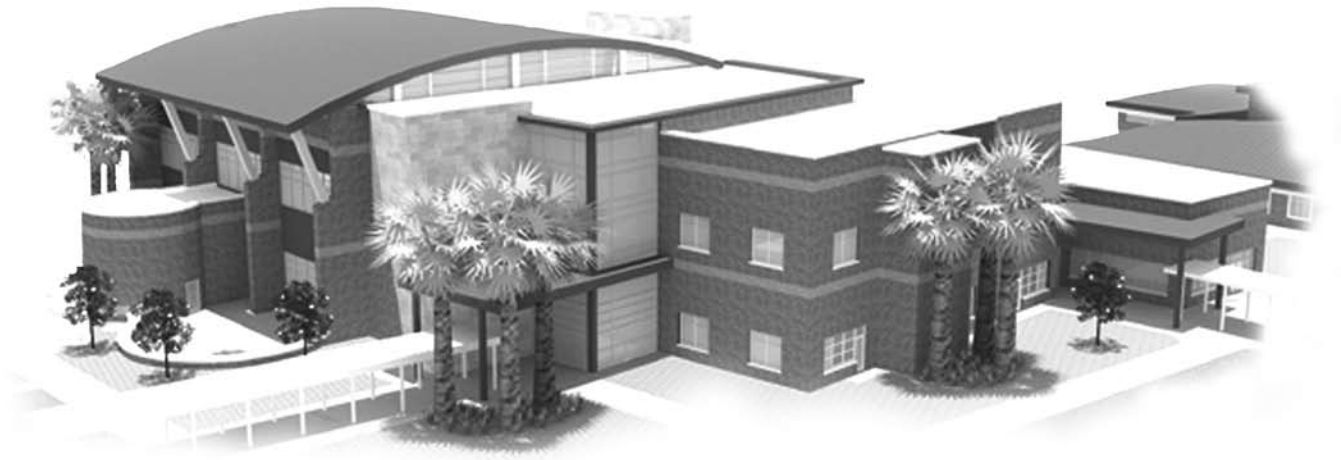


Lake Sumter

COMMUNITY COLLEGE



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 2009-2010 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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Message from the President



PRESIDENT
Dr. Charles R. Mojock

Welcome to Lake-Sumter Community College! We know that our students have followed various paths to arrive here at LSCC. Many of you have just completed your high school education and are moving directly on to higher education, while many others have pursued other interests such as work, family or the military prior to deciding to continue your education. One thing that all of you share in common is the recognition that in today's competitive global economy, ongoing engagement in education and training is a must if you are to be successful and enhance your quality of life. Congratulations on making the decision to invest in your future!

The reason our students are so successful is because of the dedicated, talented, and caring faculty and staff here at LSCC. For more than 47 years, Lake-Sumter has been growing to serve the community and promote student success. 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 will open 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 are with us, and ultimately achieve your goals. With three campus locations and online course offerings, we strive to meet the demands of your schedule.

You will maximize your learning by taking personal responsibility for your own education and by getting involved in student life and activities. 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,

A handwritten signature in cursive script, reading "C. Mojock".

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 offering associate degrees and certificates that prepare students for employment, career advancement, and four-year college or university transfer, and specialized training for business and industry that improves the workforce. Through its commitment to student success, LSCC provides students with an accessible, supportive, learning-centered environment while challenging them to think critically, increase their information fluency, 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.

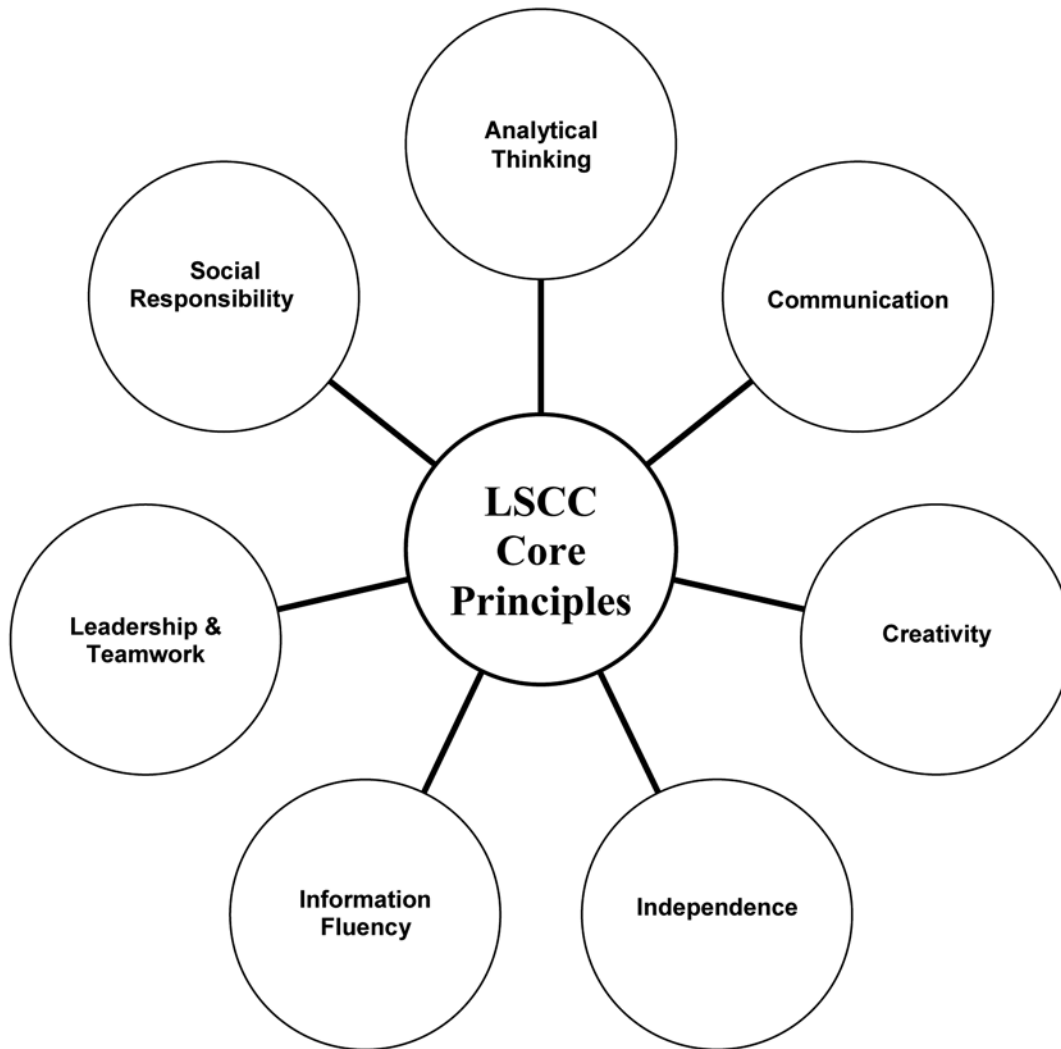
TEAMWORK – We all use cooperation, collaboration and teamwork in working toward shared goals for the greater benefit of our College and its communities.

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.

Core Principles



While earning a degree at Lake-Sumter Community College,	
Analytical Thinking	Students will develop the ability to apply analytical/critical thinking to evaluate written communication, quantitative reasoning, issues, and ideas.
Communication	Students will develop effective oral and written communication skills.
Creativity	Students will develop originality in their work and in their strategies to solve problems, to assess outcomes, and to apply multiple solutions.
Independence	Students will develop self-discipline, accountability, effective organizational and decision making skills.
Information Fluency	Students will develop academic research skills and proficiency with current technology.
Leadership & Teamwork	Students will develop positive leadership characteristics and the ability to collaborate with others for a common goal.
Social Responsibility	Students will develop understanding of and respect for others and the environment.



CHAIRMAN
Mr. Jon A. Simpson



VICE CHAIRMAN
Mrs. Margo S. Odom

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Dr. Charles R. Mojock, College President
Anita Geraci, Esq., Board Attorney

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Vice President
Academic Affairs

TBA
Vice President
Student Affairs

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Vice President
Business Affairs

Mr. Donald Ball
Director, College Facilities

Mr. Douglas B. Guiler
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Executive Director,
IA/LSCC Foundation

Ms. Marion Kane
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Dean, Teaching & Learning

Ms. Jacquelyn Busboom
Director, Distance Learning

Mr. Tim Kane
Executive Director,
Human Resources

Mr. Russell Sloan
Director, BRC

Mr. Rey Cortes
Director, Outreach Programs
& Transition Services

Ms. Patricia Landsman
Director, College Relations

Mr. Mark Swearingen
Director, Admissions/Registrar

Ms. Denise English
Director, Library Services

Mr. Michael K. Matulia
Director, Athletics

Mr. William Tyler
Director, BCE/EUI

Ms. Sue Fagan
Director, Budgeting & Acct.

Dr. Carolyn J. Meyer
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

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 2008, the Foundation provided over \$581,000 in scholarships to LSCC students and \$80,000 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 six 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 e-mail brandebr@lsc.edu.

Foundation Board of Directors

President: Carolyn Richardson

Vice Presidents:

J. Scott Berry and JoAnna Scott

President - Elect: Scott Showalter

Treasurer: Jennifer Hill

Executive Director/Secretary: Rosanne Brandeburg

Past President: Jim Judge

Board of Trustees Liaison: Margo Odom

LSCC President: Dr. Charles R. Mojock

Faculty Liaison: Debra Dabney

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 Harry Hackney
 Dawn Hall
 Christyne Hamilton
 Jeanne Hays
 Paula Hoisington
 Bret Jones
 Steve Knowles
 Debbie Moffitt
 Mary Beth Morris
 Tim Morris
 Kelsea Morse
 Rebecca Morse
 Meredith Nagel
 Beverly Ohnstad
 Greg Padgett
 Michael Perry
 Halla Shami-Sher
 Leigh Skehan
 Mike Sleaford
 Reda Stewart
 Ron Wallace

Campus Telephone Directory

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.....	787-3747 x4304
Business Resources Center.....	365-3579
Career Center.....	323-3603
Computer Institute.....	365-3530
Continuing Education.....	365-3556
Cooperative Education.....	435-5042
Dean of Business and Technologies.....	365-3550
Dean of Teaching and Learning.....	323-3670
Disability Services.....	365-3589
Equity & Diversity.....	787-3747 x4079
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.....	365-3502
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.

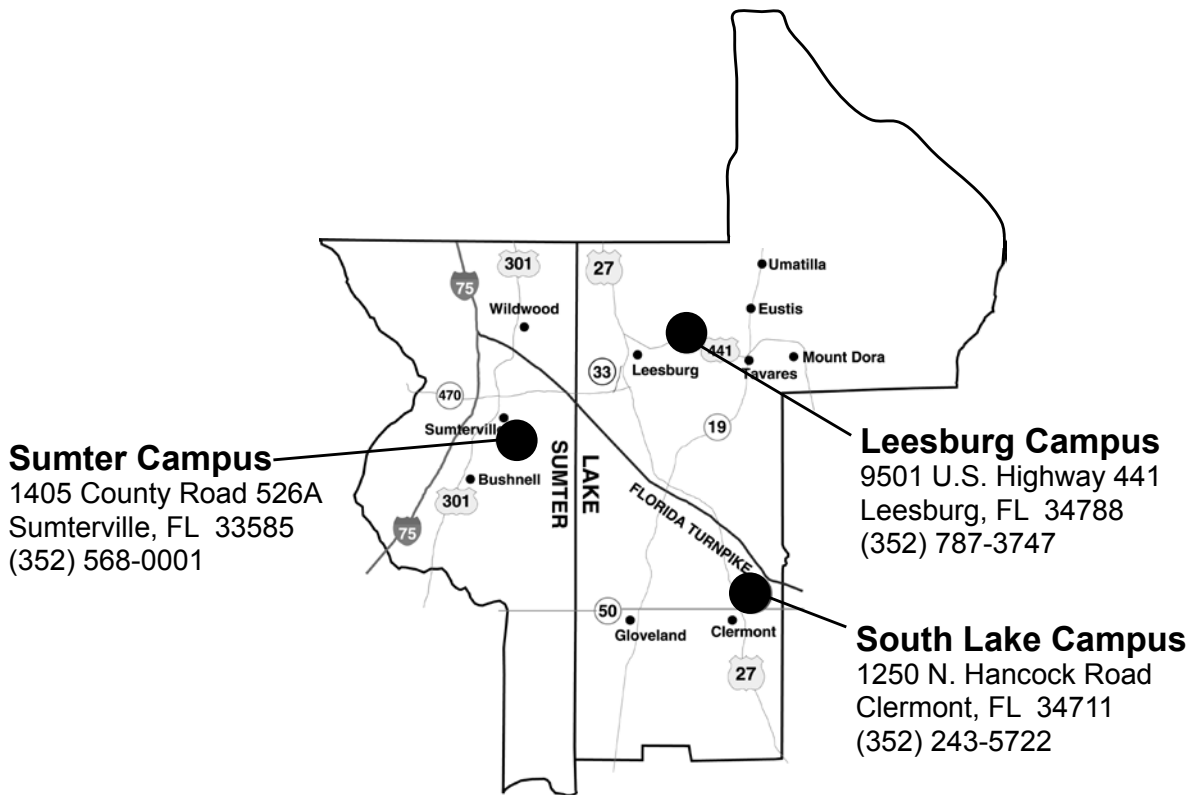
NOTE:
If using a college telephone,
dial 9-911

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



Sumter Campus
 1405 County Road 526A
 Sumterville, FL 33585
 (352) 568-0001

Leesburg Campus
 9501 U.S. Highway 441
 Leesburg, FL 34788
 (352) 787-3747

South Lake Campus
 1250 N. Hancock Road
 Clermont, FL 34711
 (352) 243-5722

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 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 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 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 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 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

CTL.....Center for Teaching and Learning

- Classrooms
- Dean for Teaching and Learning
- Learning Centers
 - English Lab
 - Math Lab
 - Science Lab

EKCC...Everett A. Kelly Convocation Center

- Aerobics Room
- Gymnasium/Locker Rooms
- Magnolia Room

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
- Faculty Offices
- Health Information Management Library
- Nursing Labs
- Wellness Center

LA.....Liberal Arts Building

- Classrooms
- Faculty Offices

LH.....Lecture Hall Building

- Faculty Lounge
- Faculty Offices
- Lecture Hall
- Mail Room/Shipping/Receiving

LIBR....Library

- Media Services
- Open Computer Lab

LK.... Lake Hall

- Career Center
- Classrooms
- Faculty & Staff Offices
- Reading Classroom
- Youth Outreach Programs

M.....M Building

- Business Resources Center
- Computer Classrooms
- LSCC Foundation

SC.....Student Center

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

SM.....Science-Math Building

- Classrooms and Labs
- Faculty Offices

SRC.....Sports & Recreation Complex

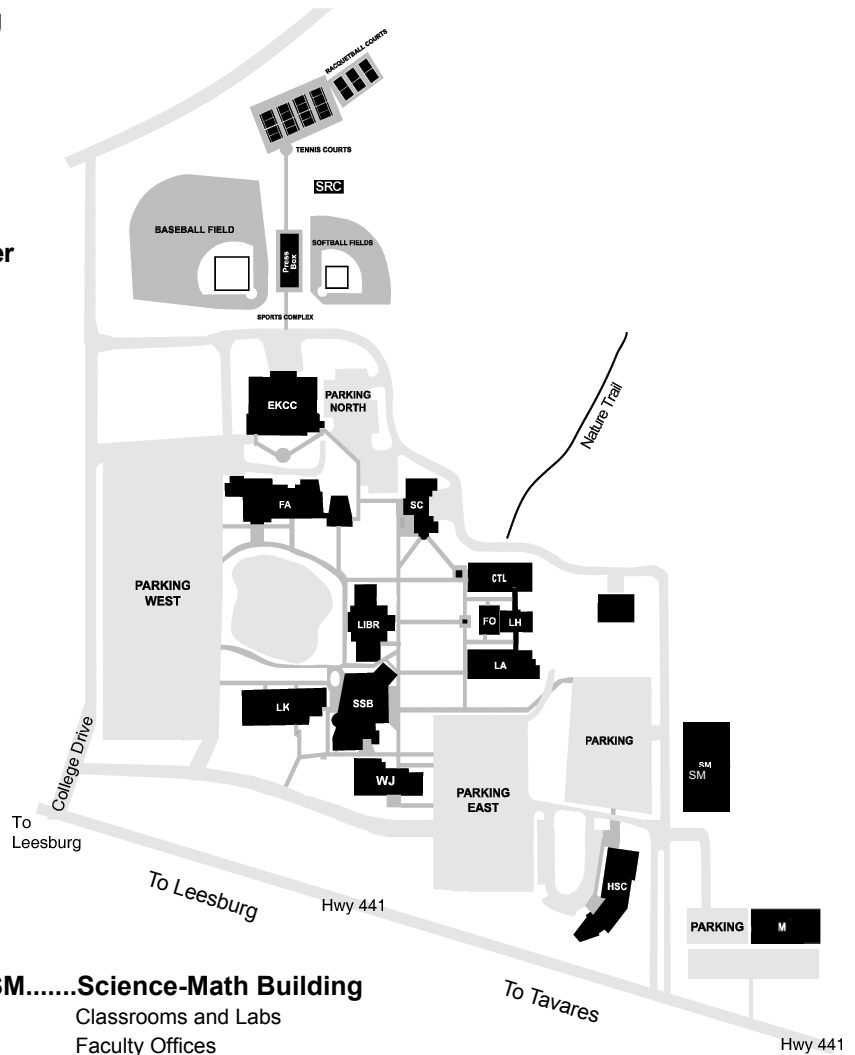
- Ball Diamonds
- Concession/Press Building
- Racquetball Courts
- Tennis Courts
- Walking Path

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

WJ.....Williams-Johnson Administration Building

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



South Lake Campus Map & Parking

BLDG 1

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

BLDG 2

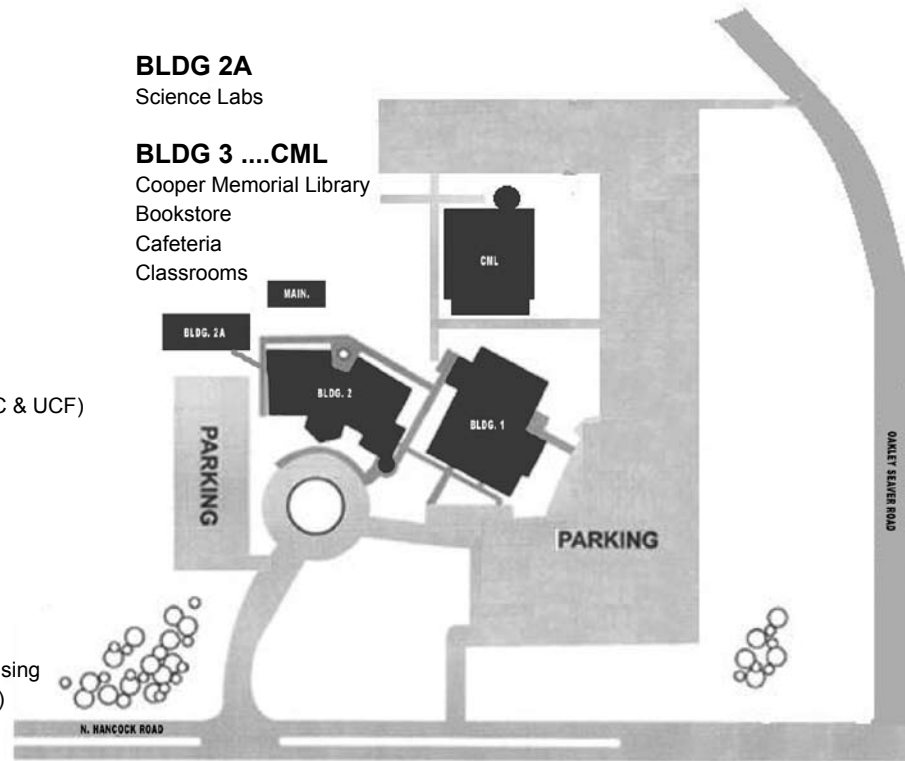
- Administrative Offices (LSCC & UCF)
- Auditorium
- Board Room
- Cashier
- Classrooms
- Conference Rooms
- LSCC/UCF Faculty Offices
- Student Lounge
- Student Affairs
 - Academic and Career Advising
 - Admissions (LSCC & UCF)
 - Financial Aid

BLDG 2A

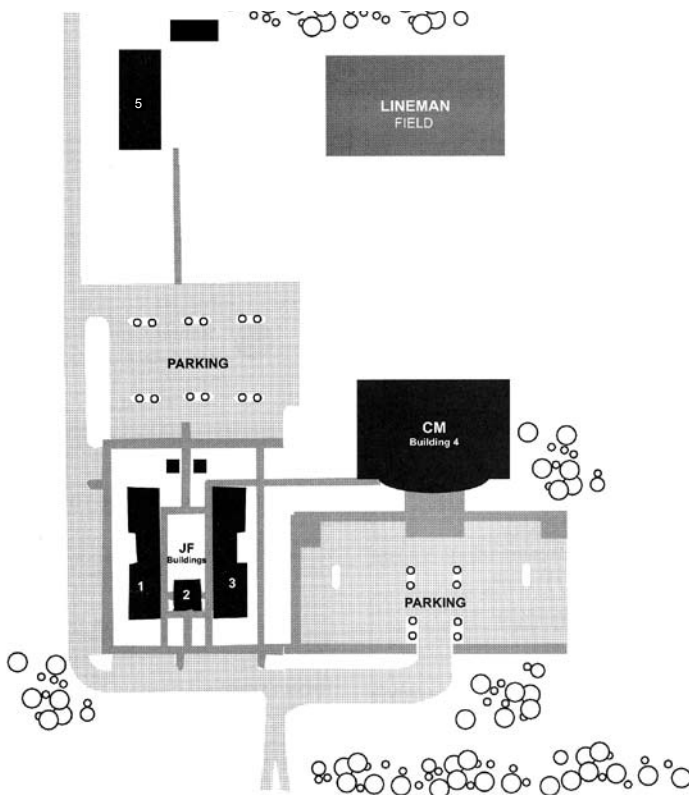
- Science Labs

BLDG 3CML

- Cooper Memorial Library
- Bookstore
- Cafeteria
- Classrooms



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

LSCC Yesterday

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. It was later named after the LSCC's first president Paul P. Williams.

The **LSCC Foundation, Inc.** was organized in 1980. 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 square foot **Clark Maxwell, Jr. Library and Student Services Center** in January of 2000.

The refurbished Leesburg Campus gymnasium and the addition of the **Magnolia Room** banquet/meeting facility warranted a formal dedication in September 2000. It was named 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 as president, **Dr. Robert W. Westrick** announced his retirement. The Board of Trustees selected **Dr. Charles R. Mojock** as LSCC's fifth president in July 2002.

LSCC Yesterday

The 2000's Continued...

The College partnered with Lake County to form the **Business Resources Center** which provides a variety of assistance programs to large and small businesses. When LSCC purchased and remodeled the **M Building**, on the Leesburg Campus' southeast corner, the BRC and the LSCC Foundation, Inc. moved to this easily accessible facility. Computer classes also are located in the M Building, centralizing state-of-the-art technology for students and BRC clientele.

LSCC's Electric Utility Institute program was selected as the **Employ Florida Banner Center for Energy**. These Centers serve as centralized resources for workforce education in high-demand professions. One of only eleven colleges and universities selected, LSCC was a natural choice with its successful Electrical Distribution Technology program and Sumter Campus hands-on utility training field. Other initiated workplace-education programs include the **Teacher Certification Program** that prepares students with non-education bachelor's degrees to teach in K-12 classrooms, and the **Sheriff Chris Daniels Leadership Institute** which provides professional development training to criminal justice personnel.

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 subspecialty 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.

The 50,000 square foot **Cooper Memorial Library on Lake-Sumter Community College's South Lake Campus** held its Groundbreaking Ceremony on June 30, 2008. Another successful partnership project, the Library is the joint-initiative of LSCC, the Lake County Board of County Commissioners, the University of Central Florida, and the Friends of the Cooper Memorial Library. Classrooms, study rooms, computer banks with wireless Internet access, a restaurant, and a bookstore are just some of the features that fall term 2009 students will enjoy.

The **Legends Way Softball Complex** is another South Lake Campus partnership between LSCC and the National Training Center. Dedicated on July 24, 2008, the Complex provides a professional-quality venue for collegiate and community competitions, as well as regional and national softball tournaments.

Due to a student-driven initiative, 2008 fall term physics and chemistry students on the South Lake Campus no longer have to drive to Leesburg to fulfill their lab requirements. Though more permanent facilities are included in future campus expansions, these **modular science laboratories** offer students an immediate solution to save time and money.

The safety of students and personnel has always been a top priority of the LSCC Board of Trustees and administration. Because of this, the historical threat of tornados and the recent tragic events on school grounds, **emergency sirens** were installed on each of the three campuses. Two unique horn-type sounds warn people of the type of threat, so the appropriate precautions can be taken, while a third announces an "all clear."

LSCC Today

The **Cooper Memorial Library at Lake-Sumter Community College's South Lake Campus** will open in August 2009. This new \$15 million facility will not only offer a learning and research center for LSCC and UCF students, but also an educational resource to be enjoyed by the entire community.



This is the second year that LSCC has the honor of being a Lake and Sumter County **"Exceptional Employer."** Each year, nine organizations/companies, categorized by number of employees, are selected. Thirty-seven different measurements such as turnover rates, growth percentages, employee development spending, promotion percentages, insurance packages and retirement plans, along with a 40-question survey are used to determine the winners.



The 2009-10 school year marks the Nursing Department's 25th Anniversary. Sixteen graduates of the Class of 1984 were the first awarded an LSCC associate degree in Nursing. Other milestones include the addition of South Lake Campus classes

in 1999; the department's move into the Leesburg Campus's new Health Sciences Center in 2001; the welcoming of its largest first-year class of 117 students in 2007; followed by the largest second-year class of 85 students in 2008. Due to the low student-to-teacher ratio for clinical courses, enrollment is limited. Out of respect for the program, all of Lake County's hospitals continue to financially support faculty additions, enabling increased admissions. Their investment is well justified, as 100 percent of the Class of 2008 graduates successfully passed the required Florida National Council Licensure Examination for Registered Nurses on their first attempt.

LSCC Tomorrow

A proposed **Health Sciences Magnet High School**, to be located on the South Lake Campus, will prepare students at an early age for healthcare careers, while providing a seamless transition into comparable LSCC and UCF degree programs. New LSCC science laboratories are also included in the construction plans. A citizens group, Performing Arts of Lake and Sumter Counties (PALS), is working to raise funds to build an 80,000 square foot multi-purpose **441 Center** on the Leesburg Campus.

Student Success is LSCC's number one priority. New academic programs, and valuable educational/corporate partnerships will expand each year to ensure that graduates are in high-demand and that they continue to excel in their advanced education.

SAFETY AND SECURITY

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 non-public.

Campus Security

In case of an emergency or to report a security concern, please call the following:

Leesburg Campus: notify Security at 365-3544.

South Lake Campus: notify Security at 516-5074.

Sumter Campus: notify 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 accidents/incidents on a campus in accordance with the specific instructions contained in the LSCC Emergency Response Manual. Follow-up as soon as possible with a Florida Community College Risk Management Consortium Accident/Incident Report (6/90 F-277) to the Vice President of 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 / 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;
South Lake Campus: notify Security at 516-5074;
Sumter Campus: notify 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

	2004	'05	'06	'07
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	2	3	3	1
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, and the LSCC Administrative Procedures Manual at 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 Rules 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 and on the LSCC website - www.lsc.edu/rpi/.

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 left 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 Regulations

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.

Public Transportation

Lake County Connection – operates Monday through Friday, 6 a.m. to 7 p.m. New customers must apply through a written application process. To receive an application call 326-2278.

LakeXpress – operates Monday through Friday, 6 a.m. to 7:45 p.m. To obtain information about Lake Xpress or to view a bus schedule, call 326-8637 or log on to www.RideLakexpress.com.

Sumter County Transit (SCT) - reservations can be made by calling 568-6683 between the hours of 8 a.m. and 1 p.m. the day before your needed ride. To view a bus schedule log on to www.sumtercountyfl.gov/cs/transit/bus.htm.

EQUAL OPPORTUNITY AND DIVERSITY

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. The Equity Officer, Christyne B. Hamilton, can be reached at 9501 U. S. Highway 441, Leesburg, Florida 34788, by phone: 365-3592 or by e-mail HamiltonC@lsc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT DUE PROCESS RIGHTS

Resolution of Student Complaints/ Grievances/Appeals

DEFINITIONS:

Complaint: An oral claim raised by a student alleging improper, unfair, arbitrary, or discriminatory treatment involving the application of a specific rule or procedure.

Grievance: A written claim by a student alleging improper, unfair, arbitrary, or discriminatory action involving the application of a specific board rule or procedure.

Appeal: A written request for reconsideration of an application of a rule or procedure due to serious circumstances beyond the student's control.

Complaints and Grievances

The administrative processes of Lake-Sumter Community College have been developed to support student success; however, students who experience difficulty with LSCC's policies or procedures are encouraged to request assistance. The intent of this procedure is for the resolution of complaints and grievances at the lowest supervisory level possible and to ensure that students receive access to a fair, equitable and timely grievance process without retaliation. Students who are unable to resolve the issue at the first manager level may contact the staff member at the next level. The following chart outlines the title of staff members who may assist students with their complaints and grievances. The entire student grievance procedure (PRO4.14) and the Student Grievance form is available at <http://www.lsc.edu>.

Appeals

Procedures for filing appeals are found under the specific rule or procedure in question.

Student Administrative Appeals Committee

Students who are unable to resolve their complaints, grievances or appeals through the processes described above may appeal in writing to the Student Administrative Appeals Committee, chaired by the Dean of Student Development. The committee will review the request and determine whether or not there is sufficient justification to proceed with a formal hearing. If justification is not found, the chair will notify the student within five (5) working days. If justification is found, the chair will move forward with a formal hearing. The committee's decision is final and not subject to further review.

STUDENT RESPONSIBILITIES

Expected Student Conduct

Students enrolled at the College are expected to conduct themselves in a manner that contributes positively to Lake-Sumter's learning environment and does not impair the lawful administration of the College as described in the Student Code of Conduct.

Student Code of Conduct

- 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.

Resolution of Student Complaints/Grievances Chart

Issue/Grievance	First Response	Next Level	Next Level	Vice President
Admissions	Asst. Registrar	Director, Admissions/Records/Registration		Student Affairs
Advising	Coordinator, Advising	Dean, Student Development		Student Affairs
Bookstore	Manager, Bookstore			Business Affairs
Counseling	Dean, Student Development			Student Affairs
Disability Services	Mgr., Office of Students w/Disabilities	Dean, Student Development		Student Affairs
Discrimination	Dean, Student Development			Student Affairs/Equity Officer
Entry Testing (CPT)	Coordinator, Testing	Dean, Student Development		Student Affairs
Faculty Concerns	Department Chair	Dean, Teaching and Learning		Academic Affairs
Financial Aid	Assistant Director, Financial aid	Director, Financial Aid		Student Affairs
Florida Residency	Asst. Registrar	Director, Admissions/Records/Registration		Student Affairs
Grades	Faculty teaching course	Department Chair	Dean, Teaching & Learning	Academic Affairs
Graduation	Asst. Registrar	Director, Admission/Records/Registration		Student Affairs
Harassment	Dean, Student Development			Student Affairs/Equity Officer
Learning Center	Director, Learning Center			Academic Affairs
Library	Director, Library Services			Academic Affairs
New Student Orientation	Coordinator, NSO	Dean, Student Development		Student Affairs
Parking	Executive Staff Asst. to VP			Business Affairs
Registration	Asst. Registrar	Director, Admission/Records/Registration		Student Affairs
Security	Director, Facilities			Business Affairs
Student Accounts	Bursar	Comptroller		Business Affairs
Student Activities	Asst. Director, Student Life	Dean, Student Development		Student Affairs
Transcripts/Records	Asst. Registrar	Director, Admissions/Records/Registration		Student Affairs

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, 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 through any advisor.

Academic Integrity

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

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

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

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

10. Stealing, buying, selling, or otherwise providing term papers.

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

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 Vice President for Student Affairs that student be suspended from the college for a specific period of time.

Expulsion from the College – Faculty recommends to the Vice President for Student Affairs that student be permanently expelled from the college

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 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 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.

ADMISSIONS, RECORDS, AND REGISTRATION

STEPS TO ENROLLMENT

(Dual Enrollment students see p. 22.)

1. Apply for Financial Assistance, p. 34
2. Apply for admission, see below
3. Submit transcripts and other official documents
 - Admissions Office - see below
 - Office of Financial Assistance (if applicable), p. 34
 - Office for Students with Disabilities (if applicable), p. 48
4. Take placement test, p.31
5. Complete New Student Orientation, p. 48
 - Required for all new students prior to registration
 - Optional for transfer students
 - General information and academic advising sessions
6. Develop a Schedule for the Upcoming Semester, p. 48
7. Register for Classes, p. 29
8. Pay fees by deadline, p.34 and inside front cover
9. Purchase books, p. 51
 - Save receipts
 - Avoid unwrapping book until after first class
 - Obtain parking decal p.15
 - Activate student e-mail account, see below
10. Attend classes!
 - College success requires excellent attendance, beginning with the first class session.

ADMISSIONS

Admission Procedure

In order to enroll in credit courses at Lake-Sumter Community College, students must submit a completed Application for Admission. Applications, official transcripts, other documents for admissions consideration, and the non-refundable application fee may be submitted electronically or in person at any campus or by mail to the Admissions Office.

For further information, visit LSCC's website at:
<http://www.lsc.edu/admissions/>

Until LSCC receives and evaluates official copies of all transcripts, students will not be eligible to receive financial aid or scholarships. Students who have never attended college must submit official records verifying the completion of:

- A standard high school diploma
- A high school equivalency diploma as defined in F.S. 1003.435
- A signed affidavit submitted by the parent or legal guardian of a home-schooled student attesting that the student has completed a home education pursuant to the requirements of F.S. 1002.41.

Students who have attended college must request each previously-attended college to forward an official transcript of their records directly to LSCC Admissions and Records Office. Students are urged to do this as early as possible to assure complete records and accurate advisement.

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

Readmission to LSCC

Students who have broken their enrollment at LSCC by one year or more and those students who applied but never attended must:

- Complete an Application for Admission at no cost.
- Submit transcripts from all previously attended institutions since attending or applying to LSCC.
- Retake the CPT if it has been more than two (2) years (for those who have not completed college level English or Math courses).
- Meet the graduation requirements of the catalog in effect at the time of readmission.

Lake-Sumter Student Identification Number

After receiving a completed application, the college will assign all students a LSCC student identification number (X-ID). Consisting of an "X" followed by eight digits, the X-ID will be used as identification when completing various transactions with the college and when accessing records via the LOIS and FACTS systems.

Lake-Sumter Student E-mail Account (LakerMail)

All enrolled students at LSCC will receive an e-mail account through LOIS; this will be the primary and official form of communication to LSCC students. Students should not forward their LakerMail as many Internet service providers filter LSCC e-mail as SPAM, and they may not receive all college communications. LSCC will use the LakerMail account to notify students of changes in their accounts, in their courses, and in college policies and procedures. To communicate in a more expedient manner, LSCC uses LakerMail as the primary means of notifying students of important college business and information dealing with registration, deadlines, tuition and fees, etc. Communications mailed to a student's e-mail address are considered official notices.

