



## INCLUSIVE WEBSITE EXPERIENCE

Lake-Sumter State College is committed to ensuring that all students and visitors, including persons with disabilities, are able to access and use all of our services, programs and activities. We recognize that many individuals are increasingly using our website to access information and obtain services.

We understand that website users who have disabilities may use the website with the assistance of technology, including screen readers, captioning, transcripts, and other auxiliary aids and services. We are committed to providing all website users with information about our services and alternative ways we can offer these services.

Lake-Sumter State College is committed to making our websites accessible to all audiences. We are continually seeking solutions to improve LSSC.edu. Our website offers a wide range of information, and we recognize that for users with disabilities, some material on our site may pose challenges. If there are changes we can make to our website to make it easier to use, or if you encounter material or services that you cannot access, please let us know. Your feedback helps us to identify areas where we can improve.

We strive to ensure that our website will comply with Web Content Accessibility Guidelines (WCAG) put forth by the World Wide Web Consortium (W3C), but recognize that alternatives to using the website should be available in the event that a user with a disability encounters a problem using our website.

If you are unable to access information or documents posted on this website, please send us an email at [websupport@lssc.edu](mailto:websupport@lssc.edu) with as much of the following information as possible:

- Your name
- Your phone number
- Your email address
- The date and time you encountered the problem
- The web page or address where the problem occurred
- What occurred or what you were unable to do
- Any error messages you received.

# Lake Sumter

COMMUNITY COLLEGE

*A Great Education Close to Home*



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**2011 - 2012 CATALOG & STUDENT HANDBOOK**

# 2011 - 2012 Academic and Registration Calendar

	FALL 2011 Aug. 22–Dec. 10 (16 weeks)	SPRING 2012 Jan. 9 – April 30 (16 weeks)	SUMMER A 2012 May 7–June 21 (7 weeks)	SUMMER AE 2012 May 7–Aug. 9 (14 weeks)	SUMMER B 2012 June 25–Aug. 9 (7 weeks)
Financial Aid Priority Deadline to Complete File	Tues., May 24	Tues., Nov. 8	Wed., April 11	Wed., April 11	Wed., April 11
Class Schedule Available Online	Mon., June 6	Mon., Oct. 10	Fri., March 2	Fri., March 2	Fri., March 2
Foundation Scholarship Applications Available	Wed., June 1	Mon., Oct. 3	Thurs., March 1	Thurs., March 1	Thurs., March 1
Foundation Scholarship Application Deadline	Thurs., June 30	Mon., Oct. 31	Fri., March 30	Fri., March 30	Fri., March 30
Admission Application Deadline	Mon., Aug. 8	Mon., Dec. 12	Mon., April 23	Mon., April 23	Mon., June 11
Current Student Registration 45+ Hours	Mon., July 11–Sun., Aug. 21	Mon., Nov. 7–Sun., Jan. 8	Mon., March 19–Sun., May 6	Mon., March 19–Sun., May 6	Mon., March 19–Sun., May 6
Current Student Registration 0+ Hours	Mon., July 18–Sun., Aug. 21	Mon., Nov. 14–Sun., Jan. 8	Mon., March 26–Sun., May 6	Mon., March 26–Sun., May 6	Mon., March 26–Sun., May 6
Open Registration	Mon., July 25–Sun., Aug. 21	Mon., Nov. 21–Sun., Jan. 8	Mon., April 2–Sun., May 6	Mon., April 2–Sun., May 6	Mon., April 2–Sun., May 6
Bookstore Authorization for Financial Aid Recipients	Mon., Aug. 15–Fri., Sept. 9	Fri., Dec. 16–Fri., Jan. 13	Thurs., April 26–Mon., May 14	Thurs., April 26–Mon., May 14	Thurs., April 26–Mon., May 14
Credit by Exam & Tech Prep Deadline to Register	Fri., Aug. 12	Fri., Dec. 16	Thurs., April 26	Thurs., April 26	Thurs., April 26
Fee Payment Deadline ( <b>BY 4:00 PM</b> )	Mon., Aug. 15	Tues., Jan. 3	Mon., April 30	Mon., April 30	Mon., June 18
State Employee Fee Waiver Registration	Wed., Aug. 17	Wed., Jan. 4	Wed., May 2	Wed., May 2	Wed., June 20
Credit by Exams/Computer Proficiency Exams	Fri., Aug. 19	Fri., Jan. 6	Thurs., May 3	Thurs., May 3	Thurs., May 3
Tech Prep Assessments	Fri., Aug. 19	Fri., Jan. 6	Thurs., May 3	Thurs., May 3	Thurs., May 3
Classes Begin	Mon., Aug. 22	Mon., Jan. 9	Mon., May 7	Mon., May 7	Mon., June 25
Add/Drop Begins	Mon., Aug. 22	Mon., Jan. 9	Mon., May 7	Mon., May 7	Mon., June 25
Add/Drop Ends (last day for refund)	Sat., Aug. 27	Sat., Jan. 14	Tues., May 8	Sat., May 12	Tues., June 26
Fee Payment Deadline for Add/Drop ( <b>BY 4:00 PM</b> )	Mon., Aug., 29	Tues., Jan. 17	Wed., May 9	Mon., May 14	Wed., June 27
Graduation Application Deadline	Fri., Oct. 7	Fri., Feb. 17	Wed., May 9	Thurs., July 5	Thurs., July 5
Withdrawal Deadline*	Mon., Oct. 31	Fri., March 23	Wed., June 6	Wed., July 11	Thurs., July 26
Classes End	Sat., Dec. 3	Mon., April 23	Wed., June 20	Thurs., Aug. 2	Wed., Aug. 8
Final Exams	Mon., Dec. 5–Sat., Dec. 10	Tues., April 24–Mon., April 30	Wed., June 20–Thurs., June 21	Mon., Aug. 6–Thurs., Aug. 9	Wed., Aug. 8–Thurs., Aug. 9
Term Ends	Sat., Dec. 10	Mon., April 30	Thurs., June 21	Thurs., Aug. 9	Thurs., Aug. 9
Grades Due ( <b>BY 4:00 PM</b> )	Mon., Dec. 12	Tues., May 1	Fri., June 22	Fri., Aug. 10	Fri., Aug. 10
Grades Available via LOIS	Wed., Dec. 14	Thurs., May 3	Tues., June 26	Tues., Aug. 14	Tues., Aug. 14
Degree/Certificate Conferral	Thurs., Dec. 15	Fri., May 4 (formal ceremony)	Wed., June 27	Wed., Aug. 15	Wed., Aug. 15
<b>Holidays/College Closed</b>	Sat., Sept. 3–Mon., Sept. 5  Fri., Nov. 11  4:30 pm Wed., Nov. 23–Sun., Nov. 27  Sat., Dec. 17–Sun., Jan. 1	Mon., Jan. 16  Sun., March 4–Sun., March 11	Mon., May 28  Wed., July 4	Mon., May 28  Wed., July 4	Wed., July 4

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

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

# Lake Sumter

C O M M U N I T Y C O L L E G E

*A Great Education Close to Home*



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 2011-2012 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.



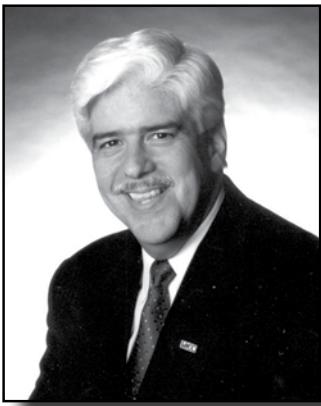
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# Message from the President

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PRESIDENT  
Dr. Charles R. Mojock

Welcome to Lake-Sumter Community College where we are building futures and changing lives one student at a time. Your decision to invest in yourself by furthering your education is one of the most important decisions you'll ever make. We understand how important a good education is in enabling you to be competitive in the global economy, and so our dedicated and talented faculty and staff stand ready to assist you in making the most of your time with us. Not only will you get small classes with top quality instructors, but also excellent student and academic support services. We provide up to date technology and equipment and comfortable facilities in our classrooms, labs, libraries, and learning centers. All of this adds up to "A Great Education Close to Home" to ensure you will be well prepared for the career or university of your choice at a cost that is among the most affordable in the state.

For nearly 50 years, Lake-Sumter has been growing to serve the community and promoting 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, to stay on the right track while you are with us, and to 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,

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.

## Equity Statement

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Lake-Sumter Community College is committed to non-discrimination based on race, creed, color, sex, religion, national origin, age, disability, genetic information, 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.

The commitment to non-discrimination is relevant to those aspects of the College concerned with the admission of students and the employment of persons in its education programs and activities, college-sponsored programs, activities specific to Title IX, the use of college facilities, and the choice of contractors and suppliers of goods and services. It addresses recruiting, hiring, training, promoting, and applicable employment conditions.

LSCC believes in equal opportunity practices that 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 are utilized to develop the skills and opportunities for all groups so they can play responsible and productive roles in society.

The College President is the Chief Equity Officer for Lake-Sumter Community College. To enhance effective monitoring and implementation of affirmative action, the President has appointed an Equity Coordinator who serves as a resource person for equity and is responsible for monitoring the College's affirmative action program.

Inquiries concerning the above-mentioned commitments, including Title IX, should be stated on the Equity Issue Report and Request for Appointment form and submitted to the Equity Coordinator: Christyne B. Hamilton at Lake-Sumter Community College, 9501 U. S. Highway 441, Leesburg, FL 34788-8751; Telephone: 352/365-3592; and Email: <mailto:hamiltoc@lscc.edu>.

Inquiries concerning implementing regulations for Title IX may also be referred to the Office of Civil Rights, 61 Forsyth Street S.W., Suite 19T70, Atlanta, GA 30303-3104; Telephone: (404) 562-6350; and Email: <mailto:OCR.Atlanta@ed.gov>.

# District Board of Trustees

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

# Administrative Staff

---

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Vice President  
Academic & Student Affairs

Mr. Richard M. Scott  
Vice President  
Business Affairs

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Director, College Facilities

Mr. John Froman  
Controller

Mr. Michael K. Matulia  
Director, Athletics

Ms. Claire Brady  
Director, Student Development

Mr. Douglas B. Guiler  
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Dr. Mary Jo Rager  
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Technical Programs

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Executive Director,  
IA/LSCC Foundation

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Director, Learning Centers

Dr. Gary Sligh  
Dean, General Education &  
Transfer Programs

Ms. Kelli Colborne  
Director, Enrollment Management

Mr. Tim Kane  
Executive Director,  
Human Resources

Mr. William Tyler  
Director, Electric Utility Institute

Mr. Rey Cortes  
Director, Youth Outreach Programs

Ms. Patricia Landsman  
Director, College Relations

Dr. Margaret Wacker  
Director, Nursing

Ms. Denise English  
Director, Library Services

Ms. Jacqulynn Larson  
Director, Distance Learning

Ms. Audrey Williams  
Director, Financial Aid

Ms. Sue Fagan  
Director, Budgeting & Accounting

Dr. Kristy Lisle  
Executive Director, Planning  
and Institutional Effectiveness

## Lake-Sumter Community College Foundation, Inc.

The Lake-Sumter Community College Foundation, Inc. is a direct support organization of 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 generosity of our investors, 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 2010, the Foundation provided over \$457,000 in scholarships to LSCC students and \$200,000 in support of the college and its programs. 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 five and a dedicated group of 41 volunteer leaders from Lake and Sumter counties. In the last nine years, the Foundation has grown from \$3 million in assets to over \$12 million in assets. For more information about the LSCC Foundation, Inc. please call 352-365-3518 or email Rosanne Brandenburg, Executive Director at [brandebr@lscc.edu](mailto:brandebr@lscc.edu).

## Foundation Board of Directors

Mr. Will Davis, President  
Mr. Steve Knowles, President-Elect  
Mrs. Renee Furnas, Vice President  
Mrs. Jennifer Hill, Treasurer  
Mrs. Rosanne Brandenburg, Executive Director/Secretary  
Mr. Scott Showalter, Past President  
Mrs. Margo Odom, LSCC Board of Trustees Liaison  
Dr. Charles Mojock, LSCC President  
Dr. Melanie Wagner, Faculty Liaison

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Mrs. Patty Schiefer  
Mrs. JoAnna Scott  
Mrs. Carrie Showalter  
Mr. Johnny Smith  
Ms. Reda Stewart  
Mr. Jeff Sustarsic  
Mr. Dan Tatro  
Mr. Ron Wallace

# Campus Telephone Directory

All numbers are area code 352 unless otherwise listed.

## Leesburg Campus

Information/Switchboard .....	787-3747
Academic Advising .....	365-3574
Admissions & Records .....	323-3665
Athletics .....	323-3645
Bookstore .....	787-4900
Business Resources Center .....	365-3579
Career Development Services .....	323-3603
Computer Institute .....	365-3530
Continuing Education .....	365-3556
Cooperative Education .....	435-5042
Dean of Career & Technical Programs .....	365-3550
Dean of General Education & Transfer Programs ..	323-3670
Disability Services .....	365-3589
Equity & Diversity .....	787-3747 x4079
Faculty Secretary .....	365-3509
FAX	
Admissions .....	365-3553
Career & Technical Programs .....	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 .....	435-5042
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, PERT) .....	365-3554
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
Bookstore .....	536-2184
Faculty Secretary .....	536-2240
Fax .....	243-0117
Learning Center & Testing .....	536-2206
Library .....	536-2275
Nursing .....	536-2121
Security .....	516-5074
UCF at South Lake .....	536-2113

## Sumter Campus

Information .....	568-0001
Admissions	
Advising	
Business Office	
Testing	
Electric Utility Institute .....	568-0001x1230
Fax .....	568-7515
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**

**LEESBURG            365-3544**

**SOUTH LAKE        516-5074**

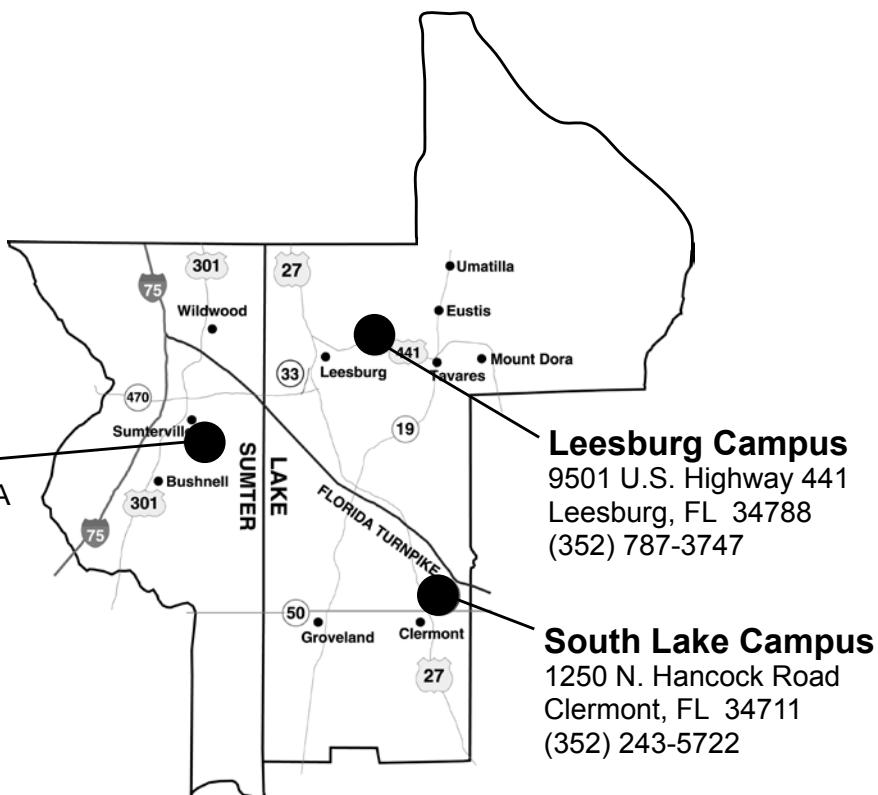
**SUMTER            303-7296**

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

# LSCC Campus Locations

**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

## **CTL.....Center for Teaching & Learning**

Classrooms  
Dean General Education & Transfer Programs  
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  
Photography Lab

## **FOB....Faculty Office Building**

Faculty Offices

## **HSC....Health Sciences Center**

Auditorium  
Classrooms  
Faculty Offices  
Nursing Labs/Simulation 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**

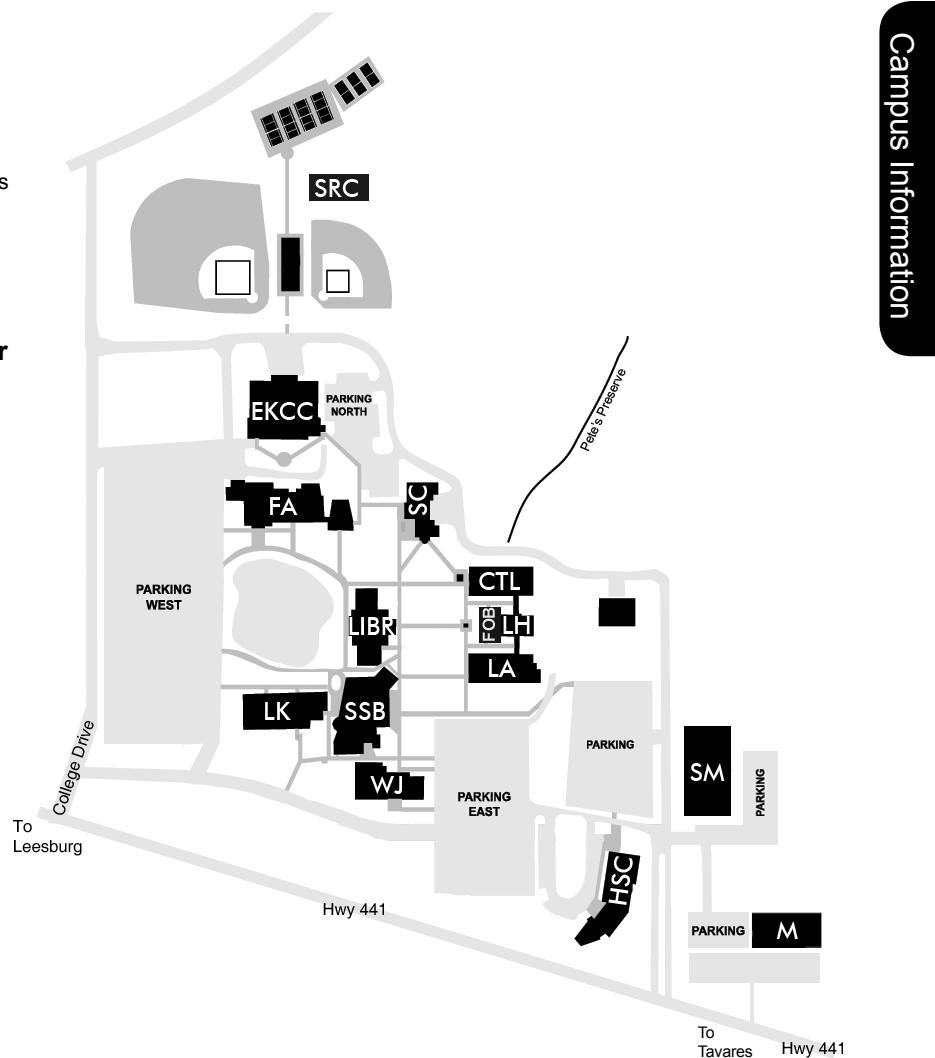
Health Information Management Library  
Media Services  
Open Computer Lab

