in the State of Florida will be accepted for transfer according to the state guidelines:
  - a. The course must have been completed after the date of approval on the state list.
  - b. The course number/prefix must be on the state accepted list with the designation of "Academic Transfer" and must have an LSCC equivalent course number.
- 2. Coursework that does not meet the criteria above may be evaluated through an appeal process.
  - a. The student must submit the identified appeal documentation directly to the Admissions/Records office for verification of all documents. Required documentation:
    - 1) A course description from the term in which the course was taken.

- 2) A course syllabus from the term in which the course was taken.
  - 3) A statement on letterhead from the institution indicating the instructor of the course that was taken, the credentials and or master's degree of the instructor, the concentration of the instructor's master's degree, and the institution from which the credentials/degrees were earned.
- b. Once all documents are received, the student's appeal packet will be submitted to the appropriate Dean to be evaluated to determine if the instructor's credentials meets those required by SACS and if the course content is of equivalent value to an LSCC course.
3. All approved coursework will be evaluated using the same guidelines as those for regionally-accredited institutions.

### E. Coursework from International Institutions

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

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

### F. Military Credit

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

1. Four (4) credits in physical education will be awarded from either the student's DD214 or ACE transcript.
2. Any course work taken at a regionally accredited institution such as Community College of the Air Force, Central Texas College, and University of Maryland at Adelphi will be evaluated for college credit using the same procedure as other regionally accredited institutions.

### G. Other Credit

Lake-Sumter Community College may award other credit based on current articulation program agreements and approved industry certifications upon completion of 6 college level credits taken at LSCC.

## III. APPEAL PROCESS

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

- A. Submit a course description from the term in which the course was taken.

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

### CFT Transfer Credit

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

### Tech Prep/High School Career-Technical Programs

prepare students for technically demanding jobs. Articulation agreements have been developed that allow Lake, Marion, 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 SSB 228 in the Student Affairs Building on the Leesburg Campus. For information about Tech Prep call 323-3612 or from Sumter County call 568-0001, ext. 3612 or visit [www.lsc.edu/techprep](http://www.lsc.edu/techprep).

## Transient Students

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

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

### OUTGOING TRANSIENT STUDENTS:

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

1. **For All Florida Public Universities and Community Colleges**
  - a. Complete the Transient Student Form on the following website: [www.facts.org](http://www.facts.org) website.
  - b. Allow a minimum of 48 business hours for the approvals from LSCC representatives.
  - c. The electronic system will automatically email the student an update on the approvals as they take place.



- d. The electronic system will automatically forward the student's request to the institution for which he/she has designated to be transient.
- e. The student is responsible for following up with the transient institution and following the procedures in place at that institution.
- f. Student must request an official transcript to be sent to LSCC, after grades have been posted for the approved transient course(s).
- g. If student did not attend, the student must provide a letter from that institution stating that the approved course(s) were not taken.

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

Complete an LSCC Transient Student Approval Form and submit it to the Admissions & Records office for approval. Transient Student Approval Forms may be picked up in the admissions area on any campus.

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

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

## INCOMING TRANSIENT STUDENTS:

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

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

1. An approved transient form from the student's current (home) institution.
2. An LSCC application for admission, with payment of the application fee.
3. Upon the completion of their coursework, students **MUST** request an official LSCC transcript to be sent to their home institution. Transcripts may be requested online at [www.lsc.edu](http://www.lsc.edu)
4. Transient students are encouraged to receive advance approval from their home institution before registering for classes at LSCC.

## READMISSION TO LSCC

A student will remain in active application status provided a break in enrollment does not exceed one year by attending LSCC at least on term each academic year. Students returning after an absence of one or more academic years and those students who applied but never attended must:

- Complete an Application for Admission at no cost.
- Submit transcripts from all regionally accredited colleges or universities attended that have not previously been submitted and/or submit transcripts from colleges or universities since attending or applying to LSCC.
- Retake the CPT if it has been more than two (2) years,

for those who have not completed English or math requirements.

- Meet the graduation requirements of the catalog in effect at the time of readmission.

## International Students

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

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

- TOEFL Scores: If a student is from a country whose native language is not English, the student must submit acceptable TOEFL scores of 213 for the computer-based test or 79-80 Internet based score, or 550 for the written-based test.

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

- Submit a financial statement showing your financial support in US dollars.

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

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

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

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

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

## AUDITING COURSES

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

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

## INDEPENDENT STUDY

Under certain circumstances, a student may be permitted to enroll in a college credit course offered through independent study. In order to enroll in an independent study course, the following process should be followed:

- The instructor must make arrangements with his or her department chair/dean to create the independent study section;
- The instructor/department chair/dean should provide the student with the CRN needed for registration purposes;
- The student must register in-person in the Admissions/Records Office for the CRN provided (these sections are not available for online registration).
- Dual Enrollment students are not permitted to enroll in independent study sections.

### Post-Secondary Adult Vocational (PSAV) Programs

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

## Dual Enrollment

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

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

Public, private, and home-education high school students interested in participating in the Dual Enrollment program

must contact their high school guidance counselor and the Dual Enrollment Manager at Lake-Sumter Community College.

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

Dual Enrollment students who are graduating in May will not be allowed to register for courses during the Summer A and AE terms. These students no longer qualify as Dual Enrollment students, as they will no longer be in high school during a portion of the term. They also do not meet the minimum qualifications for admissions, as they will not have their high school diploma by the time these summer terms begin. Dual Enrollment students cannot have their LSCC degree awarded until after they have graduated from high school. Additional information can be found at [www.lsc.edu](http://www.lsc.edu).

## ADVANCED PLACEMENT EXAMINATIONS (AP) AND CREDIT AWARDED

LSCC grants credit for AP Exams according to the guidelines provided by the state's Articulation Coordinating Committee. AP Program examinations are administered by the College Entrance Examination Board (CEEB). Please see the corresponding AP Equivalency Chart for details on which courses LSCC currently offers credit. In order to obtain credit for AP exams taken, the student must:

- Have taken the exam PRIOR to enrolling in college;
- Have their official scores sent to LSCC directly from the AP College Board. Scores must be sent to the LSCC Admissions/Records Office. To have score sent from College Board, call 1-888-225-5427;
- Earn a score of 3, 4, or 5 on an exam listed on the corresponding AP Equivalency Chart (p. 34);
- Be admitted to LSCC as a student before the credit is awarded for these exams.

Other important notes regarding the use of AP scores and credit include:

- Credit granted for AP exams are listed on the student's transcript and are transferable to Florida public institutions of higher education and may also be transferable to private institutions;
- No letter grades or quality points are assigned to the credit received from the AP exams;
- Credit earned through passing AP exams in the area of English and Mathematics is considered to be equivalent to a 3.0 GPA for the purpose of determining CLAST exemption;
- Credit will not be awarded for AP exams in a course for which credit has already been received;
- Credit awarded for AP exams cannot be used to forgive a grade previously earned in a course.

## COMPUTER PROFICIENCY EXAM

Students planning to graduate from LSCC must demonstrate the basic use of computers. The computer proficiency requirement must be met either through the successful completion of designated courses listed in the computer requirement section of the catalog (page 82), by earning passing scores on associated Credit by Exam for those designated courses, or by a passing score on the proficiency exam.

Passing grades will be listed on the transcript with a grade of "P," but no credit will be awarded. Examination dates and the deadline for registering for the exam are posted on the website at [www.lsc.edu/home/creditbyexam.aspx](http://www.lsc.edu/home/creditbyexam.aspx). For more information, contact the Learning Center at 352-323-3554.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND CREDIT AWARDED

LSCC grants credit for CLEP Exams according to the guidelines provided by the state's Articulation Coordinating Committee. CLEP Program examinations are administered by the College Entrance Examination Board (CEEB). Please see the corresponding CLEP Equivalency Chart for details on which courses LSCC currently offers credit. In order to obtain credit for CLEP exams taken, the student must:

- Be currently enrolled at LSCC or an applicant for admission;
- Have official scores sent to LSCC directly from the College Board. Scores must be sent to the LSCC Admissions/Records Office. To have scores sent from College Board, go to [collegeboard.com/student/testing/clep/scores.html](http://collegeboard.com/student/testing/clep/scores.html) and click on 'transcript request form';
- Earn a minimum score of 50 or higher on the subject matter examination listed on the corresponding CLEP Equivalency Chart (p. 35);
- Other important notes regarding the use of CLEP scores and credit include:
  - Credit granted for CLEP exams are listed on the student's transcript and are transferable to Florida public institutions of higher education and may also be transferable to private institutions;
  - No letter grades or quality points are assigned to the credit received from the CLEP exams;
  - Credit earned through passing CLEP exams in the area of English and Mathematics is considered to be equivalent to a 3.0 GPA for the purpose of determining CLAST exemption;
  - Credit will not be awarded for CLEP exams in a course for which credit has already been received;
  - Credit awarded for CLEP exams cannot be used to forgive a grade previously earned in a course.
- For testing hours and locations, please contact the Testing Office at 352-435-5009.

## CREDIT BY EXAM - INSTITUTIONAL

LSCC provides students with the opportunity to exempt specific courses by testing. Students who pass the exams will receive credit for the course with a grade of "P." Fees for Credit by Exam are \$25 per credit hour. Students who fail the test will forfeit the exam fee and receive no credit for the course. For more information, contact the Learning Center at 352-365-3554.

**Credit awarded for exemption exams cannot be used to forgive a grade previously earned in a course.**

**Per the state's Articulation Coordinating Committee guidelines, students may receive up to a maximum of 45 total credit hours through credit by exam programs.**

# Advanced Placement

EXAM TITLE	LSCC COURSE with a score of 3	HR	LSCC COURSE with a score of 4	HR	LSCC COURSE with a score of 5	HR
Art History	ARH 2000	3	ARH 2050	3	ARH 2050	3
			ARH 2051	3	ARH 2051	3
Biology	BSC 1005C	4	BSC 1010C	4	BSC 1010C	4
					BSC 1011C	4
Calculus AB	MAC 2311	5	MAC 2311	5	MAC 2311	5
Calculus BC	MAC 2311	5	MAC 2311	5	MAC 2311	5
			MAC 2312	4	MAC 2312	4
Chemistry	CHM 1020C	4	CHM 2045C	5	CHM 2045C	5
					CHM 2046C	5
Computer Science A	CGS 2075*	3	CGS 2075*	3	CGS 2075*	3
Computer Science AB	CGS 2076*	3	CGS 2076*	3	CGS 2076*	3
Economics Macro	ECO 2013	3	ECO 2013	3	ECO 2013	3
Economics Micro	ECO 2023	3	ECO 2023	3	ECO 2023	3
English Language/Composition	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102	3	ENC 1102	3
English Literature/Composition	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102 or LIT 1005*3		ENC 1102 or LIT 1005*3	
Environmental Science	ISC 1051*	3	ISC 1051*	3	ISC 1051*	3
European History	EUH 1009*	3	EUH 1000	3	EUH 1000	3
			EUH 1001	3	EUH 1001	3
Govern/Politics/Compar	CPO 2001 or CPO 2002	3	CPO 2001 or CPO 2002	3	CPO 2001 or CPO 2002	3
Govern/Politics/U.S.	POS 2041	3	POS 2041	3	POS 2041	3
Human Geography	GEO 2400	3	GEO 2400	3	GEO 2400	3
Music Theory ***	MUT 1001	3	MUT 1001	3	MUT 1001	3
Physics B	PHY 2053C	5	PHY 2053C	5	PHY 2053C	5
			PHY 2054C	5	PHY 2054C	5
Phys C: Elec/Magnet	PHY 2054C	5	PHY 2049C	5	PHY 2049C	5
Phys C: Mechanics	PHY 2053C	5	PHY 2048C	5	PHY 2048C	5
Psychology	PSY 2012	3	PSY 2012	3	PSY 2012	3
Statistics	STA 2023	3	STA 2023	3	STA 2023	3
Studio Art: Drawing Portfolio	ART 1300C	3	ART 1300C	3	ART 1300C	3
Studio Art: 2D Design Portfolio	ART 1201C	3	ART 1201C	3	ART 1201C	3
Studio Art: 3D Design Portfolio	ART 1203C	3	ART 1203C	3	ART 1203C	3
United States History	AMH 1000	3	AMH 2010	3	AMH 2010	3
			AMH 2020	3	AMH 2020	3
World History	WOH 1022	3	WOH 1022	3	WOH 1022	3
LANGUAGE EXAMS	XXX 2200	4	XXX 2200	4	XXX 2200	4
			XXX 2201	4	XXX 2201	4

\* Course unique to this exam.

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



# CLEP Course Equivalent

CLEP EXAM TITLE	With a Minimum Score of	LSCC AWARDS COURSE	Hours
Accounting, Principles of ** (discontinued)	50	ACG 2001	3
Accounting, Financial	50	ACG 2001	3
Algebra, College	50	MAC 1105	3
Algebra-Trigonometry, College** (discontinued)	50	MAC 1147 (Can sub for MAC 1140 and MAC 1114)	4
American Government	50	POS 2041	3
American Literature	50	AML 1000	3
Analyzing and Interpreting Literature	0	none (Recommend Amer/Engl Lit exams)	0
Biology, General	50	BSC 1005 (no lab credit)	3
Business Law, Introduction to	50	BUL 2241	3
Calculus with Elementary Functions	50	MAC 2233	3
Chemistry, General	50	CHM 1020 or CHM 1025 (no lab credit)	3
Educational Psychology, Introduction to	50	EDP 2002	3
English Composition with Essay	50	ENC 1101	3
English Literature	50	ENL 2000	3
Freshman Composition	0	none (Recommend Engl Comp w/Essay)	0
History of the United States I	50	AMH 2010	3
History of the United States II	50	AMH 2020	3
Human Growth and Development	50	DEP 2004	3
Humanities	50	HUM 2235 or HUM 2250	3
Information Systems and Computer Applications	50	CGS 1077 (Unique crs # to this exam)	3
Macroeconomics, Principles of	50	ECO 2013	3
Management, Principles of	50	MAN 2021	3
Marketing, Principles of	50	MAR 2011	3
Math, College	50	MGF 1106 or MGF 1107	3
Micro Economics	50	ECO 2023	3
Natural Science	0	none (Recommend Specific Subject Exam)	0
Precalculus	50	MAC 1140	3
Psychology, Introductory	50	PSY 2012	3
Social Science and History	0	none (Recommend Specific Subject Exam)	0
Sociology, Introductory	50	SYG 2000	3
Trigonometry** (discontinued)	50	MAC 1114	3
Western Civilization I	50	EUH 1000	3
Western Civilization II	50	EUH 1001	3
Spanish Language Exam	50	SPN 1120	4
	66	SPN 1120 / SPN 1121	8
French Language Exam	50	FRE 1121	4
	62	FRE 1120 / FRE 1121	8
German Language Exam	50	GER 1120	4
	63	GER 1120 / GER 1121	8

\*\* Although discontinued, previous exam scores will be accepted and evaluated

# Placement Testing

Student Success is the highest priority at LSCC. To have the greatest chance of college success, students need to begin their college work at the appropriate levels, based on their preparation in English, reading, and mathematics. To determine those levels, the State of Florida requires the Florida College Entry Level Placement Test (FCELP), or the documentation of exemption criteria. The assessment instrument used for the FCELP at all Florida community colleges is the Computerized Placement Test (CPT) from Accuplacer.

**Students must complete placement testing or submit exemption documentation prior to meeting with an Advisor, participating in New Student Orientation, and registration for classes.**

This requirement applies to ALL:

- new First-Time in College students seeking any degree or certificate
- students who are non-degree seeking but want to enroll in General Education and other courses with a prerequisite of math, reading, or English
- new transfer students who have not yet begun in college level English, reading, and/or math, and are without documented scores less than 2 years old
- continuing students who have not yet begun in college level English, reading, and/or math courses, and whose placement scores (SAT, ACT, or CPT) are more than 2 years old

## Exemptions to CPT Requirement

Students who meet or exceed the following minimum SAT/ACT scores in all areas are exempt from the CPT requirement. Scores cannot be mixed between exams. Students using ACT or SAT scores place into ENC 1101 and MAT 1033. If higher placement in math is desired, additional placement testing is required.

ACT		SAT	
English	17 <b>and</b>	Verbal	440 <b>and</b>
Reading	18 <b>and</b>	Math	440
Math	19		

## Preparation for CPT

Because the CPT will determine whether you start at LSCC in college preparatory or college-level courses, students are encouraged to prepare by reviewing for the test. Review information may be obtained at the website: [www.lsc.edu/placementtesting](http://www.lsc.edu/placementtesting).

Students receive a Placement Testing Referral Form when applying for admission. They must bring this form and a photo ID to one of the three campuses in order to sit for the CPT, and should plan approximately 2 hours for completion of the test.

Students needing accommodations for testing should contact the Office for Students with Disabilities prior to scheduling their testing session.

## Retaking all or parts of the CPT

Prospective Dual Enrollment students may take the CPT twice within one academic year. All other students are allowed to take each section of the CPT twice in a 2 year period. Students may retake sections individually or in total.

Students are strongly encouraged to do additional review before retaking the CPT.

**No retakes are allowed in a subject area once the student has enrolled in a course in that academic sequence.**

## CPT Scores and Corresponding Course Placements

Sentence Skills (English)		Reading Comprehension	
CPT Score	Placement	CPT Score	Placement
20-70	ENC 0001	0-59	REA 0001
71-82	ENC 0010	60-82	REA 0002
83 +	ENC 1101	83 -100	REA1105
Algebra/Arithmetic (Math)			
CPT Score		Placement	
20-36	AT* 20-80	MAT 0012	
20-36	AT* 81-120	MAT 0024	
37-71		MAT 0024	
72-94		MAT 1033	
95+		**MAC 1105 or MGF 1106 or MGF 1107	
* AT – Arithmetic Test			
** Students scoring 95 or higher may choose to take an additional Advanced Math Placement Test on the Leesburg campus to determine if they may place into higher level math.			

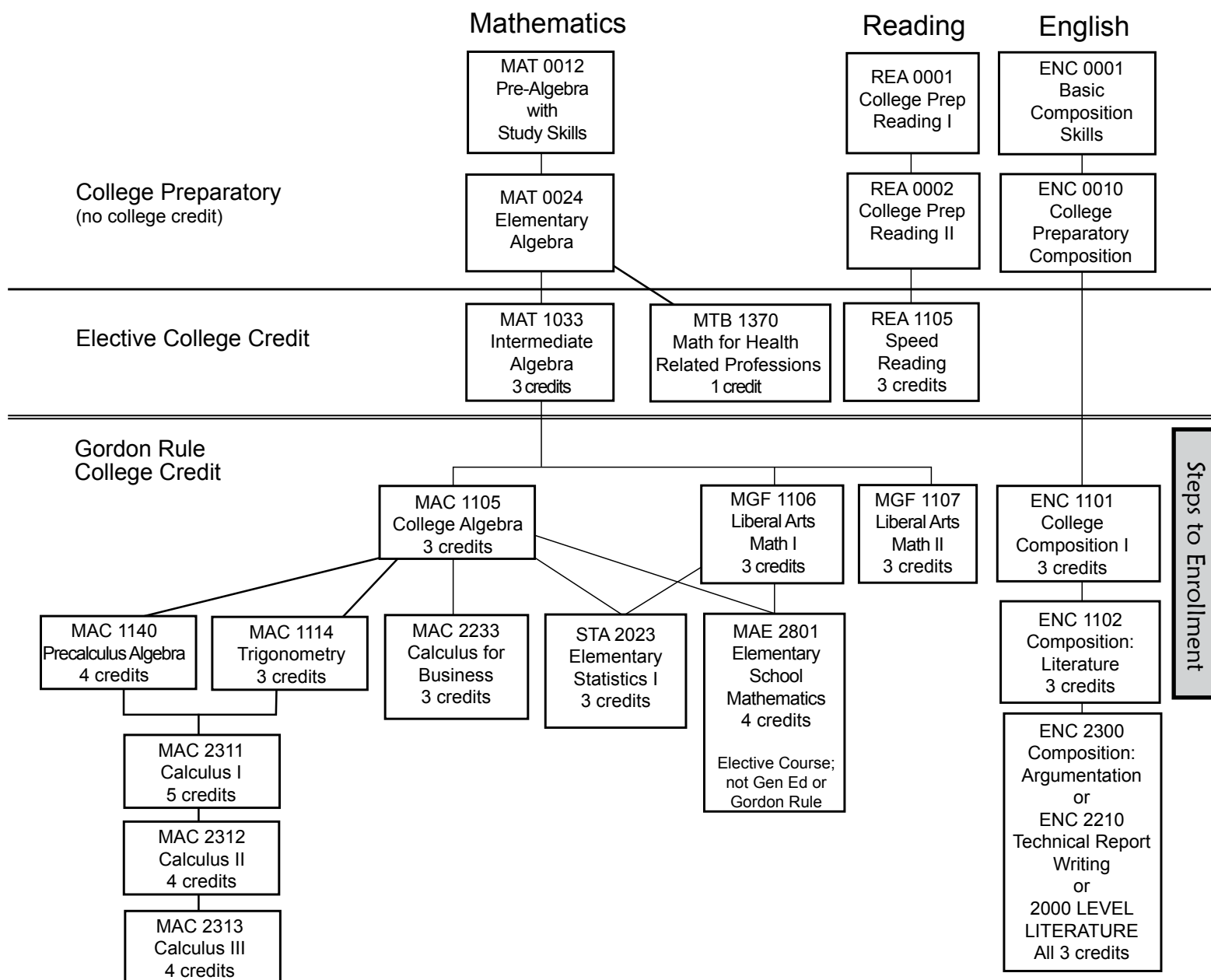
## Placement into College Preparatory Courses

Students may place directly into college level work, or they may need to begin their studies in college preparatory courses in one or more of the designated areas. The state of Florida mandates successful completion (grades of A, B, C, or S) of all required college preparatory coursework for students pursuing any degree or certificate. In addition, all required college preparatory courses must be completed by the time the student has completed twelve (12) hours of college credit coursework. Students who place into college preparatory courses in more than one subject are also required to successfully complete SLS 1501: Foundations of Success Seminar.

College preparatory courses are designated with a course number beginning with a 0 (ENC 0001, 0010; REA 0001, 0002; MAT 0012, 0024). Grades earned in these courses are not figured into grade point average (GPA) calculations, and the credit hours for college preparatory courses do not count toward a degree or certificate. All college preparatory courses at LSCC count as 4 institutional credit hours for purposes of tuition & fees, class meeting times, and enrollment status (full-time/part-time) for financial aid and other purposes.

For additional information regarding Placement Testing, go to: [www.lsc.edu/placementtesting](http://www.lsc.edu/placementtesting).

# Academic Sequences



## New Student Orientation (NSO)

New Student Orientation (NSO) is one of the most important first steps in making a successful transition into college life. It provides the new student with personal connections with other new students and with Academic and Career Advisors. Students will learn about differences between high school and college, time commitment, level of work required, and student expectations, rights, and responsibilities. In addition, students will learn about the many services available to them at LSCC, as well as how to navigate the LSCC online registration system.

All new first-time-in-college (FTIC) students are required to participate in NSO prior to registration for classes. Transfer students are encouraged, but not required, to participate. The NSO sessions are held on all three campuses at a variety of days and times. Students are required to sign up in advance for NSO. After submitting their LSCC Application for Admission, and completing placement testing (if required), students should contact the Advising Office at the campus where they want to attend New Student Orientation.

## Registration Process

1. Meet with Academic and Career Advisor to identify the courses for which you are eligible.
2. Understand the amount of time required to be a successful college student. For every credit hour taken, plan to spend at least two additional hours each week for preparation and study.
3. Obtain *Registration Guide* for detailed information on registration procedures.
4. View *Class Schedule* at [www.lsc.edu](http://www.lsc.edu) for days and times courses are offered.
5. Create your class schedule based on advising session and your available time.
6. Log in to LOIS (LSCC Online Interactive Services) and follow step by step instructions to register for classes.
7. Upon completion of your registration, print out "Detail Schedule" for your records.
8. Check status on LOIS for financial aid or scholarships awarded.
9. Pay tuition and fees by deadlines.
10. The day before classes begin, reconfirm your schedule on LOIS, verifying room assignments.





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

## AUTHORIZATION

LSCC is approved for the education and training of veterans and other eligible persons under all public laws now in effect for the following chapters: Chapter 30, Montgomery GI Bill; Chapter 31, Vocational Rehabilitation; Chapter 32, VEAP/Veterans Educational Assistance Program; Chapter 35, Survivors and Dependent's Educational Assistance; Chapter 1606 and 1607 Reservist Benefits.

All VA checks are made payable to the student as well as sent directly to the student; therefore all VA students are responsible for payment of fees at time of registration except for Chapter 31 vocational rehab students.

## STEPS FOR APPLYING AND RECEIVING VA BENEFITS

1. Students who may be eligible for educational benefits should submit an application for admission to LSCC.
2. Take the college placement test, if applicable.
3. Schedule an appointment with the VA Academic Advisor.
4. Pick up and complete an application for Veteran Educational benefits in the Admissions Office.
5. Schedule an appointment to speak with the VA Representative in Admissions/Records Office.
6. The student must provide LSCC's VA contact with a certified copy of the DD214 or a Certificate of Eligibility from VA. For survivors or dependents, a copy of a marriage license and birth certificate(s) of children may also be required.
7. Request official transcripts from prior schools.
8. Follow other procedures as listed below.

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

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

Your VA Academic Advisor can help you stay on track; therefore, an academic advisor's approval for courses is **mandatory** for all veteran students who desire to receive benefits through VA.

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

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

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

Certification of enrollment hours usually takes place after the last date of add/drop of each semester. Students receiving benefits under Chapter 30, 1606 and 1607 are required to verify their enrollment hours via telephone verification or web verification.

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

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

## APPROVED PROGRAMS AND COURSES

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

A student receiving veterans benefits:

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

## REINSTATEMENT

A student who is declared ineligible for veterans benefits because of unsatisfactory progress, and who wishes to be reinstated, must schedule a consultation with the VA Academic Advisor.

## CONDUCT STANDARDS

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

## ACADEMIC RECORDS

A cumulative permanent record is kept on each student. This record shows for each term: all college credits attempted and earned, all grades earned, including incompletes (I), audits (X), withdrawals (W), and term and cumulative grade point averages (GPA). At the end of each term, grades will be available online (LOIS) approximately one week after grades are due.

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



## ACADEMIC PROGRESS

All students receiving veteran's 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.

# Financial Matters



Financial Information

Financial Assistance



Types of Financial Aid

Policies and Procedures

Financial Matters



# Financial Information

## Tuition and Fees

Please check online at [www.lsc.edu](http://www.lsc.edu) or with the Office of Admissions for a listing of the most current fees. All fees listed in this catalog are approximated for the 2008-2009 academic year. Fees are subject to change due to omission, error or legislative adjustment, or Board approval for the next academic year.

### COLLEGE CREDIT FEES (per credit hour)

Tuition – Florida Resident.....\$ 76.37

Tuition – Non-Florida Resident.....\$283.77

### FEES FOR POSTSECONDARY ADULT VOCATION COURSES

Florida Resident.....\$61.71

Non-Florida Resident.....\$246.81

NOTE: Fees to audit a course are the same regular fees

### NON-REFUNDABLE FEES

1. Application Fee.....\$25
2. Registration Exception Fee (per Term).....\$30
3. Graduation Fee.....\$30  
(One-time fee for each degree or certificate)
4. International Student Processing Fee.....\$45
5. Credit by Exam Fee.....\$25/credit hr
6. Special fees, lab fees, supply fee and other designated fees  
(see course description for specific fees)
7. Returned check fee \$25 or 5% of the face value  
of the check, whichever is greater.
8. Fingerprinting Fee.....\$36
9. Non-student Testing Fee.....\$20
10. HESI Test.....\$25
11. Duplicate Diploma/Certificate.....\$30
12. Nursing Fees ..... v a r i a b l e

Fees for non-credit courses, seminars, institutes or workshops will be assessed based on the estimated cost of each course.

### FEES FOR REPEATING COURSES

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

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

Please refer to page 46 for  
information regarding repayment  
of Federal Financial Aid.

## Forms of Payment

All tuition and fees are payable by the published due date for each semester.

Students are expected to promptly pay all other fees (application fees, graduation fees, outstanding student fees, etc). Students with delinquent accounts are subject to being removed from all courses.

**IN PERSON:** Any campus cashier can accept cash, check, money orders, MasterCard, Visa, American Express and Discover credit or debit cards for the payment of fees.

**ONLINE:** Payment can also be made online through LOIS using MasterCard, Visa, American Express and Discover credit or debit cards.

**TUITION INSTALLMENT PLAN:** Lake-Sumter Community College offers Tuition Installment Plans (TIP) through Nelnet Business Solutions. This plan allows a student to pay tuition and fees over a time period each semester rather than all in one lump sum. Please refer to our website at [www.lsc.edu/payment](http://www.lsc.edu/payment) for more information.

## Financial Obligations

Responsibility for clearing all unpaid financial obligations to the college rests with the student. Obligations such as parking fines, returned checks and outstanding student fees can be paid at the Cashier's office at any campus or online through LOIS. Library fines must be paid at the Library. If the student has not satisfied all financial obligations to the college, he or she will not be permitted to register for future courses. Grades will be held and requests for transcripts denied until all obligations are paid in full.

**Unpaid accounts are subject to submission to an outside collection agency and will be reported to the credit bureau. If this happens, students will be responsible for additional collection charges of thirty percent (30%) on all delinquent accounts referred to collections, as well as any related courts costs.**



## BAD CHECK RULE

The following rules apply to all checks returned to LSCC due to insufficient funds or stop payments placed on the accounts. All returned checks fees must be paid with cash, cashier check or money order only.

1. The greater of \$25 or 5 percent (5%) 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 or stop payments placed on the accounts will be sent written notification and will be given fourteen (14) working days from the date of the notice to pay for the returned check and any related fees.
3. Students who do not pay within the fourteen (14) day period will be withdrawn from class and will be held responsible for payment of all applicable fees. A withdrawal from class does not constitute a refund for the class.

## TUITION AND FEE REFUND POLICY

### Credit Courses

In compliance with State Board of Education Rule 6A-14.0541, a one hundred percent (100%) refund of tuition and fees will occur only when classes are dropped within the College's established add-drop time period. Please refer to [www.lsc.edu](http://www.lsc.edu) for the specific add-drop dates. No refunds are issued for classes that are withdrawn after the established add-drop time period.

### Non-credit Courses

A refund will be issued if the official drop for refund 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.

## Student Financial Assistance

Lake-Sumter Community College believes no student should be denied a college education due to the lack of financial aid. The Office of Financial Assistance at LSCC and LSCC Foundation make available to eligible students a variety of scholarships, grants, work opportunities, and loans. Although students and their parents are expected to make every effort to meet the cost of education, many students do qualify for some form of financial aid and are encouraged to apply for aid by submitting a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the LSCC Office of

Financial Assistance. A variety of financial aid programs are available to eligible students at LSCC including:

Federal Academic Competitiveness Grant (ACG)  
Federal Pell Grant (PELL)  
Federal Supplement Educational Opportunity Grant (FSEOG)  
First Generation Matching Grant (FGMG)  
Florida Student Assistance Grant (FSAG)  
Florida Student Assistance Grant- Career Education (FSAG-CE)  
State of Florida Scholarships  
LSCC Institutional Scholarships  
LSCC Foundation Scholarships  
Federal Work Study (FWS)  
Federal Parent Plus Loan (PLUS)  
Federal Subsidized Stafford Loan (STFD)  
Federal Unsubsidized Stafford Loan (UNSTFD)

## ELIGIBILITY REQUIREMENTS

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

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

## APPLYING FOR FINANCIAL AID

Financial aid files must be completed by the posted priority deadlines each semester for students to utilize awards toward payment of 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. Before beginning the *Free Application for Federal Student Aid (FAFSA)*, you should apply for a Federal Student Aid personal identification (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN will allow you to sign your FAFSA electronically and later to access your processed FAFSA online. If you are dependent, one of your parents also must sign your application. To sign electronically, your parent must apply for his or her own PIN.
2. Complete and mail the *Free Application for Federal Student Aid (FAFSA)*, or apply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In Step 5 of the application, the school code for LSCC is **001502**.  
The FAFSA application must be completed if you are interested in any federal grants, work-study, student loans, and certain state grants at LSCC.
3. **Complete an Application for Admission to Lake-Sumter Community College.** Your academic records (high school and college transcripts, degree intentions) must be received and evaluated with the Admissions Office before your financial aid file can be processed.

4. The Office of Financial Assistance will receive your electronic **Student Aid Report (SAR)** from the processor as long as LSCC was listed as one of your schools in Step 5 on the FAFSA Application. The processor will also mail you a SAR, or you will receive an email, if you applied online. Please keep this for your records. If you do not receive your SAR within 3 weeks of mailing, you may want to call the processor at (800) 433-3243, from 8 a.m. through midnight Mon. - Fri. (Eastern Time), 9am-8pm Sat. and 1pm - 7 pm Sun. or check online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TTY users may call 1-800-730-8913.
5. **Complete the Student Data Form and return it to the Office of Financial Assistance.** This form is required in order to receive federal and some state aid. The Student Data Form can be filled out electronically or downloaded from the LSCC website.
6. Complete the Social Security Number Collection and Usage Form. This form is required to complete your financial aid file and can be filled out electronically or downloaded from the LSCC website.
7. The Office of Financial Assistance will access financial aid transcript information for you via the National Student Loan Data System (NSLDS). **You will be notified if additional information is needed.**
8. If you are selected for verification, the Office of Financial Assistance will notify you of all required documents. Once you have turned in all required documentation, verification could take up to four (4) weeks to be processed. Paper or electronic versions of verification forms can be accessed at <http://www.lsc.edu/financialaid/forms0708.aspx> or visit the Office of Financial Assistance to complete the forms.

## GENERAL INFORMATION

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

## NEED HELP?

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

## SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID RECIPIENTS

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

The following requirements are the standards of satisfactory academic progress for financial aid students at LSCC.

- Students are allowed a maximum of 90 credit hours to earn a degree. This represents 150 percent of normal completion time of 60 credit hours.
- Standards of academic progress are reviewed at the end of spring term each year for all students; except students who have previously appealed, are on continued probation, transfer students, and return to Title IV students.
- All transfer students will be reviewed at the time they admit to LSCC, prior to making any financial aid awards.
- All students who have been approved through the appeal process will continue to be reviewed each semester.
- A student is required to successfully complete 67% of the hours attempted each semester to progress toward a degree.
- If a student does not complete the percentage of required hours, he/she will be placed on financial aid probation. By the end of a probation period, the cumulative (all college) hours required must be completed or the student will lose financial aid benefits. The suspension of benefits is effective until the student successfully completes the required cumulative hours and meets the standards of academic progress.
- Successful completion means receiving grades of "A," "B," "C," "D" or "S. Grades of "I," "IF," "W," "WI," "X" or "U" are not successful completions.

- A new student must maintain a grade point average of 1.75 on the first 15 semester hours and a grade point average of 2.0 thereafter on all course work attempted at LSCC.
- Hours for non-credit college preparatory courses will be counted toward financial aid eligibility. Grades received in these courses will not be used in calculating a grade point average; however, hours attempted will be used to determine the completion ratio.
- All periods of enrollment with or without financial aid at LSCC will be used in determining a student's satisfactory progress for financial aid. All transfer work accepted by LSCC will be included in the standards of academic progress calculations.
- All college preparatory course work must be taken during the first 30 hours of enrollment.
- Students who are suspended or dismissed will lose financial aid benefits. A student may appeal financial aid suspension in writing to the Office of Financial Assistance if the student feels there are extenuating circumstances (unplanned and beyond the student's control). Students must provide documentation supporting their extenuating circumstances along with rationale on why an appeal should be granted.
- If an appeal is approved by the Office of Financial Assistance, the student's aid will be reinstated with provisions. Restrictions governing the number of remaining credit hours for financial aid assistance may be stipulated by the Office of Financial Assistance. Students who choose not to file an appeal or whose appeal has been denied may, in some cases, re-establish eligibility for financial aid by meeting the satisfactory academic progress standards, or request their appeal go before the Appeal Committee.
- A student who seeks dual degrees (A.A., A.S., A.A.S.) will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 credit hours (including college preparatory classes).
- Once a student receives an A.A. degree, additional funds will not be available for course work applicable to the A. A. degree.

To download the appeal form, visit the Financial Aid Forms page at [www.lsc.edu](http://www.lsc.edu).

## REPAYMENT OF FEDERAL FINANCIAL AID

### What Federal Funds must be repaid?

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

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

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

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

**Initial Attendance Verification:** In order to receive federal financial aid, students **MUST** attend classes for which they are registered at least once during the first two weeks of any semester. Students who do not do so will be administratively dropped from the courses that they are not attending and financial aid awards will be reduced accordingly. Students who are administratively dropped due to non-attendance will not be permitted to re-enroll.

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

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

## TUITION DEFERMENTS, AWARD INFORMATION AND BOOKS AND SUPPLIES AUTHORIZATION

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

### Tuition Deferrals

Tuition deferment prevents cancellation of registration for non-payment of fees and temporarily prevents assessment of late fees; therefore, tuition deferments will be posted for students eligible to receive financial aid. **In the event you are not going to attend your classes, you must officially drop your classes during the add/drop period in order to be relieved of any fee liability and to ensure that tuition is not later paid by disbursed financial aid.**

### Award Information

Once you log into LOIS, use the steps below to check for your award information.

- From the main menu, click on Student Services and Financial Aid
- Click on Financial Aid
- Click on My Award Information
- Click on Award by Aid Year
- Use the drop down box to click on the current aid year (e.g. 2008-2009), then click on submit.

### Books and Supplies Authorization

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

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

- From the main menu, click on Student Services and Financial Aid
- Click on Financial Aid
- Click on My Eligibility
- Click on Student Requirements

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

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



# Types of Financial Aid

## Grants - Federal and State

LSCC participates in several grant programs.

### FEDERAL ACADEMIC COMPETITIVENESS GRANT (ACG)

The Academic Competitiveness Grant (ACG) is a grant intended to encourage high school students to complete challenging and rigorous coursework in high school which will more likely increase their success in college and lead them to pursue college majors which are in high demand in the global economy. First year students may receive up to \$750, and second year students may receive up to \$1300. The postsecondary institution uses the results of the Free Application for Federal Student Aid (FAFSA) to aid the determination of a student's award amount. In addition, ACG is a need-based grant and may not, in conjunction with other gift or need-based loans or work, exceed the student's need.

In order for a student to meet eligibility requirements, he or she must:

- Be a U.S. citizen
- Be a Federal Pell Grant recipient
- Be enrolled full-time in a degree program for the first or second academic year of his or her program of study at a two-year or four-year postsecondary institution,
- Have completed a rigorous secondary school program of study.
- Second-year students must have at least a cumulative 3.0 grade point average for the first academic year
- Not have previously received a baccalaureate degree

### FEDERAL PELL GRANT (PELL)

The Pell Grant is a need-based federal grant program for students who are seeking their first undergraduate degree or teacher certification program whose Expected Family Contribution (EFC) is below 4041. The annual Pell Grant award amount is determined by your EFC and enrollment status. Pell Grant awards range from \$400 to \$4,731 for the 2008 - 2009 academic year. 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. You do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid to you from the Federal Pell Grant will be prorated if you enroll for less than 12 credits in a given term. You must begin attending all of your classes on the first day. If you are withdrawn for non-attendance prior to the actual payment of Pell Grant funds, payment for the withdrawn class(es) may not be made.

Federal Pell Grant awards may be used for the equivalent of two full-time terms each year. This means if you are full time in Fall and Spring Terms, you will not have funding available for summer. Part-time students may use their remaining eligibility in the Summer Term.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

The Supplemental Educational Opportunity Grant Program is a source of grant aid sponsored by the federal government. To be eligible for SEOG assistance, a student must be enrolled at least 6 credit/load hours, 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 April 16th

### FIRST GENERATION MATCHING GRANT (FGMG)

FGMG is a need-based grant program available to degree-seeking, undergraduate, Florida residents enrolled in participating Florida postsecondary institutions, and whose parents have not earned baccalaureate or higher degrees. The award amount vary and is based on the student's need assessment after any scholarship or grant aid, including, but not limited to, a Pell Grant or Bright Futures Scholarship, has been applied. Eligibility criteria include:

- Must have a minimum 2.0 cumulative GPA if not a new student
- Must be 1st generation in college
- Must be enrolled in a minimum of 6 hours per term
- Must complete the FAFSA application
- Must have a 2.0 cumulative GPA to renew

### FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant Program provides grants to Florida resident students registered a minimum of 6 credit/load hours 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. The amount varies every year and is prorated based on hours of enrollment. Limited funding is available in this program, and funding is awarded on a first come - first serve basis.

### FLORIDA STUDENT ASSISTANCE GRANT-CAREER EDUCATION (FSAG-CE)

FSAG-CE is available to students enrolled in certificate programs of at least 450 clock hours or 15 semester hours, at participating Florida community colleges or career centers operated by district school boards. The minimum annual award amount is \$200 and the maximum annual award amount is \$1808.

Eligibility criteria include:

- Must have a 2.0 cumulative GPA.
- Must have financial need as determined by federal methodology
- Enroll for a minimum of 180 clock hours (or 6 semester hours) per term.
- For renewal, have earned a minimum institutional cumulative GPA of 2.0 on a 4.0 scale at the last institution attended.

## Scholarships

### STATE OF FLORIDA SCHOLARSHIPS

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

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

### FLORIDA BRIGHT FUTURES SCHOLARSHIP

A student who graduates from a Florida high school must apply and qualify for a Florida Bright Futures Scholarship his/her last year in high school before graduation. Students should go to [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) to indicate the school they plan to attend. This ensures that the school receives students' information electronically.

Students must be enrolled in a degree-seeking program and transcripts from all prior colleges must be received before Bright Futures awards can be posted to his/her account. Please note: all prior college transcripts should be evaluated by the Records department prior to the end of spring term.

**\* Students must be enrolled in a minimum of six (6) credit hours for Bright Futures to pay the appropriate portion of tuition and fees. Bright Futures does not pay for remedial coursework.**

#### Renewal Requirements

##### **Florida Academic Scholars (FAS)**

(pays 100% tuition plus a book allowance)

- Minimum 3.0 GPA requirement
- Minimum of 6 hours earned per term funded is required

##### **Florida Medallion (FMS)**

(pays 100% tuition at community colleges, 75% at all other schools)

- Minimum 2.75 GPA requirement
- Minimum of 6 hours earned per term funded is required

##### **Florida Gold Seal Vocational (GSV)**

(pays 75% tuition)

- Minimum 2.75 GPA requirement
- Minimum of 6 hours earned per term funded is required

### Reinstatement Requirements

**For eligible students who did not receive scholarship funds for the last academic year (fall through spring).**

A student must complete a Reinstatement/Restoration application available on the Office of Student Financial Assistance (OSFA) website at [www.FloridaStudentFinancialAid.Org](http://www.FloridaStudentFinancialAid.Org). **Select State Grants, Scholarships & Applications, Apply Here, and then Reinstatement/Restoration Application.** Please note that the academic year for which a student is applying is at the top of the application.

The OSFA **recommends** that applications be submitted by **July 1 for a timely** fall disbursement or by **December 15 for a belated fall or timely** spring disbursement.

If eligible for reinstatement, the student will receive the Bright Futures award (FAS, FMS, or GSV) for which he/she was last determined eligible.

A student must apply to reinstate his/her award within three years of high school graduation and receive funding the immediate subsequent academic year.

Once a student has received funding (for a minimum of one term), he/she is eligible to apply for reinstatement up to seven years from high school graduation.

### Students Who Enlist in the Military

An initially eligible student who enlists in the United States Armed Forces immediately after high school graduation must (**within three years after separation from active duty**): request reinstatement by completing and submitting a Reinstatement/Restoration application online and submit an official **DD Form 214** via mail to verify time served in the military.

A student who is receiving a Florida Bright Futures Scholarship and discontinues his/her education to enlist in the United States Armed Forces commences the remainder of his/her seven-year renewal period upon the date of separation from active duty. To reinstate the scholarship, he/she must:

- complete and submit a Reinstatement/Restoration application online and
- submit an official **DD Form 214** via mail to verify time served in the military.

**The DD Form 214 should be mailed to:** Florida Bright Futures Scholarship Program, Suite 70, 1940 North Monroe Street, Tallahassee, Florida 32303-4759.

### Restoration - (One-Time Opportunity Only!)

**NOTE:** A student **may not be awarded restoration of the scholarship** if he/she does not earn the six semester hours (or the equivalent in quarter or clock hours) per term funded required for renewal.

### Restoration requirements for a student who loses his/her scholarship due to a low GPA.

If a student's cumulative GPA (unrounded and unweighted), as reported by the home postsecondary institution, was less than a 2.75 and he/she was ineligible for funding, the student may apply for restoration in an academic year after which the 2.75 cumulative GPA requirement was met. (The 2.75 GPA must be met before the fall term for which the student is applying.)

**To request restoration, a student must** complete a Reinstatement/Restoration application available on the OSFA website at [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org) by selecting the links **State Grants, Scholarships & Applications, Apply Here**, and then **Reinstatement/Restoration Application for Students & Teachers**. Please note that the academic year for which a student is applying must be selected at the time of application.

In addition to the application, the financial aid office at the Florida postsecondary institution where the student last attended as degree- or certificate-seeking must certify online the postsecondary institutional cumulative GPA that will determine his/her eligibility to restore.

A student who last attended an **out-of-state** postsecondary institution must request that his/her official transcripts be submitted to: Florida Department of Education, Office of Student Financial Assistance, Florida Bright Futures Scholarship Program, Suite 70, 1940 North Monroe Street, Tallahassee, Florida 32303-4759.

OSFA **recommends** that applications be submitted online by **July 1 for a timely** fall disbursement or by **December 15 for a belated fall or timely** spring disbursement.

Funding is not available to a student prior to restoring the scholarship nor is it retroactive for any year.

	Academic Scholars	Medallion Scholars	Gold Seal Vocational Scholars
Minimum Cumulative GPA Required for Restoration (unrounded & unweighted)	3.0*	2.75	2.75
*Academic Scholars with 2.75-2.99 will be restored as Medallion Scholars.			

**If a student's Florida Academic Scholars award is renewed the following year to a Florida Medallion Scholars award due to receipt of a 2.75 - 2.99 cumulative GPA, how can his/her Florida Academic Scholarship be restored?**

A student has a **one-time opportunity** to restore his/her scholarship.

Each subsequent renewal period, a renewing student will automatically be evaluated for restoration to the Florida Academic Scholars award if the student's cumulative GPA is reported by the home postsecondary institution at the minimum required 3.0 or above. No application is required.

Funding will then be available to the student at the Florida Academic Scholars award level beginning in the fall of the upcoming academic year. This will be the **one-time restoration** opportunity.

A Florida Academic Scholar who loses the scholarship and then restores to a Florida Medallion Scholar (and accepts funding as a Florida Medallion Scholar), **may not be awarded a second restoration to his/her original Florida Academic Scholarship.**

### LSCC APPEAL POLICY FOR BRIGHT FUTURES

Students may file an academic progress appeal when they do not meet renewal requirements due to a verifiable illness or emergency beyond a student's control, or to include other courses not already included in the GPA.

Deadline to apply:

- Completed appeals with all supporting documentation must be submitted by August 30th of the same year following denial notification from OSFA.

For illness or emergency students must:

- Submit a Bright Futures Appeal Form (available in the Office of Financial Assistance)
- Provide a written statement of the circumstances of the illness or emergency and its impact on the student's performance, and
- Documentation of the circumstances such as physician's statement, accident report, or other pertinent reports. A parent(s)' written statement, without further documentation, is not sufficient documentation.

NOTE: The illness or other emergency must be beyond the applicant's control.

For GPA calculation students must:

- Submit a Bright Futures Appeal Form (available in the Office of Financial Assistance)
- An official transcript(s) from the previously attended postsecondary institution(s), if applicable.

Students will be notified in writing of the appeal decision approximately two weeks from the receipt of a complete appeal. All appeal decisions made by the Office of Financial Assistance are final.

### Florida Department of Education Contact:

State Grants/Scholarships/Loans/Bright Futures  
1-888-827-2004 or [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org)  
Florida Prepaid  
1-800-552-4723 or [www.floridaprepaidcollege.com](http://www.floridaprepaidcollege.com)

## INSTITUTIONAL SCHOLARSHIPS

General eligibility criteria include a minimum cumulative 2.0 GPA, enrollment in a minimum of 6 hours, and financial need unless otherwise noted. Office of Financial Assistance selects students.

- **Academic Scholarship:** \$500 per term for students who make the President's list during fall semester. Minimum 3.8 GPA requirement.
- **Financial Need Scholarship:** \$400 per term for students who have documented need based on federal criteria.
- **Booth Foundation Scholarship:** The purpose of this gift from Booth is to support the development of the Lake-Sumter Community College (LSCC) Nursing Pathways Project through expansion of educational opportunities for students in the field of Nursing, with special emphasis on program expansion of Certified Nursing Assistant and Licensed Practical Nursing. Scholarship funding is for these qualified students with financial need, as well as for qualified students with financial need in the Associate Degree Nursing (R.N.) Program.

### Criteria for Certified Nursing Assistant (CNA), Licensed Practical Nursing (LPN) Bridge students and Registered Nursing (RN) students:

All nursing students except CNA's would be required to complete the FAFSA application to determine unmet need and an additional application for the scholarship. Students' whose EFC is greater than 4041 (the EFC cut-off for Pell eligibility) will have their unmet need determined by taking their budget minus other aid.

Below is the documentation that will be collected to make a comparison of the FAFSA information and current income information to determine if a student's need has changed. This documentation would be most beneficial to students who have no unmet need as determined by the previous year FAFSA information.

- Proof of all monthly household income
- Proof of other sources of income or support
- In-kind income such as AFDC, TANF, SSI, WIA, or food stamps
- Proof of all monthly household expenses
- Number of dependents
- Child Care Expenses
- Average weekly mileage for class and clinical
- Proof of enrollment in program

## CHILD CARE ASSISTANCE

Child care assistance is available through Child Care Access Means Parents in School (CCAMPIS) grants from the US Department of Education.

Students will select a licensed and accredited childcare provider that is convenient for them, and is willing to invoice the LSCC Office of Financial Assistance for reimbursement of a portion of the student's child care expenses. Students who wish to seek assistance with the cost of childcare while attending Lake-Sumter Community College must meet the following criteria and submit the required documents to the Office of Financial Assistance on the Leesburg Campus.

### ELIGIBILITY CRITERIA:

- Complete a Free Application for Federal Student Aid (FAFSA) application
- Must be Pell eligible
- Demonstrate need as based on the FAFSA application
- Must be a degree-seeking student
- Must be enrolled in at least 6 hours
- Must have at least a 2.0 cumulative grade point average (GPA)
- Childcare provider must be Licensed and Accredited
- Must submit all documents to the Office of Financial Assistance by the established deadline date

### Talent Scholarships

- **Athletics:** These scholarships are awarded based on athletic talent. These students participate in LSCC volleyball, baseball, or softball programs. Award amounts vary.
- **Cultural/Fine Arts:** These scholarships are awarded to students based on art, music or theatrical talent. The amount of this award is \$500 per term.

### Service Scholarships

- **Angler:** The Angler is LSCC's monthly newspaper. The Editor, Associate Editor, Photographer, Graphic Designer and On-line Editor each receive a scholarship of \$600 per term for their services in producing the newspaper.
- **Art:** Students may receive a scholarship of up to \$500 per term for providing assistance to the Art Department.
- **Brain Bowl:** LSCC's Brain Bowl team competes with other community colleges in academic challenges. Scholarships of \$600 per term are awarded to Brain Bowl members.



- **College Ambassador:** In return for 80 hours of service per term, Ambassadors receive a \$600 stipend and \$700 scholarship.
- **College Diplomat:** In return for 70 hours of service per term, Diplomats receive a \$600 scholarship.
- **LSCC Service:** In return for 70 hours of service per term, students may receive up to \$1000 per term based on fund availability.
- **Music:** Students may receive up to \$500 per term for providing assistance to the Music Department.
- **Odyssey:** The Odyssey is an LSCC humanities magazine that contains short stories, poetry, photography, art and graphics. Students who assist in the development of this publication may receive a scholarship of \$500 per term.
- **Student Government Association:** Scholarships are awarded to the Student Government Officers for each LSCC campus. The President receives a \$600 scholarship per term. Other officers receive a \$500 scholarship per term.
- **Theater:** Students may receive a scholarship of up to \$500 per term for providing assistance to the Theater Department.

#### SCHOLARSHIPS SEARCH VIA THE INTERNET:

[www.lsc.edu/financialaid/scholarships.asp](http://www.lsc.edu/financialaid/scholarships.asp)  
[www.fastweb.com](http://www.fastweb.com)  
[www.finaid.org](http://www.finaid.org)  
[www.collegeboard.org](http://www.collegeboard.org)  
[www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)  
[www.thesalliemafund.org](http://www.thesalliemafund.org)  
[www.gocollege.com](http://www.gocollege.com)  
[www.collegenet.com](http://www.collegenet.com)  
[www.srnexpress.com](http://www.srnexpress.com)

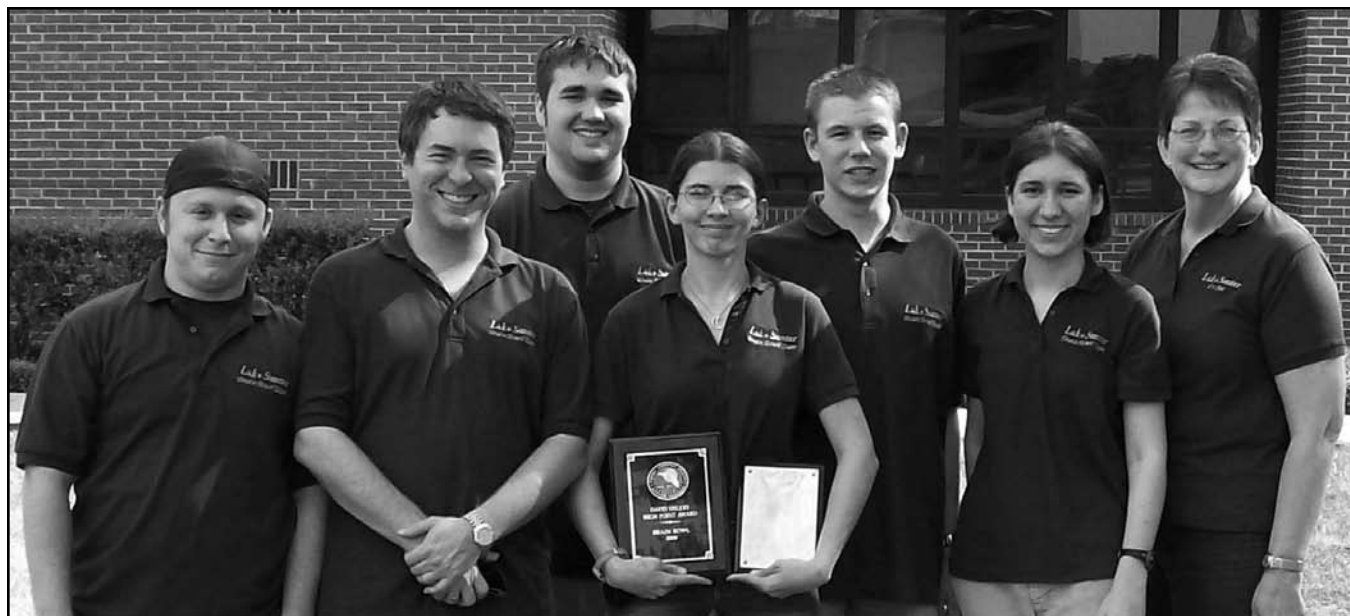
#### SCHOLARSHIPS AVAILABLE FOR GRADUATING HIGH SCHOOL SENIORS

Applications for these scholarships are available through the High School Guidance Office by February of each year. Interested students may submit an application packet for consideration by the High School Scholarship Committee. Selected candidates are informed by May of each year.

- **Filomena Dillard:** Eustis High School graduate eligible for a \$500 scholarship for one semester.
- **Opportunity Scholarship:** Fee waiver for twelve credit hours for fall and spring semesters. Waiver hours must be utilized beginning fall semester.
- **President's Scholarship:** \$500 scholarship per semester for one year.
- **Principal's Scholarship:** \$1200 scholarship per semester for one year.
- **Trustee Scholarship:** \$1000 scholarship per semester for one year.
- **VePlan Scholarship:** Eustis High School graduate eligible for tuition, fees, and required books for 64 credit hours in return for 75 hours of service per term.
- **Williams/Johnson Scholarship:** \$500 scholarship per semester for one year.