Residency Information

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 that students (or students' parents/guardians) have established a permanent domicile in Florida

for more than 12 months proceeding the first day of classes for the term in which they are applying. This is different from residing in Florida on a temporary basis.

The Florida Residency for Tuition Purposes was created by the Florida legislature Statute 1009.2 F.S. and 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 for determining the residency classification of a student. Each college and university is audited by the state to determine their adherence to the rule.

A. Florida Resident

The burden of proof rests with you, the student, to establish Florida residency. Students are classified as a Florida resident and eligible to pay resident tuition and fees when they have completed the Residency Affidavit and provided the required supporting documentation. Students are classified as a Florida residents if they are independent (or their parent or legal guardian if they are dependent) and a United States citizen, a permanent resident alien, or a legal alien granted indefinite stay; have no legal ties to any other state; and have resided and had habitation, domicile, home and permanent abode in the state of Florida for at least 12 consecutive months immediately prior to the first day of the term in which they plan to enroll.

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

B. Non-Florida Resident

If students do not qualify as a Florida resident or they do not complete the Residency Affidavit on their application for admission, they will be charged non-resident tuition and fees. Students must sign the non-Florida resident statement on the application.

C. Reclassification of Residence

If students are initially classified as non-resident, they may become eligible for reclassification as a resident—for tuition purposes only- if they (or their parent or legal guardian if they are dependent) can provide documentation of establishment of a domicile in Florida for 12 consecutive months prior to the Proof of Florida Residency deadline. In addition, they (or their parent or legal guardian if they are dependent) must provide two of the following three documents; a valid driver license and either a vehicle registration or voter registration. Students may apply in writing for reclassification prior to any registration period and all documentation must be received by the first day of the term in which they plan to enroll. Otherwise, they will be required to reapply again for the following term.

NOTE: If false or fraudulent statements are submitted in connection with any student's documentation to establish residency, their tuition and fees will be recalculated at the non-resident rate. Submitting false or fraudulent statements in connection with the Application for Admission may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

For additional information on Florida Residency for Tuition Purposes, visit: www.lsc.edu/admissions/residencyinfo.aspx or contact the Admissions Office at 323-3665.

GENERAL ADMISSION REQUIREMENTS

Degree-Seeking Students

Degree-seeking students must have adequate knowledge of the English language to study at LSCC. English language proficiency will be determined through entry testing.

Students may be admitted to LSCC as a degree-seeking student if they satisfy any of the following criteria:

1. They have earned a standard high school diploma.
2. They have graduated from a high school outside the U.S. They must have the equivalent of a high school diploma in the U.S. They must arrange to have transcripts from all institutions outside the United States evaluated at their expense. Additional information and the list of college-approved evaluation agencies can be located at: <http://www.lsc.edu/internationalstudents/>. They must submit to the evaluation agency a complete record of all subjects they have taken and examinations they have passed; these records must carry the official seal of the educational institution.
3. They have a Certificate of Completion (CPT eligible) from a Florida high school. This certificate means that you have taken a college-preparatory curriculum but did not successfully complete all portions of the FCAT (Florida Comprehensive Assessment Test). 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.

4. They have a home school diploma and provide a signed affidavit submitted by the parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41 (1).

5. They have completed a high school equivalency diploma (GED) through a state department of education and submit an official state-issued score report and diploma.

6. They have completed course work at another college or university. They must request that each college or university previously attended send an official transcript of their record directly to LSCC's Admissions and Records Office for evaluation.

a. If any of their transcripts are from an institution outside the U.S., they must arrange to have the transcripts from all institutions outside the U.S. evaluated at their expense. Additional information may be located at <http://www.lsc.edu/internationalstudents/>

b. All transcripts should be received prior to registering for classes the first time, but no later than the beginning of the student's 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.

c. It is the student's responsibility to assure that their transcripts from other colleges are sent directly to the Admissions and Records Office to complete admission requirements. If transcripts have not been received at LSCC by the next term's registration date, the student will be prohibited from registering.

d. High school requirements 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.

7. They are a dual enrollment student. Dual enrollment is the opportunity for qualified high school students to enroll in LSCC courses while concurrently enrolled in high school. 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. To apply for admission to the Dual Enrollment program, you must submit the Dual Enrollment Application for Admission which must include their signature and the signature of their counselor and their parent or guardian. For Dual Enrollment students, the application fee will be waived.

a. The student must provide entry test scores (ACT, SAT, or CPT) in English, reading and mathematics to be admitted to the Dual Enrollment program. Scores must meet the minimum requirements specified in the Entry Testing section of this catalog.

b. Upon graduation from high school, students must submit an official high school transcript that reflects their high school graduation date. If they wish to continue at LSCC as a degree-seeking student following their high school graduation, they also must submit a completed Application for Admission.

c. For further information, students may refer to the Education-

al Enhancement Opportunities section (p.58) of this catalog or speak with the guidance counselor at their high school.

8. They are a non-immigrant (international student) who meets the international admissions requirements. If they wish to enroll at LSCC on a non-immigrant visa (for example: F-1) they must meet all of the applicable admission requirements outlined as follows:

a. Submit an International Student Application for Admissions along with the non-refundable \$70.00 fee (in U.S. dollars) to the Admissions and Records Office. Students must apply for one of the A.A., A.S., or A.A.S. programs. For further information, visit LSCC's website at : <http://www.lsc.edu/internationalstudents/>

b. They must have the equivalent of a high school diploma in the U.S. They must arrange to have transcripts from all institutions outside the United States evaluated at their expense. Additional information and the list of college-approved evaluation agencies can be located at: <http://www.lsc.edu/internationalstudents/>. They must submit to the evaluation agency a complete record of all subjects they have taken and examinations they have passed; these records must carry the official seal of the educational institution.

c. Since instruction is in the English language, students must have adequate knowledge of the English language to pursue a course of study for credit. To demonstrate the competency, if English is not their native language, they 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.

d. Submit a financial statement showing their financial support in U.S. 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.

e. The SEVIS I-901 Fee: All students must visit the Department of Homeland Security website (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

NOTE: This fee is in addition to the normal interview fees the embassy may charge.

f. As part of the admissions process students on an F1 visa must provide proof of health/accident insurance. This proof is required prior to registering for classes.

g. Any inquiries, questions, submissions of documents, and all correspondence should be directed to:

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

Non-Degree Seeking Students

Students may be admitted to LSCC as a non-degree-seeking student if they satisfy any of the following criteria:

1. They desire to enroll at LSCC for personal enrichment, job improvement, teacher recertification, and all diploma and certificate programs. LSCC transcripts will indicate their special status.

2. They are seeking a degree from another institution and desire to take a course at LSCC as a transient student. Although they are not required to submit a transcript of their other college records in order to attend LSCC, students must have written permission (Transient Student Form) from their "home" college or university and complete the LSCC Application for Admission and pay the non-refundable application fee. They must submit a Transient Student Form for each term they enroll as a transient student at LSCC. If the "home institution" is a Florida public institution, students must complete the electronic Transient Student Form for LSCC through www.facts.org.

3. They are at least 18 years of age, out of high school, and without a standard high school diploma or Certificate of Completion (CPT eligible) or a GED. They will be admitted as a non-degree Special they will not be eligible to earn a diploma, certificate or a degree. They will remain classified as a non-degree-seeking provisional/special student until they provide a high school equivalency diploma and transcript after completing the GED through a state department of education.

Admissions

Summary of Supporting Documents Required for Admission

	Application for Admission Form	Florida Residency Application	Application Fee	Test Scores for Placement	Official High School Transcript/GED	Official College Transcripts	TOEFL Scores/ELS Scores	Financial Resources Documentation	Refer to Catalog for Other Documents
First-time College Admissions: Degree Seeking	✓	✓	✓	✓	✓				
Special Admissions: Non-degree Seeking	✓	✓	✓	✓*	✓*				
Transfer: Degree Seeking	✓	✓	✓	✓	✓	✓			
Transient: Non-degree Seeking	✓	✓	✓	✓*	✓*				✓
Readmission: Degree Seeking	✓	✓							✓
Audit Admission: Non-degree Seeking	✓	✓	✓	✓*	✓*				
International Students	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Placement test scores or previous college coursework are required for English, mathematics or reading courses, even for non-degree seeking students.

Admission to Special Programs

Educator Preparation Institute (EPI)

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.

Admissions requirements are as follows:

- 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

For more information about the Educator Preparation Institute, please visit www.lsc.edu/EPInstitute.

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. For complete admissions details, please visit www.lsc.edu/nursing.

RECORDS

Students are responsible to notify LSCC of any changes in their personal information (i.e. address, phone number, status, etc.)

Name Changes

A signed request from the student is required to change a student's name on his or her permanent academic record. The Student Contact Information Change form is available online or in the Admissions and Records Office. Official name changes require submission of an official copy of a court-issued document verifying the legal name change.

Address Changes

Students can verify the mailing address that appears on their educational record by logging into LOIS, selecting the Personal Information Tab, and selecting View Addresses and Phones. Students may update this information by submitting the Student Contact Information Change form to the Admissions and Records Office.

Degree/Program Changes

Upon admission, each student selects a desired degree status while attending LSCC. If a student desires a change at any time, an Academic Program Change form will be required to update an academic major/program or degree status. This form is available online or in the Admissions and Records Office and must be signed by the student before the change will be made to the student's official academic record.

Students are strongly encouraged to select a major/program and degree status early in their enrollment with the College. International students and students who receive Financial Aid must be classified as degree-seeking for various reporting requirements. Students should consult with an advisor/counselor before making a final decision.

Degree/Enrollment Verifications

In order to provide a more efficient and cost-effective verification process, Lake-Sumter Community College has entered a formal agency agreement with The National Student Clearinghouse of Herndon, VA to perform written verifications of degrees and past attendance inquiries. Acting as our agent, NSC should be considered as a primary source provider. The services provided by NSC will be in full compliance with all applicable privacy laws and, in particular, the Family Educational Rights and Privacy Act of 1974 (FERPA).

The National Student Clearinghouse is intended to provide Third Parties with a single easy-to-access source for verifying degrees and past attendance from major colleges and institutions across the country. To perform a degree verification or confirm past attendance of a student, please contact NSC at www.studentclearinghouse.org

Campus of Record

Students may attend classes at the Leesburg Campus, South Lake Campus, and Sumter Campus, or at all three of these locations, but students must declare their "home" campus at the time of application. Students can utilize campus services and transact their business at any campus.

CLASSIFICATION OF STUDENT RECORDS

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

CUSTODIANS OF STUDENT RECORDS

- General student records are in the custody of the Director of Admissions/Registrar.
- Financial Aid records are in the custody of the Director of Financial Aid.
- 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 45 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 an 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 and to the FL Department of Education to comply with state-reporting requirements

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

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.

Non-directory Information

Non-directory 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 and 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 forty-five (45) working days after receipt of the challenge of his/her decision regarding the challenge. The decision may be appealed through established procedures.

CLASSIFICATION OF STUDENTS

Students are classified as a matriculated student when they have provided LSCC with all the required admission documents and are officially enrolled in classes.

Degree-Seeking: When students indicate on their application, or as an update to their official records, that they are seeking a degree at LSCC (e.g. Associate in Arts, Associate in Science or Associate in Applied Science Degree), the College applies policies and procedures to help them achieve their goal. These policies and procedures are:

1. Required entry testing to enrollment
2. Required New Student Orientation, which includes academic advising for initial registration.
3. Required successful completion of all mandated courses in reading, student success, mathematics, English, and English for Academic Purposes starting the first term until all requirements are satisfied.

Non-Degree-Seeking: When students indicate on their application that they are taking courses to earn a technical certificate, for personal enrichment, as a transient student, for teacher recertification or for a diploma, LSCC's policies and procedures that are designed to enhance academic success are not required. Thus, as a non-degree-seeking student, they are exempt from entry testing (unless required for a specific course requirement or for a diploma or certificate) and mandatory course requirements; however, if they are a Dual Enrollment student, they will be required to complete entry testing prior to registration for their first term.

Students who are non-degree-seeking are not eligible for financial aid; students enrolled in selected technical and career certificate programs may qualify for financial aid. (See Financial Information section of this catalog)

Transient Student: 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 percent 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.
- b. Allow a minimum of 48 business hours for the approvals from LSCC representatives.
- c. The electronic system will automatically e-mail 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/admissions
4. Transient students are encouraged to receive advance approval from their home institution before registering for classes at LSCC.

Active (Current) Student: Students are considered an active student if they have been enrolled in credit courses at LSCC within the last 12 months prior to the beginning of the upcoming term.

Inactive Student (Returning): Students are considered an inactive student if they have not been enrolled in credit courses at LSCC within the last 12 months prior to the beginning of the upcoming term. Any inactive students wishing to enroll in credit courses must resubmit an Application for Admission and indicate "Readmit" in the appropriate area. Students will be permitted to register during the Open Registration period as outline in the Academic and Registration Calendar.

Full-Time: Students are considered full-time status if they are enrolled for 12 or more credits during Fall, Spring, and or Summer Terms

Part-Time: Students are considered part-time status if they are enrolled for fewer than 12 credits during Fall, Spring, or Summer Terms.

Freshman: Students are classified as a freshman if they have completed less than 30 college-level credits toward a degree

Sophomore: Students are classified as a sophomore if they have completed at least 30 college-level credits toward a degree.

TRANSFER CREDIT

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.

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.

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 purpose of evaluation.

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.

No Financial Aid will be disbursed to any eligible student's account until such transcripts have been received.

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

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

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.

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.

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.

TRANSFER CREDIT WILL BE EVALUATED AS FOLLOWS:

• 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.

• 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 meet 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.

• 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.

• 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.

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:

1. Submit a course description from the term in which the course was taken.
2. Submit a course syllabus from the term in which the course was taken.
3. Submit a written statement indicating the reason for which the appeal is being made.
4. Submit any additional documentation to support the appeal.
5. The College Registrar will review the appeal packet once all of the above items are received.

TRANSCRIPT REQUESTS

For Current Students

To request a Lake-Sumter Community College transcript, please visit our website at 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.

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.

REGISTRATION

Registration is the process of building a class schedule and enrolling in courses. Courses are offered for varying lengths of time in a term. There are three full terms in an academic year – Fall, Spring, and Summer. The Fall and Spring Terms are 16 weeks in length, and the Summer Term is 14 weeks; divided into 2 seven week terms. Generally, classes are offered 8:00 a.m. to 10:00 p.m., Monday through Friday, and occasionally on Saturdays. Courses are also offered in online, hybrid, and web-enhanced formats.

During the registration process, students may view class offerings each term on the Online Class Schedule located at http://www.lsc.edu/home/class_schedule.aspx. When a course is added to the Class Schedule, it is assigned a Course Reference Number (CRN). This is a unique 5-digit number, beginning with a specific number which associates the term in which it is offered (example: Fall classes have a CRN which starts with the number 1, Spring classes begin with 2, and Summer classes begin with 3).

Registration information is available in the 2009-2010 Registration Guide, which can be located on the LSCC website, in LOIS (LSCC Online Interactive Services), and in the Academic Advising Department.

As a returning degree or non-degree-seeking student, students are eligible for registration based on the number of credits they have earned plus the credits from their current enrollment. Please refer to the Academic and Registration Calendar to obtain your registration dates.

All new first time in college students will be eligible for registration after completing the New Student Orientation (see page 48).

Students may register in LOIS from any computer lab on campus or from any remote location that provides Internet access.

Until the first day of classes, registration and schedule changes are made through LOIS. Once classes begin, students may continue to use LOIS to drop a course until the Drop/Refund Deadline. Students may add a course until the Add period located in the Academic and Registration Calendar or until the first meeting of a course. After the designated deadline, no refunds will be given, and only class withdrawals without grade penalty will be 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 when possible.

To complete registration, all fees must be paid by the posted fee payment deadline located in the Academic and Registration Calendar. Any students with fees which have not been paid or been approved by the Office of Financial Assistance will be dropped from all classes on posted deadlines.

Each term, students may decide whether they want to be a part-time or full-time student. Students may be part-time one term and full-time the next term. Students may register at any LSCC campus and take courses on any one campus or on more than one campus. In addition, students may register for a combination of full term or mini-term classes.

If students have a “registration hold” on their record, they will need to resolve the hold before they can register. To find where to resolve a hold, students should log into their LOIS account and contact the department which has placed the hold on their account. Additional information on holds and other registration error messages can be found in the Registration Guide, located online or in the Academic Advising Department.

A description of courses offered by LSCC is located in the back portion of this catalog. Prior to registration each term, students are encouraged to review the descriptions of the courses in which they plan to enroll. If they are a degree-seeking students, they should develop an educational plan that will reflect the courses in which they plan to enroll each term. Students should meet with an Academic Advisor frequently to review their plan.

Some courses require co-requisites and prerequisites. A prerequisite is a course which must be satisfactorily completed before a higher-level related course can be taken. A co-requisite is a course required to be taken at the same time as another course. Course descriptions in the back of this catalog as well as in the online Class Schedule will denote any required prerequisites and co-requisites needed for courses at LSCC.

Registration Process

1. Meet with an 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 a *Registration Guide* for detailed information on registration procedures.
4. View *Class Schedule* at www.lsc.edu for days and times courses are offered.
5. Create a class schedule based on advising session and available time.
6. Log in to LOIS ([LSCC Online Interactive Services](#)) and follow step by step instructions to register for classes.
7. Print a "Detail Schedule" upon completion of registration.
8. Check status on LOIS for financial aid or scholarships awarded.
9. Pay tuition and fees by deadlines.
10. The day before classes begin, students should reconfirm their schedule on LOIS, verifying room assignments.

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.

ENTRY TESTING AND COLLEGE PREPARATORY COURSES

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 (FCELPT), or the documentation of exemption criteria. The assessment instrument used for the FCELPT at all Florida community colleges is the Computerized Placement Test (CPT) from Accuplacer.

Students must complete CPT placement testing or submit exemption documentation prior to participating in New Student Orientation with Academic Advising 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

For additional information regarding Placement Testing, go to: www.lsc.edu/placementtesting.

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 who meet the minimum score to be college ready in English and Math place into ENC 1101 and MAT 1033. If higher placement in math is desired, additional placement testing is required.

Required Minimum Scores To Exempt the CPT:

TEST	Minimum Scores	Placement
ACT	17 - English and	ENC 1101
	18 - Reading and 19 - Math	MAT 1033
SAT	440 - Verbal and 440 - Math	ENC 1101 MAT 1033

Preparation for CPT

Because the CPT will determine whether students start at LSCC in college preparatory or college-level courses, they are encouraged to prepare by reviewing for the test. Review information may be obtained at the website: 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. Appointments are required for testing on the Leesburg and South Lake campuses.

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. Retake fees may apply.

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.			

Entry Testing for Non-Native Speakers of English

Instruction at LSCC is in the English language. Students should have adequate mastery of the English language to pursue a course of study for credit.

ESL Accuplacer

The ESL Accuplacer test may be given to test the English proficiency for non-native speakers of English used for initial course placement at LSCC.

ESL Accuplacer Scores and Corresponding Course Placement

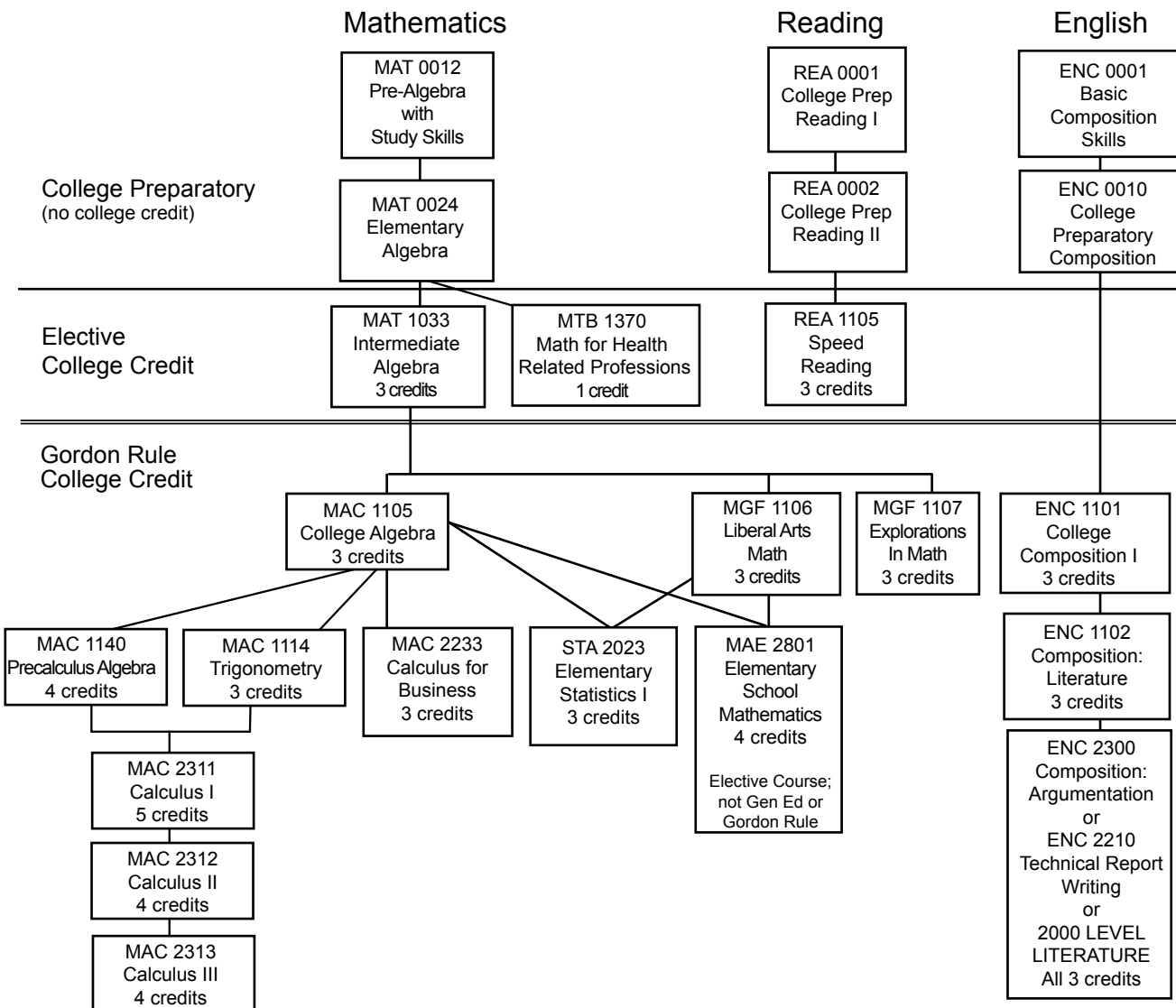
ESL Accuplacer Score	Placement
106+	ENC1101
86-105	EAP480
85 and below	EAP384

English for Academic Purposes

LSCC offers two levels of EAP courses. Level 3 is an intermediate class with an emphasis on speaking, grammar, and vocabulary. Level 5 is an advanced class with an emphasis on writing timed test taking, and building vocabulary. IF a student is placed in Level 5 or below as a result of ESL Accuplacer scores, that student must complete an exit exam before enrollment in ENC 1101.

Academic Sequences

Entry/Prep Courses



COLLEGE PREPARATORY COURSES

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.

COLLEGE PREPARATORY EXIT TESTS

The 1997 Legislature made passing a remedial English, Reading, or Mathematics exit test a condition for meeting basic college computation and communications skill requirements (Section 240.117 (4)(a), F.S.). 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 percent 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 70percent 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 text 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.

FINANCIAL INFORMATION

TUITION AND FEES

Please check online at 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 2009-2010 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 – <u>Florida Resident</u>	\$ 84.53
Tuition – <u>Non-Florida Resident</u>	\$318.43

Fees for Postsecondary Adult Vocation Courses

<u>Florida Resident</u>	\$61.71
<u>Non-Florida Resident</u>	\$246.81

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

Non-Refundable

1. Admissions 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 Application Fee.....\$70
5. Credit by Exam Fee.....\$25/credit hr
6. Computer Proficiency Exam.....\$25 each attempt
7. Special fees, lab fees, supply fee and other designated fees (see course description for specific fees)
8. Returned check fee \$25 or 5% of the face value of the check, whichever is greater.
9. Fingerprinting Fee.....\$36
10. Non-student Testing Fee.....\$20
11. HESI Test.....\$25
12. Duplicate Diploma/Certificate.....\$30
13. Nursing Fees.....variable

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.

Exceptions to the assessment of the full cost of instruction must be based on documented extenuating circumstances or financial hardship.

Extenuating circumstances;

- a. Involuntary call to military duty
- b. Prolonged disability of the student or a member of the student's immediate family.
- c. Death of a member of the student's immediate family.
- d. Documented learning disability
- e. English as a second language
- f. Unavoidable changes in conditions of employment

Financial hardship includes but is not limited to qualification for federal financial aid. Students must provide documentation that reasonable effort has been made to successfully complete the course.

Students seeking an exception to the assessment of the full cost of instruction may contact an academic and career advisor for more information or go to www.LSCC.edu>currentstudents>rulesandprocedures

Please refer to page 37 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 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, they 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 30 percent (30%) on all delinquent accounts referred to collections, as well as any related court 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 100 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/calendar for the specific add-drop dates. No refunds are issued for classes that are withdrawn after the established add-drop time period.

LSCC Procedure 4.07 allows the full refund (100%) of fees in cases of serious circumstances beyond the student's control that occur prior to the mid-point (50% of instructional days) of the semester and prevent the student from completing the semester. In the case of mini-mester courses, the circumstances must occur prior to the mid-point of the course. These circumstances must be fully explained, in writing, and are limited to the following:

- a. Involuntary call to military duty
- b. Death of the student.
- c. Illness of the student of such severity and duration that attendance in class is not possible from the onset of the illness through the end of the semester.

d. Technical errors associated with the student's admission, advisement or registration.

e. Other documented and extenuating circumstances may be considered by the Vice-President for Student Affairs.

Requests for refund exceptions must be submitted by the end of the semester in which the student is seeking the refund.

More information and forms may be obtained from any LSCC career and academic advisor or on the LSCC website www.lsc.edu.

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 the student must notify us two days prior to the class beginning. Special fees are not refundable unless the College cancels the class.

Student Financial Assistance

The primary purpose of the student financial aid programs at LSCC is to provide financial assistance to academically qualified parents and students to further their education. 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 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 Supplemental 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)

Financial Aid Deadlines

A Free Application for Federal Student Aid (FAFSA) must be completed for each academic year and one FAFSA serves throughout that entire academic year (Fall through Summer). The FAFSA becomes available each January for the following academic year, and students should apply as early as possible because many financial aid programs have limited funding that will go only to early applicants. For best results, apply each year by April 15th.

File Completion Dates

To have financial aid processed in time for registration fees to be paid by financial aid before the fee payment deadline, students must complete ALL STEPS in the application process by the Financial Aid File Completion Date:

June 1, 2009 for fall term 2009
November 9, 2009 for spring term 2010
April 12, 2010 for summer term 2010

Late Applicants

If students miss the Financial Aid Priority Deadline for the term in which they wish to enroll, students are strongly encouraged to apply for financial aid. Applications will be accepted and processed; however, it may not be processed in time for financial aid to pay for fees and books. If this is the case, students will need to make other arrangements to pay fees and purchase books; then if students qualify for financial aid, a balance check will be issued later in the term. You can seek help with paying fees through the Tuition and Installment Plan (TIP).

Financial Aid Policies and Procedures

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 a student's file is incomplete prior to registration, he/she must pay for his/her own tuition and books. Students will be reimbursed, if eligible, to the extent of their eligibility.

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

1. Before beginning the *Free Application for Federal Student Aid (FAFSA)*, the student should apply for a Federal Student Aid personal identification number (PIN) at www.pin.ed.gov. The PIN will allow the student to sign the FAFSA electronically and later to access the processed

FAFSA online. Dependent students must have a parent sign their application; therefore, the parent must apply for his or her own PIN.

2. Complete the *Free Application for Federal Student Aid (FAFSA)* over the Internet at www.fafsa.ed.gov or via telephone at 1-800-433-3243. In Step 5 of the application, the school code for LSCC is **001502**. The FAFSA application must be completed for those 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.** A student's academic records (high school and college transcripts, degree intentions) must be received and evaluated with the Admissions Office before the student's financial aid file can be processed.
4. The Office of Financial Assistance will receive an electronic **Student Aid Report (SAR)** from the processor as long as LSCC was listed as one of their schools in Step 5 on the FAFSA Application. The processor will also mail a SAR, or the student will receive an e-mail, if he/she applied online. Students should keep this for their records. If a student does not receive a SAR within 3 weeks of applying, call the processor at (800) 433-3243, from 8 a.m. through midnight Mon. - Fri. (Eastern Time) and 9am-6pm Sat. or check online at 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 the 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 students via the National Student Loan Data System (NSLDS). **Students will be notified if additional information is needed.**
8. If students are selected for verification, the Office of Financial Assistance will notify them of all required documents. Once all required documentation is turned in, 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/forms.aspx> or visit the Office of Financial Assistance to complete the forms.

GENERAL INFORMATION

- A separate application is required if students are applying for a Federal Subsidized/Unsubsidized Stafford Loan. Loan packets are available in the Office of Financial Assistance.
- Students will receive an award letter in the mail once their file is processed by the Office of Financial Assistance. This will let the student know the types of aid for which they are eligible at that time.

- Students must notify the Office of Financial Assistance if they are expecting the Florida Bright Futures Scholarship.
- Students are responsible for following up on their financial aid application. Do not wait until school begins.
- If a student is awarded financial aid, it is his/her responsibility to drop courses if he/she decides not to attend classes.

NEED HELP?

If students need help with the application process, please call or stop by the Office of Financial Assistance. Complete as much of the application as possible to identify your questions before contacting the office. Also, bring tax returns, including W-2's (and 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 67percent 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.

REPAYMENT OF FEDERAL FINANCIAL AID

What Federal Funds must be repaid?

At LSCC, Federal Title IV funds consist 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 60percent 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 percent 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 students find that they are unable to complete all courses, every effort should be made to successfully complete at least one course. In so doing, students will preserve the funds they have received. Students 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 bookstore authorizations. All students expecting financial aid are encouraged to use the LSCC Online Interactive Services (LOIS) regularly to view their awards or any changes to them.

Tuition Deferments

Tuition deferment prevents cancellation of registration for non-payment of fees and temporarily prevents assessment of late fees; therefore, tuition deferments will be posted for students eligible to receive financial aid. **Students that are not going to attend their classes must officially drop 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 students log into LOIS, use the steps below to check for 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. 2009-2010), then click on submit.

Books and Supplies Authorization

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

Once students log into LOIS, use the steps below to check for a 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 the student's account for the tuition deferment or bookstore authorization, please contact the Office of Financial Assistance at 365-3512. If a student is later found ineligible for financial aid, it will be his/her responsibility to pay any charges that are on his/her 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. 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 or eligible non-citizen
- Be a Federal Pell Grant recipient
- Be enrolled half-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. The annual Pell Grant award amount is determined by the Expected Family Contribution (EFC) and enrollment status. 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.

Students do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid from the Federal Pell Grant will be prorated if a student enrolls for less than 12 credits in a given term. Students must begin attending all of their classes on the first day. If students 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 students are full time in Fall and Spring Terms, they 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 varies 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.firm.edu/doi/>.

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

Florida Prepaid

1-800-552-4723 or 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.

All LPN and RN nursing students 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 4617 (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 AVAILABLE FOR GRADUATING HIGH SCHOOL SENIORS

Applications for these scholarships are available online 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 365-3512 for a list of available scholarships or view available scholarships at 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 online at www.lsc.edu/foundation/scholarships.com. Scholarship applications for the fall semester are available in the month of June; for the 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
Clemont Women's Club	All Degree Students		3.00		Female
Clemont/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/Clemont	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 Charitable Athletic Trust	All Degree Students		2.50		
Edmond Amateis Foundation Scholarship	All Degree Students		2.50		
Elizabeth Kerekas Nursing Scholarship	Accepted-AS in Nursing		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 DeSciopio 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 Endowment	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		

LSCC Foundation Scholarships

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		
Dr. Joe & Elizabeth Rhile Memorial Scholarship	Accounting		3.00		
Joe T. Scholarship	All Degree Students	Leesburg H.S.	3.00		
Joseph & Betty Holmes Memorial Scholarship	All Degree Students		3.00		
John & Almarena 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		
Leadership Lake County Class of 2007	Business or Education		2.50		
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. Sumler H.S.	2.50	Sumter	
Sunshine Circle King's Daughters & Sons	Health/Education		2.50	Lake	
Suzanne Welker Memorial Scholarship	All Degree Students		2.50		
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. Assistance is available for cover letters, resumes, applications, and interview skills to help you get the job you want! Services are available throughout the year. Please stop by LH 109 for further assistance.

All LSCC career services are available to community members. Please see the information related to career planning and job search supports on page 49.

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 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 or more 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 percent.

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.

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

VETERAN'S EDUCATIONAL BENEFITS POLICIES

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 33 Post 9/11 GI Bill; 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, and Chapter 33 Post 9/11 students. For up to date information on all GI Bill benefits, please go to the VA Educational website at www.gibill.va.gov.

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.

Enrollment is certified each semester. **Students MUST furnish a copy of their completed yellow registration form signed by the VA Academic Advisor and a copy of their detailed class schedule to the VA Certifying Official in the Admissions Office each semester for certification to occur.**

Students **must** follow the requirements of the degree program they are pursuing. Failure to do so will result in not being certified. VA will not pay for courses outside of the veteran's declared program; therefore, courses should be chosen carefully.

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

Benefits will be received depending on the veteran's enrollment status as a **full-time, half-time, or less than half-time degree-seeking student.**

If the enrollment status changes during a semester (drop or withdraw from a course or courses), the LSCC VA Certifying Official in the Admissions Office must be informed 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 to repeat any "D" courses (**except math, English or nursing**).

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.

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

Approved Programs and Courses

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

A student receiving veterans benefits:

1. May enroll for independent study courses (i.e., 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.

STUDENT SUPPORT SERVICES

ADVISING, COUNSELING, AND SUPPORT PROGRAMS

Academic and Career Advising

Whether students are searching for a new career path or know exactly what they want to pursue, LSCC Academic and Career Advisors can help to clarify 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 for students to develop and maintain contact with an advisor throughout their college career. If required to attend a New Student Orientation session prior to the first semester, the first advising session will take place within orientation. If not required to attend New Student Orientation prior to the first semester, students need to schedule an appointment with an advisor at the LSCC campus closest to them. Meet with an advisor at least once during each semester of enrollment thereafter.

Advisors are great sources of information and support for any academic or personal challenge that poses an educational barrier. Do not hesitate to meet with an advisor for help with any problem.

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 not possible for LSCC to verify eligibility for graduation. It is each student's responsibility to make sure that he or she has fulfilled all graduation requirements.

ADVISING CONTACTS

Leesburg Campus: 365-3574
South Lake Campus: 243-5722
Sumter Campus: 568-0001
Call for information or an appointment.