## **LK.....Lake Hall**

Classroom  
EPI  
Faculty & Staff Offices  
Reading Classroom  
Youth Outreach Programs  
New Vision for Independence

## **M..... M Building**

Business Resources Center  
Computer Classrooms  
LSSC 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**

Career Development Services  
Cashier's Office  
College Relations/Marketing  
Dean's Office  
Financial Aid  
Planning & Institutional Effectiveness  
President's Office  
Security Office  
Student Affairs  

- Academic Advising
- Admissions & Records
- ADA Testing/Disability Services
- Dual Enrollment

TV Studio  
Assistant Vice President Student Affairs  
Vice President Academic & Student Affairs

## **WJ.....Williams-Johnson Building**

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

# South Lake Campus

## **BLDG 1**

Academic Affairs Offices  
Classrooms  
Community Room  
Learning Center  
Nursing Faculty Offices  
Nursing Labs  
Placement Testing  
Science Faculty Offices  
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  

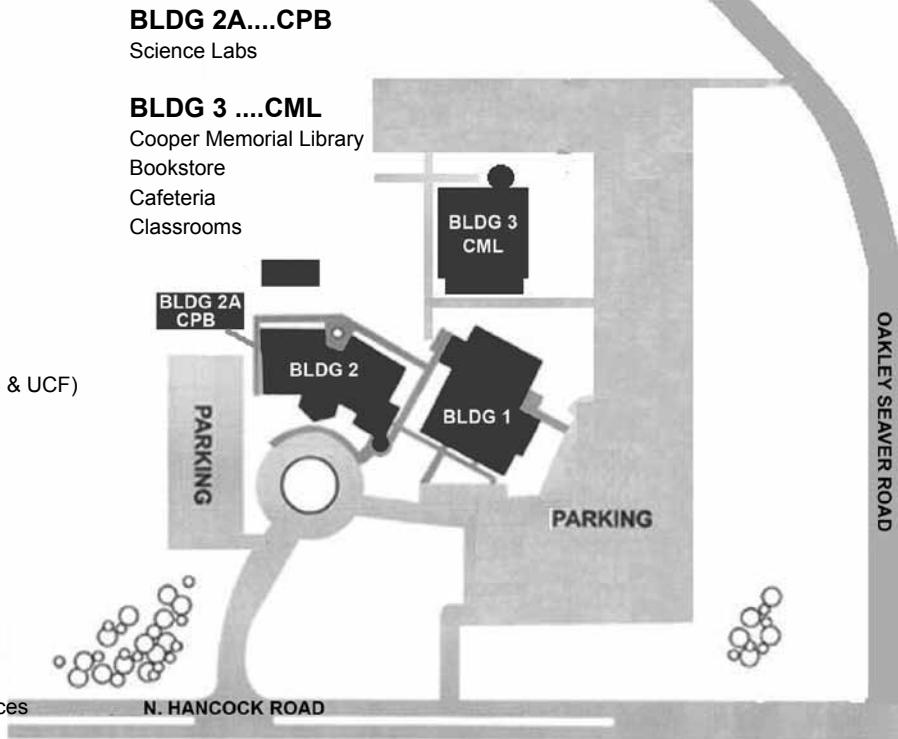
- Academic Advising
- Admissions (LSCC & UCF)
- Career Development Services
- Financial Aid

## **BLDG 2A....CPB**

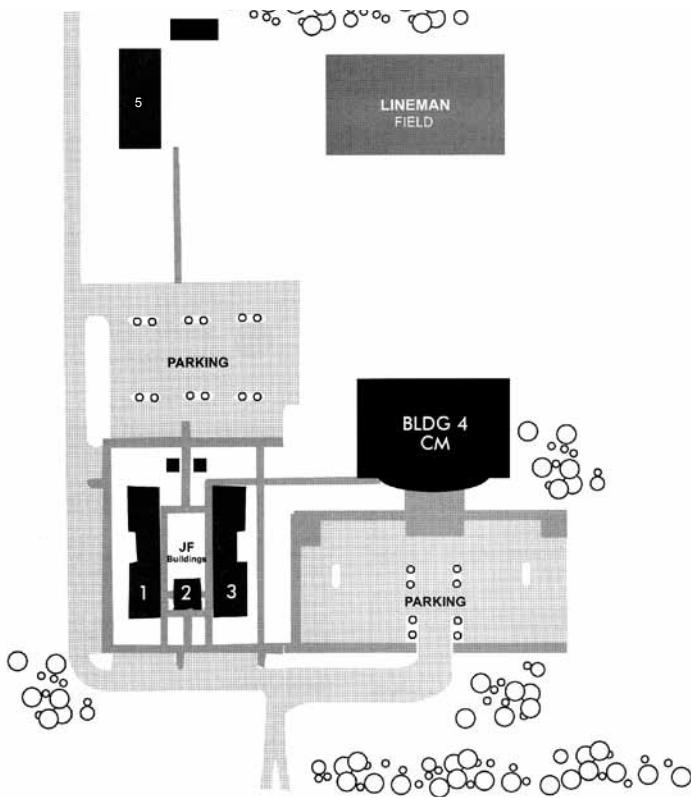
Science Labs

## **BLDG 3 ....CML**

Cooper Memorial Library  
Bookstore  
Cafeteria  
Classrooms



# Sumter Campus



## **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 Advising
- Admissions
- Financial Aid
- Placement Testing

## **BLDG 5**

EUI Warehouse  
Fire Science Classrooms

# College History

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## 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. Permian 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 and Schools, 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 LSCC's first president Paul P. Williams.

### The 1980's

The LSCC Foundation, Inc. was organized in 1980. Marie Bowden was elected as its first chair.

After serving 19 years, 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.

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.

In September 1999, the first South Lake Campus students entered the Phase I Building. The highly anticipated campus was formally dedicated the following December. The area's demand for higher education was so great that the Phase I dedication was followed immediately by the ground breaking for Phase II, called the Higher Education Facility.

### 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 feet 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.

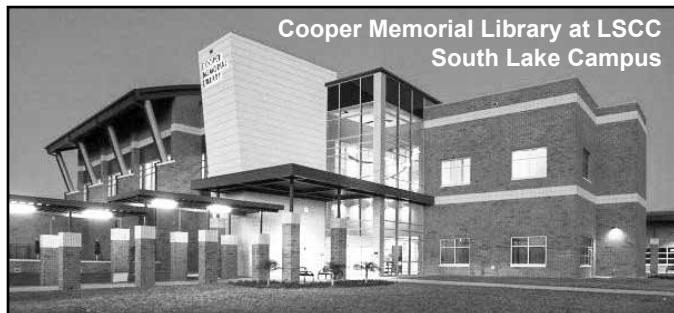
## LSCC YESTERDAY

The 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 highway-accessible facility. Computer classes also are located in the M Building, centralizing state-of-the-art technology for students and BRC clientele.

Fall term 2007 students were the first to enjoy the Leesburg Campus' impressive Science - Math Building, with classrooms, offices, and labs equipped with the latest technology for the gathering, recording, and analyzing of data and research.

The Legends Way Softball Complex is another successful South Lake Campus partnership, this time between LSCC, Lake County Government, and South Lake Hospital. Dedicated in July 2008, the Complex provides a professional-quality venue for collegiate and community competitions, as well as regional and national softball tournaments.

LSCC continued to develop new workforce programs that provide well-prepared employees for new and expanding industries, as well as for those anticipating the exodus of Baby-Boomer retirees. The Electric Utility Institute started with its electrical distribution or lineman technology training, utilizing a hands-on Sumter Campus outdoor lab. The Teacher Certification series supplements non-education bachelor degree curriculums so that graduates can teach in K-12 classrooms, while the Sheriff Chris Daniels Leadership Institute offers professional development training to criminal justice personnel. Grants were awarded to LSCC for the Nurse Refresher Courses that reintroduce those who have left medical professions to the latest technologies and advances so they can return to the industry, and the Health Records Support Technician Program that trains students in this new and universal computerized record-keeping process.



In September 2009, the 50,000 square foot \$14.3 million Cooper Memorial Library at the Lake-Sumter Community College South Lake Campus was formally dedicated. The facility, a partnership among LSCC, the Lake County Board of County Commissioners, and the University of Central Florida was a rare three-way financial union that made each partner's needs a reality. Add to this formula, the access to state matching funds and the dedicated efforts of volunteer members of the Friends of the Cooper Memorial Library and the Cooper Memorial Library Association and the project became a win-win situation for the College, the university, and the entire community.

## LSCC TODAY

For over 25 years, graduates of LSCC's associate degree in Nursing program have contributed to Lake and Sumter counties' professional level of healthcare. Already an accredited academic program through LSCC's SACS affiliation, the Nursing department recently added another recognition to its list of accomplishments. After months of intensive review and preparation and a hugely successful site visit by the accrediting team, the department and its academic programs were awarded the National League for Nursing Accrediting Commission accreditation. A voluntary review process, this accreditation determines that the education provided is of uniform and sound quality and ensures that it has been evaluated and meets high standards.



LSCC also completed the process for reaffirmation of accreditation in 2010. Why is accreditation so important? Every ten years, the Southern Association of Colleges and Schools Commission on Colleges reviews LSCC and its programs to assure their high quality and integrity. These rigorous internal and external processes evaluate the school against a set of standards. Following a very rigorous multi-year process and upon receiving the Exit Report from the SACSCOC Visiting Team in October 2010, LSCC was thrilled to hear that it earned an almost perfect score. The College received only one recommendation after meeting 81 compliances. The SACS Commission will formally announce its reaffirmation decision during its June 2011 meeting.

Many of Florida's 28 community colleges have decided to offer bachelor degree programs. The Department of Education has even renamed its two-year schools' division The Florida College System. However, LSCC's administration is not ready to rush ahead without first considering if there is a need and, if so, what new programs should be added. To assist in making such a monumental decision, President Charles Mojock created the New Vision Council, comprised of representatives from every entity of the college's Lake and Sumter County district. After six months of meetings, the Council made its recommendation to the Board of Trustees, "That LSCC pursue plans to develop a Partnership-Integrated Model to make available a variety of higher education options such as 1+1 joint tech programs, and 2+2, 3+1, and four-year programs with universities, as well as LSCC offering its own four-year degrees, thus positioning itself to be ready to move forward with these plans when the conditions are right." The Board unanimously accepted the Council's recommendation and will make considerations throughout the year.

The Partnership-Integrated Model was one of only 30 programs selected as a finalist for the Institute of Higher Education's prestigious Bellwether Award. President Charles Mojock and vice presidents Barbara Howard and Dick Scott presented the Model at January's 2011 Community College Futures Assembly. Tied to the theme, "Workforce 2020," U.S. and Canadian schools competed in one of three categories: Instructional Programs/Services; Workforce Development; and LSCC's category - Planning, Governance and Finance.

# CAMPUS POLICIES & PROCEDURES

## 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 dial 911 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. The College has three siren emergency alert tones that can be heard inside and outside buildings on all three campuses. For a full explanation and to listen to these alert tones visit <http://www.lscc.edu/staff/Pages/Departments/Facilities/Emergencies.aspx>.

### 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 College System 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.

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 (use the trunk).
2. Keep as few valuables around as possible. Do not carry large amounts of cash.
3. Do not leave your purse or wallet unattended.
4. Protect your keys.
5. Keep a list of your valuables, especially credit cards, in a safe, readily available place.
6. Park in well-lighted areas.
7. Don't walk alone.
8. Be alert.
9. Be cautious.
10. Be responsible. Report all suspicious activity to Campus Security, the Office of the Vice President of Business Affairs, or the appropriate Administrator.
11. Be careful. Report all safety hazards or potential safety hazards to the Office of the Vice President of Business Affairs.
12. Be familiar with campus plans for evacuation and other emergency procedures.

## Violent or Criminal Behavior

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

1. Notify Security: **Leesburg Campus:** 365-3544; Notify Security: **South Lake Campus:** 516-5074; Notify Security: **Sumter Campus:** 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

	2006	'07	'08	'09
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	3	1	0	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 and Procedures Manuals at [www.lscc.edu](http://www.lscc.edu) > faculty and staff > general and staff resources > Rules and Procedures.

## Sexual Harassment

LSCC will not tolerate any act of sexual harassment. Sexual harassment of any member of the College community is prohibited. Sexual harassment is illegal under state and federal law and may be subject to prosecution under the criminal sexual conduct law.

LSCC policies maintain that it shall be considered an unlawful discriminatory practice for any employer to fail or refuse to hire, or discharge, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment (or academic standing) because of the individual's sex. This policy extends to members of the College's student body, faculty and staff, or participants in the College's affiliated programs, such as dual enrollment, and applies whether the harasser is a member of the College's student body, faculty, staff, or a provider of service to the College.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made explicitly or in-explicitly a term or condition of an individual's employment or academic standing; or
- 2) Submission to or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; or
- 3) Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include: 1. sexual innuendos; 2. sexually explicit statements; 3. questions; 4. jokes or anecdotes; or 5. posting of nude/sexually exposed pictures or drawings. An isolated comment usually does not meet the hostile environment definition of sexual harassment. Hostile environment harassment usually requires repeated instances of offensive behavior.

It is the policy of Lake-Sumter Community College to respond promptly to complaints of sexual harassment. Lake-Sumter Community College will conduct a thorough and confidential investigation of all complaints of sexual harassment. Any act of sexual harassment will subject the offender to disciplinary

actions, including but not limited to dismissal from the institution. Students may initiate filing a sexual harassment complaint with the Director of Student Services. Employees of the institution should contact Human Resources.

For 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.

## 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.

For information regarding the Resolution of Student Complaints please see the Student Codes of Conduct in the Student Complaints & Grievances section of this catalog.

## 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 worksite. 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 from the security office or the information desk 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](http://www.RideLakexpress.com).

**Sumter County Transit (SCT)** - reservations can be made by calling 569-6683 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](http://www.sumtercountyfl.gov).

## STUDENT RIGHTS AND RESPONSIBILITIES

Lake-Sumter Community College has as a clear vision statement reflective of leadership in modeling and fostering excellence and the values of scholarship, respect, honesty and integrity, teamwork, high performance, and service, in order to serve better the needs of our diverse community and to prepare students to be successful, productive citizens.

Upon acceptance to the College, students acquire the rights and privileges inherent therein, and the responsibility to themselves and the College community for the necessary and appropriate effort and conduct that will reflect credit to the College, the community and themselves. These rights and responsibilities are considered critical to producing graduates who will be well prepared for career advancement, employment, specialized training for business and industry, or college or university advancement.

### NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE

In compliance with Florida Statute 119.071(5), Lake-Sumter Community College issues this notification regarding the purpose of the collection and use of your Social Security Number.

LSCC collects your Social Security Number for use in performance of the College's duties and responsibilities. To protect your identity, LSCC will secure your Social Security Number from unauthorized access. LSCC will never release your Social Security Number to unauthorized parties, and each student at LSCC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at Lake-Sumter Community College including registration, access of your online record, etc.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for community colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

In addition to the federal reporting requirements, the public school system in Florida uses the Social Security Number as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All Social Security Numbers are protected by federal regulations and are never released to unauthorized parties.

## STUDENT RIGHTS

### LSCC students have the following rights:

1. To access appropriate college facilities and resources as necessary to enhance their academic and learning experience;
2. To communicate ideas in written and oral form without disruption to the regular operations of the institution and in accordance with local, state, and federal regulations;
3. To critically think and effectively communicate their opinions and views in any course of study and to be protected against prejudicial or capricious academic evaluation;
4. To participate in programs, services, and activities in a supportive, learning-centered environment to enhance their academic, social, and personal development;
5. To participate in and be represented on appropriate college committees in accordance with the shared governance system of the institution;
6. To access academic and administrative policies and procedures for addressing and resolving student complaints, grievances, and appeals (PRO 4-14 and PRO 4-15);
7. To view their official records as defined by the Family Educational Rights and Privacy Act (FERPA).

### Student Responsibilities and Code of Conduct

Students at Lake-Sumter Community College have a responsibility to conduct themselves in a manner that will reflect credit to the College, the community, and themselves. Each student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct listed below. In accordance with prescribed procedures for handling disciplinary cases, violation of the rules of conduct may lead to formal discipline: probation, suspension, dismissal, or other appropriate sanctions.

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. In addition, disciplinary action may be imposed in special circumstances as prescribed by law.

1. Academic dishonesty: cheating, plagiarism, and any other misrepresentation of work.
2. Dressing in a manner that is not conducive to the maintenance of health, welfare and safety for themselves and others. Clothing 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. Board Rule 4.16. Page 2 of 4.
5. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons.

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 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:
  - 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.
  - Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual's identification or password.
  - 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 or computing system.
  - Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network or computing system.
  - Use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system.
  - Misuse of College computers.
13. Furnishing, with intent to deceive, false information to a College official in the exercise of his or her responsibilities.
14. Forgery, alteration, or misuse of documents, records, or identification cards. Board Rule 4.16. Page 3 of 4.
15. Violations of student traffic and parking control.
16. Unauthorized commercial solicitation on College property.
17. Actions 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 or 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.