#### UNIVERSITY SCHOLARSHIPS

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



# LSCC Foundation Scholarships

The Lake-Sumter Community College Foundation, Inc. offers scholarships for LSCC students. To apply, complete a scholarship application and return to the Foundation by the deadlines. Scholarship applications for the fall semester are available in the month of June; for spring semester in the month of October; and for the summer semester in the month of March. For further information, call the Foundation at (352) 365-3518.

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
2004 Homebuilders Endowment	All Degree Students		2.50		
Altrusa International of Lake County Scholarship	All Degree Students		3.00	Lake/Sumter	Female
AMVETS Aux. Scholarship	All Degree Students		2.50		
ATEX/Bartch Endowment	All Degree Students		2.50	Lake	Minorities
Benji Johnson Memorial Scholarship	All Degree Students	Lake County H. S.	2.00		
Bertha Hereford Hall Scholarship	Education		2.50		
Beta Sigma Phi-Preceptor Beta Kappa Scholarship	All Degree Students		2.50	Lake/Sumter	
Beta Theta ESA Endowment	All Degree Students		2.50		
Bettie Hutchinson Memorial Endowment	Accepted-AS in Nursing		2.50		
Blount Honda Scholarship	All Degree Students		2.00	Lake	
Blue Heron Pilot Club Scholarship	All Degree Students		3.00	Sumter	
Booth Foundation Scholarship	Accepted-AS in Nursing		2.50		
Brenda Rowland Memorial Scholarship	All Degree Students		3.50		
Burnsed, Cauthen, Hewitt & Talley Scholarship	All Degree Students		2.50		
Business & Professional Women Eustis Scholarship	All Degree Students		2.50	Lake/Sumter	
C.V. Griffin Foundation Fund	Accepted-AS in Nursing		2.50		
Celia Linda Kissner Endowment	All Degree Students		2.00		
Cemex Scholarship	Engineering/Construction		2.00		
Cherry Lake Farms Scholarship	All Degree Students		2.50		
Christian Worship Center Scholarship	All Degree Students		2.50		
Christopher Staff Memorial Scholarship	All Degree Students		2.50		Disabilities
Citizens First Bank Scholarship	Banking/Accounting		2.00		
City of Fruitland Park Resident Scholarship	All Degree Students		3.00	Lake	Fruitland Park Resident
Clermont Women's Club	All Degree Students		3.00		Female
Clermont/Groveland Elks Lodge Endowment	All Degree Students		2.50		
College Reachout Scholarship	All Degree Students		2.00		
Community Leads & Needs Scholarship	All Degree Students	South Lake H.S.	2.50	Lake	
Computer Club of LSCC	Computer Science		2.50		
Corey Davis Baseball Scholarship	All Degree Students		2.00		
Daniel Thomas Wynn Memorial Scholarship	Business/Computer	Sumter County H.S.	3.00		
Daughters of the American Revolution-Tomoka Chapter/Clermont	Social Studies	South Lake H.S.	3.00		
Delbert Mark Copeland Memorial Scholarship	All Degree Students		2.50		Male
Deputy Wayne Koester Memorial Endowment	Criminal Justice		2.50		
Dr. Alan Hays Scholarship	All Degree Students		2.50		
Dr. Jean J. Sneed Scholarship	Journalism		2.50		
Dr. Robert Westrick Endowment	All Degree Students		2.00		Athletes
Dr. Sylvia Thomasson Memorial Scholarship	All Degree Students		3.00		Female
Eagle Scout Scholarship	All Degree Students		2.50		
Earl & Sophia Shaw Trust Scholarship	All Degree Students		2.50		
Edmond Amateis Foundation Scholarship	All Degree Students		2.50		
Embarq Scholarship	Business/Engineering/IT		3.00		
Ernestine Duffer Memorial Scholarship	All Degree Students	South Sumter H.S.	3.00	Sumter	
Ernie Morris Enterprises Endowment	All Degree Students		2.50		Athletes
Filomena Arborio Dillard Endowment	All Degree Students	Eustis H.S.	2.50		
First Baptist Church/Donald Ferguson Memorial Endowment	All Degree Students		2.00		
Florida Association Community College (FACC) Scholarship	All Degree Students		2.00		
Florida Public Relations Association Scholarship	PR, Journalism, Electronic Media, Advertising		2.50		
Frank J. & Helen DeScipio Scholarship	Accepted-AS in Nursing		2.50		
Gary & Bonnie Jones Scholarship	All Degree Students		2.50		
George O. Pringle Memorial Endowment	Performing Arts/Theatre		2.50		
George O. Pringle Memorial Scholarship	Performing Arts/Theatre		2.50		
Ginny Jones Memorial Endowment	Business Management		3.00		Female
Gloria Harvard Scholarship	All Degree Students		2.00		
H. Guy and Anne W. Thompson	All Degree Students	Sumter County H.S.	2.50	Sumter	
H.H. and Carrie Ellen Sparkman Fund	All Degree Students		2.00		
H.O. Robbins Nursing Scholarship	Accepted-AS in Nursing		3.00		
Hans and Cay Jacobsen Scholarship	All Degree Students		2.50		
Harold's Angels Scholarship	All Degree Students		2.50	Sumter	Female
Hawthorne Development Scholarship	Accepted-AS in Nursing		3.00		
Hawthorne Memorial Scholarship	Accepted-AS in Nursing		2.50		
Heather Strickler Endowment	All Degree Students		2.50		
Helen B. Spiewak Scholarship	All Degree Students		2.50		
Helping Hands Scholarship (Albert Leroy Brown)	All Degree Students		2.50		

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
Hewitt, McLin, Talley and Young Endowment	All Degree Students		2.50		
J.D. & Marie Burnsed Academic Endowment	All Degree Students		3.00	Lake/Sumter	
J.J. Dahl Paralegal Scholarship	All Degree Students		3.20		
James P. Sapp Memorial Scholarship	All Degree Students		2.50		
Joe T. Scholarship	All Degree Students	Leesburg H.S.	3.00		
John & Almarene W. Outlaw Scholarship	All Degree Students		2.50	Sumter	
Karen S. Beard "United in Praise" Endowment	Performing Arts/Music		3.00	Lake	
Kiwanis South Lake Foundation Scholarship	All Degree Students	South Lake H.S.	2.50		Recommendation Letter
Krystal Miller Memorial Scholarship	All Degree Students		2.00		Female
Lake County Bar Association Scholarship	Criminal Justice/Legal Studies/Law		3.00	Lake	
Lake County Fair Association Scholarship	All Degree Students		2.50		
Lake County Quilters Guild Scholarship	Art		2.50		
Lake County Retired Educators Scholarship	Education		2.50		
Lake Federated Republican Women's Club	All Degree Students		2.50		Registered Republican
Lakeview Terrace Nursing Scholarship	Accepted-AS in Nursing		2.00		
Loretta & Janet Gouveia Scholarship	Accepted-AS in Nursing		2.50		Minorities
LSCC Foundation, Inc. Academic Scholarship Program	All Degree Students		2.00		
Mae Mueller Memorial Scholarship	All Degree Students		2.00		
Marie Bowden Memorial Scholarship	All Degree Students		2.50		
Marion J. Rossbaum Memorial Women's Program Scholarship	All Degree Students		2.00		
Martin E. Stricklen Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		
Mary Ellen Barthelemy Memorial Scholarship	All Degree Students		3.00	Lake or Sumter	
Mary Kay Geiger Leware Memorial Endowment	Accepted-AS in Nursing	Leesburg H.S.	3.00	Lake	
Matthew & Mildred Hunter Memorial Scholarship	All Degree Students		2.50		
Mike Dozier Scholarship	All Degree Students		2.50		Female
Mike Holt Enterprises Scholarship	All Degree Students		2.50		Female
Morrison United Methodist Church Scholarship	All Degree Students		2.50		
New Life Presbyterian Church Scholarship	All Degree Students		2.50		
Orval Hagerty Scholarship	All Degree Students	Mt. Dora H.S.	2.50		
Paul Tumlin Memorial Scholarship	All Degree Students		2.50		
PowerOne Technology Scholarship	Technology/Computer Science		2.50		
Rick Rojas RJ Builders Endowment	Building Construction or Business Management		2.50		
Robert Syme Trust Scholarship	All Degree Students		3.50		
Robuck Family Trust Scholarship	All Degree Students		2.50		
Rogers Foundation Scholarship	All Degree Students		2.50		
Ro-Mac Lumber Scholarship	All Degree Students		2.50		
Rotary-Leesburg Sunset Scholarship	All Degree Students		3.00	Lake	
Ruth Olman Jacobson Scholarship for Oncology Nursing	Accepted-AS in Nursing		3.00		
Ruth S. Ryan Scholarship	All Degree Students		2.50		
Sarah Richardson Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		
Sheriff Chris Daniels Memorial Endowment	Criminology/ Law Enforcement		2.50		
Stephen Hyatt Judson Memorial Scholarship Fund	Law/Economics/Philosophy		3.00	Lake	
Steverson-Blundell Memorial Scholarship	All Degree Students	Tavares H.S.	2.50		
Students Helping Students Endowment (SGA)	All Degree Students	Lake County H.S.	2.50	Lake	
Students Helping Students Scholarship (SGA)	All Degree Students		2.50		
Sumter Golf Tournament Scholarship	All Degree Students	Wildwood/S. Sumter H.S.	2.50	Sumter	
Sunshine Circle King's Daughters & Sons	Health/Education		2.50	Lake	
Terry Renner Scholarship	All Degree Students		3.00		
Todd Richards Scholarship	All Degree Students		2.50		
Tony Bjorn Memorial Scholarship	Business		2.50		
Travis Rios Memorial Scholarship	All Degree Students	Eustis H.S.	2.50	Lake	Male Baseball Player
Tri-County Business Women Scholarship	All Degree Students		2.50		Female
Tully C. Patrowicz Cultural Trust Fund Scholarship	All Degree Students		2.00		
Umatilla Women's Club Endowment	All Degree Students	Umatilla H.S.	2.50		
VePlan Scholarship Fund	All Degree Students	Eustis H.S.	3.00		
Voiture 400 40/8 La Sociata Post	Accepted-AS in Nursing		2.50		
Voiture 400 40/8 Robbins Memorial Scholarship	Accepted-AS in Nursing		2.50		
Voltz Memorial Scholarship	All Degree Students		2.50		
Wilkes Scholarship Fund	All Degree Students		2.50		
William Kyle Memorial Scholarship	All Degree Students		3.50		
William W. & Elsie J. Turner Endowment	Computer Science/Engineering		2.50		
Winifred H. Lowry Scholarship	All Degree Students		2.50		
Wolverine Gasket Company Endowment	All Degree Students		2.50		
Young Performing Arts (YPA) Scholarship	Art		2.00		
Youth Outreach Scholarship	All Degree Students		2.50		Program Involvement
Zuma Scholarship	All Degree Students		2.50		

## Employment

### FEDERAL WORK-STUDY

This program is funded by the federal government, and provides on-campus employment opportunities for students enrolled at least 6 credit/load hours to earn the funds necessary to meet the cost of post-secondary education. Student employment is provided on all three campuses. Students must have a cumulative GPA of 2.0 and financial need to qualify.

### INSTITUTIONAL EMPLOYMENT/STUDENT ASSISTANTS

LSCC provides institutional funds for students to work in various departments on campus. Selection is made by individual department heads. Eligibility requirements include enrollment in a minimum of 6 hours and a cumulative GPA of 2.0.

### COMMUNITY EMPLOYMENT

The LSCC Office of Job Placement offers a weekly job listing which is available in print and on the college website, [www.lsc.edu](http://www.lsc.edu). Assistance is available for cover letters, resumes, applications, and interview skills to help you get the job you want! Career Fairs, Workday Wednesdays and other workforce related services are available throughout the year. Please stop by the Job Placement Office in LC 109 for further assistance.

## Other Programs

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

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

## Loans

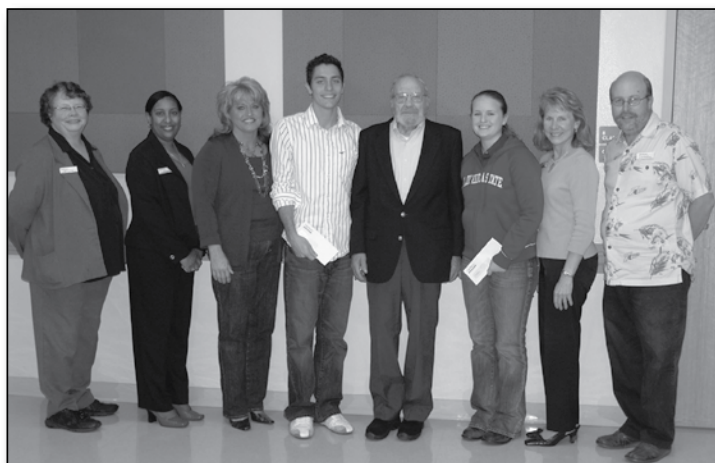
The following federal loan programs are available to students at LSCC. A minimum cumulative 2.0 GPA and enrollment in a minimum 6 credit/load hours is required for eligibility. For information and applications contact the Office of Financial Assistance at 352-365-3512.

### FEDERAL STAFFORD STUDENT LOAN (Subsidized and Unsubsidized)

Undergraduate students may borrow up to \$3,500 for the first year (1-29 credits) and up to \$4,500 in the second year (30 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 6 months after student is no longer enrolled at least 6 credit/load hours with interest fixed at 6.8%.

### FEDERAL PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS)

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 fixed at 8.5 percent. A parent may borrow up to the full cost of education, less any financial aid the student is receiving.





# Student Support



Student Support

Academic and Career Advising

Academic Support

Athletics

Student Life



## ACADEMIC AND CAREER ADVISING

Whether you are searching for a new career path or you know exactly what you want to pursue, LSCC Academic and Career Advisors can help you clarify your values regarding life and work, identify possible career interests and understand various jobs, use online tools to obtain academic and career information, select an academic program, and register for classes.

It is important to **meet with your Advisor prior to beginning** at Lake-Sumter. Once your academic and career goals are clear, you may choose to see your advisor when necessary; however, we encourage students to meet with an Advisor at least once during each semester of enrollment.

Your Advisor is a great source of information and support for any academic or personal challenge that poses a barrier to your education.

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

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

## THE CAREER CENTER

The Career Center provides materials and guidance to assist students and community members at each stage in the career-life planning process. Materials in the Career Center can help you find out what job tasks your career of choice might comprise, what salary you can earn in Lake County or anywhere in the world in your chosen field, and what job prospects are like in the current job market. The Career Center resources can also help you develop excellent resumes and cover letters, polish your interviewing skills, and uncover job possibilities. Students and community members are welcome to use computers, fax machines, and telephones in the Career Center for making job related contacts, doing research, and preparing job-hunting materials. The Career Center is located on LSCC's Leesburg campus. You may drop in or set up an appointment with an Academic and Career Advisor. Your Advisor on the South Lake or Sumter campus can help you gain access to comparable resources

without traveling to the Career Center on the Leesburg campus. Use the following contact information for more information and assistance at any LSCC campus.

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

## JOB REFERRAL/PLACEMENT

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

Regularly updated lists of local job openings are posted on all three campuses, as well as on the web site at [www.lsc.edu](http://www.lsc.edu). Federal and state job openings are also available for review. Assistance is provided in job search techniques, resumé preparation, and interview skills both individually and in seminars. The Office of Job Placement 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 352-323-3616 or toll free from Sumter County, 352-568-0001, ext. 3616.

## NEW DIRECTIONS

The purpose of this program is to establish multipurpose services which will provide necessary training, counseling and services for displaced homemakers, single parents, single pregnant women and spouses of incarcerated individuals, so these participants may enjoy the independence and economic security vital to a productive life. New Directions Program (formerly known Women's Program) is a state-trust and grand-funded program sponsored by the Agencies of Workforce Innovation (AWI) and the Children's Services Council. The program is free of charge, and there are no fees for potential employers.

Our program offers a variety of services, including: 1) training and educational services; 2) financial literacy; 3) career and academic advising; 4) job referral information, 5) community referrals, and 6) primary/supportive counseling. These services are customized and individualized, according to the participants' needs. Our goals are to help individuals to complete training, or educational services and assist our participants to attain self-sufficiency. If you need assistance to meet your goals, or direction and support as you formulate new life and career goals, make an appointment to see your advisor of the New Directions Program, at 352-323-3613.

Displaced Homemakers are individuals for 35 years of age or older, whose have worked in the home providing unpaid household services for family members; are not adequately employed, as define by the rule of the Agency (AWI); have had or would have difficulty in securing adequate employment; and have been depending on the income of another family member, but are no longer supported by such income due to divorce, separation, death, or disability; and/or have been dependent on federal assistance, such as unemployment compensation, food stamps, or TANF, and they would like to become self- sufficient.

## **DISABILITY SERVICES**

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

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

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

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

## **COUNSELING**

Supportive counseling is provided on a temporary basis to all Lake-Sumter Community College students who request it. During supportive counseling, LSCC staff members will engage in active listening, supporting students' ego strengths, teaching coping and life skills, and referring students to mental health, social service, and other community or state resources. Supportive counseling is intended to help students clarify issues, make decisions, and set and follow through with personal, academic, and career goals. Supportive counseling is neither psychotherapy nor "counseling" in the clinical sense as defined by the American Counseling Association. Supportive counseling at LSCC is intended only to support students until they can obtain the appropriate level of supportive services in the community or until their crises or other presenting problems have subsided. To obtain an appointment for supportive counseling, contact your Academic and Career Advisor or advising office.

## **AIDS SERVICES**

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 352-365-3568. 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.



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

## Instructional Services

- Basic grammar skills
- Punctuation skills
- Oral communication skills
- Written communication skills
- Spelling and vocabulary building
- Reading comprehension
- Speed reading
- Critical thinking skills
- Basic arithmetic and algebra skills

## Support Services

- Placement testing and score interpretation
- Financial Aid advising
- Career and life skills advising
- Study skills assistance
- Tutorial services in the areas of math, English and reading
- Faculty and peer mentoring
- Orientation for new students
- Technical support for online courses, online research, and online learning environments

For more information about the Developmental Studies Program at Lake-Sumter Community College, contact an Academic and Career Advisor at any LSCC campus.

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





### CPT – Computerized Placement Test

The CPT results determine the levels of English, reading, and math courses in which a student is eligible to enroll. The CPT is offered on all three campuses throughout the year at no cost for students who have applied to LSCC. For detailed information see the *Placement Testing* section or go to [www.lsc.edu/placementtesting](http://www.lsc.edu/placementtesting).

### CLEP – College Level Examination Program

CLEP tests allow students who have attained college-level education through non-traditional methods to earn college credit through a national exam. CLEP tests are offered throughout the year by appointment only in the Leesburg campus Testing Office, for current LSCC students and those who have applied for admission to LSCC. The cost is \$70 per exam. See *CLEP* section for further details.

### CLAST

The **College Level Academic Skills Test** is required for college students in the state of Florida, unless they meet exemption criteria, as part of the A.A. requirements, and before they are allowed to enter into upper-division (junior & senior level) coursework at any of the public universities in Florida. Students must register in advance for CLAST, which is administered on the Leesburg campus three times each year. See *CLAST* section for further details.

### HESI Nursing Entrance Exam

HESI, produced by Health Educational System Incorporated, is the entrance exam used by the LSCC Nursing Program. It is offered during September-February by appointment only in the Testing Office on the Leesburg campus. The cost is \$25 for LSCC students (\$45 for non-students) per test administration. See *A.S. - Nursing* section of this Catalog, or [www.lsc.edu/nursing](http://www.lsc.edu/nursing) for details. Contact the Leesburg Testing Office at 352-435-5009.

### FTCE - Florida Teacher Certification Examination

The FTCE, offered by the Florida Department of Education, allows for the administration of specific Subject Area Tests, General Knowledge sub-tests, and the Professional Education Test. The South Lake Campus in Clermont is a test site (Site 76). To print out a FTCE bulletin and to get further details about costs, specific dates, etc. go to [www.fl.nesinc.com](http://www.fl.nesinc.com) or [www.fldoe.org](http://www.fldoe.org).

### GKT – General Knowledge Test of the Florida Teacher Certification Examination

The GKT is a requirement for all Florida education majors in order to receive a bachelor's degree. The GKT is generally used as an entrance requirement for the College of Education in the junior year. The test which consists of four subtests: Essay, English Language Skills (ELS), Reading, and Mathematics, covers material learned in the Gordon Rule English and Math courses as part of the A.A. degree. It is suggested that Education Pre-majors take the GKT once these classes have been completed. The South Lake Campus in Clermont is a test site (Site 76). To print out a FTCE bulletin and to get further details about costs, specific dates, etc. go to [www.fldoe.org](http://www.fldoe.org) or [www.fl.nesinc.com](http://www.fl.nesinc.com).

### Distance Testing

LSCC offers secure test proctoring for other schools and institutions; proctoring is done in the Leesburg Learning Center English Lab. The originating institution or the student must pay all mailing costs in advance. Test proctoring is available during all regular operating hours on all three campuses. Students are advised to call ahead for confirmation that the test is in the center. Students will be asked to provide a photo I.D.

Contact Information: Phone: 352-365-3554 or email [LearningCenter@lsc.edu](mailto:LearningCenter@lsc.edu).

### Make up Testing

The Learning Centers offer make-up testing for students who have missed a test in any subject area. Test proctoring is available during all regular operating hours on all three campuses. Students are advised to call ahead for confirmation that the test is in the center. Students will be asked to provide a photo I.D.

Contact Information: Phone: 352-365-3554 or email [LearningCenter@lsc.edu](mailto:LearningCenter@lsc.edu)

### Career Assessments

Various assessments are available to LSCC students to assist them in their career development. For further information, contact an Academic and Career Advisor at 352-365-3574.

Students needing accommodations for testing should contact the Office for Students with Disabilities prior to scheduling their testing session.

## LEARNING CENTERS

The mission of the LSCC Learning Centers is to provide a supportive and comfortable learning environment and multi-disciplinary academic support for students at all levels of their college careers. We will achieve this mission by providing students with up-to-date resources and services including:

- Multidisciplinary professional and peer tutoring.
- Staff tutoring in math and English.
- Editing assistance with writing and presentations.
- Assistance with language skills.
- Computer access for on-line courses and testing.
- Computer assisted tutorials.
- "Learning Center in the Classroom" takeout modules.
- Preparation for standardized exams.
- Make-up testing for all classes.
- Remote testing in conjunction with the Florida Community Colleges system.
- Additional assistance for students with disabilities.
- Meeting and planning areas for project groups
- Homework help

The Learning Centers also welcome faculty to bring classes to use the facilities for supplemental teaching and learning, editing sessions or grammar reviews.

Faculty can arrange make-up testing for any class by contacting the Learning Centers. Testing can be done on any campus at any time that the Learning Center is open. Advise students to bring appropriate materials and their student IDs. Call the Center where the test will be proctored for further details.

The goals of the Learning Centers include:

- Working closely with faculty and administration to provide support for all students' academic endeavors.
- Training quality professional and student tutors with multidisciplinary and bilingual skills.
- Reaching out to assist in community and corporate training efforts.
- Supporting student activities and services by offering meeting space and computer access.
- Providing flexibility in hours and methods of accessing services.
- Creating a campus environment that is welcoming and conducive to learning and sharing knowledge.
- Coordinating the academic activities listed above.
- Assisting in implementing new technology and methods to support the changing needs of students, faculty, and staff.
- Maintaining statistics on user satisfaction and daily traffic.

Specialized sessions and programs can also be designed and delivered upon request. Please contact the Learning Center in Leesburg at 352-365-3554 for further information.

## LIBRARY SERVICES

A library is available at each LSCC campus, providing a full range of library, academic computing and educational media support services for students and faculty. Most library services are also available to Lake County and Sumter County residents. Visit the libraries' website at <http://www.lsc.edu/library> for information about current library policies, services and resources.

The libraries provide access to a variety of resources and information in print, audiovisual and electronic formats. Online databases provide in-library and remote access to e-books, full-text periodicals, newspapers, digital images and research materials.

Call or visit a campus library to obtain a library card for checking out materials. To access online resources, use your X-ID as the Borrower ID and the last four digits of your Social Security Number as the PIN. Students and faculty are encouraged to make use of Interlibrary Loan to request course-related books and periodical articles not provided by LSCC libraries.

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

**For information on Library hours, visit our website at [www.lsc.edu/library](http://www.lsc.edu/library), or call:**

### **Leesburg Campus**

352-365-3563

### **South Lake Campus**

352-536-2148

### **Sumter Campus**

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

## MEDIA SERVICES

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

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

**For information on Media Services hours, visit our website at [www.lsc.edu/library](http://www.lsc.edu/library), or call 352-365-3565.**

## COMPUTER LABS

Computer Labs are available to all LSCC students on an individual, as-needed basis. Open lab access is available in each of the campus libraries. The laboratories are staffed with support personnel to assist students and are equipped with IBM compatible computers, Microsoft Office, and a variety of specialized software programs. Hours for computer labs and libraries are posted on the college website

## COLLEGE BOOKSTORE

A private company operates the bookstore located in the Student Center on the Leesburg Campus. The store offers new and used textbooks, computer software, academic supplies, and clothing and gift items. The Bookstore provides textbook buyback service all year round. Bookstore services are also provided at Sumter and South Lake Campuses during registration and final exam week.

**For information on Bookstore hours, visit [www.efollett.com](http://www.efollett.com), or call 352-787-4900.**

Extended hours are during the first 2 weeks of class and exam week. Additionally, the store is open in the evening during registration and the first week of classes during the fall and spring terms.

## TV STATION

LSCC-TV is a non-commercial television station that provides quality educational, cultural and public affairs programming as well as a multitude of staff and instructional support to Lake and Sumter Counties and the College community. LSCC-TV serves a diverse spectrum of viewers on three cable systems;

Comcast, Bright House Networks and Florida Cable with a potential household viewership of 90,000+ on a weekly basis.

LSCC-TV broadcasts programs produced in-house, outside educational vendors from across the country, regional organizations, independent producers, and local high schools.

LSCC-TV first signed on the air in 1987. LSCC-TV is licensed to the District Board of Trustees of Lake-Sumter Community College. Its Leesburg Campus facility includes a studio and production/edit facilities that are used to produce local programming. The facility houses a full-time station manager, part-time production assistant, as well as volunteers who contribute a significant number of hours of service on a regular basis.

LSCC-TV's primary source of funding is through state and federal resources. Additional money is generated through a variety of special events and fundraising activities and contracted work.

## BUSINESS RESOURCES CENTER

The Business Resources Center is a partnership between LSCC and the Lake County Board of County Commissioners and other economic development agencies. The BRC offers many services for Lake and Sumter County entrepreneurs to help in starting and growing businesses. The services include:

- Entrepreneurial Institute – A three-hour class (6:00 – 9:00 p.m.) one night per week for ten consecutive weeks. Essential, broad-based information. Fall and Spring sessions.
- Executive High-Tech Conference Room available for corporate meetings, teleconferencing, training, etc.
- Individual Counseling sessions in partnership with SCORE including business plan preparation.
- A library of the Entrepreneur Magazine series on how to open over 40 different kinds of businesses along with many other business publications.
- Access to free answers on financial and legal questions.
- Resources for loan information in both counties.
- Seminars and classes on business skills and topics.
- Information on training grants.
- Newsletter on legal, HR, and other business information.
- One stop source for business information in Lake and Sumter Counties.

For more information, contact the Business Resources Center at 352-365-3579 or visit the website at [www.BusinessResourcesCenter.org](http://www.BusinessResourcesCenter.org).

### STUDENT LIFE OFFICE

Lake-Sumter Community College encourages student participation in activities that complement the academic program of the College by providing opportunities for leadership development, pursuit of special interests and social interaction. Student Life also offers a variety of services including Campus Recreation, Leadership Institute, and on-campus and community Student Activities events and service projects. The Student Government Association is under the auspices of Student Life. Our motto is **GET EXCITED—GET INVOLVED!** For more information on services and programs contact the Student Life Office on your campus.

### Student Activities

The Student Life Office sponsors events on a monthly basis on each of our campuses. These events have both a social and educational focus which allows students to connect while learning about various community resources and issues. Regular events include Welcome Back Bashes, Pizza with the President, Health Fairs, Multi-cultural Thanksgiving, and more. Please consult the annual Student Activities calendar for a listing of event times and locations.

Leesburg (main office) 323-3650  
located in Student Center  
stulife@lsc.edu

South Lake 536-2147  
located near Bldg. 2 Lounge

Sumter 568-0001 ex. 1019  
located in Library

### STUDENT CENTERS

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

The Student Center on the Leesburg Campus also houses the Laker's Cove, the Student Government Association office, the College Bookstore, and *The Angler* office.

### FOOD SERVICE

The Laker's Cove, located in the Leesburg Campus Student Center, has indoor and outdoor dining. VIP Food Service provides a choice of daily hot and cold lunch specials Monday through Friday.

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

### CAMPUS RECREATION

The Student Life Office offers recreational and fitness opportunities through our Intramurals and Wellness programs. Competitive and personal growth activities are offered. The gym complex on the Leesburg campus has open hours for students to enjoy basketball, volleyball, and weightlifting. Open hours are posted each semester.

### INTRAMURALS

LSCC Intramurals feature competitions and organized sport activities for all students, faculty and staff (men and women). A variety of sports and recreational activities are offered to provide an opportunity for every individual to compete. Activities are limited on the South Lake and Sumter Campuses, but we encourage all students, faculty and staff from those campuses to participate at the Leesburg campus. For more information contact the Athletics Department at 352-323-3620 or HuntleyL@lsc.edu

### FITNESS AND WELLNESS CENTERS

The Fitness and Wellness Centers at the Leesburg Campus offers “*Total Body Fitness*”. Facility use is free and open to all students, staff and faculty. The Weight Room/Fitness Center is located in the Everett A. Kelly Convocation Center (EKCC) and the Wellness Center is located in the Health Sciences Center (HSC) at the Leesburg Campus. “*Total Body Fitness*” includes cardiovascular training, muscular strength and endurance, flexibility, and body composition. Centers believe in the *HELP* philosophy of Wellness: H is for Health; E is for Everyone; L is for Lifetime Lifestyle change; and P is for Personal. Trained student assistants and a full-time staff oversee the centers. For more information contact the Wellness Center at 352-435-5049. Hours are posted each semester.



## LEADERSHIP INSTITUTE

### Workshops

Student Leader Training workshops and retreats are offered to SGA, Diplomat, Ambassador, and other club and organization officers to help them develop leadership skills.

### Team Challenge Course

Finally, the LSCC Team Challenge Course offers experiential team building training to both LSCC and community groups. This low ropes initiative course features 8 activity areas and is located near the Nature Trail and the athletic fields.

## Student Government Association

As the official representative of all students and student functions on campus, the Student Government Association's (SGA) purpose is to plan activities, hold discussions, present student suggestions to the faculty and administration, and to act in an advisory capacity to students at Lake-Sumter Community College. SGA offices are located at each of the LSCC campuses. Meetings are held on a weekly basis and open to all students. All three campus SGAs meet on a monthly basis to discuss college-wide issues. The College SGA typically meets on the 2nd Friday of the month from 12:30-2pm. All LSCC students are eligible to be voting members of the SGA and may give input on issues. Please check your campus for posted meeting times.

Each SGA is made up of the following officer positions: President, Vice-President, Secretary, and Treasurer. Students are appointed to one of these positions through an application and interview process. Officer positions are held for one year. In order to obtain a position, the student must be enrolled in at least six (6) credit hours at LSCC, have a cumulative GPA of 2.5 or higher, and demonstrate leadership qualities. Applications are available from the Student Life staff or Front Desk at each campus. For more information contact the Student Life main office at 352-323-3650 or [stulife@lsc.edu](mailto:stulife@lsc.edu)

Leesburg 365-3503 located in Student Center  
[SGALeesburg@lsc.edu](mailto:SGALeesburg@lsc.edu)

South Lake 536-2122 located near Bldg. 2 Lounge  
[SGASouthLake@lsc.edu](mailto:SGASouthLake@lsc.edu)

Sumter 568-0001 ext. 1019 located in Library  
[SGASumter@lsc.edu](mailto:SGASumter@lsc.edu)

## Clubs and Organizations

### STARTING A CLUB/ORGANIZATION

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

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

### REVIEW PROCESS

All charter/re-charter forms must be submitted to the Student Life Office for review.

The Student Life Office will distribute a copy of the charter/re-charter to the Student Government Association for review and approval.

If the request is approved, it will be given to the Vice President of Student Affairs for review.

Upon approval by the Vice President of Student Affairs, a charter authorizing the existence of the club/organization will be issued.

The Vice President of Student Affairs will advise the Long-Range Planning Committee and President's Council of the existence of the club/organization.

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

The appeal will be made in writing to the Vice President of Student Affairs delineating the reason(s) for the appeal. A copy of the appeal should also be submitted to the Student Life Office.

The Vice President of Student Affairs will recommend a course of action to the Student Life Office. The Student Life Office will inform the club/organization of the Vice President of Student Affairs decision.

If a club/organization chooses to appeal to the next level, they may appeal to the Student Administrative Appeals Committee. This committee will review the appeal and recommend a course of action as according to PRO 4-14 (LSCC Administrative Procedures).

All decisions of the Student Administrative Appeals Committee are final.

## GUIDELINES FOR ACTIVE CLUBS

To remain active, clubs and organizations must have an LSCC staff or faculty member as an advisor and maintain a membership of at least seven students. An Active Club/Organization Information Sheet must be completed and submitted each year to the Student Life Office.

## GUIDELINE FOR INACTIVE CLUBS

Clubs/Organizations will be considered inactive if their membership falls below seven active members or the group disbands. Failure to submit an annual Club/Organization Information Sheet may also result in the group being deemed inactive. Clubs/organization inactive for less than 2 years must complete a Student Club/Organization Request to Charter/Re-charter to be deemed active. If the club/organization remains inactive for 2 years or more, the group will be required to complete the entire charter process again in order to be considered active.

## STUDENT INVOLVEMENT IN CLUBS & ORGANIZATIONS

Any currently enrolled student is welcome to participate in LSCC student clubs and organizations. There will be no discrimination against persons on the basis of race, creed, sex, national origin, or physical handicap. Only students in good standing, having a cumulative grade point average of a 2.0 or above, be enrolled in a minimum of six (6) credit hours are eligible to hold office or represent the club on off-campus trips. Students under academic or disciplinary review or found in violation of the student code of conduct may not hold an office or serve as a representative for their group or LSCC.

## FUNDRAISING PROCEDURES

All fundraisers and drawings/raffles must be approved by the Student Life Office. An Event/Project Request form must be completed at least ten (10) days prior to the project. Gambling by individuals or groups on College property is prohibited. According to state statute, games of chance, such as raffles, may be conducted provided such a sale is a donation, and has prior approval in writing by the President or Designee (2.13 LSCC Rules Manual).

## USE OF COLLEGE FACILITIES

The Director of Facilities is responsible for overseeing the use of college facilities for all groups. College policy requires that a fee be charged to non-college related groups; additionally, there are insurance and other requirements that must be satisfied. Facility Reservation Requests are available in the Facilities Office. A lead time of 10 working days is required for

processing requests. Persons wishing to schedule the use of facilities at the Sumter or South Lake Campuses should contact the appropriate campus administrator.

## BULLETIN BOARDS

The college has a number of bulletin boards available for posting club and special announcements. Flyers announcing regular club, departmental, or college meetings and events do not need pre-approval. All other requests for use of these boards must be made through the Student Life Office. Unapproved flyers and postings will be removed. Groups may post flyers on bulletin boards unless they are designated for departmental or academic purposes. ALL POSTINGS ON GLASS DOORS & BREEZEWAY POLES AND ELEVATORS WILL BE REMOVED. Organizations or clubs displaying posters or notices are responsible for removing them immediately after the event is over. The Student Life Office is responsible for maintaining bulletin boards at the Leesburg Campus and assists staff at the Sumter and South Lake Campuses.

## Student Groups

For more information on LSCC clubs and organizations please contact the Student Life Office at 352-323-3650.

## AMBASSADORS

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

## BAPTIST COLLEGIATE MINISTRIES

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

## BRAIN BOWL

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

## CAMPUS DIPLOMATS

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

### **CHANGE LEAVES ADULTS SEEKING SUPPORT**

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

### **CULTURAL EXCHANGE CLUB**

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

### **COLLEGE DEMOCRATS**

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

### **COLLEGE REPUBLICANS**

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

### **COMPUTER CLUB**

This organization serves as a support group for students to assist them 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 CHARITY CLUB (CCC)**

The purpose of the Community Charity Club is to involve LSCC students who are interested in becoming active with their community to become agents of change through volunteering.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

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

### **FLORIDA AFRICAN-AMERICAN STUDENT ASSOCIATION (F.A.A.S.A.)**

The purpose is developing, implementing, intensifying, and perpetuating a complete program to identify and address educational, economic, and cultural concerns of students of African descent.

### **HEALTH INFORMATION STUDENTS' ASSOCIATION**

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

### **MUSICAL ORGANIZATIONS**

Musical performing groups on campus include Jazz Repertoire, Jazz Lab Band, LSCC Orchestra, Musicum Collegium, and Choral Group. For more information, contact the Music Department. Open to all students.

### **NURSING STUDENT'S ASSOCIATION**

LSCC's Nursing Student's Association's goal is to aid the preparation of nursing students for their 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, which improve health care and the resolution of related social issues. It is open to pre-nursing and enrolled nursing students.

### **PHI THETA KAPPA**

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

### **SAFIRE CLUB**

SAFIRE is a discussion group at LSCC that allows for people who share the same interest in science-fiction, fantasy, anime, comis, and video games to gather and talk about anything and everything.

### **SPANISH CLUB**

The purpose of the Spanish Club is to provide a stimulating environment that will enhance each student's learning and understanding of the Spanish language and culture.





### STUDENT GOVERNMENT ASSOCIATION

As the official representative of all students, the SGA's purpose is to plan student events, facilitate discussions of issues, present student suggestions to the faculty and administration, and to act in an advisory capacity to students. Open to all students.

### THEATRE ARTS SOCIETY

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



## Student Publications

### THE ANGLER

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

### ODYSSEY

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

## Athletics

Programs in intercollegiate athletics are coordinated by the Athletic Department coaches and staff, under the general supervision of the Athletic Director. LSCC sports teams include: women's volleyball, which competes in the Mid-Florida Conference, and women's fast-pitch softball and men's baseball, which are members of the Suncoast Conference. The LSCC athletic program also provides opportunities for students that aspire to become athletic trainers and work as student trainers with the sports teams. Intercollegiate athletic participants must meet and maintain established eligibility standards and academic progress. Athletic scholarships are available to students based on academic status, financial need, and athletic ability.

For further information, contact the LSCC Athletic Department at (352)323-3645.





# Academic Information



Academic Information

Experiential Learning

Graduation Requirements



# Academic Information

## CLASSIFICATION OF STUDENTS

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

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

**Freshman.** A student is classified as a Freshman if less than 30 semester hours credit of college have been completed.

**Sophomore.** A student is classified as a Sophomore if at least 30 semester hours credit of college work have been completed.

## COURSE LOAD

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

The maximum hours allowed per term are as follows:

	Maximum
Fall Term	17 semester hrs
Spring Term	17 semester hrs.
Summer Term	12 semester hrs.

Any exception to the maximum hours allowed per semester must be approved by the Dean of Student Development. A student wishing to obtain approval for a larger course load must have at least a "B" average and make their request in writing.

## GRADE POINT AVERAGE (GPA)

Grade point average (GPA) is determined by dividing the total quality points earned (column D) by the total academic credit hours for GPA (column C); 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 of 2.0

("C") average in both LSCC GPA and all college GPA 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 a student registered for the courses listed below and received the respective grades for each course, the GPA would be arrived by taking the 30 quality points (column D) and dividing by the 15 GPA hours (column C). This student's GPA for the term would be a 2.0.

SEMESTER		A	B	C	D
Course Number	Earned Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points
MAC 1105	A	3	3	3	12
POS 2041	B	3	3	3	9
CHM 1020C	C	3	3	3	6
CGS 1530	D	3	3	3	3
ENC 1101	F	3	0	3	0
HUM 1211	W	3	0	0	0
		18	12	15	30

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

## ACADEMIC AVERAGE

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

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

## CONTINUOUS ENROLLMENT

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

## STANDARDS OF ACADEMIC PROGRESS

The College Standards of Academic Progress serve two major purposes:

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

### Identification and Assistance

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

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

## ACADEMIC STANDINGS

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

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

## Good Standing

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

A cumulative GPA of at least 2.00 with seven or more credits attempted.

**Students not in Good Standing must meet with an Academic and Career Advisor prior to enrolling in the subsequent term in order to develop an educational plan for continued enrollment.**

## Academic 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 Academic Probation

1. Continued Academic 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.

## ACADEMIC RECOGNITION

### Dean's List and President's List

The Dean's List and the President's List are honors that may be earned each term. Students who complete six or more degree credits in a term (excluding college preparatory credits) with a GPA of 3.5 or above are named to the Dean's List, and students who complete 12 or more degree credits in a term (excluding college preparatory credits) and achieve a term GPA of 3.8 or above are named to the President's List. Both honors are automatically denoted on the student's transcript for the term.

Students will also receive a letter of recognition from the Dean's or President's office.

## SCHEDULE CHANGES - ADD/DROP

Necessary changes in class schedules may be made during the designated Add/Drop period at the beginning of each semester ONLY. 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. Students are expected to make all schedule changes via LOIS.

## INCOMPLETE GRADES

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

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

## WITHDRAWAL FROM CLASSES

In compliance with State Board of Education Rule 6A-14.0301, the following procedures will be followed relating to student withdrawal:

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. No refund is issued for a withdrawal. The grade of "W" is issued and will remain on the student's transcript.
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 and given 7 days to contact the Admissions/Records office to contest the instructor withdrawal and be reinstated into the class.
5. Students should consult with an academic advisor, and if applicable, the financial aid office prior to withdrawing from a class to discuss the potential ramifications of a withdrawal.

## THIRD ATTEMPT / REPEAT POLICY & GRADE FORGIVENESS

Students may only repeat classes in which they have received a grade of W, D, U or F (a non-passing grade). In compliance with Florida Statutes 1009.285 and 1009.28, the following procedures will be followed relating to the repeating of courses.

1. Students are permitted only three attempts per course, including withdrawals. In the third attempt, the student will not be permitted to withdraw and will receive the grade earned for that course.
2. A student may have a total of three (3) attempts per course at LSCC, including the original grade, repeat grades, and withdrawals. A fourth attempt may be allowed only through a formal review process, which the student must initiate through the appeals process with an Academic and Career Advisor.
3. Pursuant to f.s. 1009.285 and f.s. 1009.28, students attempting the same college preparatory course or the same college credit course for the third time must pay 100 percent of the full cost of instruction for those courses. (Effective Fall 1997.) The full cost of instruction is equivalent to the cost of out-of-state tuition.
4. Forgiveness for grades earned will be granted to the student only where "D" and "F" grades were earned and will be limited to two (2) repeat attempts per course. Only the most recent grade will be used in calculating GPA. Exemption exams, CLEP, and Advanced Placement exams cannot be used to forgive previous coursework. Transfer work that is evaluated as equivalent to LSCC courses will be used for forgiveness purposes.
5. Students wishing to retake a course for grade forgiveness must do so prior to earning an A.A. degree. Grade forgiveness cannot be applied to a course taken as part of the A.A. degree after the A.A. degree has been awarded.
6. Students wishing to retake a course for which they have already received a passing grade, must audit the class. The Audit Change Form must be submitted to the admissions office prior to the end of the add/drop period.

## GRADE AMNESTY

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



be obtained by contacting the Admissions/Records office. Academic Amnesty does not change the student's overall academic standing nor will the courses/grades be removed from the academic transcript.

## PHYSICAL EDUCATION ACTIVITY COURSES

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.

## CLASS ATTENDANCE

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

## COURSE 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 Academic Affairs.

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

## COLLEGE PREPARATORY EXIT TESTS

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

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

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

For REA 0002, College Prep Reading, a minimum grade of "C" and a passing performance on the state mandated College Preparatory Reading Test (also known as the Florida College Basic Skills Exit Test) are required for entry into REA 1105, the college level reading course. Exit tests are administered within a week of the final exam for the course. Those students who fail the exit test on their first attempt must pass the second form of the exit test within two days or they will earn a failing grade for the course.

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

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

Under current catalog descriptions for each of the preparatory courses, ENC 0001, ENC 0010, REA 0001, REA 0002, and MAT 0024, an explanation of the exit test and how it applies to continuing onto college-level coursework is given.

# Experiential Learning

## Cooperative Education

Cooperative Education allows students to gain work experience directly related to their academic major. It is a learning experience in the workplace which couples classroom studies with employment. The courses offer students the opportunity to be placed in an employment or volunteer position, complete assigned duties and special projects, interact with supervisors and co-workers, learn work and education related skills, to

be evaluated on that performance by an employer or supervisor and earn college credit and a grade. Co-op may be taken for 1 to 3 credit hours as follows: 3 credit hours equal a minimum of 150 on-the-job clock hours per semester. A 1 credit co-op = 50 on-the-job clock hours, and 2 credits = 100 on-the-job clock hours. Supervised on-the-job training relating to the following programs and courses is available.

### Associate in Applied Science Disciplines:

Accounting	APA 2949
Allied Health	HSC 2949
Banking	BRC 2949
Computer Applications	CGS 2949
Computer Programming	CGS 2949
Criminal Justice	CCJ 2949
Graphic Design	ART 2949
Management	MAN 2949
Marketing	MAR 2949
Medical Transcription	OST 2949
Office Administration	OST 2949
Theater	THE 2949

### Associate in Arts Disciplines:

Art	ART 2949
Biology	BSC 2949
Chemistry	CHM 2949
Economics	ECO 2949
Education	EDG 2949
History	HIS 2949
Humanities	HUM 2949
Journalism	JOU 2949
Music	MUS 2949
Physical Education	PET 2949
Political Science	POS 2949
Psychology	PSY 2949
Radio/TV	RTV 2949
Sociology	SYG 2949
Theater	THE 2949

## STUDENT ELIGIBILITY

To qualify for Cooperative Education the student must meet the following:

1. Completion of a minimum of twelve (12) semester credit hours in the field or related subject area in which the student wants to complete a cooperative education learning experience. Courses must have been completed at LSCC or an approved institution;
2. Completion of all developmental courses as required by CPT/ACT/SAT scores;
3. A grade point average (GPA) of 2.5 or higher.
4. A student interested in pursuing an education work experience directly related to her/his academic or career goals must also be accepted by a Faculty Advisor and have skills which meet the standards of their prospective employer. The Faculty Advisor will help develop learning objectives and outcomes for the student.

Cooperative Education may be repeated up to nine (9) credit hours for a student who is working toward an Associate in Applied Science or an Associate in Science degree. The State of Florida Articulation Agreement specifies that no more than seven (7) semester hours may be applied toward the Associate in Arts degree. **It is important for all students, who wish to transfer to a University, to research their chosen major program area to determine if the credits and grade will transfer not only to the University but also, to their specific College within the University.**

For further information contact:

Dr. Glenn Ricci, 365-3537, RicciG@lsc.edu

Ms. Gloria Filippello, 435-5025, FilippeloG@lsc.edu

Serve to Learn is part of a growing and unique national movement in education that involves collegiate participation in community and philanthropic service opportunities. While definitions of serve to learn vary, it is generally defined **as a teaching tool and method that uses community involvement to apply theories or skills being taught in a course. Serve to learn furthers the objectives of the academic course, and addresses broader-based (i.e., community) needs as students participate in and learn from service activities.**

Serve to Learn (also known as "engaged" or "applied" learning) involves a service component that allows the student to apply new knowledge and acquire practical skills. Through course work, the student employs critical analysis and examines a systemic problem or societal issue the service was designed to address. Serve to learn is a proven and highly effective teaching tool and method. Research reveals that serve to learn experiences enhance broader learning outcomes, increase student retention, make learning more relevant, foster civic participation, provide opportunities for career exploration and preparation, and overall improve timely graduation rates.

Some faculty members participate by integrating service into course curricula that directly ties to specific course goals and objectives. This method helps students make clear connections between the relevance of their academic experience and their future professional lives in society.



### Examples of Serve to Learn

Collegiate coursework in any field or discipline can incorporate a serve to learn component. A few examples of serve to learn include: engineering students developing math and science education modules for district K-12 schools, students creating grant proposals and brochures for local nonprofit organizations, criminal justice students helping teens in the juvenile justice system, English and communication students teaching literacy skills to people in homeless and domestic violence shelters, business students developing management plans and marketing materials for nonprofit groups, architecture students collaborating with local governments to design affordable housing and children's playgrounds, and education majors mentoring and tutoring at-risk youth in concert with K-12 partners. Serve to learn can promote engaged teaching and learning through organized service projects to develop students' citizenship skills and values while encouraging collaborative partnerships to address community needs.

### Mission/Purpose Statement:

***To improve lives, strengthen communities, and foster civic engagement through service and learning.***

### Goals:

- 1) Increase student engagement to enhance student learning;***
- 2) Foster civic and personal responsibility; and***
- 3) Develop an environment of collegial participation among students, faculty, and the community.***

For further information contact:

Ms. Debra Dabney, 323-3641, [DabneyD@lsc.edu](mailto:DabneyD@lsc.edu)

Dr. Glenn Ricci, 365-3537, [RicciG@lsc.edu](mailto:RicciG@lsc.edu)

# Graduation Requirements

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

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

10. Satisfy all financial obligations.

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

**All documentation of transfer work, even if it does not apply to a degree here at LSCC, must be received and evaluated before the degree will be awarded. If it is not received by the deadline, the student must reapply for graduation in another term.**

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

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

Students wishing to participate in the Spring Commencement ceremony: Students who are within 6 credits of fulfilling their graduation requirements in the spring term may walk in the ceremony providing they submit a graduation application by the spring graduation application deadline.

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

## GRADUATION WITH HONORS



Only those students seeking as Associate degree are eligible for honors recognition.

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)



# Degrees and Programs



Associate in Arts  
(A.A.) degree

Associate in Science  
(A.S.) degree



Associate in Applied Science  
(A.A.S.) degree

Certificates

Other Programs

# Associate in Arts (A.A.) Degree & Graduation Requirements

The Associate in Arts (A.A.) degree is also known as the Transfer Degree or the University Parallel Program. It is designed to provide students with the courses needed for the first two years of a bachelor's degree. Upon completion of the A.A. degree, students may transfer to a 4-year college or university to complete their undergraduate degree.

Based on requirements from the State of Florida Department of Education and the Southern Association of Colleges and Schools (SACS, LSCC's accrediting agency), the A.A. degree is comprised of the following components with a minimum of 60 credit hours.

## A. General Education Core requirements

### 1. 36 credit hours of General Education in the following 5 areas:

- Area I: Composition and Oral Communication (writing, analytical, and organizational skills; oral communication and presentation techniques)
  - Area II: Humanities (awareness and understanding of cultural development, diversity, and historical contributions; courses include appreciation of art, humanities, music, philosophy, literature, and theatre)
  - Area III: Social/Behavioral Sciences (expand and enhance awareness and understanding of human behavior, institutional change, cultural diversity and historical development)
  - Area IV: Mathematics (develop, enhance, and apply quantitative and computational skills)
  - Area V: Natural (Biological) and Physical Sciences (enhance exposure to and comprehension of the natural world and scientific investigation and inquiry)
2. Included in the 36 General Education requirements are 12 semester hours of Gordon Rule (GR) 6000-word writing courses, with a grade of C or higher, including ENC 1101, ENC 1102, one composition with oral component course, and one course from the Humanities or Social/Behavioral Science Area course designated with Code GRW6. (FL. Administrative Code 6-A 10.30), **AND**
3. 6 hours of Gordon Rule mathematics courses, with a grade of C or higher, selected from MAC 1105, 1140, 1114, 2311, 2312, 2313, 2233; MGF 1106, 1107; STA 2023. (FL. Administrative Code 6-A 10.30)

## B. Elective college credit courses

### 1. 24 credit hours, including

- Computer proficiency course(s) – required unless proficiency is demonstrated through written exam. See Computer Proficiency Courses on page 84.
- Required courses (Common Program Prerequisites) for intended university major, including additional math, science, behavioral/social sciences courses
- MAT1033, if required
- REA1105, SLS1501, if required or chosen
- Foreign language (not required for A.A. but is required for certain bachelor's degrees)
- Experiential Learning credit hours
- Any other college level courses, including a maximum of 4 credit hours of physical education courses

## C. Additional A.A. graduation requirements include:

- A minimum of 25% of the credit hours for the A.A. must be earned at LSCC, excluding credits by exam, CLEP, AP, etc.
- Passing scores or exemption on the CLAST exam. See CLAST section
- Demonstration of computer proficiency through specific coursework or written exam. See Computer Proficiency Requirement on page 84.
- Successful completion of all preparatory English, mathematics, and reading courses, if required based on placement scores (preparatory courses are in addition to the 60 college-level credits required for graduation)
- Successful completion of SLS 1501 for students placing into preparatory courses in more than one subject
- Minimum of 2.0 cumulative GPA, including for all credit hours earned at LSCC and for total credit hours earned
- Maximum of 4 credit hours of physical education courses
- Fulfillment of all financial obligations to LSCC

**Students are responsible for investigating the requirements for their chosen university and major, and to work with an LSCC Academic and Career Advisor to plan their A.A. pre-major coursework in order to make a smooth academic transfer.**

# CLAST Requirements for A.A. Transfer

The **College-Level Academic Skills Test (CLAST)** is an achievement test that measures a student's academic skills in mathematics and communications. Since 1984, students in public postsecondary institutions in Florida have been required to demonstrate achievement of academic skills in order to be awarded an Associate in Arts degree and to gain admission to upper-division status in a state university.

The CLAST is administered three times per year (once a semester) on the Leesburg campus. Students must meet the CLAST requirements in order to meet LSCC graduation requirements for an Associate in Arts (AA) degree.

Students must demonstrate attainment of specific skills in order to be awarded an Associate in Arts degree and gain admission to upper-division status in a state university.

There are two ways for students to meet the graduation requirement:

1. Successfully pass all of the CLAST subtests: Essay, English Language Skills, Reading, Math
2. Apply for an exemption for any or all subtests of the CLAST if the requirements under the CLAST exemption rule are met.

## ELIGIBILITY

The LSCC curriculum includes the communication and the computation skills which students are expected to achieve while pursuing the A.A. degree. The CLAST test measures skills learned in college-level English and Math courses. To be eligible to take the CLAST, students must have successfully completed a minimum of 18 credits of college level work, and preferably have completed ENC 1101 and at least one college level one math course with prefixes of MAC or MGF. These English and Math courses must be completed with a minimum grade of C.

Students with a disability may request accommodations to take the CLAST. All requests must have appropriate documentation on file with the Office for Students with Disabilities.

## PASSING SCORES

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	English Language Skills....295
Reading.....295	Essay.....6

## RETAKE PROCEDURE

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. Students may retake any subtest of the CLAST for which they did not have a passing score. Students must apply to retest by the posted registration deadline.

## CLAST EXEMPTION

Alternative ways to meet CLAST requirements:

### MEET MINIMUM GPA QUALIFICATIONS

To be exempt from the Essay, English Language Skills, and Reading subtests of the CLAST, a student must earn a 2.5 GPA in two Gordon Rule composition and/or oral communication courses. To be exempt from the Mathematics subtest, a student must earn a 2.5 GPA in two Gordon Rule math courses.

### TEST SCORES

Students who have qualifying scores on their SAT or ACT may also be exempt from CLAST. These scores must be officially submitted to the Admissions Office.

TEST SCORES	Essay, English Language Skills	Reading	Math
Minimum SAT-I Scores	500 Verbal	500 Verbal	500 Math
Minimum ACT Scores	21	22	21

Additionally, exemptions based on courses earned for AP courses in high school or CLEP credit may be used. Credits earned through CLEP or AP are calculated as a grade of "B" for this purpose.

## REGISTRATION

Once eligibility requirements have been met, all students are required to register for the CLAST or to request a CLAST exemption. CLAST registration forms are available in Student Affairs on all three campuses and on the testing web page. Registration forms are to be submitted by the posted deadline each term.

### DEADLINE TO REGISTER

### TEST DATE

Friday, September 5, 2008.....	Saturday, October 4, 2008
Friday, January 23, 2009.....	Saturday, February 21, 2009
Friday, May 8, 2009.....	Saturday, June 6, 2009

**The test is given once a semester. Students must apply to take the test by the CLAST registration deadline.**

**Note: Education Majors** It is recommended that students who plan to enter a teacher preparation program at a Florida university and who receive a CLAST exemption from LSCC take the General Knowledge (GK) test section of the Florida Teacher Certification Examination (FTCE) once they meet CLAST eligibility. The GK test, which is used as an university's College of Education entrance exam, covers material similar to the CLAST test. The South Lake Campus is an FTCE testing site. Students may register online at [www.fl.nesinc.com](http://www.fl.nesinc.com).