New Student Orientation (NSO)

Participating in New Student Orientation (NSO) is one of the most important first steps students will take toward a successful transition into college life. NSO will provide an opportunity to make valuable personal connections with other students as well as to interact with members of the Academic and Career Advising staff. Key components of orientation include the level of academic work and time requirements needed for success, degree and program offerings and/or options, academic integrity, course scheduling, how to utilize online tools, and policies and procedures that all students must know to navigate college life successfully. Students will also receive a personalized academic advising guide to help them begin to plan for their first semester classes.

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 dates and times. Students are eligible to call the Advising Office at any of our three campuses to sign up for NSO after completing an application for admission and placement testing (if required).

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, students may contact their Academic and Career Advisor or advising office.

Disability Services

In order to ensure equal access to postsecondary 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 Services Building on the Leesburg Campus. The OSD office determines eligibility for accommodations and helps to coordinate services for students who qualify due to the nature of their disability. 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 services available through the OSD office, students can make an appointment to meet with the Sr. Manager of OSD on any of LSCC's three campuses. Services are based upon the documentation provided by the student from a qualified professional. If eligible for services, the student must request an Instructor Notification Letter to take to each instructor. The letter details the accommodations for which the student is entitled, for that semester. Students seeking services may

make a request at any time; however, to take full advantage of any assistance, students are encouraged to make arrangements well before a semester begins. Arrangements for continuing services must be made each semester through the OSD Office.

For certain eligible students to meet graduation requirements, LSCC's Board of Trustees has established a procedure for reasonable course modifications and substitutions. A student seeking a modification or substitution must meet with the Sr. Manager of OSD, who will assist the student in following the proper procedure 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 365-3574 and additional information is available at www.lsc.edu/admissions/osd.aspx.

Employment after Disability

Persons unable to return to their former employment after sustaining temporary or permanent disabilities are encouraged to contact Lake-Sumter's Office for Students with Disabilities. A representative can help persons determine if they may be eligible for state vocational rehabilitation services, find a new career path, and discuss the education and training possibilities at LSCC, Lake Technical Center and other area resources. Call 365-3574 for more information or to make an appointment. See more about disability services below.

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. Students or employees in need of such services can contact the LSCC AIDS Counselor, at 365-3574. Students who find that HIV related illness is affecting their course work may ask for and receive reasonable accommodation by contacting the Office for Students with Disabilities at 365-3574.

CAREER DEVELOPMENT SERVICES

Career Planning Services

Selecting the right career requires that persons know their interests and skills, understand their financial needs, and learn about the world of work and the educational requirements of various jobs, and research the job opportunities and possibilities for growth in the location in which they hope to work. Academic and Career Advisors can help students and community members do all of these things and find the perfect career path. Through LSCC Career Services one can take values, interest, and personality assessments to help one understand the work tasks and environment that may be most comfortable and rewarding. Advisors can teach persons how to use online tools to research the world of work and job opportunities in their own communities, and academic advis-

ing can help persons select the appropriate degree tracks to become competitive job candidates in their chosen fields. Students and others can make an appointment to meet with an Academic and Career Advisor by using the contact information above in the "Advising Contacts" box.

Job Search Support

Finding a job not only requires good work skills, but also requires one to have the skills and tools to make a great impression on employers. The career services available at LSCC can help persons develop excellent resumes and cover letters, polish interviewing skills, and uncover job possibilities. Students and community members are welcome to use computers, fax machines, and telephones for making job related contacts, doing research, and preparing job hunting materials. Regularly updated lists of local job openings are available on the college website at www.lsc.edu.

Career Fairs, the Resume Doctor, Employer Info Sessions, and other employment related programs and services are available throughout the year. Persons can get started planning their careers or searching for jobs by making an appointment with an Academic and Career Advisor; contact numbers are above in the "Advising Contacts" box.

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. The New Directions Program (formerly known Women's Program) is a state-trust and grand-funded program sponsored by the Agencies of Workforce Innovation (AWI). The program is free of charge, and there are no fees for potential employers.

The New Directions 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) supportive counseling. These services are customized and individualized, according to the participants' needs. The goals of the New Directions Program are to help individuals to complete training, or educational services and to assist participants to attain self-sufficiency. For assistance in meeting goals or finding direction, and support in formulating new life and career goals, make an appointment to see the advisor of the New Directions Program, at 365-3574 or 323-3603.

Displaced Homemakers are individuals who are 35 years of age or older, who have worked in the home providing unpaid household services for family members; are not adequately employed, as defined by the rule of the Agency (AWI); have had or would have difficulty in securing adequate employment; and have been dependent 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 Temporary Assistance for Needy Families (TANF), and would like to become self-sufficient.

ACADEMIC SUPPORT SERVICES

Learning Centers

The mission of the LSCC Learning Centers is to provide a supportive and comfortable learning environment and multidisciplinary 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, English and Science.
- 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" take-out modules.
- Preparation for standardized exams.
- Make-up testing for all classes.
- Distance Testing for other academic institutions
- 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 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, or call:

Leesburg Campus
365-3563

South Lake Campus
536-2148

Sumter Campus
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.

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, or call -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, or call 787-4900.

Textbooks that are ordered on the Bookstore website are shipped within 24 hours from the Leesburg Bookstore. To save shipping cost, students may pick them up at any campus.

Extended hours are offered 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 fund-raising activities and contracted work.

STUDENT LIFE

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
stulife@lsc.edu

Sumter 568-0001 ex. 1019
SGA office (RM 4114) will refer inquiries
stulife@lsc.edu

STUDENT CENTER

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

Food Service

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

The Dupee Cafe', located at the South Lake Campus in the new Library will open in July, 2009 offering 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.

Open Gym

The gym complex on the Leesburg campus has open hours for students to enjoy basketball, volleyball, and weight-lifting. 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 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 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

The Student Government Association (SGA) is open to all students. As the official representative of all students on campus, the SGA's purpose is to plan student activities and events, 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-wide 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 on each campus for posted meeting times and locations.

Each SGA is made up of the following officer positions: President, Vice-President, Secretary, and Treasurer. Students elect the President during the spring term for the next academic year. The other positions are appointed 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 office or Front Desk at each campus. For more information contact the Student Life main office at 323-3650 or stulife@lsc.edu

Leesburg: 365-3503
located in Student Center
SGALeesburg@lsc.edu

South Lake: 536-2122
located near Bldg. 2 Lounge
SGASouthLake@lsc.edu

Sumter: 568-0001 ext. 1019
located in Rm 4114
SGASumter@lsc.edu

CLUBS AND ORGANIZATIONS

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.

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

www.lsc.edu/studentactivities/organizations.aspx.

STUDENT CLUBS

Ambassadors
Baptist Collegiate Ministries
Brain Bowl
Campus Diplomats
Change Leaves Adults Seeking Support
College Democrats
Community Charity Club (CCC)
Computer Club
Cultural Exchange Club
Fellowship of Christian Athletes
Health Information Students' Association

Health Occupations Students of America
Multicultural Student Association
Musical Organizations
Nursing Student's Association
Phi Theta Kappa
Safire Club
Spanish Club
Student Government Association
Theatre Arts Society

STUDENT PUBLICATIONS

THE ANGLER

The Angler is the student newspaper of Lake-Sumter Community College and is published in both online at www.lsc.edu/angler and in print format. Written, edited and designed by students, *The Angler* gives students an outlet to express opinions and report on current issues functioning as a learning lab for those interested in gaining hands-on journalism experience. Those wishing to become staff reporters should enroll in MMC 2100, Writing for the Mass Media. Editorial positions are filled by students who have completed this class.

ODYSSEY

The *Odyssey*, published by LSCC students, is a fine arts magazine 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, women's fast-pitch softball, and men's baseball, teams which are members of the National Junior College Athletic Association and, the Florida Community Colleges, Mid-Florida Conference. The LSCC athletic program also provides opportunities for students who aspire to become athletic trainers or work in the sports management field to work with the LSCC 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 323-3645 or visit the LSCC Athletic website at www.lsc.edu.

ALTERNATIVE WAYS TO EARN COLLEGE CREDIT

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:

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. 56);
- 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 is listed on the student's transcript and is 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. (See next page for chart)

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 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 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. 57);

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

- Credit granted for CLEP exams is listed on the student's transcript and is 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;
- Students are not permitted to take CLEP for courses in which they are currently enrolled, have previously attempted, or in 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 435-5009. (See next page for chart)

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

DANTES/DSST - Defense Activity Non-Traditional Education Support

The Defense Activity Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Services (ETS). The DANTES Subject Standardized Testes (DSSTs) measure earned achievement in specific college courses. LSCC will award credit according to state guidelines.

LSCC does not permit students to use exam credit toward forgiveness of course credits. Gordon Rule writing requirements cannot be satisfied through DANTES.

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for highly motivated, academically oriented secondary students. The IB Diploma is awarded only to students who meet curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, students may be awarded up to 30 credit hours. No grades will be assigned to credits awarded through the IB Program. Students will not receive credit for IB courses that duplicate credit awarded for courses attended at LSCC or credit that was awarded through other accelerated programs (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact the Admissions and Records Office.

NOTE: To see course equivalencies and related information, refer to www.facts.org.

EXCELSIOR COLLEGE EXAMINATIONS

Excelsior College Examinations (formally known as Regents College Exams or the Proficiency Examination Program), are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education, and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations, including detailed test descriptions, can be found online at <http://www.excelsior.edu>.

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 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.

TECH PREP/CAREER PATHWAYS ARTICULATION

Through the Tech Prep Career Pathways Program partnership with Lake County Schools, Sumter County Schools, and Lake Technical Center, LSCC offers high school students the opportunity to advance into a postsecondary education program. Students who have completed a Career and Technical Education (CTE) program in high school may be eligible to receive college credits in specific programs of study toward an Associate in Applied Science degree, Associate in Science degree, or technical certificate. More information on the Tech Prep Career Pathways programs and assessments may be found at www.lsc.edu/techprep

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.

ALTERNATIVE AWARD OF CREDIT

Lake-Sumter Community College may award college credit to students toward an A.S. or A.A.S. degree based on a specific licensure or certification. Students must complete the Articulation Credit Transfer Form and provide a copy of the appropriate license or certification.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

DUAL ENROLLMENT

The Dual Enrollment program allows for the enrollment of an eligible secondary student or home education student in a post secondary course creditable toward a high school completion and an associate or baccalaureate degree. The program provides eligible secondary school students the opportunity to take Lake-Sumter Community College courses while concurrently enrolled in high school. Students are permitted to enroll in these programs during school hours, after school hours, and during the summer term. Any student so enrolled shall be exempt from the payment of registration, matriculation and laboratory fees.

Public and private high school counselors, or parents of home education students, are responsible for identifying students

who exhibit the necessary level of social maturity and motivation, and the academic ability to engage in college level instruction. 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. For further information and eligibility criteria please refer to our website at www.lsc.edu >current students>dual enrollment.

PRE-COLLEGE PROGRAMS

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 323-3606.

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 365-3579 or visit the website at www.BusinessResourcesCenter.org.

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 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 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 is 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 ten 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 365-3556 or visit the website at <http://www.BusinessResourcesCenter.org> (click on Continuing Education).

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 toward 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 323-3615, or via e-mail at NathansR@lsc.edu.

Experiential Learning

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 to complete assigned duties and special projects, to interact with supervisors and co-workers, to learn work and education-related skills, to be evaluated on that performance by an employer or supervisor, and to 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. 2 credits = 100 on-the-job clock hours and a 1 credit co-op = 50 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
Computer Applications	CGS 2949
Computer Programming	CGS 2949
Criminal Justice	CCJ 2949
Graphic Design	ART 2949
Legal Assisting	PLA-2949
Management	MAN 2949
Marketing	MAR 2949
Medical Transcription	OST 2949
Office Administration	OST 2949
Theater	THE 2949

Associate 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. Be accepted by a Faculty Advisor and have skills which meet the standards of their prospective employer. Students should check with their faculty advisor for any co-op prerequisites. 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:

Patti Weasel, 435-5042, WeaselP@lsc.edu

Service Learning

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***

LSCC Serve to Learn Student Goals

LSCC CORE PRINCIPLES	Analytical Thinking	Academic Skills	Communication	Independence	Leadership and Teamwork	Social Responsibility	Creativity
PERSONAL GOALS	Problem solving skills	Practical experience skills	Public speaking skills	Patience	Decision-making skills	Awareness of diversity and cultural pluralism	Relationship-building skills
CIVIC GOALS	Assessment of community needs and public service	Application of listening, speaking, writing, reading skills	Promotion of service learning to community	Independent service to local non-profit organizations	Application of service skills	Service to community, local business, and LSCC	Partnership with professional and academic resources
ACADEMIC GOALS	Critical and creative thinking	Engagement in academic process	Relationship building with LSCC faculty and staff	Connection of research and scholarship to real-world applications	Selection, design, and implementation of objectives to meet community needs	Empowerment of students through community service	Promotion of awareness of student and faculty resources

Academic Policies and Procedures

CONTINUOUS ENROLLMENT/GOVERNING CATALOG

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.

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. Students wishing to obtain approval for a larger course load must have at least a "B" average and make their request in writing.

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.

NOTE: Students receiving federal financial aid will be administratively dropped for non-attendance during the first two weeks of the semester. Refer to page 38 for additional information.

ACADEMIC HONORS

TERM HONORS

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.

GRADUATION WITH HONORS

Only those students seeking an Associate's 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)

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.

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.

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

0-6
7 or more

Minimum All College GPA

Standards not applied
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.

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.

Requests for withdrawal beyond the deadline date may be granted due to serious circumstances beyond the student's control that prevent the successful completion of the course. These circumstances are limited to:

- a) Involuntary call to military duty
- b) Illness of the student
- c) Illness of a member of the student's immediate family
- d) Death of the student or member of the student's immediate family

Students seeking to withdraw after the deadline date may contact an academic and career advisor for more information or go to [www.LSCC.edu>currentstudents>rulesandprocedures](http://www.LSCC.edu/currentstudents/rulesandprocedures)

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 F. S. 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. 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 offerings. 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.

Preparing to Graduate

1. Complete the course requirements for the desired degree, diploma, or certificate for the catalog year under which student plans to graduate.
2. Make an appointment for a preliminary graduation check with an Academic and Career Advisor. This should be completed the semester before student plans to graduate. Although Advisors complete preliminary graduation checks for all students, official graduation checks are performed by the Admissions and 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 ensure that he or she has fulfilled all graduation requirements.
3. Complete an Application for Graduation and submit it to the Admissions and Records Office prior to the graduation deadline for the semester in which you plan to graduate. Deadlines are posted in the Academic and Registration Calendar. Graduation applications must include the signature of an Academic and Career Advisor.
4. Pay the one-time graduation application fee for each degree, certificate, or diploma being sought.
5. Purchase your cap and gown in the LSCC Bookstore.
6. Confirm that your address in the student database is the correct one for mailing your degree after graduation.
7. Satisfy all financial obligations.
8. Submit all official transcripts for any classes taken at

another institution while attending LSCC. All final grades must be posted on the transcripts. If transcripts have not been received by the graduation application deadline, the student must reapply for graduation in another term.

NOTE: All documentation of transfer work, even if it does not apply to the degree being sought at LSCC, must be received and evaluated before the degree will be awarded. If it is not received by the posted deadline, the student must reapply for graduation in a subsequent 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 degree, diploma, and certificate programs must submit a completed graduation application prior to the published deadline posted on the Academic and Registration Calendar. Degrees are conferred at the end of each semester.

COMMENCEMENT EXERCISES

Formal commencement exercises are held once each year at the end of the spring semester, and all graduates of the two previous terms will be invited to participate in these exercises with the spring semester graduates. 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. For additional information, please contact the Admissions and Records Office at 323-3665.

DEGREES AND PROGRAMS

DEGREE & CERTIFICATE PROGRAMS BY CAMPUS

LSCC has three locations, one campus and two centers, all in Florida. The Leesburg Campus is located in the City of Leesburg in the central part of Lake County. The South Lake Center is located in the City of Clermont in South Lake County. The Sumterville Center is located in Sumterville in

central Sumter County. With the exception of the Emergency Medical Services program, which is an articulated program with Lake Technical Center, the following table indicates locations where students can complete 50% or more of the designated programs.

Degree or Certificate	Leesburg Campus	South Lake Center	Sumterville Center
Associate in Arts (A.A.)	X	X	X
Associate in Science (A.S.)			
Computer Information Technology	X	X	
Criminal Justice Technology	X		
Early Childhood Education - Child Development Center Management Specialization and Preschool Specialization	X	X	
Emergency Medical Services	X		
Nursing (limited access program)	X	X	
Associate in Applied Science (A.A.S.)			
Business Administration	X	X	
Computer Information Technology	X	X	
Criminal Justice Technology	X		
Early Childhood Education – Child Development Center Management Specialization and Preschool Specialization	X	X	
Electrical Distribution Technology			X
Fire Science Technology	X		X
Graphic Design Technology	X		
Health Information Management	X		
Office Administration – Legal Office Specialization, Medical Office Management Specialization, Office Management Specialization	X		
Technical Certificate			
Accounting Technology Management	X		
Computer Programming	X	X	
Electrical Distribution Technology – Basic and Advanced			X
Information Technology Analysis	X	X	
Medical Information Coder/Biller	X		
Medical Office Management	X		
Office Management	X	X	
Office Specialist	X	X	
Office Support	X	X	
Small Business Management	X	X	

Degree & Certificate Options

A.A.
Associate in Arts
General Studies

Prepares you to transfer to a Florida public university as a junior to receive a bachelor's degree in any major.



A.S.
Associate in Science

Prepares you to enter a specialized career field. Also transfers to the B.A.S. degree (Bachelor of Applied Science) offered at some universities.



A.A.S
Associate in Applied
Science

Prepares you to enter a specialized career field. This degree does not transfer to a university.



ARTICULATED
A.S.
TO B.A., B.S.

Prepares you to enter a specialized career field and pursue a bachelor's degree in the same field by transferring to a partnering four-year institution.



T.C.
Technical Certificate

Prepares you to enter a specialized career field or upgrade your skills for job advancement. Credits earned can be applied toward a related A.S. degree program.



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 freshman and sophomore levels of a bachelor's degree. Upon completion of the A.A. degree, students may transfer to a 4-year college or university to complete the junior and senior level coursework for their bachelor's 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 - 36 credit hours

• There are 36 credit hours of General Education in Areas I-V:

Area I: Composition & Oral Communication develop critical reading and comprehension skills; prepare students to effectively communicate in clear, concise English through written prose and oral communication

Area II: Humanities develop understanding and appreciation of cultural development from ancient times to the present in all its richness and diversity

Area III: Social & Behavioral Sciences develop understanding of human behavior, cultural diversity, and the historical development of societies and human institutions and how they change

Area IV: Mathematics prepare students to use problem solving skills, apply quantitative reasoning, enhance computational skills, and use appropriate technologies

Area V: Natural Sciences develop/prepare students with scientific literacy that will improve the learner's ability to function within a scientific and technological society

• Included in the 36 credit hours of General Education courses 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 Sciences Areas, designated with CODE: GRW6. (FL. Administrative Code 6- A 10.30), AND

• Included in the 6 hours of Gordon Rule mathematics courses, with a grade of C or higher, selected from courses with a MAC, MGF, or STA prefix. (FL. Administrative Code 6-A 10.30)

B. Elective college credit courses - 24 credit hours

• Computer proficiency course/s – required unless proficiency is demonstrated through written exam. See *Computer Proficiency Requirement* on p. 72.

• Common Program Prerequisites - courses required for an intended university major, including additional math, science, social & behavioral sciences courses

• MAT1033, SLS1501, REA 1105, if required and/or chosen

• Foreign language (not required for A.A. but required by universities for certain bachelor's degrees)

• Experiential Learning credit hours

• Other college credit 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 on page 69.

• Demonstration of computer proficiency through specific coursework or written exam.

See Computer Proficiency Requirement on page 72.

• 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. transfer plan coursework in order to make a smooth academic transfer.

Students may earn any number of Associate in Applied Science and/or Associate in Science Degrees as well as one Associate in Arts Degree; however, students may not earn the Associate in Arts Degree at LSCC if they have earned an Associate in Arts or Bachelor's Degree from another Florida public college or university.

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 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 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 4, 2009.....	Saturday, October 3, 2009
Friday, January 22, 2010.....	Saturday, February 20, 2010
Friday, May 7, 2010.....	Saturday, June 5, 2010

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 a 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.

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 COMPOSITION WITH ORAL COMMUNICATION COURSES:

AML 2010	American Literature I.....	3	ENL 2022	English Literature II	3
AML 2020	American Literature II.....	3	LIT 2090	Contemporary Literature: Survey	3
AML 2264	Survey of American Literature: Southern Women Writers	3	LIT 2091	Contemporary Literature: Novels	3
ENC 2300	Composition: Argumentation	3	LIT 2110	European Literature I.....	3
ENC 2210	Technical Report Writing	3	LIT 2120	European Literature II.....	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
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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
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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: CODES: GENE, GRW6 3 HRS

Students must include a total of five courses, 15 hours, from a combination of AREAS II and III. Students must choose two Humanities courses, two Social & Behavioral Sciences courses, a fifth course 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.

AREA II & III: COMBINED - GORDON RULE 3 HRS

CODES: GENE, GRW6

An additional Humanities (HUMN) or Social & Behavioral Science (SBEH) 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:

*AML 2010	American Literature I (HUMN)	3
*AML 2020	American Literature II (HUMN)	3
*AML 2264	Survey of American Literature: Southern Women Writers (HUMN)	3
*AMH 2010	U.S. History to 1877 (SBEH)	3
*AMH 2020	U.S. History Since 1877 (SBEH)	3
*AMH 2035	U.S. History Since 1945 (SBEH)	3
*CRW 2000	Creative Writing I (HUMN)	3
*CRW 2002	Creative Writing II (HUMN)	3
*ENL 2012	English Literature I (HUMN)	3
*ENL 2022	English Literature II (HUMN)	3
*EUH 1000	Western Civilization I (SBEH)	3
*EUH 1001	Western Civilization II (SBEH)	3
*FIL 2001	Introduction to American Cinema (HUMN)	3
*INR 2002	International Relations (SBEH)	3
*LIT 2090	Contemporary Literature: Survey (HUMN)	3
*LIT 2091	Contemporary Literature: Novels (HUMN)	3
*LIT 2110	European Literature I (HUMN)	3
*LIT 2120	European Literature II (HUMN)	3
*LIT 2380	Women in Literature (HUMN)	3
*LIT 2930	Selected Topics in Literature (HUMN)	3
*MMC 2100	Writing for the Mass Media (HUMN)	3
*PHI 2010	Introduction to Philosophy (HUMN)	3
*PHI 2630	Contemporary Ethics (HUMN)	3
*THE 2020	Introduction to Western Theatre Arts (HUMN)	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	3
MGF 1107	Explorations in Math	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 SCIENCES 6 HRS

CODES: GENE, BIOS or PHYS

CHOOSE 1 OF THE FOLLOWING OPTIONS:

Option1: Select a minimum of 3 credit hours from the biological science category and 3 credit hours from the physical science category. **At least once 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

<input type="checkbox"/> 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 to fulfill the A.A. degree.

- Any of Lake-Sumter's college level 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 60.

Computer Proficiency Requirement

All degree seeking students at Lake-Sumter Community College must demonstrate computer proficiency in order to be granted the Associate in Applied Science, the Associate in Science, or the Associate in Arts degree.

The computer proficiency requirement must be met through one of the following:

1. Passing the institutional computer proficiency exam 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. Passing grades will be listed on the transcript with a grade of "P," but no credit will be awarded. The exam is free.
2. Students may choose to earn course credit via Credit by Exam for certain computer courses. There is a fee for Credit by Exam.

A list of exams offered, examination dates and the deadline for submitting request forms for the Computer Proficiency Exam or Credit by Exam are posted on the website at www.lsc.edu/home/creditbyexam.aspx.

3. 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 or
CGS	1530	Microcomputer Applications	3 credits or
OST	1854	Microsoft Office – Introduction	3 credits or
OST	2857	Microsoft Office – Advanced	3 credits or
EME	2040	Technology for Educators	3 credits

OR

One course from:			
OST	1100	Keyboarding & Document Formatting	3 credits or
OST	1110	Advanced Document Formatting	3 credits or
OST	1743	Word Processing for College Writing	1 credit
AND one course from:			
CET	1171	Microcomputer Hardware	3 credits or
CGS	1003	Fundamentals of Computer Usage	1 credit or
CGS	1033	Computers: Buying and Configuring	1 credit or
CTS	1101	Windows Introduction	1 credit or
CTS	1261	Excel Level I	1 credit or
CTS	1262	MS Excel	3 credit or
CTS	1271	Excel Level II	1 credit or
CTS	1281	Excel Level III	1 credit or
CTS	1400	MS Access – Introduction	1 credit or
CTS	1401	MS Access	3 credit or
CIS	1940	Special Topics – computers	1 credit or
LIS	1002	Electronic Resources	1 credit or
LIS	2003	Introduction: Internet Resources	1 credit or
LIS	2004	Introduction: Internet Research	1 credit

OR (Suggested for Graphic Design/Digital Media)

OST	1743	Word Processing for College Writing	1 credit and
CAP	2700	Introduction to Computer Art	3 credits

OR (Suggested for Nursing)

OST	1100	Keyboarding & Doc. Formatting	3 credits or
OST	1110	Advanced Document Formatting	3 credits or
OST	1743	Word Processing for College Writing	1 credit and
NUR	1022	Nursing Foundations I	3 credits

OR (Suggested for Nursing Bridge)

OST	1743	Word Processing for College Writing	1 credit or
OST	1100	Keyboarding & Document Formatting	3 credits or
OST	1110	Advanced Document Formatting	3 credits and
NUR	2003	Nursing Transition C	5 credits

ASSOCIATE IN ARTS (A.A.) Degree • 190

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES
3 Credits must be Gordon Rule (GR)

- HUMANITIES** GR
- _____ 3
 - _____ 3

- SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3
 - _____ 3

- HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3

NATURAL SCIENCES
Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- Category - Biological Sciences** LAB
- _____ 3
- Category - Physical Sciences**
- _____ 3

ELECTIVES Credit Hours 24

- _____
- _____
- _____
- _____
- _____
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- _____

- ___ SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

- PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
- If college placement scores ___ ENC 0010 College Prep Composition
- indicate the need for any ___ MAT 0012 Pre-Algebra with Study Skills
- preparatory courses, these are ___ MAT 0024 Elementary Algebra
- to be taken before the student ___ REA 0001 College Prep Reading I
- completes 12 college credits. ___ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

The A.A. degree prepares students for transfer as a junior to a Florida public university; however, students need to be aware of specific courses required for acceptance into some majors. These prerequisites can be used in this plan as appropriate general education requirements or as electives.

Although the A.A. degree can be followed for any major, this should be the plan-of-choice for students who are undecided about a major or who want a major in an area other than one for which LSCC has a prearranged plan (art, business, psychology, etc.)

Beginning on page 108, however, are transfer plans for the several majors most often selected by LSCC students. These curriculum guides outline the specific prerequisites needed for easy transfer into one of these majors.

See an advisor for help in selecting the correct courses and their proper sequences for one of these plans or any of the majors offered at one of the universities.

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.

ACADEMIC AND CAREER ADVISING
 Leesburg Campus 365-3574
 South Lake Campus 243-5722
 Sumter Campus 568-0001
 E-mail Advising Advising@lsc.edu

Degrees & Programs

Career and Technical Education Programs

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.

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.

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.

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.¹

Associate in Science and Associate in Applied Science Degrees

	2006/07	2005/06	2004/05
Business Administration	100%	100%	100%
Computer Engineering Technology	100%	100%	100%
Computer Information Technology	100%	100%	100%
Computer Programming & Analysis	100%	NA	NA
Criminal Justice Technology	100%	100%	100%
Electrical Distribution Technology	100%	100%	NA
Emergency Medical Services	100%	100%	100%
Fire Science Technology	100%	100%	100%
Graphics Design Technology	100%	100%	100%
Health Information Management	80%	100%	100%
Internet Services Technology	100%	100%	100%
Legal Assisting	100%	67%	100%
Nursing	98%	99%	100%
Office Administration	100%	100%	100%
Sports and Fitness	100%	100%	100%

Technical Certificates and ATD

	2006/07	2005/06	2004/05
Accounting Technology Management	100%	100%	100%
Computer Programming	100%	NA	NA
Electrical Distribution Basic	100%	100%	NA
Electrical Distribution Advanced	100%	100%	NA
Information Technology Analyst	100%	100%	100%
Medical Coder/Biller	NA	NA	100%
Medical Office Management	100%	83%	100%
Medical Records Transcription	100%	100%	100%
Office Management	100%	100%	100%
Small Business Management	100%	100%	100%

¹ Source: Florida Education and Training Placement Information Program (FETPIP) Reports and local data

BUSINESS ADMINISTRATION • ASSOCIATE IN APPLIED SCIENCE DEGREE (251)

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 ¹	3	
___ ECO 2013 Principles of Economics I ¹	3	
___ Natural Science or Mathematics ¹	3	
___ Humanities	3	
___ General Education	3	
TOTAL	15	

The Business Administration AAS degree program provides introductory knowledge and skills necessary for students seeking employment or advancement in a business career.

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

BEGINNING COURSES		
___ CGS 1530 Microcomputer Applications or		
___ CGS 1100 Business Computer Applications	3	
___ GEB 1011 Introduction to Business	3	
___ GEB 1430 Business Ethics & Etiquette	3	S
___ OST 1100 Keyboarding & Document Formatting	3	
___ OST 1330 Business English ¹	3	
___ QMB 1001 Business Mathematics ¹	3	
___ CTS 1262 Microsoft Excel ⁴	3	
___ MNA 1100 Human Relations in Business & Industry	3	

ADVANCED COURSES		
___ ACG 2022 Financial Accounting ³	4	P
___ ACG 2071 Management Accounting	3	P
___ BUL 2241 Business Law	3	P
___ MAN 2021 Principles of Management	3	P
___ MAR 2011 Principles of Marketing	3	P
___ OST 2336 Business Communications	3	P

PROFESSIONAL ELECTIVES²		
___	3	
___	3	
PROGRAM TOTAL	64	

Professional Electives

APA 1144 Accounting with QuickBooks Pro for Windows	3	P, F
CTS 1101 Microsoft Windows - Introduction	1	
ECO 2023 Principles of Economics II (Microeconomics)	3	
ENC 2210 Technical Report Writing	3	P
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	

ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

S. Graham Bourne Office: LE - LA5
 BourneG@lsc.edu 323-3644

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

- Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
- Students must select from approved courses listed under Professional Electives. Student is limited to 3 credit hours in Cooperative Education Internship. See an academic advisor.
- 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.
- Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.

A.S./A.A.S./Certificates

COMPUTER INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (265)

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 ¹	3	
___ ENC 1102 Composition: Literature ^{1,6}	3	P
___ MAC 1105 College Algebra ¹	3	P
___ ECO 2013 Principles of Economics I (Macroeconomics).....	3	
___ Humanities ⁴	3	
___ General Education Elective ^{5,6}	3	
TOTAL	18	

BEGINNING COURSES

___ CGS 1100 ² 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
___ CDA 2525 Network Administration	3	P
___ CET 2660 Network Security Fundamentals	3	P
___ COP 2220 Computer Programming-C++.....	3	P,F
___ CIS 2325 Computer App. & Project Development	3	P
___ CET 2180 Advanced A+ Hardware and Software.....	3	

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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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

The Computer Information Technology AS degree program develops students who can apply their knowledge & skills in software, hardware, networking and/or programming to troubleshoot problems, analyze opportunities, develop multiple solution strategies, and communicate effectively with all constituencies.

Estimated salaries for entry level positions include the following:

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
Sumter Campus	568-0001
South Lake Campus	243-5722

FACULTY CONTACT INFORMATION

Stephen O. Dudas Office: SL - Bldg. 2, Rm 338
 DudasS@lsc.edu 536-2149

- ¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
- ² It is recommended that CGS 1100 be taken prior to or along with ENC 1101.
- ³ Students may select from approved general education courses listed in the College Catalog.
- ⁴ 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.
- ⁵ Students desiring to transfer to UCF should take STA 2023.
- ⁶ Students should check with transfer institution before selecting course to guarantee transferability.

COMPUTER INFORMATION TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (268)

**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 ¹	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 ³	3	
TOTAL			15	

The Computer Information Technology AAS degree program develops students who can apply their knowledge & skills in software, hardware, networking and/or programming to troubleshoot problems, analyze opportunities, develop multiple solution strategies, and communicate effectively with all constituencies.

BEGINNING COURSES

___	CGS 1100 ²	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

Estimated salaries for entry level positions include the following:

Computer Support Specialist – Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems
\$25,900 – 38,800

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

Computer Equipment Repairer – Repairs, maintains, and installs computer hardware such as work processing systems, data storage systems, and peripheral equipment
\$26,500 – 34,300

ADVANCED COURSES

___	CET 2854	Fundamentals of Wireless Technologies	3	P
___	CDA 2525	Network Administration	3	P
___	CET 2660	Network Security Fundamentals.....	3	P
___	COP 2220	Computer Programming-C++.....	3	P,F
___	CIS 2325	Computer App. & Project Development	3	P
___	CET 2180	Advanced A+ Hardware and Software.....	3	

ACADEMIC AND CAREER ADVISING

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

PROGRAM TOTAL 63

FACULTY CONTACT INFORMATION

Stephen O. Dudas Office: SL - Bldg. 2, Rm. 338
DudasS@lsc.edu 536-2149

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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

- ¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
- ² It is recommended that CGS 1100 be taken prior to or along with ENC 1101.
- ³ Students may select from approved general education courses listed in the College Catalog.

CRIMINAL JUSTICE TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE (270) • Articulated A.S. to B.S. 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 ¹	3	
___	ENC 1102	Composition Literature.....	3	
___	MAC 1105	College Algebra ¹ or		
___	MGF 1106	Liberal Arts Math ¹	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	Must be first Criminal Justice course
___	CGS 1100	Business Computer Applications	3	

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 2608	Advanced Public Speaking	3	
___	CJE 2946	Criminal Justice Practicum	3	
___		Criminal Justice Electives ² /Supporting Electives ³	22	
___		_____		
___		_____		
___		_____		

PROGRAM TOTAL 64

Criminal Justice Electives				
Other Criminal Justice Courses	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
		CJE 2640	Criminalistics.....	3
	Corrections	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		
CJE 2991	Human Behavior Crim. Justice	3		
CCJ 2949	Cooperative Education Internship/CJ.....	1 - 3		
SPN 1042	Spanish for Law Enforcement.....	2		

SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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	
<input type="checkbox"/> ___ REA 0002 College Prep Reading II	

If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

The Criminal Justice Technology AS degree program is designed as an occupational career program to provide students with professional knowledge, skills and abilities required for employment in the criminal justice field. 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 wishing to transfer any credits from this program to another institution must accept responsibility for securing approval in advance from the transfer institution. 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
Sumter Campus	568-0001
South Lake Campus	243-5722

FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15
 NathansR@lsc.edu 323-3615

¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

² 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.

³ Supporting electives must be selected from an approved list in consultation with a criminal justice faculty advisor.

* 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.