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. The college shall enforce the provisions of Section 1006.62 Florida Statutes hereinafter set forth in full, as follows:

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. Board Rule 4.16 Page 4 of 4.
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 dismissal:
  - a. If the student provides substantial assistance in the identification, arrest, or conviction of any of his accomplices, accessories, co-conspirators 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."

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

## 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.

#### **ELECTRONIC COPYRIGHT INFRINGEMENT**

Electronic copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work (movies, videos, etc.) without authority constitutes an infringement. Please see the Lake-Sumter Community Colleges website for more complete details about its copyright policies and procedures.

#### **Violation of the Student Code of Conduct and Due Process**

#### **STUDENT DISCIPLINARY ACTION**

Violation of any of the rules of student conduct listed under the Student Code of Conduct (or any other form of misconduct) may lead to disciplinary action; however, students so accused are entitled to a hearing with the Vice-President of Academic and Student Affairs or designee. Requests for a student disciplinary hearing may be filed by any party, in writing, with the Assistant Vice-President of Student Affairs or designee, within ten (10) working days of the alleged violation. Students may seek appellate review (through the Student Administrative Appeals Committee) of the AVP or designee's decision per the College's Student Grievance Procedure (PRO 4-14).

#### **Student Sanctions**

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

**Written Warning** - a written warning is a document to the student addressing the conduct violation. A copy of the written warning is kept on file in the Assistant Vice President for Student Affairs Office or designee as part of the student disciplinary file system and database.

**Restrictions or Loss of Privileges** - Limitations on campus usage including facilities, courses, labs, or other campus activities related to a specific violation for a specified period of time.

**Probation** - A disciplinary warning status which is issued to a student in violation of a college policy or regulation which includes a written reprimand along with the probability of more severe disciplinary sanctions should the student be found in violation of any institutional policies or regulations during an established time frame. At the end of the probationary period, the Assistant Vice President for Student Affairs or his/her designee will review the student's conduct and decide whether or not to reinstate the student to good standing.

**Community or Educational Service** - An assignment of an appropriate project that will benefit the individual charged, the institution, and/or the parties offended. Such assignment may include community service, letters of apology, education assignments, educational programs, etc.

**Restitution** - Reimbursement for damage or misappropriation of property. Restitution may take the form of appropriate services, fines, repair, or other compensation for damages, and it may be applied, where appropriate, in conjunction with another sanction.

**Suspension** - Termination of student status, including all campus activities as set forth in the notice of suspension for a specific period of time. When circumstances warrant, the sanction of exclusion from the campus may also be imposed. A suspended student may, after the designated period of time, request readmission to the College by meeting with the Assistant Vice President of Student Affairs or his/her designee.

**Dismissal** - Permanent dismissal from the College. When circumstances warrant, the sanction of exclusion from the campus may also be imposed.

**Employment** - Permanent severance of the student's employment with College.

**Student Clubs and Organizations** - In addition to the above sanctions, additional sanctions may be imposed against a student club or organization for the violation of the College code of conduct and may include probation or suspension of the club or organization from the college.

## Student Complaints and Grievances

### 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.

LSCC has adopted both an informal and formal student complaint process to ensure that all students receive access to a fair, equitable and timely grievance process. As outlined in Board Rule 4.18, students have the right to appeal administrative decisions and are encouraged to use available informal means in the resolution of the complaint prior to filing a formal complaint or grievance. If the matter cannot be resolved through the informal process as shown in the LSCC Informal Resolution of Student Complaints Chart below, the student may elect to proceed through a formal written process. LSCC maintains three formal written processes. The student may complete one of four Administrative Appeal Forms, or appeal in writing to the Student Administrative Appeals Committee. All forms are available from an academic advisor who will explain and help to expedite the procedure.

### LSCC INFORMAL RESOLUTION OF STUDENT COMPLAINTS CHART

Issue	First Response	Next Level	Next Level
Admissions	Registrar	Director Enrollment Management	AVP Student Affairs
Advising	Coordinator Advising	Director Student Development	AVP Student Affairs
Bookstore	Manager Bookstore	VP Business Affairs	N/A
Counseling	Director Student Development	AVP Student Affairs	VP Academic & Student Affairs
Disability Services	Mgr. Office of Students w/Disabilities	Director Student Development	AVP Student Affairs
Discrimination	Director Student Development	AVP Student Affairs/Equity Officer/Dir. Human Resources	VP Academic & Student Affairs
Entry Testing	(CPT) Coordinator Testing	Director Learning Center	Dean General Education & Transfer Programs
Faculty Concerns	Department Chair	Dean General Education & Transfer Programs	VP Academic & Student Affairs
Financial Aid	Assistant Director Financial Aid	Director Financial Aid	VP Business Affairs
Florida Residency	Registrar	Director Enrollment Management	AVP Student Affairs
Grades	Faculty teaching course	Department Chair	Dean General Education & Transfer Programs
Graduation	Registrar	Director Enrollment Management	AVP Student Affairs
Harassment	Director Student Development	AVP Student Affairs/Equity Officer/Dir. Human Resources	VP Academic & Student Affairs
Learning Center	Director Learning Center	Dean General Education & Transfer Programs	VP Academic & Student Affairs
Library	Director Library Services	VP Academic & Student Affairs	N/A
New Student Orientation	Coordinator NSO	Director Student Development	AVP Student Affairs
Parking	Executive Staff Asst. to VP	VP Business Affairs	N/A
Registration	Registrar	Director Enrollment Management	AVP Student Affairs
Security	Security Office	Director Facilities	VP Business Affairs
Student Accounts	Bursar	Controller	VP Business Affairs
Student Activities	Asst. Director Student Life	Director Student Development	AVP Student Affairs
Transcripts/Records	Registrar	Director Admissions	AVP Student Affairs

### LSCC FORMAL RESOLUTION OF STUDENT COMPLAINTS/GRIEVANCES

#### STUDENT ADMINISTRATIVE APPEALS COMMITTEE

Students who are unable to resolve their complaints, grievances, or appeals through the process described above may appeal in writing to the Student Administrative Appeals Committee, chaired by the Director of Student Development or designee. 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.

#### GROUNDS FOR APPEAL

The purpose of appeal procedures is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. The appeal process is not intended to grant a new hearing at a higher level. Dissatisfaction with a decision is not grounds for an appeal. All levels of appeal described in these procedures involve written appeals only. Students, clubs or organizations neither meet with nor make oral presentations to the appellant officer. There may be times, however, when the appellant officer requests a meeting in order to gather further information relative to the matters associated with the appeal.

Appeals must be based on substantive or procedural errors that are allegedly or believed to have occurred during the process or if new evidence not presented at the hearing is discovered. These errors should be addressed in the written appeal and are described as follows:

1. Procedural errors - when the published procedures were not followed and the error(s) egregiously violated the student's, club's or organization's rights.
2. Substantive errors - when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student.
3. New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

## 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.)

## BREACH OF ACADEMIC INTEGRITY:

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 or 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.

**SANCTIONS FOR BREACH OF ACADEMIC INTEGRITY:**

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

**Dismissal from the College** – Faculty recommends to the Vice President for Academic and Student Affairs that student be permanently dismissed from the college.

**GRADE GRIEVANCE PROCEDURE:**

Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:

1. The assignment of a course grade to a student on some basis other than performance in a course.
2. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course.
3. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's previously published standards.

The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. This policy would apply to the final course grades. If the faculty member who issued the grade is no longer at the College, the appeal may be made to the faculty member's department chair.

If the student is not satisfied with the disposition of the complaint after dealing with the faculty member, the student may appeal to the department chair supervising that faculty member. This appeal must be in writing and contain a full description of the issues and include any documentation needed to facilitate an analysis of the situation. Appeals to the department chair must be submitted within ten business days from the time a disposition is received by the student from the faculty member.

Further appeals to the respective dean or eventually to the Vice President for Academic & Student Affairs are possible. The decision of the Vice President of Academic & Student Affairs is final in all cases of grade appeal. Appeals to the dean or Vice President for Academic & Student Affairs must be submitted within 10 business days from the time a disposition is received by the student from the department chair.

# ADMISSIONS, RECORDS, AND REGISTRATION

## STEPS TO ENROLLMENT

(Dual Enrollment students see p. 24.)

1. Apply for Financial Assistance, p. 37
2. Apply for admission (**by the posted deadline**)
3. Submit official transcripts and other official documents
  - Admissions Office - see below
  - Financial Aid Office (if applicable), p. 37
  - Office for Students with Disabilities (if applicable), p. 52
4. Take placement test, p.34
5. Complete New Student Orientation, p. 52
  - 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. 52
7. Register for classes, p. 32
8. Pay fees by deadline, p.37 and inside front cover
9. Purchase books, p. 55
  - 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 (**by the posted deadline**), official transcripts, residency documents, and the non-refundable application fee. The 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.lscc.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 ensure complete records and accurate advisement.

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.

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 or those students who applied but never attended must:

- Complete an Application for Admission at no cost.
- Submit updated official transcripts for all coursework completed since last contact with LSCC.
- Retake the placement test if scores are more than two (2) years and no college level English or math credit has been taken.
- 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 official tool the College uses to communicate information 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 LakerMail to notify students of changes made to their accounts, their courses, important college business, registration information, deadlines, tuition and fee changes, and to inform students of changes to college policies and procedures. Communications that are e-mailed to a student's e-mail address are considered to be 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). Students are classified as Florida residents or as non-

Florida residents for the purpose of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in the Florida Statutes and the Administrative Rules of the State Board of Education. A Florida resident for tuition purposes is a person who has, (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely for the purpose of enrollment at an institution of higher education.

#### A. FLORIDA RESIDENT

To qualify as a Florida resident for tuition purposes students must be a U.S. Citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out of state parents for support are presumed to be legal residence of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which Florida residency is sought. Students cannot hold out of state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

**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 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.lscc.edu](http://www.lscc.edu). Click on the Admissions Tab > Residency Information 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: [www.lscc.edu](http://www.lscc.edu). Click on the Admissions Tab > "I am A..." > International Student. 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 [www.lscc.edu](http://www.lscc.edu). Click on the Admissions Tab > "I am A..." > International Student
  - 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. Any official transcripts provided directly from the student must remain in the original sealed envelope provided by the previously attended institution. Any transcript received opened by the student will not be accepted.
  - e. High school requirements may be waived provided an LSCC transcript evaluation determines that the student has completed a minimum of 12 general education college level 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 Educational Enhancement Opportunities section (p.62) of this catalog or speak with the guidance counselor at their high school.

#### **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 by visiting [www.facts.org](http://www.facts.org).
3. They are at least 18 years of age legally withdrawn from 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 student and 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.

A student admitted under this status is required to see an Advisor before registering and may take a maximum of twelve (12) credit hours before being required to meet the criteria for admission into credit programs.

4. Non-Degree seeking students with previous coursework from another institution must submit official transcripts to LSCC upon completion of twelve credit hours. Future registration will be prohibited until all official transcripts have been received by the Admissions and Records Office.

#### **INTERNATIONAL STUDENTS**

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

International students are non-immigrants who meet 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:

1. 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: [www.lscc.edu](http://www.lscc.edu). Click on the Admissions Tab > "I am A..." > International Student.
2. 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: [www.lscc.edu](http://www.lscc.edu). Click on the Admissions Tab > "I am A..." > International Student. 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. 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.
4. Submit a financial statement showing their financial support in U.S. dollars. 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 bank statement from a financial institution.

5. The SEVIS I-901 Fee: All students must visit the Department of Homeland Security website ([www.fmjfee.com](http://www.fmjfee.com)) to complete the I-901 form and pay the required fee. The receipt from paying the SEVIS I-901 fee is required for the interview at the U.S. embassy.

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

6. 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.

7. 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

## 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 <http://www.lscc.edu/academics/degrees/Pages/EducatorPrepInstitute.aspx>.

### 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.lscc.edu/academics/nursing](http://www.lscc.edu/academics/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, a 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](http://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

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

## Custodians of Student Records

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

## Family Educational Rights and Privacy Act (FERPA)

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

These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the district 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, Social Security numbers, Student ID's, 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); 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](http://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.lscc.edu/admissions](http://www.lscc.edu/admissions)
4. Transient students are encouraged to receive advance approval from their home institution before registering for classes at LSCC.

#### **Student Status**

**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 outlined 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 developmental 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.

### **TRANSFER 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.lscc.edu](http://www.lscc.edu).

1. Click on the Students tab.
2. Under Current Student, click on Request LSCC Transcripts link.
3. Click on the link that will forward you to the Credentials Solutions website and follow prompts to enter information to request your transcripts.

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

1. Select Student
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.lscc.edu](http://www.lscc.edu).

1. Select Students Tab
2. Under Current Students, click on the Request LSCC Transcript 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 the Credentials Solutions website. 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 Solutions 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 from 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 by visiting the Online Class Schedule located at [www.lscc.edu](http://www.lscc.edu). Click on Class Schedule. 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 2011-2012 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. A currently enrolled student is defined as a student who is actively registered for courses in the current term.

All new first time in college students will be eligible for registration after completing the New Student Orientation (see page 52).

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. 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 Financial Aid Office 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 student, 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. Students should meet with an Academic Advisor to identify the courses for which they 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.lscc.edu](http://www.lscc.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.**

## 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
<b>First-time College Admissions:</b> Degree Seeking	✓	✓	✓	✓	✓				
<b>Special Admissions:</b> Non-degree Seeking	✓	✓	✓	✓*	✓*				
<b>Transfer:</b> Degree Seeking	✓	✓	✓	✓	✓	✓			
<b>Transient:</b> Non-degree Seeking	✓	✓	✓	✓*		✓*		✓	
<b>Readmission:</b> Degree Seeking	✓	✓						✓	
<b>Audit Admission:</b> Non-degree Seeking	✓	✓	✓	✓*		✓*			
<b>International Students</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

# ENTRY TESTING AND DEVELOPMENTAL 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 (FCELP), or the documentation of exemption criteria. The assessment instrument used for the FCELP at all Florida community colleges is the Post Secondary Education Readiness Test (PERT).

**Students must complete PERT placement testing or submit official exemption documentation prior to participating in New Student Orientation and registration for classes.**

This requirement applies to ALL:

- new first-time-in-college students seeking any degree or certificate
- students who are non-degree seeking but want to enroll in general education and other courses with a prerequisite of math, reading, or English
- new transfer students who have not yet begun classes 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 classes in college-level English, reading, and/or math courses, and whose placement scores (SAT, ACT, or CPT) are more than 2 years old

Students receive a Placement Testing Referral Form when paying the admission or testing fee. They must present this form and a photo ID to one of the three campuses in order to sit for the PERT and should plan approximately 2 hours for completion of the test. Appointments are required for testing on all three campuses. Information about making appointments is listed on the Referral Form.

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

For additional information regarding Placement Testing, go to: [www.lscc.edu](http://www.lscc.edu). Click on the Students > Testing.

## Exemptions to PERT Requirement

Students who meet or exceed the following minimum SAT/ACT scores in all areas are exempt from the PERT 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 18 - Reading and 19-Math	ENC 1101 MAT 1033
SAT	440 - Verbal/Reading and 440 - Math	ENC 1101 MAT 1033

## Preparation for PERT

Because the PERT will determine whether students start at LSCC in developmental or college-level courses, students are encouraged to prepare by reviewing for the test. Review information may be obtained at the website, [www.lscc.edu](http://www.lscc.edu). Click on Students > Current Students > Testing.

## Retaking all or parts of the PERT

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

Students are strongly encouraged to do additional review and meet with a Learning Center tutor before retaking the PERT. Retake fees may apply.

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

**The following scores represent interim PERT scores and corresponding course placements. Scores are subject to change by the Florida Department of Education and reflect statewide requirements.**

Writing (English)		Reading	
PERT Score	Placement	PERT Score	Placement
50 - 89	ENC 0015	50 - 83	REA 0007
90 - 98	ENC 0025	84 - 103	REA 0017
99 - 150	ENC 1101 *	104 - 150	ENC 1101 *

\* To place into ENC 1101, students must have BOTH a Writing score of 99 - 150 AND a Reading score of 104 - 150.

Math	
PERT Score	Placement
50 - 95	MAT 0018
96 - 112	MAT 0028
113 - 122	MAT 1033
123 - 150**	MAC 1105, MGF 1106, or MGF 1107

\*\* Students scoring 123 or higher may choose to take an additional Advanced Math Placement Test to determine if they may place into higher level math.

Advanced Math Placement Test	
Score	Placement
0 - 12	MAC 1105, MGF 1106, or MGF 1107
13 - 25	MAC 1140, MAC 1114, MAC 2233, or STA 2023
26+	MAC 2311

## Non-LSCC Student Request to Take an Entry Test

Anyone not planning to attend LSCC but who desires to take LSCC's placement test must pay a non-student test fee at the Cashier's Office and make a testing appointment. The student will be allowed to take each section of the PERT twice in a 2 year period. A retest fee may apply.

## PERT Scores Sent to Another School

Complete a Score Request form on any campus. A sealed copy of scores will be made available for the requester's pickup. Allow 5 business days for processing.