## A.A. Transfer Partnerships

### University of Central Florida (UCF) – Direct Connect

LSCC has partnered in the Regional Higher Education Consortium with the University of Central Florida. This transfer option also provides LSCC students a smooth transition by working with UCF Advisors even while completing their A.A. degree coursework. For further information, contact a UCF Advisor at 352-536-2113 or an LSCC Academic and Career Advisor.

### University of Central Florida (UCF) – Regional Campus

After completing their A.A. degree at LSCC, students may choose to complete a bachelor's degree in a limited number of majors through UCF-South Lake, which is located with the LSCC campus in Clermont. Coursework for two UCF degrees is available on the LSCC Leesburg Campus as well. In addition to the convenient locations, this transfer option also provides LSCC with students a smooth and guaranteed transition by working with UCF Advisors even while completing their A.A. degree. For further information, contact UCF at 352-536-2113 or an LSCC Academic and Career Advisor.

### Embry-Riddle Aeronautical University Blue-Gold Connection

Embry-Riddle has partnered with LSCC to help students pursue an associate degree followed by a bachelor degree at the Daytona Beach campus. The program is open to any Florida high school graduate who has completed the full-time undergraduate application process for Embry-Riddle or LSCC student who has earned fewer than 30 credits. Interested students may contact an LSCC Advisor.

### University of Florida (UF) Pre-Engineering

Lake-Sumter Community College and the University of Florida have created a customized program to prepare students for majors within the University of Florida's College of Engineering (UFCoE). LSCC's Associate in Arts Engineering Pre-Major includes a rigorous curriculum of mathematics and science coursework and may require more credit hours than other pre-majors. After completion of this pre-major, with a minimum GPA of 2.5 in the mathematics, natural and physical sciences areas, students following our pre-Engineering AA degree will be eligible for direct admission to the UF College of Engineering, contingent upon space available.

For detailed information on specific requirements for the different engineering majors, go to:  
[www.eng.ufl.edu/documents/studyplans/LSCC.pdf](http://www.eng.ufl.edu/documents/studyplans/LSCC.pdf).

For further information, contact an LSCC Academic and Career Advisor or Dr. Glenn Ricci at 352-365-3537. The UF contact is Dr. Angela Linder, Associate Dean, UF Engineering, Div of Student Affairs.  
PO box 116550, Gainesville, FL 32611.  
352-392-2177  
[alind@eng.ufl.edu](mailto:alind@eng.ufl.edu).

### Saint Leo University (SLU)

Through the LSCC-SLU partnership, students can complete their first two years at LSCC, then transfer with their associate's degree into one of Saint Leo's bachelor's degree programs. Certain bachelor's degrees can be earned entirely on the LSCC Leesburg campus. Interested students may contact Saint Leo at 352-323-3671 regarding requirements and financial assistance.

## Transfer to University Checklist

In order to have a smooth transfer process from LSCC to a university or college to earn a bachelor's degree, students should plan and prepare while earning the A.A. degree at LSCC. The following steps and timeline are recommended:

### During first two semesters at LSCC

- ☐ Explore potential careers and pre-majors
- ☐ Research universities and four-year colleges
- ☐ Visit potential schools
- ☐ Check out [www.FACTS.org](http://www.FACTS.org)
- ☐ Meet with an Academic and Career Advisor to go over prerequisites
- ☐ Select and follow a Pre-Major Advising Guide

### Once 30 credit hours are completed

- ☐ Meet the CLAST Requirement
- ☐ Continue researching and visiting potential colleges and universities

### 45+ Hours

- ☐ University Application: complete 6-9 months prior to entry term
- ☐ Send official LSCC transcript to University Admissions
- ☐ Send HS transcript to University Admissions
- ☐ Complete the LSCC Graduation Application and meet with Academic and Career Advisor by posted deadline at the beginning of the final semester
- ☐ Apply for Financial Aid at the transfer college or university



The State University System (SUS) in Florida offers more than 200 different bachelor's degrees that students can pursue after completing an A.A. at LSCC.

Many university programs of study, or Majors, have additional requirements that must also be met for entry into upper division limited access programs. In such programs, consideration for admission is more competitive and may include such criteria as a higher grade point average (GPA), higher test scores, specific entrance exams, additional courses, auditions, and/or portfolios. When specific courses, known as "Common Program Prerequisites" are required, they should be completed as part of the A.A. degree.

Since students are expected to select a major field of study at the time of application to a university, they are strongly encouraged to follow a Pre-Major as part of their associate's degree at the community college.

Students are responsible for working closely with an Advisor throughout their time at LSCC, and to directly contact their intended university to verify requirements unique to their academic and career goals. Students who are undecided about their goals are strongly encouraged to work with the LSCC Career and Academic Advisors for career exploration assistance.

To assist students in optimal planning and preparation for university transfer, LSCC offers guides for the following popular Pre-Majors, with the common program prerequisites for each. These are just a few of the transfer possibilities with the Associate in Arts degree.

In addition, many university majors without Common Program Prerequisites may be pursued with completion of the General Studies Pre-Major.

The LSCC diploma and transcript will reflect the Associate in Arts degree without a specific designated Pre-Major.

## Before planning a pre-major, students are advised to:

- Meet with an LSCC Academic and Career Advisor.
- Consult the catalog or specific department at the university to which they plan to transfer to confirm which courses they should take at LSCC.
- For a complete list of all State University System (SUS) programs in Florida see [www.facts.org](http://www.facts.org).

**Below are some of the most common A.A. Pre-Majors for LSCC students and are detailed in the following pages. Students should contact an Advisor regarding other possible Pre-Majors.**

General Studies	Human Services
Art	Mathematics
Athletic Training	Nursing
Biology	Physics
Business	Pre-Pharmacy
Chemistry	Pre-Physical Therapy
Criminal Justice	Pre-Professional Health
Early Childhood Education	Psychology
Elementary Education	Secondary Education
Engineering	Social Science
English	Sports & Fitness

State University System (SUS) See map on inside back cover

Florida A & M University ..... Tallahassee ..... [www.famu.edu](http://www.famu.edu)  
 Florida Atlantic University ..... Boca Raton ..... [www.fau.edu](http://www.fau.edu)  
 Florida Gulf Coast University .... Fort Myers ..... [www.fgcu.edu](http://www.fgcu.edu)  
 Florida International University... Miami ..... [www.fiu.edu](http://www.fiu.edu)  
 Florida State University ..... Tallahassee ..... [www.fsu.edu](http://www.fsu.edu)  
 New College of Florida ..... Sarasota ..... [www.ncf.edu](http://www.ncf.edu)

University of Central Florida ..... Orlando ..... [www.ucf.edu](http://www.ucf.edu)  
 University of Florida ..... Gainesville ..... [www.ufl.edu](http://www.ufl.edu)  
 University of North Florida ..... Jacksonville ..... [www.unf.edu](http://www.unf.edu)  
 University of South Florida ..... Tampa ..... [www.usf.edu](http://www.usf.edu)  
 University of West Florida ..... Pensacola ..... [www.uwf.edu](http://www.uwf.edu)

In addition, Advisors can assist students in preparing to transfer to other institutions.

# A.A. Degree Requirements

## GENERAL EDUCATION COMPONENT - 36 CREDIT HOURS

### AREA I COMPOSITION & ORAL COMMUNICATION 9 HRS

CODES: GENE, GRW6

ENC 1101 College Composition I or ENC 1101 H..... 3

ENC 1102 Composition: Literature or ENC 1102 H..... 3

CODES: GENE, GRW6, ORAL

SELECT 1 OF THE FOLLOWING:

AML 2010 American Literature I..... 3	ENL 2022 English Literature II..... 3
AML 2020 American Literature II..... 3	LIT 2110 European Literature I..... 3
AML 2264 Survey of American Literature: Southern Women Writers..... 3	LIT 2120 European Literature II..... 3
ENC 2300 Composition: Argumentation..... 3	LIT 2090 Contemporary Literature: Survey..... 3
ENC 2210 Technical Report Writing..... 3	LIT 2091 Contemporary Literature: Novels..... 3
ENL 2012 English Literature I..... 3	LIT 2380 Women in Literature..... 3
	LIT 2930 Selected Topics in Literature..... 3

A grade of "C" or better must be earned in each course in order for the course to meet General Education Requirements.

### AREA II HUMANITIES

6 HRS

CODES: GENE, HUMN

CHOOSE 2 OF THE FOLLOWING: \*Gordon Rule Courses

#### Category: Art

ARH 2000 Art History & Appreciation I..... 3

ARH 2051 Art History & Appreciation II..... 3

#### Category: Composition

\*CRW 2000 Creative Writing I..... 3

\*CRW 2002 Creative Writing II..... 3

\*MMC 2100 Writing for the Mass Media..... 3

#### Category: Humanities

\*FIL 2001 Introduction to American Cinema..... 3

HUM 1211 Introduction to Humanities:  
Antiquity Through The Middle Ages..... 3

HUM 1230 Introduction to Humanities:  
Renaissance Through Modern Times..... 3

HUM 2930 Selected Topics in Humanities..... 3

REL 2300 World Religions..... 3

#### Category: Literature

\*AML 2010 American Literature I..... 3

\*AML 2020 American Literature II..... 3

\*AML 2264 Survey of American Literature:  
Southern Women Writers..... 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 2380 Women in Literature..... 3

\*LIT 2930 Selected Topics in Literature..... 3

#### Category: Music

MUH 1018 Introduction to Jazz..... 3

MUH 2011 Introduction to Music..... 3

#### Category: Philosophy

\*PHI 2010 Introduction to Philosophy..... 3

\*PHI 2630 Contemporary Ethics..... 3

#### Category: Theatre

\*THE 2020 Introduction to Western Theatre Arts..... 3

### AREA III SOCIAL/BEHAVIORAL SCIENCES

6 HRS

CODES: GENE, SBEH

CHOOSE 2 OF THE FOLLOWING \*Gordon Rule Courses

#### Category: Anthropology

ANT 2410 Cultural Anthropology..... 3

#### Category: Economics

ECO 2013 Principles of Economics I (Macro)..... 3

ECO 2023 Principles of Economics II (Micro)..... 3

#### Category: 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

#### Category: Political Science

CPO 2001 Introduction to Comparative Politics..... 3

\*INR 2002 International Relations..... 3

POS 1001 Introduction to Political Science..... 3

POS 2041 American National Government..... 3

POS 2112 State & Local Government..... 3

#### Category: Psychology

DEP 2002 Psychology of Child Development..... 3

DEP 2004 Psychology of Human Development..... 3

PSY 2012 Introduction to Psychology..... 3

#### Category: Sociology

GEA 2900 Geography: Regional Study-Independent study1-3

GEO 1000 Introduction to Geography..... 3

GEO 2474 Geography & World Affairs..... 3

SYG 2000 Introduction to Sociology..... 3

SYG 2010 Social Problems..... 3

SYG 2430 Marriage & the Family..... 3

### AREAS II AND III

3 HRS

CODES: GENE, GRW6

Students must include a total of five courses, 15 hours, from a combination of AREAS II and III. Students must choose two Humanities, two Social/Behavioral Sciences courses and the fifth one can be from either area. One of the five selected courses must be a Gordon Rule (GR) course. All GR courses are designated with an asterisk \*. See the next column for a listing of all GR Humanities or Social/Behavioral Sciences courses.

# A.A. Degree Requirements

## AREA II & III COMBINED - GORDON RULE 3 HRS

CODES: GENE, GRW6

An additional Humanities or Social/Behavioral Science Gordon Rule (GR) course designated 6,000 written words of text must be completed with a grade of "C" or better.

\*Gordon Rule Courses

### CHOOSE 1 OF THE FOLLOWING:

*CRW 2000	Creative Writing I.....	3
*CRW 2002	Creative Writing II.....	3
*MMC 2100	Writing for the Mass Media.....	3
*FIL 2001	Introduction to American Cinema.....	3
*AML 2010	American Literature I.....	3
*AML 2020	American Literature II.....	3
*AML 2264	Survey of American Literature: Southern Women Writers.....	3
*LIT 2380	Women in Literature.....	3
*ENL 2012	English Literature I.....	3
*ENL 2022	English Literature II.....	3
*LIT 2090	Contemporary Literature: Survey.....	3
*LIT 2091	Contemporary Literature: Novels.....	3
*LIT 2110	European Literature I.....	3
*LIT 2120	European Literature II.....	3
*LIT 2930	Selected Topics in Literature.....	3
*PHI 2010	Introduction to Philosophy.....	3
*PHI 2630	Contemporary Ethics.....	3
*THE 2020	Introduction to Western Theatre Arts.....	3
*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
*INR 2002	International Relations.....	3

## AREA IV MATHEMATICS 6 HRS

CODES: GENE, GRMT

### CHOOSE 2 OF THE FOLLOWING:

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

A grade of "C" or better must be earned in each course in order for the course to meet General Education Requirements.

## AREA V NATURAL & PHYSICAL SCIENCE 6 HRS

CODES: GENE, BIOS or PHYS

### CHOOSE 1 OF THE FOLLOWING OPTIONS:

Option 1: Select a minimum of 3 credit hours from the biological science category and 3 credit hours from the physical science category. **At least one course must include a laboratory course (designated with a "C")**

Option 2: Select a 2 course science sequence.

#### Category: Biological Science

BIOS

BOT 2010C	General Botany w/Lab.....	4
BSC 1005	Introduction to Life Science.....	3
MCB 1278C	Introduction to Epidemiology of Infectious Diseases w/Lab.....	3
MCB 2010C	Microbiology w/Lab.....	4
MCB 2930C	Special Topics in Microbiology.....	3
OCE 1000	Introduction to Marine Science.....	3
ZOO 2010C	General Zoology w/Lab.....	4

#### BIOLOGICAL SEQUENCE COURSES

BIOS, LABR

BSC 1010C	General Biology I w/Lab.....	4
BSC 1011C	General Biology II w/Lab.....	4
BSC 2093C	Human Anatomy & Physiology I w/Lab.....	4
BSC 2094C	Human Anatomy & Physiology II w/Lab.....	4

#### Category: Physical Science

PHYS

##### □ Chemistry

CHM 1020C	Chemistry for Liberal Arts w/Lab.....	3
CHM 1025C	General Chemistry w/Lab.....	5
CHM 1083	Environmental Science.....	3
CHM 1205C	General Organic & Biochemistry w/Lab.....	4
CHM 2930C	Special Topics in Chemistry.....	1-3

#### CHEMISTRY SEQUENCE COURSES

PHYS, LABR

CHM 2045C	College Chemistry I w/Lab.....	5
CHM 2046C	College Chemistry II w/Lab.....	5
CHM 2210C	Organic Chemistry I w/Lab.....	5
CHM 2211C	Organic Chemistry II w/Lab.....	5

##### □ Physical Science

AST 1002C	Introduction to Astronomy w/Lab.....	3
ESC 1000	Earth Science Survey.....	3
GLY 1030	Environmental Geology.....	3
MET 1010C	Intro to Meteorology w/Lab.....	3
PSC 1001	Inventions & Discoveries.....	3
PSC 1515	Energy & the Environment.....	3

##### □ Physics

PHY 1020C	Physics for Liberal Arts w/Lab.....	3
PHY 2100C	Modern Physics.....	3
PHY 2930C	Special Topics in Physics.....	1-3

#### PHYSICS SEQUENCE COURSES

PHYS, LABR

PHY 2048C	Physics with Calculus I w/Lab.....	5
PHY 2049C	Physics with Calculus II w/Lab.....	5
PHY 2053C	General Physics I w/Lab.....	5
PHY 2054C	General Physics II w/Lab.....	5

## ELECTIVES COMPONENT - 24 CREDIT HOURS

In addition to 36 General Education credit hours, 24 credit hours of Elective Courses are required for the A.A. degree.

- Any of Lake-Sumter's courses qualify as an elective course. Electives may be chosen to expand and diversify a general program of study, or to enhance theoretical and technical knowledge related to a particular field of study.
- Universities may require additional courses (Common Course Prerequisites) to meet the specific requirements of the student's intended major at the university. Consult the transferring school in choosing courses to meet this requirement.
- As part of the elective component, students must meet LSCC's computer proficiency requirement. See next page.
- Most universities require students to fulfill a foreign language requirement. This may be required prior to transferring with an AA degree to the university. Please consult the transferring school and work with an advisor.

Experiential Learning --- See page 74.

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 with a score of 70% or greater. Students wishing to take the computer proficiency exam must complete a Request for Computer Proficiency Form and submit it to the Learning Center by the posted deadline. Examination dates and the deadline for submitting the request form are posted on the website at [www.lsc.edu/home/creditbyexam.aspx](http://www.lsc.edu/home/creditbyexam.aspx). Passing grades will be listed on the transcript with a grade of "P," but no credit will be awarded.
2. Successful completion of a minimum of two (2) semester hours of computer coursework. The following courses or course combinations will satisfy the computer proficiency requirement:

CGS 1100 – Business Computer Applications .....	3 credits	<b>or</b>
CGS 1530 – Microcomputer Applications.....	3 credits	<b>or</b>
OST 1854 – Microsoft Office – Introduction .....	3 credits	<b>or</b>
OST 2857 – Microsoft Office – Advanced .....	3 credits	<b>or</b>
EME 2040 – Technology for Educators.....	3 credits	

**OR**

**One course from:**

OST 1100 – Keyboarding & Document Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>or</b>
OST 1743 – Word Processing for College Writing .....	1 credit	

**AND one course from:**

CET 1171 – Microcomputer Hardware.....	3 credits	<b>or</b>
CGS 1003 – Fundamentals of Computer Usage .....	1 credit	<b>or</b>
CGS 1033 – Computers: Buying and Configuring .....	1 credit	<b>or</b>
CTS 1101 – Windows Introduction.....	1 credit	<b>or</b>
CTS 1261 – Excel Level I.....	1 credit	<b>or</b>
CTS 1262 – MS Excel .....	3 credit	<b>or</b>
CTS 1271 – Excel Level II.....	1 credit	<b>or</b>
CTS 1281 – Excel Level III.....	1 credit	<b>or</b>
CTS 1400 – MS Access – Introduction .....	1 credit	<b>or</b>
CTS 1401 – MS Access .....	3 credit	<b>or</b>
CIS 1940 – Special Topics – computers.....	1 credit	<b>or</b>
LIS 1002 – Electronic Resources .....	1 credit	<b>or</b>
LIS 2003 – Introduction: Internet Resources.....	1 credit	<b>or</b>
LIS 2004 – Introduction: Internet Research.....	1 credit	

**OR (Suggested for Graphic Design/Digital Media)**

OST 1743 – Word Processing for College Writing .....	1 credit	<b>and</b>
CAP 2700 – Introduction to Computer Art.....	3 credits	

**OR (Suggested for Nursing)**

OST 1100 – Keyboarding & Doc. Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>or</b>
OST 1743 – Word Processing for College Writing .....	1 credit	<b>and</b>
NUR 1022 – Nursing Foundations I.....	3 credits	

**OR (Suggested for Nursing Bridge)**

OST 1743 – Word Processing for College Writing .....	1 credit	<b>or</b>
OST 1100 – Keyboarding & Document Formatting.....	3 credits	<b>or</b>
OST 1110 – Advanced Document Formatting .....	3 credits	<b>and</b>
NUR2003C – Nursing Transition.....	3 credits	



# ASSOCIATE IN ARTS (A.A.) Pre-Major: General Studies (190)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I ..... 3

\_\_\_\_ ENC 1102 Composition: Literature ..... 3

### Composition with Oral Communications

\_\_\_\_ ..... 3

### MATHEMATICS

\_\_\_\_ ..... 3

\_\_\_\_ ..... 3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

\_\_\_\_ ..... 3 ☐ GR

\_\_\_\_ ..... 3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ ..... 3 ☐

\_\_\_\_ ..... 3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ ..... 3 ☐

### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence  
At least 1 course must include a LAB

#### Category-Natural - Biological Science

\_\_\_\_ ..... 3 ☐ LAB

#### Category-Physical Science

\_\_\_\_ ..... 3 ☐

## ELECTIVES

Credit Hours 24

\_\_\_\_ .....

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Computer proficiency course(s) requirement met ☐

## PROGRAM DEGREE TOTAL

Credit Hours 60

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_\_ REA 0001 College Prep Reading I
- ☐ \_\_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

The General Studies pre-major prepares students to transfer as a junior to a Florida public university in majors without Common Program Prerequisites.

This pre-major may also be selected by undecided students who want a general associate's degree.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

A.A.

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Art (140)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

- \_\_\_\_ ENC 1101 College Composition I.....3  
 \_\_\_\_ ENC 1102 Composition: Literature.....3

#### Composition with Oral Communications

- \_\_\_\_ .....3

### MATHEMATICS

- \_\_\_\_ .....3  
 \_\_\_\_ .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

- \_\_\_\_ ARH 2000\* Art History & Appreciation I.....3 ☐ GR  
 \_\_\_\_ ARH 2051\* Art History & Appreciation II.....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ .....3 ☐  
 \_\_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence  
 At least 1 course must include a **LAB**

#### Category-Natural - Biological Science

- \_\_\_\_ .....3 ☐ LAB

#### Category-Physical Science

- \_\_\_\_ .....3 ☐

### ELECTIVES

Credit Hours 24

- \_\_\_\_ ART 1202C\* Design & Color.....3  
 \_\_\_\_ ART 1300C\* Freehand Drawing I.....3  
 \_\_\_\_ ART 1301C\* Freehand Drawing II.....3  
 ART\* prefix electives 3-6 credit hours

- \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Studio/Fine Art or Graphic Design.

Graduates with a bachelor's degree may find employment in careers such as a(n)

- professional artist
- art educator
- designer
- art director
- curator
- web designer
- publications designer
- photographer
- commercial illustrator
- art conservator

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:  
 Kelly Cornell 323-3653 or CornellK@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

### NOTES

•For the university major of Graphic Design students should also take PGY 1401C

### SUGGESTED COURSES

- MGF 1106 & MGF 1107 or STA 2023
- GRA 1190C Introduction to Graphic Design
- ART 2750C Introduction to Ceramics

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Athletic Training (160)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 39

### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_ ENC 1101 College Composition I .....3

\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_ .....3

### MATHEMATICS

\_\_\_ MAC 1105 College Algebra .....3

\_\_\_ STA 2023\* Elementary Statistics I .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

\_\_\_ .....3 ☐ GR

\_\_\_ .....3 ☐ GR

#### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_ PSY 2012\* Introduction to Psychology .....3 ☐

\_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

\_\_\_ BSC 1010C\* General Biology I with Lab .....4

\_\_\_ PHY 2053C\* General Physics I with Lab .....5

### ELECTIVES

Credit Hours 21

\_\_\_ BSC 2093C\* Human Anatomy & Physiology I w/Lab .....4

\_\_\_ BSC 2094C\* Human Anatomy & Physiology II w/Lab .....4

\_\_\_ CHM 2045C\* College Chemistry I with Lab .....5

\_\_\_ HUN 1201\* Basic Nutrition .....3

\_\_\_ .....-

\_\_\_ .....-

\_\_\_ .....-

\_\_\_ .....-

\_\_\_ .....-

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

☐ \_\_\_ ENC 0001 Basic Composition Skills

☐ \_\_\_ ENC 0010 College Prep Composition

☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills

☐ \_\_\_ MAT 0024 Elementary Algebra

☐ \_\_\_ REA 0001 College Prep Reading I

☐ \_\_\_ REA 0002 College Prep Reading II

☐ \_\_\_ SLS 1501 Foundations of Success Seminar

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Athletic Training.

Graduates with a bachelor's degree may find employment as athletic trainers for

- public and private high schools
- colleges and universities
- professional sports teams
- amateur sports teams
- sports medicine clinics
- hospitals
- health and fitness centers
- United States Olympic centers and teams

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:

Wendy Berry 536-2134 BerryW@lsc.edu

**\* Common Program Prerequisite: required course for university major**

### NOTES

•MAC 1114 Trigonometry may be required prior to enrolling in PHY 2053C if the student has not taken a high school trigonometry course.

### SUGGESTED COURSES

•PET 2622 Care & Prevention of Athletic Injuries

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Biology (150)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 38-41

### COMPOSITION / ORAL COMMUNICATIONS

- \_\_\_ ENC 1101 College Composition I.....3  
 \_\_\_ ENC 1102 Composition: Literature.....3

#### Composition with Oral Communications

- \_\_\_ .....3

### MATHEMATICS

- \_\_\_ MAC 2311\* Calc. w/Analytical Geometry I (or MAC 2233\*) 5/3  
 \_\_\_ MAC 2312\* Calc. w/Analytical Geometry II (or STA 2023\*).4/3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

- \_\_\_ .....3 ☐ GR  
 \_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_ .....3 ☐  
 \_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

- \_\_\_ BSC 1010C\* General Biology I with Lab.....4  
 \_\_\_ BSC 1011C\* General Biology II with Lab.....4

### ELECTIVES

Credit Hours 19-22

- \_\_\_ CHM 2045C\* College Chemistry I with Lab.....5  
 \_\_\_ CHM 2046C\* College Chemistry II with Lab.....5  
 \_\_\_ CHM 2210C\* Organic Chemistry I with Lab  
 (or PHY 2053C\* or PHY 2048C\*).....5  
 \_\_\_ CHM 2211C\* Organic Chemistry II with Lab  
 (or PHY 2054C\* or PHY 2049C\*).....5

- \_\_\_ .....  
 \_\_\_ .....  
 \_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

\* Required course for this university major.

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in General Biology, Marine/Aquatic Biology, Biotechnology, Plant Pathology, Microbiology/Bacteriology, and Biochemistry.

Graduates with a bachelor's degree may find employment in careers such as a(n)

- marine or aquatic biologist
- cell biologist
- educator
- biological researcher
- ecologist
- biostatistician
- horticulturist
- biotechnologist

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resources for this Pre-Major:  
 Dr. Nancy Browne 435-6405 or BrowneN@lsc.edu  
 Dr. Ketii Venovski 536-2129 or VenovskK@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

### NOTES

- Students may take PHY 2053C and PHY 2054C, or PHY 2048C and PHY 2049C instead of CHM 2210C and CHM 2211C.
- For a major in Biotechnology students will need both CHM 2210C/2211C, and PHY 2053C/2054C or PHY 2048C/2049C.
- For the major of Biotechnology STA 2023 is required, not MAC 2312.
- Neither MAC 2312 nor STA 2023 is required for the major of Microbiology/Bacteriology.



# ASSOCIATE IN ARTS (A.A.) Pre-Major: Business (191)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

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

### Composition with Oral Communications

___ .....	3
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### MATHEMATICS

___ MAC 1105 College Algebra .....	3
___ MAC 2233* Calculus for Business .....	3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

___ .....	3	GR <input type="checkbox"/>
___ .....	3	GR <input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

___ ECO 2013* Principles of Economics I (Macroeconomics).....	3	<input type="checkbox"/>
___ ECO 2023* Principles of Economics II (Microeconomics).....	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

___ .....	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence  
At least 1 course must include a **LAB**

#### Category-Natural - Biological Science

___ .....	3	LAB <input type="checkbox"/>
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#### Category-Physical Science

___ .....	3	<input type="checkbox"/>
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### ELECTIVES

Credit Hours 24

___ STA 2023* Elementary Statistics I .....	3
___ ACG 2022* Financial Accounting .....	4
___ ACG 2071* Management Accounting .....	3
___ CGS 1100* Business Computer Apps. (or CGS 1530*) .....	3

___ .....	___
___ .....	___
___ .....	___
___ .....	___
___ .....	___

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
<input type="checkbox"/> ___ ENC 0010 College Prep Composition
<input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills
<input type="checkbox"/> ___ MAT 0024 Elementary Algebra
<input type="checkbox"/> ___ REA 0001 College Prep Reading I
<input type="checkbox"/> ___ REA 0002 College Prep Reading II
<input type="checkbox"/> ___ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in the business field.

This A.A. Pre-Major is designed for those students that would like to major in one of the following areas:

- Accounting
- Business Economics
- Finance
- Financial Services
- General Business
- Health Services Administration
- Human Resources Management
- International Business Management
- Management
- Management Information Systems
- Marketing

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resources for this Pre-Major:

Accounting and Finance:

Bonnie Holloway 323-3627 HollowaB@lsc.edu

All Other Business Areas:

Graham Bourne 323-3644 BourneG@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

### NOTES

•For the university major of Health Services Administration MAC 2233 and ECO 2013 are not required.

### SUGGESTED COURSES

•GEB 1011 Introduction to Business

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Chemistry (151)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 43

### COMPOSITION / ORAL COMMUNICATIONS

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

### Composition with Oral Communications

___ .....	3
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### MATHEMATICS

___ MAC 2311* Calculus w/Analytical Geometry I .....	5
___ MAC 2312* Calculus w/Analytical Geometry II .....	4

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

___ .....	3	GR <input type="checkbox"/>
___ .....	3	<input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

___ .....	3	<input type="checkbox"/>
___ .....	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

___ .....	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

___ CHM 2045C* College Chemistry I with Lab .....	5
___ CHM 2046C* College Chemistry II with Lab .....	5

### ELECTIVES

Credit Hours 17

___ CHM 2210C* Organic Chemistry I with Lab (or PHY 2048C) 5	
___ CHM 2211C* Organic Chemistry II with Lab (or PHY 2049C) 5	
___ .....	
___ .....	
___ .....	
___ .....	
___ .....	
___ .....	
___ .....	
___ .....	

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading I
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in General Chemistry, Forensic Science, or Biochemistry.

After earning a bachelor's degree in one of these majors at a four year university, graduates may find employment in careers such as a

- chemist
- criminalist
- high school science educator
- petroleum chemist
- biochemist
- toxicologist
- FBI agent

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resource for this Pre-Major:  
Dr. Steven Husebye 435-6402 HusebyeS@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

### NOTES

•For the university majors of Forensic Science and Biochemistry, BSC 1010C and BSC 1011C may also be required.

•Some universities may require MAC 2313, and both CHM 2210C/2211C and PHY 2048C/2049C for a B.S. in Chemistry.



# ASSOCIATE IN ARTS (A.A.)

## Pre-Major: Early Childhood Education (170)

### GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

#### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I .....3  
 \_\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_\_ .....3

#### MATHEMATICS

\_\_\_\_ .....3  
 \_\_\_\_ .....3

#### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

##### HUMANITIES

\_\_\_\_ .....3 ☐ GR  
 \_\_\_\_ .....3 ☐

##### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐  
 \_\_\_\_ .....3 ☐

##### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

#### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence  
 At least 1 course must include a **LAB**

##### Category-Natural - Biological Science

\_\_\_\_ .....3 ☐ LAB

##### Category-Physical Science

\_\_\_\_ .....3 ☐

#### ELECTIVES

Credit Hours 24

\_\_\_\_ EDF 2005\* Introduction to Education .....3  
 \_\_\_\_ EDG 2701\* Teaching Diverse Populations .....3  
 \_\_\_\_ EME 2040\* Technology for Educators .....3

\_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

#### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_\_ REA 0001 College Prep Reading I
- ☐ \_\_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Early Childhood Education.

Graduates with a bachelor's degree may find employment as a

- Certified teacher for grades Pre-Kindergarten through 3rd grade

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

#### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:  
 Thom Kieft 536-2150 KieftT@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

#### NOTES

•Students must pass all four parts of the General Knowledge Test and/or CLAST (no alternatives or waivers are accepted) in order to be accepted into the College of Education

•LSCC's South Lake Campus has UCF's B.S. in Early Childhood

Additional UCF requirements:

MAC 1105 (General Education course)  
OR MAE 2801 (Elective course)

EDF 2130 Child & Adolescent Dev. for Educators

LSCC substitute: DEP 2004, DEP 2002, or

EEC 1000 (PSY 2012 is a prereq. for DEP)

EDF 2720 Children in Schools: Legal, Ethical & Safety

EEC 4731 Health, Safety, & Nutrition for Young Child.

LSCC substitute: EEC 2732

MUE 2211 OR ARE 2000

•Other universities may have additional requirements for the College of Education. Seek advising early. Contact your intended university and see an LSCC advisor regularly.

#### SUGGESTED COURSES

- ENC 2300 Composition: Argumentation
- PSY 2012 Introduction to Psychology

A.A.



# ASSOCIATE IN ARTS (A.A.)

## Pre-Major: Elementary Education (171)

### GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

#### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I .....3

\_\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_\_ .....3

#### MATHEMATICS

\_\_\_\_ .....3

\_\_\_\_ .....3

#### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

##### HUMANITIES

\_\_\_\_ .....3 ☐ GR

\_\_\_\_ .....3 ☐

##### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

\_\_\_\_ .....3 ☐

##### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

#### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a **LAB**

##### Category-Natural - Biological Science

\_\_\_\_ .....3 ☐ LAB

##### Category-Physical Science

\_\_\_\_ .....3 ☐

#### ELECTIVES

Credit Hours 24

\_\_\_\_ EDF 2005\* Introduction to Education .....3

\_\_\_\_ EDG 2701\* Teaching Diverse Populations .....3

\_\_\_\_ EME 2040\* Technology for Educators .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

#### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

☐ \_\_\_\_ ENC 0001 Basic Composition Skills

☐ \_\_\_\_ ENC 0010 College Prep Composition

☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills

☐ \_\_\_\_ MAT 0024 Elementary Algebra

☐ \_\_\_\_ REA 0001 College Prep Reading I

☐ \_\_\_\_ REA 0002 College Prep Reading II

☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Elementary Education.

Graduates with a bachelor's degree may find employment as a

- Certified teacher for grades Kindergarten through 6th grade

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

#### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

The faculty resources for this Pre-Major:

Debra Dabney 323-3641 DabneyD@lsc.edu

Thom Kieft 536-2150 KieftT@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

#### NOTES

•Students must pass all four parts of the General Knowledge Test and/or CLAST (no alternatives or waivers are accepted) in order to be accepted into the College of Education

•LSCC's Leesburg and South Lake Campuses  
UCF's B.S. in Elementary Education

Additional UCF requirements:

MAE 2801 Elementary School Mathematics

EDF 2130 Child & Adol. Dev. for Educators

LSCC substitutes: DEP 2004, DEP 2002,

or EEC 1000 (PSY 2012 is a prereq. for DEP)

PET 2081 Wellness, Children & Schools

LSCC substitutes: PEM 1905, PEM 2105,

HSC 1100, EEC 2732, or PET 2385

•Other universities may have additional requirements for the College of Education. Seek advising early. Contact your intended university and see an LSCC advisor regularly.

#### SUGGESTED COURSES

•ENC 2300 Composition: Argumentation

•MGF 1106 Liberal Arts Math I

•MGF 1107 or STA 2023

•PSY 2012 Introduction to Psychology

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Engineering (180)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 43

### COMPOSITION / ORAL COMMUNICATIONS

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

### Composition with Oral Communications

.....	3
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### MATHEMATICS

MAC 2311* Calculus w/Analytical Geometry I .....	5
MAC 2312* Calculus w/Analytical Geometry II .....	4

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

.....	3	GR <input type="checkbox"/>
.....	3	<input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

.....	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

PHY 2048C* Physics with Calculus I with Lab .....	5
PHY 2049C* Physics with Calculus II with Lab .....	5

### ELECTIVES

Credit Hours 17

CHM 2045C* College Chemistry I with Lab .....	5
CHM 2046C* College Chemistry II with Lab .....	5
MAC 2313* Calculus w/Analytical Geometry III .....	4

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.....	.....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading I
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Engineering.

Possible areas of concentration include:

- Aerospace Engineering
- Agricultural & Biological Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering Sciences
- Industrial & Systems Engineering
- Materials Science & Engineering
- Mechanical Engineering
- Nuclear Engineering

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resources for this Pre-Major:

Dr. Glenn Ricci	365-3537	RicciG@lsc.edu
Dr. Robert Keefer	435-6401	KeeferB@lsc.edu

**\* Common Program Prerequisite: required course for university major**

### NOTES

•LSCC and the University of Florida have an articulation agreement for the College of Engineering. Go to [www.eng.ufl.edu](http://www.eng.ufl.edu) or contact Dr. Angela Lindner [alind@eng.ufl.edu](mailto:alind@eng.ufl.edu) for details on specific additional course requirements.

•Important notes on the requirements for the different UF engineering majors may be found at: [www.eng.ufl.edu/documents/studyplans/LSCC.pdf](http://www.eng.ufl.edu/documents/studyplans/LSCC.pdf)

•Upon completion of this Pre-Engineering AA degree students will be directly admitted to the UF College of Engineering and will be able to pursue a B.S. degree

### SUGGESTED COURSES

•ENC 2210 Technical Report Writing -(UF requirement- counts as LSCC's 3rd GR English)

# ASSOCIATE IN ARTS (A.A.) Pre-Major: English (141)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101\* College Composition I.....3  
 \_\_\_\_ ENC 1102\* Composition: Literature.....3

### Composition with Oral Communications

\_\_\_\_ .....3

### MATHEMATICS

\_\_\_\_ .....3  
 \_\_\_\_ .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

\_\_\_\_ .....3 ☐ GR  
 \_\_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐  
 \_\_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a **LAB**

#### Category-Natural - Biological Science

\_\_\_\_ .....3 ☐ LAB

#### Category-Physical Science

\_\_\_\_ .....3 ☐

### ELECTIVES

Credit Hours 24

\_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

☐ \_\_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in English, Literature, Creative Writing, or Technical Writing.

After earning a bachelor's degree in one of these majors at a four year university, graduates may find employment in careers such as a(n)

- writer
- poet
- educator
- book editor
- playwright
- media specialist
- public relations manager
- researcher
- technical writer

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 3568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resources for this Pre-Major:  
 Dr. Melanie Wagner 323-3632 WagnerM@lsc.edu  
 Dr. Patricia Campbell 536-2130 CampbellPa@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

### NOTES

•For the university major of Technical Writing, students should select ENC 2210 Technical Report Writing as their Composition with Oral Communications course

### SUGGESTED COURSES

- AML 2010 and/or AML 2020 (for 3rd English)
- LIT 2110 and/or LIT 2120 (for Humanities)
- ENL 2012 and/or ENL 2022 (for Humanities)
- Electives: Take 3-12 credits of AML, CRW, ENL, or LIT prefix courses

A.A.

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Human Services (193)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

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

### MATHEMATICS

	3
	3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

GR

	3	<input type="checkbox"/>
	3	<input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

	3	<input type="checkbox"/>
	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a LAB

#### Category-Natural - Biological Science

LAB

	3	<input type="checkbox"/>
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#### Category-Physical Science

	3	<input type="checkbox"/>
--	---	--------------------------

### ELECTIVES

Credit Hours 24


Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

<input type="checkbox"/>	ENC 0001 Basic Composition Skills
<input type="checkbox"/>	ENC 0010 College Prep Composition
<input type="checkbox"/>	MAT 0012 Pre-Algebra with Study Skills
<input type="checkbox"/>	MAT 0024 Elementary Algebra
<input type="checkbox"/>	REA 0001 College Prep Reading I
<input type="checkbox"/>	REA 0002 College Prep Reading II
<input type="checkbox"/>	SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree.

Graduates with a bachelor's degree may find employment in careers such as a(n)

- mental health
- rehabilitation
- protective services
- public housing
- workforce development

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resources for this Pre-Major:

Dr. Glenn Ricci	365-3537	RicciG@lsc.edu
Dr. Diane Edwards	435-5048	EdwardsD@lsc.edu

**\*Common Program Prerequisite: required course for university major**

### NOTES

•LSCC and Saint Leo University have an articulation agreement where students may complete a bachelor's degree at Saint Leo

•A.A. graduates may obtain entry level position in fields such as mental health or protective services.

### REQUIRED COURSES FOR SAINT LEO

•ENC 2300	Composition: Argumentation
•MGF 1106	Liberal Arts Math I
•MGF 1107	Liberal Arts Math II (or higher)
•PHI 2630	Contemporary Ethics
•PSY 2012	Introduction to Psychology
•SYG 2000	Introduction to Sociology
•SYG 2010	Social Problems
•BSC 1010C	General Biology I with Lab
•CHM 1083	Environmental Science
•PSY 2949	Coop. Ed. Internship in Psychology
•DEP 2302	Adolescent Psychology
•SYG 2430	Marriage and the Family
•SYG 2949	Coop. Ed. Internship in Sociology
•ECO 2013	OR ECO 2023
•POS 2041	American National Government
•HUS 1001	Introduction to Human Services



# ASSOCIATE IN ARTS (A.A.) Pre-Major: Mathematics (153)

## GENERAL EDUCATION REQUIREMENTS Credit Hours 41-43

### COMPOSITION / ORAL COMMUNICATIONS

____ ENC 1101 College Composition I.....	3
____ ENC 1102 Composition: Literature .....	3
<b>Composition with Oral Communications</b>	
_____ .....	3

### MATHEMATICS

____ MAC 2311* Calculus w/Analytical Geometry I.....	5
____ MAC 2312* Calculus w/Analytical Geometry II.....	4

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

**3 Credits must be Gordon Rule (GR)**

#### HUMANITIES

_____ .....	3	GR <input type="checkbox"/>
_____ .....	3	<input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

_____ .....	3	<input type="checkbox"/>
_____ .....	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

_____ .....	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

____ PHY*, BSC* or CHM* prefix two course sequence with lab..	4-5
____ PHY*, BSC* or CHM* prefix two course sequence with lab .	4-5

## ELECTIVES Credit Hours 17-19

____ MAC 2313* Calculus w/Analytical Geometry III.....	4
____ COP 2220* Computer Programming - C++ Language .....	3
_____ .....	
_____ .....	
_____ .....	
_____ .....	
_____ .....	
_____ .....	
_____ .....	
_____ .....	

Computer proficiency course(s) requirement met ☐

## PROGRAM DEGREE TOTAL Credit Hours 60

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_\_ REA 0001 College Prep Reading I
- ☐ \_\_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Mathematics, Statistics, or Actuarial Science.

After earning a bachelor's degree in one of these majors at a four year university, graduates may attend graduate school or find employment in careers such as a(n)

- statistician
- data or numerical analyst
- educator
- operations or market researcher
- actuary
- cryptologist
- inventory strategist

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resources for this Pre-Major:

Alissa Sustarsic	435-6407	SustarsA@lsc.edu
Thom Kieft	536-2150	KieftT@lsc.edu
Karen Hogans	568-0001x1008	HogansK@lsc.edu

**\* Common Program Prerequisite: required course for university major**

### NOTES

•For the university major of Actuarial Science, students will also need to take ECO 2013 and ECO 2023. Students are also encouraged to take ACG 2022 and STA 2023 during their first two years.

•For the university major of Statistics, students will need to take STA 2023 and are encouraged to take BSC 1010C and BSC 1011C for their science sequence. MAC 2313 is not required.

A.A.

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Nursing (162)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 38

### COMPOSITION / ORAL COMMUNICATIONS

- \_\_\_\_ ENC 1101\* College Composition I.....3  
 \_\_\_\_ ENC 1102 Composition: Literature.....3

### Composition with Oral Communications

- \_\_\_\_ .....3

### MATHEMATICS

- \_\_\_\_ MGF 1106 or MAC 1105.....3  
 \_\_\_\_ STA 2023\*\* Elementary Statistics I.....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

- \_\_\_\_ .....3 ☐ GR  
 \_\_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ PSY 1212\* Introduction to Psychology.....3 ☐  
 \_\_\_\_ DEP 2004\* Psychology of Human Development.....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ SYG 2000\*\* Introduction to Sociology.....3 ☐

### NATURAL/PHYSICAL SCIENCE

- \_\_\_\_ BSC 2093C\* Human Anatomy & Physiology I with Lab .....4  
 \_\_\_\_ BSC 2094C\* Human Anatomy & Physiology II with Lab .....4

### ELECTIVES

Credit Hours 22

- \_\_\_\_ MTB 1370\* Math for Health Related Professions .....1  
 \_\_\_\_ MCB 2010C\* Microbiology with Lab .....4  
 \_\_\_\_ HUN 1014\* Nutrition for Nursing Practice .....2  
 \_\_\_\_ OST 1743\* Word Processing for College Writing .....1  
 \_\_\_\_ CHM 1025C\*\* General Chemistry with Lab.....5  
 (In addition, some universities also require CHM 2045C)

- \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major is designed for a student who is:

- taking prerequisite courses for LSCC's A.S. R.N. Nursing Program

OR

- planning to transfer to a state university's B.S.N. program with an A.A. degree without earning an A.S. degree

OR

- taking the required prerequisite courses for a university's B.S.N. program after earning an A.S. degree in nursing.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The program resource for this Pre-Major:  
 Phone: 365-3540 www.lsc.edu/nursing

- \* Required course prior to admission consideration for the LSCC general track RN A.S. degree program.

Please follow the admission process that can be found in the Nursing Information Packet at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

- \*\* Common Program Prerequisite: required course for university major prior to transfer to a School of Nursing B.S.N. program in the state of Florida.

### NOTES

- Students who plan to transfer to another university for the A.A. or R.N. to B.S.N. degrees should check with that school before choosing a LSCC Nutrition course.

- UCF Requires HUN 1201 (3 credits) OR HUN 1014 (2 credits) and a 1 credit Nutrition course.

## ASSOCIATE IN ARTS (A.A.) Pre-Major: Physics (152)

## GENERAL EDUCATION REQUIREMENTS

**Credit Hours 43**

## COMPOSITION / ORAL COMMUNICATIONS

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

### Composition with Oral Communications

.....3

## MATHEMATICS

MAC 2311*	Calculus w/Analytical Geometry I	5
MAC 2312*	Calculus w/Analytical Geometry II	4

## HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

**3 Credits must be Gordon Rule (GR)**

## HUMANITIES

\_\_\_\_\_ 3 ☐

\_\_\_\_\_ 3 ☐

## BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_\_ .....3 ☐

\_\_\_\_\_ .....3 ☐

## HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

.....3 ☐

## NATURAL/PHYSICAL SCIENCE

____	PHY 2048C* Physics with Calculus I with Lab.....	5
____	PHY 2049C* Physics with Calculus II with Lab.....	5

## ELECTIVES

**Credit Hours 17**[illegible]Computer proficiency course(s) requirement met ☐**PROGRAM DEGREE TOTAL****Credit Hours 60**

## PREPARATORY COURSES

<input type="checkbox"/>	ENC 0001 Basic Composition Skills
<input type="checkbox"/>	ENC 0010 College Prep Composition
<input type="checkbox"/>	MAT 0012 Pre-Algebra with Study Skills
<input type="checkbox"/>	MAT 0024 Elementary Algebra
<input type="checkbox"/>	REA 0001 College Prep Reading I
<input type="checkbox"/>	REA 0002 College Prep Reading II
<input type="checkbox"/>	SLS 1501 Foundations of Success Seminar

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Physics, or related fields such as Astronomy, Radiation Physics, or Atmospheric Science and Meteorology.

After earning a bachelor's degree in one of these majors at a four year university, graduates may attend graduate school or find employment in careers such as a(n)

- physicist
- information technology researcher
- educator
- astronomer
- engineer
- civilian and government research scientist
- atmospheric scientist

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

## ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
South Lake Campus	243-5722
Sumter Campus	568-0001
E-mail Advising	Advising@lsc.edu

The faculty resource for this Pre-Major:  
Dr. Robert Keefer 435-6401 KeeferB@lsc.edu

**\* Common Program Prerequisite:**  
required course for university major

## SUGGESTED COURSES

- PHY 2100C Modern Physics

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Pre-Pharmacy (184)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 39

### COMPOSITION / ORAL COMMUNICATIONS

- \_\_\_ ENC 1101 College Composition I .....3  
 \_\_\_ ENC 1102 Composition: Literature .....3

### Composition with Oral Communications

- \_\_\_ .....3

### MATHEMATICS

- \_\_\_ MAC 1140\* Precalculus Algebra .....4  
 \_\_\_ MAC 1114\* Trigonometry .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

- \_\_\_ .....3 ☐ GR  
 \_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_ .....3 ☐  
 \_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

- \_\_\_ BSC 1010C\* General Biology I with Lab .....4  
 \_\_\_ BSC 1011C\* General Biology II with Lab .....4

### ELECTIVES

Credit Hours 21

- \_\_\_ MAC 2311\* Calc.w/Analytical Geometry I .....5  
 \_\_\_ CHM 2045C\* College Chemistry I with Lab .....5  
 \_\_\_ CHM 2046C\* College Chemistry II with Lab .....5  
 \_\_\_ CHM 2210C\* Organic Chemistry I with Lab .....5  
 \_\_\_ CHM 2211C\* Organic Chemistry II with Lab .....5  
 \_\_\_ BSC 2093C\* Human Anatomy & Physiology I with Lab .....4  
 \_\_\_ BSC 2094C\* Human Anatomy & Physiology II with Lab .....4  
 \_\_\_ PHY 2053C\* General Physics I with Lab .....5  
 \_\_\_ PHY 2054C\* General Physics II with Lab .....5  
     OR PHY 2048C and PHY 2049C  
 \_\_\_ SPC 2600\* Advanced Public Speaking .....3

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills  
☐ ENC 0010 College Prep Composition  
☐ MAT 0012 Pre-Algebra with Study Skills  
☐ MAT 0024 Elementary Algebra  
☐ REA 0001 College Prep Reading I  
☐ REA 0002 College Prep Reading II  
☐ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Doctor of Pharmacy Program at a Florida public university. The university Pharmacy Program is a limited access program.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:  
 Dr. B O'Steen 435-6403 OsteenB@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

### NOTES

- University of Florida  
[www.cop.ufl.edu/root4/education.htm](http://www.cop.ufl.edu/root4/education.htm)
- Florida A & M University  
[www.famu.edu](http://www.famu.edu)  
 FAMU does not require SPC 2600



# ASSOCIATE IN ARTS (A.A.) Pre-Major: Pre-Physical Therapy (183)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 38

### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I .....3

\_\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_\_ .....3

### MATHEMATICS

\_\_\_\_ MAC 1105 College Algebra .....3

\_\_\_\_ STA 2023\* Elementary Statistics I .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

\_\_\_\_ .....3 ☐ GR

\_\_\_\_ .....3 ☐ GR

#### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ PSY 2012\* Introduction to Psychology .....3 ☐

\_\_\_\_ DEP 2004\* Psychology of Human Development .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

\_\_\_\_ BSC 2093C\* Human Anatomy & Physiology I with Lab .....4

\_\_\_\_ BSC 2094C\* Human Anatomy & Physiology II with Lab .....4

### ELECTIVES

Credit Hours 22

\_\_\_\_ CHM 2045C\* College Chemistry I with Lab .....5

\_\_\_\_ CHM 2046C\* College Chemistry II with Lab .....5

\_\_\_\_ PHY 2053C\* General Physics I with Lab .....5

\_\_\_\_ PHY 2054C\* General Physics II with Lab .....5

\_\_\_\_ .....5

\_\_\_\_ .....5

\_\_\_\_ .....5

\_\_\_\_ .....5

\_\_\_\_ .....5

\_\_\_\_ .....5

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

☐ \_\_\_\_ ENC 0001 Basic Composition Skills

☐ \_\_\_\_ ENC 0010 College Prep Composition

☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills

☐ \_\_\_\_ MAT 0024 Elementary Algebra

☐ \_\_\_\_ REA 0001 College Prep Reading I

☐ \_\_\_\_ REA 0002 College Prep Reading II

☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete requirements to prepare them for admission to health professional schools of physical therapy.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements..

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

### NOTES

•Most pre-professional students major in biology, biomedical sciences, or chemistry at a university while completing requirements for medical school, however the university major does not need to be in a science field.

•BSC 1010C General Biology I with Lab and BSC 1011C General Biology II with Lab may be required by some schools.

•MAC 1114 Trigonometry may be required as a prerequisite to PHY 2053C General Physics I with Lab.

A.A.

# ASSOCIATE IN ARTS (A.A.)

## Pre-Major: Pre-Professional Health (182)

### GENERAL EDUCATION REQUIREMENTS

Credit Hours 39

#### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_ ENC 1101 College Composition I .....3

\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_ .....3

#### MATHEMATICS

\_\_\_ MAC 1140\* Precalculus Algebra .....4

\_\_\_ MAC 1114\* Trigonometry .....3

#### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

GR

\_\_\_ .....3 ☐

\_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_ .....3 ☐

\_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_ .....3 ☐

#### NATURAL/PHYSICAL SCIENCE

\_\_\_ BSC 1010C\* General Biology I with Lab .....4

\_\_\_ BSC 1011C\* General Biology II with Lab .....4

#### ELECTIVES

Credit Hours 21

\_\_\_ MAC 2311\*Calc.w/Analytical Geometry I (or MAC 2233) ....5/3

\_\_\_ CHM 2045C\* College Chemistry I with Lab .....5

\_\_\_ CHM 2046C\* College Chemistry II with Lab .....5

\_\_\_ CHM 2210C\* Organic Chemistry I with Lab .....5

\_\_\_ CHM 2211C\* Organic Chemistry II with Lab .....5

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Computer proficiency course(s) requirement met ☐

#### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading I
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete requirements to prepare them for admission to health professional schools of

- medicine
- pharmacy
- dentistry
- veterinary medicine
- podiatry
- optometry
- chiropractic medicine
- physician assistant
- occupational therapy

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

#### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:

Dr. B O'Steen 435-6403 OsteenB@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

#### NOTES

•Most pre-professional students major in biology, bio medical sciences, or chemistry at a university while completing requirements for medical school, however the university major does not need to be in a science field.

•For all health professions both PHY 2053C and PHY 2054C are required.

•Some colleges may require MAC 2312 or STA 2023. STA 2023 Elementary Statistics course may strengthen the student's application to medical school. Some programs in Veterinary Medicine and Optometry require a course in Microbiology.

#### SUGGESTED COURSES

•PSY 2012 Introduction to Psychology

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Psychology (192)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 37

### COMPOSITION / ORAL COMMUNICATIONS

- \_\_\_\_ ENC 1101 College Composition I .....3  
 \_\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

- \_\_\_\_ .....3

### MATHEMATICS

- \_\_\_\_ MGF 1106 Liberal Arts Math I (or MAC 1105) .....3  
 \_\_\_\_ STA 2023\* Elementary Statistics I .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

- \_\_\_\_ .....3 ☐ GR  
 \_\_\_\_ .....3 ☐

#### BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ PSY 2012\* Introduction to Psychology .....3 ☐  
 \_\_\_\_ DEP 2004\* Psych. of Human Dev. (or DEP 2002 or 2302) ..3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

- \_\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence  
 At least 1 course must include a **LAB**

#### Category-Natural - Biological Science

LAB

- \_\_\_\_ BSC 1010C\* (preferred) or BSC 2093C\* or BSC 1005\* ..3/4 ☐

#### Category-Physical Science

- \_\_\_\_ .....3 ☐

### ELECTIVES

Credit Hours 23/24

- \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Psychology or Social Work.

After earning a bachelor's degree in this major at a four year university, graduates may find employment in careers such as a

- case manager
- probation officer
- career counselor
- rehabilitation specialist
- psychiatric technician
- community outreach worker
- affirmative action officer
- group home coordinator
- mental health technician
- family services worker
- community relations officer
- social worker

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:  
 Katherine Urquhart 323-3604 UrquhartK@lsc.edu  
 Beth McNulty 536-2154 McNultyB@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

### NOTES

- Students planning to major in Social Work are required to take:
  - POS 2041 American National Government
  - ECO 2013 Macroeconomics or ECO 2023 - Microeconomics
  - SYG 2000 Introduction to Sociology or SYG 2010 Social Problems
  - PSY 2012 Introduction to Psychology

### SUGGESTED COURSES

- Electives: DEP prefix courses 3 -6 hours

A.A.

# ASSOCIATE IN ARTS (A.A.)

## Pre-Major: Secondary Education (172)

### GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

#### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I .....3

\_\_\_\_ ENC 1102 Composition: Literature .....3

#### Composition with Oral Communications

\_\_\_\_ .....3

#### MATHEMATICS

\_\_\_\_ .....3

\_\_\_\_ .....3

#### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

##### HUMANITIES

\_\_\_\_ .....3 ☐ GR

\_\_\_\_ .....3 ☐

##### BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

\_\_\_\_ .....3 ☐

##### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

#### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a **LAB**

Category-Natural - Biological Science LAB

\_\_\_\_ .....3 ☐

Category-Physical Science

\_\_\_\_ .....3 ☐

#### ELECTIVES

Credit Hours 24

\_\_\_\_ EDF 2005\* Introduction to Education .....3

\_\_\_\_ EDG 2701\* Teaching Diverse Populations .....3

\_\_\_\_ EME 2040\* Technology for Educators .....3

Required courses in specialization-see advisor or dept. chair

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

\_\_\_\_ .....3

#### PROGRAM DEGREE TOTAL

Credit Hours 60

##### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

☐ ENC 0001 Basic Composition Skills

☐ ENC 0010 College Prep Composition

☐ MAT 0012 Pre-Algebra with Study Skills

☐ MAT 0024 Elementary Algebra

☐ REA 0001 College Prep Reading I

☐ REA 0002 College Prep Reading II

☐ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Middle or Secondary Education to be a certified teacher in grades 5-12.