CRIMINAL JUSTICE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE (271)

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 ¹	3
___ ENC 1102 Composition Literature or ENC 2210	3
___ MAT 1033 Intermediate Algebra or higher ¹	3
___ Humanities	3
___ Social & Behavioral Sciences ^s	3
PSY/SYG prefix suggested	
TOTAL	15

BEGINNING COURSES	
___ CCJ 1020 Introduction to Criminal Justice	3
___ CGS 1530 Microcomputer Applications or	
___ CGS 1100 Business Computer Applications	3
___ Elective	1

INTERMEDIATE COURSES	
___ CCJ 1001 Introduction to Criminology	3
___ CJL 2100 Criminal Law	3
___ CJL 2102 Criminal Procedure & Evidence	3
___ CJE 2331 Ethics in Criminal Justice	3

ADVANCED COURSES	
___ CJE 2946 Criminal Justice Practicum	3
___ Criminal Justice Electives ²	27

PROGRAM TOTAL 64

Criminal Justice Electives	
Investigation Law Enforcement	CJE 1002 Introduction to Law Enforcement. 3
	CJE 2006 Police and Society
	CJE 2302 Police Organization and Administration. 3
	CJE 2500 Police Operations
	CJE 2601 Criminal Investigation
	CJE 2640 Criminalistics
Corrections	CJC 1000 Introduction to Corrections
	CJC 2002 Institutional Treatment of the Offender
	CJC 2160 Community Based Corrections. 3
	CJL 2070 Legal Rights for Inmates
	CCJ 2484 Liability Issues in Criminal Justice. 3
Other Criminal Justice Courses	CCJ 2500 Juvenile Delinquency
	CCJ 2600 Criminal Deviant Behavior
	CCJ 2930 Special Topics in Criminal Justice
	CJE 1800 Introduction to Security
	CJE 2304 Crim. Justice Leadership & Line Supervision
	CJE 2991 Human Behavior in Crim. Justice

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

The Criminal Justice Technology AAS degree program is designed as an occupational career program to provide students with professional knowledge, skills and abilities required for employment in the criminal justice field. 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. This program is designed to be a terminal degree and is not transferrable.

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: LE - LA 15
NathansR@lsc.edu 323-3615

¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

² 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.

EARLY CHILDHOOD EDUCATION

CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION

ASSOCIATE IN SCIENCE DEGREE (283)

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 ¹	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 ¹	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 2001 Introduction to Early Childhood Education.....	3	
___ EEC 1000 Child Growth & Development	3	
___ EEC 1601 Guiding & Observing Children's Behavior.....	3	
___ EEC 2200 Curriculum for Young Children.....	3	
___ EEC 2732 Health, Safety & Nutrition for Young Children..	3	
___ EEX 2010 Introduction to Special Education	3	

ADVANCED COURSES		
___ 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		
___ EEC 1523 Managing Child Care Programs.....	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 2017 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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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The Early Childhood Education AS degree program with a Center Management Specialization prepares students for employment as center manager/director in child development centers with children from birth through age eight. Students complete six general education courses (18 credit hours), including one science and one math course (See listed courses), and 45 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and an internship in an approved setting. Students are prepared to manage financially successful child care programs that promote positive child development and learning for all children, build relationships with families and within the community, assess child and program outcomes in order to support young children and families, and promote early childhood education professionalism. 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 the potential careers of:

Child development center curriculum coordinators, teacher assistant in public school early childhood education classroom, teacher assistant in early childhood education special education, child development center managers or directors, child caseworker's aide, family childcare provider, or it provides 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. Joanne Greata Office: LE - LK 138
 GreataJ@lsc.edu 435-5048

¹ Students may be required to enroll in college preparatory math, composition, and/or reading courses base on placement tests.

EARLY CHILDHOOD EDUCATION CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (284)

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 ¹	3
___ PSY 2012	Introduction to Psychology or SYG 2010.....	3
___ SYG 2430	Marriage & the Family.....	3
___	Natural 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

TOTAL 15

BEGINNING COURSES

___ EEC 2001	Introduction to Early Childhood Education.....	3
___ EEC 1000	Child Growth & Development	3
___ EEC 1601	Guiding & Observing Children's Behavior.....	3
___ EEC 2200	Curriculum for Young Children	3
___ EEC 2732	Health, Safety & Nutrition for Young Children..	3
___ EEX 2010	Introduction to Special Education	3

ADVANCED COURSES

___ CHD 2334	Language Arts for the Young Child	3
___ CHD 2338	Math & Science for the Young Child	3
___ EME 2040	Technology for Educators or CGS 1530 or OST 1854.....	3
___ EEC 1523	Managing Child Care Programs.....	3
___ EEC 2949	Internship - Childcare Center Management.....	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 2017	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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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The Early Childhood Education AAS degree program with a Center Management Specialization prepares students for employment as center manager/director in child development centers with children from birth through age eight. Students complete five general education courses (15 credit hours), including either one science or math course (See listed courses), and 48 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and an internship in an approved setting. Students are prepared to manage financially successful childcare programs that promote positive child development and learning for all children, build relationships with families and within the community, assess child and program outcomes in order to support young children and families, and promote early childhood education professionalism. 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 the potential careers of:

Child development center curriculum coordinators, teacher assistant in public school early childhood education classroom, teacher assistant in early childhood education special education, early childhood teachers, child caseworker's aide, family childcare provider, or it provides 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. Joanne Greata	Office: LE - LK 138
GreataJ@lsc.edu	435-5048

¹ Students may be required to enroll in college preparatory math, composition, and/or reading courses base on placement tests.

A.S./A.A.S./Certificates

EARLY CHILDHOOD EDUCATION

PRESCHOOL SPECIALIZATION • ASSOCIATE IN SCIENCE DEGREE (282)

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 ¹	3	
___ MGF 1106 Liberal Arts Math I or MAC 1105 or higher ¹	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	
TOTAL	18	

BEGINNING COURSES		
___ EEC 2001 Introduction to Early Childhood Education.....	3	
___ EEC 1000 Child Growth & Development	3	
___ EEC 1601 Guiding & Observing Children's Behavior.....	3	
___ EEC 2200 Curriculum for Young Children	3	
___ EEC 2732 Health, Safety & Nutrition for Young Children...	3	
___ EEX 2010 Introduction to Special Education	3	
___ ARE 2000 Art & Creative Expression.....	3	

ADVANCED COURSES		
___ 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	

SELECT 3 OF THE FOLLOWING - 9 HOURS:		
___ EDF 2005 Introduction to Education	3	
or any ECE course		
___ EDG 2701 Teaching Diverse Populations.....	3	
___ SPC 2017 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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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The Early Childhood Education AS degree program with a Preschool Specialization prepares students for employment as teachers in child development centers with children from birth through age eight. Students complete six general education courses (18 credit hours), including one science and one math course (See listed courses), and 45 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and an internship in an approved setting. Students are prepared to promote positive child development and learning for all children through developmentally effective approaches that require the design, implementation, and evaluation of learning experiences for young children, to build family and community relationships, to observe, document, and assess children and programs in order to support young children and families, and to become an early childhood education professional. 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 the potential career of :

Child development center curriculum coordinators, teacher assistant in public school early childhood education classroom, teacher assistant in early childhood education special education, early childhood teachers, child caseworker's aide, family childcare provider, or it provides 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. Joanne Greata Office: LE - LK 138
 GreataJ@lsc.edu 435-5048

¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

EARLY CHILDHOOD EDUCATION

PRESCHOOL SPECIALIZATION • ASSOCIATE IN APPLIED SCIENCE DEGREE (285)

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 ¹	3	
___ PSY 2012 Introduction to Psychology or SYG 2010.....	3	
___ SYG 2430 Marriage & the Family.....	3	
___ Natural 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	
TOTAL	15	

BEGINNING COURSES		
___ EEC 2001 Introduction to Early Childhood Education.....	3	
___ EEC 1000 Child Growth & Development	3	
___ EEC 1601 Guiding & Observing Children's Behavior.....	3	
___ EEC 2200 Curriculum for Young Children	3	
___ EEC 2732 Health, Safety & Nutrition for Young Children ...	3	
___ EEX 2010 Introduction to Special Education	3	
___ ARE 2000 Art & Creative Expression	3	
___ EDF 2005 Introduction to Education or any ECE course ...	3	

ADVANCED COURSES		
___ 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 2017 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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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The Early Childhood Education AAS degree program with a Preschool Specialization prepares students for employment as teachers in child development centers with children from birth through age eight. Students complete five general education courses (15 credit hours), including either one science or math course (See listed courses), and 48 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and an internship in an approved setting. Students are prepared to promote positive child development and learning for all children through developmentally effective approaches that require the design, implementation, and evaluation of learning experiences for young children, to build family and community relationships, to observe, document, and assess children and programs in order to support young children and families, and to become an early childhood education professional. 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 the potential careers of:

Child development center curriculum coordinators, teacher assistant in public school early childhood education classroom, teacher assistant in early childhood education special education, child development center managers or directors, child caseworker's aide, family childcare provider, or it provides 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. Joanne Greata Office: LE - LK138
 GreataJ@lsc.edu 435-5048

¹ Students may be required to enroll in college preparatory math, composition, and/or reading courses base on placement tests.

A.S./A.A.S./Certificates

ELECTRICAL DISTRIBUTION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE (290)

Key: P - This course has a PREREQUISITE: see course description
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

REQUIRED COURSES	Credits	Notes
___ ENC 1101 College Composition I ¹	3	
___ MAT 1033 Intermediate Algebra ¹	3	
___ PHI 2630 Contemporary Ethics	3	
___ POS 2112 State and Local Government	3	
___ SPC 2016 Fundamentals of Speech	3	
TOTAL	15	

BASIC CERTIFICATE COURSES		
___ 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	
___ EET 2765C Pole Line Equipment I	3	
TOTAL FOR BASIC CERTIFICATE	24	

ADVANCED CERTIFICATE COURSES		
___ CGS 1530 Microcomputer Applications	3	
___ EET 1764C Street and Area Lighting	3	
___ EET 2766C Metering and Energy Management	3	
___ EET 2767C American Power Systems	3	
___ EET 2768C Duct Banks and Manholes	3	
___ EET 2769C Pole Line Equipment II	3	
___ EET 2770C Installing Overhead Distribution Conductors	3	
___ EET 2771C Electrical Distribution Substations	3	
___ EET 2944 Electric Utility Internship	2	
TOTAL FOR ADVANCED CERTIFICATE	26	
PROGRAM TOTAL	65	

The Electrical Distribution Technology Program will prepare students with a wide range of knowledge and functional skills for careers as line workers in the electric utility industry. As a means to a successful and safe career students will develop a high level of technological competency, analytical problem solving, workplace ethics, team work skills and job responsibility. Students will master competencies expected of the skilled craftsman, in basic electrical theory, fundamentals of electric power systems operations, electrical distribution safe work practices, and actual overhead pole line and underground electrical utility construction operation and maintenance.

Individuals involved with this EDT program will develop the ability to take subject matter learned in the classroom and transfer the application of that knowledge to practical field situations. During the field situations, the student will demonstrate that he/she understands the nature of a problem and how to bring about a safe and satisfactory resolution.

Throughout the EDT program, work groups are routinely assigned tasks to complete in the field using heavy equipment and tools. The student will be expected to demonstrate that he/she can successfully plan and complete a given work assignment with limited assistance. In this respect individuals will be taught the importance of working together as a team and showing respect for all members of the teams

Estimated salaries for entry level positions:

Apprentice Lineman	Electric Lineman
\$31,678 - 44,574	\$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 Office: SU - JF 1101B
 TylerB@lsc.edu 568-0001, ext 1230

Upon successful completion of the program (65 credits), 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 an apprentice line worker in the field of electric utility line construction.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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¹ Students may be required to enroll in college preparatory, math, composition, and/or reading courses based on placement tests.

A.S./A.A.S./Certificates

EMERGENCY MEDICAL SERVICES ASSOCIATE IN SCIENCE DEGREE (230)

**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 ¹	3	
___ ENC 1102 Composition: Literature.....	3	
___ PSY 2012 Introduction to Psychology.....	3	
___ CGS 1530 Microcomputer Applications.....	3	
___ Natural Science/Mathematics ²	3	
___ Humanities ²	3	
___ Elective	2	
TOTAL HOURS OF REQUIRED LSCC COURSES	20	

ARTICULATED CREDITS FOR EMT

___ EMS 1119 Emergency Medical Technology	3
___ EMS 1119L EMT Laboratory	4
___ EMS 1431 EMT Clinical Practicum.....	4
TOTAL	11

ARTICULATED CREDITS FOR PARAMEDIC

___ EMS 1010 Essentials of Human Structure & Function	3
___ EMS 2603 Paramedic I.....	4
___ EMS 2603L Paramedic I Lab.....	3
___ EMS 2666 Paramedic I Clinical	4
___ EMS 2604 Paramedic II.....	5
___ EMS 2604L Paramedic II Lab.....	3
___ EMS 2667 Paramedic II Clinical	4
___ EMS 2647 Endotracheal Intubation	3
___ EMS 2605 Paramedic III.....	2
___ EMS 2605L Paramedic III Lab.....	2
___ EMS 2668 Paramedic III Clinical	4
___ EMS 2659 Provisional Field Internship.....	5
TOTAL	42

PROGRAM TOTAL 73

The Emergency Medical Services A.S. degree program is designed to prepare individuals to be pre-hospital care practitioners in out-of-hospital emergency medicine. The Emergency Medical Technician certification courses and the Paramedic certification courses will be taken at an approved technical center or community college offering those courses.

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: LE - LA 15
NathansR@lsc.edu 323-3615

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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

¹Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

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

FIRE SCIENCE TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE (272)

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 ¹	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	
___	Social & Behavioral Sciences	_____	3	
TOTAL			18	

BEGINNING COURSES

___	CGS 1530	Microcomputer Applications or	
___	CGS 1100	Business Computer 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

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

The Fire Science Technology AAS degree program is designed for in-service firefighters desiring to expand their technical, theoretical, and general knowledge in the field of Fire Science. Courses within the program will also allow fire officers wanting Florida State Fire Officers and Fire Inspectors certification to meet the requirements for that certification

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

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: LE - LA 15
NathansR@lsc.edu	323-3615

¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

*Note: Regardless of any degree work completed, state certification is required to work as a professional firefighter.

GRAPHIC DESIGN TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE (261)

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 ^{1,2}	3	
___ ARH 2000 Art History & Appreciation I	3	
___ ARH 2051 Art History & Appreciation II	3	
___ Social & Behavioral Sciences ³	3	
___ MAT 1033 or higher level math ¹	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 ²	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

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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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: LE - FA 139
CornellK@lsc.edu	323-3653

¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
² Students are strongly encouraged to complete OST 1743, Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.
³ Students may select from approved general education course in the College Catalog.

HEALTH INFORMATION MANAGEMENT ASSOCIATE IN APPLIED SCIENCE DEGREE (237)

**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 ¹	3	
___ BSC 2093C Human Anatomy & Physiology I with lab	4	P
___ BSC 2094C Human Anatomy & Physiology II with lab	4	P
___ Humanities	3	
___ Social & Behavioral Sciences ²	3	
TOTAL	17	
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 ¹ or QMB 1001 ^{1,3}	3	
___ HIM 1012 Medicolegal Aspects of Records	2	
INTERMEDIATE COURSES		
___ HIM 2112 Electronic Health Records & Informatics	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	

The Health Information Management AAS degree program prepares students for careers or advancement in any healthcare setting as a health information technician. Graduates will be able to perform the following competencies at entry-level: manage healthcare data, clinical classification and reimbursement systems; calculate health statistics; participate in biomedical research; facilitate teamwork on quality management and performance improvement committees; apply knowledge of health services organization and delivery to ensure compliance with privacy, confidentiality, legal and ethical rules; manage health information systems including communication technologies, databases, and data security and assist with the management of human, financial and physical organizational resources. The 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
Sumter Campus	568-0001
South Lake Campus	243-5722

FACULTY CONTACT INFORMATION

Brandy Ziesemer Office: LE - SM 230
ZiesemerB@lsc.edu 435-6414

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

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

³ 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.

	GENERAL TRACK	BRIDGE TRACK - LPN & PARAMEDIC
Mandatory Information Session/Establish Nursing File	Open to all students with an interest in the nursing department. Schedule for Leesburg and South Lake sessions posted on the web at www.lsc.edu/nursing . 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 www.lsc.edu/nursing . Establish nursing file, receive important admission information, Q&A opportunity. Access session & admission information in the Nursing Information Packet posted on the website.
HESI NURSE ENTRANCE TEST	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. Testing available October through application return deadline.	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. Testing available October through application return deadline.
OFFICIAL TRANSCRIPTS/GPA	Official transcripts from institutions other than LSCC must be received no later than the application deadline. Transcripts deliver to LSCC <u>Admissions Department</u> . Student's overall college GPA earned at the end of the fall semester preceding application deadline will be used in calculation of base score for selection purposes.	Official transcripts from institutions other than LSCC must be received no later than the application deadline. Transcripts deliver to LSCC <u>Admissions Department</u> . Student's overall college GPA earned at the end of the fall semester preceding application deadline will be used in calculation of base score for selection purposes. Official transcripts from LPN school or paramedic program must be provided to LSCC Admissions Department by application deadline.
FDLE/FBI BACKGROUND CHECKS	Read LiveScan Fingerprint Procedure in Nursing Information Packet appendix. Fingerprinting available November thru application return deadline according to schedule provided at Mandatory Information Session.	Read LiveScan Fingerprint Procedure in Nursing Information Packet appendix. Fingerprinting available November thru application return deadline according to schedule provided at Mandatory Information Session.
APPLICATIONS AVAILABLE	February 1 st - Applications may be picked up at the Leesburg or South Lake nursing offices.	February 1 st - Applications may be picked up at the Leesburg or South Lake nursing offices.
APPLICATION DEADLINE	March 1 st - Must be received in the Leesburg or South Lake nursing offices by this date.	March 1 st - Must be received in the Leesburg or South Lake nursing offices by this date.
ACCEPTANCE NOTIFICATION	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than June 1 st 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 st postmark. Accepted students receive supplemental documentation forms.
COMPLETION OF PREREQUISITE COURSES	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 accepted into this **Limited Access** academic program will receive the Nursing Student Handbook for specific academic program guidelines.

NURSING RN • ASSOCIATE IN SCIENCE DEGREE • GENERAL TRACK (234)

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 ^{1,2}	3	
___ PSY 2012	Introduction to Psychology.....	3	
___ DEP 2004	Psychology of Human Development.....	3	
___ OST 1743	Word Processing for College Writing ^{2,3}	1	
___ HUN 1014	Nutrition for Nursing Practice ⁴	2	P
___ BSC 2093C	Human Anatomy & Physiology I with Lab ⁵	4	P
___ BSC 2094C	Human Anatomy & Physiology II with Lab ⁵	4	P
___ MCB 2010C	Microbiology with Lab ⁵	4	P
___ MTB 1370	Math for Health Related Professions.....	1	
___ Humanities ⁶	3	
TOTAL		28	

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. A bridge track is also available for students who currently hold a Florida state LPN license or Paramedic certification. 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.

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

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

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

ACADEMIC AND CAREER ADVISING

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

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.

DEPARTMENT CONTACT INFORMATION

Leesburg Campus	365-3540
South Lake Campus	536-2121

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

- Students may be required to take college preparatory math, composition, and/or reading courses based on 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 or ENC 1102

All prerequisite courses must be completed with a C or better.

NURSING RN • ASSOCIATE IN SCIENCE DEGREE • BRIDGE TRACK (232)

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 ^{1,2}	3	
___	PSY 2012	Introduction to Psychology	3	
___	DEP 2004	Psychology of Human Development	3	
___	OST 1743	Word Processing for College Writing ^{2,3}	1	
___	HUN 1014	Nutrition for Nursing Practice ⁴	2	P
___	BSC 2093C	Human Anatomy & Physiology I with Lab ⁵	4	P
___	BSC 2094C	Human Anatomy & Physiology II with Lab ⁵	4	P
___	MCB 2010C	Microbiology with Lab ⁵	4	P
___	MTB 1370	Math for Health Related Professions	1	
___	Humanities ⁶		3	
TOTAL			28	

LSCC offers a Limited Access Associate in Science Degree in Nursing. The three-semester bridge track begins after completion of general education prerequisite courses and is available to students who currently hold a Florida state LPN license or Paramedic certification. Graduates of the bridge track are eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse. Complete admission details are available online at 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.

NURSING PROGRAM COURSES

NURSING PROGRAM COURSES – Semester 1

___	NUR 2003	Nursing Transition	5	P,SM
___	NUR 2003L	Nursing Transition Clinical	3	P,SM

NURSING PROGRAM COURSES – Semester 2

___	NUR 2201	Alterations in Health I Transiti	4	P,F
___	NUR 2201L	Clinical Nursing I Transition	4	P,F

NURSING PROGRAM COURSES – Semester 3

___	NUR 2202	Alterations in Health II Transition	4	P,S
___	NUR 2202L	Clinical Nursing II Transition	4	P,S
___	NUR 2801L	Clinical Practicum	3	P,S

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

TOTAL PREREQUISITE & NURSING PROGRAM COURSES55

Articulated credit.....17

PROGRAM TOTAL.....72

Articulation to Nursing (RN)

Applicants for the LPN Bridge program must have a valid, current Florida LPN license or Paramedic certification. Students accepted into this program will receive 17 articulated hours based on licensure or certification.

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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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

ACADEMIC AND CAREER ADVISING

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

DEPARTMENT CONTACT INFORMATION

Leesburg Campus	365-3540
South Lake Campus	536-2121

- 1 Students may be required to take preparatory reading and math courses based on college placement tests.
 - 2 Students are strongly encouraged to complete OST 1743 Word Processing for College Writing prior to taking, or along with, ENC 1101.
 - 3 Or may substitute one of the following: OST 1100, OST 1854, CGS 1530, CGS 1100
 - 4 Or may substitute HUN 1201
 - 5 Designated science courses must be no more than 7 years old at time of application.
 - 6 Any humanities course from the approved list of Associate in Arts General Education or ENC 1102
- All prerequisite courses must be completed with a C or better.

OFFICE ADMINISTRATION • LEGAL OFFICE SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (214)

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 ¹	3	
___ MAT 1033 or Natural Science	3	
___ Social & Behavioral Sciences ²	3	
___ Social & Behavioral Sciences ² or Humanities ²	3	
___ Humanities or ENC 1102 ²	3	
TOTAL	15	

The Office Administration – Legal Office Specialization AAS degree program is designed to provide students with knowledge and understanding of common forms of law and 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

BEGINNING COURSES		
___ PLA 1003 Introduction to Legal Assisting.....	2	F
___ OST 1100 Keyboarding & Document Formatting.....	3	
___ OST 1330 Business English ¹	3	
___ OST 1854 Microsoft Office - Introduction	3	
___ Professional Elective ⁴	1	

INTERMEDIATE COURSES		
___ MNA 1100 Human Relations in Business & Industry.....	3	
___ APA 1002 Small Business Accounting ³	3	
___ BUL 2241 Business Law	3	
___ OST 2857 Microsoft Office - Advanced	3	P
___ PLA 2058 Survey of Law.....	3	F
___ PLA 2700 Professional Ethics & Liability.....	3	S

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

ADVANCED COURSES		
___ PLA 2201 Civil Litigation.....	3	P,S
___ PLA 2763 Law Office Management.....	3	S
___ OST 2336 Business Communications.....	3	P
Professional Electives ⁴	3	
_____	3	
_____	3	
PROGRAM TOTAL	63	

Professional Electives		
PLA 1800 Family Law	3	P
CJL 2102 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	

ACADEMIC AND CAREER ADVISING

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

CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15
 NathansR@lsc.edu 323-3615

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.

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

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

⁴ Students must select from approved courses listed under Professional Electives.

OFFICE ADMINISTRATION MEDICAL OFFICE MANAGEMENT SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (213)

**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 ¹	3	
___ MAT 1033 or Natural Science	3	
___ Social & Behavioral Sciences ²	3	
___ Social & Behavioral Sciences ² or Humanities ²	3	
___ Humanities or ENC 1102 ²	3	
TOTAL	15	

The Office Administration – Medical Office Management Specialization AAS degree program prepares students for careers or advancement in a modern medical office environment. Graduates will demonstrate the behaviors, communication and technical skills, and ethical awareness expected of a medical office professional

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 ¹	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	

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

ADVANCED COURSES

___ HIM 2112	Electronic Health Records & Informatics	3	P,F
___ HIM 2032C	Medical Records Transcription II ³ or		
___ HIM 2253C	CPT Coding & Reimbursement ³	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		

ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: LE - SM 230
ZiesemerB@lsc.edu	435-6414

PROGRAM TOTAL 63

___ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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- ¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
- ² Students may select from approved general education courses listed in the College Catalog.
- ³ 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.

OFFICE ADMINISTRATION • OFFICE MANAGEMENT SPECIALIZATION

ASSOCIATE IN APPLIED SCIENCE DEGREE (210)

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 ¹	3	
___	MAT 1033	Intermediate Algebra ¹ or Natural Science	3	
___		Social & Behavioral Sciences ²	3	
___		Social & Behavioral Sciences ² or Humanities ²	3	
___		Humanities ² or ENC 1102	3	
TOTAL			15	

The Office Administration – Office Management Specialization AAS degree program prepares students for careers or advancement in a modern office environment. Graduates will demonstrate the behaviors, communication and technical skills, and ethical awareness expected of an office professional.

BEGINNING COURSES

___	GEB 1441	Business Ethics & Etiquette	3	S
___	OST 1100	Keyboarding & Document Formatting	3	
___	OST 1330	Business English ¹	3	
___	QMB 1001	Business Mathematics ¹	3	
___	OST 1110	Advanced Document Formatting	3	P
___	OST 1854	Microsoft Office - Introduction	3	
___	OST 1940	Office Management Practicum	3	P

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

INTERMEDIATE COURSES

___	MNA 1100	Human Relations in Business & Industry	3	
___	CTS 1101	Microsoft Windows - Introduction	1	
___	APA 1002	Small Business Accounting ³	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 Office Administration	2	P
___	MAN 2021	Principles of Management	3	P
___	Electives	3	
___		3	

PROGRAM TOTAL 63

Professional 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	
CTS 1401	Microsoft Access	3	
APA 1144	Accounting with Quickbooks	3	P,F
LIS 2003	Intro to Internet Resources	1	

ACADEMIC AND CAREER ADVISING

Leesburg Campus	365-3574
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FACULTY CONTACT INFORMATION

Mary Heikkinen	Office: LE - M 114C
HeikkinM@lsc.edu	323-3626

SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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- ¹ Students may be required to take college preparatory math, composition, and/or reading courses based on placement tests.
- ² Students may select from approved general education courses listed in the College Catalog.
- ³ Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.

ACCOUNTING TECHNOLOGY MANAGEMENT TECHNICAL CERTIFICATE (354)

**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				
<input type="checkbox"/>	CGS 1530	Microcomputer Applications or		
<input type="checkbox"/>	CGS 1100	Business Computer Applications.....	3	
<input type="checkbox"/>	CTS 1262	Microsoft Excel.....	3	
<input type="checkbox"/>	OST 1100	Keyboarding & Document Formatting.....	3	
<input type="checkbox"/>	OST 1330	Business English ¹	3	
<input type="checkbox"/>	QMB 1001	Business Math ¹	3	
INTERMEDIATE COURSES				
<input type="checkbox"/>	APA 1002	Small Business Accounting ²	3	
<input type="checkbox"/>	APA 1503	Payroll Accounting	1	S
<input type="checkbox"/>	APA 1144	Accounting with QuickBooks Pro for Windows.....	3	P, F
ADVANCED COURSES				
<input type="checkbox"/>	APA 2949	Cooperative Education Internship in Accounting	2	
<input type="checkbox"/>	OST 2336	Business Communications.....	3	P
PROGRAM TOTAL			27	

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

SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> REA 0002 College Prep Reading II</p>
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ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

Bonnie Holloway Office: LE - M 114B
HollowaB@lsc.edu 323-3627

¹ Students may be required to enroll in college preparatory, math, composition, and/or reading courses based on placement tests.
² Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting instead of APA 1002.

A.S./A.A.S./Certificates

COMPUTER PROGRAMMING • TECHNICAL CERTIFICATE (353)

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
___ COP 1000	Introduction to Programming.....	3
___ CET 1171	Microcomputer Hardware.....	3
___ MNA 1100	Human Relations in Business & Industry.....	3

This certificate is designed for students who wish to develop skills in computer programming, computer operations and management, database administration and systems analysis.

INTERMEDIATE COURSES		
___ CET 1513	A+ Operating Systems Technologies.....	3
___ CET 1518	Web Authoring I	3
___ COP 1171	Computer Programming - Visual Basic.....	3
___ COP 2250	Programming with Java™ ⁴	3
___ CTS 1401	Microsoft™ Access	3

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

ADVANCED COURSES		
___ COP 2220	Computer Programming - C++.....	3
___ MAT 1033 ¹	Intermediate Algebra or higher level math or	P,F
___ CGS 2949	Cooperative Education Internship in Computer Programming	3

Computer Operator - Monitors and controls electronic computers to process business, scientific, engineering, and other data according to operating instructions
 \$22,000 - \$33,000

PROGRAM TOTAL 33

ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

Stephen O. Dudas Office: SL- 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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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¹ Students may be required to enroll in college preparatory math, composition, and/or reading courses based on placement tests.

INFORMATION TECHNOLOGY ANALYSIS TECHNICAL CERTIFICATE (381)

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	
___ 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
___ CET 2180 Advanced A+ Hardware and Software.....	3	
___ CET 2584 Fundamentals of Wireless Technologies.....	3	

PROGRAM TOTAL 27

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.

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: SL - Bldg 2,Rm.338
 DudasS@lsc.edu 536-2149

NOTE: Students with remedial needs should finish all preparatory 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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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A.S./A.A.S./Certificates

MEDICAL INFORMATION CODER / BILLER TECHNICAL CERTIFICATE (330)

**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	2093C	Human Anatomy & Physiology I with Lab	4	P
___	BSC	2094C	Human Anatomy & Physiology II with Lab	4	P
TOTAL				8	
BEGINNING COURSES					
___	HIM	1003	Foundations of Health Information Management.....	3	
___	HIM	1012	Medicolegal Aspects of Records.....	2	
___	HIM	1512	Medical Office Management	3	P,SM
___	HSC	1531	Medical Terminology I	2	
INTERMEDIATE COURSES					
___	HIM	1433	Concepts of Disease.....	3	P
___	HSC	1532	Medical Terminology II	2	P
___	HIM	2222C	Basic ICD-9-CM Coding.....	3	P,F
ADVANCED COURSES					
___	HIM	2234C	Advanced ICD-9-CM Coding & Reimbursement	3	P,S
___	HIM	2253C	CPT Coding & Reimbursement.....	3	P,S
___	HIM	2810	Professional Practice Experience II	2	P
PROGRAM TOTAL				34	

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 or Insurance Clerk - Compiles data, computes fees and charges, and prepares invoices for billing purposes in a health care setting.
\$20,900 - \$28,900

Certified Coder Specialist (CCS, CCS-P, CPC, or CPC-H) - Provides correct coding for research, reimbursement, and practice management in a hospital health information department or physician's office.
\$21,000 - \$29,000

ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

Brandy Ziesemer Office: LE - SM 230
ZiesemerB@lsc.edu 435-6414

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.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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MEDICAL OFFICE MANAGEMENT • TECHNICAL CERTIFICATE (331)

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					
___	HSC	1000	Introduction to Healthcare.....	1	
___	HIM	1012	Medicolegal Aspects of Records.....	2	
___	OST	1100	Keyboarding & Document Formatting.....	3	
___	OST	1330	Business English ¹	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	1273	Medical Insurance & Coding I.....	3	P,S
___	HIM	1030C	Medical Record Transcription I	3	P,F
INTERMEDIATE COURSES					
___	HIM	1512	Medical Office Management ³	3	P,SM
ADVANCED COURSES					
___	OST	2336	Business Communications.....	3	P
___	OST	2949	Cooperative Education Internship Office Administration ²	3	P
PROGRAM TOTAL				34³	

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 transcriptionist; 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.

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/Medical Transcriptionist - Performs office duties using specific knowledge of medical terminology and procedures.
 \$20,000 – 28,000

ACADEMIC AND CAREER ADVISING

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

FACULTY CONTACT INFORMATION

Brandy Ziesemer Office: LE - SM 230
 ZiesemerB@lsc.edu 435-6414

SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ENC 0001 Basic Composition Skills
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 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

¹ Students may be required to take college preparatory math, composition and/or reading courses based on placement tests.

² OST 2949 is available with a focus on medical transcription but students must take an additional course, HIM 2032C, as a prerequisite.

³ Students must also test out of or take MAT 0024C.

OFFICE MANAGEMENT • TECHNICAL CERTIFICATE (358)

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	1	Microsoft Windows - Introduction.....
___ OST 1100	3	Keyboarding & Document Formatting.....
___ OST 1330	3	Business English ¹
___ QMB 1001	3	Business Mathematics ¹
___ Elective	2
INTERMEDIATE COURSES		
___ APA 1002	3	Small Business Accounting ²
___ OST 1110	3	Advanced Document Formatting
___ OST 1854	3	Microsoft Office - Introduction
ADVANCED COURSES		
___ OST 1940	3	Office Management Practicum.....
___ OST 2336	3	Business Communications.....
PROGRAM TOTAL		27

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:LE - M 114C
 HeikkinM@lsc.edu 323-3626

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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¹ Students may be required to enroll in college preparatory, math, composition, and/or reading courses based on placement tests.
² Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting instead of APA 1002.

OFFICE SPECIALIST • TECHNICAL CERTIFICATE (340)

Key: P - This course has a PREREQUISITE: see course description
 F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

			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 ¹	3
___	OST	1940	Office Management Practicum.....	3 P
___	QMB	1001	Business Mathematics ¹	3

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.

PROGRAM TOTAL 18

OFFICE SUPPORT • TECHNICAL CERTIFICATE (341)

Key: P - This course has a PREREQUISITE: see course description
 F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

			Credits	Notes
___	OST	1100	Keyboarding & Document Formatting.....	3
___	OST	1854	Microsoft Office - Introduction.....	3
___	OST	1330	Business English ¹	3
___	QMB	1001	Business Mathematics ¹	3

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 Specialist Certificate or toward the Office Management Certificate.

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: LE - M 114C
 HeikkinM@lsc.edu 323-3626

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

¹ Students may be required to enroll in college preparatory math, composition, and/or reading courses based on placement tests.

A.S./A.A.S./Certificates

SMALL BUSINESS MANAGEMENT • TECHNICAL CERTIFICATE (355)

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 or
___ CGS 1100	3	Business Computer Application.....
___ OST 1330	3	Business English ¹
___ QMB 1001	3	Business Mathematics ¹
___ APA 1002	3	Small Business Accounting ²
___ MNA 1100	3	Human Relations in Business & Industry.....
ADVANCED COURSES		
___ BUL 2241	3	Business Law..... P
___ OST 2336	3	Business Communications.....
___ SBM 2000	3	Small Business Management P
PROGRAM TOTAL		24

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.
 Salary varies based upon the type and size of the business operation.
 \$20,000 - \$75,000

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: LE - LA 14
 BourneG@lsc.edu 323-3644

¹ Students may be required to enroll in college preparatory, math, composition, and/or reading courses based on placement tests.