**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.

Transfer to LSCC with ESL Coursework

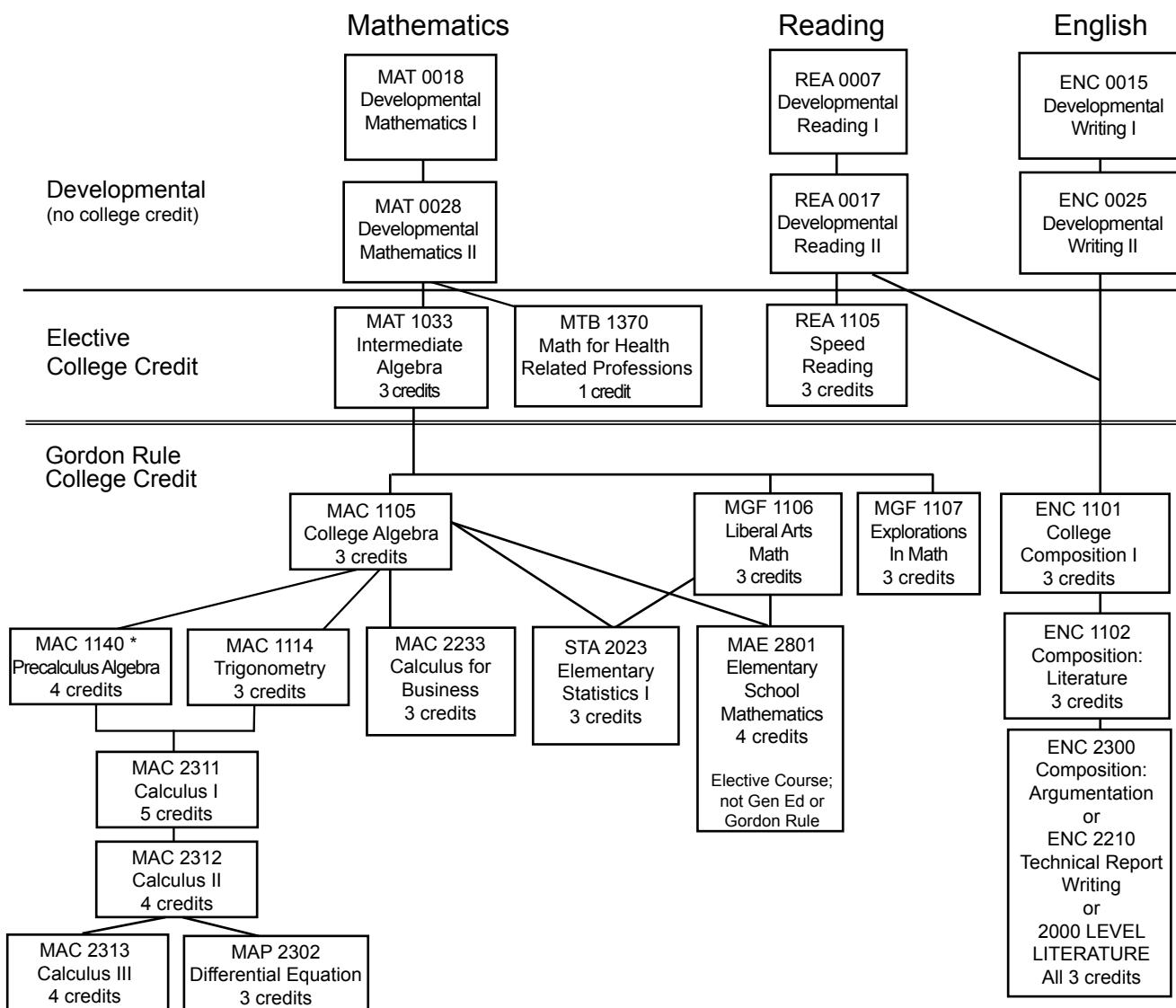
Students who have transfer work in ELS classes will be required to take the CPT at LSCC to determine placement.

**ESL Accuplacer Scores and Corresponding Course Placement**

<b>ESL Accuplacer Score</b>	<b>Placement</b>
85 and below	EAP384
86-105	EAP480
106+	ENC1101

**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 of taking timed writing tests, 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**

\* It is suggested that MAC 1140 is taken prior to MAC 1114. Both courses are required for MAC 2311.

## DEVELOPMENTAL COURSES

### PLACEMENT INTO DEVELOPMENTAL COURSES

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

Developmental courses are designated with a course number beginning with a 0 (ENC 0015, 0025; REA 0007, 0017; MAT 0018, 0028). Grades earned in these courses are not figured into grade point average (GPA) calculations, and the credit hours for developmental courses do not count toward a degree or certificate. All developmental courses at LSCC count as 4 institutional credit hours for purposes of tuition & fees, class meeting times, and enrollment status (full-time or part-time) for financial aid and other purposes.

### BASIC SKILLS EXIT TESTS

The 1997 Florida Legislature made passing a Basic Skills Exit Test in the upper-level developmental courses 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 developmental subject areas. All Florida community colleges are required to administer the college Basic Skills Exit Tests as of fall semester 1999.

The Exit Test is to be administered following the completion of the upper-level of developmental coursework and prior to enrollment in college-level English, reading, or mathematics courses that apply toward degree requirements. Students who have completed remediation through a private provider should take the college's placement test (for the purpose of determining placement in college-level coursework) instead of the Exit Test.

In mathematics, students completing MAT 0028 course with at least a 70 percent average are required to take the Exit Test in mathematics. To pass the course and receive an "S" grade, students must, in addition to earning at least a 70 percent course average, get 23 or more problems correct on the mathematics Exit Test. One Exit Test retake is allowed, but the initial exam and the retake are given only one time each during the college's final exam week. Students receiving less than 23 on both Exit Test attempts will receive a final course grade of "U". Students missing the initial exam or the retake forfeit the opportunity to take the test.

In reading, a minimum grade of "C" and a passing score on the Exit Test in reading are required for successful completion of REA 0017, Developmental Reading II and entry into REA 1105, the college-level reading course. Exit Tests are administered within a week of the final exam for the course. Those students who fail the Exit Test on their first attempt must pass the second form of the Exit Test within two days or they will earn a failing grade for the course.

In English, students who are enrolled in ENC 0025, Developmental English II, take the Exit Test in English as part of their final exam, in order to be qualified for the first college-level composition course, ENC 1101, College Composition I. If they do not pass this Exit Test, they will not receive a passing grade in ENC 0025. 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 0025.

Students enrolled in ENC 0015, Developmental English I, may be eligible to take the Exit Test and bypass ENC 0025, Developmental English II, to advance to ENC 1101. These students must first be recommended to the test coordinator by their ENC 0015 instructor. The students must also retake the college's placement test and earn 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 ENC 1101 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.

New course numbers and names were assigned for all developmental courses effective August 1, 2011 and are the same at all institutions in the Florida College System.

### THE QUALITY ENHANCEMENT PLAN (QEP)

Lake-Sumter Community College's Quality Enhancement Plan (QEP) is designed to enhance student learning by supplementing the college's developmental coursework in mathematics, reading, and English. In a team-taught classroom environment, primary instructors will continue to teach and refine math, reading, and English, while trained Student Life Skills (SLS) Faculty Coaches will focus attention on the following four student success skills:

- Test taking
- Applying feedback
- Articulating goals
- Note taking

# FINANCIAL INFORMATION

## TUITION AND FEES

Please check online at [www.lscc.edu](http://www.lscc.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 2011-2012 academic year. Fees are subject to change due to omission, error or legislative adjustment, or Board approval for the next academic year.**

### College Credit Courses (per credit hour)

Tuition – Florida Resident	est. \$ 92.00
Tuition – Non-Florida Resident	est. \$350.66

### Postsecondary Adult Vocation Courses

Florida Resident	\$77.87
Non-Florida Resident	\$311.48

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.....	\$32
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 advisor for more information.

Please refer to page 40 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.lscc.edu/payment](http://www.lscc.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's 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-I4.0541, 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.lscc.edu/calendar](http://www.lscc.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 Assistant Vice President of 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 Academic Advisor or on the LSCC website [www.lscc.edu](http://www.lscc.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 Financial Aid Office 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.gov](http://www.fafsa.gov) and the LSCC Financial Aid Office. A variety of financial aid programs are available to eligible students at LSCC including:

Federal Pell Grant (PELL)  
 Federal Supplemental Educational Opportunity Grant (FSEOG)  
 First Generation Matching Grant (FGMG)  
 Florida Student Assistance Grant (FSAG)  
 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.

### Priority Deadline to Complete File

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:

May 24, 2011 for fall term 2011  
 November 8, 2011 for spring term 2012  
 April 11, 2012 for summer term 2012

## **Late Applicants**

If students miss the Financial Aid Priority Deadline for the term in which they wish to enroll, students are still 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 refund will be issued later in the term. You can seek help with paying fees through the Tuition Installment Plan (TIP).

## **Financial Aid Policies and Procedures**

These policies and procedures are only effective as of the date of publication and are subject to change. Updates will be posted on the LSCC website.

### **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, a GED, or qualified certificate of completion
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate 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**

All financial aid and admissions documents must be received 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](http://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.gov](http://www.fafsa.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 Financial Aid Office 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 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.gov](http://www.fafsa.gov). TTY users may call 1-800-730-8913.
5. **Complete the Student Data Form and return it to the Financial Aid Office.** 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 Financial Aid Office 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 Financial Aid Office will notify them of all required documents (such as tax returns, W2s, assets, untaxed income, etc.). 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.lscc.edu/finaid/Pages/How%20to%20Apply/Forms.aspx>
9. A separate application is required if students are applying for a Federal Subsidized/Unsubsidized Stafford Loan. Loan packets are available in the Financial Aid Office.

### **GENERAL INFORMATION**

- Students will receive an award letter in their Laker mail account once their file is processed by the Financial Aid Office. This will let the student know the types of aid for which they are eligible at that time.
- Students must notify the Financial Aid Office 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 Financial Aid Office. 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), asset information (e.g. bank statements that include date FAFSA filed, value and debt of rental properties, etc. ), as well as documentation of untaxed income (e.g., child support, worker's compensation 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 668.34). 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.
- A student with a Bachelor's degree or higher will be considered to have exhausted the maximum time-frame eligibility and therefore will not be eligible for federal financial aid at LSCC.
- Standards of academic progress will be reviewed at the end of each semester.
- All transfer students will be reviewed at the time they admit to LSCC, prior to making any financial aid awards.
- A student is required to successfully complete 67 percent of the hours attempted each semester to progress toward a degree or approved certificate program.
- If a student does not complete the percentage of required hours, he/she will be placed on financial aid warning. By the end of a warning 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 developmental 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 developmental course work should 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 Financial Aid Office 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 Financial Aid Office, the student's aid will be reinstated with provisions. Restrictions governing the number of remaining credit hours for financial aid assistance will be stipulated by the Financial Aid Office. 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.
- Once a student receives an A.A. degree, additional funds will not be available for course work applicable to the A. A. degree.
- For more detailed SAP policies, please visit [www.lscc.edu/finaid](http://www.lscc.edu/finaid).

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

## REPAYMENT OF FEDERAL FINANCIAL AID

### What Federal Funds must be repaid?

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

Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. A student who withdraws or stops attending all courses prior to completion of at least 60 percent 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 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 Financial Aid Office 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 Financial Aid Office 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 Financial Aid
- Click on My Award
- Click on Award by Aid Year
- Use the drop down box to click on the current aid year (e.g. 2011-2012), then click on submit

### **Bookstore Authorization For Financial Aid Recipients**

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 Financial Aid
- Click on 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 Financial Aid Office at 365-3567. 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 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 15th.

## 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 for 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 served basis.

## 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 [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org)

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

### FLORIDA BRIGHT FUTURES SCHOLARSHIP

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

Students must be enrolled in a degree-seeking program and transcripts from all prior colleges must be received before Bright Futures awards can be posted to 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. Award amounts are subject to change each year.**

#### Estimated Award Amounts (2011-2012)

**Florida Academic Scholars (FAS)**  
(pays \$77.00 per credit hour)

**Florida Medallion (FMS)**  
(pays \$77.00 per credit hour)

**Florida Gold Seal Vocational (GSV)**  
(pays \$58.00 per credit hour)

## Renewal Requirements

The chart below outlines the credit hour requirements for renewal:

Credit Hours Enrolled (per term)	Credit Hours Required to Complete (Pass) (per term)
12 + Hours (Full-time)	12 hours
9-11 Hours (Three-quarter time)	9 hours
6-8 Hours (Half time)	6 hours

The chart below outlines the GPA requirements for renewal:

	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.

## Repayment of Funds

Students will be required to repay the cost of any course dropped or withdrawn. (Exceptions can be recommended by the financial aid office if there is a verifiable illness or emergency beyond the student's control.)

Repayment for the cost of dropped or withdrawn courses is required to renew a Bright Futures award for the subsequent academic year.

## Reinstatement Requirements

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

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

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

If eligible for reinstatement, the students will receive the Bright Futures award (FAS, FMS, or GSV) for which they were last determined eligible.

Student must apply to reinstate their award within three years of high school graduation and receive funding the immediate subsequent academic year.

Once students have received funding (for a minimum of one term), they are eligible to apply for reinstatement up to seven years from high school graduation.

## Students Who Enlist in the Military

Initially eligible students who enlist 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.

Students who are receiving a Florida Bright Futures Scholarship and discontinues their education to enlist in the United States Armed Forces commence the remainder of their seven-year renewal period upon the date of separation from active duty. To reinstate the scholarship, they 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:** Students **may not be awarded restoration of the scholarship** if they do 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 low GPA.

If a students' cumulative GPA (unrounded and unweighted), as reported by the home postsecondary institution, was less than a 2.75 and they were ineligible for funding, the students 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 students are applying.)

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

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

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

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

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

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 Financial Aid Office)
- 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 Financial Aid Office are final.

### Florida Department of Education Contact:

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

## INSTITUTIONAL SCHOLARSHIPS

General eligibility criteria for most institutional scholarships include a minimum cumulative 2.0 GPA, enrollment in a minimum of 6 hours, degree seeking and demonstrate financial need unless otherwise noted. \*NOTE: Dual enrolled students are not eligible for institutional scholarships. These scholarships have limited funding; therefore, every student who meets the general eligibility criteria may not receive a scholarship.

- Academic Scholarship:** \$500 per term for students who make the President's list during fall semester. Minimum 3.8 GPA requirement.
- Financial Need Scholarship:** \$600 per term for students who have documented need based on federal criteria.

## 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 Financial Aid Office 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 Financial Aid Office 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 Online 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 \$600 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.

- **College Reach Out:** Up to 6 hours tuition for 15 students in the Bridges Program for summer B term only.
- **LSCC Service:** In return for 70 hours of service per term, students may receive up to \$1250 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 \$600 per term.
- **Student Government Association:** Scholarships are awarded to the Student Government Officers for each LSCC campus. The President receives a \$750 scholarship per term. Other officers receive a \$600 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 PUBLIC HIGH SCHOOL SENIORS

Applications for these scholarships are available online by February of each year at [www.lscc.edu](http://www.lscc.edu). Interested students may submit an application packet for consideration by the High School Scholarship Committee. Selected candidates are informed by May of each year.

- **GED:** Two students from Lake and Sumter Counties will be selected for \$600 scholarships for fall term.
- **Opportunity Scholarship:** Fee waiver for 12 credit hours for fall semester. Waiver hours must be utilized beginning fall semester. Spring term may be issued if hours are available.
- **President's Scholarship:** \$600 scholarship per semester for one year.
- **Principal's Scholarship:** \$1200 scholarship per semester for one year.
- **Trustee Scholarship:** \$1200 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:** \$600 scholarship per semester for one year.

## UNIVERSITY SCHOLARSHIPS

Please contact the Financial Aid Office at 365-3567 for a list of available scholarships or view available scholarships at <http://www.lscc.edu/finaid/Pages/Financial%20Aid%20Resources/TransferScholarships.aspx>.

## LSCC Foundation Scholarships

The Lake-Sumter Community College Foundation, Inc. offers scholarships for LSCC students. To apply, complete a scholarship application online at <http://lscscholarships.ngwebsolutions.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 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
Bertha Hereford Hall Scholarship	Education		2.50		
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 Cross & Blue Shield Scholarship	Accepted-AS in Nursing		2.50		
Blue Heron Pilot Club Scholarship	All Degree Students		3.00	Sumter	
Booth Foundation Scholarship	Accepted-AS in Nursing		2.50		
Brighter Futures Foundation Scholarship	All Degree Students		2.0-2.9		
Burnsed, Cauthen, Hewitt & Talley Scholarship	All Degree Students		2.50		
Business & Professional Women Eustis Scholarship	All Degree Students		2.50	Lake/Sumter	
Caryl Shaw Lavery Memorial	Accepted-AS in Nursing	East Ridge H.S.	3.50		
C.V. Griffin Foundation Fund	Accepted-AS in Nursing		2.50		
Cecil Clark Memorial Endowment	All Degree Students		2.50	Lake	
Celia Linda Kissner Scholarship	All Degree Students		2.00		
Cemex Scholarship	Engineering/Construction		2.00		
Charles & Sandra Cochrane Scholarship	All Degree Students		2.00		
Charles & Mary McLin	All Degree Students		2.50		
Charles & Bessie Minas Scholarship	All Degree Students		2.50		
Cherry Lake Farms Scholarship	All Degree Students		2.50		
Christian Worship Center Scholarship	All Degree Students		2.50		
Christopher Staff Memorial Endowment	All Degree Students		2.50		Disabilities
Cindy's Scholarship Group	Accepted-AS in Nursing		3.00	Lake/Sumter	
Civitan Club of Leesburg	All Degree Students	Leesburg H.S.	2.50		
City of Fruitland Park Resident Scholarship	All Degree Students		3.00	Lake	Fruitland Park Resident
Clermont Women's Club	All Degree Students		3.00		Female
Clermont/Groveland Elks Lodge Endowment	All Degree Students		2.50		
College Outreach Program Scholarship	All Degree Students		2.00		
Community Leads & Needs Scholarship	All Degree Students	South Lake H.S.	2.50	Lake	
Copeland Family Memorial Scholarship	All Degree Students		2.50		Male
Corey Davis Baseball Scholarship	All Degree Students		2.00		
Daniel Thomas Wynn Memorial Scholarship	Business/Computer	Sumter County H.S.	3.00		
Daughters of the American Revolution -Tomoka Chapter/Clermont	Social Studies	South Lake H.S.	3.00		
Deputy Wayne Koester Memorial Endowment	Criminal Justice		2.50		
Dorothy Louise Stafford Nursing Memorial	Accepted-AS in Nursing		3.00		
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		
Earl & Sophia Shaw Scholarship	All Degree Students		2.50		