Possible areas of certification include

- |                                |                       |
|--------------------------------|-----------------------|
| •Agriculture                   | •Biology              |
| •Business Education            | •Chemistry            |
| •Earth/Space Science           | •English              |
| •Family&Consumer Science       | •Journalism           |
| •Middle Grades General Science | •Mathematics          |
| •Marketing                     | •Physics              |
| •Social Science                | •Speech               |
| •Middle Grades Integrat. Cur.  | •Technology Education |

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

#### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:

Thom Kieft 536-2150 KieftT@lsc.edu

**\* Common Program Prerequisite:  
required course for university major**

#### NOTES

•Students must pass all four parts of the General Knowledge Test and/or CLAST (no alternatives or waivers are accepted) in order to be accepted into the College of Education

•Additional UCF requirements:

EDF 2130 Child & Adolescent Dev. for Educators

LSCC substitutes: DEP 2004, DEP 2302

(for which PSY 2012 is a prerequisite)

•Other universities may have additional requirements for the College of Education. Seek advising early. Contact your intended university and see an LSCC advisor regularly.

•Students will also need 3-4 courses in their teaching specialization as admission requirements into a bachelor's program. Please contact Thom Kieft, Education Department Chair, for specific requirements for your teaching specialization.

#### SUGGESTED COURSES

•ENC 2300 Composition: Argumentation

•PSY 2012 Introduction to Psychology



# ASSOCIATE IN ARTS (A.A.) Pre-Major: Social Science (194)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION / ORAL COMMUNICATIONS

\_\_\_\_ ENC 1101 College Composition I .....3  
 \_\_\_\_ ENC 1102 Composition: Literature .....3

### Composition with Oral Communications

\_\_\_\_ .....3

### MATHEMATICS

\_\_\_\_ .....3  
 \_\_\_\_ .....3

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

\_\_\_\_ .....3 ☐ GR  
 \_\_\_\_ .....3 ☐ GR

#### BEHAVIORAL/SOCIAL SCIENCE

See requirements on the right side of this page

\_\_\_\_ .....3 ☐  
 \_\_\_\_ .....3 ☐

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

\_\_\_\_ .....3 ☐

### NATURAL/PHYSICAL SCIENCE

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a **LAB**

#### Category-Natural - Biological Science

\_\_\_\_ .....3 ☐ LAB

#### Category-Physical Science

\_\_\_\_ .....3 ☐

### ELECTIVES

Credit Hours 24

\_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....  
 \_\_\_\_ .....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in General Social Science, Political Science & Government, Sociology, History, Anthropology, or Social Science Economics.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:

Karen Levin 323-3638 LevinK@lsc.edu  
 Brian Rogers 536-2200 RogersB@lsc.edu

**\* Common Program Prerequisite:**  
 required course for university major

### NOTES

- Students planning to major in Political Science & Government need to take 6 credit hours in POS, INR, or CPO prefix courses.
- Students planning to major in General Social Science will need to take 6 credit hours in Social Sciences
- Students planning to major in History are required to take two introductory courses in History with prefixes of AMH or EUH
- Sociology majors should complete two lower level courses with a prefix of SYG
- Economics-Social Science majors are required to take ECO 2013 and ECO 2023

### SUGGESTED COURSES

- MGF 1106 Liberal Arts Math
- STA 2023 Elementary Statistics I

A.A.

# ASSOCIATE IN ARTS (A.A.) Pre-Major: Sports & Fitness (159)

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 38

### COMPOSITION / ORAL COMMUNICATIONS

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

### Composition with Oral Communications

___ .....	3
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### MATHEMATICS

___ .....	.....
___ .....	.....

### HUMANITIES AND BEHAVIORAL/SOCIAL SCIENCE

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

___ .....	3	GR <input type="checkbox"/>
___ .....	3	<input type="checkbox"/>

#### BEHAVIORAL/SOCIAL SCIENCE

___ .....	3	<input type="checkbox"/>
___ .....	3	<input type="checkbox"/>

#### HUMANITIES OR BEHAVIORAL/SOCIAL SCIENCE

___ .....	3	<input type="checkbox"/>
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### NATURAL/PHYSICAL SCIENCE

___ BSC 2093C* Human Anatomy & Physiology I with Lab .....	4
___ BSC 2094C* Human Anatomy & Physiology II with Lab .....	4

### ELECTIVES

Credit Hours 22

___ PET 2622* Care & Prevention of Athletic Injuries .....	3
___ .....	.....
___ .....	.....
___ .....	.....
___ .....	.....
___ .....	.....
___ .....	.....
___ .....	.....

Computer proficiency course(s) requirement met ☐

### PROGRAM DEGREE TOTAL

Credit Hours 60

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading I  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

This pre-major prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Sports and Fitness at the University of Central Florida or in Sports Management.

After earning a bachelor's degree in this major at a four year university, graduates may find employment areas such as:

- high school or college coaching
- YMCA fitness centers
- private fitness and wellness centers
- public fitness and wellness centers
- parks and recreation departments
- aquatic centers
- golf course operations
- event programming and management

The University of Central Florida bachelor's degree Sports and Fitness Program is located on the South Lake Campus of Lake-Sumter Community College in Clermont.

Completion of the A.A. degree guarantees admission to a Florida public university, yet does not guarantee admission to an upper division limited access program which has additional requirements.

**Consult the university of your choice for detailed requirements for your major.**

#### ACADEMIC AND CAREER ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 E-mail Advising Advising@lsc.edu

The faculty resource for this Pre-Major:  
 Wendy Berry 536-2134 BerryW@lsc.edu

**\* Common Program Prerequisite:  
 required course for university major**

#### SUGGESTED COURSES

- MGF 1106 Liberal Arts Math I
- MGF 1107 Liberal Arts Math II
- SPM 2152 Strategies in Sports Leadership
- PET 2760 Theory & Methods of Coaching Sports
- PET 2385 Intro to Fitness Assess. & Concepts
- SPM 2502 Intro of Fiscal & Facilities Operations
- SPM 2270 Current and Legal Issues in Sport

## Career and Technical Education Programs

- Associate in Science (A.S.) Degree
- Associate in Applied Science (A.A.S.) Degree
- Technical Certificates

**Associate in Science Degrees (A.S.)** are the career education and transfer degrees of community colleges. The two-year degree is intended to prepare students for immediate entry into the workforce and some programs can lead to transfer to a higher degree in that same field in the State University System. Each program contains at least 18 college credit hours in general education. In programs where both an AS and an AAS are available, the AS will include higher level English and mathematics coursework.

**Associate in Applied Science Degrees (A.A.S.)** are career education programs consisting of college level courses that prepare students to directly enter the workforce instead of transferring to a university. The programs contain college credit offerings of a specialized nature and at least 15 college credit hours in general education.

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

For degree completion, at least 25 percent of semester credit hours for the degree program must be earned through instruction at LSCC. All A.A.S. and A.S. degree seeking students must take a minimum of 15-18 semester hours in general education - at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics. Credits earned in Composition and Oral Communication or Mathematics courses covered by State Board of Education Rule 6A-10.030 (Gordon Rule) may be used to fulfill graduation requirements ONLY if a grade of "C" or higher is attained.

**LSCC offers the following A.S. and A.A.S. degree programs:**

Business Administration, A.A.S.  
Computer Information Administrator, A.S. & A.A.S.  
Criminal Justice Technology, A.S. & A.A.S.  
Early Childhood Education—Child Development Center Management Specialization, A.S. & A.A.S.  
Early Childhood Education—Preschool Specialization, A.S. & A.A.S.  
Electrical Distribution Technology, A.A.S.  
Emergency Medical Services, A.S.  
Fire Science Technology, A.A.S.  
Graphic Design Technology, A.A.S.  
Health Information Management, A.A.S.  
Nursing (General and Bridge Tracks), A.S.  
Office Administration—Legal Office Specialization, A.A.S.  
Office Administration—Medical Office Management Specialization, A.A.S.  
Office Administration—Office Management Specialization, A.A.S.

**Technical Certificates** are shorter career education programs which are part of an A.S. or A.A.S. degree program and lead more quickly to employment in specific occupations. College credit hours earned in a Technical Certificate can be applied to a related Associate in Applied Science or Associate in Science degree.

**LSCC offers the following Technical Certificates:**

Accounting Technology Management Technical Certificate  
 Computer Programming Technical Certificate  
 Electrical Distribution Technology, Basic and Advanced Technical Certificates  
 Information Technology Analysis Technical Certificate  
 Medical Information Coder/Biller Technical Certificate  
 Medical Office Management Technical Certificate  
 Office Management Technical Certificate  
 Office Specialist Technical Certificate  
 Office Support Technical Certificate  
 Small Business Management Technical Certificate

**Job Placement Rates**

Florida Statute, 239.245, requires community colleges to publish the instruction-related placement rates for each Career and Technical Education program for the preceding three years. NA indicates that there were no graduates that year or that placement data is unavailable for the specific program during that time period.<sup>1</sup>

**Associate in Science and Associate in Applied Science Degrees**

	<b>2005/06</b>	<b>2004/05</b>	<b>2003/04</b>
Business Administration	100%	100%	100%
Computer Engineering Technology	100%	100%	100%
Computer Information Technology	100%	100%	100%
Criminal Justice Technology	100%	100%	100%
Electrical Distribution Technology	100%	NA	NA
Emergency Medical Services	100%	100%	100%
Fire Science Technology	100%	100%	100%
Graphics Design Technology	100%	100%	100%
Health Information Management	100%	100%	100%
Internet Services Technology	100%	100%	100%
Legal Assisting	67%	100%	100%
Nursing	99%	100%	100%
Office Administration	100%	100%	100%
Sports and Fitness	100%	100%	100%

**Technical Certificates and ATD**

	<b>2005/06</b>	<b>2004/05</b>	<b>2003/04</b>
Accounting Applications	100%	100%	100%
Electrical Distribution	100%	NA	NA
Information Technology Analyst	100%	100%	100%
Medical Coder/Biller	NA	100%	60%
Medical Office Management	83%	100%	100%
Medical Records Transcription	100%	100%	80%
Office Management	100%	100%	100%
Small Business Management	100%	100%	100%

<sup>1</sup> Source: FETPIP Reports and local data



Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1</sup> .....	3
___ ECO 2013	Principles of Economics I <sup>1</sup> .....	3
___ Science or Mathematics <sup>1</sup>	.....	3
___ Humanities	.....	3
___ General Education	.....	3
<b>TOTAL</b>		<b>15</b>

## BEGINNING COURSES

___ CGS 1530	Microcomputer Applications .....	3
___ GEB 1011	Introduction to Business .....	3
___ OST 1100	Keyboarding & Document Formatting .....	3
___ OST 1330	Business English <sup>1</sup> .....	3
___ QMB 1001	Business Mathematics <sup>1</sup> .....	3
___ CTS 1262	Microsoft Excel <sup>4</sup> .....	3
___ MNA 1100	Human Relations in Business & Industry .....	3

## ADVANCED COURSES

___ ACG 2022	Financial Accounting <sup>3</sup> .....	4
___ ACG 2071	Management Accounting .....	3
___ BUL 2241	Business Law .....	3
___ MAN 2021	Principles of Management .....	3
___ MAR 2011	Principles of Marketing .....	3
___ OST 2336	Business Communications .....	3

## PROFESSIONAL ELECTIVES<sup>2</sup>

___	.....	3
___	.....	3
___	.....	3
<b>PROGRAM TOTAL</b>		<b>64</b>

### Professional Electives

APA 1144	Accounting with QuickBooks Pro for Windows..3	P
CTS 1101	Microsoft Windows - Introduction..... 1	
ECO 2023	Principles of Economics II (Microeconomics) ...3	P
ENC 2210	Technical Report Writing .....	S
GEB 1430	Business Ethics & Etiquette..... 3	
GEB 1136	Introduction to eBusiness..... 3	
FIN 2100	Personal Finance..... 3	
MAN 2949	Cooperative Education Internship-Business Administration..... 3	
SBM 2000	Small Business Management.. .. 3	
SPC 2016	Fundamentals of Speech..... 3	

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# BUSINESS ADMINISTRATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (251)

The purpose of this degree is to provide basic knowledge and skills necessary for students seeking employment in various management fields and for individuals presently employed in a business career who desire advancement.

**Estimated salaries for entry level positions include the following:**

**Employment and Placement Specialist –**  
Develops relationships with employers to provide employment opportunities for job applicants  
\$26,500 – 41,700

**Purchasing Agent –** Directs and manages activities involved with purchasing goods and services for an organization  
\$30,800 - 49,000

**Retail Sales Manager –** Directly supervises and coordinates the activities of sales, marketing, and customer service workers. May perform management functions such as budgeting, accounting, marketing, and human resources work in addition to supervisory duties.  
\$25,800 - 40,400

**Sales Representative –** Sells goods or services for wholesalers or manufacturers to businesses, groups, or individuals.  
\$28,700 - 56,300

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

S. Graham Bourne	Office: LA 14
BourneG@lsc.edu	323-3644

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

<sup>2</sup> Students **must** select from approved courses listed under Professional Electives. Student is limited to 3 credit hours in Co-operative Education Internship. See an academic advisor.

<sup>3</sup> Students may be given an opportunity to transfer to Small Business Accounting before completing Financial Accounting; however, Small Business Accounting will not count toward the Professional Electives.

<sup>4</sup> Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## GENERAL EDUCATION COURSES

___	ENC 1101	College Composition I <sup>1</sup>	3	
___	ENC 1102	Composition: Literature <sup>1,6</sup>	3	P
___	MAC 1105	College Algebra <sup>1</sup>	3	P
___	ECO 2013	Principles of Economics I (Macroeconomics)	3	
___	Humanities <sup>4</sup>		3	
___	General Education Elective <sup>5,6</sup>		3	
<b>TOTAL</b>			<b>18</b>	

## BEGINNING COURSES

___	CGS 1100 <sup>2</sup>	Business Computer Applications	3	
___	CET 1171	Microcomputer Hardware	3	
___	COP 1000	Introduction to Programming	3	
___	COP 1605	Fundamentals of Computer Op. Systems	3	
___	MNA 1100	Human Relations in Business & Industry	3	

## INTERMEDIATE COURSES

___	CTS 1401	Microsoft Access	3	
___	CET 1485	Networking Essentials	3	
___	CET 1513	A+ Operating Systems Technologies	3	
___	CET 1518	Web Authoring I	3	

## ADVANCED COURSES

___	CET 2854	Fundamentals of Wireless Technologies	3	P,S
___	CDA 2525	Network Administration	3	P,F
___	CET 2660	Network Security Fundamentals	3	P,F
___	COP 2220	Computer Programming-C++	3	P,F
___	CIS 2325	Computer App. & Project Development	3	P,S
___	CET 2180	Advanced A+ Hardware and Software	3	P,F

**PROGRAM TOTAL 63**

## AS TO BS ARTICULATION

Lake-Sumter Community College (LSCC) in collaboration with the College of Engineering and Computer Science at the University of Central Florida (UCF) has constructed an A.S. in Computer Information Technology to a B.S. in Information Systems Technology. If the program of study described above is followed, it will be possible for students to enter the upper division in the College of Engineering and Computer Science in the major of Information Systems Technology.

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# COMPUTER INFORMATION TECHNOLOGY

## ASSOCIATE IN SCIENCE DEGREE (265)

This program is designed to prepare students for employment in a variety of computer positions in business, industry and government including PC Repair Technician, Help Desk Technician, Network Technician, and Operating System Administrator. The program provides students with foundational knowledge in information technology, as well as the business and interpersonal skills necessary to be successful in the modern workplace. The program also prepares students for transfer into four-year college systems in order to acquire a baccalaureate degree. Students should check with an advisor regarding specific requirements of individual universities.

**Estimated salaries for entry level positions include the following:**

**Network Systems Analyst** – Researches, tests, evaluates, and recommends data communications hardware and software  
\$39,500 – 61,300

**Computer Support Specialist** – Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems  
\$25,900 – 38,800

**Computer Equipment Repairer** – Repairs, maintains, and installs computer hardware such as work processing systems, data storage systems, and peripheral equipment  
\$26,500 – 34,300

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

Stephen O. Dudas	Office: S.L. Bldg.2, Rm. 338
DudasS@lsc.edu	536-2149

- Students may be required to enroll in preparatory English, reading, and math courses based on college placement tests.
- It is recommended that CGS 1100 be taken prior to or along with ENC 1101.
- Students may select from approved General Education courses listed in the College Catalog.
- Students desiring to transfer to UCF should select from HUM 1211, HUM 1230, REL 2300, LIT 2110, LIT 2120, ARH 2000, ARH 2051, PHI 2010, FIL 2001, or THE 2020.
- Students desiring to transfer to UCF should take STA 2023.
- Students should check with transfer institution before selecting course to guarantee transferability.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1</sup> .....	3	
___ ENC 2210	Technical Report Writing .....	3	P
___ MAC 1105	College Algebra OR MGF 1106 Liberal Arts Math ..	3	P
___ ECO 2013	Principles of Economics I (Macroeconomics).....	3	
___ Humanities <sup>3</sup>	.....	3	
<b>TOTAL</b>		<b>15</b>	

## BEGINNING COURSES

___ CGS 1100 <sup>2</sup>	Business Computer Applications .....	3	
___ CET 1171	Microcomputer Hardware .....	3	
___ COP 1000	Introduction to Programming .....	3	
___ COP 1605	Fundamentals of Computer Op. Systems .....	3	
___ GEB 1011	Introduction to Business .....	3	
___ MNA 1100	Human Relations in Business & Industry .....	3	

## INTERMEDIATE COURSES

___ CTS 1401	Microsoft Access .....	3	
___ CET 1485	Networking Essentials .....	3	
___ CET 1513	A+ Operating Systems Technologies .....	3	
___ CET 1518	Web Authoring I .....	3	

## ADVANCED COURSES

___ CET 2854	Fundamentals of Wireless Technologies .....	3	P,S
___ CDA 2525	Network Administration .....	3	P,F
___ CET 2660	Network Security Fundamentals .....	3	P,F
___ COP 2220	Computer Programming-C++ .....	3	P,F
___ CIS 2325	Computer App. & Project Development .....	3	P,S
___ CET 2180	Advanced A+ Hardware and Software .....	3	P,F

**PROGRAM TOTAL 63**

# COMPUTER INFORMATION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (268)

This program is designed to prepare students for employment in a variety of computer positions in business, industry and government including PC Repair Technician, Help Desk Technician, Network Technician, and Operating System Administrator. The program provides students with foundational knowledge in information technology, as well as the business and interpersonal skills necessary to be successful in the modern workplace. This program is intended for entry-level into the workforce.

**Estimated salaries for entry level positions include the following:**

**Network Systems Analyst** – Researches, tests, evaluates, and recommends data communications hardware and software  
\$39,500 – 61,300

**Computer Support Specialist** – Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems  
\$25,900 – 38,800

**Computer Equipment Repairer** – Repairs, maintains, and installs computer hardware such as work processing systems, data storage systems, and peripheral equipment  
\$26,500 – 34,300

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

Stephen O. Dudas Office: S.L. Bldg.2, Rm. 338  
DudasS@lsc.edu 536-2149

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

- <sup>1</sup> Students may be required to enroll in preparatory English, reading, and math courses based on college placement tests.
- <sup>2</sup> It is recommended that CGS 1100 be taken prior to or along with ENC 1101.
- <sup>3</sup> Students may select from approved General Education courses listed in the College Catalog.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

**GENERAL EDUCATION COURSES**

___	ENC	1101	College Composition I <sup>1</sup>	3	
___	ENC	1102	Composition Literature	3	
___	MAC	1105	College Algebra <sup>1</sup> OR		
___	MGF	1106	Liberal Arts Math <sup>1</sup>	3	
___	POS	2041	American National Government	3	
___	PSY	2012	Introduction to Psychology OR		
___	SYG	2000	Introduction to Sociology	3	
___	EUH	1000/1001	Western Civilization I or II OR		
___	AMH	2010/2020	U.S. History to 1877 or Since 1877	3	

**TOTAL 18****BEGINNING COURSES**

___	CCJ	1020	Introduction to Criminal Justice	3	
___	CGS	1100	Business Computer Applications	3	

→ **Must be  
first Criminal  
Justice  
course**

**INTERMEDIATE COURSES**

___	CCJ	1001	Introduction to Criminology	3	P,S
___	CJL	2100	Criminal Law	3	P,F
___	CJL	2102	Criminal Procedure & Evidence	3	P,S
___	CJE	2331	Ethics in Criminal Justice	3	P,F

**ADVANCED COURSES**

___	SPC	2016	Fundamentals of Speech OR		
___	SPC	2600	Advanced Public Speaking	3	
___	CJE	2946	Criminal Justice Practicum	3	
___			Criminal Justice Electives <sup>2</sup>	22	

**PROGRAM TOTAL 64****Criminal Justice Electives**

Investigation Law Enforcement Corrections Other Criminal Justice Courses	CJE	1002	Introduction to Law Enforcement	3	
	CJE	2006	Police and Society	3	
	CJE	2302	Police Organization and Administration	3	
	CJE	2500	Police Operations	3	
	CJE	2601	Criminal Investigation	3	
	CJE	2640	Criminalistics	3	
	CJC	1000	Introduction to Corrections	3	
	CJC	2002	Institutional Treatment of the Offender	3	
	CJC	2160	Community Based Corrections	3	
	CJL	2070	Legal Rights for Inmates	3	
	CCJ	2484	Liability Issues in Criminal Justice	3	
	CCJ	2500	Juvenile Delinquency	3	
	CCJ	2600	Criminal Deviant Behavior	3	
	CCJ	2930	Special Topics in Criminal Justice	3	
	CJE	1800	Introduction to Security	3	
	CJE	2304	Crim. Justice Leadership & Line Supervision	3	
	CCJ	2949	Cooperative Education Internship/CJ	1 - 3	
	SPN	1042	Spanish for Law Enforcement	2	

**PREPARATORY COURSES**

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# CRIMINAL JUSTICE TECHNOLOGY

## ASSOCIATE IN SCIENCE DEGREE (270)

### Articulated A.S. to B.S. Program

This program is designed as an occupational career program to provide students with professional knowledge, skills and techniques required for employment in criminal justice field. The program is for those who seek immediate employment in the field of criminal justice and/or who decide to continue to any Florida public university as a junior to complete a four-year bachelor's degree in Criminal Justice. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval in advance from the transfer institution. Students may seek to specialize in the areas of law enforcement or corrections or may choose to seek a less specialized course of criminal justice study. Students should seek the guidance of a criminal justice faculty member when selecting electives.

### ARTICULATION PROGRAM IN CRIMINAL JUSTICE

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

Estimated salaries for entry level positions include the following:\*

**Correctional Officer** – Guards inmates in penal or rehabilitative institution in accordance with established regulations and procedures. Correctional officers also guard prisoners in transit between jail, courtroom, or other point.  
\$25,000 – 30,000

**Law Enforcement Officers** – Police officers and deputy sheriffs protect life and property, enforce laws and investigate crime. They are responsible for surveillance, apprehension and reporting.  
\$30,000 – 35,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LA Office 10  
NathansR@lsc.edu 323-3615

<sup>1</sup> Students may be required to enroll in preparatory English, reading and math courses based on CPTs.

<sup>2</sup> Students must select from any course with a CCJ, CJC, CJE, or CJL prefix. It is strongly recommended that these electives be selected in consultation with the criminal justice program manager.

\* **Note:** Regardless of any degree work completed, in order to be a sworn law enforcement or corrections officer in the state of Florida, you must successfully complete a state mandated training academy program.



Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### GENERAL EDUCATION COURSES

ENC 1101	College Composition I <sup>1</sup>	3
ENC 1102	Composition Literature or ENC 2210	3
MAT 1033	Intermediate Algebra or higher <sup>1</sup>	3
Humanities		3
Behavioral/Social Science		3
PSY/SYG prefix suggested		

TOTAL 15

### BEGINNING COURSES

CCJ 1020	Introduction to Criminal Justice	3	→ must be first Criminal Justice course
CGS 1530	Microcomputer Applications	3	
Elective		1	

### INTERMEDIATE COURSES

CCJ 1001	Introduction to Criminology	3	P,S
CJL 2100	Criminal Law	3	P,F
CJL 2102	Criminal Procedure & Evidence	3	P,S
CJE 2331	Ethics in Criminal Justice	3	P,F

### ADVANCED COURSES

CJE 2946	Criminal Justice Practicum	3
Criminal Justice Elective <sup>1</sup>		27


PROGRAM TOTAL 64

### Criminal Justice Electives

Investigation	Law Enforcement	CJE 1002	Introduction to Law Enforcement	3
		CJE 2006	Police and Society	3
		CJE 2302	Police Organization and Administration	3
		CJE 2500	Police Operations	3
		CJE 2601	Criminal Investigation	3
Corrections		CJE 2640	Criminalistics	3
		CJC 1000	Introduction to Corrections	3
		CJC 2002	Institutional Treatment of the Offender	3
		CJC 2160	Community Based Corrections	3
		CJL 2070	Legal Rights for Inmates	3
Other Criminal Justice Courses		CCJ 2484	Liability Issues in Criminal Justice	3
		CCJ 2500	Juvenile Delinquency	3
		CCJ 2600	Criminal Deviant Behavior	3
		CCJ 2930	Special Topics in Criminal Justice	3
		CJE 1800	Introduction to Security	3
		CJE 2304	Crim. Justice Leadership & Line Supervision	3

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

# CRIMINAL JUSTICE TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (271)

This program is designed for in-service criminal justice personnel who are seeking an Associate in Applied Science Degree in Criminal Justice.

## ARTICULATION PROGRAM IN CRIMINAL JUSTICE

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

Estimated salaries for entry level positions include the following:\*

**Correctional Officer** – Guards inmates in penal or rehabilitative institution in accordance with established regulations and procedures. Correctional officers also guard prisoners in transit between jail, courtroom, or other point.  
\$25,000 – 30,000

**Fish and Game Warden** – Patrols assigned areas to prevent fish and game law violations, monitor animal control measures, and collect data on animal populations  
\$34,000 – 49,000

**Law Enforcement Officers** – Police officers and deputy sheriffs protect life and property, enforce laws and investigate crime. They are responsible for surveillance, apprehension and reporting.  
\$30,000 - 35,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Rebecca Nathanson	Office: LA Office 10
NathansR@lsc.edu	323-3615

<sup>1</sup> Students may be required to enroll in preparatory English, reading and math courses based on CPTs.

<sup>2</sup> Students must select from any course with a CCJ, CJC, CJE, or CJL prefix. It is strongly recommended that these electives be selected in consultation with the criminal justice program manager.

\* **Note:** Regardless of any degree work completed, in order to be a sworn law enforcement or corrections officer in the state of Florida, you must successfully complete a state mandated training academy program.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

**GENERAL EDUCATION COURSES**

___ ENC 1101	College Composition I <sup>1</sup> .....	3
___ PSY 2012	Introduction to Psychology or SGY 2010 .....	3
___ SYG 2430	Marriage & the Family .....	3
___ MGF 1106	Liberal Arts Math I OR MAC 1105 or higher <sup>1</sup> ....	3
___ BSC 1005	Introduction to Life Science OR PHY 1020C ....	3
___ Humanities	Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 or THE 2020 .....	3

**TOTAL 18****BEGINNING COURSES**

___ EEC 1000	Child Growth & Development .....	3
___ EEC 2001	Introduction to Early Childhood Education.....	3
___ EEC 2200	Curriculum for Young Children .....	3
___ EEC 1601	Guiding & Observing Children's Behavior.....	3
___ EEC 2732	Health, Safety & Nutrition for Young Children..	3
___ EEX 2010	Introduction to Special Education .....	3

**ADVANCED COURSES**

___ CHD 2338	Math & Science for the Young Child .....	3
___ EEC 1523	Managing Child Care Programs.....	3
___ EME 2040	Technology for Educators .....	3
	or CGS 1530 or OST 1854	
___ CHD 2334	Language Arts for the Young Child .....	3
___ EEC 2949	Internship - Childcare Center Management.....	3

**SELECT 4 OF THE FOLLOWING - 12 HOURS:**

___ EDG 2701	Teaching Diverse Populations.....	3
___ EDF 2005	Introduction to Education or any ECE course...	3
___ QMB 1001	Business Mathematics (does not transfer to 4-year institutions).....	3
___ SBM 2000	Small Business Management .....	3
___ MNA 1100	Human Relations in Business & Industry.....	3
___ SPC 2016	Fundamentals of Speech .....	3

**PROGRAM TOTAL 63****Articulation to Early Childhood Education, A.A.S. or A.S. Degree:**

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

**PREPARATORY COURSES**

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# EARLY CHILDHOOD EDUCATION

## CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION

### ASSOCIATE IN SCIENCE DEGREE (283)

This two-year degree program is designed to prepare students to work with children from infancy through age eight. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Students will foster the growth and development of young children. Students will practice acceptable early childhood techniques with children in approved settings. Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

**This program prepares students for careers as follows:**

Child development center teachers, child development center curriculum coordinators, private preschool teachers, child development center managers or directors, or to provide supplementary training for persons previously or currently employed in these occupations

**ACADEMIC AND CAREER ADVISING**

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

**FACULTY CONTACT INFORMATION**

Dr. Diane Edwards	Office: LC 138
EdwardsD@lsc.edu	435-5048

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

## GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1</sup> .....	3
___ PSY 2012	Introduction to Psychology or SYG 2010 .....	3
___ SYG 2430	Marriage & the Family .....	3
___ Science/Mathematics	.....	3
Mathematics course must be MAT1033 or higher		
___ Humanities	Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 or THE 2020 .....	3
<b>TOTAL</b>		<b>15</b>

## BEGINNING COURSES

___ EEC 1000	Child Growth & Development .....	3
___ EEC 2001	Introduction to Early Childhood Education.....	3
___ EEC 2200	Curriculum for Young Children .....	3
___ EEC 1601	Guiding & Observing Children's Behavior.....	3
___ EEC 2732	Health, Safety & Nutrition for Young Children ..	3
___ EEX 2010	Introduction to Special Education .....	3

## ADVANCED COURSES

___ CHD 2338	Math & Science for the Young Child .....	3
___ EEC 1523	Managing Child Care Programs.....	3
___ EEC 2949	Internship - Childcare Center Management.....	3
___ EME 2040	Technology for Educators or CGS 1530 or OST 1854 .....	3
___ CHD 2334	Language Arts for the Young Child .....	3

## SELECT 5 OF THE FOLLOWING - 15 HOURS:

___ EDG 2701	Teaching Diverse Populations.....	3
___ EDF 2005	Introduction to Education or any ECE course...	3
___ QMB 1001	Business Mathematics (does not transfer to 4-year institutions).....	3
___ SBM 2000	Small Business Management .....	3
___ MNA 1100	Human Relations in Business & Industry.....	3
___ SPC 2016	Fundamentals of Speech.....	3

**PROGRAM TOTAL 63**

## Articulation to Early Childhood Education, A.A.S. or A.S. Degree:

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# EARLY CHILDHOOD EDUCATION

## CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (284)

This two-year degree program is designed to prepare students to work with children from infancy through age eight. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Students will foster the growth and development of young children. Students will practice acceptable early childhood techniques with children in approved settings.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

### This program prepares students for careers as follows:

Child development center teachers, child development center curriculum coordinators, private preschool teachers, child development center managers or directors, or to provide supplementary training for persons previously or currently employed in these occupations.

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Dr. Diane Edwards	Office: LC 138
EdwardsD@lsc.edu	435-5048

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

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### GENERAL EDUCATION COURSES

___ BSC 1005	Introduction to Life Science OR PHY 1020C ...	3
___ ENC 1101	College Composition I <sup>1</sup> .....	3
___ MGF 1106	Liberal Arts Math I OR MAC 1105 or higher <sup>1</sup> ....	3
___ PSY 2012	Introduction to Psychology or SYG 2010 .....	3
___ SYG 2430	Marriage & the Family .....	3
___ Humanities	Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 or THE 2020 .....	3
<b>TOTAL</b>		<b>18</b>

### BEGINNING COURSES

___ ARE 2000	Art & Creative Expression .....	3
___ EEC 1000	Child Growth & Development .....	3
___ EEC 2001	Introduction to Early Childhood Education .....	3
___ EEC 2200	Curriculum for Young Children .....	3
___ EEC 1601	Guiding & Observing Children's Behavior .....	3
___ EEC 2732	Health, Safety & Nutrition for Young Children ...	3
___ EEX 2010	Introduction to Special Education .....	3

### ADVANCED COURSES

___ CHD 2338	Math & Science for the Young Child .....	3
___ MUE 2211	Music & Movement .....	3
___ CHD 2334	Language Arts for the Young Child .....	3
___ EEC 2940	Internship - Preschool .....	3
___ EME 2040	Technology for Educators .....	3
	or CGS 1530 or OST 1854 .....	

### SELECT 3 OF THE FOLLOWING - 9 HOURS:

___ EDF 2005	Introduction to Education .....	3
	or any ECE course	
___ EDG 2701	Teaching Diverse Populations .....	3
___ SPC 2016	Fundamentals of Speech .....	3
___ Elective	.....	3

**PROGRAM TOTAL 63**

### Articulation to Early Childhood Education, A.A.S. or A.S. Degree:

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

## EARLY CHILDHOOD EDUCATION

### PRESCHOOL SPECIALIZATION

### ASSOCIATE IN SCIENCE DEGREE (282)

This two-year degree program is designed to prepare students to work with children from infancy through age eight. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Students will foster the growth and development of young children. Students will practice acceptable early childhood techniques with children in approved settings.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

#### This program prepares students for careers as follows:

Child development center teachers, child development center curriculum coordinators, private preschool teachers, child development center managers or directors, or to provide supplementary training for persons previously or currently employed in these occupations

#### ACADEMIC AND CAREER ADVISING

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

#### FACULTY CONTACT INFORMATION

Dr. Diane Edwards	Office: LC 138
EdwardsD@lsc.edu	435-5048

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



# EARLY CHILDHOOD EDUCATION

## PRESCHOOL SPECIALIZATION

### ASSOCIATE IN APPLIED SCIENCE DEGREE (285)

This two-year degree program is designed to prepare students to work with children from infancy through age eight. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Students will foster the growth and development of young children. Students will practice acceptable early childhood techniques with children in approved settings.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

#### This program prepares students for careers as follows:

Child development center teachers, child development center curriculum coordinators, private preschool teachers, child development center managers or directors, or to provide supplementary training for persons previously or currently employed in these occupations

#### ACADEMIC AND CAREER ADVISING

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

#### FACULTY CONTACT INFORMATION

Dr. Diane Edwards	Office: LC 138
EdwardsD@lsc.edu	435-5048

#### GENERAL EDUCATION COURSES

ENC 1101	College Composition I <sup>1</sup>	3
PSY 2012	Introduction to Psychology or SYG 2010	3
SYG 2430	Marriage & the Family	3
Science/Mathematics		3
Mathematics course must be MAT1033 or higher		
Humanities	Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 or THE 2020	3
<b>TOTAL</b>		<b>15</b>

#### BEGINNING COURSES

EEC 1000	Child Growth & Development	3
EEC 2001	Introduction to Early Childhood Education	3
EEC 2200	Curriculum for Young Children	3
EEC 1601	Guiding & Observing Children's Behavior	3
EEC 2732	Health, Safety & Nutrition for Young Children	3
EDF 2005	Introduction to Education or any ECE course	3
EEX 2010	Introduction to Special Education	3

#### ADVANCED COURSES

ARE 2000	Art & Creative Expression	3
CHD 2334	Language Arts for the Young Child	3
CHD 2338	Math & Science for the Young Child	3
EME 2040	Technology for Educators	3
OR CGS 1530 or OST 1854		
MUE 2211	Music & Movement	3
EEC 2940	Internship -Preschool	3
EDG 2701	Teaching Diverse Populations	3
SPC 2016	Fundamentals of Speech	3
Elective		3
<b>PROGRAM TOTAL</b>		<b>63</b>

#### Articulation to Early Childhood Education, A.A.S. or A.S. Degree:

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

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

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

**BASIC CERTIFICATE COURSES**

___ CGS 1530	Microcomputer Applications .....	3
___ EET 1509	Safe Work Practices .....	3
___ EET 1505C	Basic Electricity for Line Workers .....	3
___ EET 1760C	Pole Climbing, Ropes and Rigging .....	3
___ EET 1761C	Trucks and Excavating Equipment .....	3
___ EET 1762C	Electrical Distribution Structures .....	3
___ EET 1763C	Underground Distribution .....	3
___ EET 1772C	Rescue, First Aid, CPR .....	3

**TOTAL FOR BASIC CERTIFICATE 24****ADVANCED CERTIFICATE COURSES**

___ EET 1764C	Street and Area Lighting .....	3
___ EET 2765C	Pole Line Equipment I .....	3
___ EET 2766C	Metering and Energy Management .....	3
___ EET 2767C	American Power Systems .....	3
___ EET 2768C	Duct Banks and Man Holes .....	3
___ EET 2769C	Power Line Equipment II .....	3
___ EET 2770C	Installing Distribution Conductors .....	3
___ EET 2771C	Electrical Distribution Substations .....	3
___ EET 2944	Electric Utility Internship .....	2

**TOTAL FOR ADVANCED CERTIFICATE 50****AAS DEGREE COURSES**

___ ENC 1101	College Composition I <sup>1</sup> .....	3
___ MAT 1033	Intermediated Algebra <sup>1</sup> .....	3
___ PHI 2630	Contemporary Ethics .....	3
___ POS 2112	State and Local Government .....	3
___ SPC 2016	Fundamentals of Speech .....	3

**TOTAL FOR AAS DEGREE 65**

Upon successful completion of the program, individuals will receive the Associate in Applied Science Degree in Electrical Distribution Technology. The Electrical Distribution Technology graduate will possess the skills necessary for employment as a line worker in the field of Electric Utility Distribution construction, operation and maintenance.

**PREPARATORY COURSES**

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills  
☐ ENC 0010 College Prep Composition  
☐ MAT 0012 Pre-Algebra with Study Skills  
☐ MAT 0024 Elementary Algebra  
☐ REA 0001 College Prep Reading  
☐ REA 0002 College Prep Reading II  
☐ SLS 1501 Foundations of Success Seminar

# ELECTRICAL DISTRIBUTION TECHNOLOGY

**BASIC CERTIFICATE (390)****ADVANCED CERTIFICATE (391)****ASSOCIATE IN APPLIED  
SCIENCE DEGREE (290)**

The AAS degree program in Electrical Distribution Technology is designed to prepare graduates for competency as line workers in the electric utility industry. The program is constructed to provide training and practical experience for capable, but inexperienced persons desiring to enter the electric utility industry. Students will combine electrical distribution system classroom study, indoor and outdoor laboratory, and practical applications in the course of study.

Students will be expected to master competencies expected of the skilled tradespersons, such as electrical distribution safe work practices; basic electrical theory; overhead pole line and underground electrical construction operation and maintenance; and fundamentals of electric power systems distribution equipment installation and maintenance.

**Estimated salaries for entry level positions include the following:**

**Apprentice Lineman**  
\$31,678 - 44,574

**Electric Lineman**  
\$44,574 - 65,436

**ACADEMIC AND CAREER ADVISING**

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

**FACULTY CONTACT INFORMATION**

Bill Tyler, Director

Electrical Utility Institute  
TylerB@lsc.edu

Office: JF 1101B  
568-0001, ext 1230

Select from the approved general education courses listing.

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

# EMERGENCY MEDICAL SERVICES

## ASSOCIATE IN APPLIED SCIENCE DEGREE (230)

This program is designed for students who desire a career in out-of-hospital emergency medicine. The Emergency Medical Technician courses and the Paramedic courses will be taken at Lake Tech Center or other approved technical centers or community colleges. The General Education and elective college credit courses will be taken at LSCC.

Students entering this program must have a current Florida EMT certificate, must have taken the College Entry Level Placement Test, and must have completed all required college preparatory courses in English, reading and mathematics, if appropriate.

To earn the Emergency Medical Services A.S. degree, a student must hold current Florida licensure as a Paramedic, must have completed all required and elective credit courses at LSCC with a minimum 2.0 grade point average, and must have an approved LSCC Articulation Credit Transfer Request form on file in the LSCC Admissions Office.

**Estimated salaries for entry level positions include the following:**

### Emergency Medical Technician -

Serves as the junior member of the EMS team. Assists the paramedic in providing first aid treatment and pre-hospital care, and transports patients to a medical facility.  
\$25,000 – 30,000

**Paramedic** – Serves as the lead member of the EMS team. Manages the operation of the emergency vehicle and supervises the pre-hospital care of patients. Prepares various reports and is responsible for maintaining the security of drugs and narcotics.  
\$32,000 - 37,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Rebecca Nathanson	Office: LA 10
NathansR@lsc.edu	323-3615

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

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

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### REQUIRED LSCC COURSES

___ ENC 1101	College Composition I <sup>1</sup>	3
___ ENC 1102	Composition: Literature	3
___ PSY 2012	Introduction to Psychology	3
___ CGS 1530	Microcomputer Applications	3
___ Science/Mathematics <sup>2</sup>		3
___ Humanities <sup>2</sup>		3
___ Elective		2
<b>TOTAL HOURS OF REQUIRED LSCC COURSES</b>		<b>20</b>

### ARTICULATED CREDITS FOR EMT

**Courses taken at Lake Tech Center or other approved technical center**

___ EMS 1119	Emergency Medical Technology	3
___ EMS 1119L	EMT Laboratory	4
___ EMS 1431	EMT Clinical Practicum	4
<b>TOTAL</b>		<b>11</b>

### ARTICULATED CREDITS FOR PARAMEDIC

**Courses taken at Lake Tech Center or other approved technical center**

___ EMS 1010	Essentials of Human Structure & Function	3
___ EMS 2603	Paramedic I	4
___ EMS 2603L	Paramedic I Lab	3
___ EMS 2666	Paramedic I Clinical	4
___ EMS 2604	Paramedic II	5
___ EMS 2604L	Paramedic II Lab	3
___ EMS 2667	Paramedic II Clinical	4
___ EMS 2647	Endotracheal Intubation	3
___ EMS 2605	Paramedic III	2
___ EMS 2605L	Paramedic III Lab	2
___ EMS 2668	Paramedic III Clinical	4
___ EMS 2659	Provisional Field Internship	5
<b>TOTAL</b>		<b>42</b>

**PROGRAM TOTAL 73**

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

# FIRE SCIENCE TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (272)

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

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

### ARTICULATION TO FIRE SCIENCE TECHNOLOGY

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

Students entering this program who have successfully completed the Firefighting Minimum Standards and Fire Science courses as identified by LSCC and LTC may request that LSCC grant articulation credits upon successful completion of six (6) credit hours in the A.A.S. degree program in Fire Science Technology at LSCC.

### Estimated salaries for entry level positions include the following:\*

**Fire Fighter** – Responds to fire alarms and other emergency calls to control and extinguish fires, protect life and property, and conduct rescue efforts  
\$25,085 – 34,200

**Fire Fighter Supervisor** – Supervises fire fighters who control and extinguish fires, protect life and property, and conduct rescue efforts  
\$37,500 - 56,200

**Fire Inspector** – Inspects buildings and equipment to detect fire hazards. Enforces state and local regulations  
\$33,000 – 44,200

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LA 10  
NathansR@lsc.edu 323-3615

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

\* **Note:** Regardless of any degree work completed, state certification is required to work as a professional firefighter.

Credits Notes

### GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1</sup> .....	3	
___ ENC 2210	Technical Report Writing .....	3	P
___ PHY 1020C	Physics for Liberal Arts .....	3	
___ POS 1001	Introduction to Political Science OR		
___ POS 2041	American National Government.....	3	
___ Humanities	.....	3	
___ Behavioral/Social Science	.....	3	

**TOTAL 18**

### BEGINNING COURSES

___ CGS 1530	Microcomputer Applications .....	3	
___ FFP 1510	Codes & Standards .....	3	
___ FFP 1540	Private Fire Protection Systems I .....	3	
___ MNA 1100	Human Relations in Business & Industry.....	3	

### INTERMEDIATE COURSES

___ FFP 1302	Fire Apparatus Operations .....	3	
___ FFP 1505	Fire Prevention Practices.....	3	
___ FFP 1810	Fire Fighting Tactics & Strategy I .....	3	
___ FFP 2610	Fire Investigation: Origin & Cause .....	3	
___ FFP 2720	Company Officer .....	3	
___ FFP 2811	Firefighting Tactics & Strategy II .....	3	

### ADVANCED COURSES

___ FFP 1740	Fire Services Course Delivery .....	3	
___ OST 2336	Business Communications.....	3	
___ Fire Science Electives	.....	6	
___	.....		
___	.....		

**PROGRAM TOTAL 60**

### Fire Science Electives

FFP 1301	Fire Service Hydraulics. ....	3
FFP 2120	Building Construction for Fire Science. ....	3
FFP 2521	Construction Document & Plans Review I.3	
FFP 2541	Private Fire Protection Systems II. ....	3
FFP 2741	Fire Service Course Design. ....	3

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☒ \_\_\_ LSL 1501 Foundations of Success Seminar



Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1,2</sup>	3	
___ ARH 2000	Art History & Appreciation I	3	
___ ARH 2051	Art History & Appreciation II	3	
___ Behavioral/Social Science <sup>3</sup>		3	
___ MAT 1033 or higher level math <sup>1</sup>		3	

**TOTAL 15**

## BEGINNING COURSES

___ GRA 1190C	Introduction to Graphic Design	3	
___ ART 1202C	Design & Color	3	F
___ ART 1300C	Freehand Drawing I	3	F
___ OST 1743	Word Processing for College Writing <sup>2</sup>	1	
___ CAP 2700	Introduction to Computer Art	3	S
___ GRA 1191C	Computer Layout Design I	3	S

## INTERMEDIATE COURSES

___ ART 1301C	Freehand Drawing II	3	S
___ ART 1203C	Design Structures	3	S
___ ART 2254C	Illustration: Human Figure	3	P,SM
___ PGY 1401C	Basic Photography	3	
___ GRA 2171C	Advertising Design I	3	P,F
___ Specialization Elective		3	

## ADVANCED COURSES

___ CAP 2703	Computer Animation	3	P,F
___ GRA 2122C	Computer Layout Design II	3	P,F
___ GRA 2151C	Illustration	3	P,S
___ GRA 2202C	Experimental Design: Portfolio Prep	3	P,S
___ PGY 2801C	Digital Photography	3	

**PROGRAM TOTAL 64**

## Specialization Electives (students must choose from the following list)

PGY 2410C	Creative Photography	3
ART 2540C	Introduction to Watercolor	3
ART 2554C	Beginning Oil Painting	3
ART 2750C	Introduction to Ceramics	3
ART 2949	Co-op Education Internship in Art	3

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# GRAPHIC DESIGN TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (261)

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

### Estimated salaries for entry level positions include the following:

**Graphic Designer** – Designs art and copy layouts for material to be presented by magazines, newspapers, television and packaging.  
\$28,460 – 33,000

**Commercial Art Director** – Formulates design concepts, plans presentation approaches, and directs workers engaged in art work, layout, and copy writing for communications media.  
\$42,000 – 61,200

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

Kelly Cornell	Office: FA-139
CornellK@lsc.edu	323-3653

A.S./A.A.S./Certificates

- <sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.
- <sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.
- <sup>3</sup> Students may select from approved general education courses in the College Catalog.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### GENERAL EDUCATION COURSES

___	ENC	1101	College Composition I <sup>1</sup> .....	3	
___	BSC	2093C	Human Anatomy & Physiology I with lab.....	4	P
___	BSC	2094C	Human Anatomy & Physiology II with lab.....	4	P
___	Humanities		.....	3	
___	Behavioral/Social Science <sup>2</sup>		.....	3	
<b>TOTAL</b>				<b>17</b>	

### BEGINNING COURSES

___	HSC	1531	Medical Terminology I.....	2	
___	HSC	1532	Medical Terminology II.....	2	
___	OST	1854	Microsoft Office - Introduction.....	3	
___	HIM	1003	Foundations of Health Information Management.....	3	
___	HIM	1433	Concepts of Disease.....	3	P
___	HIM	1800C	Professional Practice Experience I.....	2	P
___	HSC	1000	Introduction to Healthcare.....	1	
___	OST	2336	Business Communications.....	3	P
___	HIM	1512	Medical Office Management.....	3	P,SM
___	MAT	1033	Intermediate Algebra <sup>1</sup> OR QMB 1001 <sup>1,3</sup> .....	3	
___	HIM	1012	Medicolegal Aspects of Records.....	2	

### INTERMEDIATE COURSES

___	HIM	2110	Integrated HIM Services & Systems.....	3	P,F
___	HIM	2222C	Basic ICD-9-CM Coding.....	3	P,F
___	HIM	2442	Pharmacology & Laboratory Analysis.....	1	P,F
___	HIM	2253C	CPT Coding & Reimbursement.....	3	P,S

### ADVANCED COURSES

___	HIM	2214	Healthcare Statistics.....	2	P,F
___	HIM	2510	HIM Compliance & Performance Issues.....	3	P,S
___	HIM	2820	Professional Practice Experience III.....	2	P
___	HIM	2930	Health Information Technician Review.....	1	P
___	HIM	2234C	Advanced ICD-9-CM Coding & Reimbursement.....	3	P,S
___	HIM	2810	Professional Practice Experience II.....	2	P

**PROGRAM TOTAL 67**

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# HEALTH INFORMATION MANAGEMENT

## ASSOCIATE IN APPLIED SCIENCE DEGREE (237)

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

This Health Information Management Associate Degree Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates will be eligible to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

**Estimated salaries for entry level positions include the following:**

**Medical Records/Health Information Technician** - Compiles and maintains medical records of patients in hospitals, clinics, nursing homes, or other health care facilities. Other titles include: Health Data Analyst, Insurance Claims Analyst, Clinical Coding Specialist, Physician Practice Manager and Patient Information Coordinator  
\$20,000 - 30,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: SM 230
Ziesemerb@lsc.edu	435-6414

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

<sup>2</sup> Students may select from approved general education courses in the College Catalog.

<sup>3</sup> Students who plan to transfer to a baccalaureate degree program in HIM must take MAT 1033.

## NURSING PROGRAM

The Lake-Sumter Community College Nursing Program is a **Limited Access** 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. The following table provides an overview of the admission process. Complete admission details can be found at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

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

Students entering this **Limited Access** academic program should refer to the Nursing Handbook for specific academic program guidelines.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

# NURSING RN

## ASSOCIATE IN SCIENCE DEGREE

### GENERAL TRACK (234)

LSCC offers a **Limited Access** Associate in Science Degree in Nursing. The general track is a two-year program which begins after completion of general education prerequisite courses for a total of 72 credit hours. A bridge track is also available for students who currently hold a Florida state LPN license or paramedic certification. Bridge students complete 54 credit hours. Graduates of both tracks are eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse. Admission to the Nursing Program is limited by the size of clinical facilities and number of faculty. Complete admission details are available online at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions department.

**Estimated Salaries for entry level positions include the following:**

**Registered Nurse** - Administers nursing care to ill or injured person.  
\$40,700 - 50,000

**Public Health Educator** - Plans, organizes, and directs health education programs for group and community needs.  
\$24,900 - 38,000

#### PREREQUISITE COURSES

			Credits	Notes
___	ENC 1101	College Composition I <sup>1,2</sup>	3	
___	PSY 2012	Introduction to Psychology	3	
___	DEP 2004	Psychology of Human Development	3	
___	OST 1743	Word Processing for College Writing <sup>2,3</sup>	1	
___	HUN 1014	Nutrition for Nursing Practice <sup>4</sup>	2	
___	BSC 2093C	Human Anatomy & Physiology I with Lab <sup>5</sup>	4	P
___	BSC 2094C	Human Anatomy & Physiology II with Lab <sup>5</sup>	4	P
___	MCB 2010C	Microbiology with Lab <sup>1,4</sup>	4	P
___	MTB 1370	Math for Health Related Professions	1	
___	Humanities <sup>6</sup>		3	

**TOTAL 28**

#### NURSING PROGRAM COURSES YEAR ONE

___	NUR 1022	Nursing Foundations I	3	P,F
___	NUR 1234	Alterations in Health I	3	P,F
___	NUR 1234L	Clinical Nursing I	4	P,F
___	NUR 1820	Management of Care I	1	P,F
___	NUR 1023	Nursing Foundations II	3	P,S
___	NUR 1242C	Alterations in Health II	4	P,S
___	NUR 1242L	Clinical Nursing II	4	P,S
___	NUR 1823	Management of Care II	1	P,S

#### NURSING PROGRAM COURSES YEAR TWO

___	NUR 2220C	Alterations in Health III	4	P,F
___	NUR 2220L	Clinical Nursing III	5	P,F
___	NUR 2463	Maternal Child Health	2	P,F
___	NUR 2224	Alterations in Health IV	3	P,S
___	NUR 2224L	Clinical Nursing IV	4	P,S
___	NUR 2801L	Clinical Practicum	3	P,S

**PROGRAM TOTAL 72**

*MATH: Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.*

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

#### ACADEMIC AND CAREER ADVISING

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

#### FACULTY CONTACT INFORMATION

Debbie Pate	Office: HSC Building
PateD@lsc.edu	365-3685

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101.

<sup>3</sup> Or may substitute one of the following: OST 1100, OST 1854, CGS 1530, CGS 1100

<sup>4</sup> Or may substitute HUN 1201

<sup>5</sup> Designated science courses must be no more than 7 years old at time of application.

<sup>6</sup> Any humanities course from the approved list of Associate in Arts General Education



Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### PREREQUISITE COURSES

___ ENC 1101	College Composition I <sup>1,2</sup>	3	
___ PSY 2012	Introduction to Psychology	3	
___ DEP 2004	Psychology of Human Development	3	
___ OST 1743	Word Processing for College Writing <sup>2,3</sup>	1	
___ HUN 1014	Nutrition for Nursing Practice <sup>4</sup>	2	
___ BSC 2093C	Human Anatomy & Physiology I with Lab <sup>5</sup>	4	P
___ BSC 2094C	Human Anatomy & Physiology II with Lab <sup>5</sup>	4	P
___ MCB 2010C	Microbiology with Lab <sup>4</sup>	4	P
___ MTB 1370	Math for Health Related Professions	1	
___ Humanities <sup>6</sup>		3	

**TOTAL 28**

### NURSING PROGRAM COURSES

___ NUR 2003C	Nursing Transition	3	P,SM
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### NURSING PROGRAM COURSES YEAR TWO

___ NUR 2220C	Alterations in Health III	4	P,F
___ NUR 2220L	Clinical Nursing III	5	P,F
___ NUR 2463	Maternal Child Health	2	P,F
___ NUR 1820	Management of Care I	1	P,F
___ NUR 2224	Alterations in Health IV	3	P,S
___ NUR 2224L	Clinical Nursing IV	4	P,S
___ NUR 2801L	Clinical Practicum	3	P,S
___ NUR 1823L	Management of Care II	1	P,S

**PROGRAM TOTAL 54**

### Articulation to Nursing (RN)

Students accepted into this program who currently hold a Florida state LPN license or paramedic certification may request that LSCC grant up to 18 articulated credit hours in the LSCC Nursing program for a total of 72 hours.

*MATH: Receipt of approved placement test scores (ACT, ASSET, CPT, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.*

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# NURSING RN

## ASSOCIATE IN SCIENCE DEGREE

### BRIDGE TRACK (232)

LSCC offers a **Limited Access** Associate in Science Degree in Nursing. The general track is a two-year program which begins after completion of general education prerequisite courses for a total of 72 credit hours. A bridge track is also available for students who currently hold a Florida state LPN license or paramedic certification. Bridge students complete 54 credit hours. Graduates of both tracks are eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse. Admission to the Nursing Program is limited by the size of clinical facilities and number of faculty. Complete admission details are available online at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions department.