² Students desiring to transfer or obtain a Business Administration degree should take ACG 2022 Financial Accounting instead of APA 1002.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ___ ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ___ ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> ___ MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> ___ MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> ___ REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> ___ REA 0002 College Prep Reading II</p>
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DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE (403)

**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 ¹	4	
___	ENC	1101	College Composition I ¹	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	2017	Fundamentals of Speech.....	3	
___	PSY	2012	Introduction to Psychology ¹	3	P
___	SYG	2000	Introduction to Sociology ¹	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 the application deadline date in January.
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 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 the January deadline. 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 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 the January deadline. It is the student’s responsibility to obtain the latest Dental Hygiene program information which is available at www.valenciacc.edu/asdegrees or by contacting the Office of the Dean of Business & Technologies Programs at 352-365-3552 or farmerm@lscce.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 for the most current program information.

___ SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

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
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¹Students may be required to enroll in college preparatory, math, composition, and/or reading courses based on 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.

A.S./A.A.S./Certificates

EDUCATOR PREPARATION INSTITUTE (EPI)

TEACHER CERTIFICATION COURSES (803)

COURSES	Credits	Notes
___ EPI 0003	Technology in the Classroom.....3	Hybrid
___ EPI 0001	Classroom Management.....3	Hybrid
___ EPI 0002	Instructional Strategies3	Hybrid
___ EPI 0004	The Teaching & Learning Process3	Hybrid
___ EPI 0010	Reading: Foundations of Language and Cognition.....3	Fully online
___ EPI 0020	Professional Foundations2	Hybrid
___ EPI 0030	Diversity in the Classroom2	Hybrid
___ EPI 0940	Professional Foundations Field Experience.... 1 (15 clock hours of field experience)	
___ EPI 0945	Diversity Field Experience..... 1 (15 clock hours of field experience)	

COURSE CREDIT TOTAL 21

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 COURSES SUPPORT FEATURES:

- Hybrid and 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 in Learning Center
- Florida Teaching Certification Exam support

Between 2007-08 and 2016-17 Florida projects a need of 17,000 to 23,500 K-12 teacher positions per year - a total of more than 200,000.

The Florida Legislature and State Board of Education in 2006 provided the curriculum and guidelines for Teacher and Educator Preparation Courses per (s.1004.04.F.S.) and (s.1004.85.F.S.).

From a 2008 report by FLDOE on *Beginning Teachers Courses Report - Executive Summary*

Lake Sumter Community College's TEACHER CERTIFICATION COURSES offer individuals with a bachelor's degree in a field other than education an opportunity to earn Florida Professional Certification to teach in a K-12 classroom. The Teacher Certification Courses include 7 subjects and 2 field experiences. The courses are offered as combined in-class and online. Face-to-face sessions meet Saturdays 8:00 a.m. to 4:00 p.m with online instruction during the weeks.

NOTE: Teacher Certification Courses provide 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.)

The average K-12 teacher salary in Florida in 2008 was \$38,910 from <http://www.payscale.com/research/us/state=florida/salary>.

CONTACT INFORMATION

Dr. Glenn Ricci Institute Manager RicciG@lsc.edu	Office: SSB 153 365-3537
Dr. Tom Kubala Ombudsman Kubalat@lsc.edu	435-5025

ELECTRICAL DISTRIBUTION TECHNOLOGY BASIC CERTIFICATE (390)

Key: P - This course has a PREREQUISITE: see course description
F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term

BASIC CERTIFICATE COURSES									
<input type="checkbox"/>	EET	1509	Safe Work Practices	3					
<input type="checkbox"/>	EET	1505C	Basic Electricity for Line Workers	3					
<input type="checkbox"/>	EET	1760C	Pole Climbing, Ropes and Rigging	3					
<input type="checkbox"/>	EET	1761C	Trucks and Excavating Equipment	3					
<input type="checkbox"/>	EET	1762C	Electrical Distribution Structures	3					
<input type="checkbox"/>	EET	1763C	Underground Distribution	3					
<input type="checkbox"/>	EET	1772C	Rescue, First Aid, CPR	3					
<input type="checkbox"/>	EET	2765C	Pole Line Equipment I.....	3					
TOTAL FOR BASIC CERTIFICATE									24

Upon successful completion of the program (24 credits) individuals will receive a Basic Certificate in Electrical Distribution Technology from Lake-Sumter Community College. The successful students of this eight course certificate program will reasonably possess the skills necessary to be considered for making application for employment as an entry level apprentice line worker in the field of electric utility distribution line construction, operation and maintenance.

The Basic Certificate in Electrical Distribution Technology (24 credit hours) is designed to provide students with the fundamental knowledge and basic practical skills needed when seeking a career opportunity in the electric utility industry as a line worker trainee. Students will develop technological competency, analytical problem solving skills, workplace ethics, team working skills, and job responsibility. Students will study basic electrical theory, elements of electric power systems operations, fundamental safe work practices, and a variety of overhead and underground electrical construction operation and maintenance standards.

Individuals undertaking the Basic Certificate program opportunity are expected to develop skill sets in climbing poles, digging holes, working with tools and machinery most closely associated with electric utility systems and basic mechanical technologies. Students will be expected to show that they understand job related safe work practices, first aid, rescue and CPR and apply themselves in mastering basic computer skills applications. Individuals are expected to learn electrical terminology and practices associated with electric utility operations.

ELECTRICAL DISTRIBUTION TECHNOLOGY ADVANCED CERTIFICATE (391)

ADVANCED CERTIFICATE Prerequisite: BASIC Certificate (390)

ADVANCED CERTIFICATE COURSES									
<input type="checkbox"/>	CGS	1530	Microcomputer Applications	3					
<input type="checkbox"/>	EET	1764C	Street and Area Lighting	3					
<input type="checkbox"/>	EET	2766C	Metering and Energy Management.....	3					
<input type="checkbox"/>	EET	2767C	American Power Systems.....	3					
<input type="checkbox"/>	EET	2768C	Duct Banks and Manholes.....	3					
<input type="checkbox"/>	EET	2769C	Pole Line Equipment II.....	3					
<input type="checkbox"/>	EET	2770C	Installing Overhead Distribution Conductors.....	3					
<input type="checkbox"/>	EET	2771C	Electrical Distribution Substations.....	3					
<input type="checkbox"/>	EET	2944	Electric Utility Internship.....	2					
ADVANCED CERTIFICATE									26

Upon successful completion of the BASIC and ADVANCED Certificate programs (totaling 50 credits) students will receive the Advanced Certificate in Electrical Distribution Technology from Lake-Sumter Community College. The successful student will then possess the skills necessary to be considered for employment as an apprentice line worker in the field of electric utility line construction, operation and maintenance.

The Basic and Advanced Certificate in Electrical Distribution Technology (50 total credit hours) will prepare students with a wide range of knowledge and functional skills for entry level careers as line workers in the electric utility industry. Students will develop a high level of technological competency, analytical problem solving, workplace ethics, team work skills and job responsibility. Students will master competencies expected of the skilled craftsperson in basic electrical theory, fundamentals of electric power systems operations, electric utility safe work practices, and actual overhead pole line and underground electrical construction operation and maintenance.

Teams are routinely assigned tasks to complete in the field using heavy equipment and tools. The student will be expected to demonstrate that he/she can successfully plan and complete a given work assignment with limited assistance. In this respect individuals will be taught the importance of working together as a team.

All Credits maybe applied towards the Electrical Distribution Technology Associate in Applied Science degree at LSCC

Estimated salaries for entry level positions:
 Apprentice Lineman Electric Lineman
 \$31,678 - 44,574 \$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 Office: SU - J1101B
 TylerB@lsc.edu 568-0001, ext 1230

SLS 1501 Foundations of Success Seminar (3 credit course) - Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

<p>PREPARATORY COURSES</p> <p>If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.</p>	<p><input type="checkbox"/> ENC 0001 Basic Composition Skills</p> <p><input type="checkbox"/> ENC 0010 College Prep Composition</p> <p><input type="checkbox"/> MAT 0012 Pre-Algebra with Study Skills</p> <p><input type="checkbox"/> MAT 0024 Elementary Algebra</p> <p><input type="checkbox"/> REA 0001 College Prep Reading I</p> <p><input type="checkbox"/> REA 0002 College Prep Reading II</p>
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A.S./A.A.S./Certificates

TRANSFER PLANNING

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 Transfers
- Research universities and four-year colleges
- Visit potential schools
- Check out www.FACTS.org
- Meet with an Academic and Career Advisor to go over prerequisites
- Select and follow an appropriate transfer plan

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

A.A. Transfer Partnerships

University of Central Florida (UCF)

– Direct Connect

In November 2005, LSCC joined with the University of Central Florida to create the Higher Education Consortium Agreement, also known as DirectConnect to UCF. This provides LSCC students who graduate with an A.A or an A.S Degree with guaranteed admission to a bachelor's degree program at UCF. For more information: www.directconnecttoucf.com or schedule an appointment with the DirectConnect to UCF advisor by calling 536-2113.

University of Central Florida (UCF)

– Regional Campuses

At UCF Regional Campuses, you can complete full upper-level (junior and senior) undergraduate programs or just take select courses. Admission, Advising, Financial Aid, Library, and Student Services are available from UCF staff on the UCF South Lake Campus, with support on the UCF Leesburg campus. For more information: www.regionalcampuses.ucf.edu or call 536-2113.

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 transfer plan includes a rigorous curriculum of mathematics and science coursework and may require more credit hours than other Transfers.

After completion of this transfer plan, with a minimum GPA of 2.5 in the mathematics, natural and physical sciences areas, students following LSCC's pre-Engineering AA degree may be eligible for direct admission to the UF College of Engineering.

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

For further information,

contact Dr. Angela Lindner,
Associate Dean, UF Engineering

Div of Student Affairs

PO Box 116550, Gainesville, FL 32611

Phone: 392-2177

Fax: 392-9673

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 Dr. Doug Mikutel,

Articulation Manager,

Phone: 386-226-4846

douglas.mikutel@erau.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 323-3671 regarding requirements and financial assistance.

Additional Partnerships

LSCC has articulation agreements with Kaplan University and Strayer University.

A.A. Transfer Plans

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 transfer plan 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 transfer plan, 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 A.A. Degree (see page 68).

The LSCC diploma and transcript will reflect the Associate in Arts degree without a specific designated transfer plan.

Before planning a Transfer, 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.

Listed below are some of the most common majors pursued by LSCC students. The following pages contain transfer plans for each major. Students should contact an advisor regarding other possible transfer plans.

- For a complete list of all State University System (SUS) programs in Florida see www.facts.org.

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	University of Central Florida Orlando www.ucf.edu
Florida Atlantic University Boca Raton www.fau.edu	University of Florida Gainesville www.ufl.edu
Florida Gulf Coast University Fort Myers www.fgcu.edu	University of North Florida Jacksonville www.unf.edu
Florida International University... Miami www.fiu.edu	University of South Florida Tampa www.usf.edu
Florida State University Tallahassee www.fsu.edu	University of West Florida Pensacola www.uwf.edu
New College of Florida Sarasota www.ncf.edu	

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

ASSOCIATE IN ARTS (A.A.) Art Transfer Plan • 140

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES
3 Credits must be Gordon Rule (GR)

- HUMANITIES**
- ___ ARH 2000* Art History & Appreciation I 3 GR
 - ___ ARH 2051* Art History & Appreciation II 3

- SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3
 - _____ 3

- HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3

NATURAL SCIENCES
Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- Category - Biological Sciences** LAB
- _____ 3
- Category - Physical Sciences**
- _____ 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 6-9 credit hours —
- _____ —
- _____ —
- _____ —
- _____ —
- _____ —
- _____ —
- _____ —
- _____ —

- ___ SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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 in this field 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.

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 transfer plan:
Kelly Cornell 323-3653 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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Athletic Training Transfer Plan • 160

See pages 70-71 for a complete listing of General Education Courses

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
- ___ MAC 1114 Trigonometry 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
3 Credits must be Gordon Rule (GR)

- HUMANITIES** GR
- _____ 3
 - _____ 3

SOCIAL & BEHAVIORAL SCIENCES

- ___ PSY 2012* Introduction to Psychology 3
- _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

- _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- ___ BSC 1010C* General Biology I with Lab 4 LAB
- ___ PHY 2053C* General Physics I with Lab 5

ELECTIVES Credit Hours **21**

- ___ STA 2023* Elementary Statistics I 3
- ___ 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
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -

- ___ SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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
--	--

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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 in this field 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.

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 transfer plan:
 Wendy Berry 536-2134 BerryW@lsc.edu

*** Common Program Prerequisite:**
 required course for university major

SUGGESTED COURSES

•PET 2622 Care & Prevention of Athletic Injuries

Observation hours are recommended for students interested in gaining hands-on experience in the field. Although observation hours are not required for completing the AA degree, they could provide beneficial first-hand experience for students who are applying for admission to accredited BS degree programs in athletic training.

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Biology Transfer Plan • 150

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 _____ 3
 _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

___ BSC 1010C* General Biology I with Lab 4 LAB
 ___ 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

- SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 50

PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
 If college placement scores ___ ENC 0010 College Prep Composition
 indicate the need for any ___ MAT 0012 Pre-Algebra with Study Skills
 preparatory courses, these are ___ MAT 0024 Elementary Algebra
 to be taken before the student ___ REA 0001 College Prep Reading I
 completes 12 college credits. ___ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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 in this field 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.

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 transfer plan:
 Dr. Nancy Browne 435-6405 BrowneN@lsc.edu
 Dr. Keti Venovski 536-2129 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.

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Business Transfer Plan • 191

See pages 70-71 for a complete listing of General Education Courses

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
 ____ MAC 1105 College Algebra 3
 ____ MAC 2233* Calculus for Business 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
 3 Credits must be Gordon Rule (GR)

HUMANITIES
 ____ ECO 2013* Principles of Economics I (Macroeconomics)..... 3 GR
 ____ ECO 2023* Principles of Economics II (Microeconomics)..... 3

SOCIAL & BEHAVIORAL SCIENCES
 _____ 3
 _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

Category - Biological Sciences LAB
 _____ 3

Category - Physical Sciences
 _____ 3

ELECTIVES Credit Hours

____ STA 2023* Elementary Statistics I 3
 ____ ACG 2022* Financial Accounting 4
 ____ ACG 2071* Management Accounting 3
 ____ CGS 1100* Business Computer Apps. (or C.GS.1530*) 3
 _____ -
 _____ -
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- SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES	<input type="checkbox"/> ____ ENC 0001 Basic Composition Skills
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 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree.

Graduates with a bachelor's degree in this field may find employment in careers such as

- 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.

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 transfer plan:
 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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Chemistry Transfer Plan • 151

GENERAL EDUCATION REQUIREMENTS

Credit Hours 43

COMPOSITION & ORAL COMMUNICATIONS

___ ENC 1101 College Composition I3

___ ENC 1102 Composition: Literature3

Composition with Oral Communications

_____3

MATHEMATICS

___ MAC 2311* Calculus w/Analytical Geometry I5

___ MAC 2312* Calculus w/Analytical Geometry II4

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

HUMANITIES

_____3 GR

_____3 GR

SOCIAL & BEHAVIORAL SCIENCES

_____3

_____3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

_____3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a **LAB**

___ CHM 2045C* College Chemistry I with Lab5 LAB

___ CHM 2046C* College Chemistry II with Lab5 LAB

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

_____ _

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___ SLS 1501 Foundations of Success Seminar 3

Students who place into college preparatory courses in more than one

subject area are also required to successfully complete SLS 1501.

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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
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.

See pages 70-71 for a complete listing of General Education Courses

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Criminal Justice Transfer Plan • 161

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

- #### HUMANITIES GR
- _____ 3
 - _____ 3

- #### SOCIAL & BEHAVIORAL SCIENCES
- _____ 3
 - _____ 3

- #### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
- _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- Category - Biological Sciences LAB**
- _____ 3

- Category - Physical Sciences**
- _____ 3

ELECTIVES Credit Hours 24

- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
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- _____ -
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- _____ -
- _____ -
- _____ -
- _____ -

- SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Criminal Justice.

- After earning a bachelor's degree in this major at a four year university, graduates may find employment in
- public safety
 - law enforcement agencies
 - administrative positions in state agencies
 - police education
 - probation, parole, or institutional services
 - private security
 - loss protection
 - investigation
 - juvenile justice

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.

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 transfer plan:
Rebecca Nathanson 323-3615 NathansR@lsc.edu

- NOTES**
- Credits articulated from Law Enforcement/Corrections certifications may not be applied to an AA degree

SUGGESTED COURSES

- STA 2023 Elementary Statistics I
- REL 2300 or PHI 2010 or MMC 2100
- PSY 2012 Introduction to Psychology
- SYG 2000 Introduction to Sociology
- POS 2041 American National Government
- BSC 1005 Introduction to Life Science
- PHY 1020C Physics for Liberal Arts with Lab
- Criminal Justice Electives

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Early Childhood Education Transfer Plan • 170

See pages 70-71 for a complete listing of General Education Courses

GENERAL EDUCATION REQUIREMENTS Credit Hours 36

COMPOSITION & ORAL COMMUNICATIONS

___ ENC 1101 College Composition I3
 ___ ENC 1102 Composition: Literature3

Composition with Oral Communications

_____3

MATHEMATICS

_____3
 _____3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

HUMANITIES GR

_____3
 _____3

SOCIAL & BEHAVIORAL SCIENCES

_____3
 _____3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

_____3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

Category - Biological Sciences LAB

_____3

Category - Physical Sciences

_____3

ELECTIVES Credit Hours

- ___ EDF 2005* Introduction to Education3
 ___ EDF 2085* Teaching Diverse Populations.....3
 ___ EME 2040* Technology for Educators.....3

- _____
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- SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

- PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
 If college placement scores ___ ENC 0010 College Prep Composition
 indicate the need for any ___ MAT 0012 Pre-Algebra with Study Skills
 preparatory courses, these are ___ MAT 0024 Elementary Algebra
 to be taken before the student ___ REA 0001 College Prep Reading I
 completes 12 college credits. ___ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
 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 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:
 MUE 2211 or ARE 2000
 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

*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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Elementary Education Transfer Plan • 171

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 _____ 3
 _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

Category - Biological Sciences LAB
 _____ 3

Category - Physical Sciences
 _____ 3

ELECTIVES Credit Hours 24

___ EDF 2005* Introduction to Education 3
 ___ EDF 2085* Teaching Diverse Populations..... 3
 ___ EME 2040* Technology for Educators 3

SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.

Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
 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 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 have 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
- *MGF 1107 or STA 2023
- *PSY 2012 Introduction to Psychology

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Engineering Transfer Plan • 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

MATHEMATICS

- ___ MAC 2311* Calculus w/Analytical Geometry I 5
- ___ MAC 2312* Calculus w/Analytical Geometry II 4

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

- HUMANITIES** GR
- _____ 3
 - _____ 3

- SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3
 - _____ 3

- HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

- ___ PHY 2048C* Physics with Calculus I with Lab 5 LAB
- ___ PHY 2049C* Physics with Calculus II with Lab 5 LAB

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
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -

- SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

- PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
- If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits. ___ 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
 Dr. Glenn Ricci 365-3537 RicciG@lsc.edu

*** Common Program Prerequisite: required course for university major**

NOTES

• University of Florida (UF) Pre-Engineering Lake-Sumter Community College and the University of Florida have created a customized agreement to prepare students for majors within the University of Florida's College of Engineering (UFCoE). LSCC's Associate in Arts Engineering Transfer Plan includes a rigorous curriculum of mathematics and science coursework and may require more credit hours than other Transfer Plans. After completion of this Transfer Plan, with a minimum GPA of 2.5 in the mathematics, natural and physical sciences areas, students may be eligible for direct admission to the UF College of Engineering.

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

For further information, contact Dr. Angela Lindner, Associate Dean, UF Engineering, Div of Student Affairs PO Box 116550, Gainesville, FL 32611
 Phone: 352-392-2177 Fax: 352-392-9673
 E-mail - ALIND@eng.ufl.edu

SUGGESTED COURSES

*ENC 2210 Technical Report Writing - (UF requirement- counts as LSCC's 3rd GR English)

See pages 70-71 for a complete listing of General Education Courses

Transfer Planning

ASSOCIATE IN ARTS (A.A.) English Transfer Plan • 141

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 _____ 3
 _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

Category - Biological Sciences LAB
 _____ 3

Category - Physical Sciences
 _____ 3

ELECTIVES Credit Hours 24

- ____ SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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
--	--

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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, 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.

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 transfer plan:
 Dr. Melanie Wagner 323-3632 WagnerM@lsc.edu
 Dr. Patricia Campbell 536-2130 CampbellPa@lsc.edu

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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Mathematics Transfer Plan • 153

See pages 70-71 for a complete listing of General Education Courses

GENERAL EDUCATION REQUIREMENTS Credit Hours 41-43

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 SOCIAL & BEHAVIORAL SCIENCES	
3 Credits must be Gordon Rule (GR)	
HUMANITIES	
_____	3 <input type="checkbox"/> GR
_____	3 <input type="checkbox"/> GR
SOCIAL & BEHAVIORAL SCIENCES	
_____	3 <input type="checkbox"/>
_____	3 <input type="checkbox"/>
HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES	
_____	3 <input type="checkbox"/>

NATURAL SCIENCES	
Requires 1 course from each category OR a 2 course sequence	
At least 1 course must include a LAB	
___ PHY*, BSC* or CHM* prefix two course sequence with lab...4-5	LAB <input checked="" type="checkbox"/>
___ PHY*, BSC* or CHM* prefix two course sequence with lab .4-5	<input checked="" type="checkbox"/>

ELECTIVES Credit Hours 17-19

___ MAC 2313* Calculus w/Analytical Geometry III.....	4
___ COP 2220* Computer Programming - C++ Language	3
_____	_
_____	_
_____	_
_____	_
_____	_
_____	_
_____	_
_____	_

- SLS 1501 Foundations of Success Seminar..... 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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, 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.

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 transfer plan:
 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.

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Nursing Transfer Plan • 162

See pages 70-71 for a complete listing of General Education Courses

GENERAL EDUCATION REQUIREMENTS Credit Hours 38

COMPOSITION & ORAL COMMUNICATIONS

- ___ ENC 1101 College Composition **LSCC** 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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

- #### HUMANITIES
- ___ **LSCC** 3 GR
 - ___ 3

- #### SOCIAL & BEHAVIORAL SCIENCES
- ___ PSY 2012* Introduction to Psychology **LSCC** 3
 - ___ DEP 2004* Psychology of Human Development **LSCC** 3
 - ___ SYG 2000* Introduction to Sociology 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- #### Category - Biological Sciences
- ___ BSC 2093C* Human Anatomy & Physiology I with Lab **LSCC**.. 4 LAB

- #### Category - Physical Sciences
- ___ BSC 2094C* Human Anatomy & Physiology II with Lab **LSCC**. 4 LAB

ELECTIVES Credit Hours 22

- ___ MTB 1370 Math for Health Related Professions **LSCC** 1
- ___ MCB 2010C*Microbiology with Lab **LSCC** 4
- ___ HUN 1201* Basic Nutrition **LSCC** (see notes) 3
- ___ OST 1743 Word Processing for College Writing **LSCC** 1
- ___ CHM 1025C*General Chemistry with Lab 5
- (In addition, some universities also require CHM 2045C) -
- _____ -
- _____ -
- _____ -
- _____ -
- _____ -

- SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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
- If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits.

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
Phone: 365-3540 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 a university for the B.S.N. degrees should check with that school before choosing a LSCC Nutrition course.

LSCC's RN Degree Program:

LSCC: Required course prior to admission consideration for the LSCC general track RN A.S. degree program. All of these prerequisite courses must be completed with a minimum grade of "C".

Information about the LSCC admission process can be found in the Nursing Information Packet at www.lsc.edu/nursing.

Nutrition: LSCC will accept either HUN 1201 (3 credits) or HUN 1014 (2 credits).

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Physics Transfer Plan • 152

GENERAL EDUCATION REQUIREMENTS Credit Hours 43

COMPOSITION & ORAL COMMUNICATIONS
 ____ ENC 1101 College Composition I3
 ____ ENC 1102 Composition: Literature3
Composition with Oral Communications
 _____3

MATHEMATICS
 ____ MAC 2311* Calculus w/Analytical Geometry I5
 ____ MAC 2312* Calculus w/Analytical Geometry II4

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____3
 _____3

SOCIAL & BEHAVIORAL SCIENCES
 _____3
 _____3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

____ PHY 2048C* Physics with Calculus I with Lab5 LAB
 ____ PHY 2049C* Physics with Calculus II with Lab5

ELECTIVES Credit Hours 17

____ CHM 2045C* College Chemistry I with Lab5
 ____ CHM 2046C* College Chemistry II with Lab5
 ____ MAC 2313* Calculus w/Analytical Geometry III4
 _____
 _____
 _____
 _____
 _____
 _____
 _____
 _____

SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
 Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES ____ ENC 0001 Basic Composition Skills
 If college placement scores ____ ENC 0010 College Prep Composition
 indicate the need for any ____ MAT 0012 Pre-Algebra with Study Skills
 preparatory courses, these are ____ MAT 0024 Elementary Algebra
 to be taken before the student ____ REA 0001 College Prep Reading I
 completes 12 college credits. ____ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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, 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.

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

SUGGESTED COURSES

•PHY 2100C Modern Physics

See pages 70-71 for a complete listing of General Education Courses

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Pre-Pharmacy Transfer Plan • 184

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

- HUMANITIES** GR
- _____ 3
 - _____ 3

- SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3
 - _____ 3

- HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES**
- _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- ___ BSC 1010C* General Biology I with Lab 4 LAB
- ___ BSC 1011C* General Biology II with Lab 4 LAB

ELECTIVES Credit Hours 21

- ___ STA 2023* Elementary Statistics I 3
- ___ 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 2608* Advanced Public Speaking 3

- ___ SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

- PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
- If college placement scores ___ ENC 0010 College Prep Composition
- indicate the need for any ___ MAT 0012 Pre-Algebra with Study Skills
- preparatory courses, these are ___ MAT 0024 Elementary Algebra
- to be taken before the student ___ REA 0001 College Prep Reading I
- completes 12 college credits. ___ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
Dr. Debra Hicks 536-2124 HicksD@lsc.edu

*** Common Program Prerequisite:
required course for university major**

NOTES

- University of Florida
www.cop.ufl.edu/root4/education.htm
- Florida A & M University www.famu.edu
FAMU does not require SPC 2608

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Pre-Physical Therapy Transfer Plan • 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
 ___ MAC 1114 Trigonometry 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 ___ PSY 2012* Introduction to Psychology..... 3
 ___ DEP 2004* Psychology of Human Development..... 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

_____ BSC 2093C* Human Anatomy & Physiology I with Lab 4 LAB
 _____ 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
 _____
 _____
 _____
 _____
 _____
 _____

- SLS 1501 Foundations of Success Seminar..... 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
 If college placement scores ___ ENC 0010 College Prep Composition
 indicate the need for any ___ MAT 0012 Pre-Algebra with Study Skills
 preparatory courses, these are ___ MAT 0024 Elementary Algebra
 to be taken before the student ___ REA 0001 College Prep Reading I
 completes 12 college credits. ___ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

It is not possible to earn a bachelor's degree in physical therapy (PT), a career that now requires a doctorate. This plan outlines the courses generally required for entering a school of physical therapy after completing a bachelor's degree in basically any field. The key to admission is completion of the specific prerequisite courses. Students pursuing physical therapy are encouraged to research the PT programs in which they have an interest to be sure of the requirements for any given program, as they may differ slightly. In addition to the course requirements, students are likely to be required to earn specified scores on the Graduate Record Exam (GRE).

Schools in Florida that offer the Doctor of Physical Therapy include the following:

- FL Agricultural & Mechanical University (FAMU)
- Florida Gulf Coast University (FGCU)
- Florida International University (FIU)
- Nova Southeastern University
- University of Central Florida (UCF)
- University of Florida (UF)
- University of Miami
- University of North Florida (UNF)
- University of South Florida (USF)
- University of St. Augustine for Health Sciences

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.

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.

See pages 70-71 for a complete listing of General Education Courses

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Pre-Professional Health Transfer Plan • 182

See pages 70-71 for a complete listing of General Education Courses

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 SOCIAL & BEHAVIORAL SCIENCES
 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 _____ 3
 _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

_____ BSC 1010C* General Biology I with Lab 4 LAB
 _____ 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

SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
 Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
 Dr. Debra Hicks 536-2124 HicksD@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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Psychology Transfer Plan • 192

GENERAL EDUCATION REQUIREMENTS Credit Hours 36-37

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 (or MAC 1105) 3
 ____ STA 2023* Elementary Statistics I 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
 3 Credits must be Gordon Rule (GR)

HUMANITIES GR
 _____ 3
 _____ 3

SOCIAL & BEHAVIORAL SCIENCES
 ____ PSY 2012* Introduction to Psychology 3
 ____ DEP 2004* Psych. of Human Dev. (or DEP 2002 or 2302) .. 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
 _____ 3

NATURAL SCIENCES
 Requires 1 course from each category OR a 2 course sequence
 At least 1 course must include a **LAB**

Category - Biological Sciences LAB
 ____ BSC 1010C* (preferred) or BSC 2093C* or BSC 1005* .. 3/4

Category - Physical Sciences
 _____ 3

ELECTIVES Credit Hours 23/24

- ____ SLS 1501 Foundations of Success Seminar 3
 Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

PREPARATORY COURSES ____ ENC 0001 Basic Composition Skills
 If college placement scores ____ ENC 0010 College Prep Composition
 indicate the need for any ____ MAT 0012 Pre-Algebra with Study Skills
 preparatory courses, these are ____ MAT 0024 Elementary Algebra
 to be taken before the student ____ REA 0001 College Prep Reading I
 completes 12 college credits. ____ REA 0002 College Prep Reading II

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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, 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.

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 transfer plan:
 Katherine Urquhart 323-3604 Urquhark@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

See pages 70-71 for a complete listing of General Education Courses

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Secondary Education Transfer Plan • 172

See pages 70-71 for a complete listing of General Education Courses

GENERAL EDUCATION REQUIREMENTS Credit Hours 36

COMPOSITION & ORAL COMMUNICATIONS

- ___ ENC 1101 College Composition I3
- ___ ENC 1102 Composition: Literature3

- Composition with Oral Communications**
- _____3

- ### MATHEMATICS
- _____3
 - _____3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES 3 Credits must be Gordon Rule (GR)

- #### HUMANITIES
- _____3 GR
 - _____3

- #### SOCIAL & BEHAVIORAL SCIENCES
- _____3
 - _____3

- #### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
- _____3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- Category - Biological Sciences**
- _____3 LAB

- Category - Physical Sciences**
- _____3

ELECTIVES Credit Hours

- ___ EDF 2005* Introduction to Education3
- ___ EDF 2085* Teaching Diverse Populations.....3
- ___ EME 2040* Technology for Educators.....3

- _____3
- _____3
- _____3
- _____3
- _____3
- _____3
- _____3
- _____3

- SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- 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 |
|--|--|

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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 Educ.

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.

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 transfer plan:
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.
- *Because secondary (middle and high) school teachers teach specific subjects (English, math, history, etc.), secondary ed. majors must take basic courses in their chosen field at LSCC as prerequisite for admission to their university program. Check with an advisor or the university of your choice for specifics.
- *Please contact Thom Kieft, Education Department Chair, for specific requirements for your teaching specialization.

*Additional UCF requirements:
EDF 2130 Child & Adolescent Dev. for Educators
LSCC substitutes: DEP 2004, DEP 2302 (for which PSY 2012 is a prerequisite)

SUGGESTED COURSES

- *ENC 2300 Composition: Argumentation
- *PSY 2012 Introduction to Psychology

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Social Science Transfer Plan • 194

GENERAL EDUCATION REQUIREMENTS Credit Hours 36

See pages 70-71 for a complete listing of General Education Courses

COMPOSITION & ORAL COMMUNICATIONS

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

- #### Composition with Oral Communications
- 3

- ### MATHEMATICS
- 3
 - 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

- #### HUMANITIES
- 3 GR
 - 3

- #### SOCIAL & BEHAVIORAL SCIENCES
- 3
 - 3

- #### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
- 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a LAB

- #### Category - Biological Sciences
- 3 LAB
- #### Category - Physical Sciences
- 3

ELECTIVES Credit Hours 24

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- SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours 60

- PREPARATORY COURSES ___ ENC 0001 Basic Composition Skills
- If college placement scores indicate the need for any preparatory courses, these are to be taken before the student completes 12 college credits. ___ 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan 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.

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 transfer plan:
Karen Levin 323-3638 LevinK@lsc.edu
Brian Rogers 536-2200 RogersB@lsc.edu

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

Transfer Planning

ASSOCIATE IN ARTS (A.A.) Sports & Fitness Transfer Plan • 159

See pages 70-71 for a complete listing of General Education Courses

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

- _____ 3
- _____ 3

HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES
3 Credits must be Gordon Rule (GR)

HUMANITIES GR

- _____ 3
- _____ 3

SOCIAL & BEHAVIORAL SCIENCES

- _____ 3
- _____ 3

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

- _____ 3

NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence
At least 1 course must include a **LAB**

- ___ BSC 2093C* Human Anatomy & Physiology I with Lab 4 LAB

- ___ BSC 2094C* Human Anatomy & Physiology II with Lab 4

ELECTIVES Credit Hours **22**

- ___ PET 2622* Care & Prevention of Athletic Injuries 3
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- SLS 1501 Foundations of Success Seminar 3
Students who place into college preparatory courses in more than one subject area are also required to successfully complete SLS 1501.
- Computer proficiency course(s) requirement met

PROGRAM DEGREE TOTAL Credit Hours **60**

PREPARATORY COURSES	<input type="checkbox"/> ___ ENC 0001 Basic Composition Skills
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 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

Consult the university of your choice for detailed requirements for your major.

This transfer plan prepares students to transfer as a junior to a Florida public university to complete a bachelor's degree in Sports Management or pursue the University of Central Florida's Sports and Fitness degree.

- After earning a bachelor's degree in this major, 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.

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 transfer plan:
Wendy Berry 536-2134 BerryW@lsc.edu

*** Common Program Prerequisite: required course for university major**

- SUGGESTED COURSES
- MGF 1106 Liberal Arts Math
 - MGF 1107 Explorations in Math
 - 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

Transfer Planning

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 23 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.fldoe.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	Lower (Freshman) Level at this institution	Entry - level General Sociology	Social Problems (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 freshman composition skills course is offered by 55 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills 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, "ENC" means "English Composition," the century digit "1" represents "Freshman

Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

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 participating 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. 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.

Courses at Nonregionally-accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally-accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

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 or via the internet at <http://scns.fldoe.org>.

MISATFOR. (2008). Section 6.2 Data Element Dictionary. State of Florida Personnel Data Base. Annual Personnel Reports.

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 for more details concerning technology required in course delivery.

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 132.