## LSCC Foundation Scholarships

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
Edmond Amateis Foundation Scholarship	All Degree Students		2.50		
Elizabeth Kerekes Nursing Scholarship	Accepted-AS in Nursing		2.50		
Embarq/Sprint Scholarship	Business/Engineering/IT		3.00		
Ernestine Duffer Memorial Scholarship	All Degree Students	South Sumter H.S.	3.00	Sumter	
Ernie Morris Enterprises Endowment	All Degree Students		2.50		Athletes
Filomena Arborio Dillard Endowment	All Degree Students	Eustis H.S.	2.50		
First Baptist Church/Donald Ferguson Memorial Endowment	All Degree Students		2.00		
Florida Association Community College (FACC) Scholarship	All Degree Students		2.00		
Florida Public Relations Association Scholarship	PR, Journalism, Electronic Media, Advertising		2.50		
Frank J. & Helen DeScipio Scholarship	Accepted-AS in Nursing		2.50		
Gary & Bonnie Jones Scholarship	All Degree Students		2.50		
George O. Pringle Memorial Endowment	Performing Arts/Theatre		2.50		
George O. Pringle Memorial Scholarship	Performing Arts/Theatre		2.50		
Ginny Jones Memorial Endowment	Business Management		3.00		Female
Gloria Harvard Scholarship	All Degree Students		2.00		
H. Guy and Anne W. Thompson	All Degree Students	Sumter County H.S.	2.50	Sumter	
H.H. and Carrie Ellen Sparkman Fund	All Degree Students		2.00		
H.O. Robbins Nursing Scholarship	Accepted-AS in Nursing		3.00		
Hans and Cay Jacobsen Scholarship	All Degree Students		2.50		
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		
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 & Sara Daniels Scholarship	All Degree Students	Mount Dora H.S.	3.50		
John & Almarene W. Outlaw Scholarship	All Degree Students		2.50	Sumter	
Karen S. Beard "United in Praise" Endowment	Performing Arts/Music		3.00	Lake	
Krystal Dawn 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
Lake-Sumter Computer Society	Computer Science		2.50		
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		
Marion S. Shuck Scholarship Trust	Education		3.00		

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
Martin E. & Margaret B. 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	
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 Endowment	All Degree Students	Mt. Dora H.S.	2.50		
Paul Tumlin Memorial Scholarship Endowment	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		
Saint Phillips Lutheran Church Scholarship	All Degree Students		2.50		Member of St. Phillips
Sarah Richardson Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		
Sheriff Chris Daniels Memorial Endowment	Criminology/Law Enforcement		2.50		
Stephen Hyatt Judson Memorial Scholarship Fund	Law/Economics/Philosophy		3.00	Lake	
Steverson-Blundell Memorial Scholarship	All Degree Students	Tavares H.S.	2.50		
Students Helping Students Endowment (SGA)	All Degree Students	Lake County H.S.	2.50	Lake	
Students Helping Students Scholarship (SGA)	All Degree Students		2.50		
Sumter Golf Tournament Scholarship	All Degree Students	Wildwood/S.Sumter H.S.	2.50	Sumter	
Sunshine Circle King's Daughters & Sons	Health/Education		2.50	Lake	
Suzanne Walker Memorial Scholarship	All Degree Students		2.50		
Terry Renner Scholarship	All Degree Students		3.00		
Todd Richards Endowment	All Degree Students		2.50		
Tomoka Chapter Daughters American Revolution-Beebe Memorial					
Tony Bjorn Memorial Endowment	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		
V. Arlene Edwards Scholarship	Nursing/Fine Arts Major	Leesburg H.S.	2.50		
VePlan Scholarship Fund	All Degree Students	Eustis H.S.	3.00		
Vicki Odor Memorial Scholarship	All Degree Students		2.50		
Voiture 400 40/8 North Lake County Scholarship	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 C. & Eunice N. Thompson	All Degree Students		2.50		
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		
Woman's Club of Leesburg	Accepted-AS in Nursing		3.00		
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 in 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

Career Development Services (CDS) provides career advising, career exploration and job search assistance to students, alumni and community members. Off-campus part-time, full-time and internship employment opportunities are posted and updated weekly at [www.lscc.edu/academics](http://www.lscc.edu/academics).

Please see additional information related to career planning and job search support on page 54.

## 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 Financial Aid Office at 365-3567.

### FEDERAL DIRECT STUDENT LOAN

#### **Federal Direct Subsidized Student Loan (DLSUB)**

Subsidized Stafford Loans are for students who have financial need. With a subsidized Stafford Loan, the federal government will pay the interest while students are enrolled at least half-time, during their grace period, and during deferment periods. Information regarding repayment can be obtained from the Financial Aid Office.

#### **Federal Direct Unsubsidized Student Loan (DLUNSU)**

Unsubsidized Stafford loans are for students who do not have financial need. With an unsubsidized Stafford Loan, students are responsible for paying the interest during all periods, starting from the date the loan is first disbursed. Information regarding repayment can be obtained from the Financial Aid Office.

#### **Direct (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 students are no longer enrolled at least 6 credit/load hours with interest fixed at 6.8 percent percent for unsubsidized and 3.4 percent for subsidized loans disbursed on or after July 1, 2011. Information regarding repayment can be obtained from the Financial Aid Office.

### **FEDERAL DIRECT 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 7.9 percent. Parents may borrow up to the full cost of education, less any financial aid students are 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 (Americorps)
- 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 – Members of armed forces who entered active duty for the first time after June 30, 1985.

**Chapter 31** – Disabled Veterans – Members having a service connected disability that entitles them to veteran compensation.

**Chapter 32** – Veterans Educational Assistance Program (VEAP) – Members who initially entered service after December 31, 1976.

**Chapter 33** – Post 9/11 GI Bill – Members of the armed forces with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days.

**Chapter 35** – Survivor and Dependents – Sons, daughters, and spouses of veterans who died in service or as a result of a service connected disability or became permanently and totally disabled.

**Chapter 1606** – Selected Reserve Program – Members of the selected reserve who are certified by their unit commander and the VA.

**Chapter 1607** – Selected Reserve Program – Members of the reserve components called or ordered to active duty in response to a war or national emergency (contingency operations) as declared by the President of Congress on or after September 11, 2001.

All VA checks are made payable to the student and 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](http://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 deferment** 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 deferment. 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 fulfill the requirements of the degree. Certificate programs are not approved for VA certification. A course taken for audit (X) cannot be approved for benefits.

A student receiving veterans benefits:

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

Whether students are searching for a new career path or know exactly what they want to pursue, LSCC Academic Advisors can help to clarify values regarding life and work, identify possible academic options, use online tools to obtain academic and career information, review academic program guidelines and progress, and help students understand and navigate through the enrollment and registration process..

It is important for students to develop and maintain contact with an advisor throughout their college career. All new students have an opportunity to meet with an Academic Advisor as part of the live advising segment of New Student Orientation. Transfer students should plan to schedule an appointment with an advisor at the LSCC campus closest to them. Meeting with an advisor at least once during each semester of enrollment is recommended in order for students to remain on track toward degree completion.

Academic Advisors perform preliminary graduation checks for all students applying for graduation from LSCC. The official and final graduation checks are performed by the Records Office. Please note that until the final check is performed, it is not possible for LSCC to verify eligibility for graduation. Though much assistance and support is in place to help students meet and achieve their degree requirements, ultimately, the responsibility rests in the hands of each student to be sure that he or she has fulfilled all LSCC graduation requirements.

LINKS is a program that brings academic advisors into the classroom - specifically college developmental English, reading, and math courses. The goal of this program is to provide students with important and relevant information, to establish brief face-to-face contact with an academic advisor, and to help connect students with appropriate resources that they will need to successfully make the transition to the college experience here at LSCC.

### 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 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. LSCC contracts with a private mental health provider to whom students who need help beyond the scope of our services can be referred and receive up to three counseling sessions free of charge. To learn more about supportive counseling and/or referral services, please contact your campus Academic Advising Office.

## DISABILITY SERVICES

In order to ensure equal access to educational opportunities for all students regardless of disability, LSCC's philosophy is that students with disabilities should be integrated as fully as possible into all aspects of the college. Educational access is the provision of classroom accommodations, the use of auxiliary aids, and the use of services to afford the student with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the college. Students with a disability who need the use of auxiliary aids and/or services are obligated to provide self disclosure and written documentation to assist the Office for Students with Disabilities (OSD) in

determining a student's eligibility. Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 provide protection for students with disabilities from discrimination that may occur due to misconceptions, attitudinal barriers, and/or failure of the college to provide appropriate accommodations, auxiliary aids, or services.

To learn more and inquire about accessing services offered through the Office for Students with Disabilities, students who plan to attend any LSCC campus should visit the college website at: [www.lscc.edu](http://www.lscc.edu) (click on "Quick Links" and scroll to "Disability Services" and click). On the pages provided, students can review LSCC's documentation guidelines and service related information. You can also contact the OSD by calling 352-365-3589 for further information.

Although students seeking services may make a request at any time, those needing more complex services are advised to notify the college as early as possible to ensure that the OSD has enough time to review documentation and provide appropriate accommodations. Some accommodations, such as interpreters, readers, scribes, and note-takers, take more time to arrange. Students, therefore; are encouraged to make arrangements well before a semester begins, in order to take full advantage of any assistance they may be entitled to. In addition, arrangements for ongoing and continuing services must be made each semester through the OSD to maintain continuity of services.

The college does not have to provide an academic adjustment that would fundamentally alter the nature of a service, program or activity, or result in undue financial or administrative burdens. For certain eligible students to meet graduation requirements, however; LSCC's Board of Trustees, in collaboration with the OSD, has established a procedure for reasonable course modifications and substitutions. Students seeking information about a modification or substitution must contact the OSD to discuss eligibility and the proper procedure necessary to make such a request.

## **Employment after Disability**

Individuals unable to return to their former employment after sustaining a temporary or permanent disability may contact the Office for Students with Disabilities (OSD) at LSCC. If appropriate, the OSD can provide information and referrals to state agencies such as the Division of Vocational Rehabilitation or the Division of Blind Services. An Academic and Career Counselor from Student Development can also assist individuals in exploring new career paths and educational opportunities that may be available at LSCC or other area institutions. To inquire about further information please call 352-365-3574 for academic or career information or call 352-365-3589 for disability related information or services.

## **CAREER DEVELOPMENT SERVICES**

Career Development Services (CDS) provides career advising, career exploration and job search assistance to students, alumni and community members at all three of LSCC campuses. Career Advisors assist students:

- find the right major, college/university and career
- identify and obtain relevant and professional experience
- discover possible employers, build an attention-grabbing resume and cover letter, hone interview skills, customize a job search and more

### **Career Exploration**

Selecting the right career and major requires an understanding of one's interests, skills and values. Through the utilization of career assessment tools as well as exploration exercises such as research and reading of on-line resources, students will obtain a wealth of information regarding general and specific job requirements, earnings projections, future opportunities for employment and industry trends. Additional exercises such as information interviewing are also encouraged.

### **Gaining Relevant Experience**

CDS staff works in conjunction with faculty to identify areas for students to gain academic and practical experience. Opportunities to gain experience related to a program of study are encouraged in order to become a competitive job candidate. There are a variety of ways to gain related experience such as internship and co-op positions, job shadowing, on-campus and off-campus employment, elective coursework, volunteer work, leadership positions. These opportunities are an excellent way to build skills, network for future jobs and assess your suitability for work in your chosen career.

### **Job Search Resources**

Career Advisors can assist students customize their job search strategy for today's competitive job market-from creating job search application materials to polishing interview and networking skills. In addition, CDS staff conducts employer outreach to attract local employers to LSCC campuses. Students are invited to participate in on-campus employer interviews and information tables/sessions as well as career fairs. Job listings are also posted weekly through the CDS website (accessed via [www.lscc.edu/academics](http://www.lscc.edu/academics)).

### **Summary of Services:**

- One-on-one career advising
- Career/major exploration assistance
- Resume/cover letter tips and critiques
- Full-time, part-time, seasonal and internship search strategies (off-campus)
- Career assessments
- Interview tips and mock interviews
- Salary negotiation tips
- Networking & professional etiquette tips

- University transfer and professional/graduate school research assistance
- Career-related presentations and webinars
- Online job listings (CDS website)
- On-campus employer interviews and information sessions
- Annual career fairs
- Career-related resources online and in-office library

To schedule an appointment with a Career Advisor, please contact 323-3603 or careers@lssc.edu. For more information, visit [www.lssc.edu/academics](http://www.lssc.edu/academics).

## NEW DIRECTIONS

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.

The purpose of this program is to assist and support participants so that they may enjoy the independence and economic security vital to a productive life. The New Directions Program (formerly known as the Women's Program) is a state-trust funded program sponsored by the Agency of Workforce Innovation (AWI). The program is free of charge, and there are no fees for potential employers (based upon availability of agency funding).

The New Directions program offers a variety of services, including: 1) training and educational services; 2) limited financial assistance to those who qualify; 3) career and academic advising; 4) job referral information, and 5) community referrals for additional services and 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 435-5042.

## ACADEMIC SUPPORT SERVICES

### Learning Centers

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

- Multidisciplinary professional and peer tutoring.
- Staff tutoring in math, English and science.
- Editing assistance with writing and presentations.
- Assistance with language skills in English, French, German, Spanish, and Mandarin Chinese through the use of RosettaStone.
- Biological science manipulatives and software.
- Computer access and assistance for on-line courses and testing.
- Computer assisted tutorials.
- Preparation for standardized exams.
- Make-up testing for all classes.
- Distance Testing for other academic institutions.
- Additional assistance for students with disabling conditions.
- Meeting and planning areas for project and study groups.
- Testing Center for PERT, HESI, CLEP, and Credit by Exam
- Textbook Lending Library.
- Group orientation, training, and support sessions for non-traditional students.
- Help with your homework.

The Learning Centers also welcome faculty to bring classes to use the facilities for supplemental teaching and learning, use of software, and individual assistance.

Faculty can arrange make-up testing for any student by completing a Testing Request Form. Testing can be done on any campus at any time that the Learning Center is open. Please advise students to bring the appropriate materials and a photo ID to the testing site. If you have an entire class or a large group of students who need to be tested, please contact the Learning Centers to request a proctor in the classroom. Feel free to contact us 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.
- Providing assistance, as needed and appropriate, for community training efforts.

- Supporting student activities and services by offering meeting space and computer access, and staff participation.
- Providing flexibility in hours and methods of accessing services.
- Creating a campus environment that is welcoming and conducive to learning and sharing knowledge.
- Assisting in implementing new technology and resources to support the changing needs of students, faculty, and staff.
- Maintaining statistics on faculty needs, student and other user satisfaction, and daily use.

Specialized sessions and programs can also be designed and delivered upon request.

**Please contact the Learning Center in Leesburg at 365-3554 or South Lake 536-2206 for further information.**

## Library Services

The library at each LSCC campus provides a full range of resources, academic computing, and educational media support services for students and faculty. Most library services are also available to Lake County and Sumter County residents.

The libraries offer access to a variety of resources and information in print, audiovisual, and electronic formats. Currently enrolled students may access online resources using their X-ID as the Borrower ID and their six-digit birth date (in the format MMDDYY) as the PIN. The libraries' website at <http://www.lscc.edu/library> provides information about resources, current library policies, and interlibrary loan and other services.

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 and web resources supporting the college curriculum are also accessible from library computers.

**For information on Library hours, visit our website or call:**

Leesburg Campus  
365-3563

South Lake Campus  
536-2275

Sumter Campus  
568-3074

## College Bookstores

A private company operates the Bookstores, which are located in the Student Activities Center on the Leesburg Campus and in the Cooper Memorial Library on the South Lake Campus. Bookstore services are also provided at the Sumter campus during the first week of classes and final exam week. The stores offer new, used and digital textbooks, computer software, laptops, academic supplies and imprinted clothing and gifts. The Bookstores provide textbook buyback service all year round. Textbooks that are ordered on the Bookstore website ([www.efollett.com](http://www.efollett.com)) are shipped within 24 hours from either campus location. To save shipping cost, students may pick them up at any campus. In addition, a text rental program is available for select titles.

Extended hours are offered during the first 2 weeks of class and exam week. Additionally, the store is open in the evening during the first two weeks of classes.

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

## Textbook Affordability

In compliance with the Higher Education Opportunity Act, the College lists the following information on required textbooks prior to each semester: 1.) Textbook ISBN 2.) Title and Author, or 3.) "To Be Determined" if a textbook has not been chosen. All information is accessed electronically through the college course/class schedule as students prepare to register.

## 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 events and service projects. The Student Government Association is under the auspices of Student Life. Our motto is **YOUR POTENTIAL, OUR MISSION!** For more information on services and programs contact the Student Life Office on your campus.

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## 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](mailto:stulife@lsc.edu)

South Lake 536-2147  
located near Bldg. 2 Lounge  
[stulife@lsc.edu](mailto:stulife@lsc.edu)

Sumter 568-0001 ex. 1019  
(will refer inquiries)  
[stulife@lsc.edu](mailto:stulife@lsc.edu)

## STUDENT CENTERS

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

### Food Service

The Laker's 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 Cafe' Dupee, located at the South Lake Campus in the Cooper Memorial Library building offers a choice of daily hot and cold lunch specials Monday through Thursday.

Soft drink and snack vending machines are available at various locations on all campuses.

## CAMPUS RECREATION

The Student Life Office offers recreational and fitness opportunities through our intramural and wellness programs. Competitive and personal growth activities are offered to students who are looking to improve stress reduction, personal fitness, and general health and well-being. The gym complex on the Leesburg Campus has open hours for students to enjoy basketball, volleyball, and other indoor sport activities. The weight room, provides opportunities for weightlifting and total body conditioning. Open hours and activity schedule is posted on the LSCC website and in the Student Center each semester. The Student Center provides opportunities to relax, study, and participate in billiards, table tennis, and assorted board games. The Student Center is open during normal college operational hours.

### 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 features competitions and organized sport activities for all students, faculty and staff. The intramural program is under the direction of the LSCC Athletic Department and supervised by one of the LSCC coaches. A variety of sports and recreational activities are offered to provide an opportunity for every individual to participate and 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 and schedule of events at all campuses, visit the LSCC website or contact the Athletics Department at 323-3620.

### 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

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, hold discussions, present student suggestions to the faculty and administration, and to act in an advisory capacity to students at Lake-Sumter Community College. SGA offices are located at each of the LSCC campuses. Campus SGA meetings are held on a weekly basis. All LSCC students in good standing are eligible to be voting members of the SGA and may give input on issues. All three campus SGA's come together on a monthly basis to form the College SGA. The College SGA typically meets once a month on a Friday to discuss college-wide 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, Senator 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 have completed at least six (6) credit hours, remain enrolled in at least six (6) credit hours ,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 office, Leesburg 323-3650 or South Lake 352-536-2147.

### SGA Offices:

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

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

Sumter: 568-0001 ext. 1019  
(will refer inquiries)  
SGASumter@lscc.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 forwarded to the Director of Student Services for review.