**Estimated Salaries for entry level positions include the following:**

**Registered Nurse** - Administers nursing care to ill or injured person.  
\$40,700 - 50,000

**Public Health Educator** - Plans, organizes, and directs health education programs for group and community needs.  
\$24,900 - 38,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Debbie Pate	Office: HSC Building
PateD@lsc.edu	365-3685

- Students may be required to take preparatory reading and math courses based on college placement tests.
- Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101.
- Or may substitute one of the following: OST 1100, OST 1854, CGS 1530, CGS 1100
- Or may substitute HUN 1201
- Designated science courses must be no more than 7 years old at time of application.
- Any humanities course from the approved list of Associate in Arts General Education

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

# OFFICE ADMINISTRATION

## LEGAL OFFICE SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (214)

### GENERAL EDUCATION COURSES

		Credits	Notes
___	ENC 1101 College Composition I <sup>1</sup> .....	3	
___	MAT 1033 OR Natural/Physical Science .....	3	
___	Behavioral/Social Science <sup>2</sup> .....	3	
___	Behavioral/Social Science <sup>2</sup> OR Humanities <sup>2</sup> .....	3	
___	Humanities OR ENC 1102 <sup>2</sup> .....	3	
	<b>TOTAL</b>	<b>15</b>	

### BEGINNING COURSES

___	PLA 1003 Introduction to Legal Assisting .....	3	
___	OST 1100 Keyboarding & Document Formatting .....	3	
___	OST 1330 Business English <sup>1</sup> .....	3	
___	OST 1854 Microsoft Office - Introduction .....	3	
___	OST 1940 Office Management Practicum .....	3	

### INTERMEDIATE COURSES

___	MNA 1100 Human Relations in Business & Industry .....	3	
___	APA 1002 Small Business Accounting <sup>3</sup> .....	3	
___	BUL 2241 Business Law .....	3	
___	OST 2857 Microsoft Office - Advanced .....	3	P
___	PLA 2058 Survey of Law .....	3	
___	PLA 2700 Professional Ethics & Liability .....	3	

### ADVANCED COURSES

___	PLA 2201 Civil Litigation .....	3	P
___	PLA 2763 Law Office Management .....	3	
___	OST 2336 Business Communications .....	3	P
___	Professional Electives <sup>4</sup> .....	3	
___	.....	3	
___	.....	3	

**PROGRAM TOTAL 63**

### Professional Electives

PLA 1800	Family Law .....	3	P
CCJ 2230	Criminal Procedure & Evidence .....	3	
CJL 2100	Criminal Law .....	3	P
PLA 2949	Cooperative Education Internship in Legal Assisting .....	3	P
	Any PLA Course not required in the program .....	3	

The Legal Office Specialization Associate in Applied Science Degree emphasizes legal procedures and the office skills required to work under the supervision of attorneys in various legal office settings, including law offices, courts, corporations, banks and insurance companies.

**Estimated salaries for entry level positions include the following:**

### Legal Secretary/Administrative Support Supervisor-

Performs specialized office work requiring knowledge of legal terminology and procedures; supervises and coordinates the activities of administrative support services  
\$29,800 - 46,390

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Rebecca Nathanson	Office: LA Office 10
NathansR@lsc.edu	323-3615

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

<sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

<sup>4</sup> Students must select from approved courses listed under Professional Electives.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## GENERAL EDUCATION COURSES

___ ENC 1101	College Composition I <sup>1</sup>	.....3	
___ MAT 1033	OR Natural/Physical Science	.....3	
___ Behavioral/Social Science <sup>2</sup>		.....3	
___ Behavioral/Social Science <sup>2</sup> OR Humanities <sup>2</sup>		.....3	
___ Humanities OR ENC 1102 <sup>2</sup>		.....3	

**TOTAL 15**

## BEGINNING COURSES

___ HIM 1012	Medicolegal Aspects of Records	.....2	
___ HSC 1000	Introduction to Healthcare	.....1	
___ HSC 1531	Medical Terminology I	.....2	
___ OST 1100	Keyboarding & Document Formatting	.....3	
___ OST 1330	Business English <sup>1</sup>	.....3	
___ HIM 1512	Medical Office Management	.....3	P,SM

## INTERMEDIATE COURSES

___ CTS 1101	Microsoft Windows - Introduction	.....1	
___ HIM 1003	Foundations of Health Information Management	.....3	
___ HIM 1030C	Medical Record Transcription I	.....3	P,F
___ HIM 1273	Medical Insurance & Coding I	.....3	P,S
___ HIM 1433	Concepts of Disease	.....3	P
___ HSC 1532	Medical Terminology II	.....2	P
___ OST 1854	Microsoft Office - Introduction	.....3	

## ADVANCED COURSES

___ APA 1002	Small Business Accounting <sup>3</sup>	.....3	
___ HIM 2032C	Medical Records Transcription II <sup>4</sup> OR		
___ HIM 2253C	CPT Coding & Reimbursement <sup>4</sup>	.....3	P,S
___ MAN 2021	Principles of Management	.....3	
___ OST 2336	Business Communications	.....3	P
___ OST 2949	Cooperative Education Internship in Office Administration	.....3	P
___ Computer Science Elective with a CGS, CTS, LIS, or OST prefix	... 1		

**PROGRAM TOTAL 63**

# OFFICE ADMINISTRATION

## MEDICAL OFFICE MANAGEMENT SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (213)

This specialization is designed to provide students with the skills necessary for employment in occupations such as: medical referral assistant; medical biller; medical billing representative; medical office assistant; medical posting clerk; medical receptionist; medical secretary; and medical transcriptionist, along with the foundation necessary to eventually work into the position of office manager or supervisor.

**Estimated salaries for entry level positions include the following:**

**Medical Secretary** - Performs secretarial duties using specific knowledge of medical terminology and procedures.  
\$20,000 - 28,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: SM 230
ZiesemerB@lsc.edu	435-6414

A.S./A.A.S./Certificates

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

<sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

<sup>4</sup> Students desiring to specialize in medical record transcription must take HIM 2032C. Students desiring to specialize in billing must take HIM 2253C. OST 2949 is available with a focus in transcription.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### GENERAL EDUCATION COURSES

ENC 1101	College Composition I <sup>1</sup>	3	
MAT 1033	Intermediate Algebra <sup>1</sup> OR		
Natural/Physical Science		3	
Behavioral/Social Science <sup>2</sup>		3	
Behavioral/Social Science <sup>2</sup> OR Humanities <sup>2</sup>		3	
Humanities <sup>2</sup> OR ENC 1102		3	
<b>TOTAL</b>		<b>15</b>	

### BEGINNING COURSES

GEB 1441	Business Ethics & Etiquette	3	
OST 1100	Keyboarding & Document Formatting	3	
OST 1330	Business English <sup>1</sup>	3	
QMB 1001	Business Mathematics <sup>1</sup>	3	
OST 1110	Advanced Document Formatting	3	P
OST 1854	Microsoft Office - Introduction	3	
OST 1940	Office Management Practicum	3	P

### INTERMEDIATE COURSES

MNA 1100	Human Relations in Business & Industry	3	
CTS 1101	Microsoft Windows - Introduction	1	
APA 1002	Small Business Accounting <sup>3</sup>	3	
BUL 2241	Business Law	3	P

### ADVANCED COURSES

OST 2857	Microsoft Office - Advanced	3	P
OST 2336	Business Communications	3	P
OST 2949	Cooperative Education Internship in		
	Business	3	P
MAN 2021	Principles of Management	3	P
Electives			
		3	
		2	

**PROGRAM TOTAL 63**

### Suggested Electives

ECO 2013	Principles of Economics	3
OST 2810	Desktop Publishing I	1
CAP 2700	Introduction to Computer Art	3
CET 1518	Web Authoring I	3
SLS 1267	Team Building & Communication Skills	3

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

## OFFICE ADMINISTRATION OFFICE MANAGEMENT SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (210)

Using office technology, this specialization prepares students to produce and maintain correspondence and records, to maintain the office budget, to plan, to file and maintain documents, and to assist in administering office policy. This program includes a Cooperative Education Internship component.

**Estimated salaries for entry level positions include the following:**

**Administrative Assistant** - Assists executives by coordinating and directing basic office services  
\$24,000 - 34,000

**Clerical/Administrative Support Supervisor** - Supervises and coordinates the activities of workers involved in providing administrative support services  
\$27,800 - 44,900

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Mary Heikkinen	Office: M 114C
HeikkinM@lsc.edu	323-3626

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

<sup>2</sup> Students may select from approved general education courses listed in the College Catalog.

<sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.



Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## BEGINNING COURSES

___	CGS	1530	Microcomputer Applications .....	3	
___	CTS	1262	Microsoft Excel.....	3	
___	OST	1100	Keyboarding & Document Formatting.....	3	
___	OST	1330	Business English <sup>1</sup> .....	3	
___	QMB	1001	Business Math <sup>1</sup> .....	3	

## INTERMEDIATE COURSES

___	APA	1002	Small Business Accounting <sup>2</sup> .....	3	
___	APA	1503	Payroll Accounting .....	1	
___	APA	1144	Accounting with QuickBooks Pro for Windows.....	3	P

## ADVANCED COURSES

___	APA	2949	Cooperative Education Internship in Accounting .....	2	
___	OST	2336	Business Communications.....	3	P

**PROGRAM TOTAL 27**

# ACCOUNTING TECHNOLOGY MANAGEMENT

## TECHNICAL CERTIFICATE (354)

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

**Estimated salaries for entry level positions include the following:**

**Bank Teller** - Receives and pays out money in a financial institution, keeps records of money and other negotiable instruments used in financial transactions  
\$19,800 - 22,400

**Accounting Clerk** - Computes, classifies records, and summarizes financial data to keep and maintain fiscal records according to established bookkeeping and accounting procedures  
\$20,000 - 28,700

**Payroll Clerk** - Computes and posts wage data to payroll records. Keeps daily, weekly, or monthly records showing payroll activities and transactions  
\$22,000 - 30,600

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

Bonnie Holloway Office: M 114B  
HollowaB@lsc.edu 323-3627

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting instead of APA 1002.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

# COMPUTER PROGRAMMING

## TECHNICAL CERTIFICATE (353)

### BEGINNING COURSES

___	CGS 1100	Business Computer Applications .....	3	
___	COP 1000	Introduction to Programming.....	3	
___	CET 1171	Microcomputer Hardware.....	3	
___	MNA 1100	Human Relations in Business & Industry.....	3	

### INTERMEDIATE COURSES

___	CET 1513	A+ Operating Systems Technologies.....	3	
___	CET 1518	Web Authoring I .....	3	
___	COP 1171	Computer Programming - Visual Basic.....	3	S
___	COP 2250	Programming with Java™ <sup>4</sup> .....	3	F
___	CTS 1401	Microsoft™ Access .....	3	

### ADVANCED COURSES

___	COP 2220	Computer Programming - C++.....	3	P,S
___	MAT 1033 <sup>1</sup>	Intermediate Algebra or higher level math OR CGS 2949 Cooperative Education Internship in Computer Programming .....	3	

**PROGRAM TOTAL 33**

This certificate is designed for students who wish to develop skills in computer programming, computer operations and management, database administration and systems analysis.

**Estimated salaries for entry level positions include the following:**

**Computer Programmer/Programmer Specialist** - Writes, tests, and maintains software programs. Programmers also update, repair, modify, and expand existing programs.  
\$31,000 - 35,000

**Computer Operator** - Monitors and controls electronic computers to process business, scientific, engineering, and other data according to operating instructions  
\$22,000 - 33,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Stephen Dudas Office: S.L. Bldg. 2, Rm. 338  
DudasS@lsc.edu 536-2149

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

As this program begins, students are advised to make an appointment for advising with the Department Chair or an instructor designated by the Department Chair.

### PREPARATORY COURSES

If college entrance exam scores indicate the need for any of the preparatory courses, these must be taken before the student completes 9 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

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

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

### BEGINNING COURSES

___ CGS 1100	Business Computer Applications.....	3	
___ CET 1171	Microcomputer Hardware.....	3	
___ CET 1518	Web Authoring I. ....	3	F
___ COP 1000	Introduction to Programming.....	3	

### INTERMEDIATE COURSES

___ CET 1485	Networking Essentials.....	3	
___ CET 1513	A+ Operating Systems Technologies.....	3	

### ADVANCED COURSES

___ CDA 2525	Network Administration .....	3	P,F
___ CET 2180	Advanced A+ Hardware and Software.....	3	P,F
___ CET 2584	Fundamentals of Wireless Technologies .....	3	P,S

**PROGRAM TOTAL 27**

NOTE: Students should finish all preparatory courses before entering this program.

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

# INFORMATION TECHNOLOGY ANALYSIS TECHNICAL CERTIFICATE (381)

The purpose of this certificate program is to prepare students for employment as a:

- microcomputer support specialist
- help desk specialist
- user support specialist
- applications system specialist
- information systems specialist
- technical support specialist
- computer repair technician
- computer salesperson
- office systems support specialist
- software tester
- user support specialist

This program will provide supplemental training for persons previously or currently employed in these occupations as well as for those new to the Information Technology field. It will also help prepare students to sit for the A+, Network+, and MCP certification exams.

A.S./A.A.S./Certificates

**Estimated salaries for entry level positions include the following:**

**Computer Support Specialist (Help Desk)** – Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems.

\$24,000 - 30,000

**Computer Operator** - Monitors and controls electronic computers to process business, scientific, engineering, and other data according to operating instructions

\$22,000 - 33,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Stephen O. Dudas Office: S.L. Bldg, 2, Rm. 338  
DudasS@lsc.edu 536-2149

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

			Credits	Notes
<b>GENERAL EDUCATION COURSES</b>				
___	BSC	2093C	Human Anatomy & Physiology I with Lab .....	4 P
___	BSC	2094C	Human Anatomy & Physiology II with Lab .....	4 P
			<b>TOTAL</b>	<b>8</b>
<b>BEGINNING COURSES</b>				
___	HIM	1433	Concepts of Disease.....	3 P
___	HIM	2222C	Basic ICD-9-CM Coding.....	3 P
___	HSC	1531	Medical Terminology I .....	2
___	HSC	1532	Medical Terminology II .....	2 P
___	HIM	1003	Foundations of Health Information Management.....	3
___	HIM	1012	Medicolegal Aspects of Records.....	2
___	HIM	1512	Medical Office Management	
OR	DES	1502	Dental Office Management .....	3 SM
<b>ADVANCED COURSES</b>				
___	HIM	2234C	Advanced ICD-9-CM Coding & Reimbursement .....	3 P
___	HIM	2253C	CPT Coding & Reimbursement.....	3 P
___	HIM	2810	Professional Practice Experience II .....	2 P
			<b>PROGRAM TOTAL</b>	<b>34</b>

NOTE: All credit hours from this certificate articulate into the A.A.S. degree in Health Information Management at Lake-Sumter Community College.

Graduates from the Medical Information Coder/Biller certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the AHIMA Certified Coding Specialist (CCS or CCS-P) Qualifying Examination.

# MEDICAL INFORMATION CODER / BILLER

## TECHNICAL CERTIFICATE (330)

This certificate program is designed to provide students with the skills necessary to review and analyze health records to identify relevant diagnoses and procedures for patient healthcare encounters. The Medical Information Coder/Biller certificate also presents information about healthcare reimbursement methodologies. The medical coder is responsible for translating diagnostic and procedural narrative from the medical record into numeric codes. This process requires interaction with the health care provider to ensure accuracy. The coded data is then utilized for reimbursement purposes, in the assessment of clinical care, to support medical research activity and to support the identification of health care concerns critical to the public.

### Estimated salaries for entry level positions include the following:

**Billing Clerk** - Compiles data, computes fees and charges, and prepares invoices for billing purposes in a health care setting  
\$20,900 - 28,900

**Insurance Coding Clerk** - Provides correct code for insurance billings, processes insurance claims  
\$21,000 - 29,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Brandy Ziesemer Office: SM 230  
Ziesemer@lsc.edu 435-6414

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills  
☐ ENC 0010 College Prep Composition  
☐ MAT 0012 Pre-Algebra with Study Skills  
☐ MAT 0024 Elementary Algebra  
☐ REA 0001 College Prep Reading  
☐ REA 0002 College Prep Reading II  
☐ SLS 1501 Foundations of Success Seminar



# MEDICAL OFFICE MANAGEMENT

## TECHNICAL CERTIFICATE (331)

This 34-credit hour certificate program is designed to provide students with the skills necessary for employment in occupations such as: medical assistant referrals; medical biller; medical billing representative; medical office assistant; medical posting clerk; medical receptionist; medical secretary; medical transcription office assistant; or, to provide supplemental training for persons previously or currently employed in these occupations. The content prepares individuals to support management by: expediting and facilitating the maintenance and production of correspondence and records; facilitating telecommunications; maintaining office budget; planning; preparing correspondence and resolutions; filing and maintaining documentation; and assisting in the administration of policy. All credits may be applied toward the Office Administration (Medical Office Management Specialization) Associate in Applied Science degree at LSCC.

### BEGINNING COURSES

___	HSC	1000	Introduction to Healthcare.....	1	
___	HIM	1012	Medicolegal Aspects of Records.....	2	
___	OST	1100	Keyboarding & Document Formatting.....	3	
___	OST	1330	Business English <sup>1</sup> .....	3	
___	HSC	1531	Medical Terminology I .....	2	
___	HSC	1532	Medical Terminology II .....	2	P
___	OST	1854	Microsoft Office - Introduction.....	3	
___	HIM	1003	Foundations of HIM.....	3	
___	HIM	1271	Medical Insurance & Coding I.....	3	
___	HIM	1030C	Medical Record Transcription I .....	3	

### INTERMEDIATE COURSES

___	HIM	1512	Medical Office Management		
OR	DES	1502	Dental Office Management .....	3	SM

### ADVANCED COURSES

___	OST	2336	Business Communications.....	3	P
___	OST	2949	Cooperative Education Internship		
			Office Administration.....	3	P

**PROGRAM TOTAL 34<sup>2</sup>**

**Estimated salaries for entry level positions include the following:**

#### Receptionist/Information Clerk-

Receives and greets patients to a medical office, obtains and provides information. May provide other clerical duties.  
\$15,700 – 21,500

**Medical Secretary** – Performs office duties using specific knowledge of medical terminology and procedures.  
\$20,000 – 26,000

#### CONTACT INFORMATION

Brandy Ziesemer Office: HSC 110A  
ZiesemerB@lsc.edu 365-3581

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

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

<sup>2</sup> Students must also test out of or take MAT 0024C.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

**BEGINNING COURSES**

___ CTS 1101	Microsoft Windows - Introduction.....	1	
___ OST 1100	Keyboarding & Document Formatting.....	3	
___ OST 1330	Business English <sup>1</sup> .....	3	
___ QMB 1001	Business Mathematics <sup>1</sup> .....	3	
___ Elective	.....	2	

**INTERMEDIATE COURSES**

___ APA 1002	Small Business Accounting <sup>2</sup> .....	3	
___ OST 1110	Advanced Document Formatting .....	3	P
___ OST 1854	Microsoft Office - Introduction .....	3	

**ADVANCED COURSES**

___ OST 1940	Office Management Practicum.....	3	P
___ OST 2336	Business Communications.....	3	P

**PROGRAM TOTAL 27**

# OFFICE MANAGEMENT TECHNICAL CERTIFICATE (358)

This 27-credit hour certificate program is intended for professionals in the field or for those desiring preparation for employment in office support positions. All credits may be applied toward the Office Administration Associate in Applied Science degree at LSCC.

**Estimated salaries for entry level positions include the following:**

**Municipal Clerk** – Performs clerical duties in support of official functions and activities of municipalities  
\$18,200 - 26,000

**Office Assistant** - Performs office clerical duties such as scheduling appointments, giving information to callers, composing and typing routine correspondence, reading and routing incoming mail, filing records and various other clerical duties  
\$18,200 – 26,000

**ACADEMIC AND CAREER ADVISING**

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

**FACULTY CONTACT INFORMATION**

Mary Heikkinen Office: M-114C  
HeikkinM@lsc.edu 323-3626

**PREPARATORY COURSES**

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

## OFFICE SPECIALIST TECHNICAL CERTIFICATE (340)

This 18-credit hour certificate program is designed to prepare students for employment in office positions or to assist those desiring to upgrade their technical office skills.

All credits may be applied toward the Office Administration Associate in Applied Science degree or toward the Office Management Certificate.

A.S./A.A.S./Certificates

Credits Notes

___	OST	1100	Keyboarding & Document Formatting.....	3	
___	OST	1110	Advanced Document Formatting .....	3	P
___	OST	1854	Microsoft Office - Introduction.....	3	
___	OST	1330	Business English <sup>1</sup> .....	3	
___	OST	1940	Office Management Practicum.....	3	P
___	QMB	1001	Business Mathematics <sup>1</sup> .....	3	

**PROGRAM TOTAL 18**

## OFFICE SUPPORT TECHNICAL CERTIFICATE (341)

This 12-credit hour certificate program is designed to prepare students for employment in entry-level office support positions or to assist those desiring to upgrade their technical office skills.

All credits may be applied toward the Office Administration Associate in Applied Science degree or toward the Office Management Certificate.

Credits Notes

___	OST	1100	Keyboarding & Document Formatting.....	3	
___	OST	1854	Microsoft Office - Introduction.....	3	
___	OST	1330	Business English <sup>1</sup> .....	3	
___	QMB	1001	Business Mathematics <sup>1</sup> .....	3	

**PROGRAM TOTAL 12**

### Estimated salaries for entry level positions include the following:

**Data Entry Keyer** - Operates keyboards or other data entry devices to input data into a computer or onto disk, tape or card. Duties include coding and certifying alphabetic or numeric data  
\$18,600 - 23,800

**Word Processing Typist** - Uses computer programs to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording.  
\$19,700 - 26,300

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

Mary Heikkinen Office: M-114C  
HeikkinM@lsc.edu 323-3626

#### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ ENC 0001 Basic Composition Skills
- ☐ ENC 0010 College Prep Composition
- ☐ MAT 0012 Pre-Algebra with Study Skills
- ☐ MAT 0024 Elementary Algebra
- ☐ REA 0001 College Prep Reading
- ☐ REA 0002 College Prep Reading II
- ☐ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

Credits Notes

## BEGINNING COURSES

___	CGS	1530	Microcomputer Applications .....	3	
___	OST	1330	Business English <sup>1</sup> .....	3	
___	QMB	1001	Business Mathematics <sup>1</sup> .....	3	
___	APA	1002	Small Business Accounting <sup>2</sup> .....	3	
___	OST	2336	Business Communications .....	3	P
___	SBM	2000	Small Business Management .....	3	
___	MNA	1100	Human Relations in Business & Industry .....	3	

## ADVANCED COURSES

___	BUL	2241	Business Law .....	3	P
___	OST	2336	Business Communications .....	3	P

**PROGRAM TOTAL 24**

# SMALL BUSINESS MANAGEMENT

## TECHNICAL CERTIFICATE (355)

The purpose of this 24-credit hour certificate program is to prepare students for the management of a small business or to become a small business owner.

The program also provides supplemental training for persons previously or currently operating or owning a small business.

Upon successful completion of this certificate program, a student may transfer into the Associate in Applied Science (A.A.S.) in Business Administration program.

### Estimated salaries for entry level positions include the following:

**Small Business Owner** - Responsible for all aspects of the business operation  
- marketing, management, planning, budgeting  
Varies based on business

**Retail Sales Manager** - Supervises and coordinates the activities of sales and marketing workers.  
\$25,000 - 43,000

### ACADEMIC AND CAREER ADVISING

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

### FACULTY CONTACT INFORMATION

S. Graham Bourne Office: LA 14  
BourneG@lsc.edu 323-3644

### PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills
- ☐ \_\_\_ ENC 0010 College Prep Composition
- ☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills
- ☐ \_\_\_ MAT 0024 Elementary Algebra
- ☐ \_\_\_ REA 0001 College Prep Reading
- ☐ \_\_\_ REA 0002 College Prep Reading II
- ☐ \_\_\_ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

<sup>2</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.



# DENTAL ASSISTING CERTIFICATE PROGRAM THROUGH GULF COAST COMMUNITY COLLEGE (435)

Dental Assisting is available in a unique Dental Outreach program called DEAL (Dental Education Alternative Learning) through Lake-Sumter Community College and Gulf Coast Community College. Through this unique, individualized approach, students attend LSCC on a weekly evening basis, while completing the course material at home through the use of video tapes and course instructional guides. The student may enroll in one or more courses as per the semester calendar.

The program is divided into three semesters. If taken full time, the program is designed to be completed in one calendar year. The program can also be taken part-time. New students are accepted into the program each semester.

## ACADEMIC AND CAREER ADVISING

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

## GULF COAST CONTACT INFORMATION

lwomble@gulfcoast.edu  
Website: <http://health.gulfcoast.edu>

## Credits Notes

### SEMESTER 1

DEA	0020C	Pre-Clinical Procedures .....	6	v
DEA	0302	Dental Nutrition .....	1	v
DEA	0800L	Clinical Practice I .....	1.5	v
DES	1021	Dental Anatomy.....	2	
DES	1200C	Radiology I .....	3	
DES	1320	Basic Communication & Human Relations .....	1	

### SEMESTER 2

DEA	0300	Dental Health Education .....	1	v
DEA	0850C	Clinical Practice II .....	7.5	
DES	1010	Head & Neck Anatomy.....	2	
DES	1100C	Dental Materials.....	3	
DES	1201	Radiology II .....	1	
DES	1201L	Radiology II Laboratory.....	1	

### SEMESTER 3

DEA	0200	Dental Practice Management.....	1	v
DEA	0851L	Clinical Practice III .....	6.5	v
DEA	0820C	Expanded Functions I .....	2	v
DES	1051	Pharmacology/Dental Office Emergencies .....	2	
DES	1060	Introduction to Microbiology .....	1	
DES	1044	Oral Pathology .....	2	
DES	1400	Anatomy & Physiology .....	2	

**PROGRAM TOTAL .....47**

## GENERAL ADMISSION REQUIREMENTS

1. Application to Lake-Sumter Community College
2. Application to Gulf Coast Community College
3. Official high school transcripts to LSCC & GCCC
4. Application to the Dental Assisting Program which includes:
  - A. Application form
  - B. Transcripts—high school, other colleges, LSCC, and GCCC
  - C. TABE Test (Test for Adult Basic Education)

## REQUIREMENTS AFTER ACCEPTANCE

1. CPR (Cardiopulmonary Resuscitation) Certificate
2. TB skin test or chest X-ray
3. Immunization Record

v These courses receive vocational credit

Key: P - This course has a PREREQUISITE: see course description  
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

## Credits Notes

## PREREQUISITE COURSES

Completion of the following prerequisite courses with a minimum grade of "C" is required prior to applying for the LSCC Dental Hygiene Linkage program with Valencia Community College.:

___ BSC	2093C	Human Anatomy & Physiology I with Lab .....	4	P
___ BSC	2094C	Human Anatomy & Physiology II with Lab .....	4	P
___ MCB	2010C	Microbiology with Lab <sup>1</sup> .....	4	
___ ENC	1101	College Composition I <sup>1</sup> .....	3	

Completion of the following Dental Hygiene general education courses is recommended. A minimum grade of "C" is required. \*

___ HUN	1201	Basic Nutrition .....	3	
___ SPC	2016	Fundamentals of Speech .....	3	
___ PSY	2012	Introduction to Psychology <sup>1</sup> .....	3	P
___ SYG	2000	Introduction to Sociology <sup>1</sup> .....	3	P
___ Humanities		.....	3	

TOTAL 30

## Estimated salary for an entry level Dental Hygienist

\$40,000 - \$45,000 per year

## ADMISSION CRITERIA

1. Be a Florida resident and a resident of Lake or Sumter Counties by application deadline date of January 5.
2. Be currently enrolled at LSCC. (You must be enrolled in a spring semester LSCC credit class to be currently enrolled.)
3. Possess a minimum overall college Grade Point Average (GPA) of 2.5 at the time of application. (includes transfer course work)
4. Must have LSCC CPT scores within 2 years of enrollment in the Dental Hygiene Linkage Program.
5. Must have successfully completed remedial course work as indicated by CPT scores before the January 5 application deadline.
6. Must successfully complete all Dental Hygiene prerequisite courses with a minimum grade of "C" before application deadline.
7. Successful completion of Dental Hygiene general education courses with a grade of "C" or higher. **\*Please note:** Successful completion of all dental hygiene general education courses with a grade of "C" or higher, prior to submitting your Dental Hygiene Linkage Application, may improve your chances of being selected to participate in this program.
8. Official transcripts of high school and all college course work must be on file in the LSCC Admissions Office by January 5. It is the student's responsibility to ensure the receipt of updated transcripts in Admissions prior to the application deadline.
9. Students must successfully complete the Nurse Entrance Test (NET) prior to the LSCC application deadline. Valencia CC in Orlando administers the NET. Students must have a VCC application on file to test in a Valencia Assessment Office. Consult the VCC Dental Hygiene Curriculum Guide at [www.valenciacc.edu/asdegrees](http://www.valenciacc.edu/asdegrees) for more information on the NET. Examination fee is the responsibility of the student.
10. Submission of completed Dental Hygiene Linkage Application to the LSCC Dental Hygiene Selection Committee by January 5. It is the student's responsibility to obtain the latest Dental Hygiene program information which is available at [www.valenciacc.edu/asdegrees](http://www.valenciacc.edu/asdegrees) or by contacting the Office of the Dean of Business & Technologies Programs at 352-365-3552 or [farmerm@lsc.edu](mailto:farmerm@lsc.edu).
11. Completion of Valencia Community College general admission application and VCC Dental Hygiene Program application by February 1.

**PLEASE NOTE:** Students accepted into the VCC Dental Hygiene program must have a background check before beginning classes.

All costs are the responsibility of the student. Applicants must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. Consult the Valencia CC Dental Hygiene Curriculum Guide at [www.valenciacc.edu/asdegrees](http://www.valenciacc.edu/asdegrees) for the most current program information.

## PREPARATORY COURSES

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

- ☐ \_\_\_ ENC 0001 Basic Composition Skills  
☐ \_\_\_ ENC 0010 College Prep Composition  
☐ \_\_\_ MAT 0012 Pre-Algebra with Study Skills  
☐ \_\_\_ MAT 0024 Elementary Algebra  
☐ \_\_\_ REA 0001 College Prep Reading  
☐ \_\_\_ REA 0002 College Prep Reading II  
☐ \_\_\_ SLS 1501 Foundations of Success Seminar

<sup>1</sup> Students may be required to take preparatory reading and math courses based on college placement tests.

For additional information, contact the Dean of Business and Technologies Programs.

**Valencia Community College reserves the right to deny unqualified students to the program.**

# DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE (403)

Lake-Sumter Community College has a formal Linkage Agreement with Valencia Community College in Dental Hygiene. Through this program, VCC each year will reserve four class positions in Dental Hygiene for qualified LSCC students. Applicants must meet all of the minimum requirements for admission to VCC's Dental Hygiene Program. It is the student's responsibility to consult the VCC Dental Hygiene Curriculum Guide found at [www.valenciacc.edu/asdegrees](http://www.valenciacc.edu/asdegrees) for the most current program requirements. Valencia Community College reserves the right to deny unqualified students to the program.

## ACADEMIC AND CAREER ADVISING

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

## CONTACT INFORMATION

Margie Farmer	Dean's Office, SS151
<a href="mailto:FarmerM@lsc.edu">FarmerM@lsc.edu</a>	365-3552

# EDUCATOR PREPARATION INSTITUTE (EPI)

## TEACHER CERTIFICATION PROGRAM (808)

Lake Sumter Community College's TEACHER CERTIFICATION PROGRAM offers individuals with a bachelor's degree in a field other than education an opportunity to earn their Florida Professional Certification to teach in a K-12 classroom. The Teacher Certification Program offers 7 subject courses and 2 field experience courses. The courses are offered as combined in-class and online. Face-to-face sessions meet Fridays 6:00 p.m. to 9:00 p.m. and/or Saturdays 8:00 a.m. to 4:00 p.m.

NOTE: Teacher Certification Program courses are institutional credit and are non-transferable to 4-year colleges or universities. (Institutional credit tuition is the same as college credit tuition and are based on the same criteria for Florida resident and non-resident status.)

### CONTACT INFORMATION

Dr. Diane Edwards      Office: LC 138  
EdwardsD@lsc.edu      435-5048

Dr. Glenn Ricci      Office: SSB 153  
RicciG@lsc.edu      365-3537

			Credits	Notes
<b>COURSES</b>				
___	EPI	0003	Technology in the Classroom.....	3 Hybrid
___	EPI	0001	Classroom Management.....	3 Hybrid
___	EPI	0002	Instructional Strategies .....	3 Hybrid
___	EPI	0020	Professional Foundations .....	2 Fully online
___	EPI	0030	Diversity in the Classroom .....	2 Fully online
___	EPI	0004	The Teaching & Learning Process.....	3 Hybrid
___	EPI	0010	Reading: Foundations of Language and Cognition.....	3 Fully online
___	EPI	0940	Professional Foundations Field Experience....	1 (15 hours of field experience)
___	EPI	0945	Diversity Field Experience .....	1 (15 hours of field experience)
			<b>PROGRAM TOTAL</b>	<b>21</b>

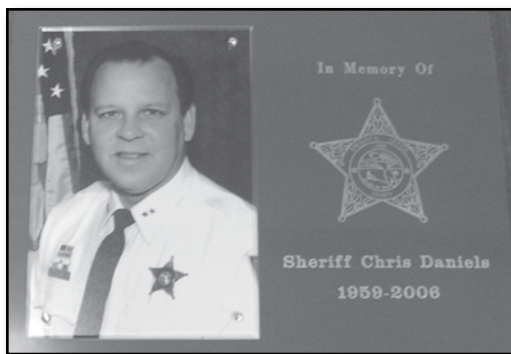
### ADMISSION REQUIREMENTS:

- Bachelor's degree in a field other than education from a regionally accredited college
- A Statement of Status of Eligibility from the Florida Department of Education
- Passing score on the General Knowledge (OR, CLAST prior to 7/02) and Subject Area Florida Teacher Certification Exams
- Computer proficiency and high speed internet access
- Demonstrated academic skills- FLDOE requires a GPA of 2.5 or higher

### TEACHER CERTIFICATION PROGRAM SUPPORT FEATURES:

- Fully online courses begin with face-to-face orientation
- Students will have a designated liaison to promote success
- Tutoring with online options in math, science and English
- Florida Teaching Certification Exam support

# The Sheriff Chris Daniels Leadership Institute



The Sheriff Chris Daniels Leadership Institute was proposed by Sheriff Daniels to encourage Lake County Sheriff's Deputies to enter college. The Leadership Institute began in 2006 to provide the deputies with leadership training, as well as professional and personal development classes. The Institute is intended for in-service law enforcement and corrections personnel who are working toward promotion into supervisory roles in their departments. This unique program is offered in a cohort format, with students completing the entire program as a group.

The curriculum is a four course sequence:

___CJE 2304 Leadership and Line Supervision	3
___CCJ 2191 Human Behavior in Criminal Justice	3
___CJE 2331 Ethics in Criminal Justice	3
___CCJ 2484 Liability Issues in Criminal Justice	3

The curriculum can be customized based on the needs of individual departments. The courses that compose the Leadership Institute can be applied towards the Criminal Justice Technology AS and AAS degrees.

For more information about the Sheriff Chris Daniels Leadership Institute, contact Rebecca Nathanson, Criminal Justice Program Manager, at (352) 323-3615, or via email at [NathansR@lsc.edu](mailto:NathansR@lsc.edu).







LSCC has made a concerted effort to acquire the financial resources and the necessary support from the community to establish its Youth Outreach Department, which consists of three distinctive pre-college programs. Through grants from the US Department of Education and the Florida Department of Education, LSCC is able to operate its College Reach Out Program (CROP); Educational Talent Search (ETS); and Upward Bound programs. Together, these programs serve 950 students enrolled in public middle schools and high schools throughout Lake and Sumter counties. These three programs primarily recruit young students who would be among the first in their immediate families to attend college; and, live in households with modest incomes. The main objective of these programs is to strengthen scholastic skills while providing supplemental services that help the participants overcome class, social, and cultural barriers to higher education.

Full-time staff members coordinate and conduct meaningful exercises and workshops for the participants on the LSCC campuses and at the participating schools during the academic year and summer. Other services include college tours and field trips to places of historical and cultural significance, which enhance the students' learning experience, and provide the motivation for early college and career decisions. For further information about any of these programs and the respective public schools served by each project, call (352) 323-3606.

## Computer Institute

The Computer Institute offers a wide array of non-credit courses on all LSCC campuses, online, and at other convenient locations throughout Lake and Sumter counties. Courses are open to the general public, and they are offered weekdays, evenings, and on Saturdays. The courses are designed to meet the personal enrichment, vocational and lifelong learning needs of the community.

The Computer Institute also provides custom training for business, industry, and government. For more information on computer courses or customized computer training offered through the Computer Institute, call (352) 365-3530 or visit the website at <http://www.BusinessResourcesCenter.org> (click on Computer Institute).

## Continuing Education

A variety of non-credit courses open to the public are offered throughout the year by Continuing Education. These courses provide business and vocational training and personal enrichment opportunities. The courses are designed to meet the needs of businesses, industry, government, and the general public.

## Continuing Education Units

Various programs offering the necessary continuing education units required to maintain licenses are also provided by the College. Programs approved for CEU awards must meet criteria set by the Southern Association of Colleges and Schools. One CEU is awarded for each 10 hours of instruction and is the nationally recognized standard unit of measure that can be earned by participants in qualified programs of continuing education. Verification of CEU awards is available through Continuing Education upon request by the student.

For more information, contact Continuing Education at (352) 365-3556 or visit the website at <http://www.BusinessResourcesCenter.org> (click on Continuing Education).

# Courses



Florida's Statewide  
Course Numbering System

Distance Learning and  
Instructional Technology

Course Descriptions

Courses

# 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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fl DOE.org>.

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 "statewide course profiles."

Example of Course Identifier

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

## GENERAL RULE FOR COURSE EQUIVALENCIES

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

For example, a survey course in social problems is offered by 34 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 the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

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

## THE COURSE PREFIX

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

## AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among 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 statewide course numbering



system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

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

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to (Name of Statewide Course Numbering System Institution Contact) in the (Office where Institution Contact may be located) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the internet at <http://scns.fl DOE.org>.

## Distance Learning and Instructional Technology

The following are the designations of Distance Learning descriptions for courses:

**Online/Virtual** – 100% online distribution of course is utilized.

**Hybrid/Blended** – A certain percentage of course instruction is delivered via electronic means utilizing any combination of synchronous or asynchronous means and a certain percentage of instruction is conducted face-to-face.

**Technology Enhanced** – 100% face-to-face instruction utilizes some form of technology for course material distribution.

The technology enhanced category is not considered distance learning, but instructional technology, e.g. - personal computer access, graphic calculators and mobile devices like digital cameras may be utilized by the student as required in the instructor's syllabus for projects and course study assistance. Please contact the individual instructor for a syllabus and/or go to each faculty web site under "Current Students" at [www.lsc.edu](http://www.lsc.edu) for more details concerning technology required in course delivery.

MISATFOR. (2007). Section 6.2 Data Element Dictionary. State of Florida Personnel Data Base. Annual Personnel Reports.

## Course Prefixes by Subject Area

The following is a list of course prefixes arranged by subject areas. There may be duplications if a prefix applies to more than one subject area. Course descriptions are listed alphabetically by prefix beginning on page 146.

SUBJECT	PREFIXES
Accounting	ACG, APA
Alternative Teaching Certification	EPI
American Literature	AML
Anthropology	ANT
Art	ART
Art Education	ARE
Art History	ARH
Astronomy	AST
Banking	BAN, BRC
Biology	BSC, MCB
Botany	BOT
Business	GEB, SBM
Business Law	BUL
Business Math	QMB
Chemistry	CHM
Child Development	CHD
College Preparatory Courses	ENC, MAT, REA
Comparative Politics	CPO
Computer Applications	CAP
Computer Design	CDA
Computer Engineering Technology	CET
Computer General Studies	CGS
Computer Programming	COP
Computer Systems	CIS
Computer Technology & Skills	CTS
Creative Writing	CRW
Criminal Justice	CCJ, CJE, CJL CJJ, CJT, SCC
Customer Service	MNA
Dance	DAA
Dental Support	DES
Digital Media-Graphic Arts	CAP, GRA
Early Childhood Education	EEC, CHD, EEX
Earth Science	ESC
Economics	ECO
Education	EDF, EDG, EME ARE, MUE, EEX
Electronic Engineering Technology	EET
English	AML, CRW, ENC ENL, LIT
Exceptional Child Education	EEX
Film	FIL, RTV
Finance	FIN
Fire Science	FFP
Geography	GEO, GEA
Geology	GLY, ESC
Government	CPO, INR, POS

SUBJECT	PREFIXES
Health Information Management	HIM
Health Sciences	HSC
History	AMH, EUH, HIS
Human Services	HUS
Humanities	HUM
International Relations	INR
Journalism	JOU, MMC
Legal Assisting	PLA
Leisure Activities	LEI
Library Information Studies	LIS
Linguistics	LIN
Literature	AML, ENL, LIT
Management	MAN, MNA, SBM
Marketing	MAR
Mathematics	MAC, MAE, MAT, MGF, MTB, STA
Meteorology	MET
Microbiology	MCB
Music	MUE, MUH, MUL MUN, MUS, MUT MVK, MVS, MVV
Nursing	NUR
Nutrition	HUN
Oceanography	OCE
Office Systems Technology	OST
Oral Interpretation of Literature	ORI
Philosophy	PHI
Photography	PGY
Physical Education	PEL, PEM, PEN PEO, PET, LEI
Physical Sciences	AST, CHM, ESC GLY, MET, PHY PSC
Physics	PHY
Political Science	CPO, INR, POS
Psychology	PSY, DEP, SOP
Reading	REA
Real Estate	REE
Religion	REL
Sign Language	SPA
Small Business Management	SBM
Sociology	SYG
Spanish	SPN
Speech Communications	SPC
Sports and Fitness	PET, SPM
Statistics	STA
Student Life Skills	SLS
Television	RTV
Theater	THE, TPA, TPP
Western Civilization	EUH
Zoology	ZOO

The following codes (attributes) are used in the course descriptions to describe the areas which a course will satisfy at LSCC:

**BIOS\***

(Biological Sciences) course is a biological science course as listed in the Associate of Arts degree under Section V. Natural and Physical Science and will fulfill requirements in program areas that state "Elective – General Education: Science/Mathematics."

**CULD**

(Cultural Diversity) Although not an LSCC graduation requirement, students who plan to complete a Bachelor's degree will be required to fulfill this requirement. This course will fulfill this requirement.

**GENE\***

(General Education) course is a general education course and will fulfill requirements in program areas "Elective General Education."

**GRMT\***

(Gordon Rule Math) course satisfies a college level math requirement in the Associate of Arts degree as well as in other degree programs which state, "Elective – General Education: Science/Mathematics." A minimum grade of "C" is required.

**GRW6\***

(Gordon Rule Writing-6000 words) course requires student must produce at least 6,000 words of expository writing with a minimum grade of "C."

**HUMN\***

(Humanities) course satisfies a humanities requirement in the Associate of Arts degree as well as in other degree programs which state, "Elective - General Education: Humanities."

**LABR\***

(Laboratory) course is a science laboratory or has a significant science laboratory included.

**ORAL\***

(Oral Communication) course contains an oral communication component that is designed to provide knowledge and training related to oral communication skills and presentation techniques.

**PHYS\***

(Physical Science) course is a physical science course as listed in the Associate of Arts degree under Section V. Natural and Physical Science and will fulfill requirements in program areas that state "Elective-General Education: Science/Mathematics."

**SBEH\***

(Social/Behavior Science) course satisfies a behavioral/social science requirement in the Associate of Arts degree as well as in other degree programs which state, "Elective – General Education: Behavioral/Social Science."

\*Also see 'A.A. Degree Requirements' for complete listing of general education courses broken out by academic areas.

# Course Descriptions

Course

Credits (Class hours per week / Lab hours per week)

Course

Credits (Class hours per week / Lab hours per week)

**ACG 2022** 4 (4 / 0)

## FINANCIAL ACCOUNTING

- **Prerequisite:** Sophomore level or consent of instructor;
- **Students must complete all college preparatory Reading and Composition courses indicated through placement testing.**

A study of the nature of accrual financial accounting, including the double-entry record keeping system; the accounting cycle; current and non-current assets; current and long-term liabilities; stockholders' equity, revenue and expense; and financial statements, including the Statement of Cash Flows.

**ACG 2071** 3 (3 / 0)

## MANAGEMENT ACCOUNTING

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

A study of the accumulation, interpretation and control of costs using both job-order and process costing systems. In addition, budgeting, cost-volume-profit relationships, and decision making in a managerial setting are considered. Knowledge of spreadsheet software will be helpful. (If needed, spreadsheet competence may be achieved by taking CTS 1261- Excel, Level I or CGS 1530 Microcomputer Applications.)

**AMH 2010** 3 (3 / 0)

## U.S. HISTORY TO 1877

- **Prerequisite:** None
- **Satisfies Codes:** CULD, GENE, GRW6, SBEH
- **Laboratory Fee:** \$10

A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores.

**AMH 2020** 3 (3 / 0)

## U.S. HISTORY SINCE 1877

- **Prerequisite:** None
- **Satisfies Codes:** GENE, GRW6, SBEH
- **Laboratory Fee:** \$10

This course is a continuation of AMH 2010 and brings students up to the present. Emphasis is given to the factors that have changed the United States from a rural to urban-industrial nation, and to a leading world power. Recommended especially for sophomores.

**AMH 2035** 3 (3 / 0)

## U.S. HISTORY SINCE 1945

- **Prerequisite:** None
- **Satisfies Codes:** GENE, GRW6, SBEH
- **Laboratory Fee:** \$10

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** 3 (3 / 0)

## FLORIDA HISTORY

- **Prerequisite:** None
- **Satisfies Code:** CULD

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** 3 (3 / 0)

## AMERICAN LITERATURE I

- **Prerequisite:** C or higher in ENC1102
- **Satisfies Codes:** CULD, GENE, GRW6, HUMN, ORAL
- **Laboratory Fee:** \$10

This course deals with major American writers of prose and poetry from colonial times through the Civil War. It is designed to place American authors in proper perspective with regard to the world of literature and to stress the creative contribution of each author studied. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.

**AML 2020** 3 (3 / 0)

## AMERICAN LITERATURE II

- **Prerequisite:** C or higher in ENC1102
- **Satisfies Codes:** CULD, GENE, GRW6, HUMN, ORAL
- **Laboratory Fee:** \$10

American Literature II surveys the literary, cultural, philosophical, religious, social, and economic dimensions of the Mid-Nineteenth, Modern, and Post Modern periods through a chronological study of major American authors and their writings.

**AML 2264** 3 (3 / 0)

## SURVEY OF AMERICAN LITERATURE: SOUTHERN WOMEN WRITERS

- **Prerequisite:** C or higher in ENC 1102
- **Satisfies Codes:** CULD, GENE, GRW6, HUMN, ORAL

This course will examine the major figures, forms, and movements within late nineteenth century and twentieth century southern women's literary production concentrating on fiction, historical contexts and the politics of identity. In exploring fiction by Southern women, the class will engage in literary analysis based on close readings of the texts. In addition to examining how the texts work as art, the class will discuss the psychological, ethical, and social questions raised by these works and the insights the authors offer to those questions.



Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>ANT 2410</b> <b>CULTURAL ANTHROPOLOGY</b> • Prerequisite: None • Satisfies Codes: GENE, SBEH 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.	3 (3 / 0)	<b>APA 2949</b> <b>COOPERATIVE EDUCATION</b> <b>INTERNSHIP IN ACCOUNTING</b> • Prerequisite: None • 1-3 credits Refer to Cooperative Education for additional information.	1-3 (1-3 / 0)
<b>APA 1002</b> <b>SMALL BUSINESS ACCOUNTING</b> • Prerequisite: None • Laboratory Fee: \$5 Record keeping procedures for the small business on both the cash basis and the accrual basis are discussed. Special attention will be given to daily recording of transactions, periodic closing of the books and preparation of financial statements, accounts payable and receivable, banking procedures, and payroll. Practice sets will be used to reinforce the skills learned.	3 (3 / 0)	<b>ARE 2000</b> <b>ART &amp; CREATIVE EXPRESSION</b> • Prerequisite: None • Laboratory Fee: \$15 This course provides a study of expressive techniques in using art, music, storytelling, and dramatic activities for pre-school children through age eight with emphasis on interdisciplinary learning. Students plan, implement and evaluate artistic experiences that will contribute to the creative, motor, affective, perceptual, cognitive and aesthetic development of the young child.	3 (3 / 0)
<b>APA 1144</b> <b>ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS</b> • 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.	3 (3 / 0)	<b>ARE 2040</b> <b>PROVIDING ART EXPERIENCE</b> • Prerequisite: None • 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.	3 (3 / 0)
<b>APA 1503</b> <b>PAYROLL ACCOUNTING</b> • Prerequisite: None • 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.	1 (1 / 0)	<b>ARH 2000</b> <b>ART HISTORY &amp; APPRECIATION I</b> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN • Offered Fall Term An analysis and evaluation of art forms from Pre-History to the Renaissance and their correlation with the development of modern art. Familiarization with the basic tools and principles of art.	3 (3 / 0)
<b>APA 2934</b> <b>SPECIAL TOPICS IN ACCOUNTING</b> • 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 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.	1-3 (1-3 / 0)	<b>ARH 2051</b> <b>ART HISTORY &amp; APPRECIATION II</b> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN • Offered Spring Term An analysis and evaluation of art forms from the Renaissance to the Twentieth century. Familiarization with the basic tools and principles of art with an emphasis on understanding contemporary trends.	3 (3 / 0)
		<b>ART 1202C</b> <b>DESIGN &amp; COLOR</b> • Prerequisite: None • 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.	3 (3 / 0)
		<b>ART 1203C</b> <b>DESIGN STRUCTURES</b> • Prerequisite: None • Laboratory Fee: \$12 • Offered Spring Term An expansion of basic design and color concepts in projects emphasizing various three-dimensional media and forms. Open to all students.	3 (3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>ART 1300C</b> <b>FREEHAND DRAWING I</b> • Prerequisite: None • Laboratory Fee: \$10 • Offered Fall Term 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.	3	(3 / 0)	<b>ART 2558C</b> <b>OIL PAINTING: EXPLORING NEW TECHNIQUES &amp; MATERIALS</b> • Prerequisite: ART 2556C or consent of instructor Special problems and critiques for the painter who is ready to learn techniques to refine his skills.	3	(3 / 0)
<b>ART 1301C</b> <b>FREEHAND DRAWING II</b> • Prerequisite: None • Laboratory Fee: \$10 • Offered Spring Term Emphasis will be on compositional drawing including still life, landscape, and perspective with special attention given to creative problems and developing a creative view.	3	(3 / 0)	<b>ART 2701C</b> <b>INTRODUCTION TO SCULPTURE</b> • Prerequisite: None • 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.	3	(3 / 0)
<b>ART 2254C</b> <b>FIGURE DRAWING &amp; ILLUSTRATION</b> • Prerequisites: ART 1300C & ART 1301C or consent of instructor • Laboratory Fee: \$10 • Offered Spring Term 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.	3	(3 / 0)	<b>ART 2750C</b> <b>INTRODUCTION TO CERAMICS</b> • Prerequisite: None • Laboratory Fee: \$25 An introduction to materials and methods used in creating ceramic pieces. Hand building techniques include pinch, coil, slab, solid, and primitive. Surface decoration methods include slip, engobes, underglaze, and sgraffito. Open to all students.	3	(3 / 0)
<b>ART 2540C</b> <b>INTRODUCTION TO WATERCOLOR I</b> • Prerequisite: ART 1300C or consent of instructor • Laboratory Fee: \$15 • Offered Fall Term 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.	3	(3 / 0)	<b>ART 2751C</b> <b>INTERMEDIATE CERAMICS II</b> • 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.	3	(3 / 0)
<b>ART 2541C</b> <b>WATERCOLOR II</b> • Prerequisites: ART1300C or ART 1301C, water color workshop • Laboratory Fee: \$15 • Open to beginning painters An extension of ART 2540C with an opportunity for creative development in watercolor techniques.	3	(3 / 0)	<b>ART 2904</b> <b>PAINTING: INDIVIDUALIZED STUDY</b> • Prerequisite: ART 2554C • May be repeated with change of content for up to 12 credits. An independent study course for experienced artists who desire critiques and evaluation by an instructor.	3	(3 / 0)
<b>ART 2554C</b> <b>BEGINNING OIL PAINTING</b> • 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.	3	(3 / 0)	<b>ART 2906</b> <b>OIL &amp; ACRYLIC PAINTING: INDIVIDUALIZED STUDY</b> • Prerequisite: ART 2554C or consent of instructor A painting course for the experienced artist who desires critical evaluation by a qualified instructor. Work in both oils and acrylics is offered.	3	(3 / 0)
<b>ART 2556C</b> <b>INTERMEDIATE OIL/ACRYLIC PAINTING</b> • 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.	3	(3 / 0)	<b>ART 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN ART</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
			<b>ASL 2140</b> <b>AMERICAN SIGN LANGUAGE I</b> • Prerequisites: None • American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities. Introduction to American Sign Language with emphasis on vocabulary used by Deaf adults. Includes introduction to history and culture of deafness in America and linguistic structure and conceptual vocabulary of conversational (expressive and receptive) sign language skills. Describes various manual communication systems and philosophies.	4	(4 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>ALS 2150</b> <b>AMERICAN SIGN LANGUAGE II</b> • <b>Prerequisite:</b> C or higher in SPA 2612 or consent of instructor • <b>American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities.</b> Continuation of SPA 2612 emphasizing intermediate sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.	4	(4 / 0)	<b>BAN 1403</b> <b>TRUST INVESTMENTS</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)
<b>AST 1002C</b> <b>INTRODUCTION TO ASTRONOMY W/LAB</b> • <b>Prerequisites:</b> Students must complete all college preparatory math courses indicated through placement testing and/or academic advising prior to enrolling in this course • <b>Satisfies Codes:</b> GENE, PHYS, LABR • <b>Laboratory Fee:</b> \$30 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.	3	(2 / 2)	<b>BAN 1405</b> <b>TRUST OPERATIONS</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)
<b>BAN 1004</b> <b>PRINCIPLES OF BANKING</b> • <b>Prerequisite:</b> None This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered include banks and the monetary system, negotiable instruments, the relationship of the commercial banks to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls, and the public service obligations of banks.	2	(2 / 0)	<b>BAN 1413</b> <b>SECURITIES PROCESSING</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)
<b>BAN 1114</b> <b>DEPOSIT OPERATIONS</b> • <b>Prerequisite:</b> None 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.	2	(2 / 0)	<b>BAN 1511</b> <b>MARKETING FOR BANKERS</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)
<b>BAN 1161</b> <b>CORPORATE SECURITIES SERVICES</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BAN 1800</b> <b>LAW &amp; BANKING: PRINCIPLES</b> • <b>Prerequisite:</b> None 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.	2	(2 / 0)
<b>BAN 1252</b> <b>COMMERCIAL REAL ESTATE FINANCE</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BAN 1801</b> <b>LAW &amp; BANKING: APPLICATIONS</b> • <b>Prerequisite:</b> None 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.	2	(2 / 0)
			<b>BAN 2210</b> <b>ANALYZING FINANCIAL STATEMENTS</b> • <b>Prerequisite:</b> 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.	3	(3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>BAN 2231</b> <b>COMMERCIAL LENDING</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BAN 2930</b> <b>SPECIAL TOPICS IN BANKING</b> • <b>Prerequisite:</b> None • <b>May be repeated with a change of content.</b> Current topics of interest in Financial Services will be discussed.	1-3	(1-3 / 0)
<b>BAN 2240</b> <b>CONSUMER LENDING</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BCN 1520</b> <b>ELECTRIC CONSTRUCTION FUNDAMENTALS</b> • <b>Prerequisite:</b> None Using a classroom/lab approach, students will be introduced to safety practices, blueprints, rigging operations, and electrical devices used in commercial and industrial wiring.	3	(3 / 0)
<b>BAN 2253</b> <b>RESIDENTIAL MORTGAGE LENDING</b> • <b>Prerequisite:</b> None 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.	2	(2 / 0)	<b>BOT 2010C</b> <b>GENERAL BOTANY WITH LAB</b> • <b>Prerequisites:</b> BSC 1010C • <b>Satisfies Codes:</b> BIOS, GENE, LABR • <b>Satisfactory completion of all Math, English, Reading preparatory courses if required through placement testing.</b> This course will cover the structure and function of plant cells, plant tissues, stems, roots, leaves, and flowers, as well as reproduction, photosynthesis, parasitic plants, carnivorous plants and the biochemistry and nutrition of plants. The laboratory component will provide support for the concepts taught in the lecture portion with the addition of extensive field identification and ecological experiences.	4	(3 / 2)
<b>BAN 2254</b> <b>MORTGAGE LOAN DOCUMENTATION</b> • <b>Prerequisite:</b> None 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.	2	(2 / 0)	<b>BRC 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN BANKING</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
<b>BAN 2400</b> <b>TRUST BUSINESS</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BSC 1005</b> <b>INTRODUCTION TO LIFE SCIENCE</b> • <b>Prerequisite:</b> None • <b>Satisfies Codes:</b> BIOS, GENE 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.	3	(3 / 0)
<b>BAN 2501</b> <b>MONEY &amp; BANKING</b> • <b>Prerequisite:</b> None 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.	3	(3 / 0)	<b>BSC 1010C</b> <b>GENERAL BIOLOGY I WITH LAB</b> • <b>Prerequisite:</b> None • <b>Satisfies Codes:</b> BIOS, GENE, LABR • <b>Laboratory Fee:</b> \$15 • <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b> This course combines fundamental biological principles and modern concepts of cellular biology by including the following topics: chemistry, including organic and biochemistry, cell structure, enzymes, cellular respiration, photosynthesis, mitosis, meiosis, protein synthesis, genetics, and taxonomy. Other topics may be added at the discretion of the instructor. The lab component provides support for the concepts taught in lecture.	4	(3 / 2)