SUBJECT	PREFIXES	SUBJECT	PREFIXES
Accounting	ACG, APA	Human Services	HUS
Alternative Teaching Certification	EPI	Humanities	HUM
American Literature	AML	International Relations	INR
Anthropology	ANT	Journalism	JOU, MMC
Art	ART	Legal Assisting	PLA
Art Education	ARE	Leisure Activities	LEI
Art History	ARH	Library Information Studies	LIS
Astronomy	AST	Linguistics	LIN
Biology	BSC, MCB	Literature	AML, ENL, LIT
Botany	BOT	Management	MAN, MNA, SBM
Business	GEB, SBM	Marketing	MAR
Business Law	BUL	Mathematics	MAC, MAE, MAT, MGF, MTB, STA
Business Math	QMB		MET
Chemistry	CHM	Meteorology	MCB
Child Development	CHD	Microbiology	MUE, MUH, MUL
College Preparatory Courses	ENC, MAT, REA	Music	MUN, MUS, MUT, MVB, MVK, MVS, MVV, MVP
Comparative Politics	CPO		NUR
Computer Applications	CAP	Nursing	HUN
Computer Design	CDA	Nutrition	OCE
Computer Engineering Technology	CET	Oceanography	OST
Computer General Studies	CGS	Office Systems Technology	ORI
Computer Programming	COP	Oral Interpretation of Literature	PHI
Computer Systems	CIS	Philosophy	PGY
Computer Technology & Skills	CTS	Photography	PEL, PEM, PEN
Creative Writing	CRW	Physical Education	PEO, PET, LEI
Criminal Justice	CCJ, CJE, CJL CJJ, CJT, SCC		AST, CHM, ESC
	MNA	Physical Sciences	GLY, MET, PHY
Customer Service	DAA		PSC
Dance	DAA	Physics	PHY
Digital Media-Graphic Arts	CAP, GRA	Political Science	CPO, INR, POS
Early Childhood Education	EEC, CHD, EEX	Psychology	PSY, DEP, SOP
Earth Science	ESC	Reading	REA
Economics	ECO	Religion	REL
Education	EDF, EDG, EME ARE, MUE, EEX	Sign Language	ASL
	EET	Small Business Management	SBM
Electronic Engineering Technology	AML, CRW, ENC	Sociology	SYG
English	ENL, LIT	Spanish	SPN
	EAP	Speech Communications	SPC
English for Academic Purposes	EEX	Sports and Fitness	PET, SPM
Exceptional Child Education	FIL, RTV	Statistics	STA
Film	FIN	Student Life Skills	SLS
Finance	FFP	Television	RTV
Fire Science	FES	Theater	THE, TPA, TPP
Fire & Emergency Services	GEO, GEA	Western Civilization	EUH
Geography	GLY, ESC	Zoology	ZOO
Geology	CPO, INR, POS		
Government	HIM		
Health Information Management	HSC		
Health Sciences	AMH, EUH, HIS		
History			

Code Descriptions

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 Area V; Natural Sciences 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 a Cultural Diversity requirement. Courses designated CULD 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 that the 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 Area V: Natural Sciences and will fulfill requirements in program areas that state "Elective-General Education: Science/Mathematics."

SBEH*

(Social & Behavioral Sciences) course satisfies a social & Behavioral sciences 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 FINANCIAL ACCOUNTING • Prerequisites: Sophomore level or consent of instructor; Successful completion of all college preparatory composition and reading 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.	4 (4 / 0)	AMH 2070 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.	3 (3 / 0)
ACG 2071 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.)	3 (3 / 0)	AML 2010 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.	3 (3 / 0)
AMH 2010 U.S. HISTORY TO 1877 • Prerequisite: C or higher in ENC 1101 • 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.	3 (3 / 0)	AML 2020 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.	3 (3 / 0)
AMH 2020 U.S. HISTORY SINCE 1877 • Prerequisite: C or higher in ENC 1101 • 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.	3 (3 / 0)	AML 2264 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.	3 (3 / 0)
AMH 2035 U.S. HISTORY SINCE 1945 • Prerequisite: C or higher in ENC 1101 • 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.	3 (3 / 0)	ANT 2410 CULTURAL ANTHROPOLOGY • 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)

See page 131 for CODE Descriptions

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
APA 1002 SMALL BUSINESS ACCOUNTING <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$5 <p>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.</p>	3 (3 / 0)	ARE 2000 ART & CREATIVE EXPRESSION <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$15 <p>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.</p>	3 (3 / 0)
APA 1144 ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS <ul style="list-style-type: none"> • Prerequisite: ACG 2022 or APA 1002, or documented consent of instructor • Laboratory Fee: \$10 <p>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.</p>	3 (3 / 0)	ARE 2040 PROVIDING ART EXPERIENCE <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$10 <p>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.</p>	3 (3 / 0)
APA 1503 PAYROLL ACCOUNTING <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$5 <p>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.</p>	1 (1 / 0)	ARH 2000 ART HISTORY & APPRECIATION I <ul style="list-style-type: none"> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN • Offered Fall Term <p>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.</p>	3 (3 / 0)
APA 2934 SPECIAL TOPICS IN ACCOUNTING <ul style="list-style-type: none"> • Prerequisite: See online course schedule for each specific topic. • Laboratory Fee: One and two-credit courses: \$5; Three-credit courses: \$10 • May be repeated with a change of content up to maximum of 12 credits. <p>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.</p>	1-3 (1-3 / 0)	ARH 2051 ART HISTORY & APPRECIATION II <ul style="list-style-type: none"> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN • Offered Spring Term <p>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.</p>	3 (3 / 0)
APA 2949 COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING <ul style="list-style-type: none"> • Prerequisite: None • 1-3 credits <p>Refer to Cooperative Education for additional information.</p>	1-3 (1-3 / 0)	ART 1202C DESIGN & COLOR <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$15 <p>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.</p>	3 (3 / 0)
		ART 1203C DESIGN STRUCTURES <ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$12 • Offered Spring Term <p>An expansion of basic design and color concepts in projects emphasizing various three-dimensional media and forms. Open to all students.</p>	3 (3 / 0)

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
ART 1300C FREEHAND DRAWING I • 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)	ART 2558C OIL PAINTING: EXPLORING NEW TECHNIQUES & MATERIALS • Prerequisite: ART 2556C or documented consent of instructor Special problems and critiques for the painter who is ready to learn techniques to refine his skills.	3	(3 / 0)
ART 1301C FREEHAND DRAWING II • 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)	ART 2701C INTRODUCTION TO SCULPTURE • 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)
ART 2254C FIGURE DRAWING & ILLUSTRATION • Prerequisites: ART 1300C & ART 1301C or documented 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)	ART 2750C INTRODUCTION TO CERAMICS • 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)
ART 2540C INTRODUCTION TO WATERCOLOR I • Prerequisite: ART 1300C or documented 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)	ART 2751C INTERMEDIATE CERAMICS II • Prerequisite: ART 2750C or documented consent of instructor • Laboratory Fee: \$15 Continuation of ART 2750C with emphasis on design, wheel throwing, glaze formulation, and raku techniques.	3	(3 / 0)
ART 2541C WATERCOLOR II • Prerequisites: ART1300C or ART 1301C • Laboratory Fee: \$15 • Open to beginning painters An extension of ART 2540C with an opportunity for creative development in watercolor techniques.	3	(3 / 0)	ART 2904 PAINTING: INDIVIDUALIZED STUDY • 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)
ART 2554C BEGINNING OIL PAINTING • Prerequisite: ART 1300C or ART 1301C or documented consent of instructor • Laboratory Fee: \$10 Specialized practice in painting with an emphasis on specific problems and procedures.	3	(3 / 0)	ART 2906 OIL & ACRYLIC PAINTING: INDIVIDUALIZED STUDY • Prerequisite: ART 2554C or documented 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)
ART 2556C INTERMEDIATE OIL/ACRYLIC PAINTING • Prerequisite: ART 2554C or documented consent of instructor • Laboratory Fee: \$10 A painting class designed to further develop the skills and knowledge of the beginning painter.	3	(3 / 0)	ART 2949 COOPERATIVE EDUCATION INTERNSHIP IN ART Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
			ASL 2140 AMERICAN SIGN LANGUAGE I • Prerequisite: 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	4	(4 / 0)

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.

ASL 2150 4 (4 / 0)
AMERICAN SIGN LANGUAGE II

- Prerequisite: C or higher in ASL 2140 or documented consent of instructor
- American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities.

Continuation of ASL 2140 emphasizing intermediate sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.

AST 1002C 3 (2 / 2)
INTRODUCTION TO ASTRONOMY W/LAB

- Prerequisites: Successful completion of all college preparatory math courses indicated through placement testing
- Satisfies Codes: GENE, PHYS, LABR
- Laboratory Fee: \$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.

BCN 1520 3 (3 / 0)
ELECTRIC CONSTRUCTION FUNDAMENTALS

- Prerequisite: 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.

BOT 2010C 4 (3 / 2)
GENERAL BOTANY WITH LAB

- Prerequisites: BSC 1010C; Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing
- Satisfies Codes: BIOS, GENE, LABR
- Lab Fee: \$30

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.

BSC 1005 3 (3 / 0)
INTRODUCTION TO LIFE SCIENCE

- Prerequisite: None
- Satisfies Codes: 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.

BSC 1010C 4 (3 / 2)

GENERAL BIOLOGY I WITH LAB

- Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing
- Satisfies Codes: BIOS, GENE, LABR
- Laboratory Fee: \$30

This course combines fundamental biological principles and modern concepts of cellular biology by including the following topics: chemistry, including organic and biochemistry, cell structure, enzymes, cellular respiration, photosynthesis, mitosis, meiosis, protein synthesis, genetics, and taxonomy. Other topics may be added at the discretion of the instructor. The lab component provides support for the concepts taught in lecture.

BSC 1011C 4 (3 / 2)
GENERAL BIOLOGY II WITH LAB

- Prerequisite: BSC 1010C or documented consent of instructor
- Satisfies Codes: BIOS, GENE, LABR
- Laboratory Fee: \$30

This course is a continuation of General Biology I. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology. The course provides laboratory support for the concepts taught in lecture. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.

BSC 2093C 4 (3 / 2)
HUMAN ANATOMY & PHYSIOLOGY I WITH LAB

- Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing
- Satisfies Codes: BIOS, GENE, LABR
- Laboratory Fee: \$30
- BSC 1010C strongly recommended; CHM 1025C highly recommended.

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 anatomical, physiological and biochemical principles associated with course material.

BSC 2094C 4 (3 / 2)
HUMAN ANATOMY & PHYSIOLOGY II WITH LAB

- Prerequisites: BSC 2093C
- Satisfies Codes: BIOS, GENE, LABR
- Laboratory Fee: \$30
- BSC 1010C strongly recommended; CHM 1025C highly recommended.

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 anatomical, physiological and biochemical principles associated with classroom work.

Course	Credits	(Class hours / Lab hours per week)	Course	Credits	(Class hours / Lab hours per week)
BSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	CCJ 2191 HUMAN BEHAVIOR IN CRIMINAL JUSTICE • Prerequisite: CCJ 1020 or documented consent 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)
BUL 2241 BUSINESS LAW • Prerequisite - Successful completion of all college preparatory reading courses indicated through placement testing 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, agencies, estates and trusts, security devices, personal and real property, business crimes and government regulation.	3	(3 / 0)	CCJ 2600 CRIMINAL DEVIANT BEHAVIOR • Prerequisite: CCJ 1020 or documented consent of instructor • Satisfies Code: CULD A study of the types of deviant behavior encountered by criminal justice practitioners in their 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 individual.	3	(3 / 0)
CAP 2700 INTRODUCTION TO COMPUTER ART • Prerequisite: None • Laboratory Fee: \$10 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.	3	(3 / 0)	CCJ 2930 SPECIAL TOPICS IN CRIMINAL JUSTICE • Prerequisite: CCJ 1020 or documented consent 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)
CAP 2703 COMPUTER ANIMATION • Prerequisite: CAP 2700 • Laboratory Fee: \$10 An expansion of CAP 2700 with emphasis on graphics and animation software. Involves scanning, timing, sequencing, and a variety of animation techniques for desktop presentation. Images to be produced for animation and in the form of color photographic slides from screen images.	3	(3 / 0)	CCJ 2949 COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
CCJ 1001 INTRODUCTION TO CRIMINOLOGY • Prerequisite: CCJ 1020 or documented consent of instructor • Satisfies Code: CULD 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.	3	(3 / 0)	CET 1171 MICROCOMPUTER HARDWARE • 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)
CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE • Prerequisite: Successful completion of all college preparatory composition and reading courses indicated through placement testing 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.	3	(3 / 0)	CET 1179C A+ OPERATING SYSTEMS TECHNOLOGIES • 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	3	(3 / 0)

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.

CET 1485 3 (3 / 0)

NETWORKING ESSENTIALS

- 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.

CET 2180 3 (3 / 0)

ADVANCED A+ HARDWARE AND SOFTWARE

- Prerequisite: C or higher 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.

CET 2660 3 (3 / 0)

NETWORK SECURITY FUNDAMENTALS

- Prerequisite: CET 1485, equivalent industry certification, or documented consent of instructor
- Laboratory Fee: \$10

This course is an introduction to the language and underlying theory of computer security that covers the essential knowledge and skills for securing systems and/or organizations. Topics include: General Security Concepts, Communications Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. CompTIA® Security+ objectives are used.

CET 2760C 3 (3 / 0)

WEB SERVER MANAGEMENT

- Prerequisite: CET 2792
- Laboratory Fee: \$10

Web Server Management provides information for a solid understanding of what is required to configure a web server and keep it running. The course includes planning a web server, how HTTP protocol works, how CGI programs execute and various methods for publishing documents on a web server. Also discussed are the security issues surrounding the web. The various types of threats against web servers and how to identify and recover from a security breach will be presented.

CET 2791 3 (3 / 0)

MICROSOFT WINDOWS CLIENT ADMINISTRATOR

- Prerequisite or Corequisite: CET 1179C or documented 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, along with appropriate self-study, provides the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2792 4 (4 / 0)

MICROSOFT WINDOWS 2000 SERVER

- Prerequisite: CET 2791
- Laboratory Fee: \$15

This course provides students with a comprehensive understanding of Microsoft Windows 2000 Server. It focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2793 3 (3 / 0)

NETWORK INFRASTRUCTURE ADMINISTRATION

- Prerequisite or Corequisite: CET 2792
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to install, manage, monitor, configure and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP routing and WINS in a Windows network infrastructure. Information will also be provided to manage, monitor and troubleshoot Network Address Translation and Certificate Services.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional Exam. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2794 4 (4 / 0)

ACTIVE DIRECTORY SERVICES

- 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.

Course

Credits $\left(\begin{array}{l} \text{Class} \\ \text{hours} \\ \text{per} \\ \text{week} \end{array} / \begin{array}{l} \text{Lab} \\ \text{hours} \\ \text{per} \\ \text{week} \end{array} \right)$

Course

Credits $\left(\begin{array}{l} \text{Class} \\ \text{hours} \\ \text{per} \\ \text{week} \end{array} / \begin{array}{l} \text{Lab} \\ \text{hours} \\ \text{per} \\ \text{week} \end{array} \right)$

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP) Exam 70-217. The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2795 3 (3 / 0)

DESIGNING DIRECTORY SERVICES

- Prerequisite: CET 2792
- Laboratory Fee: \$10

This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs.

This course provides, along with appropriate self-study, the information to sit for a Microsoft Certified Professional (MCP). The course uses a combination of lecture, demonstrations, discussions and hands-on labs.

CET 2854 3 (3 / 0)

FUNDAMENTALS OF WIRELESS TECHNOLOGIES

- Prerequisite: CET 1485 or documented consent of instructor
- Laboratory Fee: \$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.

CET 2930 3 (3 / 0)

SPECIAL TOPICS IN NETWORKING

- Prerequisite: None
- Laboratory Fee: \$10

Current topics related to the field of computer internetworking will be explored. Some topics may qualify as Microsoft Certification Exam electives.

CGS 1003 1 (1 / 0)

FUNDAMENTALS OF COMPUTER USAGE

- Prerequisite: None
- Laboratory Fee: \$5
- This course is designed for students with little or no prior computer experience. No exemption exam is offered for this course.

The fundamentals of computer usage, computer applications, Windows, and the Internet are introduced using hands-on experience. Special emphasis is given to beginning commands and concepts necessary to use computer programs.

Students who have passed CGS 1100, CGS 1530, CTS 1101, or OST 1743 should NOT take this course.

CGS 1033 1 (1 / 0)

COMPUTERS: BUYING AND CONFIGURING

- Prerequisite: None
- Laboratory Fee: \$5

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.

CGS 1100 3 (3 / 0)

BUSINESS COMPUTER APPLICATIONS

- Prerequisite: None
- Laboratory Fee: \$10

This course develops professional skills in the use of microcomputer business software. It is intended for business, economics, and computer degree seeking students. Topics covered include word processing, financial spreadsheets, database queries and reports, and business presentations. Activities also include local and network storage, application integration, web-based searches, and the use of knowledge bases.

CGS 1530 3 (3 / 0)

MICROCOMPUTER APPLICATIONS

- Prerequisite: None
- Laboratory Fee: \$10

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.

CGS 2949 1-3 (1-3 / 0)

COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE

Refer to Cooperative Education for additional information.

CHD 2334 3 (3 / 0)

LANGUAGE ARTS FOR THE YOUNG CHILD

- Prerequisite: None
- Satisfies Code: CULD

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.

CHD 2338 3 (3 / 0)

MATH & SCIENCE FOR THE YOUNG CHILD

- Prerequisite: None
- Satisfies Code: CULD

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.

See page 131 for CODE Descriptions

CHM 1020C 3 (2 / 2)**CHEMISTRY FOR LIBERAL ARTS WITH LAB**

- **Prerequisite:** MAT 1033
- **Corequisite:** MAT 1033 with documented consent of instructor
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

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.

CHM 1025C 5 (3 / 4)**GENERAL CHEMISTRY WITH LAB**

- **Prerequisites:** Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

An introduction to the elementary aspects of modern chemistry including the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases. The lab component will provide laboratory support for the lecture material.

CHM 1083 3 (3 / 0)**ENVIRONMENTAL SCIENCE**

- **Prerequisite:** None
- **Satisfies Codes:** GENE, PHYS
- **Offered Fall Term**

A non mathematical study of chemistry and its practical applications. Topics include atomic structure, chemical bonding, acid base behavior, energy sources, pollution, and consumer chemistry.

CHM 1205C 4 (3 / 2)**GENERAL ORGANIC CHEMISTRY & BIOCHEMISTRY WITH LAB**

- **Prerequisite:** CHM 1025C
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

This course is primarily designed to provide students planning a career in the health related fields or in the life sciences with an introduction to organic and biochemistry. Major emphasis will be on the nomenclature, preparation, and reactions of the functional groups. In addition, this course should serve as a valuable introduction for those who will later require a year long sequence of organic chemistry.

CHM 2045C 5 (3 / 4)**COLLEGE CHEMISTRY I WITH LAB**

- **Prerequisites:** CHM 1025C or A in high school chemistry; C or higher in MAT 1033 or appropriate math placement score; and successful completion of all college preparatory composition and reading courses indicated through placement testing
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid base properties, amphoterism, complex ion formation, chemical equilibria, and oxidation reduction process. The lab component will provide laboratory support for the concepts taught in lecture.

CHM 2046C 5 (3 / 4)**COLLEGE CHEMISTRY II WITH LAB**

- **Prerequisites:** C or higher in CHM 2045C; C or higher in MAC 1105
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

This course is a continuation of College Chemistry I. Laboratory emphasis is on qualitative analysis.

CHM 2210C 5 (3 / 4)**ORGANIC CHEMISTRY I WITH LAB**

- **Prerequisite:** CHM 2046C
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

This course provides a basic introduction to all organic functional groups, followed by detailed treatment of the relationship between structure and reactivity. Other topics include stereochemistry, synthesis, and spectroscopy.

CHM 2211C 5 (3 / 4)**ORGANIC CHEMISTRY II WITH LAB**

- **Prerequisite:** CHM 2210C
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory Fee:** \$30

This course is a continuation of CHM 2210 covering the chemistry of carbonyl and nitrogen compounds followed by an introduction to biomolecules. Emphasis will be on reactivity, mechanism, and synthesis.

CHM 2930C 1-3 (1-3 / 0)**SPECIAL TOPICS IN CHEMISTRY**

- **Prerequisites:** CHM2046C and documented consent of instructor
- **Satisfies Codes:** GENE, LABR, PHYS
- **Laboratory fee:** \$30
- **May be repeated with a change of content up to a maximum of six (6) credits**

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.

CHM 2949 1-3 (1-3 / 0)**COOPERATIVE EDUCATION INTERNSHIP IN CHEMISTRY**

Refer to Cooperative Education for additional information.

CIS 1940 1-3 (1-3 / 0)**SPECIAL TOPICS IN COMPUTER & INFORMATION SCIENCES**

- **Prerequisite:** See online course schedule for each specific topic
- **Laboratory Fee:** One- and two-credit courses: \$5
Three-credit courses: \$10.

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
<ul style="list-style-type: none"> • May be repeated with a change of content up to a maximum of 12 credits. <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>			CJC 2300	3	(3 / 0)
CIS 2321	3	(3 / 0)	CORRECTIONAL ADMINISTRATION		
SYSTEMS ANALYSIS & DESIGN			<ul style="list-style-type: none"> • Prerequisite: CJC 1000 or documented consent of instructor <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: None <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>			CJE 1002	3	(3 / 0)
CIS 2325	3	(3 / 0)	INTRODUCTION TO LAW ENFORCEMENT		
COMPUTER APPLICATIONS & PROJECT DEVELOPMENT			<ul style="list-style-type: none"> • Prerequisite: CCJ 1020 or documented consent of instructor <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: CDA 2525 or COP 2222 • Laboratory Fee: \$10 <p>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.</p>			CJE 2006	3	(3 / 0)
CJC 1000	3	(3 / 0)	POLICE AND SOCIETY		
INTRODUCTION TO CORRECTIONS			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: CCJ 1020 or documented consent of instructor • Satisfies Code: CULD <p>An overview of the correctional system and its processes including history, sentencing, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special problems.</p>			CJE 2302	3	(3 / 0)
CJC 2002	3	(3 / 0)	POLICE ORGANIZATION & ADMINISTRATION		
INSTITUTIONAL TREATMENT OF THE OFFENDER			<ul style="list-style-type: none"> • Prerequisite: CCJ 1020, CJE 1002, or documented consent of instructor <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: CJC 1000 or documented consent of instructor <p>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.</p>			CJE 2304	3	(3 / 0)
CJC 2160	3	(3 / 0)	CRIMINAL JUSTICE LEADERSHIP AND LINE SUPERVISION		
COMMUNITY BASED CORRECTIONS			<ul style="list-style-type: none"> • Prerequisite: CCJ 1020 or documented consent of instructor <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: CJC 1000 or documented consent of instructor <p>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.</p>			CJE 2331	3	(3 / 0)
			ETHICS IN CRIMINAL JUSTICE		
			<ul style="list-style-type: none"> • Prerequisite: CCJ 1020 or documented consent of instructor <p>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.</p>		

Course	Credits	(Class hours / Lab hours per week)	Course	Credits	(Class hours / Lab hours per week)
CJE 2340 LIABILITY ISSUES IN CRIMINAL JUSTICE • Prerequisite: CCJ 1020 or documented consent of instructor This course will cover the issues faced by criminal justice practitioners 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)	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.		
CJE 2500 POLICE OPERATIONS • Prerequisites: CCJ 1020, CJE 1002, or documented 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)	CJL 2070 LEGAL RIGHTS OF INMATES • Prerequisites: CCJ 1020, CJC 1000, or documented 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)
CJE 2600 CRIMINAL INVESTIGATION • Prerequisite: CCJ 1020 or documented consent of instructor • Satisfies: Code CULD 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)	CJL 2100 CRIMINAL LAW • Prerequisite: CCJ 1020 or PLA 1003, or documented 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)
CJE 2640 CRIMINALISTICS • Prerequisite: CCJ 1020, CJE 2601, or documented consent 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)	CJL 2102 CRIMINAL PROCEDURE & EVIDENCE • Prerequisite: CCJ 1020 or documented consent 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)
CJE 2946 CRIMINAL JUSTICE PRACTICUM • Prerequisites: CCJ 1020, CCJ 1001, CJL 2100, and documented consent of instructor • Co-requisites 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)	COP 1000 INTRODUCTION TO PROGRAMMING • Prerequisite: None • Laboratory Fee: \$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)
CJJ 2002 JUVENILE DELINQUENCY • Prerequisite: CCJ 1020 or documented consent of instructor • Satisfies Code: CULD This course will consider the problems in defining and	3	(3 / 0)	COP 1171 COMPUTER PROGRAMMING - VISUAL BASIC • Prerequisite: None • Laboratory Fee: \$10 This course introduces the student to the common elements of programming. Program design, structured methodology, syntax, documentation, problem solving, terminology, and graphic design are studied. Students will be involved in hands-on experiences within class and in between classes. Use of Microsoft Visual BASIC.Net's on-line Help and other reference materials will be required. Students will create programs meeting given specifications. Students will create a program of their own design. VS.Net will be used.	3	(3 / 0)

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
COP 1256 JAVA PROGRAMMING GRAPHICS • Prerequisite: None • Laboratory Fee: \$5	1	(1 / 0)	COP 2222 ADVANCED C++ PROGRAMMING • Prerequisite: COP 2220 or documented consent of instructor • Laboratory Fee: \$10	3	(3 / 0)
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.			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 1605 FUNDAMENTALS OF COMPUTER OPERATING SYSTEMS • Prerequisite: None • Laboratory Fee: \$10	3	(3 / 0)	COP 2250 PROGRAMMING WITH JAVA • Prerequisite: None • Laboratory Fee: \$10	3	(3 / 0)
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.			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 1822 PROGRAMMING LANGUAGE FOR NETWORKS • Prerequisite: None • Laboratory Fee: \$10	3	(3 / 0)	COP 2700 DATABASE DESIGN & ANALYSIS • Prerequisite or Corequisite: CTS 1400 or documented consent of instructor • Laboratory Fee: \$10	3	(3 / 0)
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.			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 2220 COMPUTER PROGRAMMING C++ LANGUAGE • Prerequisite: COP 1000 or documented consent of instructor • Laboratory Fee: \$10	3	(3 / 0)	COP 2805 ADVANCED JAVA PROGRAMMING • Prerequisite: COP 2250 • Laboratory Fee: \$10	3	(3 / 0)
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.			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 SERVER-SIDE WEB PROGRAMMING • Prerequisite: None • Laboratory Fee: \$10	3	(3 / 0)
			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		

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enable online registration, login verification, and such. The 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.

CPO 2001 **3 (3 / 0)**
INTRODUCTION TO COMPARATIVE POLITICS

- **Prerequisite:** C or higher in POS 2041 or INR 2002
- **Satisfies Codes:** 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.

CRW 2000 **3 (3 / 0)**
CREATIVE WRITING I

- **Prerequisite:** C or higher in ENC 1101
- **Satisfies Codes:** GENE, GRW6, HUMN
- **Laboratory Fee:** \$10

A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents.

CRW 2002 **3 (3 / 0)**
CREATIVE WRITING II

- **Prerequisite:** CRW 2000
- **Satisfies Codes:** GENE, GRW6, HUMN
- **Laboratory Fee:** \$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.

CTS 1101 **1 (1 / 0)**
MICROSOFT WINDOWS - INTRODUCTION

- **Prerequisite:** None
- **Laboratory Fee:** \$5

This course develops the skills necessary to use MS Windows. Topics studied will include managing files and folders, using Explorer and My Computer, customizing the desktop settings, multitasking, Internet Explorer, Search, Control Panel, disk maintenance, and using accessory programs.

CTS 1204 **1 (1 / 0)**
MICROSOFT EXCEL - LEVEL I

- **Prerequisite:** None
- **Laboratory Fee:** \$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.

CTS 1205 **3 (3 / 0)**
MICROSOFT EXCEL

- **Prerequisite:** None
- **Laboratory Fee:** \$10

This course provides comprehensive instruction in Microsoft Excel. Topics include use of the ribbon; entering constant values and formulas; constructing, formatting, and printing worksheets; use of functions (including conditional, lookup, and database functions); list management; creating and printing charts; using large worksheets and multiple worksheets; using range names in formulas; creating and using macros; integration; worksheet design and documentation; and other advanced topics. Students will have daily hands-on experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

CTS 1224 **1 (1 / 0)**
MICROSOFT EXCEL - LEVEL II

- **Prerequisite:** CTS 1204 or documented consent of instructor
- **Laboratory Fee:** \$5

This course provides basic instruction in Microsoft Excel. Topics include 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 hand-on computer experience. Additional practice time will be required. Adequate keyboarding and mouse skills are helpful. Students may substitute CTS 1262 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

CTS 1242 **1 (1 / 0)**
MICROSOFT EXCEL - LEVEL III

- **Prerequisite:** CTS 1224 or documented consent of instructor
- **Laboratory Fee:** \$5

This course provides advanced instruction in Microsoft Excel. Topics include analyzing information, consolidating worksheets, creating and using scenarios, creating and using scenarios, creating and using PivotTables, worksheet design and documentation, and other advanced topics. Students will have hands-on computer experience. Additional practice time will be required. Advance 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.

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
CTS 1400 MICROSOFT ACCESS INTRODUCTION • Prerequisite: None • Laboratory Fee: \$5 This course introduces the student to Microsoft Access, a database management software program. Students are provided with a working knowledge of creating, modifying, and listing database files. General terminology, command structure, and function of the database will be covered.	1	(1 / 0)	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.		
CTS 1401 MICROSOFT ACCESS • 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)	CTS 2334 SERVER ADMINISTRATION • Prerequisite: COP 1605 or CET 1179C (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)
CTS 1831 WEB AUTHORIZING I • 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)	CTS 2402 DATABASE PROGRAMMING • Prerequisite: COP 1171 or documented 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.	3	(3 / 0)
CTS 1832 WEB AUTHORIZING II • Prerequisite: CET 1831 • Laboratory Fee: \$10 This course is a continuation of skills and concepts introduced in CET 1831. 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	3	(3 / 0)	CTS 2655 NETWORK ADMINISTRATION • Prerequisite: CET 1485 or documented 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)
CTS 2155 HELP DESK OPERATIONS • Prerequisites: CTS 2321 or CTS 2320 & MNA 1161 • Laboratory Fee: \$10 This course provides in-depth coverage of the concepts that students must understand to succeed in a help desk setting. It addresses all major aspects of help desk operations, including roles and responsibilities, procedures, technology tools, and performance measures. The course employs a mix of lectures, case studies and hands-on labs. The labs employ hardware and software commonly used in modern help desk environments.	3	(3 / 0)	DAA 1100 BEGINNING MODERN DANCE • Prerequisite: None • Fee: \$1 • Coeducational This course is designed to help students discover movement	1	(1 / 0)
CTS 2321 LINUX SYSTEM ADMINISTRATION • Prerequisite: COP 1605 or CET 1179C (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	3	(3 / 0)			

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as a medium for expression and the development of ideas toward evolving their own ways of movement; toward learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required.

DEP 2002 3 (3 / 0)
PSYCHOLOGY OF CHILD DEVELOPMENT

- 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.

DEP 2004 3 (3 / 0)
PSYCHOLOGY OF HUMAN DEVELOPMENT

- 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.

DEP 2302 3 (3 / 0)
ADOLESCENT PSYCHOLOGY

- 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.

EAP 0384 4 (4 / 0)
NON-NATIVE HIGH BEGINNER STRUCTURE GRAMMAR-LEVEL III

Prerequisite: Placement test score

Students will develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion and the writing of academic paragraphs with an emphasis on increased accuracy.

EAP 0480 4 (4 / 0)
ADVANCED ENGLISH AS A SECOND LANGUAGE I

Prerequisite: Placement from CPT or completion of EAP 0361
The college preparatory course is designed to enhance advanced skills in reading, writing, structure, and vocabulary building. Students develop the ability to write basic, structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. They develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies, and they develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions and essays. Group interaction, critical think skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques.

ECO 2013 3 (3 / 0)
PRINCIPLES OF ECONOMICS I (MACROECONOMICS)

- Prerequisites: Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing

• Satisfies Codes: GENE, SBEH

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment, and the price level; banking, instability, depression and inflation; and policies to minimize them.

ECO 2023 3 (3 / 0)
PRINCIPLES OF ECONOMICS II (MICROECONOMICS)

- Prerequisites: Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing
- Satisfies Codes: GENE, SBEH

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm; and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

ECO 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP In ECONOMICS

Refer to Cooperative Education for additional information.

EDF 2005 3 (3 / 0)
INTRODUCTION TO EDUCATION

- 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.

EDF 2085 3 (3 / 0)
TEACHING DIVERSE POPULATIONS

- Prerequisite: None
- Satisfies Code: CULD

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.

EDF 2720 3 (3 / 0)
CHILDREN IN SCHOOLS: LEGAL, ETHICAL, AND SAFETY CONCERNS

- 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.

EDF 2930 1-5 (1-5 / 0)
SPECIAL TOPICS IN EDUCATION

- Prerequisite: See online course schedule for each specific topic.
- May be repeated with a change of content up to a

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
			EEC 1601	3	(3 / 0)
			GUIDING & OBSERVING CHILDREN'S BEHAVIOR		
			• Prerequisite: None		
			• Satisfies Code: CULD		
			Students will learn and practice principles and skills required to guide, observe and record the behavior of infants through age eight as a tool for responsive teaching and assessment of children's development, curriculum and the environment. Observations in an early learning environment are required.		
			EEC 2001	3	(3 / 0)
			INTRODUCTION TO EARLY CHILDHOOD EDUCATION		
			• Prerequisite: None		
			This course provides an overview of early childhood education and related services for young children and their families. Topics include theory, historical roots, societal changes, curriculum development, and future trends.		
			EEC 2200	3	(3 / 0)
			CURRICULUM FOR YOUNG CHILDREN		
			• Prerequisite: None		
			• Satisfies Code: CULD		
			Students will explore the construction of curriculum for children with and without disabilities from birth through age eight. Curriculum will be based on emerging child interests and national/state standards within a practical, flexible, and thoughtful teacher made plan. Content areas, lesson plans, rubrics, thematic units, assessment tools, and Internet resources will be explored through the lens of developmentally appropriate practices.		
			EEC 2732	3	(3 / 0)
			HEALTH, SAFETY & NUTRITION FOR YOUNG CHILDREN		
			• Prerequisite: Current First Aid & CPR Certification		
			• Satisfies Code: CULD		
			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. Observations in an early learning environment are required. Students must present proof of current First Aid and CPR certification to the instructor by the end of the drop period or the student will be administratively dropped from the course.		
			EEC 2940	3	(3 / 0)
			INTERNSHIP - PRESCHOOL		
			• Prerequisite: None		
			• Satisfies Code: CULD		
			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.		
			maximum of 5 credit hours.		
			Current topics of interest in the area of education and educational management will be discussed. Content may include cooperative learning strategies, curriculum design and development, alternative assessment techniques, classroom management, and educational administration.		
			EDG 2949	1-3	(1-3 / 0)
			COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION		
			Refer to Cooperative Education for additional information.		
			EEC 1000	3	(3 / 0)
			CHILD GROWTH & DEVELOPMENT		
			• Prerequisite: None		
			• Satisfies Code: CULD		
			• Does not fulfill Social & Behavioral Sciences requirement.		
			This course explores traditional and current theories of child growth and development from conception through eight years of age. A holistic approach will be used to examine factors that play a role in the physical, motor, perceptual, cognitive, language, and social-emotional domains of child development. These factors include, but are not limited to: genetics, parenting style, temperament, learning preferences, relationships, ethnicity, culture, gender, socioeconomic status, and family/home environment. Three 30-minute observations are required.		
			EEC 1003	3	(3 / 0)
			INFANT AND TODDLER CURRICULUM AND GROUP CARE		
			Prerequisite: None		
			This course explores the best practices designed to create and maintain a developmentally appropriate environment for infants and toddlers. Content includes the history of infant and toddler education and care; theories of child development; developmental stages and capabilities of the very young child; curriculum development for infants and toddlers; the educator's role specific to the needs of infants and toddlers; family and community partnership; and advocating for the very young. Additionally, family and child multicultural customs, gender equity, children with special needs and prenatal development and care are addressed in the course. Class activities include readings, discussions, group projects, research, and field observations that lead students to a better understanding of major development theories and their implementations in infant and toddler educational settings.		
			EEC 1523	3	(3 / 0)
			MANAGING CHILD CARE PROGRAMS		
			• Prerequisite: None		
			• Satisfies Code: CULD		
			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.		