Upon approval by the Director of Student Services, a charter authorizing the existence of the club/organization will be issued.

The Director of Student Services will advise the College Planning 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 Director of Student Services delineating the reason(s) for the appeal. A copy of the appeal should also be submitted to the Student Life Office.

The Director of Student Services will recommend a course of action to the Student Life Office. The Student Life Office will inform the club/organization of the Director of Student Services' 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.

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

## **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 disability. Only students in good standing, having a cumulative grade point average of a 2.0 or above, currently 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.

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

## **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 (2.09 LSCC Rules Manual).

## **USE OF COLLEGE FACILITIES**

The Student Life Office is available to help LSCC clubs and organizations with facility requests and to provide information to non-college related groups concerning the appropriate contact at the college for the facility they would like to reserve.

College policy requires that a fee be charged to non-college-related groups; additionally, there are insurance and other requirements that must be satisfied. A lead time of 10 working days is required for processing requests.

## **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. Flyers may be posted on any bulletin boards unless the board is designated for departmental, academic, or special 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 and electronic signs at the Leesburg and South Lake Campuses and assists staff at the Sumter Campus.

## **STUDENT PUBLICATIONS**

### **THE ANGLER**

*The Angler* is the student newspaper of Lake-Sumter Community College and is published in both online at [www.theangleronline.com](http://theangleronline.com) 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* is a fine arts magazine published by and for LSCC students containing short stories, poetry, photography, art, and graphics. All students are encouraged to submit entries for the fall judging. 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, which are members of the National Junior College Athletic Association, The Florida Community Colleges Activities Association, and the 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.lscc.edu](http://www.lscc.edu).

# ACADEMIC INFORMATION

## 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:

#### A. 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. 60);
- 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 CLAS 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)

#### B. 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](http://collegeboard.com/student/testing/clep/scores.html) and click on 'transcript request form';
- Earn a minimum score of 50 or higher on the subject matter examination listed on the corresponding CLEP Equivalency Chart (p. 61);

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 CLAS 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 or 365-3554.

#### C. 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 Tests (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.

# ADVANCED PLACEMENT

EXAM TITLE	LSCC COURSE HR with a score of 3	LSCC COURSE HR with a score of 4	LSCC COURSE HR with a score of 5
Art History	ARH 2000 3	ARH 2050 3	ARH 2050 3
		ARH 2051 3	ARH 2051 3
Biology/Lab	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 (1) 3	CGS 2075 (1) 3	CGS 2075 (1) 3
Computer Science AB	CGS 2076 (1) 3	CGS 2076 (1) 3	CGS 2076 (1) 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 (3)	ENC 1101 3	ENC 1101 3	ENC 1101 3
		ENC 1102 or LIT 1005(1)3	ENC 1102 or LIT 1005 (1)3
Environmental Science	ISC 1051 (1) 3	ISC 1051 (1) 3	ISC 1051 (1) 3
European History	EUH 1009 (1) 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 (2)	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 Portifolio	ART 1201C 3	ART 1201C 3	ART 1201C 3
Studio Art: 3D Design Portifolio	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

(1) Course unique to this exam

(2) MUT 1001 if composite score is 3 or higher. MUT1111 & MUT 2241 if both aural & non aural subscores are 3 or higher.

(3) Award min 3 credits if ENC1101 already satisfied. (LIT 2930)

## 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	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
College Composition	50	ENC 1101 and ENC 1102	6
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
	63	SPN 1120 / SPN 1121	8
French Language Exam	50	FRE 1121	4
	59	FRE 1120 / FRE 1121	8
German Language Exam	50	GER 1120	4
	60	GER 1120 / GER 1121	8

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

## D. 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](http://www.facts.org).

## E. 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 by 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.

## Career Pathways (Tech Prep) Articulation

Through the Career Pathways Program partnership 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 Career Pathways programs and Assessments may be found at [www.lscc.edu/students/Pages/Future/Degrees.aspx](http://www.lscc.edu/students/Pages/Future/Degrees.aspx).

## 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.lscc.edu/Parents & Families/Dual Enrollment](http://www.lscc.edu/Parents & Families/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 live in households with modest incomes to be among the first in their immediate families to attend college. 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 offers many services for Lake and Sumter County entrepreneurs to help in starting and growing businesses.

The services include:

- Entrepreneurial Institute – 10-week seminar held on all LSCC campuses throughout the year providing essential, broad-based information to entrepreneurs.
- Executive High-Tech Conference Room – Available for rental for corporate meetings and events.
- Individual counseling sessions in partnership with SCORE for assistance with business plan preparations, financial and legal questions, loan information, and other resources.

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

## Continuing Education

A variety of non-credit courses open to the public are offered throughout the year by Continuing Education. These courses provide business and vocational training, recreational and personal enrichment opportunities. The courses are designed to meet the needs of businesses, industry, government, and the general public.

Continuing Education also offers a Kids' College summer program developed by LSCC to provide an enriching academic and educational summer experience for school-age children. The program started as an educational alternative and as an opportunity for students to get acquainted with LSCC at an early age. Each year, Kids' College has an identifying theme. It provides an opportunity for students to explore new topics or investigate a subject of interest.

The program has grown over the years expanding in number with approximately 1100 different students attending each year. High school students can earn public service volunteer hours. By obtaining at least 74 hours of volunteer service, students can then apply for bright future scholarships to assist with their college education.

## 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 [www.BusinessResourcesCenter.org](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 A.S. and A.A.S 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@lscc.edu.

## **EXPERIENTIAL LEARNING**

### **Cooperative Education**

Cooperative Education allows students to gain work experience directly related to their academic major. It is a learning experience in the workplace which couples classroom studies with employment. The courses offer students the opportunity to be placed in an employment or volunteer position 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
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@lscc.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*

For further information contact:

Debra W. Dabney, 323-3641, DabneyD@lscc.edu.

#### **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.

#### **LSCC SERVE TO LEARN STUDENT GOALS**

General Education Competencies	Analytical Thinking	Communication	Independence	Leadership and Teamwork	Social Responsibility	Creativity
PERSONAL GOALS	Problem solving 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	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	Critical and creative thinking	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

### 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 area as follows:

<u>Academic Term</u>	<u>Maximum Hours</u>
Fall Term	17 semester hrs.
Spring Term	17 semester hrs.
Summer Term (AE)	12 semester hrs.

Any exception to the maximum hours allowed per semester must be approved by the Director 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 41 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 twelve (12) or more degree credits in a term (excluding developmental 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 developmental 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:

<u>GPA</u>	<u>Honor</u>
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

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 & Student 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)

Academic honors for graduation are determined by computing courses taken at all institutions (all college GPA) attended by the student. Calculating grade forgiveness requires subtracting previous grades and hours. 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:

<u>Grade</u>	<u>Rating</u>	<u>Quality Points</u> (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 Non-Credit	0
S	Satisfactory	0
Z	CLEP Credit	0
U	Unsatisfactory	0
NR	Grade Not Reported	0
P	Passed Institutional Exam	0

Grade point average (GPA) is determined by dividing the total quality points by the total GPA hours.

### Sample Semester

Course Number	Attempted Hours	Earned Hours	Earned Grade	Quality Points Per Credit Hour	Total GPA Hours	Multiply GPA Hrs X Grade Rating	Total Quality Points
MAC 1105	3	3	A	4	3	3X4=	12
POS 2041	3	3	B	3	3	3X3=	9
CHM 1020C	3	3	C	2	3	3X2=	6
CGS 1530	3	3	D	1	3	3X1=	3
ENC 1101	3	0	F	0	3	3X0=	0
HUM 1211	3	0	W	0	0	3X0=	0
<b>TOTALS</b>	<b>18</b>	<b>12</b>			<b>15</b>	<b>15</b>	<b>30</b>
<b>30 / 15 = 2.0</b>							

Total Quality Points divided by Total GPA Hours = Grade Point Average

### 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.

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

#### ACADEMIC STANDINGS

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

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

#### Good Standing

The following criteria must be met in order to maintain Good Standing: A cumulative GPA of at least 2.00 with seven or more credits attempted.

**Students not in Good Standing must meet with an Academic 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 developmental 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 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 up through the published date listed in the Academic and Registration Calendar 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 Advisor for more information.

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. 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 Advisor.
3. Students attempting the same developmental 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, students must satisfactorily complete the beginning course before enrolling in the intermediate course, or they must receive consent of the instructor.

## PREPARING TO GRADUATE

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

1. Complete the course requirements for the desired degree, diploma, or certificate for the catalog year under which student plans to graduate.
2. Make an appointment for a preliminary graduation check with an Academic Advisor. This should be completed the semester before the 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 the student plans to graduate. Deadlines are posted in the Academic and Registration Calendar. Graduation applications must include the signature of an Academic Advisor.
4. Pay the one-time graduation application fee for each degree, certificate, or diploma being sought.
5. Students may purchase their cap and gown in the LSCC Bookstore.
6. Students should verify and confirm their mailing address listed is correct in the student information system and indicate where LSCC should send the degree or certificate.
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.
9. Per SACS requirements, students must complete 25% of each program's total credit hours at LSCC.

**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. All graduates of the two previous semesters (summer and fall), who have indicated they would like to participate in the ceremony, 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.

Students who are within 6 credits of fulfilling their graduation requirements in the spring term may participate in the commencement ceremony providing they have submitted a graduation application by the posted deadline.

For additional information, please contact the Admissions and Records Office at 323-3665

# DEGREES & PROGRAMS

## DEGREE & CERTIFICATE PROGRAMS BY CAMPUS

LSCC offers a variety of Associate degree and certificate programs at its three locations in Lake and Sumter Counties. Students may complete 50% or more of the designated programs at the following campus locations:

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

## DEGREE & CERTIFICATE OPTIONS

A.A.	Associate in Arts	Two-year degree that is designed for transfer to a university to receive a bachelor's degree. The A.A. is awarded upon the completion of 60 credit hours in a selected course of study, which includes the completion of 36 credit hours of general education.
A.S.	Associate in Science	Two-year technical degree that prepares a student to enter a specialized career field and contains at least 15-18 credit hours of transferable general education.
A.A.S.	Associate in Applied Science	Two-year technical degree indicating that a student has trained in a particular field and is prepared for employment.
T.C.	Technical Certificate	A program of instruction of less than 60 credit hours of college level courses, which is part of an A.S. or A.A.S. degree program that prepares a student for entry into employment.

## General Education Competencies

General Education Competencies represent broad areas of knowledge, skills, and experience that students gain by the time they graduate from any degree program at LSCC. Students are assessed for their levels of achievement in these Competencies through their matriculation in the college's General Education Core Curriculum, as well as through some elective courses.

The General Education Competencies are the Student Learning Outcomes (SLOs) for the A.A. degree, which includes 36 hours from the Core Curriculum. All A.S. and A.A.S. degree programs also contain a substantial component of Core Curriculum courses through which students are assessed for their achievement levels in the General Education Competencies.

- . The following chart outlines General Education Competencies:

General Education Competency	<i>By graduation from any degree program at LSCC, the student...</i>
<b>Analytical Thinking</b>	Analyzes information or data, evaluates, and draws rational and warranted conclusions, integrating quantitative and/or scientific reasoning as appropriate.
<b>Communication - Oral</b>	Demonstrates effective verbal delivery, message content, and organization of material.
<b>Communication - Written</b>	Writes with clear thesis and organization, proper development and presentation of ideas, and virtual freedom from grammar, spelling, and punctuation errors.
<b>Creativity</b>	Demonstrates originality in their work or in strategies to solve problems, and/or assess outcomes, and/or apply multiple solutions.
<b>Independence</b>	Attends class and exhibits preparation for class, meets assignment deadlines with minimal supervision, and/or makes good decisions related to assignments.
<b>Information Fluency – Research</b>	Selects, evaluates, uses, and documents appropriate college-level resources.
<b>Information Fluency – Technology</b>	Effectively applies current technology appropriate for academic assignment and/or career needs.
<b>Leadership &amp; Teamwork</b>	Assesses, plans, and utilizes resources in a leadership role, and/or collaborates with others.
<b>Social Responsibility</b>	Demonstrates understanding of the breadth and variety of human culture and/or the complex inter-relationships between humans and the environment.

## **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 Curriculum - 36 credit hours**

- There are 36 credit hours of General Education from 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 credit 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

- 6 credit 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 page.

- Common Program Prerequisites - courses required for an intended university major, including additional math, science, social & behavioral sciences courses
- MAT 1033, SLS 1501, 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.
- Meeting the CLAS requirement.  
See CLAS section on next page for details.
- Successful completion of all developmental English, mathematics, and reading courses, if required, based on placement scores (developmental courses are in addition to the 60 college-level credits required for graduation)
- 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 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.**

## **CLAS Requirements for A.A. Transfer**

### **CLAS - College Level Academic Skills Requirements**

To earn an Associate in Arts (A.A.) degree, students must demonstrate proficiency in essay writing, English language, reading, and mathematics –the College Level Academic Skills (CLAS). Such proficiency may be accessed through any one, or combination, of the following options:

#### **OPTION 1: Meet CLAS Requirements via course GPA (Grade Point Average)**

Students who have earned a grade point average of 2.5 or above in selected appropriate post-secondary level courses may satisfy the CLAS requirements as follows:

#### **English Language Skills, Reading and Essay**

A 2.5 grade point average (at least a B and a C) in a combination of an ENC course (ENC 1101, ENC 1102, ENC 2300, or ENC 2210) and any other Gordon Rule Writing course shall exempt students from the English Language Skills, Reading and Essay CLAS requirements. Students are strongly encouraged to meet with an advisor to review their transcript and confirm that the Gordon Rule Writing courses they have taken are eligible for CLAS exemption.

#### **Mathematics**

Students who have earned a 2.5 grade point average in two Gordon Rule general education mathematics courses shall be exempt from the Mathematics requirement.

(CLEP and AP scores in CLAS eligible courses can be used. An 'S' grade combined with another 'S' or 'A' or 'B' grade will satisfy the GPA option).

#### **OPTION 2: Meet CLAS requirements through Testing**

Students who have earned at least the following minimum score(s) on the College's placement test, ACT, or SAT exam will satisfy the requirement for one or more sections of CLAS as follows.

#### **Minimum scores for exemption of CLAS based on CPT, ACT or SAT tests**

Skill Area	CPT	ACT-E	SAT 1
English Language Skills/Essay	105 or above	21 or above	500 or above (Verbal: Reading)
Reading	93 or above	22 or above	500 or above (Verbal: Reading)
Mathematics	91 or above (Elem. Algebra)	21 or above	500 or above

Students who do not meet the minimum score and have completed their skill area courses without meeting the GPA requirement (Option 1) are eligible to take the College's placement test for CLAS purposes. The test should be taken immediately after completion of the second course in the skill area being assessed. Students should meet with an Academic Advisor on any campus to receive a request form to take the College's placement test for CLAS purposes. Preparation and tutoring are available for students in the Center for Teaching and Learning and at the website: [www.lscc.edu](http://www.lscc.edu). Click on Students > Current Students > Testing.

#### **OPTION 3: - Meet CLAS requirements through an approved waiver.**

Students who fail to achieve minimum CLAS requirements via OPTION 1 or OPTION 2 (examples: disability, language barrier, etc.) may be eligible for a waiver of the CLAS requirements based on a specific disability which impacts the ability of the student to perform appropriately in the area in which a waiver is being sought.

#### **CLAS Questions**

Students should make arrangements to meet with an Academic Advisor at any campus with questions regarding graduation and CLAS requirements. Refer to the website at [www.lscc.edu](http://www.lscc.edu) for further information and Florida Department of Education updates.

# GENERAL EDUCATION CORE CURRICULUM

**AA DEGREE - 36 CREDIT HOURS**  
**AS/AAS Degrees - See specific programs for requirements**

## 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
ENL 2930 Selected Topics in Literature .....					

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: Economics

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

#### Category: Geography

GEO 1000	Introduction to Geography .....	3
GEO 2474	Geography & World Affairs .....	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

*INR 2002	International Relations .....	3
POS 2041	American National 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

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 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
BSC 1084C	Essentials of the Human Body .....	4
MBC 1278C	Introduction to Epidemiology of Infectious Diseases w/Lab .....	3
MCB 2010C	Microbiology w/Lab .....	4
MCB 2930C	Special Topics in Microbiology .....	3
OCE 1000	Introduction to Marine Science .....	3
ZOO 2010C	General Zoology w/Lab .....	4

**BIOLOGICAL SEQUENCE COURSES**

BIOS, LABR

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

**Category: Physical Science**

PHYS

 **Chemistry**

CHM 1020C	Chemistry for Liberal Arts w/Lab .....	3
CHM 1025C	General Chemistry w/Lab .....	5
CHM 1083	Environmental Science .....	3
CHM 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

**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
MAP 2302	Differential Equations .....	3
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.

A.A.

**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. Elective Courses include the following:

- 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 A.A. degree to the university. Please consult the transferring school and work with an Academic Advisor.
- Experiential Learning courses.
- MAT 1033, Intermediate Algebra; SLS 1501, Foundations of Success Seminar; and REA 1105, Speed Reading.

## **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 <http://www.lscc.edu/academics/Pages/Academic%20Resources/Learning%20Center/Credit-By-Exam.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

**OR**

<b>One course from:</b>		
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
<b>AND one course from:</b>		
CET 1171	Microcomputer Hardware	3 credits or
CTS 1101	Windows Introduction	1 credit or
CTS 1262	MS Excel	3 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
CTS 2200	Introduction to Computer Art	3 credits

**A.A.**

## 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 transfer plans
- Research universities and four-year colleges
- Visit potential schools
- Check out [www.FACTS.org](http://www.FACTS.org)
- Meet with an Academic Advisor to go over prerequisites
- Select and follow an appropriate transfer plan

#### Once 30 credit hours are completed

- Meet the CLAS 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 Advisor by posted deadline at the beginning of the final LSCC semester
- Apply for Financial Aid/Scholarships at the transfer college or university

### A.A. Transfer Partnerships

#### University of Central Florida (UCF)

##### – DirectConnect

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](http://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](http://www.regionalcampuses.ucf.edu) or call 536-2113.

#### 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

Susan Day

Associate Director of Transfer Admissions

Phone: 386-226-6178

[Day191@erau.edu](mailto:Day191@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, Keiser University, Strayer University and University of Phoenix. See an Academic Advisor for further information.