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<b>BSC 1011C</b> <b>GENERAL BIOLOGY II WITH LAB</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> BSC 1010C or consent of instructor</li> <li>• <b>Satisfies Codes:</b> BIOS, GENE, LABR</li> <li>• <b>Laboratory Fee:</b> \$15</li> </ul> <p>This course is a continuation of General Biology I. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology. The course provides laboratory support for the concepts taught in lecture. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.</p>	4	(3 / 2)	<b>BUL 2241</b> <b>BUSINESS LAW</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite - Students must complete all college preparatory reading courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>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.</p>	3	(3 / 0)
<b>BSC 2093C</b> <b>HUMAN ANATOMY &amp; PHYSIOLOGY I WITH LAB</b> <ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> BSC 1010C strongly recommended; CHM 1025C highly recommended.</li> <li>• <b>Satisfies Codes:</b> BIOS, GENE, LABR</li> <li>• <b>Laboratory Fee:</b> \$25</li> <li>• <b>Offered Fall term day and night, Spring term night, and Summer term day.</b></li> <li>• <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>This course deals with the structure, function, and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous, and endocrine systems. The laboratory component provides laboratory support for the concepts taught in lecture. Laboratory exercises emphasize physiological and biochemical principles associated with course material.</p>	4	(3 / 2)	<b>CAP 2700</b> <b>INTRODUCTION TO COMPUTER ART</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Laboratory Fee:</b> \$10</li> </ul> <p>To provide basic terminology and use of paint graphic, Adobe Illustrator, and Adobe Photoshop 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. To integrate and relate visual fundamentals of traditional basic design, drawing, painting, illustration, layout, typography and advertising art courses to current day technology of computers.</p>	3	(3 / 0)
<b>BSC 2094C</b> <b>HUMAN ANATOMY &amp; PHYSIOLOGY II WITH LAB</b> <ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> BSC 2093C; BSC 1010C strongly recommended; CHM 1025 highly recommended.</li> <li>• <b>Satisfies Codes:</b> BIOS, GENE, LABR</li> <li>• <b>Laboratory Fee:</b> \$25</li> <li>• <b>Offered Fall term day, Spring term day and night, and Summer A-extended term night.</b></li> <li>• <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>This course deals with the structure, function and chemistry of the human body including respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers metabolism, electrolytes, and acid-base balance. The laboratory exercises emphasize physiological and biochemical principles associated with classroom work.</p>	4	(3 / 2)	<b>CAP 2703</b> <b>COMPUTER ANIMATION</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> CAP 2700</li> <li>• <b>Laboratory Fee:</b> \$10</li> </ul> <p>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.</p>	3	(3 / 0)
<b>BSC 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	<b>CCJ 1001</b> <b>INTRODUCTION TO CRIMINOLOGY</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> CCJ 1020 or permission of instructor</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>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.</p>	3	(3 / 0)
			<b>CCJ 1020</b> <b>INTRODUCTION TO CRIMINAL JUSTICE</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>A comprehensive overview of the American criminal justice process. The course will examine the history, development and current practices of law enforcement, the courts and the correctional system on the local, state and Federal levels.</p>	3	(3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>CCJ 2191</b> <b>HUMAN BEHAVIOR IN CRIMINAL JUSTICE</b> • Prerequisite: CCJ 1020 or permission of instructor • Satisfies Code: CULD This course will introduce students to the consideration of human behavior and how it relates to the duties and responsibilities of the Criminal Justice practitioner.	3	(3 / 0)	<b>CET 1171</b> <b>MICROCOMPUTER HARDWARE</b> • Prerequisite: None • Laboratory Fee: \$10 This course involves identification and installation of microcomputer hardware. Elements include systemboards, memory, disk drives, other mass storage devices, current bus architectures and their associated expansion slots, power supplies, sound cards, video cards, monitors, I/O ports, printers, modems, and network cards. Topics include preventive maintenance including backups, device installations, hardware troubleshooting techniques, CMOS settings, managing system resources, adding memory, installing network cards, device replacements and system optimization. Hands-on activities and online searching for technical information will be included. CompTIA A+ Core Objectives are used.	3	(3 / 0)
<b>CCJ 2484</b> <b>LIABILITY ISSUES IN CRIMINAL JUSTICE</b> • Prerequisite: None • Prerequisites: CCJ 1020 or permission of instructor This course will cover the issues faced by law enforcement regarding civil liability for their actions. Topics will include civil liability under both state and federal tort law, Section 1983 litigation, risk management and defenses to liability, administrative and supervisory liability issues, failure to train, use of force, custodial deaths, and personnel issues as they relate to liability.	3	(3 / 0)	<b>CET 1485</b> <b>NETWORKING ESSENTIALS</b> • Prerequisite: None • Laboratory Fee: \$10 This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs) and the Internet. The course provides an introduction to the hardware, software, terminology, components, design and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. This course uses a combination of lectures, demonstrations, discussions, and hands-on labs.	3	(3 / 0)
<b>CCJ 2500</b> <b>JUVENILE DELINQUENCY</b> • Prerequisite: CCJ 1020 or permission of instructor • Satisfies Code: CULD This course will consider the problems in defining and measuring delinquency in American society. The course will cover the causal theories of delinquency, the law enforcement role, the juvenile court process, and the social and cultural influences involved in defining delinquency.	3	(3 / 0)	<b>CET 1513</b> <b>A+ OPERATING SYSTEMS TECHNOLOGIES</b> • Prerequisite: None • Laboratory Fee: \$10 This course covers Microsoft Windows operating systems fundamentals, installation, configuration, upgrading, diagnosing, troubleshooting, networking and maintenance as these relate to the CompTIA A+ certification objectives. Program execution, disk and file management, system configuration, Windows settings, backup procedures, and memory management are among the topics to be covered. The course specifically provides students with the knowledge and skills necessary to install and configure Microsoft Windows client operating systems on PCs in both a stand-alone and network environment. The various tools for administration and configuration of Microsoft Management Console, Task Scheduler, Control Panel and the Registry will be explored. Network protocols and services will also be introduced.	3	(3 / 0)
<b>CCJ 2600</b> <b>CRIMINAL DEVIANT BEHAVIOR</b> • Prerequisite: CCJ 1020 or permission of instructor • Satisfies Code: CULD 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.	3	(3 / 0)	<b>CET 1518</b> <b>WEB AUTHORING I</b> • Prerequisite: None • Laboratory Fee: \$10 This course covers web site development, including business considerations, design considerations, hosting, development, maintenance, and publishing options. Basic client-side web page development includes HTML, text, images, links, JavaScript and Flash. Common web development tools are reviewed.	3	(3 / 0)
<b>CCJ 2930</b> <b>SPECIAL TOPICS IN CRIMINAL JUSTICE</b> • Prerequisite: CCJ 1020 or permission of instructor • Satisfies Code: CULD This course will cover topics of current interest or special interest which impact the criminal justice system.	1-3	(1-3 / 0)			
<b>CCJ 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)			
<b>CDA 2525</b> <b>NETWORK ADMINISTRATION</b> • Prerequisite: CET 1485 or consent of instructor • Laboratory Fee: \$10 This course provides students with the knowledge and skills necessary to implement, manage, maintain and administer client-server networks running Microsoft Windows Server technologies. It includes lectures, demonstrations and labs on the use of application layer TCP/IP protocols such as DHCP and DNS. IPSec, Routing and Remote Access and the centralized logical management of objects on distributed networks using Active Directory services are also covered. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.	3	(3 / 0)			

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>CET 1519</b> 3 (3 / 0) <b>WEB AUTHORING II</b> • Prerequisite: CET 1518 • Laboratory Fee: \$10 This course is a continuation of skills and concepts introduced in CET 1518. The course covers web page development including HTML forms, frames and cascading style sheets, JavaScript, and VBScript. Simplifying web site maintenance will be a focus. Transferring of information between client and server is covered, including forms, cookies and queries.		<b>CET 2792</b> 4 (4 / 0) <b>MICROSOFT WINDOWS 2000 SERVER</b> • 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.	
<b>CET 2180</b> 3 (3 / 0) <b>ADVANCED A+ HARDWARE AND SOFTWARE</b> • Prerequisite: A grade of C or better in CET 1171 and CET 1513 • Laboratory Fee: \$10 This course prepares individuals to work in a technical environment with a high level of face-to-face client interaction. Computer hardware, software, and networking will be examined. Troubleshooting, security issues, communication and professionalism will be emphasized throughout the course. The course will focus on studies for the CompTIA's objectives for A+ exam 220-602.		<b>CET 2793</b> 3 (3 / 0) <b>NETWORK INFRASTRUCTURE ADMINISTRATION</b> • Prerequisite or Corequisite: CET 2792 • Laboratory Fee: \$10 This course provides students with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP routing and WINS in a Windows network infrastructure. Information will also be provided to manage, monitor and troubleshoot Network Address Translation and Certificate Services.	
<b>CET 2660</b> 3 (3 / 0) <b>NETWORK SECURITY FUNDAMENTALS</b> • Prerequisites: CET 1485, equivalent industry certification, or consent of instructor • Laboratory Fee: \$10 This course is an introduction to the language and underlying theory of computer security that covers the essential knowledge and skills for securing systems and/or organizations. Topics include: General Security Concepts, Communications Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. CompTIA® Security+ objectives are used.		<b>CET 2794</b> 4 (4 / 0) <b>ACTIVE DIRECTORY SERVICES</b> • 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.	
<b>CET 2760C</b> 3 (3 / 0) <b>WEB SERVER MANAGEMENT</b> • Prerequisite: CET 2792 • Laboratory Fee: \$10 Web Server Management provides information for a solid understanding of what is required to configure a web server and keep it running. The course includes planning a web server, how HTTP protocol works, how CGI programs execute and various methods for publishing documents on a web server. Also discussed are the security issues surrounding the web. The various types of threats against web servers and how to identify and recover from a security breach will be presented.		<b>CET 2795</b> 3 (3 / 0) <b>DESIGNING DIRECTORY SERVICES</b> • Prerequisite: CET 2792 • Laboratory Fee: \$10 This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs.	
<b>CET 2791</b> 3 (3 / 0) <b>MICROSOFT WINDOWS CLIENT ADMINISTRATOR</b> • Prerequisites or Corequisites: CET 1513 or consent of instructor • Laboratory Fee: \$10 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 administering 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 provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam 70-217. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.	
This course, along with appropriate self-study, provides the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.		This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.	

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>CET 2854</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CGS 1530</b>	<b>3</b>	<b>(3 / 0)</b>
<b>FUNDAMENTALS OF WIRELESS TECHNOLOGIES</b>			<b>MICROCOMPUTER APPLICATIONS</b>		
• <b>Prerequisite:</b> CET 1485 or consent of instructor			• <b>Prerequisite:</b> None		
• <b>Laboratory Fee:</b> \$10			• <b>Laboratory Fee:</b> \$10		
This course provides students with an understanding of wireless technologies in general, and the design, planning, implementation, configuration, operation and troubleshooting of wireless LANs in particular. The course includes a comprehensive overview of technologies, security, and design best practices, and helps prepare students for the Certified Wireless Network Administrator (CWNA) certification. The various wireless technologies currently deployed for data and voice communications worldwide, such as wireless networking over a range of application, from cell phones to wireless local area networks to broadband wide area network links to satellites, will also be introduced. Students will be able to describe the advantages and disadvantages of wireless alternatives such as radio, Bluetooth and infrared. The course will cover WLAN standards 802.11 a/g/b and beyond.			This is an introductory course in the use of microcomputer application software. Applications covered will include word processing, spreadsheets and charting, database, and presentation graphics. Integration activities and web-based searches will also be included.		
<b>CET 2930</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CGS 2949</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<b>SPECIAL TOPICS IN NETWORKING</b>			<b>COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE</b>		
• <b>Prerequisite:</b> None			Refer to Cooperative Education for additional information.		
• <b>Laboratory Fee:</b> \$10			<b>CHD 2334</b>	<b>3</b>	<b>(3 / 0)</b>
Current topics related to the field of computer internetworking will be explored. Some topics may qualify as Microsoft Certification Exam electives.			<b>LANGUAGE ARTS FOR THE YOUNG CHILD</b>		
<b>CGS 1003</b>	<b>1</b>	<b>(1 / 0)</b>	• <b>Prerequisite:</b> None		
<b>FUNDAMENTALS OF COMPUTER USAGE</b>			• <b>Satisfies Code:</b> CULD		
• <b>Prerequisite:</b> None			This course is designed to prepare early childhood professionals to promote language and literacy development in children from birth - grade 3. Topics include phonemic awareness, fluency, vocabulary, comprehension, language development, the reading/writing process, first and second language acquisition and children's literature. Observations in an early learning environment are required.		
• <b>Laboratory Fee:</b> \$5			<b>CHD 2338</b>	<b>3</b>	<b>(3 / 0)</b>
• <b>This course is designed for students with little or no prior computer experience. No exemption exam is offered for this course.</b>			<b>MATH &amp; SCIENCE FOR THE YOUNG CHILD</b>		
The fundamentals of computer usage, computer applications, Windows, and the Internet are introduced using hands-on experience. Special emphasis is given to beginning commands and concepts necessary to use computer programs.			• <b>Prerequisite:</b> None		
Students who have passed CGS 1100, CGS 1530, CTS 1101, or OST 1743 should NOT take this course.			• <b>Satisfies Code:</b> CULD		
<b>CGS 1033</b>	<b>1</b>	<b>(1 / 0)</b>	This course is designed to prepare early childhood professionals to promote mathematical and scientific concepts in children from birth - grade 3. Topics include one to one correspondence, sorting, building shapes, measuring, estimating, classifying, patterns, terms, graphing, observing, predicting, problem solving and discovery through inquiry based hands-on exploration. Observations in an early learning environment are required.		
<b>COMPUTERS: BUYING AND CONFIGURING</b>			<b>CHM 1020C</b>	<b>3</b>	<b>(2 / 2)</b>
• <b>Prerequisite:</b> None			<b>CHEMISTRY FOR LIBERAL ARTS WITH LAB</b>		
• <b>Laboratory Fee:</b> \$5			• <b>Prerequisite:</b> MAT 1033		
This course includes basic computer concepts such as identifying input and output devices, storage and communications devices, and the system unit components. Also included are features to look for when buying a desktop and notebook computer, tablet PC or a personal mobile device. The use of antivirus software, firewalls and malicious software will be discussed.			• <b>Co-Requisite:</b> MAT 1033 with permission of instructor		
<b>CGS 1100</b>	<b>3</b>	<b>(3 / 0)</b>	• <b>Satisfies Codes:</b> GENE, LABR, PHYS		
<b>BUSINESS COMPUTER APPLICATIONS</b>			• <b>Laboratory Fee:</b> \$30		
• <b>Prerequisite:</b> None			A study of the foundations of chemistry including the principles, laws, theories and their practical applications in our modern technological world. Theoretical topics include but are not limited to atomic structure, chemical bonding, and acid-base behavior. Application topics include energy sources, chemistry in the kitchen and garden, chemistry of medicines, environmental chemistry such as pollution, and consumer marketplace chemistry.		
• <b>Laboratory Fee:</b> \$10					
This course develops professional skills in the use of microcomputer business software. It is intended for business, economics, and computer degree seeking students. Topics covered include word processing, financial spreadsheets, database queries and reports, and business presentations. Activities also include local and network storage, application integration, web-based searches, and the use of knowledge bases.					



Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>CHM 1025C</b> <b>GENERAL CHEMISTRY WITH LAB</b>	5	(3 / 2)	<b>CHM 2210C</b> <b>ORGANIC CHEMISTRY I WITH LAB</b>	5	(3 / 3)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Eligibility for MAT 1033</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$25</li> <li>• <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>An introduction to the elementary aspects of modern chemistry including the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases. The lab component will provide laboratory support for the lecture material.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> CHM 2045C or CHM 1205C</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$25</li> </ul> <p>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.</p>		
<b>CHM 1083</b> <b>ENVIRONMENTAL SCIENCE</b>	3	(3 / 0)	<b>CHM 2211C</b> <b>ORGANIC CHEMISTRY II WITH LAB</b>	5	(3 / 3)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Codes:</b> GENE, PHYS</li> <li>• <b>Offered Fall Term</b></li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> CHM 2210C</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$25</li> </ul> <p>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.</p>		
<b>CHM 1205C</b> <b>GENERAL ORGANIC CHEMISTRY &amp; BIOCHEMISTRY WITH LAB</b>	4	(3 / 1)	<b>CHM 2930C</b> <b>SPECIAL TOPICS IN CHEMISTRY</b>	1-3	(1-3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> CHM 1025C</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$30</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> CHM2046/2046L <u>and</u> instructor approval</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory fee:</b> Variable, depends upon the Special Topic; \$25</li> <li>• <b>May be repeated with a change of content up to a maximum of six (6) credits</b></li> </ul> <p>Current and historical topics in chemistry and the physical sciences will be investigated. Content may include modern chemistry, technological applications, environmental applications, historical and/or societal perspectives, research or special projects.</p>		
<b>CHM 2045C</b> <b>COLLEGE CHEMISTRY I WITH LAB</b>	5	(3 / 3)	<b>CHM 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY</b>	1-3	(1-3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> CHM 1025C or A in high school chemistry, eligibility for MAC 1105</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$25</li> <li>• <b>Offered Fall Term Only</b></li> <li>• <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b></li> </ul> <p>A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid-base properties, amphoterism, complexation formation, chemical equilibria, and oxidation reduction process. The lab component will provide laboratory support for the concepts taught in lecture.</p>			Refer to Cooperative Education for additional information.		
<b>CHM 2046C</b> <b>COLLEGE CHEMISTRY II WITH LAB</b>	5	(3 / 3)	<b>CIS 1940</b> <b>SPECIAL TOPICS IN COMPUTER &amp; INFORMATION SCIENCES</b>	1-3	(1-3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> C or higher in CHM 2045C, CHM 2045L, &amp; C or higher in MAC 1105</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• <b>Laboratory Fee:</b> \$25</li> <li>• <b>Offered Spring Term Only</b></li> </ul> <p>This course is a continuation of College Chemistry I. Laboratory emphasis is on qualitative analysis.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> See course schedule for prerequisites for each specific topic</li> <li>• <b>Laboratory Fee:</b> One- and two-credit courses: \$5</li> <li>• <b>Laboratory Fee:</b> Three-credit courses: \$10.</li> <li>• <b>May be repeated with a change of content up to a maximum of 12 credits.</b></li> </ul> <p>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.</p>		
			<b>CIS 2321</b> <b>SYSTEMS ANALYSIS &amp; DESIGN</b>	3	(3 / 0)
			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> </ul> <p>A study of the techniques required to process data within the system and programming life cycle. Emphasis will be on the techniques used in problem solving and tools of system documentation. The students will study the strategies and techniques of structured systems development, including the study of data interface problems. The course will include a practical case study in systems analysis.</p>		

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>CIS 2325</b>	3	(3 / 0)	<b>CJE 1002</b>	3	(3 / 0)
<b>COMPUTER APPLICATIONS &amp; PROJECT DEVELOPMENT</b>			<b>INTRODUCTION TO LAW ENFORCEMENT</b>		
• <b>Prerequisite:</b> CDA 2525 or COP 2222			• <b>Prerequisites:</b> CCJ 1020 or consent of Instructor		
• <b>Laboratory Fee:</b> \$10			This course will study the role of police in American society. The course will examine the history and development of policing, hiring and training practices, administrative functions, and other issues impacting law enforcement.		
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.					
<b>CIS 2417</b>	3	(3 / 0)	<b>CJE 1800</b>	3	(3 / 0)
<b>HELP DESK OPERATIONS</b>			<b>INTRODUCTION TO SECURITY</b>		
• <b>Prerequisite:</b> CTS 2321 or CTS 2320 & MNA 1161			• <b>Prerequisite:</b> CCJ 1020 or permission of instructor		
• <b>Laboratory Fee:</b> \$10			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.		
This course provides in-depth coverage of the concepts that students must understand to succeed in a help desk setting. It addresses all major aspects of help desk operations, including roles and responsibilities, procedures, technology tools, and performance measures. The course employs a mix of lectures, case studies and hands-on labs. The labs employ hardware and software commonly used in modern help desk environments.					
<b>CJC 1000</b>	3	(3 / 0)	<b>CJE 2006</b>	3	(3 / 0)
<b>INTRODUCTION TO CORRECTIONS</b>			<b>POLICE AND SOCIETY</b>		
• <b>Prerequisites:</b> CCJ 1020 or consent of Instructor			• <b>Prerequisites:</b> CCJ 1020, CJE 1000 or consent of instructor		
• <b>Satisfies Code:</b> CULD			An analysis of the problems of the police as they relate to the community and the procedures used by departments to meet those problems. Students will be given the opportunity to study the police role in relation to sociological and psychological dynamics of the community. The student will become knowledgeable in practices which foster positive community relations and police-citizen communication.		
An overview of the correctional system and its processes including history, sentencing, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special problems.					
<b>CJC 2002</b>	3	(3 / 0)	<b>CJE 2302</b>	3	(3 / 0)
<b>INSTITUTIONAL TREATMENT OF THE OFFENDER</b>			<b>POLICE ORGANIZATION &amp; ADMINISTRATION</b>		
• <b>Prerequisites:</b> CCJ 1020, CJC 1000 or consent of instructor			• <b>Prerequisite:</b> CCJ 1020, CJE 1002, or permission of instructor		
This course will examine the various programs available to inmates during their institutionalization and the process used to place offenders in those programs. Topics will include ideologies, offender types, classification of offenders in the system, and program content and goals.			This course will provide a detailed analysis of police organization and administration. Topics covered will include the law enforcement organization, management and leadership, decision making, budgeting, planning and research, public relations, personnel issues, training, and policy formation.		
<b>CJC 2160</b>	3	(3 / 0)	<b>CJE 2304</b>	3	(3 / 0)
<b>COMMUNITY BASED CORRECTIONS</b>			<b>CRIMINAL JUSTICE LEADERSHIP AND LINE SUPERVISION</b>		
• <b>Prerequisites:</b> CCJ 1020, CJC 1000 or consent of instructor			• <b>Prerequisite:</b> CCJ 1020 or permission of instructor		
This course provides an examination of the relationship between institutional confinement and community based correctional programs. The organization and administration of probation and parole programs is examined and special attention will be given to the study of rehabilitative and community reintegration programs and activities.			This course is an introduction to a variety of leadership principles and practices which will assist the police supervisor in influencing others to achieve vital tasks.		
<b>CJC 2300</b>	3	(3 / 0)	<b>CJE 2331</b>	3	(3 / 0)
<b>CORRECTIONAL ADMINISTRATION</b>			<b>ETHICS IN CRIMINAL JUSTICE</b>		
• <b>Prerequisites:</b> CCJ 1020, CJC 1000 or consent of instructor			• <b>Prerequisites:</b> CCJ 1020 or permission of instructor		
This course will examine the functions of correctional administrators and the issues that will drive their roles. Topics covered include correctional management and administration, managing offenders, managing the environment, managing correctional staff, and the future of corrections.			This course will introduce students to the concept of ethics as it pertains to criminal justice. It will discuss ethical problems common throughout the criminal justice system as well as problems specific to certain parts of the system. The course will also introduce students to the ethical principles important to making sound ethical judgments.		

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<b>CJE 2500</b> <b>POLICE OPERATIONS</b> • <b>Prerequisites:</b> CCJ 1020, CJE 1002 or consent of instructor This course will discuss the actual day-to-day duties of law enforcement, including patrol, traffic enforcement, calls for service, responding to crimes, responding to disasters, criminal investigations, dealing with juveniles, gangs and drugs. Discretion, liability concerns and job stress will also be discussed.	3	(3 / 0)	<b>CJL 2102</b> <b>CRIMINAL PROCEDURE &amp; EVIDENCE</b> • <b>Prerequisite:</b> CCJ 1020 or permission of instructor A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to the functioning of the criminal justice system. Emphasis will be placed on individual rights, due process and civil liberties.	3	(3 / 0)
<b>CJE 2601</b> <b>CRIMINAL INVESTIGATION</b> • <b>Prerequisite:</b> None • <b>Satisfies:</b> Code CULD Prerequisite: CCJ 1020 or permission of instructor An introduction to the procedures and techniques of criminal investigation. Topics discussed will include the crime scene search, collection and preservation of evidence, interview, interrogation and case preparation.	3	(3 / 0)	<b>COP 1000</b> <b>INTRODUCTION TO PROGRAMMING</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$10 This is a language-independent introductory programming course which helps students gain skills and knowledge of structured and object-oriented and event-driven programming principles. Topics include number systems, basic tools, pseudo-code, hierarchy and flowcharts, compilers and interpreters, algorithms, data validation, and defensive programming. No prior experience with computers or programming is necessary, nor is any special knowledge of mathematics.	3	(3 / 0)
<b>CJE 2640</b> <b>CRIMINALISTICS</b> • <b>Prerequisite:</b> CCJ 1020, CJE 2601, or permission of instructor A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. Emphasis will be placed on identification of suspects through physical, chemical or biological evidence.	3	(3 / 0)	<b>COP 1171</b> <b>COMPUTER PROGRAMMING - VISUAL BASIC</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$10 This course introduces the student to the common elements of programming. Program design, structured methodology, syntax, documentation, problem solving, terminology, and graphic design are studied. Students will be involved in hands-on experiences within class and in between classes. Use of Microsoft Visual BASIC.Net's on-line Help and other reference materials will be required. Students will create programs meeting given specifications. Students will create a program of their own design. VS.Net will be used.	3	(3 / 0)
<b>CJE 2946</b> <b>CRIMINAL JUSTICE PRACTICUM</b> • <b>Prerequisites:</b> CCJ 1020, CCJ 1001, CJL 2100 and permission of Instructor • <b>Co-requisites</b> CJL 2102, CJE 2331 Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate a minimum of eight hours per week (120 hours per semester) and to attend a bi-weekly meeting with the Practicum advisor.	3	(3 / 0)	<b>COP 1256</b> <b>JAVA PROGRAMMING GRAPHICS</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$5 This course introduces students to Java programming language using programming code snippets. Students are involved in hands-on programming experiences within class meetings and in between class meetings. Small programs will be created using existing Java graphics classes. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.	1	(1 / 0)
<b>CJL 2070</b> <b>LEGAL RIGHTS OF INMATES</b> • <b>Prerequisites:</b> CCJ 1020, CJC 1000 or consent of instructor An exploration of the issues involved with constitutionally guaranteed rights as they pertain to inmates in a jail or prison setting. Particular attention will be paid to the First, Eighth and Fourteenth amendments along with the Civil Rights Act. Remedies to violations of rights will also be discussed.	3	(3 / 0)	<b>COP 1605</b> <b>FUNDAMENTALS OF COMPUTER OPERATING SYSTEMS</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$10 This course serves as an introduction to computer operating systems. It provides an overview of what they are and how they work. Each primary component of operating systems is covered, beginning with resource management (memory, processor, devices and files) and moving on to user interfaces, security issues and the interaction of operating system components. Examples of how these functions are implemented in modern operating systems will be studied and applied.	3	(3 / 0)
<b>CJL 2100</b> <b>CRIMINAL LAW</b> • <b>Prerequisite:</b> CCJ 1020 or PLA 1003, or consent of instructor An exploration of the scope and classification of criminal law as it relates to the various types of criminal offenses. The areas of criminal liability, inchoate offenses and intent will be discussed as well as the U.S. Constitution's relationship to criminal laws and how laws are made and enforced.	3	(3 / 0)			

**COP 1822 3 (3 / 0)****PROGRAMMING LANGUAGE FOR NETWORKS**

- **Prerequisite:** None
- **Laboratory Fee:** \$10

This course introduces students to the common elements of programming. Scripting design, object-oriented and structured methodologies, language syntax, documentation, problem solving, and terminology are studied. Students are involved in hands-on experiences within class and in between classes. The command line of Windows and a text editor are used to create batch files and scripts applicable to network administration. Networking applications of Windows Scripting Host and COM objects are used. Fundamental programming structures and terminology will be stressed. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

**COP 2220 3 (3 / 0)****COMPUTER PROGRAMMING - C++ LANGUAGE**

- **Prerequisite:** COP 1000 or consent of instructor
- **Laboratory Fee:** \$10

Students will write computer programs in the C++ language. C++ is a flexible language that can be used for anything from operating systems to accounting packages. It is a middle level language with some of the advantages of assembly language and some of the advantages of high level languages like BASIC. Students will study the object-oriented approach to programming.

**COP 2222 3 (3 / 0)****ADVANCED C++ PROGRAMMING**

- **Prerequisite:** COP 2220 or consent of instructor
- **Laboratory Fee:** \$10

This course applies the fundamentals learned from the introductory C++ course. The student will utilize the basic programming constructs of C++ and create a comprehensive, term-long programming project. Object-oriented programming will be strongly emphasized along with advanced coding and debugging techniques. Students will be involved with hands-on experience within class and in between classes.

**COP 2250 3 (3 / 0)****PROGRAMMING WITH JAVA**

- **Prerequisite:** None
- **Laboratory Fee:** \$10

This course introduces students to the syntax and semantics of the Java programming language. Students are involved in hands-on programming experiences within class and in between classes. Topics will include programming terminology, control structures, I/O operations and Java's object-oriented programming features of arrays, references, classes, objects, inheritance and data encapsulation. Problem solving skills and techniques are emphasized. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.

**COP 2700 3 (3 / 0)****DATABASE DESIGN & ANALYSIS**

- **Prerequisite or Corequisite:** CTS 1400 or consent of instructor
- **Laboratory Fee:** \$10

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

**COP 2706 3 (3 / 0)****DATABASE PROGRAMMING**

- **Prerequisite:** COP 1171 or consent of instructor
- **Laboratory Fee:** \$10

This course continues implementation of .Net framework introduced in the course, Programming with Basic. This course will focus on creating applications that are integrated with databases. Using ADO.Net the student will experience creating connections, Data SQL commands and Data Reader, accessing data with the DataAdapter, and work with DataSets and DataTables. Data binding in web forms and using the XML Designer are included. Students will be involved in hands-on experiences within class meetings and in between class meetings. Students will create programs meeting given specifications. WindowsXP, Microsoft SQL Server, and VisualStudio.Net will be used. SQL Server will be used as the primary database and SQLServer Studio will be used to perform activities at the server-side.

**COP 2805 3 (3 / 0)****ADVANCED JAVA PROGRAMMING**

- **Prerequisite:** COP 2250
- **Laboratory Fee:** \$10

This course continues implementation of Java programming begun in COP 2250. After reviewing topics of classes, objects, types, control flows, testing, debugging, documenting and using Java libraries, the following topics will be included: interfaces, polymorphism, event handling, inheritance, GUIs, array lists, exception handling, streams, system design, recursion, sorting and searching, and data structures. Students will be involved in hands-on experiences within class meetings and in between class meetings. Students will create programs meeting given specifications.

**COP 2830 3 (3 / 0)****SERVER-SIDE WEB PROGRAMMING**

- **Prerequisite:** None
- **Laboratory Fee:** \$10

This course develops skills in creating interactive, data-driven Web applications. Server-side scripting with PHP integrated with HTML will be developed to create web applications that enable online registration, login verification, and such. MySQL will be used for creation, management, and retrieval of large amounts of data. Extensible Markup Language (XML) will be used to catalog and describe data in an HTML document. PHP will be used to display data from a XML file and dynamically display it in a Web page. Students should have skills in keyboarding and a fundamental knowledge of electronic file management.



Course	Credits	Class hours per week	Lab hours per week	Course	Credits	Class hours per week	Lab hours per week
<b>CPO 2001</b> <b>INTRODUCTION TO COMPARATIVE POLITICS</b> • <b>Prerequisite:</b> POS 2041 or INR 2002, C or higher in either • <b>Satisfies Codes:</b> CULD, GENE, SEBH This course is an introduction to comparative politics and provides the student the means to analyze political systems. It introduces some important analytical tools that political scientists use in examining fundamental questions regarding democracy, international economic systems, state-nation violence, the structures of democratic and non-democratic regimes, and the impact of values, ideology, economics and leadership on political decision-making. Various national political systems will be examined in detail using the analytical tools learned in order to establish bases of comparison and contrast and provide guidelines for answering important current international relations questions.	3	(3 / 0)		<b>CTS 1262</b> <b>MICROSOFT EXCEL</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$10 This course provides comprehensive instruction in Microsoft Excel. Topics include using menus and toolbars; entering constant values and formulas; use of functions (including conditional, lookup, and string functions); creating and manipulating lists; creating and printing charts; using large worksheets and multiple worksheets; using range names in formulas; customizing toolbars; creating macros; using Solver and PivotTable; worksheet design and documentation; formula auditing; data validation; and linking and consolidation. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.	3	(3 / 0)	
<b>CRW 2000</b> <b>CREATIVE WRITING I</b> • <b>Prerequisite:</b> C or higher in ENC 1101 • <b>Satisfies Codes:</b> GENE, GRW6, HUMN • <b>Laboratory Fee:</b> \$10 A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents.	3	(3 / 0)		<b>CTS 1271</b> <b>MICROSOFT EXCEL - LEVEL II</b> • <b>Prerequisite:</b> CTS 1261 or consent of instructor • <b>Laboratory Fee:</b> \$5 This course provides additional instruction in Microsoft Excel. Topics include construction of more complicated worksheets; using large worksheets and multiple worksheets; using conditional and lookup functions; using range names in formulas; macro basics; integration; and customizing toolbars. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.	1	(1 / 0)	
<b>CRW 2002</b> <b>CREATIVE WRITING II</b> • <b>Prerequisite:</b> CRW 2000 • <b>Satisfies Codes:</b> GENE, GRW6, HUMN • <b>Laboratory Fee:</b> \$10 This course is a continuation of the process begun in CRW 2000. Advanced creative writing skills are emphasized in area of poetry, fiction, and drama. Students will also study information concerning submitting work for publication.	3	(3 / 0)		<b>CTS 1281</b> <b>MICROSOFT EXCEL - LEVEL III</b> • <b>Prerequisite:</b> CTS 1271 or consent of instructor • <b>Laboratory Fee:</b> \$5 This course provides advanced instruction in Microsoft Excel. Topics include creating scenarios; using the PMT function and string functions; using Solver and PivotTable; creating data tables; linking and consolidation; data validation; formula auditing and worksheet design and documentation. Students will have daily hands-on experience with the computer. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.	1	(1 / 0)	
<b>CTS 1101</b> <b>MICROSOFT WINDOWS - INTRODUCTION</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$5 • <b>Satisfies Codes:</b> GENE, GRW6, HUMN This course develops the skills necessary to use MS Windows. Topics studied will include managing files and folders, using Explorer and My Computer, customizing the desktop settings, multitasking, Internet Explorer, Search, Control Panel, disk maintenance, and using accessory programs.	1	(1 / 0)		<b>CTS 1400</b> <b>MICROSOFT ACCESS INTRODUCTION</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$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.	1	(1 / 0)	
<b>CTS 1261</b> <b>MICROSOFT EXCEL - LEVEL I</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$5 This course provides basic instruction in Microsoft Excel. Topics include the use of the ribbon; entering constant values and formulas; use of simple functions; constructing, formatting, and printing basic worksheets; basic list management; creating and printing charts and other basic topics. Students will have hands-on computer experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.	1	(1 / 0)					

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>CTS 1401</b> <b>MICROSOFT ACCESS</b> • Prerequisite: None • 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.	3	(3 / 0)	<b>DEP 2302</b> <b>ADOLESCENT PSYCHOLOGY</b> • Prerequisite: PSY 2012 • Satisfies Codes: CULD 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.	3	(3 / 0)
<b>CTS 2320</b> <b>SERVER ADMINISTRATION</b> • Prerequisites: COP 1605 or CET 1513 (formerly CGS 1565) • Laboratory Fee: \$10 This course provides students with the knowledge and skills necessary to install, configure and troubleshoot client and server versions of the Microsoft Windows Operating System. It includes lectures, demonstrations and labs regarding system installation, file systems, administration (users, groups, and policies), network protocols and services, print services, security and reliability.	3	(3 / 0)	<b>ECO 2013</b> <b>PRINCIPLES OF ECONOMICS I (MACROECONOMICS)</b> • Prerequisite: None • Satisfies Codes: GENE, SBEH • Students must complete all college preparatory courses indicated through placement testing and/or academic advising prior to enrolling in this course. An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment, and the price level; banking, instability, depression and inflation; and policies to minimize them.	3	(3 / 0)
<b>CTS 2321</b> <b>LINUX SYSTEM ADMINISTRATION</b> • Prerequisites: COP 1605 or CET 1513 (formerly CGS 1565) • Laboratory Fee: \$10 This course provides students with the knowledge and skills necessary to install, configure and troubleshoot client and server versions of the Linux operating system. It includes lectures, demonstrations and labs regarding system installation, file systems, administration (users, groups, and policies), network protocols and services, print services, security and reliability. Topics regarding backup operations, software deployment and network management will employ leading third party products.	3	(3 / 0)	<b>ECO 2023</b> <b>PRINCIPLES OF ECONOMICS II (MICROECONOMICS)</b> • Prerequisite: None • Satisfies Codes: GENE, SBEH • Students must complete all college preparatory courses indicated through placement testing and/or academic advising prior to enrolling in this course. An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm; and competition and monopoly, including the application of microeconomic analysis to contemporary problems.	3	(3 / 0)
<b>DAA 1100</b> <b>BEGINNING MODERN DANCE</b> • Prerequisite: None • 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.	1	(1 / 0)	<b>ECO 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
<b>DEP 2002</b> <b>PSYCHOLOGY OF CHILD DEVELOPMENT</b> • Prerequisite: PSY 2012 • Satisfies Codes: CULD, GENE, SBEH 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.	3	(3 / 0)	<b>EDF 2005</b> <b>INTRODUCTION TO EDUCATION</b> • Prerequisite: None 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.	3	(3 / 0)
<b>DEP 2004</b> <b>PSYCHOLOGY OF HUMAN DEVELOPMENT</b> • Prerequisite: PSY 2012 • Satisfies Codes CULD, GENE, SBEH 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.	3	(3 / 0)	<b>EDF 2720</b> <b>CHILDREN IN SCHOOLS: LEGAL, ETHICAL, AND SAFETY CONCERNS</b> • Prerequisite: None • Satisfies Code: CULD This course teaches about the role of education in children's lives through an analysis of legal, ethical, and safety concerns. Topics will include student rights, compulsory attendance programs, exceptional student and limited English proficient (LEP) education, teacher rights, at-risk students, emergency preparedness and response procedures, ethics, and ethical theory.	3	(3 / 0)

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>EDF 2930</b> 1-5 (1-5 / 0) <b>SPECIAL TOPICS IN EDUCATION</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> See Course Schedule for prerequisite for each specific topic.</li> <li>• <b>May be repeated with a change of content up to a maximum of 5 credit hours.</b></li> </ul> <p>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.</p>		<b>EEC 2001</b> 3 (3 / 0) <b>INTRODUCTION TO EARLY CHILDHOOD EDUCATION</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> </ul> <p>This course provides an overview of early childhood education and related services for young children and their families. Topics include theory, historical roots, societal changes, curriculum development, and future trends.</p>	
<b>EDG 2701</b> 3 (3 / 0) <b>TEACHING DIVERSE POPULATIONS</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>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.</p>		<b>EEC 2200</b> 3 (3 / 0) <b>CURRICULUM FOR YOUNG CHILDREN</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>Students will explore the construction of curriculum for children with and without disabilities from birth through age eight. Curriculum will be based on emerging child interests and national/state standards within a practical, flexible, and thoughtful teacher made plan. Content areas, lesson plans, rubrics, thematic units, assessment tools, and Internet resources will be explored through the lens of developmentally appropriate practices.</p>	
<b>EDG 2949</b> 1-3 (1-3 / 0) <b>COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION</b> <p>Refer to Cooperative Education for additional information.</p>		<b>EEC 2732</b> 3 (3 / 0) <b>HEALTH, SAFETY &amp; NUTRITION FOR YOUNG CHILDREN</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> <li>• <b>Laboratory fee:</b> \$57.00 (First Aid &amp; CPR Training)</li> </ul> <p>This course is designed to provide a foundation of accurate, authoritative, and up-to-date information on health issues, nutrition, principles of environmental hygiene and infection control, safety in the early childhood learning environment, physical fitness, and parent and community relationships. It also provides an introduction to the National Health Standards, the Comprehensive School Health Curriculum, Selected Healthy People 2010 Objectives that relate to schools and school-age youth, and the Center for Disease Control and Prevention Guidelines to Promote Healthy Behavior among Children and Adolescents. Students must successfully complete basic first aid and CPR by the end of the semester. Observations in an early learning environment are required.</p>	
<b>EEC 1000</b> 3 (3 / 0) <b>CHILD GROWTH &amp; DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> <li>• <b>Does not fulfill Behavioral/Social Science requirement.</b></li> </ul> <p>This course explores traditional and current theories of child growth and development from conception through eight years of age. A holistic approach will be used to examine factors that play a role in the physical, motor, perceptual, cognitive, language, and social-emotional domains of child development. These factors include, but are not limited to: genetics, parenting style, temperament, learning preferences, relationships, ethnicity, culture, gender, socioeconomic status, and family/home environment. Three 30-minute observations are required.</p>		<b>EEC 2940</b> 3 (3 / 0) <b>INTERNSHIP - PRESCHOOL</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>This course provides 10 hours of practical work experience per week (150 hours total) in a pre-school classroom under the direction of a certified classroom teacher and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss teaching/learning issues. Students will be observed and evaluated by both the college supervisor and the classroom teacher.</p>	
<b>EEC 1523</b> 3 (3 / 0) <b>MANAGING CHILD CARE PROGRAMS</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>This course provides students with management and administrative skills relevant to child care programs serving the needs of children from birth to school age. Topics include conducting a needs assessment, developing a program philosophy, selecting a facility, creating developmentally appropriate environments, writing policy, hiring, training and evaluating staff, fiscal management, health, safety and nutrition, special needs of ESL students and children with disabilities, parent involvement, community involvement and marketing. Observations in an early learning environment are required.</p>		<b>EEC 2949</b> 3 (3 / 0) <b>INTERNSHIP - CHILDCARE CENTER MANAGEMENT</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> <li>• <b>This course is not repeatable for additional hours.</b></li> </ul> <p>This course provides 10 hours of practical work experience per week (150 hours total) in childcare center management under the direction of a program director and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss management concepts and practices. Students will be observed and evaluated by both the college supervisor and the program director.</p>	
<b>EEC 1601</b> 3 (3 / 0) <b>GUIDING &amp; OBSERVING CHILDREN'S BEHAVIOR</b> <ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> None</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>Students will learn and practice principles and skills required to guide, observe and record the behavior of infants through age eight as a tool for responsive teaching and assessment of children's development, curriculum and the environment. Observations in an early learning environment are required.</p>			

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>EET 1505C</b> <b>BASIC ELECTRICITY FOR LINE WORKERS</b> • <b>Prerequisite:</b> None This course introduces students to basic electricity and the fundamentals of electrical power that apply particularly to the line worker. Students will study the history of electricity; AC and DC circuits; the principles of induction, capacitance and reactance; portable generators and basic wiring; conductors and insulator technology and electric power. Students will demonstrate proficiencies in basic electrical formulae and measuring/metering instruments.	3	(3 / 0)	<b>EET 1762C</b> <b>ELECTRICAL DISTRIBUTION STRUCTURES</b> • <b>Prerequisite:</b> Consent of Instructor This course is designed to provide participants with the knowledge and skills necessary to apply blueprint reading and staking practices related to distribution structures. Participants will be involved in hands-on experiences in an outdoor lab.	3	(3 / 0)
<b>EET 1506C</b> <b>BASIC ELECTRICAL THEORY</b> • <b>Prerequisite:</b> None Using a classroom/lab approach, this course enables students to develop competencies related to electrical safety practices, construction math, electrical theory, conduit, and electrical codes.	3	(3 / 0)	<b>EET 1763C</b> <b>UNDERGROUND DISTRIBUTION</b> • <b>Prerequisite:</b> Consent of Instructor • <b>Laboratory Fee:</b> \$125 Students will study installation, operation and maintenance of URD loops and radial systems. Students will study and be able to discuss trenching safe work practices, identify primary and secondary risers and be able to install a variety of primary terminators and splices. Students will also demonstrate proficiency installing pads, hand holes, secondary risers and terminations. Participants will also study primary and secondary cable failure modes; URD switching on live and dead front equipment; fault finding and testing of URD cables.	3	(1 / 2)
<b>EET 1509C</b> <b>SAFE WORK PRACTICES</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$15 This course provides students with knowledge of the National Electrical Safety Code; FECA Safe Work Practices Handbook or the APPA Safe Work Practices Handbook and OSHA (CFR 29) Section 1910.269 Electric Power Generation, Transmission, Distribution and related sections. The course, along with appropriate self-study, provides students with the information to sit for a CDL (commercial driver's license).	3	(3 / 0)	<b>EET 1764C</b> <b>STREET &amp; AREA LIGHTING</b> • <b>Prerequisite:</b> Consent of Instructor • <b>Laboratory Fee:</b> \$25 This course provides an understanding of electric street and area lighting system principles of design, application, installation, operation and maintenance for overhead and underground distribution equipment.	3	(1 / 2)
<b>EET 1760C</b> <b>POLE CLIMBING ROPES &amp; RIGGING</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$50 This is a specialized course for students wishing to enter the Electrical Distribution Technology trade. Students will identify and properly apply ropes, slings and rigging for lifting and rigging task for equipment lifting and hot line work applications. The course will cover care maintenance and application of rope block and tackle; cable, chain and strap hoist. Students will demonstrate proficiencies in lifting and rigging and the application care and maintenance of lift sticks, saddles, and clamps. Students will also become proficient in climbing wood poles and the care and maintenance of pole climbing equipment.	3	(1 / 2)	<b>EET 1772C</b> <b>FIRST AID RESCUE &amp; CPR</b> • <b>Prerequisite:</b> Consent of Instructor • <b>Laboratory Fee:</b> \$25 This course meets all the requirements of OSHA for electrical line workers as required in OSHA (CFR 29) 1910.269 (a)(2)(I) "manhole and pole top rescue" and 1910.269 (b)(1) "First Aid and CPR". Students will demonstrate industry practices for rescuing injured co-workers aloft from structures, from bucket trucks or aerial devices and from manholes. Students will become certified to perform life saving skills in First Aid and CPR.	3	(2 / 1)
<b>EET 1761C</b> <b>TRUCKS &amp; EXCAVATION EQUIPMENT</b> • <b>Prerequisite:</b> None • <b>Laboratory Fee:</b> \$15 Students will demonstrate proficiencies in computing, planning and lifting loads; pole truck auger and winching operations; non-verbal hand signaling; winch cable maintenance and inspection and daily vehicle inspections of boom truck; bucket truck, digger truck, back hoe and trencher equipment. Students will demonstrate pole boring equipment and aerial work platform operations. Students will demonstrate maintenance of gloving bucket booms, liners and dielectric testing, and equipment trailering safety.	3	(1 / 2)	<b>EET 2510C</b> <b>RUBBER GLOVING - HOT LINE I</b> • <b>Prerequisite:</b> Consent of instructor Hot line maintenance, carefully done by industry approved standards, has proven to be an effective method for work on energized power circuits. Maximum application of insulating equipment and utilization of the basic principles of isolation are required to the greatest degree possible.	2	(2 / 0)
			<b>EET 2511C</b> <b>RUBBER GLOVING - HOT LINE II</b> • <b>Prerequisite:</b> Consent of instructor This course is a hands-on practical review of the Hot Line techniques taught in EET 2510C. Only by operating with approved industry standards has this been proven to be an effective method for work on energized electric power circuits. Maximum application of insulating equipment and utilization of the basic principles of isolation are required to the greatest degree possible.	1	(1 / 0)



Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>EET 2514C</b> <b>BASIC TRANSFORMER</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$75 Basic electrical and magnetic principles as applied to the operation of distribution transformers will be presented in this course. Emphasis will be placed on understanding and applying transformer connections in three-phase banks; the physical construction of transformers, autotransformers and reactors; and safety requirements for installing and maintaining transformer equipment. Troubleshooting transformers and transformer bank problems will be an integral component of the course.	3 (3 / 0)	<b>EET 2769C</b> <b>POLE LINE EQUIPMENT II</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$45 Students will study blueprint reading and safe work practices applying to overhead line installations. Students will learn to install and operate pole line mounted oil circuit breakers, primary metering, reclosers, three phase transformer banks, capacitor banks and regulators. Students will learn basic trouble shooting and maintenance techniques for the related equipment.	3 (2 / 1)
<b>EET 2765C</b> <b>POLE LINE EQUIPMENT I</b> • Prerequisite: Consent of instructor This course is designed to provide students with the knowledge and skills necessary to perform overhead line installations, pole line inspection, transformer inspection, maintenance, and change-outs. Students will be involved in hands-on experiences in an outdoor lab.	3 (3 / 0)	<b>EET 2770C</b> <b>INSTALLING OVERHEAD DISTRIBUTION CONDUCTORS</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$50 Students will demonstrate proficiencies in setting up and operating wire tuggers, tensioners and wire reel tenders. Students will discuss techniques for wire pulling; safe guarding of buildings, cross streets, walkways and the public during pulling operations; planning wire pulling; and identifying potential hazards that may be encountered during wire pulling operations. Students will demonstrate proficiencies in fanning and covering of energized lines and live equipment for reconductoring/pulling operations; rigging of rollers and wire pulling devices; serving of cables and ropes for pulling; care, use and insulation of insulated mechanical jumpers; and sagging, transfer of, tying in and dead-ending of pulled conductors.	3 (3 / 0)
<b>EET 2766C</b> <b>METERING &amp; ENERGY MANAGEMENT</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$15 This course provides students with knowledge of modern electric metering theory, application, and safety, together with an understanding of electric energy use and conservation management.	3 (2 / 1)	<b>EET 2771C</b> <b>ELECTRICAL DISTRIBUTION SUBSTATIONS</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$15 This course focuses on electric substation installation and operation of equipment for changing voltage, switching circuits, regulating output levels, interrupting faults and providing communication-control functions.	3 (2 / 1)
<b>EET 2767</b> <b>AMERICAN POWER SYSTEMS</b> • Prerequisite: None Students in this course will learn the history of the electric utility and the Cooperative, Municipal Public and Investor Owned utility business structures, including the evolution of regulatory agencies and current status of power company de-regulation. Students will study the importance of organization and aspect of vertical integration. Students will be introduced to the functions of Human Resources and Public Relations organizations. Students will be introduced to State and Federal power provider regulations including the areas of environmental and wildlife protections; conservation and Green Power trends and will be introduced to other Department of Labor, Safety and agency "standards". Students will demonstrate a basic understanding of "inter and intrastate" power sales and agreements, mutual aid agreements, power pooling, purchased power and leased systems. Students will study and demonstrate an understanding of the importance of pole line management, GPS/GIS Distribution facilities management applications, budgeting and construction cost estimating.	3 (3 / 0)	<b>EET 2800C</b> <b>TROUBLESHOOTING CUSTOMER LINE SERVICES COMPLAINTS</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$75 This course focuses on a comprehensive training approach to identifying and resolving non-standard situations in electric power distribution systems. It prepares the student with an understanding of the basic nature of power problems and the means to bring about an appropriate resolution to a variety of difficult situations.	3 (3 / 0)
<b>EET 2768C</b> <b>DUCT BANKS &amp; MANHOLES</b> • Prerequisite: Consent of Instructor • Laboratory Fee: \$85 Students will demonstrate an understanding of blueprint reading for duct bank and manhole construction. Students will discuss pre-cast; cast in place manhole construction; concrete encased and un-encased duct bank construction techniques. Students will demonstrate proficiencies in confined space planning, entry and rescue; rigging and pulling cable in manhole installations; framing, racking and fireproofing cables.	3 (1 / 2)	<b>EET 2944</b> <b>ELECTRIC UTILITY INTERNSHIP</b> • Prerequisite: Consent of instructor • Corequisite: Must be registered into Advanced EDT Certificate program. This internship is a requirement for completion of the Advanced Electrical Distribution Technology Certificate, and the AAS in Electrical Distribution Technology. Participants will complete a minimum of 320 hours of employment with an electric utility. The work experience will relate to the course of study in the certificate program. Participants will have the opportunity to test skills developed in the certificate training curriculum as well as develop new skills while employed in the electric utility.	2 (2 / 0)

**EEX 2010 3 (3 / 0)**  
**INTRODUCTION TO SPECIAL EDUCATION - CHILDREN**

- **Prerequisite:** None
- **Satisfies Code:** CULD

This course provides an overview of special education, including procedures for identification, special education eligibility, students' legal rights, litigation and legislation, planning for integrating the child with special needs into the regular classroom, reevaluation determination, alternative placement options, and service delivery. Observations in an early learning environment are required.

**EME 2040 3 (3 / 0)**  
**TECHNOLOGY FOR EDUCATORS**

- **Prerequisite:** None
- **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 4 (4 / 0)**  
**BASIC COMPOSITION SKILLS**

- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **Prerequisite:** None
- **Lab Technology Fee:** \$10

This is a preparatory English course for students who need basic grammar composition instruction. Classes are small to allow for individualized help. This course may not be used to satisfy any degree program at LSCC. Attendance in the Learning Center is required. Students who pass ENC 0001 with a grade of "C" or higher must take ENC 0010 as the next course in the sequence or may bypass ENC 0010 if they meet the following requirements:

1. must first be recommended by the ENC 0001 instructor to attempt bypassing ENC 0010, and
2. must retake the college placement exam with a score high enough to be placed into ENC 1101, and
3. must achieve a satisfactory passing score on both parts of the state mandated College Prep English Test (CPET).

**ENC 0010 4 (4 / 0)**  
**COLLEGE PREPARATORY COMPOSITION**

- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **Prerequisite:** C or higher in ENC 0001 or placement test score
- **Lab Technology Fee:** \$10

A preliminary composition course structured to meet the needs of students who require individualized help. This course is designed to stress grammar, usage, vocabulary development, and mechanics of expression, moving from sentence structure to paragraph writing to expository essay writing. The course includes a computer lab component and information regarding student success. It covers success information such as taking

personal responsibility, managing procrastination, and engaging emotional intelligence. This course may not be used to satisfy any degree program at LSCC. Students must earn a "C" or higher and achieve a passing score on the state mandated College Prep English Test (CPET) for entry into ENC 1101.

**ENC 1101 3 (3 / 0)**  
**COLLEGE COMPOSITION I**

- **Prerequisite:** None
- **Satisfies Codes:** GENE, GRW6
- **Laboratory Fee:** \$10
- **Students are strongly encouraged to complete OST 1743 Word Processing for College Writing or a higher level computer word processing course prior to taking, or along with ENC 1101.**

This course provides practice in writing expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A-10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. A major documented essay is required. Knowledge in the basic use of computers is necessary to complete the required written assignments of this course.

**ENC 1101H 3 (3 / 0)**  
**HONORS COLLEGE COMPOSITION I**

- **Prerequisite:** Admission to the course by the Honors Selection Committee
- **Satisfies Codes:** GENE, GRW6
- **Laboratory Fee:** \$10

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 3 (3 / 0)**  
**COMPOSITION: LITERATURE**

- **Prerequisite:** C or higher in ENC 1101
- **Satisfies Codes:** CULD, GENE, GRW6, HUMN
- **Laboratory Fee:** \$10

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 3 (3 / 0)**  
**HONORS COLLEGE COMPOSITION II**

- **Prerequisite:** C or higher in ENC 1101H or admission to course by the Honors Selection Committee
- **Satisfies Codes:** CULD, GENE, GRW6, HUMN
- **Laboratory Fee:** \$10

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. The academic demands of this course will be rigorous.