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Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
EEC 2949 INTERNSHIP - CHILDCARE CENTER MANAGEMENT • Prerequisite: None • Satisfies Code: CULD • This course is not repeatable for additional hours. This course provides 10 hours of practical work experience per week (150 hours total) in childcare center management under the direction of a program director and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss management concepts and practices. Students will be observed and evaluated by both the college supervisor and the program director.	3	(3 / 0)	EET 1761C TRUCKS & EXCAVATION EQUIPMENT • Prerequisite: None • Laboratory Fee: \$15 Students will demonstrate proficiencies in computing, planning and lifting loads; pole truck auger and winching operations; non-verbal hand signaling; winch cable maintenance and inspection and daily vehicle inspections of boom truck; bucket truck, digger truck, back hoe and trencher equipment. Students will demonstrate pole boring equipment and aerial work platform operations. Students will demonstrate maintenance of gloving bucket booms, liners and dielectric testing, and equipment trailering safety.	3	(1 / 2)
EET 1505C BASIC ELECTRICITY FOR LINE WORKERS • Prerequisite: 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)	EET 1762C ELECTRICAL DISTRIBUTION STRUCTURES • Prerequisite: Documented 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)
EET 1506C BASIC ELECTRICAL THEORY • Prerequisite: 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)	EET 1763C UNDERGROUND DISTRIBUTION • Prerequisite: Documented consent of instructor • Laboratory Fee: \$125 Students will study installation, operation and maintenance of URD loops and radial systems. Students will study and be able to discuss trenching safe work practices, identify primary and secondary risers and be able to install a variety of primary terminators and splices. Students will also demonstrate proficiency installing pads, hand holes, secondary risers and terminations. Participants will also study primary and secondary cable failure modes; URD switching on live and dead front equipment; fault finding and testing of URD cables.	3	(1 / 2)
EET 1509C SAFE WORK PRACTICES • Prerequisite: None • Laboratory Fee: \$15 This course provides students with knowledge of the National Electrical Safety Code; FECA Safe Work Practices Handbook or the APPA Safe Work Practices Handbook and OSHA (CFR 29) Section 1910.269 Electric Power Generation, Transmission, Distribution and related sections. The course, along with appropriate self-study, provides students with the information to sit for a CDL (commercial driver's license).	3	(3 / 0)	EET 1764C STREET & AREA LIGHTING • Prerequisite: Documented consent of instructor • Laboratory Fee: \$25 This course provides an understanding of electric street and area lighting system principles of design, application, installation, operation and maintenance for overhead and underground distribution equipment.	3	(1 / 2)
EET 1760C POLE CLIMBING ROPES & RIGGING • Prerequisite: None • Laboratory Fee: \$50 This is a specialized course for students wishing to enter the Electrical Distribution Technology trade. Students will identify and properly apply ropes, slings and rigging for lifting and rigging task for equipment lifting and hot line work applications. The course will cover care maintenance and application of rope block and tackle; cable, chain and strap hoist. Students will demonstrate proficiencies in lifting and rigging and the application care and maintenance of lift sticks, saddles, and clamps. Students will also become proficient in climbing wood poles and the care and maintenance of pole climbing equipment.	3	(1 / 2)	EET 1772C FIRST AID RESCUE & CPR • Prerequisite: Documented consent of instructor • Laboratory Fee: \$25 This course meets all the requirements of OSHA for electrical line workers as required in OSHA (CFR 29) 1910.269 (a)(2) (l) "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)
			EET 2510C RUBBER GLOVING - HOT LINE I • Prerequisite: Documented consent of instructor Hot line maintenance, carefully done by industry approved standards, has proven to be an effective method for work on	2	(2 / 0)

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
energized power circuits. Maximum application of insulating equipment and utilization of the basic principles of isolation are required to the greatest degree possible.					
EET 2511C	1	(1 / 0)	RUBBER GLOVING - HOT LINE II		
• Prerequisite: Documented 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.					
EET 2514C	3	(3 / 0)	BASIC TRANSFORMER		
• Prerequisite: Documented 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.					
EET 2765C	3	(3 / 0)	POLE LINE EQUIPMENT I		
• Prerequisite: Documented consent of instructor					
This course is designed to provide students with the knowledge and skills necessary to perform overhead line installations, pole line inspection, transformer inspection, maintenance, and change-outs. Students will be involved in hands-on experiences in an outdoor lab.					
EET 2766C	3	(2 / 1)	METERING & ENERGY MANAGEMENT		
• Prerequisite: Documented consent of instructor					
• Laboratory Fee: \$15					
This course provides students with knowledge of modern electric metering theory, application, and safety, together with an understanding of electric energy use and conservation management.					
EET 2767	3	(3 / 0)	AMERICAN POWER SYSTEMS		
• 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.					
EET 2768C	3	(1 / 2)	DUCT BANKS & MANHOLES		
• Prerequisite: Documented consent of instructor					
• Laboratory Fee: \$85					
Students will demonstrate an understanding of blueprint reading for duct bank and manhole construction. Students will discuss pre-cast; cast in place manhole construction; concrete encased and un-encased duct bank construction techniques. Students will demonstrate proficiencies in confined space planning, entry and rescue; rigging and pulling cable in manhole installations; framing, racking and fireproofing cables.					
EET 2769C	3	(2 / 1)	POLE LINE EQUIPMENT II		
• Prerequisite: Documented consent of instructor					
• Laboratory Fee: \$45					
Students will study blueprint reading and safe work practices applying to overhead line installations. Students will learn to install and operate pole line mounted oil circuit breakers, primary metering, reclosers, three phase transformer banks, capacitor banks and regulators. Students will learn basic trouble shooting and maintenance techniques for the related equipment.					
EET 2770C	3	(3 / 0)	INSTALLING OVERHEAD DISTRIBUTION CONDUCTORS		
• Prerequisite: Documented 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 install of insulated mechanical jumpers; and sagging, transfer of, tying in and dead-ending of pulled conductors.					
EET 2771C	3	(2 / 1)	ELECTRICAL DISTRIBUTION SUBSTATIONS		
• Prerequisite: Documented consent of instructor					
• Laboratory Fee: \$15					
This course focuses on electric substation installation and operation of equipment for changing voltage, switching circuits, regulating output levels, interrupting faults and providing communication-control functions.					
EET 2800C	3	(3 / 0)	TROUBLESHOOTING CUSTOMER LINE SERVICES COMPLAINTS		
• Prerequisite: Documented consent of instructor					
• Laboratory Fee: \$75					

See page 131 for CODE Descriptions

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.

EET 2944 2 (2 / 0)

ELECTRIC UTILITY INTERNSHIP

- **Prerequisite:** Documented consent of instructor
- **Corequisite:** Must be registered into Advanced EDT Certificate program.

This internship is a requirement for completion of the Advanced Electrical Distribution Technology Certificate, and the AAS in Electrical Distribution Technology. Participants will complete a minimum of 320 hours of employment with an electric utility. The work experience will relate to the course of study in the certificate program. Participants will have the opportunity to test skills developed in the certificate training curriculum as well as develop new skills while employed in the electric utility.

EEX 2010 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

- **Prerequisite:** None
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **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

- **Prerequisite:** C or higher in ENC 0001 or placement test score
- **COLLEGE PREPARATORY COURSE**
- **COLLEGE CREDIT NOT AWARDED TOWARD DEGREE**
- **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:** Successful completion of ENC 0010 or appropriate placement score
- **Satisfies Codes:** GENE, GRW6
- **Laboratory Fee:** \$10
- **Students are strongly encouraged to complete OST 1743 Electronic Writing or a higher level computer word processing course prior to taking, or along with ENC 1101.**

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

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
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					
<ul style="list-style-type: none"> • 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					
<ul style="list-style-type: none"> • 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.					
ENC 2210	3	(3 / 0)			
TECHNICAL REPORT WRITING					
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1101 or consent of instructor • Satisfies Codes: GENE, GRW6, ORAL • Laboratory Fee: \$10 					
The student is trained in the collection, organization, analysis, evaluation, and professional presentation of business, industrial, or scientific data. The student practices a variety of letter, memo, and report formats including the use of charts and drawings. The course includes practice in oral reports. A term research project is required.					
ENC 2300	3	(3 / 0)			
COMPOSITION: ARGUMENTATION					
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 					
This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. One or more papers require significant research, and at least one oral presentation will be required.					
ENL 2012	3	(3 / 0)			
ENGLISH LITERATURE I					
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 					
A survey course designed to introduce students to the major British writers and their works of four periods: Medieval, Renaissance, Seventeenth Century, and Eighteenth Century (or Restoration). The course also emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works which still influence the ideas and values of the English speaking world. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.					
ENL 2022	3	(3 / 0)			
ENGLISH LITERATURE II					
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 					
A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism L (1798-1832); Victorian Age (1832-1901); Modern Age (or 20th Century). The course emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works which influence the ideas and values of the English speaking world today. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.					
EPI 0001	3	(3 / 0)			
CLASSROOM MANAGEMENT					
<ul style="list-style-type: none"> • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree. • Cannot be transferred to an upper division program 					
This course teaches students how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, sunshine state standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher.					
EPI 0002	3	(3 / 0)			
INSTRUCTIONAL STRATEGIES					
<ul style="list-style-type: none"> • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree. • Cannot be transferred to an upper division program 					
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.					
EPI 0003	3	(3 / 0)			
TECHNOLOGY					
<ul style="list-style-type: none"> • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree. • Cannot be transferred to an upper division program 					
This course teaches students to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet.					
EPI 0004	3	(3 / 0)			
TEACHING & LEARNING PROCESS					
<ul style="list-style-type: none"> • Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree. • Cannot be transferred to an upper division program 					
This course teaches a foundation in various learning theories					

as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.

EPI 0010 3 (3 / 0)
FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING

- Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree.
- Cannot be transferred to an upper division program

This course teaches language structure and function, and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is grounded in scientifically-based research.

EPI 0020 2 (2 / 0)
PROFESSIONAL FOUNDATIONS

- Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree.
- Cannot be transferred to an upper division program

This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.

EPI 0030 2 (2 / 0)
DIVERSITY

- Prerequisites: Statement of status of eligibility and clear background screening per state requirements. College credit not awarded toward degree.
- Cannot be transferred to an upper division program

This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns.

EPI 0940 1 (1 / 0)
PROFESSIONAL FOUNDATIONS FIELD EXPERIENCE

- Prerequisites: Statement of status of eligibility and clear background screening per state requirements.
- College credit not awarded toward degree.
- Cannot be transferred to an upper division program

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module.

EPI 0945 1 (1 / 0)
DIVERSITY FIELD EXPERIENCE

- Prerequisites: Statement of status of eligibility and clear background screening per state requirements.
- College credit not awarded toward degree.
- Cannot be transferred to an upper division program

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 course.

ESC 1000 3 (3 / 0)
EARTH SCIENCE SURVEY

- Prerequisite: None
- Satisfies Codes: GENE, PHYS

A systematic survey of the earth and its properties, including the physical processes presented in a conceptual manner.

EUH 1000 3 (3 / 0)
WESTERN CIVILIZATION I

- Prerequisite: C or higher in ENC 1101
- 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.

EUH 1001 3 (3 / 0)
WESTERN CIVILIZATION II

- Prerequisite: C or higher in ENC 1101
- 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.

FES 1010 3 (3 / 0)
INTRODUCTION TO EMERGENCY MANAGEMENT

- Prerequisite: None

This course will introduce students to the field of emergency management. The course will review the history of emergency management efforts in the United States and will review the current principles and practices used in the field. The four phases of emergency management: mitigation, preparation, response and recovery will also be discussed.

FFP 1000 3 (3 / 0)
INTRODUCTION TO FIRE SCIENCE

- Prerequisite: 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.

FFP 1301 3 (3 / 0)
FIRE SERVICE HYDRAULICS

- Prerequisite: 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.

FFP 1302 3 (3 / 0)
FIRE APPARATUS OPERATIONS

- Prerequisite: 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.

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
FFP 1505 FIRE PREVENTION PRACTICES • Prerequisite: 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)	FFP 2402 HAZARDOUS MATERIALS II • Prerequisite: 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)
FFP 1510 CODES & STANDARDS • Prerequisite: 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)	FFP 2521 CONSTRUCTION DOCUMENTS & PLANS REVIEW I • Prerequisite: 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)
FFP 1540 PRIVATE FIRE PROTECTION SYSTEMS I • Prerequisite: 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)	FFP 2541 PRIVATE FIRE PROTECTION SYSTEMS II • Prerequisite: 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)
FFP 1740 FIRE SERVICE COURSE DELIVERY • Prerequisite: 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)	FFP 2610 FIRE INVESTIGATION: ORIGIN & CAUSE • Prerequisite: 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)
FFP 1810 FIRE FIGHTING TACTICS & STRATEGY I • Prerequisite: 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)	FFP 2720 CAMPANY OFFICER • Prerequisite: 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)
FFP 2120 BUILDING CONSTRUCTION FOR FIRE SERVICE • Prerequisite: 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)	FFP 2741 FIRE SERVICE COURSE DESIGN • Prerequisite: 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)
FFP 2401 HAZARDOUS MATERIALS I • Prerequisite: 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)	FFP 2811 FIRE FIGHTING TACTICS & STRATEGY II • Prerequisite: 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)
			FIL 2001 INTRODUCTION TO AMERICAN CINEMA • Prerequisite: C or higher in ENC 1101 • Satisfies Codes: GENE, GRW6, HUMN • Laboratory Fee: \$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	3	(3 / 0)

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of the “studio” system, the “star” system, film genres, and today’s new talent are among the topics which will help students learn to think and write critically about film.

FIN 2100 3 (3 / 0)
PERSONAL FINANCE

- Prerequisite: 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.

GEA 2900 1-3 (1-3 / 0)
GEOGRAPHY: REGIONAL STUDY - INDEPENDENT STUDY

- Prerequisite: None
- Satisfies Codes: 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.

GEB 1011 3 (3 / 0)
INTRODUCTION TO BUSINESS

- Prerequisites: Successful completion of all college preparatory reading courses indicated through placement testing

A survey of modern business practices. The course explores various business areas including economics, management, marketing, accounting, and finance. The course is designed to help prepare students for future business courses and assist students in deciding whether to choose business as a career.

GEB 1136 3 (3 / 0)
INTRODUCTION TO EBUSINESS

- Prerequisite: 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.

GEB 1430 3 (3 / 0)
BUSINESS ETHICS & ETIQUETTE

- Prerequisite: 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.

GEO 1000 3 (3 / 0)
INTRODUCTION TO GEOGRAPHY

- Prerequisite: None
- Satisfies Codes: 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.

GEO 2474 3 (3 / 0)
GEOGRAPHY & WORLD AFFAIRS

- Prerequisite: None
- Satisfies Codes: 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.

GLY 1030 3 (3 / 0)
ENVIRONMENTAL GEOLOGY

- Prerequisite: Successful completion of all college preparatory math courses indicated through placement testing and C or higher in ENC 1101
- Satisfies Codes: 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.

GRA 1190C 3 (3 / 0)
INTRODUCTION TO GRAPHIC DESIGN

- Prerequisite: None
- Laboratory Fee: \$10

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

GRA 1191C 3 (3 / 0)
COMPUTER LAYOUT DESIGN I

- Prerequisite: None
- Laboratory Fee: \$10
- Offered Spring Term

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.

GRA 2122C 3 (3 / 0)
COMPUTER LAYOUT DESIGN II

- Prerequisite: GRA 1191C
- Laboratory Fee: \$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.

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
GRA 2151C ILLUSTRATION	3	(3 / 0)	HIM 1003 FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisites: ART 1300C & ART 2254C or documented consent of instructor • Laboratory Fee: \$10 • Offered Fall Term <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
GRA 2171C ADVERTISING DESIGN I	3	(3 / 0)	HIM 1012 MEDICOLEGAL ASPECTS OF RECORDS	2	(2 / 0)
<ul style="list-style-type: none"> • Prerequisite: GRA 1191C • Laboratory Fee: \$10 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
GRA 2195C ADVERTISING DESIGN II	3	(3 / 0)	HIM 1030C MEDICAL RECORDS TRANSCRIPTION I	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: GRA2171C • Laboratory Fee: \$10 <p>Covers basic concepts of layout and effective visual communication through simulated job assignments. All areas of the advertising arena will be explored (television, print, billboard, posters, etc.) although emphasis will be placed on advertising design as in "print media". The course will cover layout concepts and elements within the communication process of advertising.</p>			<ul style="list-style-type: none"> • Prerequisites: OST 1100, OST 1330, & HSC 1531 • Prerequisite or Corequisite: HSC 1532 <p>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.</p>		
GRA 2202C EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO	3	(3 / 0)	HIM 1273 MEDICAL INSURANCE & CODING I	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: Sophomore status in Graphic Design Program or documented consent of instructor • Laboratory Fee: \$10 • Offered Spring Term <p>A continuation of ART 2171C 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.</p>			<ul style="list-style-type: none"> • Prerequisite: Successful completion of all college preparatory math courses indicated through placement testing <p>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.</p>		
<ul style="list-style-type: none"> • Prerequisite: Sophomore status in Graphic Design Program or documented consent of instructor • Laboratory Fee: \$10 • Offered Spring Term <p>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.</p>			HIM 1512 MEDICAL OFFICE MANAGEMENT	3	(3 / 3)
			<ul style="list-style-type: none"> • Prerequisite: Successful completion of all college preparatory math courses indicated through placement testing • Laboratory Fee: \$10 <p>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.</p>		

HIM 1433 3 (3 / 0)
CONCEPTS OF DISEASE
 • **Prerequisites or Corequisites: HSC 1531 & HSC 1532**
 This course introduces the nature, cause and treatment of human diseases enabling students to extract, analyze and classify information within the medical (health) record. Common pharmacological treatments for various diseases are also discussed.

HIM 1800C 2 (2 / 0)
PROFESSIONAL PRACTICE EXPERIENCE I
 • **Prerequisite or Corequisite: HIM 1003 (if prerequisite, C or higher is required)**
 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.

HIM 2032C 3 (3 / 0)
MEDICAL RECORDS TRANSCRIPTION II
 • **Prerequisite: C or higher in HIM 1030C**
 • **Prerequisite or Corequisite: HIM 1433 (if prerequisite, C or higher is required)**
 The focus of Medical Transcription II is to provide the basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness while applying the principles of professional and ethical conduct. The emphasis will be on speed and accuracy of the dictation.

HIM 2110 3 (3 / 3)
INTEGRATED HIM SERVICES & SYSTEMS
 • **Prerequisite: OST 1854**
 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.

HIM 2214 2 (2 / 0)
HEALTHCARE STATISTICS
 • **Prerequisites: OST 1854 & either QMB 1001 or MAT 1033 or documented consent of instructor**
 This course is designed to provide instruction in how HIM professionals: abstract and maintain data for clinical indices/databases/registries; collect, organize, and present data for quality management, utilization management, risk management, and other patient care related studies; compute and interpret healthcare statistics; apply Institutional Review Board processes and policies; use specialized databases to meet specific organization needs such as medical research and disease registries; analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare; calculate staffing levels and productivity

standards for health information functions and calculate health information department medical record supplies such as storage units for budget recommendations.

HIM 2222C 3 (3 / 3)
BASIC ICD-9-CM CODING
 • **Prerequisites or Corequisites: HIM 1433, BSC 2093C**
 This course focuses on the analysis and coding of symptoms, diagnoses, diseases, operations, and treatments using International Classification of Diseases, 9th Revision-Clinical Modification (ICD-9-CM). The student is taught how to look through a variety of medical reports to determine the accurate selection and sequencing of codes for various healthcare settings. A minimum of 3 hours of structured lab time per week is required. (The 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.)

HIM 2234C 3 (3 / 3)
ADVANCED ICD-9-CM CODING & REIMBURSEMENT
 • **Prerequisite: C or higher in HIM 2222C**
 • **Prerequisite or Corequisite: BSC 2094C**
 This course is a continuation of HIM 2222C and includes the in-depth use of International Classification of Diseases, 9th Revision-Clinical Modification (ICD-9-CM). In addition, this course offers theory and practice in common reimbursement methodologies and classification systems including the status of ICD-10. This course further increases the quality of ICD-9-CM code selection by applying the selection process in problem solving using medical record review methods and guidelines. An Encoder and Grouper is demonstrated and available to the student for the completion of select assignments. A minimum of 3 hours of structured lab time per week is required.

HIM 2253C 3 (3 / 3)
CPT-4 CODING & REIMBURSEMENT
 • **Prerequisite: HSC 1532**
 Students are shown how to analyze source documents and properly use the CPT manual to accurately select all professional procedure codes applicable to any medical, health, or surgical encounter. Special emphasis is placed upon the relationship between reimbursement and CPT coding. It is recommended that the student complete an anatomy and physiology course or its equivalent prior to enrolling in this course. A minimum of 3 hours of structured lab time per week is required.

HIM 2442 1 (1 / 0)
PHARMACOLOGY & LABORATORY ANALYSIS
 • **Prerequisite or Corequisite: 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.

Course	Credits	(Class hours / Lab hours)	Course	Credits	(Class hours / Lab hours)
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HIM 2510 3 (3 / 3)

HIM COMPLIANCE & PERFORMANCE ISSUES

- **Prerequisite:** C or higher in HIM 2110
- **Prerequisite or Corequisite:** OST 2336

This course provides students with opportunities to apply communications, teamwork and management principles to assessing and improving data quality and performance of HIM department functions. Students also participate in facility-wide compliance activities to support total quality assessment, performance improvement, utilization management and risk management strategies. Students study the organization of resources in any health information services environment, including human resources, financial and physical resources and information technology resources. A minimum of 3 hours of structured lab time per week is required.

HIM 2810 2 (2 / 0)

PROFESSIONAL PRACTICE EXPERIENCE II

- **Prerequisites:** C or higher in HIM 1512, HIM 2253C & HIM 2222C and documented consent of instructor
- **Prerequisite or Corequisite:** HIM 2234C (if prerequisite, C or higher required)
- **Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.**

This course will allow students to experience and practice abstracting, classification, coding and reimbursement in both a hospital and an alternate facility. Coding compliance plans, policies and procedures will be addressed. The student will use various types of coding and reimbursement equipment, software and reference materials in the respective facilities. The assignments are self-paced but generally require between 55-60 hours to fully complete.

HIM 2820 2 (2 / 0)

PROFESSIONAL PRACTICE EXPERIENCE III

- **Prerequisites:** HIM 1800C and documented consent of instructor
- **Prerequisites or Corequisites:** HIM 1012, HIM 2110 & HIM 2510 (if prerequisite, C or higher required)
- **Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.**

This course provides students with supervised experience in an inpatient health information department. Students will gain hands-on practice in health information: analysis/statistics; forms; legal aspects (accreditation/licensure, request/release of confidential information, provider credentialing); indices and registries; vital statistics; quality management program; supervisory and management activities; reports; and meetings. This PPE requires approximately 55-60 hours to complete.

HIM 2930 1 (1 / 0)

HEALTH INFORMATION TECHNICIAN REVIEW

- **Prerequisite:** Documented consent of instructor
- **Offered in classroom setting & on-line**

This course is designed to assist students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). Each student will design a plan of study. Various study and test-taking strategies will be analyzed. Students will answer hundreds of questions

designed to familiarize them with the type of information that is key for each task within the Domains, Subdomains and Tasks.

HIS 2949 1-3 (1-3 / 0)

COOPERATIVE EDUCATION INTERNSHIP IN HISTORY

Refer to Cooperative Education for additional information.

HSC 1000 1 (1 / 0)

INTRODUCTION TO HEALTH CARE

- **Prerequisite:** 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.

HSC 1100 3 (3 / 0)

TRENDS & ISSUES IN HEALTH

- **Prerequisite:** None
- **Satisfies Code:** 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.

HSC 1101 3 (3 / 0)

PERSONAL HEALTH

- **Prerequisite:** None
- **Laboratory Fee:** \$15

This course provides foundational information in health and nutrition. It will emphasize and redirect students to focus on health knowledge, attitudes, and practices within our society. It will seek to motivate students to seek changes in physical, mental and social well-being, while gaining applicable skills related to preventing and/or forestalling chronic lifestyle diseases that begin early in the life cycle.

HSC1531 2 (2 / 0)

MEDICAL TERMINOLOGY I

- **Prerequisite:** 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.

HSC 1532 2 (2 / 0)

MEDICAL TERMINOLOGY II

- **Prerequisite:** HSC 1531 or documented 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.

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
HSC 2400 FIRST AID & PERSONAL SAFETY • Prerequisite: None • Laboratory Fee: \$2 A study of approved First Aid practices which are essential for survival in emergencies. Emphasis is placed on skills and knowledge essential to the prevention of accidents. The "Good Samaritan Act" (July 1965) will be discussed.	3	(3 / 0)	HUN 1111 FOUNDATIONS OF NATURAL MEDICINE • Prerequisite: None This course emphasizes the role of natural medicine such as phytochemicals/antioxidants in the prevention and improvement of chronic diseases. It will explore the application of medical nutrition therapy and current components of complementary medicine in the prevention and treatment of disease. The underlying causes of chronic disease that is related to food intake, inactivity and stress are woven together to visualize the impact of poor health and the mechanisms necessary to avert chronic diseases. Students will evaluate and apply Socrates statement on the quote "Let your food be your medicine and your medicine be your food."	3	(3 / 0)
HSC 2949 COOPERATIVE EDUCATION INTERNSHIP IN HEALTH Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	HUN 1201 BASIC NUTRITION • Prerequisite: None • Offered in Classroom & Online Settings 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)
HUM 1211 INTRODUCTION TO HUMANITIES: ANTIQUITY THROUGH THE MIDDLE AGES • Prerequisite: None • Satisfies Codes: 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)	HUN 2270 NUTRITION AND FITNESS • Prerequisite: 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)
HUM 1230 INTRODUCTION TO HUMANITIES: RENAISSANCE THROUGH MODERN TIMES • Prerequisites: None • Satisfies Codes: 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)	HUS 1001 INTRODUCTION TO HUMAN SERVICE FOR FAMILIES AND YOUNG CHILDREN • Prerequisite: 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)
HUM 2930 SELECTED TOPICS IN HUMANITIES • Prerequisite: None • Satisfies Codes: 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)			
HUM 2949 COOPERATIVE EDUCATION INTERNSHIP In HUMANITIES Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)			
HUN 1014 NUTRITION FOR NURSING PRACTICE • Prerequisite: BSC 2093C This course focuses on principles of nutrition and the nutritional requirements across the lifespan. Emphasis is placed on nutrition in health promotion and clinical practice. The significance of nutrition within the health care movement toward wellness and primary prevention is examined as well as specific medical nutritional therapy in disease management. This is a required course for students planning to enter the nursing program.	2	(2 / 0)			

Course	Credits	(Class hours / Lab hours per week)	Course	Credits	(Class hours / Lab hours per week)
INR 2002 INTERNATIONAL RELATIONS	3	(3 / 0)	LIS 2004 INTRODUCTION TO INTERNET RESEARCH	1	(1 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1101 or documented consent of instructor • Satisfies Codes: CULD, GENE, GRW6, SBEH • Laboratory Fee: \$10 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
JOU 2949 COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM	1-3	(1-3 / 0)	LIT 2090 CONTEMPORARY LITERATURE: SURVEY	3	(3 / 0)
Refer to Cooperative Education for additional information.			<ul style="list-style-type: none"> • Prerequisites: ENC 1101 & ENC 1102 • Satisfies Codes: GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 <p>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.</p>		
LEI 2261 OUTDOOR EDUCATION	2	(1 / 1)	LIT 2091 CONTEMPORARY LITERATURE: NOVELS	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: Students are required to complete an assumption of risk and liability waiver for their participation in class. • Fee: \$1 • Coeducational <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 <p>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.</p>		
LIN 1670 ENGLISH GRAMMAR	3	(3 / 0)	LIT 2110 EUROPEAN LITERATURE I	3	(3 / 0)
<ul style="list-style-type: none"> • Corequisite: OST1743 strongly recommended <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 <p>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.</p>		
LIS 1002 ELECTRONIC RESOURCES	1	(1 / 0)	LIT 2120 EUROPEAN LITERATURE II	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 <p>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.</p>		
LIS 2003 INTRODUCTION TO INTERNET RESOURCES	1	(1 / 0)	LIT 2380 WOMEN IN LITERATURE	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 <p>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.</p>		

See page 131 for CODE Descriptions

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
LIT 2930 SELECTED TOPICS IN LITERATURE	3	(3 / 0)	MAC 1932 SPECIAL TOPICS IN MATHEMATICS	1	(1 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1102 • Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL • Laboratory Fee: \$10 • May be repeated for a maximum of nine credit hours. <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: Documented consent of instructor • May be repeated for a maximum of three credit hours. <p>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.</p>		
MAC 1105 COLLEGE ALGEBRA	3	(3 / 0)	MAC 2233 CALCULUS FOR BUSINESS	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in MAT 1033 or appropriate placement score • Satisfies Codes: GENE, GRMT <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 1105 or appropriate placement score • Satisfies Codes: GENE, GRMT <p>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.</p>		
MAC 1114 TRIGONOMETRY	3	(3 / 0)	MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I	5	(5 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 1105 or appropriate placement score • Satisfies Codes: GENE, GRMT <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 1114 & MAC 1140 • Satisfies Codes: GENE, GRMT <p>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.</p>		
MAC 1140 PRECALCULUS ALGEBRA	4	(4 / 0)	MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II	4	(4 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 1105 or appropriate placement score • Satisfies Codes: GENE, GRMT <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 2311 • Satisfies Codes: GENE, GRMT <p>This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) NOTE: A graphing calculator is required.</p>		
			MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III	4	(4 / 0)
			<ul style="list-style-type: none"> • Prerequisite: C or higher in MAC 2312 • Satisfies Codes: GENE, GRMT <p>This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) NOTE: A graphing calculator is required.</p>		

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
MAE 2801 ELEMENTARY SCHOOL MATHEMATICS	4	(4 / 0)	is passing the state mandated Florida College Basic Skills Exit Test.		
<ul style="list-style-type: none"> • Prerequisite: C or higher in MGF 1106 or MAC 1105 • This course does <u>not</u> satisfy Gordon Rule requirements. 					
Mathematics appropriate for the elementary school, including number systems (six basic sets of numbers), numeration concepts, learning sequences, algorithms, geometry and measurement, problem solving techniques, and error patterns.					
MAN 2021 PRINCIPLES OF MANAGEMENT	3	(3 / 0)	MAT 1033 INTERMEDIATE ALGEBRA	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: Successful completion of college preparatory reading courses 			<ul style="list-style-type: none"> • Prerequisite: MAT 0024 or appropriate placement score • This course does <u>not</u> satisfy the Gordon Rule requirements. • It is counted as elective college credit only. 		
The course explores the basic principles of management emphasizing the activities of planning, organizing, leading, and controlling.			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.		
MAN 2949 COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION	1-3	(1-3 / 0)	MCB 1278C INTRODUCTION TO EPIDEMIOLOGY OF INFECTIOUS DISEASES WITH LAB	3	(2 / 2)
Refer to Cooperative Education for additional information.			<ul style="list-style-type: none"> • Prerequisite: None • Satisfies Codes: BIOS, GENE, LABR • Laboratory Fee: \$30 		
MAR 2011 PRINCIPLES OF MARKETING	3	(3 / 0)	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.		
<ul style="list-style-type: none"> • Prerequisite: Successful completion of all college preparatory reading courses indicated through placement testing 					
The course explores the basic principles of marketing focusing on the topics of target marketing, product strategy, pricing strategy, place strategy, and promotion strategy.					
MAR 2949 COOPERATIVE EDUCATION INTERNSHIP IN MARKETING	1-3	(1-3 / 0)	MCB 2010C MICROBIOLOGY WITH LAB	4	(3 / 2)
Refer to Cooperative Education for additional information.			<ul style="list-style-type: none"> • Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing • Satisfies Codes: BIOS, GENE, LABR • Laboratory Fee: \$30 		
MAT 0012 PRE-ALGEBRA WITH STUDY SKILLS	4	(4 / 0)	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.		
<ul style="list-style-type: none"> • Prerequisite: None • COLLEGE PREPARATORY COURSE • COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE 					
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."					
MAT 0024 ELEMENTARY ALGEBRA	4	(4 / 0)	MCB 2930C SPECIAL TOPICS IN MICROBIOLOGY	3	(2 / 2)
<ul style="list-style-type: none"> • Prerequisite: "Satisfactory" grade in MAT 0012 or appropriate placement score • COLLEGE PREPARATORY COURSE • COLLEGE CREDIT <u>NOT</u> AWARDED TOWARD DEGREE 			<ul style="list-style-type: none"> • Prerequisite: Documented consent of instructor • Satisfies Codes: BIOS, GENE, LABR 		
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			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		

See page 131 for CODE Descriptions

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.

MET 1010C 3 (2 / 2)
INTRODUCTION TO METEOROLOGY WITH LAB

- Prerequisites: Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing
- Satisfies Codes: GENE, LABR, PHYS
- Laboratory Fee: \$30

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.

MGF 1106 3 (3 / 0)
LIBERAL ARTS MATH

- Prerequisite: C or higher in MAT 1033 or appropriate placement score
- Satisfies Codes: GENE, GRMT

This course covers topics from set theory, logic, geometry and measurement, counting principles, probability, and statistics (including the normal curve).

MGF 1107 3 (3 / 0)
EXPLORATIONS IN MATH

- Prerequisite: C or higher in MAT 1033 or appropriate placement score
- Satisfies Codes: GENE, GRMT

This is a survey course covering a selection of at least six (6) topics from among the following: consumer mathematics, linear and exponential growth, numeration systems, history of mathematics, number theory, voting techniques, graph theory, mathematical systems, non-Euclidean geometries, linear correlation and regression, and similar topics which demonstrate the beauty and utility of mathematics to the general student population.

MMC 2100 3 (3 / 0)
WRITING FOR THE MASS MEDIA

- Prerequisite: None
- Satisfies Codes: GENE, GRW6, HUMN
- Laboratory Fee: \$10
- Offered Fall and Spring Terms

A pre professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. Open to all students interested in writing.