A.A.

## 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 career goals are strongly encouraged to contact a Career Advisor at the Career Development Services office for career exploration assistance.

To assist students in optimal planning and preparation for university transfer, LSCC offers guides for the following popular transfer plans, 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 72).

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 Advisor to monitor progress toward A.A. completion
- Consider which program and university to transfer into
- Consult the catalog or specific department at the university to confirm which specific courses should be taken at LSCC
- Contact the transfer services office at the transfer institution to obtain information relating to application deadlines, transfer policies, financial aid opportunities, and other available assistance
- Plan to meet and/or exceed the admission requirements for the university and program
- Complete the A.A. degree and prerequisite courses prior to transfer

**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](http://www.facts.org).

Art  
Athletic Training  
Biology  
Business  
Chemistry  
Criminal Justice  
Early Childhood Education  
Elementary Education  
Engineering  
English

Mathematics  
Nursing  
Physics  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Professional Health  
Psychology  
Secondary Education  
Social Science  
Sports & Fitness

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

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

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

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



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

See pages 74 & 75 for a complete listing of General Education Courses

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 36

### COMPOSITION & ORAL COMMUNICATIONS

____ ENC 1101 College Composition I .....	3	<input type="checkbox"/>
____ ENC 1102 Composition: Literature .....	3	<input type="checkbox"/>

### Composition with Oral Communications

.....	3	<input type="checkbox"/>
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### MATHEMATICS

.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>

### HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

____ ARH 2000* Art History & Appreciation I .....	3	<input type="checkbox"/>
____ ARH 2051* Art History & Appreciation II .....	3	<input type="checkbox"/>

#### SOCIAL & BEHAVIORAL SCIENCES

.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>

#### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

.....	3	<input type="checkbox"/>
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### 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	<input type="checkbox"/>
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#### Category - Physical Sciences

.....	3	<input type="checkbox"/>
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### ELECTIVES

Credit Hours 24

____ ART 1202C* Design & Color .....	3	<input type="checkbox"/>
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____ ART 1300C* Freehand Drawing I .....	3	<input type="checkbox"/>
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____ ART 1301C* Freehand Drawing II .....	3	<input type="checkbox"/>
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ART\* prefix electives 6-9 credit hours

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

See pages 74 & 75 for a complete listing of General Education Courses

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Credit Hours 39</b>
<b>COMPOSITION &amp; ORAL COMMUNICATIONS</b>		
____ ENC 1101 College Composition I .....		3
____ ENC 1102 Composition: Literature .....		3
<b>Composition with Oral Communications</b>		3
<b>MATHEMATICS</b>		
____ MAC 1105 College Algebra .....		3
____ MAC 1114 Trigonometry .....		3
<b>HUMANITIES AND SOCIAL &amp; BEHAVIORAL SCIENCES</b> 3 Credits must be Gordon Rule (GR)		
<b>HUMANITIES</b>	GR	<input type="checkbox"/>
____ _____ .....		3
____ _____ .....		3
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		<input type="checkbox"/>
____ PSY 2012* Introduction to Psychology .....		3
____ _____ .....		3
<b>HUMANITIES OR SOCIAL &amp; BEHAVIORAL SCIENCES</b>		<input type="checkbox"/>
____ _____ .....		3
<b>NATURAL SCIENCES</b>		
Requires 1 course from each category OR a 2 course sequence At least 1 course must include a <b>LAB</b>		
____ BSC 1010C* General Biology I with Lab .....	4	<input checked="" type="checkbox"/>
____ PHY 2053C* General Physics I with Lab.....	5	<input checked="" type="checkbox"/>
<b>ELECTIVES</b>		<b>Credit Hours 21</b>
____ STA 2023* Elementary Statistics I .....		3
____ BSC 2093C* Human Anatomy & Physiology I w/Lab .....		4
____ BSC 2094C* Human Anatomy & Physiology II w/Lab .....		4
____ HUN 1201* Nutrition with Diet Therapy .....		3
____ _____ .....		—
____ _____ .....		—
____ _____ .....		—
____ _____ .....		—
____ _____ .....		—
□ SLS 1501 Foundations of Success Seminar .....	3	
Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.		
<b>PROGRAM DEGREE TOTAL</b>		<b>Credit Hours 60</b>
CLAS _____ English: <input type="checkbox"/> Pending <input type="checkbox"/> Satisfied _____	Math: <input type="checkbox"/> Pending <input type="checkbox"/> Satisfied _____	
Computer Proficiency Graduation Requirement (page 76) _____	<input type="checkbox"/> Pending <input type="checkbox"/> Satisfied _____	
25% of degree completed at LSCC _____	<input type="checkbox"/> Pending <input type="checkbox"/> Satisfied _____	
Foreign Language (university transfer option) _____	<input type="checkbox"/> Pending <input type="checkbox"/> Exempt _____	
<b>DEVELOPMENTAL COURSES</b>		
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0015 Developmental Writing I	
	<input type="checkbox"/> ENC 0025 Developmental Writing II	
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I	
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II	
	<input type="checkbox"/> REA 0007 Developmental Reading I	
	<input type="checkbox"/> REA 0017 Developmental 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 ADVISING**

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lssc.edu

## **CAREER DEVELOPMENT SERVICES**

Careers@lssc.edu 323-3603

The faculty resources for this transfer plan:

Rebecca Nathanson 323-3615 NathansR@lssc.edu  
Debra Dabney 323-3641 DabneyD@lssc.edu

\* **Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)**

## **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 A.A. degree, they could provide beneficial first-hand experience for students who are applying for admission to accredited BS degree programs in athletic training.

A.A.

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

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 38-41

### COMPOSITION & ORAL COMMUNICATIONS

ENC 1101 College Composition I ..... 3

ENC 1102 Composition: Literature ..... 3

### Composition with Oral Communications

..... 3

### MATHEMATICS

MAC 2311\* Calc. w/Analytical Geometry I (or MAC 2233\*) .. 5/3

MAC 2312\* Calc. w/Analytical Geometry II (or STA 2023\*)... 4/3

### HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

..... 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 developmental courses in more than  
one subject area are required to successfully complete SLS 1501.

## PROGRAM DEGREE TOTAL

Credit Hours 60

CLAS \_\_\_\_\_ English:  Pending  Satisfied \_\_\_\_\_ Math:  Pending  Satisfied

Computer Proficiency Graduation Requirement (page 76) \_\_\_\_\_  Pending  Satisfied

25% of degree completed at LSSC \_\_\_\_\_  Pending  Satisfied

Foreign Language (university transfer option) \_\_\_\_\_  Pending  Exempt

### DEVELOPMENTAL COURSES

ENC 0015 Developmental Writing I

If college placement scores  ENC 0025 Developmental Writing II

indicate the need for any  MAT 0018 Developmental Mathematics I

developmental courses, these  MAT 0028 Developmental Mathematics II

are to be taken before the student  REA 0007 Developmental Reading I

completes 12 college credits.  REA 0017 Developmental Reading II

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

See pages 74 & 75 for a complete listing of General Education Courses

A.A.

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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lssc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 323-3603

The faculty resources for this transfer plan:

Dr. Nancy Browne 435-6405 BrowneN@lssc.edu

Dr. Keti Venovski 536-2129 VenovskK@lssc.edu

\* Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

### NOTES

• Students may take PHY 2053C and PHY 2054C, or PHY 2048C and PHY 2049C instead of CHM 2210C and CHM 2211C.

• For a major in Biotechnology students will need both CHM 2210C/2211C, and PHY 2053C/2054C or PHY 2048C/2049C.

• For the major of Biotechnology STA 2023 is required, not MAC 2312.

• Neither MAC 2312 nor STA 2023 is required for the major of Microbiology/Bacteriology.









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

See pages 74 & 75 for a complete listing of General Education Courses

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Credit Hours 36</b>
<b>COMPOSITION &amp; ORAL COMMUNICATIONS</b>		
____	ENC 1101 College Composition I.....	3
____	ENC 1102 Composition: Literature .....	3
Composition with Oral Communications		3
<b>MATHEMATICS</b>		
____		3
____		3
<b>HUMANITIES AND SOCIAL &amp; BEHAVIORAL SCIENCES</b> 3 Credits must be Gordon Rule (GR)		
<b>HUMANITIES</b>		
____	.....	3 <input type="checkbox"/>
____	.....	3 <input type="checkbox"/>
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
____	.....	3 <input type="checkbox"/>
____	.....	3 <input type="checkbox"/>
<b>HUMANITIES OR SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
____	.....	3 <input type="checkbox"/>
<b>NATURAL SCIENCES</b>		
Requires 1 course from each category OR a 2 course sequence At least 1 course must include a <b>LAB</b>		
Category - Biological Sciences		
____	.....	3 <input type="checkbox"/>
Category - Physical Sciences		
____	.....	3 <input type="checkbox"/>
<b>ELECTIVES</b>		<b>Credit Hours 24</b>
____	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 developmental courses in more than one subject area are required to successfully complete SLS 1501.		
<b>PROGRAM DEGREE TOTAL</b>		<b>Credit Hours 60</b>
CLAS _____ English: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied _____ Math: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied _____		
Computer Proficiency Graduation Requirement (page 76) _____ <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied _____		
25% of degree completed at LSCC _____ <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied _____		
Foreign Language (university transfer option) _____ <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Exempt _____		
<b>DEVELOPMENTAL COURSES</b>		
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	□ ENC 0015 Developmental Writing I □ ENC 0025 Developmental Writing II □ MAT 0018 Developmental Mathematics I □ MAT 0028 Developmental Mathematics II □ REA 0007 Developmental Reading I □ REA 0017 Developmental 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 ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lssc.edu

## CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 323-3603

The faculty resources for this transfer plan:  
Debra Dabney 323-3641 DabneyD@lssc.edu  
Rebecca Nathanson 323-3615 NathansR@lssc.edu

\* **Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)**

## NOTES

Students must take the General Knowledge (GK) test section of the Florida Teacher Certification Examination (FTCE) to enter a FL teacher preparation program at a Florida university. It is recommended that students take English and math courses early in their A.A. degree program and register to take the GK at a test site well before their last term at LSCC. Register at [www.fl.nesinc.com](http://www.fl.nesinc.com).

\*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



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

**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 ADVISING

**Leesburg Campus** 365-3574  
**South Lake Campus** 243-5722  
**Sumter Campus** 568-0001  
**Advising@lscc.edu**

## CAREER DEVELOPMENT SERVICES

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Careers@lsc.edu 323-3603

The faculty resources for this transfer plan:  
Dr. Melanie Wagner 323-3632 WagnerM@lsc.edu  
Dr. Patricia Campbell 536-2130 CampbellPa@lsc.edu

\* Common Program Prerequisite: none

## 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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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

## 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

GR

- ..... 3
- ..... 3

#### SOCIAL & BEHAVIORAL SCIENCES

GR

- ..... 3
- ..... 3

#### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

GR

- ..... 3

### NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence

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

LAB

- PHY\*, BSC\* or CHM\* prefix two course sequence with lab...4-5

- PHY\*, BSC\* or CHM\* prefix two course sequence with lab...4-5

### ELECTIVES

Credit Hours 17-19

- MAC 2313\* Calculus w/Analytical Geometry III.....4
- COP 2220\* Computer Programming - C Language .....3
- MAP 2302 Differential Equations ..... 3

- SLS 1501 Foundations of Success Seminar ..... 3

Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.

### PROGRAM DEGREE TOTAL

Credit Hours 60

- |   |          |                                  |                                    |                                  |                                    |                                    |
|---|----------|----------------------------------|------------------------------------|----------------------------------|------------------------------------|------------------------------------|
| CLAS  | English: | <input type="checkbox"/> Pending | <input type="checkbox"/> Satisfied | Math:                            | <input type="checkbox"/> Pending   | <input type="checkbox"/> Satisfied |
| Computer Proficiency Graduation Requirement (page 76) |          |                                  |                                    | <input type="checkbox"/> Pending | <input type="checkbox"/> Satisfied |                                    |
| 25% of degree completed at LSCC                       |          |                                  |                                    | <input type="checkbox"/> Pending | <input type="checkbox"/> Satisfied |                                    |
| Foreign Language (university transfer option)         |          |                                  |                                    | <input type="checkbox"/> Pending | <input type="checkbox"/> Exempt    |                                    |

### DEVELOPMENTAL COURSES

- |                                    |                                   |                                       |
|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/>           | ENC 0015 Developmental Writing I  |                                       |
| <input type="checkbox"/>           | ENC 0025 Developmental Writing II |                                       |
| Indicate the need for any          | <input type="checkbox"/>          | MAT 0018 Developmental Mathematics I  |
| developmental courses, these       | <input type="checkbox"/>          | MAT 0028 Developmental Mathematics II |
| are to be taken before the student | <input type="checkbox"/>          | REA 0007 Developmental Reading I      |
| completes 12 college credits.      | <input type="checkbox"/>          | REA 0017 Developmental 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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lsc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

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. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

### 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.

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

## 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

- |                        |                          |
|------------------------|--------------------------|
| ____ <b>LSCC</b> ..... | GR                       |
| 3                      | <input type="checkbox"/> |
| 3                      | <input type="checkbox"/> |

#### SOCIAL & BEHAVIORAL SCIENCES

- \_\_\_\_ PSY 2012\* Introduction to Psychology **LSCC** ..... 3
- \_\_\_\_ DEP 2004\* Psychology of Human Development **LSCC** ..... 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

- \_\_\_\_ BSC 2093C\* Human Anatomy & Physiology I with Lab **LSCC** .. 4

LAB

#### Category - Physical Sciences

- \_\_\_\_ BSC 2094C\* Human Anatomy & Physiology II with Lab **LSCC** .. 4

### ELECTIVES

Credit Hours 22

- \_\_\_\_ CHM 1025C\*General Chemistry with Lab..... 5  
(In addition, some universities also require CHM 2045C)

- \_\_\_\_ MCB 2010C\*Microbiology with Lab **LSCC** ..... 4

- \_\_\_\_ HUN 1201\* Nutrition with Diet Therapy **LSCC** ..... 3

- \_\_\_\_ MTB 1370 Math for Health Related Professions **LSCC** ..... 1  
(This course is only required if applying to the LSCC A.S. RN program)

- \_\_\_\_ SLS 1501 Foundations of Success Seminar ..... 3

Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.

### PROGRAM DEGREE TOTAL

Credit Hours 60

CLAS \_\_\_\_\_ English:  Pending  Satisfied \_\_\_\_\_ Math:  Pending  Satisfied  
 Computer Proficiency Graduation Requirement (page 76) \_\_\_\_\_  Pending  Satisfied  
 25% of degree completed at LSCC \_\_\_\_\_  Pending  Satisfied  
 Foreign Language (university transfer option) \_\_\_\_\_  Pending  Exempt

#### DEVELOPMENTAL COURSES

- |      |                                       |
|------|---------------------------------------|
| ____ | ENC 0015 Developmental Writing I      |
| ____ | ENC 0025 Developmental Writing II     |
| ____ | MAT 0018 Developmental Mathematics I  |
| ____ | MAT 0028 Developmental Mathematics II |
| ____ | REA 0007 Developmental Reading I      |
| ____ | REA 0017 Developmental Reading II     |

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

This program is designed for students wanting to transfer to a university nursing program. Courses with an asterisk (\*) are the common prerequisites for a university RN program. As the program of choice for A.S. degree RNs seeking admission to a RN to BSN program, most of the same courses (designated with LSCC) are prerequisites for admission to LSCC's A.S. nursing 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 ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lsc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

The program resource for this transfer plan:

Leesburg: 365-3540 South Lake: 536-2121

\* Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

### NOTES

Students who plan to transfer to a university for the B.S.N. degree should check with that school.

### LSCC's RN Degree Program:

**LSCC:** Required course prior to admission consideration for the LSCC general track RN as 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](http://www.lsc.edu). Click on Academics > Nursing Program.

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

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 43

### COMPOSITION & ORAL COMMUNICATIONS

____ ENC 1101 College Composition I .....	3
____ ENC 1102 Composition: Literature .....	3
<b>Composition with Oral Communications</b>	3

### MATHEMATICS

____ MAC 2311* Calculus w/Analytical Geometry I .....	5
____ MAC 2312* Calculus w/Analytical Geometry II .....	4

### HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

____ .....	3	<input type="checkbox"/>
____ .....	3	<input type="checkbox"/>

#### SOCIAL & BEHAVIORAL SCIENCES

____ .....	3	<input type="checkbox"/>
____ .....	3	<input type="checkbox"/>

#### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

____ .....	3	<input type="checkbox"/>
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### 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 <input checked="" type="checkbox"/>
____ PHY 2049C* Physics with Calculus II with Lab.....	5	LAB <input checked="" type="checkbox"/>

### 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 developmental courses in more than one subject area are required to successfully complete SLS 1501.	