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>ENC 2210</b> <b>TECHNICAL REPORT WRITING</b> <ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101 or consent of instructor</li> <li>• Satisfies Codes: GENE, GRW6, ORAL</li> <li>• Laboratory Fee: \$10</li> </ul> <p>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.</p>	3 (3 / 0)	<b>EPI 0001</b> <b>CLASSROOM MANAGEMENT</b> <ul style="list-style-type: none"> <li>• 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program</li> <li>• Prerequisites: Statement of status of eligibility and clear background screening per state requirements.</li> </ul> <p>This course teaches students how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, sunshine state standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher.</p>	3 (3 / 0)
<b>ENC 2300</b> <b>COMPOSITION: ARGUMENTATION</b> <ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> <li>• Laboratory Fee: \$10</li> </ul> <p>This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. One or more papers require significant research, and at least one oral presentation will be required.</p>	3 (3 / 0)	<b>EPI 0002</b> <b>INSTRUCTIONAL STRATEGIES</b> <ul style="list-style-type: none"> <li>• 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program</li> <li>• Prerequisites: Statement of status of eligibility and clear background screening per state requirements.</li> </ul> <p>This course teaches students to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.</p>	3 (3 / 0)
<b>ENL 2012</b> <b>ENGLISH LITERATURE I</b> <ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> <li>• Laboratory Fee: \$10</li> </ul> <p>A survey course designed to introduce students to the major British writers and their works of four periods: Medieval, Renaissance, Seventeenth Century, and Eighteenth Century (or Restoration). The course also emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works which still influence the ideas and values of the English speaking world. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.</p>	3 (3 / 0)	<b>EPI 0003</b> <b>TECHNOLOGY</b> <ul style="list-style-type: none"> <li>• 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program</li> <li>• Prerequisites: Statement of status of eligibility and clear background screening per state requirements.</li> </ul> <p>This course teaches students to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet.</p>	3 (3 / 0)
<b>ENL 2022</b> <b>ENGLISH LITERATURE II</b> <ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> <li>• Laboratory Fee: \$10</li> </ul> <p>A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism L (1798-1832); Victorian Age (1832-1901); Modern Age (or 20th Century). The course emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works which influence the ideas and values of the English speaking world today. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.</p>	3 (3 / 0)	<b>EPI 0004</b> <b>TEACHING &amp; LEARNING PROCESS</b> <ul style="list-style-type: none"> <li>• 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program</li> <li>• Prerequisites: Statement of status of eligibility and clear background screening per state requirements.</li> </ul> <p>This course teaches a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.</p>	3 (3 / 0)
		<b>EPI 0010</b> <b>FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING</b> <ul style="list-style-type: none"> <li>• 3 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program</li> <li>• Prerequisites: Statement of status of eligibility and clear background screening per state requirements.</li> </ul> <p>This course teaches language structure and function, and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is grounded in scientifically-based research.</p>	3 (3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>EPI 0020</b> <b>PROFESSIONAL FOUNDATIONS</b> • 2 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.	2	(2 / 0)	<b>EUH 1001</b> <b>WESTERN CIVILIZATION II</b> • Prerequisites: None • Satisfies Codes: CULD, GENE, GRW6, SBEH • Laboratory Fee: \$10 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.	3	(3 / 0)
<b>EPI 0030</b> <b>DIVERSITY</b> • 2 credits - college credit not awarded toward degree. Cannot be transferred to an upper division program • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns.	2	(2 / 0)	<b>FFP 1000</b> <b>INTRODUCTION TO FIRE SCIENCE</b> • Prerequisites: None 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.	3	(3 / 0)
<b>EPI 0940</b> <b>PROFESSIONAL FOUNDATIONS FIELD EXPERIENCE</b> • 1 credit - college credit not awarded toward degree. Cannot be transferred to an upper division program • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module.	1	(1 / 0)	<b>FFP 1301</b> <b>FIRE SERVICE HYDRAULICS</b> • Prerequisites: None The course covers relationship between flow and pressure and mathematical hydraulic formulas as they pertain to fire apparatus devices. Course includes pump theory, pump rating, and pressure and vacuum gauges.	3	(3 / 0)
<b>EPI 0945</b> <b>DIVERSITY FIELD EXPERIENCE</b> • 1 credit - college credit not awarded toward degree. Cannot be transferred to an upper division program • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 course.	1	(1 / 0)	<b>FFP 1302</b> <b>FIRE APPARATUS OPERATIONS</b> • Prerequisites: None 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.	3	(3 / 0)
<b>ESC 1000</b> <b>EARTH SCIENCE SURVEY</b> • Prerequisites: None • Satisfies Codes: GENE, PHYS A systematic survey of the earth and its properties, including the physical processes presented in a conceptual manner.	3	(3 / 0)	<b>FFP 1505</b> <b>FIRE PREVENTION PRACTICES</b> • Prerequisites: None This course is a study of fire inspection practices. Topics covered include Fire Prevention Bureau activities, hazards, fire behavior, fire causes, types of construction including structural features, flame spread, occupancy and fireload, inspection techniques, and conducting inspections.	3	(3 / 0)
<b>EUH 1000</b> <b>WESTERN CIVILIZATION I</b> • Prerequisites: None • Satisfies Codes: CULD, GENE, GRW6, SBEH • Laboratory Fee: \$10 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.	3	(3 / 0)	<b>FFP 1510</b> <b>CODES &amp; STANDARDS</b> • Prerequisites: None 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.	3	(3 / 0)
			<b>FFP 1540</b> <b>PRIVATE FIRE PROTECTION SYSTEMS I</b> • Prerequisites: None 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.	3	(3 / 0)



Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>FFP 1740</b> <b>FIRE SERVICE COURSE DELIVERY</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)	<b>FFP 2720</b> <b>COMPANY OFFICER</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)
<b>FFP 1810</b> <b>FIRE FIGHTING TACTICS &amp; STRATEGY I</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)	<b>FFP 2741</b> <b>FIRE SERVICE COURSE DESIGN</b> • <b>Prerequisites:</b> None This course covers the principles of effective fire science curriculum design. It includes concepts of learning, lesson plans and their development, behavioral and performance objectives, organizing the learning environment, communications, teaching techniques, and testing and evaluation.	3 (3 / 0)
<b>FFP 2120</b> <b>BUILDING CONSTRUCTION FOR FIRE SERVICE</b> • <b>Prerequisites:</b> None This course covers the components of building construction that relate to fire and life safety. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues.	3 (3 / 0)	<b>FFP 2811</b> <b>FIRE FIGHTING TACTICS &amp; STRATEGY II</b> • <b>Prerequisite:</b> FFP 1810 Topics covered in this course include multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. Typical tactical situations and case histories are covered.	3 (3 / 0)
<b>FFP 2401</b> <b>HAZARDOUS MATERIALS I</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)	<b>FIL 2001</b> <b>INTRODUCTION TO AMERICAN CINEMA</b> • <b>Prerequisite:</b> ENC 1101 • <b>Satisfies Codes:</b> GENE, GRW6, HUMN • <b>Laboratory Fee:</b> \$10 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.	3 (3 / 0)
<b>FFP 2402</b> <b>HAZARDOUS MATERIALS II</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)	<b>FIN 2100</b> <b>PERSONAL FINANCE</b> • <b>Prerequisites:</b> None This course is a survey of the problems and techniques of personal financial planning. Topics covered include consumer credit, insurance, taxes, home ownership, personal investments, managing cash income, controlling expenditures, retirement planning, and estate planning.	3 (3 / 0)
<b>FFP 2521</b> <b>CONSTRUCTION DOCUMENTS &amp; PLANS REVIEW I</b> • <b>Prerequisites:</b> None Topics covered include how to interpret conventional graphic communications, accepted standards and conventions, symbols, abbreviations, principles of technical projection, and a review of construction arithmetic and geometry.	3 (3 / 0)	<b>GEA 2900</b> <b>GEOGRAPHY: REGIONAL STUDY - INDEPENDENT STUDY</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH 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.	1-3 (1-3 / 0)
<b>FFP 2541</b> <b>PRIVATE FIRE PROTECTION SYSTEMS II</b> • <b>Prerequisites:</b> None Topics in this course include pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.	3 (3 / 0)	<b>GEB 1011</b> <b>INTRODUCTION TO BUSINESS</b> • <b>Prerequisites:</b> None • <b>Students must complete all college preparatory reading courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b> A survey of modern business practices. The course explores various business areas including economics, management, marketing, accounting, and finance. The course is designed to help prepare students for future business courses and assist students in deciding whether to choose business as a career.	3 (3 / 0)
<b>FFP 2610</b> <b>FIRE INVESTIGATION: ORIGIN &amp; CAUSE</b> • <b>Prerequisites:</b> None 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.	3 (3 / 0)		

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>GEB 1136</b> <b>INTRODUCTION TO eBUSINESS</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>GRA 1191C</b> <b>COMPUTER LAYOUT DESIGN I</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$10 • <b>Offered Spring Term</b> Provide basic terminology and use of InDesign software to prepare art, copy, and photographs for desktop production and "press ready" for commercial printing. Provide basic terminology and use of Photoshop software to manipulate and enhance scanned images for graphic design layout. Involves training to think in terms of document construction, color, typography, page design, and picture manipulation to create electronic documents that will eventually become printed and /or web publications.	3	(3 / 0)
<b>GEB 1430</b> <b>BUSINESS ETHICS &amp; ETIQUETTE</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>GRA 2122C</b> <b>COMPUTER LAYOUT DESIGN II</b> • <b>Prerequisite:</b> GRA 1191C • <b>Laboratory Fee:</b> \$10 A continuation of the Computer Layout Design 1 course using InDesign, Quark Express and Adobe Photoshop for advanced terminology and procedures in desktop design and "press-ready" for commercial printing. Involves training to think in terms of document construction, color, typography, page design, and picture manipulation to create electronic documents for both print and web publishing.	3	(3 / 0)
<b>GEO 1000</b> <b>INTRODUCTION TO GEOGRAPHY</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH This course covers topics on the spatial relationships of humankind and the environment. It allows students to explore the world geographically based on information for making informed decisions on varied geographic issues and problems.	3	(3 / 0)	<b>GRA 2151C</b> <b>ILLUSTRATION</b> • <b>Prerequisites:</b> ART 1300C & ART 2254C or consent of instructor • <b>Laboratory Fee:</b> \$10 • <b>Offered Fall Term</b> 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.	3	(3 / 0)
<b>GEO 2474</b> <b>GEOGRAPHY &amp; WORLD AFFAIRS</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH The analysis of the geographic aspects of world affairs as they occur. Students will determine the spatial relationships between events and the physical, political, social and economic nature of the region in which the events take place.	3	(3 / 0)	<b>GRA 2171C</b> <b>ADVERTISING DESIGN I</b> • <b>Prerequisite:</b> GRA 1191C • <b>Laboratory Fee:</b> \$10 Students are introduced to a variety of aspects in the advertising design arena. Some advertising theory will be presented due to its precedence to the advertising campaign, based on how it influences the design. Students will be encouraged to act as professional advertising designer through positioning products, organizing campaigns and presentations.	3	(3 / 0)
<b>GLY 1030</b> <b>ENVIRONMENTAL GEOLOGY</b> • <b>Prerequisite:</b> Eligibility for MAT 1033 & ENC 1101 or higher • <b>Satisfies Codes:</b> GENE, PHYS This course focuses on the relationship between humankind and its geological habitat. It is concerned with the problems that people have in using the earth's resources. Emphasis is placed on earth processes and the physical properties of rocks and surficial deposits, the geomorphological processes such as the hydrologic and geographic cycles as related to urban development and the resulting stresses in social, economic and political context.	3	(3 / 0)	<b>GRA 2195C</b> <b>ADVERTISING DESIGN II</b> • <b>Prerequisite:</b> GRA2171C • <b>Laboratory Fee:</b> \$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.	3	(3 / 0)
<b>GRA 1190C</b> <b>INTRODUCTION TO GRAPHIC DESIGN</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$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.	3	(3 / 0)			

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>GRA 2202C</b>	<b>3</b>	<b>(3 / 0)</b>	<b>HIM 1512</b>	<b>3</b>	<b>(3 / 3)</b>
<b>EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO</b>			<b>MEDICAL OFFICE MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Sophomore status in Graphic Design Program or consent of instructor</li> <li>• <b>Laboratory Fee:</b> \$10</li> <li>• <b>Offered Spring Term</b></li> </ul>			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> Eligibility for MAT 1033</li> <li>• <b>Laboratory Fee:</b> \$10</li> </ul>		
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.			This course introduces the student to health information management and technology in the medical office. The student applies reimbursement methodologies and generates practice management reports for analysis using simulated medical office software along with supplemental lecture and reading materials. The student explores the strategies of managing and supervising all of the functions in a medical office such as the front office, the medical record, billing, compliance, documentation and risk management, legal issues, health and safety and outpatient services. A minimum of 3 hours of structured lab time per week is required.		
<b>HIM 1003</b>	<b>3</b>	<b>(3 / 0)</b>	<b>HIM 1433</b>	<b>3</b>	<b>(3 / 0)</b>
<b>FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT</b>			<b>CONCEPTS OF DISEASE</b>		
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Prerequisites or Corequisites:</b> HSC 1531 &amp; HSC 1532</li> </ul>		
This course offers an overview of the health information management profession. The functions, content and structure of the health record are studied. Datasets, data sources, healthcare delivery systems and the health information technology functions found in all healthcare environments are explored.			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.		
<b>HIM 1012</b>	<b>2</b>	<b>(2 / 0)</b>	<b>HIM 1800C</b>	<b>2</b>	<b>(2 / 0)</b>
<b>MEDICOLEGAL ASPECTS OF RECORDS</b>			<b>PROFESSIONAL PRACTICE EXPERIENCE I</b>		
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Prerequisite or Corequisite:</b> HIM 1003 (if prerequisite, C or higher is required)</li> </ul>		
This course is designed to teach the student healthcare information requirements and standards from internal and external sources that are in place at any given time. These requirements include fraud and abuse regulations. Healthcare privacy, confidentiality, legal and ethical requirements, and issues related to the health information infrastructure are also addressed.			This course enables the student to practice health information functions in the laboratory environment. Topics addressed include: imaging records; health record content and format; health information numbering, filing and tracking systems; assembly and analysis; incomplete record control and health information retention and retrieval functions. Students will use medical records and an integrated electronic Health Information Management Virtual Lab to practice these procedures. Additionally, the student will spend time observing the medical record functions at either a dental or medical clinic.		
<b>HIM 1030C</b>	<b>3</b>	<b>(3 / 0)</b>	<b>HIM 2032C</b>	<b>3</b>	<b>(3 / 0)</b>
<b>MEDICAL RECORDS TRANSCRIPTION I</b>			<b>MEDICAL RECORDS TRANSCRIPTION II</b>		
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> OST 1100, OST 1330, &amp; HSC 1531</li> <li>• <b>Prerequisite or Corequisite:</b> HSC 1532</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> C or higher in HIM 1030C</li> <li>• <b>Prerequisite or Corequisite:</b> HIM 1433 (if prerequisite, C or higher is required)</li> </ul>		
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.			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.		
<b>HIM 1273</b>	<b>3</b>	<b>(3 / 0)</b>	<b>HIM 2110</b>	<b>3</b>	<b>(3 / 3)</b>
<b>MEDICAL INSURANCE &amp; CODING I</b>			<b>INTEGRATED HIM SERVICES &amp; SYSTEMS</b>		
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> MAT 0024 or MAT 0024C or placement test scores indicating eligibility for placement in MAT 1033.</li> </ul>			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> OST 1854</li> </ul>		
This course offers students a complete foundation for physician office coding and billing. The emphasis of this course is on the medical office reimbursement process from start to finish.			This course is designed to provide instruction in how HIM professionals meet the information technology and systems demands that support continuity of patient care and improved healthcare quality worldwide. Topics covered include: information and communication technologies; database architecture and design; data storage and retrieval; data security; electronic health records; and healthcare information systems.		

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>HIM 2214</b> <b>HEALTHCARE STATISTICS</b> • <b>Prerequisites:</b> OST 1854 & either QMB 1001 or MAT 1033 or consent of instructor This course is designed to provide instruction in how HIM professionals: abstract and maintain data for clinical indices/databases/registries; collect, organize, and present data for quality management, utilization management, risk management, and other patient care related studies; compute and interpret healthcare statistics; apply Institutional Review Board processes and policies; use specialized databases to meet specific organization needs such as medical research and disease registries; analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare; calculate staffing levels and productivity standards for health information functions and calculate health information department medical record supplies such as storage units for budget recommendations.	2 (2 / 0)	<b>HIM 2440</b> <b>PHARMACOLOGY &amp; LABORATORY ANALYSIS</b> • <b>Prerequisites or Corequisites:</b> HSC 1532 This course will introduce HIM students to the most common drugs and laboratory tests utilized in medicine. Students will learn how to abstract key information from the medical record to assist in improving physician documentation and to ensure all valid conditions are coded.	1 (1 / 0)
<b>HIM 2222C</b> <b>BASIC ICD-9-CM CODING</b> • <b>Prerequisites or Corequisites:</b> HIM 1433, BSC 2093C This course focuses on the analysis and coding of symptoms, diagnoses, diseases, operations, and treatments using International Classification of Diseases, 9 <sup>th</sup> Revision-Clinical Modification (ICD-9-CM). The student is taught how to look through a variety of medical reports to determine the accurate selection and sequencing of codes for various healthcare settings. A minimum of 3 hours of structured lab time per week is required. (The students are advised to take HIM 2234C during the semester immediately following HIM 2222C to avoid having to purchase ICD-9-CM manuals for 2 separate years. In order to coordinate this sequence, the students should ensure the prerequisites/corequisites for HIM 2234C are satisfied accordingly.)	3 (3 / 3)	<b>HIM 2510</b> <b>HIM COMPLIANCE &amp; PERFORMANCE ISSUES</b> • <b>Prerequisite:</b> C or higher in HIM 2110 • <b>Prerequisite or Corequisite:</b> OST 2336 This course provides students with opportunities to apply communications, teamwork and management principles to assessing and improving data quality and performance of HIM department functions. Students also participate in facility-wide compliance activities to support total quality assessment, performance improvement, utilization management and risk management strategies. Students study the organization of resources in any health information services environment, including human resources, financial and physical resources and information technology resources. A minimum of 3 hours of structured lab time per week is required.	3 (3 / 3)
<b>HIM 2234C</b> <b>ADVANCED ICD-9-CM CODING &amp; REIMBURSEMENT</b> • <b>Prerequisite:</b> C or higher in HIM 2222C • <b>Prerequisites or Corequisites:</b> BSC 2094C This course is a continuation of HIM 2222C and includes the in-depth use of International Classification of Diseases, 9 <sup>th</sup> Revision-Clinical Modification (ICD-9-CM). In addition, this course offers theory and practice in common reimbursement methodologies and classification systems including the status of ICD-10. This course further increases the quality of ICD-9-CM code selection by applying the selection process in problem solving using medical record review methods and guidelines. An Encoder and Grouper is demonstrated and available to the student for the completion of select assignments. A minimum of 3 hours of structured lab time per week is required.	3 (3 / 3)	<b>HIM 2810</b> <b>PROFESSIONAL PRACTICE EXPERIENCE II</b> • <b>Prerequisites:</b> C or higher in HIM 1512, HIM 2253C & HIM 2222C & consent of instructor • <b>Prerequisite or Corequisite:</b> HIM 2234C (if prerequisite, C or higher required) • <b>Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.</b> This course will allow students to experience and practice abstracting, classification, coding and reimbursement in both a hospital and an alternate facility. Coding compliance plans, policies and procedures will be addressed. The student will use various types of coding and reimbursement equipment, software and reference materials in the respective facilities. The assignments are self-paced but generally require between 55-60 hours to fully complete.	2 (2 / 0)
<b>HIM 2253C</b> <b>CPT-4 CODING &amp; REIMBURSEMENT</b> • <b>Prerequisite:</b> 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.	3 (3 / 3)	<b>HIM 2820</b> <b>PROFESSIONAL PRACTICE EXPERIENCE III</b> • <b>Prerequisites:</b> HIM 1800C & consent of instructor • <b>Prerequisites or Corequisites:</b> HIM 1012, HIM 2110 & HIM 2510 (if prerequisite, C or higher required) • <b>Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.</b> This course provides students with supervised experience in an inpatient health information department. Students will gain hands-on practice in health information: analysis/statistics; forms; legal aspects (accreditation/licensure, request/release of confidential information, provider credentialing); indices and registries; vital statistics; quality management program; supervisory and management activities; reports; and meetings. This PPE requires approximately 55-60 hours to complete.	2 (2 / 0)



Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>HIM 2930</b> <b>HEALTH INFORMATION TECHNICIAN REVIEW</b> • <b>Prerequisite:</b> Consent of instructor • <b>Offered in classroom setting &amp; on-line</b> This course is designed to assist students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). Each student will design a plan of study. Various study and test-taking strategies will be analyzed. Students will answer hundreds of questions designed to familiarize them with the type of information that is key for each task within the Domains, Subdomains and Tasks.	1 (1 / 0)	<b>HSC 2400</b> <b>FIRST AID &amp; PERSONAL SAFETY</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$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.	3 (3 / 0)
<b>HIS 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN HISTORY</b> Refer to Cooperative Education for additional information.	1-3 (1-3 / 0)	<b>HSC 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN HEALTH</b> Refer to Cooperative Education for additional information.	1-3 (1-3 / 0)
<b>HSC 1000</b> <b>INTRODUCTION TO HEALTH CARE</b> • <b>Prerequisites:</b> None This course will introduce students to the healthcare delivery system in the United States and will provide an overview of the roles and responsibilities of members of the healthcare team. The course content will include communication and interpersonal skills unique to the healthcare field. Infection control and emergency planning topics are also taught. The personal characteristics of the successful healthcare professional will be emphasized.	1 (1 / 0)	<b>HUM 1211</b> <b>INTRODUCTION TO HUMANITIES:</b> <b>ANTIQUITY THROUGH THE MIDDLE AGES</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> CULD, GENE, HUMN This course focuses on the major artistic, literary, musical, and intellectual developments of Western civilization from its beginnings in antiquity through the Middle Ages.	3 (3 / 0)
<b>HSC 1100</b> <b>TRENDS &amp; ISSUES IN HEALTH</b> • <b>Prerequisites:</b> None • <b>Satisfies Code:</b> CULD 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.	3 (3 / 0)	<b>HUM 1230</b> <b>INTRODUCTION TO HUMANITIES:</b> <b>RENAISSANCE THROUGH MODERN TIMES</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> CULD, GENE, HUMN This course focuses on the major artistic, musical, literary, and intellectual developments of Western civilization from the Renaissance through the present.	3 (3 / 0)
<b>HSC 1101</b> <b>PERSONAL HEALTH</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$15 This course provides foundational information in health and nutrition. It will emphasize and redirect students to focus on health knowledge, attitudes, and practices within our society. It will seek to motivate students to seek changes in physical, mental and social well-being, while gaining applicable skills related to preventing and/or forestalling chronic lifestyle diseases that begin early in the life cycle.	3 (3 / 0)	<b>HUM 2930</b> <b>SELECTED TOPICS IN HUMANITIES</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> CULD, GENE, HUMN This course is problem-, issue, subject-centered in its approach to the humanities. It provides an awareness of and appreciation for major themes and/or cultures through an in-depth study of specific humanities topics as they relate to the selected topic. Native American Culture is the first proposed topic.	3 (3 / 0)
<b>HSC1531</b> <b>MEDICAL TERMINOLOGY I</b> • <b>Prerequisites:</b> None 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.	2 (2 / 0)	<b>HUM 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES</b> Refer to Cooperative Education for additional information.	1-3 (1-3 / 0)
<b>HSC 1532</b> <b>MEDICAL TERMINOLOGY II</b> • <b>Prerequisite:</b> 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.	2 (2 / 0)	<b>HUN 1014</b> <b>NUTRITION FOR NURSING PRACTICE</b> • <b>Prerequisite:</b> BSC 2093C This course focuses on principles of nutrition and the nutritional requirements across the lifespan. Emphasis is placed on nutrition in health promotion and clinical practice. The significance of nutrition within the health care movement toward wellness and primary prevention is examined as well as specific medical nutritional therapy in disease management. <i>This is a required course for students planning to enter the nursing program.</i>	2 (2 / 0)

Course	Credits	(Class hours / Lab hours per week)	Course	Credits	(Class hours / Lab hours per week)
<b>HUN 1111</b> <b>FOUNDATIONS OF NATURAL MEDICINE</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>JOU 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
<b>HUN 1201</b> <b>BASIC NUTRITION</b> • <b>Prerequisites:</b> None • <b>Offered in Classroom &amp; Online Settings</b> This course introduces students to the scientific principles of nutrition. It integrates the nutritional components of natural science, life science, social sciences along with diet therapy in maintaining health and preventing chronic diseases. It refocuses the student in the real life application of nutrition in a wide spectrum of personal, community and clinical nutritional concerns.	3	(3 / 0)	<b>LEI 2261</b> <b>OUTDOOR EDUCATION</b> • <b>Prerequisite:</b> Students will be required to complete an assumption of risk and liability waiver for their participation in class. • <b>Fee:</b> \$1 • <b>Coeducational</b> 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.	2	(1 / 1)
<b>HUN 2270</b> <b>NUTRITION AND FITNESS</b> • <b>Prerequisites:</b> None This course is designed for students who wish to acquire basic principles of nutrition, behavior analysis and exercise that are applicable to the development and implementation of regular physical exercise inclusive of all sports activity and/or weight management. It will provide scientific information on the role of nutrition in exercise and the athlete's ability to perform at any level of physical exercise. Students will learn how nutrition affects the processes in the body that are involved in energy production and recovery from exercise. The course will emphasize the principles of sport nutrition and how it relates to sport performance. Current controversial topics originating from sports nutrition products and manufacturers will be compared to evidence based practices in sports nutrition.	3	(3 / 0)	<b>LIN 1670</b> <b>ENGLISH GRAMMAR</b> • <b>Corequisite:</b> 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.	3	(3 / 0)
<b>HUS 1001</b> <b>INTRODUCTION TO HUMAN SERVICE FOR FAMILIES AND YOUNG CHILDREN</b> • <b>Prerequisites:</b> None This course reviews the history of human services with particular emphasis on the field of maternal and child services and health. Various models of service delivery will be investigated. The roles, functions, and duties of human service professionals and maternal and child specialists will be explored. The development of a professional identity and the ethics of practice will be discussed. Personal qualities essential for being an effective helping professional will be considered.	3	(3 / 0)	<b>LIS 1002</b> <b>ELECTRONIC RESOURCES</b> • <b>Prerequisites:</b> None This course will focus on methods of access to electronic information resources, including CD-ROM databases and online information resources. Databases to be covered include periodicals, newspapers, government documents, and encyclopedias. Methods of developing a research strategy will also be covered. LIS 2003 and LIS 2004 cover the same material. LIS 2004 is the Web-based version of this course; LIS 2003 is the hands-on version taught in an Internet classroom.	1	(1 / 0)
<b>INR 2002</b> <b>INTERNATIONAL RELATIONS</b> • <b>Prerequisite:</b> C or higher in ENC 1101 or consent of instructor • <b>Satisfies Codes:</b> CULD, GENE, GRW6, SBEH • <b>Laboratory Fee:</b> \$10 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.	3	(3 / 0)	<b>LIS 2003</b> <b>INTRODUCTION TO INTERNET RESOURCES</b> • <b>Prerequisites:</b> None • <b>1 lecture hour - 1 credit</b> 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.	1	(1 / 0)
			<b>LIS 2004</b> <b>INTRODUCTION TO INTERNET RESEARCH</b> • <b>Prerequisites:</b> None This online course focuses on methods of accessing information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate, and cite Internet resources. The course is delivered via Blackboard.	1	(1 / 0)
			<b>LIT 2090</b> <b>CONTEMPORARY LITERATURE: SURVEY</b> • <b>Prerequisites:</b> ENC 1101 & ENC 1102 • <b>Satisfies Codes:</b> GENE, GRW6, HUMN, ORAL • <b>Laboratory Fee:</b> \$10 A study of contemporary movements in literature based on the critical reading analysis of English and American writers. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.	3	(3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>LIT 2091</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAC 1105</b>	<b>3</b>	<b>(3 / 0)</b>
<b>CONTEMPORARY LITERATURE: NOVELS</b>			<b>COLLEGE ALGEBRA</b>		
• <b>Prerequisite:</b> C or higher in ENC 1102			• <b>Prerequisite:</b> C or higher in MAT 1033 or placement		
• <b>Satisfies Codes:</b> GENE, GRW6, HUMN, ORAL			• <b>Satisfies Codes:</b> GENE, GRMT		
• <b>Laboratory Fee:</b> \$10			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.		
A study of important novelists. Students will have a chance to examine the important themes in literature as treated by a variety of authors. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.					
<b>LIT 2110</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAC 1114</b>	<b>3</b>	<b>(3 / 0)</b>
<b>EUROPEAN LITERATURE I</b>			<b>TRIGONOMETRY</b>		
• <b>Prerequisite:</b> C or higher in ENC 1102			• <b>Prerequisite:</b> C or higher in MAC 1105 or placement		
• <b>Satisfies Codes:</b> CULD, GENE, GRW6, HUMN, ORAL			• <b>Satisfies Codes:</b> GENE, GRMT		
• <b>Laboratory Fee:</b> \$10			This is a calculus preparatory course in trigonometry that, in conjunction with MAC 1140 (Precalculus Algebra), is designed to provide the student with the trigonometric skills necessary for MAC 2311 (Calculus with Analytic Geometry 1). Major topics include: trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; right triangle trigonometry; trigonometric identities; trigonometric equations; the law of sines and the law of cosines; polar coordinates; vectors; and parametric equations. NOTE: A graphing calculator is required.		
Readings are drawn from European literature written during the ancient, medieval, and Renaissance periods. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.					
<b>LIT 2120</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAC 1140</b>	<b>4</b>	<b>(4 / 0)</b>
<b>EUROPEAN LITERATURE II</b>			<b>PRECALCULUS ALGEBRA</b>		
• <b>Prerequisite:</b> C or higher in ENC 1102			• <b>Prerequisite:</b> C or higher in MAC 1105 or placement		
• <b>Satisfies Codes:</b> CULD, GENE, GRW6, HUMN, ORAL			• <b>Satisfies Codes:</b> GENE, GRMT		
• <b>Laboratory Fee:</b> \$10			This is a calculus preparatory course in college algebra and analytic geometry that, in conjunction with MAC 1114 (Trigonometry), is designed to provide the student with the algebraic skills necessary for MAC 2311 (Calculus with Analytic Geometry 1). Major topics include: polynomial and rational functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise defined functions; inverse functions; systems of linear and nonlinear equations; conic sections; matrices and determinants sequences and series; mathematical induction and the binomial theorem. NOTE: A graphing calculator is required.		
As a continuation of LIT 2110, this course focuses on major European writers of the seventeenth through the twentieth centuries. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.					
<b>LIT 2380</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAC 1932</b>	<b>1</b>	<b>(1 / 0)</b>
<b>WOMEN IN LITERATURE</b>			<b>SPECIAL TOPICS IN MATHEMATICS</b>		
• <b>Prerequisite:</b> C or higher in ENC 1102			• <b>Prerequisite:</b> Consent of instructor		
• <b>Satisfies Codes:</b> CULD, GENE, GRW6, HUMN, ORAL			• <b>May be repeated for a maximum of three credit hours.</b>		
• <b>Laboratory Fee:</b> \$10			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.		
The development of the tradition of literature by women in English from the seventeenth century to the present. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. Students will read works in different genres and will understand women's literature as at once both attached to and counter to the mainstream tradition.					
<b>LIT 2930</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAC 2233</b>	<b>3</b>	<b>(3 / 0)</b>
<b>SELECTED TOPICS IN LITERATURE</b>			<b>CALCULUS FOR BUSINESS</b>		
• <b>Prerequisite:</b> C or higher in ENC 1102			• <b>Prerequisite:</b> C or higher in MAC 1105 or placement		
• <b>Satisfies Codes:</b> CULD, GENE, GRW6, HUMN, ORAL			• <b>Satisfies Codes:</b> GENE, GRMT		
• <b>Laboratory Fee:</b> \$10			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.		
• <b>May be repeated for a maximum of nine credit hours.</b>					
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, AML 2264, Comedy in Literature, Shakespeare's Tragic Vision, African-American Literature, Native American Literature, and Myths, Legends, and Folktales. In addition to written exposition the course includes a substantive unit on oral skills and oral communication.					

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>MAC 2311</b>	<b>5</b>	<b>(5 / 0)</b>	<b>MAR 2011</b>	<b>3</b>	<b>(3 / 0)</b>
<b>CALCULUS WITH ANALYTIC GEOMETRY I</b>			<b>PRINCIPLES OF MARKETING</b>		
• <b>Prerequisite:</b> C or higher in MAC 1114 & MAC 1140			• <b>Prerequisites:</b> None		
• <b>Satisfies Codes:</b> GENE, GRMT			• <b>Students must complete all college preparatory reading courses indicated through placement testing</b>		
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.			The course explores the basic principles of marketing focusing on the topics of target marketing, product strategy, pricing strategy, place strategy, and promotion strategy.		
<b>MAC 2312</b>	<b>4</b>	<b>(4 / 0)</b>	<b>MAR 2949</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<b>CALCULUS WITH ANALYTIC GEOMETRY II</b>			<b>COOPERATIVE EDUCATION INTERNSHIP IN MARKETING</b>		
• <b>Prerequisite:</b> C or higher in MAC 2311			Refer to Cooperative Education for additional information.		
• <b>Satisfies Codes:</b> GENE, GRMT					
This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) NOTE: A graphing calculator is required.					
<b>MAC 2313</b>	<b>4</b>	<b>(4 / 0)</b>	<b>MAT 0012</b>	<b>4</b>	<b>(4 / 0)</b>
<b>CALCULUS WITH ANALYTIC GEOMETRY III</b>			<b>PRE-ALGEBRA WITH STUDY SKILLS</b>		
• <b>Prerequisite:</b> C or higher in MAC 2312			• <b>COLLEGE PREPARATORY COURSE</b>		
• <b>Satisfies Codes:</b> GENE, GRMT			• <b>COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE</b>		
This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) NOTE: A graphing calculator is required.			• <b>Prerequisites:</b> None		
<b>MAE 2801</b>	<b>4</b>	<b>(4 / 0)</b>	This course includes operations with signed numbers, decimals, and fractions. Ratios, percentages, geometric formulas, and a first introduction to algebra are also included. Students meet in class with their instructor for four hours per week, with three hours devoted to math lecture and one hour devoted to introducing, developing, and applying proper study skills for mathematics courses. Students will receive a grade of either "Satisfactory" or "Unsatisfactory."		
<b>ELEMENTARY SCHOOL MATHEMATICS</b>					
• <b>Prerequisite:</b> C or higher in MGF 1106 or MAC 1105			<b>MAT 0024</b>	<b>4</b>	<b>(4 / 0)</b>
<b>This course does <u>not</u> satisfy Gordon Rule requirements.</b>			<b>ELEMENTARY ALGEBRA</b>		
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.			• <b>COLLEGE PREPARATORY COURSE</b>		
<b>MAN 2021</b>	<b>3</b>	<b>(3 / 0)</b>	• <b>COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE</b>		
<b>PRINCIPLES OF MANAGEMENT</b>			• <b>Prerequisite:</b> "Satisfactory" grade in MAT 0012 or appropriate placement test score		
• <b>Prerequisites:</b> None			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.		
• <b>Students must complete all college preparatory courses indicated through placement testing</b>					
The course explores the basic principles of management emphasizing the activities of planning, organizing, leading, and controlling.			<b>MAT 1033</b>	<b>3</b>	<b>(3 / 0)</b>
<b>MAN 2949</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	<b>INTERMEDIATE ALGEBRA</b>		
<b>COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION</b>			• <b>Prerequisite:</b> MAT 0024 or MAT 0024C or placement.		
Refer to Cooperative Education for additional information.			<b>This course does <u>not</u> satisfy the Gordon Rule requirements necessary for meeting the General Education component of the A.A. degree. It may be counted as college elective credit only.</b>		
			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.		



Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>MCB 1278C</b>	<b>3</b>	<b>(3 / 1)</b>	<b>MGF 1106</b>	<b>3</b>	<b>(3 / 0)</b>
<b>INTRODUCTION TO EPIDEMIOLOGY OF INFECTIOUS DISEASES WITH LAB</b>			<b>LIBERAL ARTS MATH I</b>		
• Prerequisites: None			• Prerequisites: C or higher in MAT 1033 or placement		
• Satisfies Codes: BIOS, GENE, LABR			• Satisfies Codes: GENE, GRMT		
• Laboratory Fee: \$5			This course covers topics from set theory, logic, geometry and measurement, counting principles, probability, and statistics (including the normal curve).		
This course provides basic understanding of epidemiology of emerging infectious diseases and their causative agents. The course focuses on presenting the molecular and cellular aspects of infectious diseases and the exciting interactions between pathogenic microorganisms and their hosts. The course introduces the most important and dangerous causative agents of infectious diseases, demonstrate how microbial "weapons," pathogenicity factors, protein secretion machines, and surfaces variation systems work. Infectious diseases are discussed in light of recent advances in evolutionary and cellular microbiology, genomics, diagnostic techniques, and vaccine development. The lab class tends to improve laboratory skills and to increase knowledge of the techniques and use of tools in Epidemiology.			<b>MGF 1107</b>	<b>3</b>	<b>(3 / 0)</b>
<b>MCB 2010C</b>	<b>4</b>	<b>(3 / 2)</b>	<b>LIBERAL ARTS MATH II</b>		
<b>MICROBIOLOGY WITH LAB</b>			• Prerequisite: C or higher in MAT 1033 or placement		
• Prerequisites: None			• Satisfies Codes: GENE, GRMT		
• Satisfies Codes: BIOS, GENE, LABR			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.		
• Laboratory Fee: \$25			<b>MMC 2100</b>	<b>3</b>	<b>(3 / 0)</b>
• Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.			<b>WRITING FOR THE MASS MEDIA</b>		
A survey of microbial forms with emphasis on bacteria, their morphology, physiology, and genetic mechanisms. This course provides laboratory support for the concepts taught in lecture.			• Prerequisites: None		
<b>MCB 2930C</b>	<b>3</b>	<b>(2 / 1)</b>	• Satisfies Codes: GENE, GRW6, HUMN		
<b>SPECIAL TOPICS IN MICROBIOLOGY</b>			• Laboratory Fee: \$10		
• Prerequisite: Consent of instructor			• Offered Fall and Spring Terms		
• Satisfies Codes: BIOS, GENE, LABR			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.		
Provides basic understanding of microorganisms that cause major outbreaks (epidemics). Explains and discusses the cause, transmission, control prevention, and treatment of major outbreaks that can be caused by biological agents. Identifies and lists the steps in social life disruption during outbreak of diseases caused by potential pathogens. Discusses the importance of collaboration between the agencies involved in managing major outbreaks. Discusses different models and plans for preparedness as recommended by the Center for Disease Control and Prevention for adoption and implementation in case of emerging epidemics. The lab class tends to improve laboratory skills and to increase knowledge of the techniques and use of equipment in identifying outbreaks caused by microorganisms.			<b>MMC 2944</b>	<b>2</b>	<b>(1 / 1)</b>
<b>MET 1010C</b>	<b>3</b>	<b>(3 / 1)</b>	<b>NEWSPAPER PRACTICUM</b>		
<b>INTRODUCTION TO METEOROLOGY WITH LAB</b>			• Prerequisite: MMC 2100		
• Prerequisite: Satisfactory completion of all Math, English and Reading preparatory courses.			• May be repeated one time for credit.		
• Satisfies Codes: GENE, LABR, PHYS			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.		
• Laboratory Fee: \$15			<b>MMC 2946</b>	<b>3</b>	<b>(0 / 6)</b>
The course is an introductory-level meteorology course offered partially via the Internet. It provides students with a comprehensive study of the principles of meteorology while simultaneously providing classroom and laboratory applications focused on current weather situations.			<b>COMMUNICATIONS PRACTICUM</b>		
			• 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.		
			<b>MNA 1100</b>	<b>3</b>	<b>(3 / 0)</b>
			<b>HUMAN RELATIONS IN BUSINESS &amp; INDUSTRY</b>		
			• Prerequisites: None		
			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.		
			<b>MNA 1161</b>	<b>3</b>	<b>(3 / 0)</b>
			<b>CUSTOMER SERVICE</b>		
			• Prerequisites: None		
			This course provides students with the basic concepts and current trends in the customer service industry. The course will focus on providing students the foundation needed for developing skills and knowledge to help students work effectively with both internal and external customers.		

**MTB 1348** 3 (3 / 0)  
**TECHNICAL MATHEMATICS**  
 • **Prerequisites:** None  
 This course introduces the student to principles of mathematics used in electronics and computer engineering technology career fields. Topics include basic arithmetic, basic algebraic equations, vectors, and graphing. This course is not recommended for transfer students.

**MTB 1370** 1 (1 / 0)  
**MATH FOR HEALTH RELATED PROFESSIONS**  
 • **Prerequisite:** MAT 0024, MAT 0024C or placement  
 This course provides an overview of mathematic operations necessary for the calculation of oral and parenteral drug dosages. Emphasis is placed on numerical and measurement systems, decimals, fractions, ratio and proportions, percentages, conversions, and calculations of medical dosages. *This is a required course for students planning to enter the nursing program.*

**MUE 2211** 3 (3 / 0)  
**MUSIC & MOVEMENT**  
 • **Prerequisites:** None  
 • **Laboratory fee:** \$15  
 This course provides a study of basic musical concepts and techniques using primary rhythms, beats, sounds, and instruments for use with pre-school children through age eight. Students plan, implement, and evaluate musical experiences that will contribute to rhythmic and aural development and appreciation of the young child.

**MUH 1018** 3 (3 / 0)  
**INTRODUCTION TO JAZZ**  
 • **Prerequisites:** None  
 • **Satisfies Codes:** CULD, GENE, HUMN  
 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** 3 (3 / 0)  
**INTRODUCTION TO MUSIC**  
 • **Prerequisites:** None  
 • **Satisfies Codes:** CULD, GENE, HUMN  
 A general survey of the world's great music and its composers, with an emphasis upon the development of intelligent listening. Designed for non-music majors.

**MUN 1130** 1 (1 / 1)  
**SYMPHONIC BAND**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **Four hours maximum to count toward graduation.**  
 Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire.

**MUN 1210** 1 (1 / 2)  
**ORCHESTRA ENSEMBLE**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **May be repeated for a maximum credit of eight hours.**  
 • **Four hours maximum to count toward graduation.**  
 Open to all interested students. The orchestra provides an opportunity for a musical experience through the study and performance of orchestral literature from the 1700's to the present day.

**MUN 1340** 1 (1 / 2)  
**CONCERT CHOIR**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **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 1460** 1 (1 / 2)  
**CHAMBER ENSEMBLE**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **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** 1 (1 / 0)  
**COLLEGIUM MUSICUM**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **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** 1 (1 / 2)  
**JAZZ LAB BAND**  
 • **Prerequisites:** None  
 • **Satisfies Code:** CULD  
 • **Laboratory fee:** \$15  
 • **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** 1-3 (1-3 / 0)  
**COOPERATIVE EDUCATION INTERNSHIP IN MUSIC**  
 Refer to Cooperative Education for additional information.

**MUT 1121** 3 (3 / 0)  
**BASIC THEORY I**  
 • **Prerequisites:** None  
 • **Laboratory fee:** \$15  
 • **Offered Fall Term**  
 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 1112** 3 (3 / 0)  
**BASIC THEORY II**  
 • **Prerequisite:** MUT 1111 or MUT 2001  
 • **Laboratory fee:** \$15  
 • **Offered Spring Term**  
 A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight-singing.

Course	Credits	Class hours per week	Lab hours per week	Course	Credits	Class hours per week	Lab hours per week
<b>MUT 2001</b> <b>FUNDAMENTALS OF MUSIC THEORY</b> • Prerequisites: None • Laboratory fee: \$15 A basic course in music skills: notation, rhythm, sight singing, piano, and conducting fundamentals. For the general student or education major. Music major elective if student lacks background in theory.	3	(3 / 0)		<b>SECONDARY SOPHOMORE INSTRUCTION 1</b> (1 / 0) • Prerequisites: None • 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.			
<b>MUT 2117</b> <b>MUSIC THEORY IV</b> • Prerequisite: MUT 2116 • Offered Spring Term 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.	3	(3 / 0)		MVB 2221 ..... Trumpet MVB 2222 ..... French Horn MVB 2223 ..... Trombone MVB 2224 ..... Baritone Horn MVB 2225 ..... Tuba MVK 2221 ..... Piano MVK 2223 ..... Organ MVP 2221 ..... Percussion MVS 2221 ..... Violin MVS 2222 ..... Viola	MVS 2223 ..... Cello MVS 2224 ..... String Bass MVS 2226 ..... Guitar MVV 2221 ..... Voice MVW 2221 ..... Flute MVW 2222 ..... Oboe MVW 2223 ..... Clarinet MVW 2224 ..... Bassoon MVW 2225 ..... Saxophone		
<b>MUT 2126</b> <b>MUSIC THEORY III</b> • Prerequisite: MUT 1112 • Laboratory fee: \$15 • Offered Fall Term Further study of the melodic and harmonic elements of music.	3	(3 / 0)		<b>PRINCIPAL SOPHOMORE INSTRUCTION 2</b> (2 / 0) • Prerequisites: None • 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.			
<b>SECONDARY FRESHMAN INSTRUCTION 1</b> (1 / 0) • Prerequisites: None • 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 2321 ..... Trumpet MVB 2322 ..... French Horn MVB 2323 ..... Trombone MVB 2324 ..... Baritone Horn MVB 2325 ..... Tuba MVK 2321 ..... Piano MVK 2323 ..... Organ MVP 2321 ..... Percussion MVS 2321 ..... Violin MVS 2322 ..... Viola	MVS 2323 ..... Cello MVS 2324 ..... String Bass MVS 2326 ..... Guitar MVV 2321 ..... Voice MVW 2321 ..... Flute MVW 2322 ..... Oboe MVW 2323 ..... Clarinet MVW 2324 ..... Bassoon MVW 2325 ..... Saxophone		
MVB 1211 ..... Trumpet MVB 1212 ..... French Horn MVB 1213 ..... Trombone MVB 1214 ..... Baritone Horn MVB 1215 ..... Tuba MVK 1211 ..... Piano MVK 1213 ..... Organ MVP 1211 ..... Percussion MVS 1211 ..... Violin MVS 1212 ..... Viola	MVS 1213 ..... Cello MVS 1214 ..... String Bass MVS 1216 ..... Guitar MVV 1211 ..... Voice MVW 1211 ..... Flute MVW 1212 ..... Oboe MVW 1213 ..... Clarinet MVW 1214 ..... Bassoon MVW 1215 ..... Saxophone			<b>MVK 1111</b> 1 (1 / 2) <b>CLASS PIANO I</b> • Prerequisites: None • Laboratory fee: \$15 • 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.			
<b>PRINCIPAL FRESHMAN INSTRUCTION 2</b> (2 / 0) • Prerequisites: None • 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.				<b>MVK 2121</b> 1 (1 / 1) <b>CLASS PIANO II</b> • Prerequisite: MVK 1111 or consent of instructor • Laboratory fee: \$5 • Four hours maximum to count toward graduation. This course is a continuation of MVK 1111 - Class Piano I. Intermediate class instruction for the student who has had some training on the piano.			
MVB 1311 ..... Trumpet MVB 1312 ..... French Horn MVB 1313 ..... Trombone MVB 1314 ..... Baritone Horn MVB 1315 ..... Tuba MVK 1311 ..... Piano MVK 1313 ..... Organ MVP 1311 ..... Percussion MVS 1311 ..... Violin MVS 1312 ..... Viola	MVS 1313 ..... Cello MVS 1314 ..... String Bass MVS 1316 ..... Guitar MVV 1311 ..... Voice MVW 1311 ..... Flute MVW 1312 ..... Oboe MVW 1313 ..... Clarinet MVW 1314 ..... Bassoon MVW 1315 ..... Saxophone			<b>MVV 1111</b> 1 (1 / 2) <b>CLASS VOICE I</b> • Prerequisites: None • Laboratory fee: \$15.00 Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.			

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>MVV 2121</b> <b>CLASS VOICE II</b>	1	(1 / 1)	<b>NUR 1242C</b> <b>ALTERATIONS IN HEALTH II</b>	4	(4 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> MVV 1111 or consent of instructor</li> <li>• <b>Laboratory fee:</b> \$15</li> <li>• <b>Four hours maximum to count toward graduation.</b></li> </ul> <p>Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• <b>Corequisite:</b> NUR 1242L, NUR 1023, NUR 1823</li> </ul> <p>This course is the second in a series of courses and will focus on nursing care for clients with alterations in hematological, immune, gastrointestinal, and hepatic functioning throughout the lifespan. Care of the oncology client and peri-operative nursing will also be explored. Associated lab will afford experiential learning and application of cognitive and psychomotor skills related to care of clients with these alterations in health.</p>		
<b>NUR 1022</b> <b>NURSING FOUNDATIONS I</b>	3	(3 / 0)	<b>NUR 1242L</b> <b>CLINICAL NURSING II</b>	4	(4 / 12)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Admission to Nursing Program</li> <li>• <b>Corequisites:</b> NUR 1234, NUR 1234L, NUR 1820</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety and infection control. Beginning health assessment will focus on client's physiological, psychological, sociocultural, developmental, and spiritual needs.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• <b>Corequisite:</b> NUR 1242C, NUR 1023, NUR 1823</li> <li>• <b>Laboratory Fee:</b> Lab kit fee will be processed through the Nursing Department and may fluctuate annually</li> </ul> <p>This is the second in a series of clinical courses and complements Alterations in Health II and Nursing Foundations II. Emphasis will be on nursing care of the client with alterations in hematological, immune, gastrointestinal, and hepatic functioning. Clinical rotations will provide opportunities for students to care for Medical/Surgical clients in both the acute care and community care settings as well as oncologic and peri-operative setting.</p>		
<b>NUR 1023</b> <b>NURSING FOUNDATIONS II</b>	3	(3 / 0)	<b>NUR 1820</b> <b>MANAGEMENT OF CARE I</b>	1	(1 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> Admission to Nursing Program; NUR 1022, NUR 1234, NUR 1234L, NUR 1820</li> <li>• <b>Corequisite:</b> NUR 1242C, NUR 1242L, NUR 1823</li> </ul> <p>Students will be introduced to the health/illness continuum as they focus on health promotion, illness, and primary, secondary, and tertiary levels of preventative care. Students will explore community care issues and resources as well as the nursing role in disaster preparedness. The nursing process will be applied as students learn to meet end of life client needs.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Admission to the Nursing Program</li> <li>• <b>Corequisite:</b> NUR 1234, NUR 1234L, NUR 1022</li> </ul> <p>The focus of this course is to introduce the beginning nursing student to the professional, legal, and ethical issues of a Registered Nurse. Roles of the Registered Nurse will be explored in various health care delivery systems. Beginning problem solving and decision making models will be discussed.</p>		
<b>NUR 1234</b> <b>ALTERATIONS IN HEALTH I</b>	3	(3 / 0)	<b>NUR 1823</b> <b>MANAGEMENT OF CARE II</b>	1	(1 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Admission to Nursing Program</li> <li>• <b>Corequisite:</b> NUR 1234L, NUR 1022, NUR 1820</li> </ul> <p>Students will utilize the nursing process and techniques of therapeutic communication as they assess and plan care for the mental health needs of clients throughout the lifespan. Special needs of the older adult and the aging process will be introduced. Students will begin examining alterations in mobility and sensory functions as well as skin integrity throughout the lifespan. Throughout this course we'll examine the individual's relationship to stress and adaptation as it relates to health and wellness.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• <b>Corequisite:</b> NUR 1242C, NUR 1242L, NUR 1023</li> </ul> <p>This course is a continuation of Management of Care I and focuses on the role of the Registered Nurse in delegation and supervision of client care. Students will discuss theories of team nursing and apply principles of prioritization of nursing care. The course will emphasize preparation of the student to function as a Registered Nurse and member of a health care delivery team.</p>		
<b>NUR 1234L</b> <b>CLINICAL NURSING I</b>	4	(4 / 12)			
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Admission to Nursing Program</li> <li>• <b>Corequisite:</b> NUR 1234, NUR 1022, NUR 1820</li> <li>• <b>Laboratory Fee:</b> Lab kit fee will be processed through the Nursing Department and may fluctuate annually</li> </ul> <p>This is the first in a series of clinical courses and complements Alterations in Health I and Nursing Foundations I. Emphasis will be on nursing care of the client with alterations in mobility, skin integrity, and sensory functioning. Care of the client with mental health needs and the geriatric client will also be studied. Lab component will address basic psychomotor requisites of nursing care. Students will be given the opportunity to practice beginning client assessment and various interventional skills. Clinical rotations will include experiences in community facilities for the care of mental health and geriatric clients.</p>					



Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>NUR 2003C</b> <b>NURSING TRANSITION</b>	3 (2 / 1)	<b>NUR 2224L</b> <b>CLINICAL NURSING IV</b>	4 (4 / 12)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> Admission to Associate Degree Nursing Program</li> <li>• <b>Satisfies Code:</b> CULD</li> <li>• <b>Laboratory Fee:</b> Lab kit fee will be processed through the Nursing Department and may fluctuate annually</li> </ul> <p>This is the first course designed for LPNs and Paramedics entering the Nursing Associate Degree Program. The course builds on the foundation of knowledge that was acquired during previous health care education. Emphasis is placed on the role of the associate degree nurse as it applies to the nursing process. Basic physical, psychological, and cultural needs of children and adults are explored through perioperative experiences and neoplastic disease process. Selected clinical competencies will be reviewed and tested in the campus nursing laboratory. Computer applications in nursing are introduced in this course.</p>		<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 2220C, NUR 2220L, NUR 2463</li> <li>• <b>Corequisite:</b> NUR 2224, NUR 2810L</li> <li>• <b>Laboratory Fee:</b> Lab kit fee will be processed through the Nursing Department and may fluctuate annually</li> </ul> <p>This is the fourth course in a series of clinical courses and complements Alterations in Health IV. Emphasis will be on providing nursing care for clients with alterations in neurological, respiratory, and cardiovascular functioning as well as the critical care client with multi-system alterations. Clinical rotations will include experiences in acute care facilities and critical care.</p>	
<b>NUR 2220C</b> <b>ALTERATIONS IN HEALTH III</b>	4 (4 / 0)	<b>NUR 2463</b> <b>MATERNAL CHILD HEALTH</b>	2 (2 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1242C, NUR 1242L, NUR 1023, NUR 1823</li> <li>• <b>Corequisite:</b> NUR 2220L, NUR 2463</li> </ul> <p>This course is the third in a series of courses and will focus on nursing care for clients with alterations in endocrine, renal, genitourinary, and gynecological functioning throughout the lifespan. Concepts of acid-base and fluids and electrolytes balances will also be explored. Associated lab will afford experiential learning of cognitive and psychomotor skills related to care of clients with these alterations in health.</p>		<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1242C, NUR 1242L, NUR 1023, NUR 1823</li> <li>• <b>Corequisite:</b> NUR 2220C, NUR 2220L</li> </ul> <p>This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence.</p>	
<b>NUR 2220L</b> <b>CLINICAL NURSING III</b>	5 (5 / 15)	<b>NUR 2801L</b> <b>CLINICAL PRACTICUM</b>	3 (3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 1242C, NUR 1242L, NUR 1023, NUR 1823</li> <li>• <b>Corequisite:</b> NUR 2220C, NUR 2463</li> <li>• <b>Laboratory Fee:</b> Lab kit fee will be processed through the Nursing Department and may fluctuate annually</li> </ul> <p>This course is the third in a series of clinical courses and complements. Alterations in Health III and Maternal Child Health. Emphasis will be on nursing care of clients with alterations in endocrine, renal, genitourinary, and gynecological functioning. Students will also have the opportunity to learn to plan and provide care for the obstetric and pediatric client. Clinical rotations will include experiences in acute care facilities and community clinics.</p>		<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Admission to Nursing Program NUR 2224, NUR 2224L</li> <li>• <b>Full-time clinical</b></li> </ul> <p>Students will apply previously learned theoretical knowledge and clinical nursing skills from all previous nursing courses while caring for clients/patients of all ages in the hospital and community setting. Primary and/or Team Nursing will be under the guidance of the faculty and a clinical preceptor. This course offers students the opportunity for transition from the role of student to that of graduate nurse.</p>	
<b>NUR 2224</b> <b>ALTERATIONS IN HEALTH IV</b>	3 (3 / 0)	<b>OCE 1000</b> <b>INTRODUCTION TO MARINE SCIENCE</b>	3 (3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> NUR 2220C, NUR 2220L, NUR 2463</li> <li>• <b>Corequisite:</b> NUR 2224L, NUR 2810L</li> </ul> <p>This course is the fourth in a series and will focus on caring for clients with alterations in neurological, respiratory, and cardiovascular functioning throughout the lifespan. Concepts of critical care nursing for clients with multi-system alterations will also be explored.</p>		<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> Satisfactory completion of all Math, English, and Reading preparatory courses if required through placement testing.</li> <li>• <b>Satisfies Codes:</b> BIOS, GENE</li> </ul> <p>An introduction to the physical, chemical, and biological nature of the oceans. Topics include (1) the history and shape of the oceans, (2) the physical and chemical properties of sea water, including waves, tides, and ocean currents, (3) the biology and ecology of marine life.</p>	
		<b>ORI 2000</b> <b>ORAL INTERPRETATION OF LITERATURE</b>	3 (3 / 0)
		<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> </ul> <p>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.</p>	

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>OST 1100</b>	<b>3</b>	<b>(3 / 2)</b>	<b>OST 1940</b>	<b>3</b>	<b>(3 / 0)</b>
<b>KEYBOARDING &amp; DOCUMENT FORMATTING</b>			<b>OFFICE MANAGEMENT PRACTICUM</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Laboratory Fee: \$10</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: OST 1100 or consent of instructor</li> </ul>		
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.			Students will complete units in records management, which includes the practical application of filing rules and information transmittal (mailing systems.) Students will use various business machines including but not limited to the following: telephone, calculator, copier, facsimile, voice mail/voice recognition, scanner, and transcription equipment. The class is tailored to develop individual skills needed by students and takes a hands-on approach in learning these skills.		
<b>OST 1108</b>	<b>1</b>	<b>(1 / 0)</b>	<b>OST 2336</b>	<b>3</b>	<b>(3 / 0)</b>
<b>KEYBOARD ACCURACY &amp; SPEED BUILDING</b>			<b>BUSINESS COMMUNICATIONS</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: OST 1100 or consent of instructor</li> <li>• Laboratory Fee: \$5</li> <li>• May be repeated, but only one credit will apply toward a degree.</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: OST 1330 or ENC 1101. Students must be familiar with word processing software.</li> <li>• Offered Spring Term</li> </ul>		
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.			This course is designed to provide practice in writing clear and effective business letters and memorandums. The course also emphasizes resumé writing, oral communication skills in listening, interviewing, and giving oral presentations.		
<b>OST 1110</b>	<b>3</b>	<b>(3 / 0)</b>	<b>OST 2810</b>	<b>1</b>	<b>(1 / 0)</b>
<b>ADVANCED DOCUMENT FORMATTING</b>			<b>DESKTOP PUBLISHING I</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: OST 1100 or consent of instructor</li> <li>• Laboratory Fee: \$10</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Laboratory Fee: \$5</li> </ul>		
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.			This course introduces students to the basic concepts of desktop publishing using page layout software. The software will be used to design and create newsletters, brochures, and posters using various typstyles and graphics.		
<b>OST 1330</b>	<b>3</b>	<b>(3 / 0)</b>	<b>OST 2812</b>	<b>1</b>	<b>(1 / 0)</b>
<b>BUSINESS ENGLISH</b>			<b>DESKTOP PUBLISHING II</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Offered Fall Term</li> <li>• Students may be required to enroll in a lower level English/reading course based on college placement tests.</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: OST 2810 or consent of instructor</li> <li>• Laboratory Fee: \$5</li> </ul>		
An intensive review and application of grammar, spelling, and punctuation used in business correspondence and communication.			This course is a continuation of OST 2810. Students will learn advanced features of desktop publishing including working with styles, master pages, templates, scanned images, and imported text.		
<b>OST 1743</b>	<b>1</b>	<b>(1 / 0)</b>	<b>OST 2857</b>	<b>3</b>	<b>(3 / 0)</b>
<b>WORD PROCESSING FOR COLLEGE WRITING</b>			<b>MICROSOFT OFFICE - ADVANCED</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Laboratory Fee: \$5</li> <li>• Students are strongly encouraged to complete this course prior to taking, or along with, ENC 1101 or ENC 0010.</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in OST 1854 or consent of instructor</li> <li>• Laboratory Fee: \$10</li> </ul>		
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.			Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.		
<b>OST 1854</b>	<b>3</b>	<b>(3 / 0)</b>	<b>OST 2949</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<b>MICROSOFT OFFICE - INTRODUCTION</b>			<b>COOPERATIVE EDUCATION INTERNSHIP IN OFFICE ADMINISTRATION</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Laboratory Fee: \$10</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: OST 1854 &amp; OST 1940</li> <li>• Refer to Cooperative Education for additional information.</li> </ul>		
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).			This course is designed to be an exit internship for the Office Administration program. Individual objectives will be developed to address office management competencies.		