MMC 2944 2 (1 / 1)
NEWSPAPER PRACTICUM

- Prerequisite: MMC 2100
- May be repeated one time for credit.

Practical application of writing, editing, layout, and other aspects of newspaper production through experience with the college newspaper and under the supervision of the journalism faculty.

MMC 2946 3 (0 / 6)

COMMUNICATIONS PRACTICUM

- Prerequisites: MMC 2100 and documented consent of instructor

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

MNA 1100 3 (3 / 0)
HUMAN RELATIONS IN BUSINESS & INDUSTRY

- Prerequisite: 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.

MNA 1161 3 (3 / 0)
CUSTOMER SERVICE

- Prerequisite: 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

- Prerequisite: 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: Successful completion of all college preparatory math courses indicated through placement testing

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

- Prerequisite: 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.

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
MUH 1018 INTRODUCTION TO JAZZ • Prerequisite: 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.	3	(3 / 0)	MUN 2470 COLLEGIUM MUSICUM • Prerequisite: 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.	1	(1 / 0)
MUH 2011 INTRODUCTION TO MUSIC • Prerequisite: 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.	3	(3 / 0)	MUN 2710 JAZZ LAB BAND • Prerequisite: 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.	1	(1 / 2)
MUN 1130 SYMPHONIC BAND • Prerequisite: 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.	1	(1 / 2)	MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
MUN 1210 ORCHESTRA ENSEMBLE • Prerequisite: 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.	1	(1 / 2)	MUT 1121 BASIC THEORY I • Prerequisite: 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.	3	(3 / 0)
MUN 1340 CONCERT CHOIR • Prerequisite: 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.	1	(1 / 2)	MUT 1122 BASIC THEORY II • Prerequisite: MUT 1121 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.	3	(3 / 0)
MUN 1460 CHAMBER ENSEMBLE • Prerequisite: 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.	1	(1 / 2)	MUT 2001 FUNDAMENTALS OF MUSIC THEORY • Prerequisite: 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)
			MUT 2126 MUSIC THEORY III • Prerequisite: MUT 1122 • Laboratory fee: \$15 • Offered Fall Term Further study of the melodic and harmonic elements of music.	3	(3 / 0)

MUT 2127 3 (3 / 0)
MUSIC THEORY IV
 • Prerequisite: MUT 2126
 • 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.

SECONDARY FRESHMAN INSTRUCTION 1 (1 / 0)
 • Prerequisite: 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.

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|-----------------------------|----------------------------|
| MVB 1211Trumpet | MVS 1213 Cello |
| MVB 1212French Horn | MVS 1214 String Bass |
| MVB 1213Trombone | MVS 1216 Guitar |
| MVB 1214Baritone Horn | MVV 1211 Voice |
| MVB 1215Tuba | MVW 1211 Flute |
| MVK 1211Piano | MVW 1212 ... Oboe |
| MVK 1213Organ | MVW 1213 Clarinet |
| MVP 1211Percussion | MVW 1214 Bassoon |
| MVS 1211Violin | MVW 1215 Saxophone |
| MVS 1212Viola | |

PRINCIPAL FRESHMAN INSTRUCTION 2 (2 / 0)
 • Prerequisite: 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.

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|-----------------------------|----------------------------|
| MVB 1311Trumpet | MVS 1313..... Cello |
| MVB 1312French Horn | MVS 1314 String Bass |
| MVB 1313Trombone | MVS 1316..... Guitar |
| MVB 1314Baritone Horn | MVV 1311..... Voice |
| MVB 1315Tuba | MVW 1311..... Flute |
| MVK 1311Piano | MVW 1312..... Oboe |
| MVK 1313Organ | MVW 1313..... Clarinet |
| MVP 1311Percussion | MVW 1314..... Bassoon |
| MVS 1311Violin | MVW 1315..... Saxophone |
| MVS 1312Viola | |

SECONDARY SOPHOMORE INSTRUCTION 1 (1 / 0)
 • Prerequisite: 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.

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|-----------------------------|----------------------------|
| MVB 2221Trumpet | MVS 2223..... Cello |
| MVB 2222French Horn | MVS 2224 String Bass |
| MVB 2223Trombone | MVS 2226..... Guitar |
| MVB 2224Baritone Horn | MVV 2221..... Voice |
| MVB 2225Tuba | MVW 2221..... Flute |
| MVK 2221Piano | MVW 2222..... Oboe |

- | | |
|--------------------------|-------------------------|
| MVK 2223Organ | MVW 2223..... Clarinet |
| MVP 2221Percussion | MVW 2224..... Bassoon |
| MVS 2221Violin | MVW 2225..... Saxophone |
| MVS 2222Viola | |

PRINCIPAL SOPHOMORE INSTRUCTION 2 (2 / 0)
 • Prerequisite: 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.

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|-----------------------------|----------------------------|
| MVB 2321Trumpet | MVS 2323..... Cello |
| MVB 2322French Horn | MVS 2324 String Bass |
| MVB 2323Trombone | MVS 2326..... Guitar |
| MVB 2324Baritone Horn | MVV 2321..... Voice |
| MVB 2325Tuba | MVW 2321..... Flute |
| MVK 2321Piano | MVW 2322..... Oboe |
| MVK 2323Organ | MVW 2323..... Clarinet |
| MVP 2321Percussion | MVW 2324..... Bassoon |
| MVS 2321Violin | MVW 2325..... Saxophone |
| MVS 2322Viola | |

MVK 1111 1 (1 / 2)
CLASS PIANO I

- Prerequisite: 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.

MVK 2121 1 (1 / 1)
CLASS PIANO II

- Prerequisite: MVK 1111 or documented consent of instructor
- Laboratory fee: \$5
- Four hours maximum to count toward graduation.

This course is a continuation of MVK 1111 - Class Piano I. Intermediate class instruction for the student who has had some training on the piano.

MVV 1111 1 (1 / 2)
CLASS VOICE I

- Prerequisite: 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.

MVV 2121 1 (1 / 1)
CLASS VOICE II

- Prerequisite: MVV 1111 or documented consent of instructor
- Laboratory fee: \$15
- Four hours maximum to count toward graduation.

Class instruction in vocal techniques designed to satisfy the second year requirement 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)
NUR 1022 NURSING FOUNDATIONS I	3	(3 / 0)	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.		
<ul style="list-style-type: none"> • Prerequisite: Admission to Nursing Program • Corequisites: NUR 1234, NUR 1234L, NUR 1820 • Satisfies Code: CULD <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>					
NUR 1023 NURSING FOUNDATIONS II	3	(3 / 0)	NUR 1242L CLINICAL NURSING II	4	(0 / 12)
<ul style="list-style-type: none"> • Prerequisites: Admission to Nursing Program; NUR 1022, NUR 1234, NUR 1234L, NUR 1820 • Corequisites: NUR 1242C, NUR 1242L, NUR 1823 <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"> • Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820 • Corequisites: NUR 1242C, NUR 1023, NUR 1823 • Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually <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>		
NUR 1234 ALTERATIONS IN HEALTH I	3	(3 / 0)	NUR 1820 MANAGEMENT OF CARE I	1	(1 / 0)
<ul style="list-style-type: none"> • Prerequisite: Admission to Nursing Program • Corequisites: NUR 1234L, NUR 1022, NUR 1820 <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"> • Prerequisite: Admission to the Nursing Program • Corequisites: NUR 1234, NUR 1234L, NUR 1022 <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>		
NUR 1234L CLINICAL NURSING I	4	(0 / 12)	NUR 1823 MANAGEMENT OF CARE II	1	(1 / 0)
<ul style="list-style-type: none"> • Prerequisite: Admission to Nursing Program • Corequisites: NUR 1234, NUR 1022, NUR 1820 • Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually <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>			<ul style="list-style-type: none"> • Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820 • Corequisites: NUR 1242C, NUR 1242L, NUR 1023 <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>		
NUR 1242C ALTERATIONS IN HEALTH II	4	(3 / 2)	NUR 2003 NURSING TRANSITION	5	(5 / 1)
<ul style="list-style-type: none"> • Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820 • Corequisites: NUR 1242L, NUR 1023, NUR 1823 <p>This course is the second in a series of courses and will focus</p>			<ul style="list-style-type: none"> • Prerequisite: Admission to Associate Degree Nursing Program • Corequisite: NUR 2003L • Satisfies Code: CULD • Laboratory Fee: Lab kit fee will be processed through the Nursing Department and may fluctuate annually <p>This course is designed for Licensed Practical Nurses and Paramedics as the introductory nursing course in the Transition Track of the nursing program. This course builds on the foundation of knowledge that was acquired during</p>		

previous health care education. Emphasis is placed on the role of the registered nurse and individual responsibility for role change. Critical thinking is utilized in learning the process of clinical decision making for diverse populations across the life span. This course also focuses on nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Normal and high risk pregnancies will also be explored. Students will apply the nursing process to the care of children from birth to adolescence. Learning activities to ensure competency in oral and written communication and basic use of computer applications will be introduced in this course.

NUR 2003L 3 (0 / 3)
NURSING TRANSITION CLINICAL

- **Prerequisite:** Admission to the Associate Degree Nursing Program
- **Corequisite:** NUR 2003

This is the first in a series of clinical courses for the Licensed Practical Nurse (LPN) Paramedic transition student. This course introduces the experienced LPN/Paramedic to the functional and professional roles of the Registered Nurse, nursing process and assessment of client's basic needs in an acute care setting. Students will review basic interventions and learn more complex interventions to assist clients to promote, maintain, or restore homeostasis within the context of medical-surgical nursing and maternal child health. Clinical decision making will focus on health promotion and maintenance as well as complex and acute conditions affecting the medical surgical client, childbearing women, and children from infancy through adolescence. Physiological and psychosocial integrity of each client is assured through critical thinking and appropriate clinical decision making as guided by the clinical instructor.

NUR 2220C 4 (3 / 2)
ALTERATIONS IN HEALTH III

- **Prerequisites:** NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- **Corequisites:** NUR 2220L, NUR 2463

This course is the third in a series of courses and will focus on nursing care for clients with alterations in endocrine, renal, genitourinary, and gynecological functioning throughout the lifespan. Concepts of acid-base and fluids and electrolytes balances will also be explored. Associated lab will afford experiential learning of cognitive and psychomotor skills related to care of clients with these alterations in health.

NUR 2220L 5 (0 / 15)
CLINICAL NURSING III

- **Prerequisites:** NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- **Corequisites:** NUR 2220C, NUR 2463
- **Laboratory Fee:** Lab kit fee will be processed through the Nursing Department and may fluctuate annually

This course is the third in a series of clinical courses and complements Alterations in Health III and Maternal Child Health. Emphasis will be on nursing care of clients with alterations in endocrine, renal, genitourinary, and gynecological functioning. Students will also have the opportunity to learn to plan and provide care for the obstetric and pediatric client. Clinical rotations will include experiences in acute care facilities and community clinics.

NUR 2224 3 (3 / 0)

ALTERATIONS IN HEALTH IV

- **Prerequisites:** NUR 2220C, NUR 2220L, NUR 2463
- **Corequisites:** NUR 2224L, NUR 2810L

This course is the fourth in a series and will focus on caring for clients with alterations in neurological, respiratory, and cardiovascular functioning throughout the lifespan. Concepts of critical care nursing for clients with multi-system alterations will also be explored.

NUR 2224L 4 (0 / 12)
CLINICAL NURSING IV

- **Prerequisites:** NUR 2220C, NUR 2220L, NUR 2463
- **Corequisites:** NUR 2224, NUR 2810L
- **Laboratory Fee:** Lab kit fee will be processed through the Nursing Department and may fluctuate annually

This is the fourth course in a series of clinical courses and complements Alterations in Health IV. Emphasis will be on providing nursing care for clients with alterations in neurological, respiratory, and cardiovascular functioning as well as the critical care client with multi-system alterations. Clinical rotations will include experiences in acute care facilities and critical care.

NUR 2463 2 (2 / 0)
MATERNAL CHILD HEALTH

- **Prerequisites:** NUR 1242C, NUR 1242L, NUR 1023, NUR 1823
- **Corequisites:** NUR 2220C, NUR 2220L

This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence.

NUR 2601 4 (4 / 0)
ALTERATIONS IN HEALTH II TRANSITION

- **Prerequisites:** NUR 2201, NUR 2201L
- **Co-requisite:** NUR 2202L

This course is a continuation of Alterations I Transition for the LPN/Paramedic student. Disaster preparedness and emergency care will be incorporated. Critical concepts of physiological and psychosocial needs will be discussed. The focus will be on promoting health, preventing illness and the nursing management of complex acute and chronic health problems and the impact on families and communities.

NUR 2601L 4 (0 / 4)
CLINICAL NURSING II TRANSITION

- **Prerequisites:** NUR 2201, NUR 2201L
- **Co-requisite:** NUR 2202

This is the third course in a series of clinical courses for the Licensed Practical Nurse/Paramedic transition student that complements Alteration in Health 2 Transition. It is designed to provide learners with knowledge and skills related to the nursing management of complex acute and complex chronic health problems across the life span. Clinical experiences include care of clients and families in acute care and critical care setting.

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
NUR 2721 ALTERATIONS IN HEALTH I TRANSITION • Prerequisites: NUR 2003, NJR 2003L • Co-requisite: NUR 2201L This course is designed to build on previous knowledge of the LPN/Paramedic transition student. Emphasis is placed on nursing care and management of the chronically ill and mentally ill client with problems of adaptation throughout the life span. Critical concepts of physiological and psychosocial needs will be discussed. Using the nursing process the focus will be on promoting health, preventing illness and the nursing management of common acute and common chronic illnesses.	4	(4 / 0)	OST 1100 KEYBOARDING & DOCUMENT FORMATTING • Prerequisite: None • Laboratory Fee: \$10 Mastery by touch of the microcomputer keyboard, skill building, technique development, and document formatting will be emphasized. Document formatting will use practical business situations. Additional practice hours may be necessary.	3	(3 / 2)
NUR 2721L CLINICAL NURSING I TRANSITION • Prerequisites: NUR 2003, NUR 2003L • Co-requisite: NUR 2201 This is the second course in a series of clinical courses for the Licensed Practical Nurse/Paramedic transition student that complements Alteration in Health 1-Transition. It is designed to provide learners with knowledge and skills related to the nursing management of common acute and common chronic problems across the life span. Clinical experiences will include care of clients and families in acute and psychiatric settings.	4	(0 / 4)	OST 1108 KEYBOARD ACCURACY & SPEED BUILDING • Prerequisite: OST 1100 or documented consent of instructor • Laboratory Fee: \$5 • May be repeated, but only one credit will apply toward a degree. Course will emphasize accuracy and speed building using the microcomputer keyboard. Students are encouraged to take this course before taking Advanced Document Formatting or concurrently with it.	1	(1 / 0)
NUR 2801L CLINICAL PRACTICUM • Prerequisites: NUR 2202 & NUR 2202L or NUR 2224 and NUR 2224L • Full-time clinical 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.	3	(0 / 34)	OST 1110 ADVANCED DOCUMENT FORMATTING • Prerequisite: OST 1100 or documented consent of instructor • Laboratory Fee: \$10 Using a microcomputer, students will achieve the ability to produce mailable business letters, reports, tabulations, and a variety of forms as they relate to the business environment. Emphasis will also be placed on speed development. Additional practice hours may be necessary.	3	(3 / 0)
OCE 1000 INTRODUCTION TO MARINE SCIENCE • Prerequisites: Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing • Satisfies Codes: BIOS, GENE 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.	3	(3 / 0)	OST 1330 BUSINESS ENGLISH • Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing • Offered Fall Term An intensive review and application of grammar, spelling, and punctuation used in business correspondence and communication.	3	(3 / 0)
ORI 2000 ORAL INTERPRETATION OF LITERATURE • Prerequisite: None 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.	3	(3 / 0)	OST 1743 WORD PROCESSING FOR COLLEGE WRITING • Prerequisite: None • Laboratory Fee: \$5 • Students are strongly encouraged to complete this course prior to taking, or along with, ENC 0010 or ENC 1101. 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.	1	(1 / 0)
			OST 1854 MICROSOFT OFFICE - INTRODUCTION • Prerequisite: None • Laboratory Fee: \$10 Using Microsoft Office, students will learn individual and integrated functions of Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (personal information management).	3	(3 / 0)

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
OST 1940 OFFICE MANAGEMENT PRACTICUM • Prerequisite: OST 1100 or documented consent of instructor Students will complete units in records management, which includes the practical application of filing rules and information transmittal (mailing systems.) Students will use various business machines including but not limited to the following: telephone, calculator, copier, facsimile, voice mail/voice recognition, scanner, and transcription equipment. The class is tailored to develop individual skills needed by students and takes a hands-on approach in learning these skills.	3	(3 / 0)	PEL 1121 BEGINNING GOLF • Prerequisite: 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)
OST 2336 BUSINESS COMMUNICATIONS • Prerequisites: OST 1330 or ENC 1101 • Students must be familiar with word processing software. • Offered Spring Term 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.	3	(3 / 0)	PEL 1321 VOLLEYBALL • Prerequisite: 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)
OST 2810 DESKTOP PUBLISHING I • Prerequisite: None • Laboratory Fee: \$5 This course introduces students to the basic concepts of desktop publishing using page layout software. The software will be used to design and create newsletters, brochures, and posters using various tpestyles and graphics.	1	(1 / 0)	PEL 1341 BEGINNING TENNIS • Prerequisite: 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)
OST 2812 DESKTOP PUBLISHING II • Prerequisite: OST 2810 or documented consent of instructor • Laboratory Fee: \$5 This course is a continuation of OST 2810. Students will learn advanced features of desktop publishing including working with styles, master pages, templates, scanned images, and imported text.	1	(1 / 0)	PEL 1342 INTERMEDIATE TENNIS • Prerequisite: PEL 1341 or documented 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)
OST 2857 MICROSOFT OFFICE - ADVANCED • Prerequisite: C or higher in OST 1854 or documented consent of instructor • Laboratory Fee: \$10 Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.	3	(3 / 0)	PEL 1441 RACQUETBALL • Prerequisite: 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)
OST 2949 COOPERATIVE EDUCATION INTERNSHIP IN OFFICE ADMINISTRATION • Prerequisites: OST 1854 & OST 1940 or OST 1854 and HIM 1512 • Refer to Cooperative Education for additional information. This course is designed to be an exit internship for the Office Administration program. Individual objectives will be developed to address office management competencies.	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)
PEL 1442 INTERMEDIATE RACQUETBALL	1	(1 / 1)	PEM 1173 LOW IMPACT AEROBIC DANCE	1	(1 / 1)
<ul style="list-style-type: none"> • Prerequisite: PEL 1441 or documented consent of instructor • Fee: \$1 • Coeducational <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None • Satisfies Code: CULD <p>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.</p>		
PEM 1101 PHYSICAL FITNESS FOR MEN I	1	(1 / 1)	PEM 1351 BICYCLING	1	(1 / 1)
<ul style="list-style-type: none"> • Prerequisite: None • Fee: \$1 <p>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.</p>			<ul style="list-style-type: none"> • 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 <p>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.</p>		
PEM 1102 PHYSICAL FITNESS FOR MEN II	1	(1 / 1)	PEM 1443C TAE KWON DO	2	(1 / 2)
<ul style="list-style-type: none"> • Prerequisite: PEM 1101 or or documented consent of instructor • Fee: \$1 <p>This course is designed to continue the process of PEM 1101.</p>			<ul style="list-style-type: none"> • Prerequisite: Students will be required to complete an assumption of risk and liability waiver for participation in this class. • Laboratory Fee: \$10 <p>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.</p>		
PEM 1116 FIGURE & FITNESS IMPROVEMENT FOR WOMEN I	1	(1 / 1)	PEM 1905 FITNESS & WELLNESS I	2	(2 / 0)
<ul style="list-style-type: none"> • Prerequisite: None • Fee: \$1 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None • Fee: \$16 <p>This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.</p>		
PEM 1117 FIGURE & FITNESS IMPROVEMENT FOR WOMEN II	1	(1 / 1)	PEM 2105 CONDITIONING FOR ATHLETES OF ALL AGES	2	(1 / 1)
<ul style="list-style-type: none"> • Prerequisite: PEM 1116 or documented consent of instructor • Fee: \$1 <p>This course is designed to continue with the process of PEM 1116.</p>			<ul style="list-style-type: none"> • 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 <p>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.</p>		
PEM 1171 AEROBIC DANCE	1	(1 / 1)			
<ul style="list-style-type: none"> • Prerequisite: None • Satisfies Code: CULD • Fee: \$1 • Coeducational <p>This course is designed to acquaint students with the basic functioning of the human cardiovascular system through dance.</p>					

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
PEN 1113 ADVANCED LIFE SAVING & WATER SAFETY	1	(1 / 1)	PET 2385 INTRODUCTION TO FITNESS ASSESSMENTS AND CONCEPTS	2	(1 / 1)
<ul style="list-style-type: none"> • Prerequisite: Students should be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water. • Fee: \$1 • Coeducational <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$20 <p>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.</p>		
PEN 1121 BEGINNING SWIMMING	1	(1 / 1)	PET 2622 CARE & PREVENTION OF ATHLETIC INJURIES	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None • Fee: \$1 • Coeducational <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$15 <p>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.</p>		
PEN 1122 INTERMEDIATE SWIMMING	1	(1 / 1)	PET 2760 THEORY & METHODS OF COACHING SPORTS	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: PEN 1121 or documented consent of instructor • Fee: \$1 • Coeducational <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
PEO 1003 SPORTS OFFICIATING	3	(3 / 0)	PET 2949 COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION	1-3	(1-3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None • Fee: \$1 • Coeducational <p>Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities.</p>			<ul style="list-style-type: none"> • Refer to Cooperative Education for additional information. <p>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.</p>		
PEO 2011 PRINCIPLES & ANALYSIS OF TEAM SPORTS	3	(3 / 0)	PGY 1401C BASIC PHOTOGRAPHY	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: None • Laboratory Fee: \$20 <p>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.</p>		

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
PGY 2410C CREATIVE PHOTOGRAPHY	3	(3 / 0)	PHY 2048C PHYSICS WITH CALCULUS I with lab	5	(4 / 2)
<ul style="list-style-type: none"> • Prerequisite: PGY 1401C or documented consent of instructor • Laboratory Fee: \$20 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite or Corequisite: MAC 2311 • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 • Offered Fall Term <p>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.</p>		
PGY 2801C DIGITAL PHOTOGRAPHY I	3	(3 / 0)	PHY 2049C PHYSICS WITH CALCULUS II WITH LAB	5	(4 / 2)
<ul style="list-style-type: none"> • Prerequisite: PGY 1401C or documented consent of instructor • Laboratory Fee: \$25 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisite: C or higher in PHY 2048C • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 • Offered Spring Term <p>This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.</p>		
PHI 2010 INTRODUCTION TO PHILOSOPHY	3	(3 / 0)	PHY 2053C GENERAL PHYSICS I WITH LAB	5	(4 / 2)
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1101 or documented consent of instructor • Satisfies Codes: GENE, GRW6, HUMN • Laboratory Fee: \$10 <p>A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.</p>			<ul style="list-style-type: none"> • Prerequisite: MAC 1114 or documented consent of instructor • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 • Offered Fall Term <p>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.</p>		
PHI 2630 CONTEMPORARY ETHICS	3	(3 / 0)	PHY 2054C GENERAL PHYSICS II WITH LAB	5	(4 / 2)
<ul style="list-style-type: none"> • Prerequisite: C or higher in ENC 1101 or documented consent of instructor • Satisfies Codes: CULD, GENE, GRW6, HUMN • Laboratory Fee: \$10 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisites: PHY 2053C & MAC 1114 or documented consent of instructor • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 • Offered Spring Term <p>This course is a continuation of PHY 2053, covering the basic principles of electricity, magnetism, optics and selected topics in modern physics.</p>		
PHY 1020C PHYSICS FOR LIBERAL ARTS WITH LAB	3	(2 / 2)	PHY 2100C MODERN PHYSICS	3	(2 / 2)
<ul style="list-style-type: none"> • Prerequisite: Successful completion of all college preparatory math courses indicated through placement testing • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 <p>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.</p>			<ul style="list-style-type: none"> • Prerequisites: PHY 2048C, PHY 2049C, MAC 2311 and MAC 2312 • Satisfies Codes: GENE, LABR, PHYS • Laboratory Fee: \$30 <p>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.</p>		

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
PHY 2930C SPECIAL TOPICS IN PHYSICS	1-3 (1-3 / 2-6)	PLA 2610 REAL ESTATE LAW & PROPERTY	3 (3 / 0)
<ul style="list-style-type: none"> • Prerequisite: See online course schedule for each specific topic. • Satisfies Code: GENE, LABR, PHYS • May be repeated with a change of content up to a maximum of three credits. <p>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.</p>		<ul style="list-style-type: none"> • Prerequisite: PLA 1003 or documented consent of instructor • It is recommended that students complete PLA 2600 prior to enrolling in this course. <p>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.</p>	
PLA 1003 INTRODUCTION TO LEGAL ASSISTING	2 (2 / 0)	PLA 2700 Professional Ethics and liability	3 (3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		<ul style="list-style-type: none"> • Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing <p>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.</p>	
PLA 1800 FAMILY LAW	3 (3 / 0)	PLA 2763 LAW OFFICE MANAGEMENT	3 (3 / 0)
<ul style="list-style-type: none"> • Prerequisite: PLA 1003 or documented consent of instructor <p>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.</p>		<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>	
PLA 2058 SURVEY OF LAW	3 (3 / 0)	PLA 2949 COOPERATIVE EDUCATION INTERNSHIP IN LEGAL ASSISTING	1-3 (1-3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		<ul style="list-style-type: none"> • Prerequisites: PLA 1003, PLA 2058, & OST 1100 • Refer to Cooperative Education for additional information. <p>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.</p>	
PLA 2201 CIVIL LITIGATION	3 (3 / 0)	POS 1001 INTRODUCTION TO POLITICAL SCIENCE	3 (3 / 0)
<ul style="list-style-type: none"> • Prerequisite: PLA 1003 or documented consent of instructor <p>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.</p>		<ul style="list-style-type: none"> • Prerequisite: None • Satisfies Codes: GENE, SBEH <p>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.</p>	
PLA 2600 WILLS, TRUSTS, & ESTATE ADMINISTRATION	3 (3 / 0)		
<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>			

Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
POS 1040 AMERICAN GOVERNMENT SURVEY • Prerequisite: 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)	PSC 1515 ENERGY & THE ENVIRONMENT • Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing • Satisfies Codes: 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)
POS 2041 AMERICAN NATIONAL GOVERNMENT • Prerequisite: None • Satisfies Codes: 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)	PSY 2012 INTRODUCTION TO PSYCHOLOGY • Prerequisites: Successful completion of all college preparatory composition and reading 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)
POS 2112 STATE & LOCAL GOVERNMENTS • Prerequisite: None • Satisfies Codes: 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)	PSY 2949 COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
POS 2930 POLITICAL STUDIES • Prerequisite: Documented 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)	QMB 1001 BUSINESS MATHEMATICS • Prerequisite: Successful completion of all college preparatory math courses indicated through placement testing 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.	3	(3 / 0)
POS 2949 COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	REA 0001 COLLEGE PREP READING I • Prerequisite: None • Lab Technology Fee: \$10 • COLLEGE PREPARATORY COURSE • COLLEGE CREDIT NOT AWARDED TOWARD DEGREE • Required for students who score below the prescribed state level on the College Placement Test (CPT). This course is designed to provide reading instruction to those students who 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.	4	(4 / 0)
POS 2950 FEDERAL GOVERNMENT INSTITUTIONS • Prerequisite: 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)			
PSC 1001 INVENTIONS & DISCOVERIES: SCIENCE IN A CHANGING WORLD • Prerequisite: None • Satisfies Codes: 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)			

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Course	Credits	(Class hours / Lab hours per week / per week)	Course	Credits	(Class hours / Lab hours per week / per week)
REA 0002 COLLEGE PREP READING II	4	(4 / 0)	RTV 2000 INTRODUCTION TO BROADCASTING	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: C or higher in REA 0001 or placement score • Lab Technology Fee: \$10 • COLLEGE PREPARATORY COURSE • COLLEGE CREDIT NOT AWARDED TOWARD DEGREE <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"> • Prerequisite: None <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>		
REA 1105 SPEED READING	3	(3 / 0)	RTV 2230 BROADCAST PERFORMANCE	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: Successful completion of all college preparatory reading courses indicated through placement testing <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>			<ul style="list-style-type: none"> • Prerequisite: None <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>		
REL 2300 WORLD RELIGIONS	3	(3 / 0)	RTV 2241 BROADCAST PRODUCTION I	3	(3 / 0)
<ul style="list-style-type: none"> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN <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>			<ul style="list-style-type: none"> • Prerequisite: RTV 2000 <p>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.</p>		
			RTV 2949 COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING	1-3	(1-3 / 0)
			Refer to Cooperative Education for additional information.		
			SBM 2000 SMALL BUSINESS MANAGEMENT	3	(3 / 0)
			<ul style="list-style-type: none"> • Prerequisite: None <p>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.</p>		
			SCC 1000 INTRODUCTION TO SECURITY	3	(3 / 0)
			<ul style="list-style-type: none"> • Prerequisite: CCJ 1020 or permission of instructor <p>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.</p>		

Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
SLS 1001 SPECIAL TOPICS IN STUDENT SUCCESS • Prerequisite: None • May be taken as an elective up to two times with varying content This course is designed to focus on specific strategies for empowering students to become active, responsible learners, and to create success both in college and in life. Students will experience a variety of highly effective learner-centered methods that appeal to various learning styles and motivate students to take charge of learning, work, and life goals.	1-2 (1-2 / 0)	SLS 2940 SERVICE LEARNING • Prerequisites: Successful completion of all college preparatory math, composition, and reading courses indicated through placement testing; 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)
SLS 1267 TEAM BUILDING & COMMUNICATION SKILLS • Prerequisite: 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)	SOP 1740 PSYCHOLOGY OF WOMEN • Prerequisite: PSY 2012 • Satisfies Code: 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)
SLS 1401 CAREER PLANNING • Prerequisite: None • Laboratory Fee: \$10 This course provides students the opportunity to increase awareness of self in relation to values, goals, interests, and attitudes; to explore a wide variety of career fields; and to translate self appraisal results and career exploration discoveries into a concrete action plan.	3 (3 / 0)	SPC 1930 SPEECH SPECIALIZATIONS • Prerequisite: None • May be taken as an elective up to three times with varying content. This course is designed to provide special training in one of the areas of communication, covering such topics as nonverbal communication, interpersonal communication, listening, etc.	1-3 (1-3 / 0)
SLS 1501 FOUNDATIONS OF SUCCESS SEMINAR • Prerequisite: None • Laboratory Fee: \$5 • Recommended for all students; required for students placing into college prep courses in more than one subject • Students for whom it is required must complete this course prior to or concurrent with their college level courses. This course is designed to assist students in making a successful transition into higher education by making critical connections; increasing self-knowledge of strengths and challenges; and developing academic, study, and personal strategies that are essential for success in college and beyond.	3 (3 / 0)	SPC 2017 FUNDAMENTALS OF SPEECH • Prerequisite: 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)
SLS 2264 LEADERSHIP DEVELOPMENT STUDIES • Prerequisite: College-level reading & writing skills. This course is designed to help students develop their personal leadership abilities. Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of their own abilities, and styles of leadership. The course provides the opportunity to develop essential leadership skills through study, observation, and application.	3 (3 / 0)	SPC 2608 ADVANCED PUBLIC SPEAKING • Prerequisite: 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)
		SPM 1000 INTRODUCTION TO SPORTS LEADERSHIP • Prerequisite: 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)

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Course	Credits (Class hours per week / Lab hours per week)	Course	Credits (Class hours per week / Lab hours per week)
SPM 2152 STRATEGIES IN SPORTS LEADERSHIP • Prerequisite: 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)	SPN 1120 ELEMENTARY SPANISH I • Prerequisite: None • Satisfies Code: 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)
SPM 2270 CURRENT & LEGAL ISSUES IN SPORTS • Prerequisite: 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)	SPN 1121 ELEMENTARY SPANISH II • Prerequisite: SPN 1120 • Satisfies Code CULD This course is a continuation of Elementary Spanish I.	4 (4 / 0)
SPM 2502 INTRODUCTION OF FISCAL & FACILITIES OPERATIONS • Prerequisite: 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)	STA 2023 ELEMENTARY STATISTICS I • Prerequisite: C or higher in MAC 1105 or MGF 1106 or appropriate placement score • Satisfies Codes: 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)
SPN 1000 BEGINNING SPANISH • Prerequisite: None • Satisfies Code: CULD An introduction to the Spanish language with emphasis on vocabulary building and speaking.	1 (1 / 0)	SYG 2000 INTRODUCTION TO SOCIOLOGY • Prerequisites: Successful completion of all college preparatory composition and reading courses indicated through placement testing • Satisfies Codes: CULD, GENE, SBEH 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)
SPN 1042 SPANISH FOR LAW ENFORCEMENT PERSONNEL • Prerequisite: None • Satisfies Code: 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)	SYG 2010 SOCIAL PROBLEMS • Prerequisite: 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)
		SYG 2430 MARRIAGE & THE FAMILY • Prerequisite: 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)

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)
SYG 2949 COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	THE 2926 THEATRE PRACTICUM II • 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 in-depth 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)
THE 1304 INTRODUCTION TO SCRIPT ANALYSIS • Prerequisite: 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)	THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH & THEATRE Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)
THE 2020 INTRODUCTION TO WESTERN THEATRE ARTS • Prerequisites: Successful completion of all college preparatory composition and reading 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)	THE 2950 APPLIED THEATRE ARTS • Prerequisite: 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)
THE 2051 CHILDREN'S THEATRE • Prerequisite: 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)	TPA 2000 BASIC DESIGN • 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)
THE 2925 THEATRE PRACTICUM I • Prerequisite: 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)	TPA 2192 SUMMER THEATRE/TECHNICAL PRODUCTION • Prerequisite: 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)
			TPA 2200 STAGECRAFT I • Prerequisite: 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)

TPA 2204 3 (3 / 0)
STAGECRAFT II

- 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.

TPA 2220 3 (3 / 0)
INTRODUCTION TO STAGE LIGHTING

- 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.

TPA 2260 3 (3 / 0)
SOUND IN PERFORMING ARTS

- 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.

TPP 2110 3 (3 / 0)
ACTING I

- Prerequisite: 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.

TPP 2111 3 (3 / 1)
ACTING II

- Prerequisite: TPP 2110 or documented 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.

TPP 2190 3 (3 / 0)
SUMMER THEATRE/PERFORMANCE

- Prerequisite: 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.

TPP 2300 3 (3 / 0)
DIRECTING I

- 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.

ZOO 2010C 4 (3 / 2)
GENERAL ZOOLOGY WITH LAB

- 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.

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Community Advisory Committees

Advisory Committees 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
Early Childhood Education
Electrical Distribution Technology
Fire Science
Graphic Design
Health Information Management
Nursing
Teacher Certification Advisory

Glossary

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.

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 --> 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 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, 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.

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.

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), 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.

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 --> Current Students -> Transcripts.

Transfer Plan – 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.

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.

A

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