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>PEL 1121</b> <b>BEGINNING GOLF</b> • Prerequisites: None • 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.	1 (1 / 0)	<b>PEM 1101</b> <b>PHYSICAL FITNESS FOR MEN I</b> • Prerequisites: None • 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.	1 (1 / 1)
<b>PEL 1321</b> <b>VOLLEYBALL</b> • Prerequisites: None • 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.	1 (1 / 1)	<b>PEM 1102</b> <b>PHYSICAL FITNESS FOR MEN II</b> • Prerequisite: PEM 1101 or consent of instructor • Fee: \$1 This course is designed to continue the process of PEM 1101.	1 (1 / 1)
<b>PEL 1341</b> <b>BEGINNING TENNIS</b> • Prerequisites: None • 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.	1 (1 / 1)	<b>PEM 1116</b> <b>FIGURE &amp; FITNESS IMPROVEMENT FOR WOMEN I</b> • Prerequisites: None • 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.	1 (1 / 1)
<b>PEL 1342</b> <b>INTERMEDIATE TENNIS</b> • 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.	1 (1 / 1)	<b>PEM 1117</b> <b>FIGURE &amp; FITNESS IMPROVEMENT FOR WOMEN II</b> • Prerequisite: PEM 1116 or consent of instructor • Fee: \$1 This course is designed to continue with the process of PEM 1116.	1 (1 / 1)
<b>PEL 1441</b> <b>RACQUETBALL</b> • Prerequisites: None • 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.	1 (1 / 1)	<b>PEM 1171</b> <b>AEROBIC DANCE</b> • Prerequisites: None • Satisfies Code: CULD • Fee: \$1 • Coeducational This course is designed to acquaint students with the basic functioning of the human cardiovascular system through dance.	1 (1 / 1)
<b>PEL 1442</b> <b>INTERMEDIATE RACQUETBALL</b> • 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.	1 (1 / 1)	<b>PEM 1173</b> <b>LOW IMPACT AEROBIC DANCE</b> • Prerequisites: None • Satisfies Code: CULD 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.	1 (1 / 1)

**PEM 1351 1 (1 / 1)****BICYCLING**

- **Prerequisite:** Students are encouraged to have a complete physical examination administered by a licensed physician prior to participating in this course. This requirement helps to identify potential physical/medical problems toward total fitness.

- **Laboratory Fee:** \$1

This aerobic alternative will introduce students to healthy, safe, and enjoyable bicycling. Topics include whole-body health, nutrition, cycling as an appetite depressant, proper pedaling techniques, shifting gears, injury-free cycling, and hands-on maintenance.

**PEM 1443C 2 (1 / 2)****TAE KWON DO**

- **Prerequisite:** Students will be required to complete an assumption of risk and liability waiver for participation in this class.

- **Laboratory Fee:** \$10

Instruction in the techniques, history and philosophy of Tae Kwon Do, including self-defense. All levels of students are accommodated. This is a hands-on course involving a considerable level of physical activity. Successful completion of the course qualifies the student to participate in a belt promotion exam. Uniform required.

**PEM 1905 2 (2 / 0)****FITNESS & WELLNESS I**

- **Prerequisites:** None

- **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 2 (1 / 1)****CONDITIONING FOR ATHLETES OF ALL AGES**

- **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 1 (1 / 1)****ADVANCED LIFE SAVING & WATER SAFETY**

- **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 1 (1 / 1)****BEGINNING SWIMMING**

- **Prerequisites:** None

- **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 1 (1 / 1)****INTERMEDIATE SWIMMING**

- **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.

**PEO 1003 3 (3 / 0)****SPORTS OFFICIATING**

- **Prerequisites:** None

- **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 3 (3 / 0)****PRINCIPLES & ANALYSIS OF TEAM SPORTS**

- **Prerequisites:** None

This course includes the principles, methods, and techniques of teaching a team sport, including organization and management, instruction of skills and concepts, motivation, and evaluation.

**PET 2385 2 (1 / 1)****INTRODUCTION TO FITNESS ASSESSMENTS AND CONCEPTS**

- **Prerequisite:** C or higher in BSC 1010C and students must also be cleared by a physician prior to participating in this class

- **Laboratory Fee:** \$20

This course is designed to give students a clear understanding of specific sports and fitness assessment techniques and concepts. Students will have the opportunity to gain hands on experience and practicum based knowledge. Students will develop and implement specific fitness programs for different individuals and learn how to perform fitness assessments on their subjects.

**PET 2622 3 (3 / 0)****CARE & PREVENTION OF ATHLETIC INJURIES**

- **Prerequisites:** None

- **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.



Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>PET 2760</b> <b>THEORY &amp; METHODS OF COACHING SPORTS</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>PHI 2630</b> <b>CONTEMPORARY ETHICS</b> • <b>Prerequisite:</b> C or higher in ENC 1101 or consent of instructor • <b>Satisfies Codes:</b> CULD, GENE, GRW6, HUMN • <b>Laboratory Fee:</b> \$10 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.	3	(3 / 0)
<b>PET 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION</b> • <b>Refer to Cooperative Education for additional information.</b> 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.	1-3	(1-3 / 0)	<b>PHY 1020C</b> <b>PHYSICS FOR LIBERAL ARTS WITH LAB</b> • <b>Prerequisite:</b> Eligibility for MAT 1033 or higher • <b>Satisfies Codes:</b> GENE, LABR, PHYS • <b>Laboratory Fee:</b> \$25 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.	3	(2 / 2)
<b>PGY 1401C</b> <b>BASIC PHOTOGRAPHY</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$20 An introduction to black and white photography. Emphasis will be on basic mastery of the following skills: camera handling, exposure, pictorial composition and design, film and print development, darkroom procedure, and print display. The student must supply his own adjustable camera (preferably 35mm or 120), film, paper, and other related materials.	3	(3 / 0)	<b>PHY 2048C</b> <b>PHYSICS WITH CALCULUS I WITH LAB</b> • <b>Prerequisite or Corequisite:</b> MAC 2311 • <b>Satisfies Codes:</b> GENE, LABR, PHYS • <b>Laboratory Fee:</b> \$20 • <b>Offered Fall Term</b> 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.	5	(4 / 2)
<b>PGY 2410C</b> <b>CREATIVE PHOTOGRAPHY</b> • <b>Prerequisite:</b> PGY 1401C or consent of instructor • <b>Laboratory Fee:</b> \$20 A continuation of Basic Photography. Emphasis will be on augmentation and refinement of basic skills acquired. Photographic problems of a specialized nature and advanced printmaking techniques will be explored. Camera, film, paper, and other related materials are to be supplied by the student.	3	(3 / 0)	<b>PHY 2049C</b> <b>PHYSICS WITH CALCULUS II WITH LAB</b> • <b>Prerequisites:</b> C or higher in PHY 2048C • <b>Satisfies Codes:</b> GENE, LABR, PHYS • <b>Laboratory Fee:</b> \$15 • <b>Offered Spring Term</b> This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.	5	(4 / 2)
<b>PGY 2801C</b> <b>DIGITAL PHOTOGRAPHY I</b> • <b>Prerequisite:</b> PGY 1401 or consent of instructor • <b>Laboratory Fee:</b> \$25 An introduction to computer imaging tools and techniques for digital photos. Emphasis will be on basic mastery of the following skills: camera handling, image procurement, enhancement, and manipulation. This course provides an exploration of a variety of creative techniques using Adobe Photoshop software. Students must supply their own digital cameras.	3	(3 / 0)	<b>PHY 2053C</b> <b>GENERAL PHYSICS I WITH LAB</b> • <b>Prerequisite:</b> MAC 1114 or consent of instructor • <b>Satisfies Codes:</b> GENE, LABR, PHYS • <b>Laboratory Fee:</b> \$20 • <b>Offered Fall Term</b> 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.	5	(4 / 2)
<b>PHI 2010</b> <b>INTRODUCTION TO PHILOSOPHY</b> • <b>Prerequisite:</b> C or higher in ENC 1101 or consent of instructor • <b>Satisfies Codes:</b> GENE, GRW6, HUMN • <b>Laboratory Fee:</b> \$10 • <b>Open to sophomores only or to second semester freshmen who receive consent of instructor.</b> A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.	3	(3 / 0)			

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>PHY 2054C</b> <b>GENERAL PHYSICS II WITH LAB</b> • Prerequisites: PHY 2053C & MAC 1114 or consent of instructor • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$15 • Offered Spring Term This course is a continuation of PHY 2053, covering the basic principles of electricity, magnetism, optics and selected topics in modern physics.	5	(4 / 2)	<b>PLA 2700</b> <b>PROFESSIONAL ETHICS AND LIABILITY</b> • Prerequisites: Students must complete all college preparatory reading and composition courses indicated through placement testing. This course will provide the student with an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. Topics covered will include the importance of ethics to the law, basic ethical conduct and its applications, and major issues in ethics for legal assistants such as confidentiality, conflicts of interest, practicing law without a license, professionalism and others.	3	(3 / 0)
<b>PHY 2100C</b> <b>MODERN PHYSICS</b> • Prerequisites: PHY 2048C, PHY 2049C, MAC 2311 and MAC 2312 • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 PHY 2100C is a problem solving course in physics that includes an integrated laboratory component. Areas of focus will be special relativity, optical and X-ray spectra, interaction and duality of particles and radiation, basic concepts of quantum mechanics, atomic and molecular structures, introductory solid state and elementary nuclear and particle physics, and cosmology.	3	(3 / 0)	<b>PLA 2058</b> <b>SURVEY OF LAW</b> • Prerequisites: None 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.	3	(3 / 0)
<b>PHY 2930C</b> <b>SPECIAL TOPICS IN PHYSICS</b> • Prerequisite: See course schedule for prerequisite for each specific topic. • Satisfies Code: GENE, LABR, PHYS • 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.	1-3	(1-3 / 0)	<b>PLA 2114</b> <b>LEGAL RESEARCH &amp; WRITING II</b> • 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.	3	(3 / 0)
<b>PLA 1003</b> <b>INTRODUCTION TO LEGAL ASSISTING</b> • Prerequisites: None 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.	2	(2 / 0)	<b>PLA 2201</b> <b>CIVIL LITIGATION</b> • Prerequisite: PLA 1003 or consent of instructor 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.	3	(3 / 0)
<b>PLA 1104</b> <b>LEGAL RESEARCH &amp; WRITING I</b> • 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.	3	(3 / 0)	<b>PLA 2600</b> <b>WILLS, TRUSTS, &amp; ESTATE ADMINISTRATION</b> • Prerequisites: None 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.	3	(3 / 0)
<b>PLA 1800</b> <b>FAMILY LAW</b> • Prerequisite: PLA 1003 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.	3	(3 / 0)	<b>PLA 2610</b> <b>REAL ESTATE LAW &amp; PROPERTY</b> • Prerequisite: PLA 1003 or consent of instructor • 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.	3	(3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>PLA 2763</b> <b>LAW OFFICE MANAGEMENT</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>POS 2930</b> <b>POLITICAL STUDIES</b> • <b>Prerequisite:</b> 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.	1-3	(1-3 / 0)
<b>PLA 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN LEGAL ASSISTING</b> • <b>Prerequisites:</b> PLA 1003, PLA 2058, & OST 1100 • <b>Refer to Cooperative Education for additional information.</b> 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.	1-3	(1-3 / 0)	<b>POS 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
<b>POS 1001</b> <b>INTRODUCTION TO POLITICAL SCIENCE</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH 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.	3	(3 / 0)	<b>POS 2950</b> <b>FEDERAL GOVERNMENT INSTITUTIONS</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)
<b>POS 1040</b> <b>AMERICAN GOVERNMENT SURVEY</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>PSC 1001</b> <b>INVENTIONS &amp; DISCOVERIES: SCIENCE IN A CHANGING WORLD</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, PHYS 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.	3	(3 / 0)
<b>POS 2041</b> <b>AMERICAN NATIONAL GOVERNMENT</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH 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.	3	(3 / 0)	<b>PSC 1515</b> <b>ENERGY &amp; THE ENVIRONMENT</b> • <b>Prerequisite:</b> Students must satisfactorily complete all required college prep English or reading courses prior to enrolling in this course. • <b>Satisfies Codes:</b> GENE, PHYS 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.	3	(3 / 0)
<b>POS 2112</b> <b>STATE &amp; LOCAL GOVERNMENTS</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> GENE, SBEH 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.	3	(3 / 0)	<b>PSY 2012</b> <b>INTRODUCTION TO PSYCHOLOGY</b> • <b>Prerequisite:</b> Students must complete all college preparatory reading and composition courses indicated through placement testing. 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.	3	(3 / 0)
			<b>PSY 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>QMB 1001</b> <b>BUSINESS MATHEMATICS</b>	3	(3 / 0)	<b>REA 1105</b> <b>SPEED READING</b>	3	(3 / 0)
<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> "Satisfactory" in MAT 0024 or placement into college level math</li> </ul> <p>The course is designed to develop mathematical and computational skills used in various business settings using word problems. Much of the material covered in the course centers around basic finance and accounting concepts.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisite:</b> REA 0002 or placement</li> </ul> <p>This college level course is designed to provide reading instruction for those students who elect to take a course to improve their reading comprehension, reading speed, and active vocabulary. Successful achievement in the course is determined by the completion of textbook assignments, fictional novels, a final exam, active participation and attendance in the reading lab, the use of a variety of materials and equipment including programmed materials, and computer software for building reading comprehension and reading speed. Blackboard online learning modules and assignments supplement the classroom and lab experiences. The Nelson-Denny Reading Test will be used for diagnostic and prescriptive purposes and for a measure of increased reading ability.</p>		
<b>REA 0001</b> <b>COLLEGE PREP READING I</b>	4	(4 / 0)	<b>REE 2040</b> <b>PRE-LICENSING FOR REAL ESTATE SALESPERSONS</b>	4	(4 / 0)
<ul style="list-style-type: none"> <li>• <b>COLLEGE PREPARATORY COURSE</b></li> <li>• <b>COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE</b></li> <li>• <b>Prerequisites:</b> None</li> <li>• <b>Required for students who score below the prescribed state level on the College Placement Test (CPT).</b></li> <li>• <b>Lab Technology Fee: \$10</b></li> </ul> <p>This course is designed to provide reading instruction to those students who test into the course based on their Computerized Placement Test (CPT) score for reading. Successful achievement in the course will be determined by the completion of textbook assignments, fictional novels, Blackboard modules and paragraph assignments, online content quizzes, active participation and attendance in the reading lab, the use of a variety of software applications, and a final exam. The Nelson-Denny Reading Test will be used for diagnostic and prescriptive purposes and to determine the measure of increased reading ability. One online hour per week, delivered through Blackboard, will supplement the skills for designated learning objectives. A minimum grade of C is required for entry into REA 0002, the second level of college preparatory reading.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> <li>• <b>Test Fee: \$10</b></li> </ul> <p>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.</p>		
<b>REA 0002</b> <b>COLLEGE PREP READING II</b>	4	(4 / 0)	<b>REE 2085</b> <b>POST-LICENSING FOR REAL ESTATE SALESPERSONS</b>	3	(3 / 0)
<ul style="list-style-type: none"> <li>• <b>COLLEGE PREPARATORY COURSE</b></li> <li>• <b>COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE</b></li> <li>• <b>Prerequisites:</b> The completion of REA 0001 or placement score on the CPT</li> </ul> <p>This course is designed to provide reading instruction to those students who test into the course based on their CPT score for reading or for those students who have completed the REA 0001 course with a grade of C or higher in preparation for passing the College Preparatory Reading Test (CPRT), a comprehensive exit test for reading. Successful achievement in the course is determined by the completion of textbook assignments, fictional novels, Blackboard modules and written assignments, self tests, quizzes and practice exercises, a passing score on the state mandated exit test for College Preparatory Reading (CPRT), a final exam, active participation and attendance in the reading lab, the use of a variety of materials and equipment including, programmed materials, and speed reading software. The Nelson-Denny Reading Test will be used for diagnostic and prescriptive purposes and for a measure of increased reading ability. One online hour per week, delivered through Blackboard, will supplement the skills for designated learning objectives.</p>			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> <li>• <b>Required of all real estate salespeople registered after January 1, 1989.</b></li> </ul> <p>The course provides knowledge in the areas of real estate finance, appraising, property management and the economics of real estate.</p>		
			<b>REL 2300</b> <b>WORLD RELIGIONS</b>	3	(3 / 0)
			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> <li>• <b>Satisfies Codes: CULD, GENE, HUMN</b></li> </ul> <p>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.</p>		
			<b>RTV 2000</b> <b>INTRODUCTION TO BROADCASTING</b>	3	(3 / 0)
			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> </ul> <p>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.</p>		
			<b>RTV 2230</b> <b>BROADCAST PERFORMANCE</b>	3	(3 / 0)
			<ul style="list-style-type: none"> <li>• <b>Prerequisites:</b> None</li> </ul> <p>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.</p>		



Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>RTV 2241</b> <b>BROADCAST PRODUCTION I</b> • <b>Prerequisite:</b> 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.	3	(3 / 0)	<b>SLS 1501</b> <b>FOUNDATIONS OF SUCCESS SEMINAR</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$5 • <b>Recommended for all students; required for students placing into more than one college prep course. Students for whom it is required must complete this course prior to or concurrent with their college level courses.</b> This course is designed to assist students in making a successful transition into higher education by making critical connections; increasing self-knowledge of strengths and challenges; and developing academic, study, and personal strategies that are essential for success in college and beyond.	3	(3 / 0)
<b>RTV 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	<b>SLS 2264</b> <b>LEADERSHIP DEVELOPMENT STUDIES</b> • <b>Prerequisite:</b> 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.	3	(3 / 0)
<b>SBM 2000</b> <b>SMALL BUSINESS MANAGEMENT</b> • <b>Prerequisites:</b> None A survey course of the basic business principles used in operating a successful small business. The course approaches small business from an opportunistic entrepreneur viewpoint rather than an artisan entrepreneur viewpoint.	3	(3 / 0)	<b>SLS 2940</b> <b>SERVICE LEARNING</b> • <b>Prerequisite:</b> Successful completion of all college prep courses. Successful completion of 12 college level credits. This course develops "soft" skills necessary to blend classroom experience with community workplace experience. Students will use their skills to provide volunteer services in the community. The course also gives students the opportunity to focus on social awareness and strengthening of specific skills that will cultivate a sense of ownership for their academic, personal and career goals.	1-3	(1-3 / 0)
<b>SLS 1001</b> <b>SPECIAL TOPICS IN STUDENT SUCCESS</b> • <b>Prerequisites:</b> None • <b>May be taken as an elective up to two times with varying content</b> This course is designed to focus on specific strategies for empowering students to become active, responsible learners, and to create success both in college and in life. Students will experience a variety of highly effective learner-centered methods that appeal to various learning styles and motivate students to take charge of learning, work, and life goals.	1-2	(1-2 / 0)	<b>SOP 1740</b> <b>PSYCHOLOGY OF WOMEN</b> • <b>Prerequisite:</b> PSY 2012 • <b>Satisfies Code:</b> CULD 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.	3	(3 / 0)
<b>SLS 1267</b> <b>TEAM BUILDING &amp; COMMUNICATION SKILLS</b> • <b>Prerequisites:</b> None This course emphasizes team building and advanced communication skills. Working both individually and in groups, students will study how to interact more productively with others, to listen more deeply for the real problems rather than surface issues. Students will also practice balancing advocacy and inquiry in order to help others understand their reasoning and to work more productively towards group consensus. Students will also be exposed to a variety of managerial models and demonstrate knowledge of the most appropriate model for a given situation.	3	(3 / 0)	<b>SPC 1930</b> <b>SPEECH SPECIALIZATIONS</b> • <b>Prerequisites:</b> None • <b>May be taken as an elective up to three times with varying content.</b> 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.	1-3	(1-3 / 0)
<b>SLS 1401</b> <b>CAREER PLANNING</b> • <b>Prerequisites:</b> None • <b>Laboratory Fee:</b> \$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.	3	(3 / 0)			

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<b>SPC 2016</b> <b>FUNDAMENTALS OF SPEECH</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>SPN 1000</b> <b>BEGINNING SPANISH</b> • <b>Prerequisites:</b> None • <b>Satisfies Code:</b> CULD An introduction to the Spanish language with emphasis on vocabulary building and speaking.	1	(1 / 0)
<b>SPC 2600</b> <b>ADVANCED PUBLIC SPEAKING</b> • <b>Prerequisites:</b> None 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.	3	(3 / 0)	<b>SPN 1042</b> <b>SPANISH FOR LAW ENFORCEMENT PERSONNEL</b> • <b>Prerequisites:</b> None • <b>Satisfies Code:</b> CULD Spanish for Law Enforcement Personnel is tailored for the Law Enforcement Professional/Criminal Justice student (with or without previous Spanish experience) who wishes to acquire basic Spanish reading, writing, speaking and listening skills tailored for their work environment. Emphasis is placed on vocabulary building and communicative exercises in class.	2	(2 / 0)
<b>SPM 1000</b> <b>INTRODUCTION TO SPORTS LEADERSHIP</b> • <b>Prerequisites:</b> None This course is designed to provide the student an understanding of the various components and activities involved in an athletic program and how they fit into one functioning unit. The organization and administration of such programs are studied in terms of their inter-relationship within the institution, tasks to be performed along with the policies and procedures necessary to carry out the assigned mission.	3	(3 / 0)	<b>SPN 1120</b> <b>ELEMENTARY SPANISH I</b> • <b>Prerequisites:</b> None • <b>Satisfies Code:</b> CULD 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.	4	(4 / 0)
<b>SPM 2152</b> <b>STRATEGIES IN SPORTS LEADERSHIP</b> • <b>Prerequisites:</b> None This course is designed to provide an opportunity for the exchange of information regarding current issues in sports leadership, examination of organization structure in sports administration, and serve as a forum for the presentation and critique of student/group research. Opportunities are also provided for the student to develop skills in instructional material preparation, construction of evaluation instruments, and uses of technology in formal presentation.	3	(3 / 0)	<b>SPN 1121</b> <b>ELEMENTARY SPANISH II</b> • <b>Prerequisite:</b> SPN 1120 • <b>Satisfies Code:</b> CULD This course is a continuation of Elementary Spanish I.	4	(4 / 0)
<b>SPM 2270</b> <b>CURRENT &amp; LEGAL ISSUES IN SPORTS</b> • <b>Prerequisites:</b> None This course is designed to provide students participating in the Sports Management Program information concerning legal matters and current issues relating to sports. Of particular importance is acquiring an awareness and understanding of basic legal responsibilities of sports managers and coaches. The information presented helps the student develop a working vocabulary of significant legal terms along with legal concepts and issues that have a particular reference to sports and management of sports programs. In addition, activities included during the term will permit the student the opportunity to pursue in depth a specific legal topic and to share the information gained by means of written and oral reports.	3	(3 / 0)	<b>STA 2023</b> <b>ELEMENTARY STATISTICS I</b> • <b>Prerequisites:</b> C or higher in MAC 1105 or MGF 1106 or placement • <b>Satisfies Codes:</b> GENE, GRMT 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.	3	(3 / 0)
<b>SPM 2502</b> <b>INTRODUCTION OF FISCAL &amp; FACILITIES OPERATIONS</b> • <b>Prerequisites:</b> None Acquiring knowledge and skills in fiscal concepts of programs and the planning and operations of one's facilities are very important to the administrator of athletic programs. Purchasing of equipment and maintenance are important aspects of program operation. The facility for which the athletic administrator must assume responsibility and accountability comprises 40% or more of the value of the school plant and an even higher percentage of the outdoor area. Therefore, the purpose of this course is to provide the student the opportunity to acquire knowledge and develop skills in fiscal and facilities operations of athletic programs and facilities to enable them to perform effectively in these two areas of responsibility.	3	(3 / 0)	<b>SYG 2000</b> <b>INTRODUCTION TO SOCIOLOGY</b> • <b>Prerequisites:</b> None • <b>Satisfies Codes:</b> CULD, GENE, SBEH • <b>Students must complete all college preparatory reading and composition courses indicated through placement testing and/or academic advising prior to enrolling in this course.</b> 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.	3	(3 / 0)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<b>SYG 2010</b> <b>SOCIAL PROBLEMS</b> • Prerequisites: None • Satisfies Codes: CULD, GENE, SBEH 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.	3	(3 / 0)	<b>THE 2925</b> <b>THEATRE PRACTICUM I</b> • Prerequisites: None • Satisfies Code: CULD • 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, are the main objectives.	1	(1 / 0)
<b>SYG 2430</b> <b>MARRIAGE &amp; THE FAMILY</b> • Prerequisites: None • Satisfies Codes: GENE, SBEH A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.	3	(3 / 0)	<b>THE 2926</b> <b>THEATRE PRACTICUM II</b> • Prerequisite: THE 2925 • Satisfies Code: CULD • 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, are the main objectives.	1	(1 / 0)
<b>SYG 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	<b>THE 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN SPEECH &amp; THEATRE</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
<b>THE 1304</b> <b>INTRODUCTION TO SCRIPT ANALYSIS</b> • Prerequisites: None • Satisfies Code: CULD This course is designed to give student actors, directors, producers, designers, writers, and technicians a practical methodology for dealing with the text of a play or screenplay. Students will learn to break down the play or screenplay into its integral units. Each student will learn to come up with and conform to a vital and realizable production concept. This will allow students to make decisions regarding issues of budget, scheduling, casting, rehearsal, wardrobe, props, sets, special effects, lighting, sound, hair and make-up in an integrated and pragmatic manner. Close analysis of plays and screenplays will be assigned and practical aides to organizing the various production elements will be utilized.	3	(3 / 0)	<b>THE 2950</b> <b>APPLIED THEATRE ARTS</b> • Prerequisites: None • Satisfies Code: CULD • 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.	3	(3 / 0)
<b>THE 2020</b> <b>INTRODUCTION TO WESTERN THEATRE ARTS</b> • Prerequisite: Student must complete all college preparatory reading and composition courses indicated through placement testing. • Satisfies Codes: CULD, GENE, GRW6, HUMN • Laboratory Fee: \$10 An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.	3	(3 / 0)	<b>TPA 2000</b> <b>BASIC DESIGN</b> • Prerequisite: TPA 2200 • Satisfies Code: CULD 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.	3	(3 / 0)
<b>THE 2051</b> <b>CHILDREN'S THEATRE</b> • Prerequisites: None • Satisfies Code: CULD • 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.	3	(3 / 0)	<b>TPA 2192</b> <b>SUMMER THEATRE/TECHNICAL PRODUCTION</b> • Prerequisites: None • Satisfies Code: CULD 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.	3	(3 / 0)

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
<b>TPA 2200</b> <b>STAGECRAFT I</b> • Prerequisites: None • Satisfies Code: CULD 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.	3 (3 / 0)	<b>TPP 2110</b> <b>ACTING I</b> • Prerequisites: None • Satisfies Code: CULD 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.	3 (3 / 0)
<b>TPA 2204</b> <b>STAGECRAFT II</b> • Prerequisite: TPA 2200 • Satisfies Code: CULD 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.	3 (3 / 0)	<b>TPP 2111</b> <b>ACTING II</b> • Prerequisite: TPP 2110 or consent of instructor • Satisfies Code: CULD 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.	3 (3 / 1)
<b>TPA 2220</b> <b>INTRODUCTION TO STAGE LIGHTING</b> • Prerequisite: TPA 2200 • Corequisite: TPA 2204 • Satisfies Code: CULD This course is an introduction to the various techniques, practices, equipment, and design elements composing modern stage lighting. The course covers the development of stage lighting, electrical theory, lighting control systems, color theory, basic drafting techniques and paperwork for lighting, computer systems, and "intelligent" lighting systems. The students will use classroom lectures, workshops, and hands-on assignments as part of their introduction to stage lighting. Students will participate in the planning, implementation, and running of lighting designs for LSCC Theatre productions.  This course covers the fundamentals of play direction. Students explore the elements of script interpretation and the techniques used to transfer the directorial idea/concept into the practical terms of composition, picturing, movement, rhythm, and stage business. The course will acquaint the students of theatre with the overall function of the director with practical experience in script selection, casting, rehearsals, blocking, analysis, and working with actors. Students will direct a one-act play for limited public performance.	3 (3 / 0)	<b>TPP 2190</b> <b>SUMMER THEATRE/PERFORMANCE</b> • Prerequisites: None • Satisfies Code: CULD 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.	3 (3 / 0)
<b>TPA 2260</b> <b>SOUND IN PERFORMING ARTS</b> • Prerequisite: TPA 2200 • Satisfies Code: CULD 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.	3 (3 / 0)	<b>TPP 2300</b> <b>DIRECTING I</b> • Prerequisite: TPP 2110 • Corequisite: TPP 2111 • Satisfies Code: CULD 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.	3 (3 / 0)
		<b>ZOO 2010C</b> <b>GENERAL ZOOLOGY WITH LAB</b> • Prerequisite: BSC 1010C • Satisfies Codes: BIOS, GENE, LABR • Lab Fee: \$30.00 This course covers the comparative anatomy and physiology of invertebrate and vertebrate animal phyla. Laboratory work involves dissection and / or microscopic examination of preserved specimens and prepared microscope slides. Laboratory exercises are designed to compliment and support lecture material.	4 (3 / 2)



# Directories



Faculty and Staff

Advisory Committees



Glossary

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## Community Advisory Committees

Advisory Committee are comprised of persons from Lake and Sumter counties who represent a broad spectrum of workforce and community interests. Advisory Committees assist the college in long-range planning, provide insight into the employment and training needs of Lake and Sumter counties, provide advice to LSCC on academic program curriculum and technology, and enhance communication between the community and LSCC.

### Community Advisory Committees

**Business Resources Center Advisory Committee**

**College Reach-Out Program Advisory Committee**

**New Directions Advisory Committee**

**South Lake Advisory Committee**

**Sumter Advisory Committee**

### Academic Advisory Committees

**Business Administration/Office Administration**

**Computer Information Technology**

**Cooperative Education**

**Criminal Justice**

**Dental Assisting**

**Early Childhood Education**

**Electrical Distribution Technology**

**Fire Science**

**Graphic Design**

**Health Information Management**

**Legal Assisting**

**Nursing**

**Teacher Certification Advisory**





**A.A. (Associate in Arts) Degree** – A 60 credit hour program, designed for students who plan to transfer to a college or university to earn a bachelor's degree. A Florida A.A. degree satisfies general education requirements at all state universities in Florida. (See Articulation Agreement for the A.A. Degree)

**A.A.S. (Associate in Applied Sciences) Degree** – Career path degree programs designed to prepare students for immediate employment in a specific field. These programs contain greater scope and depth than Certificate or Applied Technology Diploma programs. As prescribed by the State, these programs must be at least 60 college credit hours in length, and must contain 15-18 college-level hours in general education.

**A.S. (Associate in Science) Degree** – Career path degree programs that include requirements listed under "A.A.S. Degree." Articulated A.S. to B.S. degree programs are designed to prepare students for immediate employment in a specific field, as well as to transfer to a Florida public university as a junior to complete a bachelor's degree in that specified field.

**Accreditation** - Certification that the College or program has met established standards, and is nationally or regionally recognized by appropriate accrediting agencies. LSCC, and all other Florida public community colleges and universities, are accredited by the Southern Association of Colleges and Schools (SACS).

**Advanced Placement** - College credits earned prior to enrollment at LSCC through certain examinations, such as those administered by the College Entrance Examination Board.

**Articulation Agreement** – A written agreement between institutions that provides students with a non-duplicated sequence of courses leading to degrees or certificates. LSCC has articulation agreements with Florida's public universities, Lake Technical Center, and Lake, Marion, and Sumter County Schools.

**Articulation Agreement for the A.A. Degree** – Agreement between Florida's public community colleges and universities assuring junior-level status to students who complete the community college general education and all graduation requirements in university parallel (A.A. degree) programs.

**Attempt** - Any time a student has enrolled and remained in a course beyond the Drop period, thereby receiving a grade, including withdrawal (W) or failure (D, F, or U), at any Florida public college or university. This has an impact on financial aid eligibility, cost of the course, and the number of times a student can register for the same course.

**Banner** – Banner is LSCC's main computer information system that manages all student, financial aid, financial, and personnel data for the college. Students access their information within this system through LOIS using their X-ID number.

**Blackboard CE 6** – A learning management system which offers a number of tools to facilitate computer accessed learning, including student-instructor and student-student interaction, and a variety of assessment activities.

**Career and Technical Education Programs** - Degree, certificate, and diploma programs with courses designed to prepare students for specialized occupations. At LSCC, these include the A.A.S. and A.S. degrees, Applied Technology Diploma, and Certificate programs.

**Catalog** - A printed and online resource of all academic policies and procedures, college and degree requirements, full-time faculty and staff, and course descriptions. It is published yearly and is subject to change. Students must meet graduation requirements as published in a single catalog. The LSCC Catalog and Student Handbook is available at each of the campuses and at [www.lsc.edu](http://www.lsc.edu).

**Certificate Programs** - Career programs of shorter duration and less scope and depth than degree programs; designed to prepare students with skills needed for the workforce.

**CLAST (College Level Academic Skills Test)** – A Florida assessment that tests written communication and mathematics skills. All students in public, post-secondary schools seeking A.A. or bachelor's degrees must pass or exempt from all sections prior to taking upper (junior/senior) level coursework.

**CLEP (College Level Examination Program)** - General and subject exams, offered nationally by the College Board, covering material taught in college level courses. Credit for courses may be granted to students who achieve specific scores on the exams. For costs of exams and further information regarding CLEP, contact the LSCC Testing Office, located in Student Development in Leesburg (435-5009).

**College** - a division of a university that typically contains one or several academic departments. For example, the College of Arts and Sciences contains the Department of English and the Department of Foreign Languages. A "College" is also sometimes known as a "School."

**College Preparatory Courses** – Also known as Prep or Developmental courses in reading, English (writing), and mathematics, these courses are designed to assist students in building a stronger foundation on which to advance to college level work. The State requires that students must successfully complete all Prep/Developmental courses into which they place. This coursework needs to be completed in the student's first 12 hours, and/or before advancing to college level work. Course numbers beginning with a zero (0) indicate a Prep/Developmental course for which no credit can be earned toward a degree.

**Common Program Prerequisites** – The State of Florida has identified Common Program Prerequisites for all university programs. These prerequisites must be completed by all students going into that field of study, must be accepted by all state universities, and must be applied toward the degree.

**Cooperative Education (Co-op)** – Courses in which students gain academic credit as well as work experience related to their academic program.

**Corequisite** – A course required to be taken at the same time as another course.

**Course Load** - Number of credit hours a student carries in a term. Full-time course load is 12 or more credit hours; part-time is 1-11 credit hours.

**CPT (Computerized Placement Test)** - Florida's College Entry Level Placement Test is the exam used at LSCC to determine the appropriate level for new students to begin their math, reading, and English coursework. In some cases, recent ACT or SAT scores may be used in place of the CPT.

**CRN (Course Reference Number)** - The unique five-digit identifier for a specific section of a course; used for registration on LOIS.

**Credit by Examination** – College credit in specified subjects granted by successful completion of local or national exams. (formerly known as Exemption Exams)

**Credit Hour or Semester Hour** – Every course is assigned a total number of credit hours, which reflects approximately the total hours a student spends per week in class. Most lecture courses are three credit hours and meet three hours each week. Laboratories usually meet more than the number of credit hours assigned. In addition to in-class time, students should expect to spend at least two hours of study time outside of class for every hour spent in class.

**Degree Audit** – Formal list of the courses that a student has completed, and courses a student must still complete in order to qualify for graduation in a specific degree program. Students can make an appointment to meet with an Advisor for a degree audit.

**Degree Seeking Student** – A student who has met all admissions requirements, and is following a plan of courses leading to an A.A., A.S., or A.A.S. degree.

**Department** - An organizational unit of a college that represents a discipline or series of related disciplines, such as the Department of English and Communications.

**Developmental Courses** – See College Preparatory courses.

**Discipline (Academic)** – a field of study in which a student may concentrate (e.g., psychology, accounting, biology). A variety of disciplines are taught in each college/school.

**Distance Learning** – Courses that utilize one or a variety of media to deliver instruction to a student at a site remote from the instructor.

**Drop** – Procedure students use at specified times before classes begin to remove a course from their schedules. Students are not obligated for tuition and fees for courses that they drop, and these courses do not show on the student's transcript or count as an attempt for that course. Students drop classes themselves via LOIS. Once the drop period has ended, students may only leave a course through the withdrawal process. (See Withdrawals)

**Dual Enrollment** - A Florida program that allows eligible students from public, private, and recognized home school programs to take college level courses while enrolled in high school, earning credit for both the high school diploma and the college degree. Additional requirements apply to Dual Enrollment students; for further information, refer to the LSCC Catalog and Student Handbook. For all matters related to Dual Enrollment, contact the Dual Enrollment Manager at 365-3569.

**Electives** - Course selections in which students have choices of courses. The AA degree requires 24 credit hours of electives; AS and AAS degrees have fewer or no electives. Choices should be based on the student's degree program at LSCC, as well as courses required for future programs. See an Advisor for more specific details.

**Enrollment Verification** - Go to: [www.lsc.edu](http://www.lsc.edu) --> Current Students --> Enrollment & Degree Verifications.

**Exit Exam** - exams taken to move from preparatory to college level classes; exit exams are given in ENC 0010, MAT 0024, and REA 0002.

**Expulsion** - Student status under which a student is permanently barred from attending LSCC.

**FACTs.org (Florida Academic Counseling and Tracking for Students)** – A website about Florida colleges and universities, providing information on institutions; degree programs, prerequisites, and transfer and degree requirements; admissions requirements; financial aid, scholarships, and loans; student academic records (transcripts); assessing interests for potential majors and careers; and researching careers, salaries, and regional job availability. Access [www.facts.org](http://www.facts.org) from any computer with internet connection.



**FERPA (Family Educational Rights and Privacy Act)** – Also known as the Buckley amendment, FERPA is a federal law that protects the privacy of students' education records.

**Freshman** – A student who has completed fewer than 30 college-level credits toward a degree.

**Full Cost of Instruction** – Tuition and fees equivalent to the Florida non-resident cost. See Third Attempt Rule.

**Full Time Enrollment** – Enrollment for 12 or more credit hours in Fall, Spring, and Summer; 6 or more credit hours in Summer A or B.

**Fully Online** – A course, generally offered in Blackboard CE 6 or another publisher platform selected by the instructor in which all or most of the assignments are completed online. The fully online class may meet in a regular classroom once or twice during a semester - not to exceed 10% of the course hours (e.g., for an orientation session, and/or assessments) or may never meet in a regular classroom. Students enrolled in the fully online mode of a course must meet the same objectives or competencies as those enrolled in any other mode of the course.

**General Education** – A specific number of credit hours of basic liberal arts courses required as the foundation in the university parallel A.A. degree. Some General Education courses are also required in the A.S. and A.A.S. degree programs.

**Gordon Rule** – Florida Rule 6A-10.030 requires that all students seeking A.A. or bachelor's degrees must complete certain coursework in college level writing and mathematics (College Algebra or higher) courses, earning a C or higher, prior to entrance into upper level classes at a state university. This requirement must be satisfied to earn an A.A. degree at LSCC.

**GPA (Grade Point Average)** – Total quality points earned for college level courses taken at LSCC and transfer institutions divided by total attempted credit hours. The GPA is used to determine a student's academic standing.

**Grade Forgiveness** – A grade of "D" or "F" earned in the first attempt in a course is replaced by the grade earned in the next attempt. The initial grade will always remain on the student's transcript, but is not calculated in the GPA at LSCC.

**Graduation Application** – The application form that a student must file in the Admissions/Records Office in order for LSCC to award a degree. The application must be completed by the student after meeting with an Advisor for a Graduation Check/Degree Audit and pay the required fee by the deadline date listed.

**Holds** - Block on activity for transcripts, grades, diploma, or registration because of financial or other outstanding obligations to LSCC.

**Hybrid – materials:** some reduced seat-time and online or Telecourses, etc. packaged from other publishers' platforms, not hosted by LSCC.

**Hybrid – mixed:** some reduced seat-time and Learning Management Systems (LMS) online with Blackboard and/or LSCC ITV resources hosted by LSCC.

**Incomplete** – An Incomplete grade is given only when the student has been in attendance and has done satisfactory work for the majority of the term and has furnished proof to the instructor that the work cannot be completed because of circumstances beyond the student's control. Appears on a student's transcript as an 'I'. Students who do not finish the required work and submit it for a letter grade by the end of the following term automatically receive an IF (Incomplete/Failure) grade in the course.

**Late Registration** – Registration for courses just prior to the start of the term in which the courses are taught. A late registration fee may be assessed.

**Limited Access Program** - in a limited access program, the admissions requirements are more competitive and may include criteria such as a higher grade point average, higher test scores, additional courses or prerequisites, auditions, and/or portfolios.

**LINCCWeb (Library Information Network for Community Colleges)** - [www.linccweb.org](http://www.linccweb.org), provides the catalog for LSCC libraries, and is available from any internet-capable computer.

**LOIS (LSCC Online Interactive Services)** - LSCC students' access to course registration, grades, financial aid information, and academic records.

**New Student Orientation** – Prior to registering for courses, students new to LSCC must participate in a New Student Orientation; transfer students are encouraged but not required to attend.

**Non-Degree Seeking Students** – Students taking courses for personal enrichment, teacher certification, or job enhancement, but not working on completing all requirements for a specific degree.

**Nursing Information Session** – Meetings scheduled periodically throughout the year by the LSCC Nursing Department. Prospective nursing students are required to attend one of these sessions no later than the fall semester before they submit their application for admission into the nursing program. Complete details are available at [www.lsc.edu/nursing](http://www.lsc.edu/nursing).

**Online Learning** – Courses delivered via the internet for facilitating learning. LSCC instructors use Blackboard CE 6 primarily, though other publisher internet platforms may be used, (e.g., Math instructors use MyMathLab to enhance many of the math classes.)

**Online Information Resources** – includes books, periodicals, newspapers, government publications, audiovisual materials, web sites, web postings, webcasts, etc. in digital formats that are located via the internet. An LSCC library card is required for access to online subscription resources.

**O.S.D.** – Office for Students with Disabilities.

**Parking Decals** – Stickers that must be properly displayed on the vehicles of all faculty, staff, and students parked on any of the LSCC campuses. Decals can be obtained from the Information Desks at each campus. Students are responsible for knowing and abiding by all parking regulations.

**Part Time Enrollment** - Students enrolled for fewer than 12 credit hours in Fall, Spring, or Summer terms, or fewer than 6 credit hours in Summer A or Summer B terms.

**PIN** – Personal Identification Number. The additional code required along with the student's X-ID for access to records, registration, the libraries, and other LSCC services. While the student's X-ID remains consistent, PINs for services can vary.

**Pre-Major** – Academic programs or prescribed plans of study leading to the A.A. degree that include general education and prerequisite courses needed to prepare students for admission into specific university majors, such as business, education, or engineering.

**Prerequisite** – A course which must be satisfactorily completed before a higher-level related course can be taken.

**Probation** – A status given to students who fail to maintain satisfactory academic progress. Probationary students must meet with an Academic Advisor, and if receiving aid, a Financial Aid staff member.

**Program** - Also known as "Academic Program"; a set number of courses, any number of which may be mandatory and of a specialized nature, leading toward a particular degree.

**Quality Points** – The value, ranging from 4 – 0, for grades from A – F, for all courses completed, used in the calculation of a student's GPA.

**Registration** - The process of selecting courses and class meeting days, times, instructors, and campuses for an academic term. Students are responsible for knowing the registration dates each semester (available in the Registration Guide and [www.lsc.edu](http://www.lsc.edu)), completing their own registration on-line via LOIS, and paying by the established deadlines. Contact the Student Affairs staff with questions regarding the registration process.

**Residency** – To qualify for in-state tuition and fees, available to residents of Florida, students must sign a notarized statement confirming that they have resided in Florida for the 12 consecutive months prior to the start of classes for the term in which they wish to enroll. Students may be required to submit documentation to assist in verifying their residency status.

**Returning Student** – A student who has previously attended LSCC, but has not been enrolled at LSCC for one year or more, and must reapply in the Admissions office. There is no cost to re-enroll.

**Rubrics** – A clear, graphic method used by some faculty members to show students how the quality of their work will be graded, often presented in a chart format.

**SACS (Southern Association of Colleges and Schools)** - The accrediting body for LSCC which dictates such things as curriculum requirements and faculty credentials for different degrees. Further information can be found at [www.sacscoc.org](http://www.sacscoc.org).

**Satisfactory** – A grade given to students taking a course on a Satisfactory/Unsatisfactory basis who successfully fulfill all requirements for that course. Appears on a student's transcript as an 'S.'

**School** - a division of a university that typically contains one or several academic departments. A "School" is also sometimes known as a "College."

**Seated Class** – A class which requires weekly attendance in a regular classroom at one of the LSCC campuses.

**SGA (Student Government Association)** – Official representatives of the student body to the administration in matters concerning student life.

**SID (Student Identification Number)** – See X-ID.

**Sophomore** – A student who has completed at least 30 college level credits toward a degree.

**Suspension** - Student status under which a student is not permitted to attend LSCC for a specified period of time.

**Tech Prep** - High School Career-Technical Certificate Programs that allow students to earn college credits based on their high school curriculum and performance. For more information call 323-3612.

**Term** – Academic period for which classes meet. Fall and Spring terms are approximately 16 weeks; Summer AE terms (semesters) are approximately 14 weeks; and Summer A and B terms are approximately 7 weeks each. Mini-terms, or mini-semesters, vary in length.

**Third Attempt Rule** – Florida statutes limit the number of times a student may attempt courses, preparatory as well as college level. Students are allowed a total of three attempts per course, the third attempt costing the student the Full Cost of Instruction. An attempt includes any time a student stays enrolled in a course beyond the drop period and earns a grade, including "W," "D," "F," "I," and "U."

**Transcript** – A student's official academic record of courses kept by the College Registrar. Students may view the contents on their transcript on LOIS, and may request to have printed copies sent to other institutions or employers by going to [www.lsc.edu](http://www.lsc.edu) --> Current Students -> Transcripts.

**Transfer Student** – A student who attends another college or university before attending LSCC.

**Transient Student** – A student who takes one or more courses at LSCC to apply to academic requirements of another institution, or an LSCC student who takes one or more courses at another institution to apply to degree requirements at LSCC. Students must complete all appropriate forms in the Admissions/Records Office to have this credit applied.

**University** – An academic organization which grants degrees in a variety of fields. It is composed of a number of “schools” or “colleges,” each of which encompasses a general field of study (e.g., journalism, medicine, agriculture).

**Unsatisfactory** – A grade given to students taking a course on a Satisfactory/Unsatisfactory basis who do not successfully fulfill all requirements for that course. Appears on a student's transcript as a ‘U.’

**Web-Enhanced Courses** – Some seated courses meet on campus for all of their scheduled hours and have additional activities (e.g., homework, quizzes, and discussion groups) posted in the Blackboard CE 6 or other publisher access for the course. These additional activities may be required or optional at the instructor's discretion.

**Withdrawal** – Removal from a course or courses by the student (or in some cases by the faculty member). The student's transcript will reflect a grade of “W,” and this will count as one attempt for each of the courses involved. (See Third Attempt Rule). Students must complete and submit the Withdrawal Form to the Admissions/Records Office by the deadlines, or a grade of “F” will be earned by the student.

**X-ID** - The LSCC Identification Number assigned from Banner for every student, faculty, and staff member and used in place of the Social Security number to help protect the privacy of students and employees. The X-ID begins with an upper-case X, followed by 8 digits.

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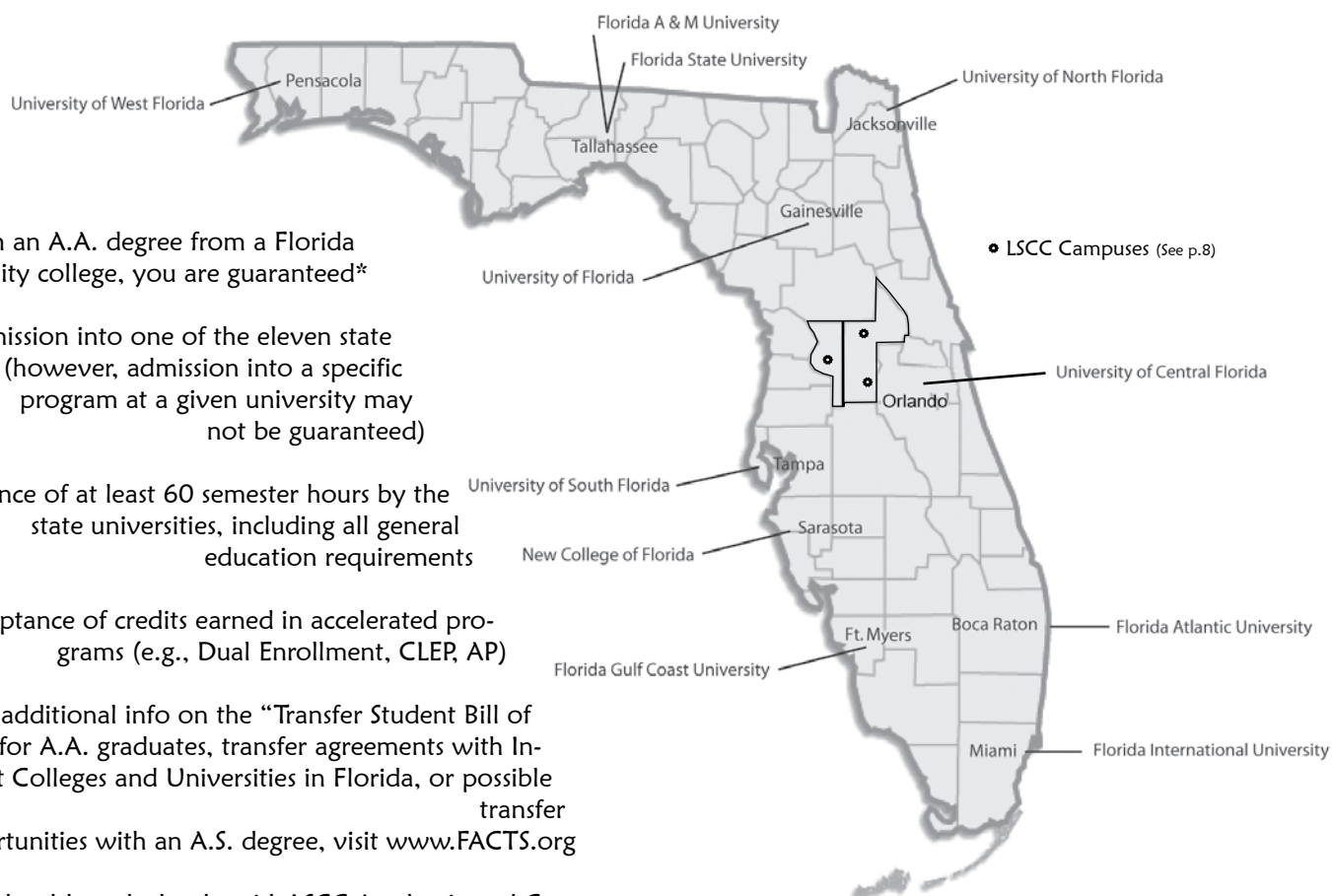
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Students should work closely with LSCC Academic and Career Advisors while completing their A.A. degrees

In addition, it is the responsibility of students to work directly with the transfer school of choice regarding specific requirements and changes made by that institution

\*Florida's Statewide Articulation Agreement (SBE Rule 6A-10.024)

### **Associate in Arts (A.A.)**

#### Pre-Majors

- General Studies
- Art
- Athletic Training
- Biology
- Business
- Chemistry
- Criminal Justice
- Early Childhood Education
- Elementary Education
- Engineering
- English
- Human Services
- Mathematics
- Nursing
- Physics
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Professional Health
- Psychology
- Secondary Education
- Social Science
- Sports & Fitness

### **Associate in Science (A.S.)**

- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Education - Child Development Center Management Specialization
- Early Childhood Education - Preschool Specialization
- Nursing (limited access program)

### **Associate in Applied Science (A.A.S)**

- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Education - Child Development Center Management Specialization
- Early Childhood Education - Preschool Specialization
- Electrical Distribution Technology
- Emergency Medical Services
- Fire Science Technology
- Graphic Design Technology
- Health Information Management
- Office Administration - Legal Office Specialization
- Office Administration - Medical Office Management Specialization
- Office Administration - Office Management Specialization

### **Technical Certificates**

- Accounting Technology Management
- Computer Programming
- Electrical Distribution Technology Basic
- Electrical Distribution Technology Advanced
- Information Technology Analysis
- Medical Information Coder/Biller
- Medical Office Management
- Office Management
- Office Specialist
- Office Support
- Small Business Management

### **Articulation Program with Other Schools**

- Dental Assisting Certificate with Gulf Coast Community College
- Dental Hygiene with Valencia Community College

### **Non-Degree Seeking Options**

- Nursing Prerequisites (AS degree once accepted to program)
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(352) 243-5722

#### **Sumter Campus**

1405 County Road 526A  
Sumterville, Florida 33585  
(352) 568-0001