### PROGRAM DEGREE TOTAL

Credit Hours 60

CLAS \_\_\_\_\_ English:  Pending  Satisfied \_\_\_\_\_ Math:  Pending  Satisfied  
Computer Proficiency Graduation Requirement (page 76) \_\_\_\_\_  Pending  Satisfied

25% of degree completed at LSCC \_\_\_\_\_  Pending  Satisfied  
Foreign Language (university transfer option) \_\_\_\_\_  Pending  Exempt

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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lscc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lscc.edu 323-3603

\* Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

### SUGGESTED COURSES

•PHY 2100C Modern Physics

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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

See pages 74 & 75 for a complete listing of General Education Courses

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>Credit Hours 39</b>
<b>COMPOSITION &amp; ORAL COMMUNICATIONS</b>		
____ ENC 1101 College Composition I .....	3	
____ ENC 1102 Composition: Literature .....	3	
<b>Composition with Oral Communications</b>		
.....	3	
<b>MATHEMATICS</b>		
____ MAC 1140* Precalculus Algebra.....	4	
____ MAC 1114* Trigonometry.....	3	
<b>HUMANITIES AND SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
3 Credits must be Gordon Rule (GR)		
<b>HUMANITIES</b>		
.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>
<b>HUMANITIES OR SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
.....	3	<input type="checkbox"/>
<b>NATURAL SCIENCES</b>		
Requires 1 course from each category OR a 2 course sequence		
At least 1 course must include a <b>LAB</b>		
.....	LAB	
____ BSC 1010C* General Biology I with Lab .....	4	<input checked="" type="checkbox"/>
____ BSC 1011C* General Biology II with Lab .....	4	<input checked="" type="checkbox"/>
<b>ELECTIVES</b>		
<b>Credit Hours 21</b>		
____ 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* Public Speaking.....	3	
____ CGS 1100* Business Computer Apps .....	3	
□ SLS 1501 Foundations of Success Seminar.....	3	
Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.		
<b>PROGRAM DEGREE TOTAL</b>		<b>Credit Hours 60</b>
CLAS _____ English: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied	Math: <input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied	
Computer Proficiency Graduation Requirement (page 76) _____	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied	
25% of degree completed at LSCC _____	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Satisfied	
Foreign Language (university transfer option) _____	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Exempt	
<b>DEVELOPMENTAL COURSES</b>		
□ ENC 0015 Developmental Writing I		
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	□ ENC 0025 Developmental Writing II	
□ MAT 0018 Developmental Mathematics I		
□ MAT 0028 Developmental Mathematics II		
□ REA 0007 Developmental Reading I		
□ REA 0017 Developmental 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, a 5 year professional degree, 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 ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lsc.edu

## CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

The faculty resource for this transfer plan:  
Dr. Debra Hicks 536-2124 HicksD@lsc.edu

\* Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

## NOTES

•University of Florida  
[www.cop.ufl.edu/root4/education.htm](http://www.cop.ufl.edu/root4/education.htm)

•Florida A & M University [www.famu.edu](http://www.famu.edu)  
FAMU does not require SPC 2608

A.A.



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

## GENERAL EDUCATION REQUIREMENTS

Credit Hours 39

### COMPOSITION & ORAL COMMUNICATIONS

ENC 1101 College Composition I ..... 3

ENC 1102 Composition: Literature ..... 3

### Composition with Oral Communications

..... 3

### MATHEMATICS

MAC 1140\* Precalculus Algebra ..... 4

MAC 1114\* Trigonometry ..... 3

### HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 Credits must be Gordon Rule (GR)

#### HUMANITIES

GR

..... 3

..... 3

#### SOCIAL & BEHAVIORAL SCIENCES

GR

..... 3

..... 3

#### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

GR

..... 3

### NATURAL SCIENCES

Requires 1 course from each category OR a 2 course sequence

At least 1 course must include a LAB

LAB

BSC 1010C\* General Biology I with Lab ..... 4

BSC 1011C\* General Biology II with Lab ..... 4

## ELECTIVES

Credit Hours 21

MAC 2311\*Calc.w/Analytical Geometry I (or MAC 2233)....5/3

CHM 2045C\* College Chemistry I with Lab.....5

CHM 2046C\* College Chemistry II with Lab.....5

CHM 2210C\* Organic Chemistry I with Lab .....5

CHM 2211C\* Organic Chemistry II with Lab .....5

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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

## PROGRAM DEGREE TOTAL

Credit Hours 60

CLAS \_\_\_\_\_ English:  Pending  Satisfied \_\_\_\_\_ Math:  Pending  Satisfied \_\_\_\_\_

Computer Proficiency Graduation Requirement (page 76) \_\_\_\_\_  Pending  Satisfied \_\_\_\_\_

25% of degree completed at LSCC \_\_\_\_\_  Pending  Satisfied \_\_\_\_\_

Foreign Language (university transfer option) \_\_\_\_\_  Pending  Exempt \_\_\_\_\_

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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lssc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 323-3603

The faculty resource for this transfer plan:

Dr. Debra Hicks 536-2124 HicksD@lssc.edu

\* Common Program Prerequisite: required course for university major. For more information, check the statewide advising manual at [www.facts.org](http://www.facts.org)

### 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.

• 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.

• Some colleges may require BSC 2093C & BSC 2094C

### SUGGESTED COURSES

\*PSY 2012 Introduction to Psychology

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II



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

See pages 74 & 75 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

.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>

#### SOCIAL & BEHAVIORAL SCIENCES

.....	3	<input type="checkbox"/>
.....	3	<input type="checkbox"/>

#### HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES

.....	3	<input type="checkbox"/>
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### 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	<input type="checkbox"/>
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#### Category - Physical Sciences

.....	3	<input type="checkbox"/>
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### ELECTIVES

Credit Hours 24

EDF 2005* Introduction to Education .....	3
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EDF 2083* Teaching Diverse Populations.....	3
---	---

EME 2040* Technology for Educators.....	3
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## 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 College & 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.

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, 1008.42(2), requires that each community college publish, in its annual catalog, the placement rate for the preceding three years for each career certificate program and for each career degree program. NA indicates that placement data is unavailable or there were no graduates of the specific program for the year indicated.<sup>1</sup>

#### Associate in Science and Associate in Applied Science Degrees

	2008/09	2007/08	2006/07
Business Administration AAS	100%	100%	100%
Computer Engineering Technology AAS	NA	100%	100%
Computer Information Technology AAS	100%	100%	100%
Computer Programming & Analysis AAS	100%	NA	100%
Criminal Justice Technology AS	100%	100%	100%
Criminal Justice Technology AAS	100%	100%	100%
Early Childhood Education AS	NA	NA	NA
Early Childhood Education AAS	100%	100%	100%
Electrical Distribution Technology AAS	NA	100%	100%
Emergency Medical Services AS	NA	100%	100%
Fire Science Technology AAS	NA	100%	100%
Graphics Arts Technology AAS	100%	100%	100%
Health Information Management AAS	100%	100%	80%
Legal Assisting AAS	100%	75%	100%
Nursing AS	99%	100%	98%
Office Administration AAS	100%	100%	100%
Sports and Fitness AS	NA	100%	100%

#### Technical Certificates

	2008/09	2007/08	2006/07
Accounting Technology Management	NA	100%	100%
Computer Programming	100%	100%	100%
Electrical Distribution Basic	NA	100%	100%
Electrical Distribution Advanced	100%	100%	100%
Information Technology Analyst	100%	100%	100%
Medical Coder/Biller	100%	100%	100%
Medical Office Management	100%	NA	100%
Medical Records Transcription	NA	NA	100%
Office Specialist	100%	NA	NA
Office Support	100%	NA	100%
Small Business Management	100%	0	100%

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

**A.S. Criminal Justice Technology  
Approved Supporting Elective Courses**

ACG 2071	Management Accounting	PHI 2010	Introduction to Philosophy
ACG 2022	Financial Accounting	POS 2112	State and Local Government
ASL 2140	American Sign Language I (4 credits)	POS 2950	Federal Government Institutions
ASL 2150	American Sign Language II (4 credits)	PSY 2012	Introduction to Psychology
DEP 2002	Psychology of Child Development	REL 2300	World Religions
DEP 2004	Psychology of Human Development	SOP 1740	Psychology of Women
DEP 2302	Adolescent Psychology	SLS 2940	Service Learning
ECO 2013	Macro Economics	SGY 2000	Introduction to Sociology
ECO 2023	Micro Economics	SGY 2010	Social Problems
LIS 1002	Electronic Resources (1 credit)	SPN 1120	Elementary Spanish I (4 credits)
LIS 2003	Introduction to the Internet (1 credit)	SPN 1121	Elementary Spanish II (4 credits)
LIS 2004	Introduction to Internet Research (1 credit)	SPN 1042	Spanish for Law Enforcement (2 credits)
OST 1743	Word Processing for College Writing (1 credit)	PLA 1800	Family Law
OST 2336	Business Communication	PLA 2058	Survey of Law
PGY 1401C	Basic Photography	PLA 3201	Civil Litigation
PGY 2801C	Digital Photography I	STA 2023	Elementary Statistics I

# BUSINESS ADMINISTRATION • ASSOCIATE IN SCIENCE DEGREE (249)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

## Credits Notes

### GENERAL EDUCATION COURSES

____ ENC 1101	College Composition I <sup>1</sup> .....	3
____ ENC 1102	Composition Literature .....	3
____ MAC 1105	College Algebra <sup>1</sup> .....	3
____ STA 2023	Elementary Statistics I.....	3
____ PHI 2630	Contemporary Ethics.....	3
____ ECO 2013	Principles of Economics I (Macroeconomics) <sup>1</sup> ..	3
____ ECO 2023	Principles of Economics II (Microeconomics) <sup>1</sup> ..	3
____ Humanities	.....	3

**TOTAL 24**

The Business Administration A.S. degree is a dual purpose degree. It not only prepares students for a business program at a four-year college or university, but it also provides introductory knowledge and skills necessary for students seeking employment or advancement in a business career.

### BEGINNING COURSES

____ CGS 1100	Business Computer Applications .....	3
____ GEB 1011	Introduction to Business.....	3
____ MNA 1100	Human Relations in Business & Industry.....	3
____ CTS 1205	Microsoft Excel <sup>3</sup> .....	3

### ADVANCED COURSES

____ ACG 2022	Financial Accounting <sup>2</sup> .....	4
____ ACG 2071	Management Accounting .....	3
____ MAC 2233	Calculus for Business .....	3
____ BUL 2241	Business Law.....	3
____ MAN 2021	Principles of Management .....	3
____ MAR 2011	Principles of Marketing.....	3
____ OST 2336	Business Communications.....	3
____ SPC 2608	Public Speaking .....	3

**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

### PROFESSIONAL ELECTIVES (STUDENTS MUST CHOOSE ONE OF THE FOLLOWING)

____ SBM 2000	Small Business Management <b>or</b> .....	3
____ MNA 1821	Introduction to E-Commerce <b>or</b> .....	3
____ ENC 2210	Technical Report Writing .....	3

**PROGRAM TOTAL 64**

### ACADEMIC ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lscc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lscc.edu 323-3603

### FACULTY CONTACT INFORMATION

Julia Sweitzer Office: SU - CM 4120  
SweitzeJ@lscc.edu 568-0001 X1007

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Students may be given an opportunity to transfer to Small Business Accounting before completing Financial Accounting; however, Small Business Accounting will not count toward the completion of this A.S. degrees.

<sup>3</sup> Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.

# BUSINESS ADMINISTRATION • ASSOCIATE IN APPLIED SCIENCE DEGREE (251)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
ENC 1101	College Composition I <sup>1</sup> .....	3	
ECO 2013	Principles of Economics I <sup>1</sup> .....	3	
Mathematics or Natural Sciences <sup>1,5</sup>	.....	3	
Humanities.....	.....	3	
General Education .....	.....	3	
	<b>TOTAL</b>	<b>15</b>	
<b>BEGINNING COURSES</b>			
CGS 1530	Microcomputer Applications or		
CGS 1100	Business Computer Applications .....	3	
GEB 1011	Introduction to Business.....	3	
GEB 1430	Business Ethics & Etiquette.....	3	
OST 1100	Keyboarding & Document Formatting.....	3	
OST 1330	Business English <sup>1</sup> .....	3	
QMB 1001	Business Mathematics <sup>1</sup> .....	3	
CTS 1205	Microsoft Excel <sup>4</sup> .....	3	
MNA 1100	Human Relations in Business & Industry.....	3	
S			
<b>ADVANCED COURSES</b>			
ACG 2022	Financial Accounting <sup>3</sup> .....	4	
ACG 2071	Management Accounting .....	3	
BUL 2241	Business Law.....	3	
MAN 2021	Principles of Management .....	3	
MAR 2011	Principles of Marketing.....	3	
OST 2336	Business Communications.....	3	
<b>PROFESSIONAL ELECTIVES<sup>2</sup></b>			
	.....	3	
	.....	3	
	<b>PROGRAM TOTAL</b>	<b>64</b>	
<b>F</b>			
<b>Professional Electives</b>			
APA 1144	Accounting with QuickBooks Pro for Windows..	3	
CTS 1101	Microsoft Windows - Introduction.....	1	
ECO 2023	Principles of Economics II (Microeconomics) ...	3	
ENC 2210	Technical Report Writing .....	3	
GEB 1136	Introduction to eBusiness.....	3	
FIN 2100	Personal Finance.....	3	
MAN 2949	Cooperative Education Internship-Business Administration.....	3	
SBM 2000	Small Business Management.....	3	
SPC 2608	Public Speaking.....	3	
<b>ACADEMIC ADVISING</b>			
Leesburg Campus    365-3574			
South Lake Campus    243-5722			
Sumter Campus    568-0001			
Advising@lsc.edu			
<b>CAREER DEVELOPMENT SERVICES</b>			
Careers@lsc.edu    323-3603			
<b>FACULTY CONTACT INFORMATION</b>			
Julia Sweitzer    Office: SU - CM 4120			
SweitezJ@lsc.edu    568-0001 X1007			
<hr/>			
1 Students may be required to take developmental math, writing, and/or reading courses based on placement tests.			
2 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.			
3 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.			
4 Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.			
5 Select from General Education Core Curriculum courses.			

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

# COMPUTER INFORMATION TECHNOLOGY

## ASSOCIATE IN SCIENCE DEGREE (265)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes												
<b>GENERAL EDUCATION COURSES</b>															
____ ENC 1101	College Composition I <sup>1</sup> .....	3													
____ ENC 1102	Composition: Literature <sup>1,6</sup> .....	3													
____ ENC 2210	Technical Report Writing <sup>1</sup> .....	3													
____ MAC 1105	College Algebra <sup>1</sup> .....	3													
____ ECO 2013	Principles of Economics I (Macroeconomics)....	3													
____ Humanities <sup>3,4</sup>	.....	3													
	<b>TOTAL 18</b>														
<b>BEGINNING COURSES</b>															
____ CET 1171	Microcomputer Hardware.....	3													
____ CGS 1100	Business Computer Applications <sup>2</sup> .....	3													
____ COP 1000	Introduction to Programming.....	3													
<b>INTERMEDIATE COURSES</b>															
____ CET 1485	Networking Essentials.....	3													
____ CET 1179C	A+ Essentials.....	3													
____ OST 2336	Business Communications.....	3													
<b>ADVANCED COURSES</b>															
____ CET 2180	Advanced A+ Practical Application .....	3													
____ CIS 2321	Systems Analysis & Design .....	3													
____ COP 2220	Computer Programming-C.....	3													
____ COP 2700	Database Design & Analysis.....	3													
<b>PROFESSIONAL ELECTIVES <sup>5,6</sup></b>															
____	.....	3													
____	.....	3													
____	.....	3													
____	.....	3													
____	.....	3													
	<b>PROGRAM TOTAL 63</b>														
<b>PROFESSIONAL ELECTIVES <sup>5,6</sup></b>															
CTS 1831	Web Authoring I .....	3													
CET 2660	Network Security Fundamentals .....	3													
CET 2854	Fundamentals of Wireless Technologies .....	3													
COP 1171	Computer Programming-Visual Basic.....	3													
COP 2250	Programming with Java .....	3													
COP 2830	Server-Side Web Programming .....	3													
CTS 1205	Microsoft Excel.....	3													
CTS 2321	Linux System Administration.....	3													
CTS 2655	Network Administration .....	3													
Any COP, CTS, CDA, CET or CIS Course not required in the program															
<input type="checkbox"/> ____ SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.															
<b>DEVELOPMENTAL COURSES</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"><input type="checkbox"/></td> <td>ENC 0015 Developmental Writing I</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ENC 0025 Developmental Writing II</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MAT 0018 Developmental Mathematics I</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MAT 0028 Developmental Mathematics II</td> </tr> <tr> <td><input type="checkbox"/></td> <td>REA 0007 Developmental Reading I</td> </tr> <tr> <td><input type="checkbox"/></td> <td>REA 0017 Developmental Reading II</td> </tr> </table>				<input type="checkbox"/>	ENC 0015 Developmental Writing I	<input type="checkbox"/>	ENC 0025 Developmental Writing II	<input type="checkbox"/>	MAT 0018 Developmental Mathematics I	<input type="checkbox"/>	MAT 0028 Developmental Mathematics II	<input type="checkbox"/>	REA 0007 Developmental Reading I	<input type="checkbox"/>	REA 0017 Developmental Reading II
<input type="checkbox"/>	ENC 0015 Developmental Writing I														
<input type="checkbox"/>	ENC 0025 Developmental Writing II														
<input type="checkbox"/>	MAT 0018 Developmental Mathematics I														
<input type="checkbox"/>	MAT 0028 Developmental Mathematics II														
<input type="checkbox"/>	REA 0007 Developmental Reading I														
<input type="checkbox"/>	REA 0017 Developmental Reading II														
<small><sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.</small>															
<small><sup>2</sup> It is recommended that CGS 1100 be taken prior to or along with ENC 1101.</small>															
<small><sup>3</sup> Select from General Education Core Curriculum courses.</small>															
<small><sup>4</sup> 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.</small>															
<small><sup>5</sup> Students desiring to transfer to UCF should take STA 2023.</small>															
<small><sup>6</sup> Students should check with transfer institution before selecting course to guarantee transferability.</small>															

# COMPUTER INFORMATION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (268)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____	ENC 1101	College Composition I <sup>1</sup> .....	3
____	ENC 2210	Technical Report Writing.....	3
____	MAC 1105	College Algebra <b>or</b> MGF 1106 Liberal Arts Math .....	3
____	ECO 2013	Principles of Economics I (Macroeconomics)....	3
____	Humanities <sup>3</sup>	.....	3
		<b>TOTAL</b>	<b>15</b>
<b>BEGINNING COURSES</b>			
____	CGS 1100	Business Computer Applications <sup>2</sup> .....	3
____	CET 1171	Microcomputer Hardware.....	3
____	COP 1000	Introduction to Programming.....	3
<b>INTERMEDIATE COURSES</b>			
____	CET 1485	Networking Essentials.....	3
____	CET 1179C	A+ Essentials .....	3
____	OST 2336	Business Communications .....	3
<b>ADVANCED COURSES</b>			
____	CET 2180	Advanced A+ Practical Application .....	3
____	CIS 2321	Systems Analysis & Design .....	3
____	COP 2220	Computer Programming-C.....	3
____	COP 2700	Database Analysis & Design.....	3
<b>PROFESSIONAL ELECTIVES</b>			
____		.....	3
____		.....	3
____		.....	3
____		.....	3
____		.....	3
		<b>PROGRAM TOTAL</b>	<b>63</b>
<b>PROFESSIONAL ELECTIVES</b>			
CTS 1831	Web Authoring I.....	3	
CET 2660	Network Security Fundamentals .....	3	
CET 2854	Fundamentals of Wireless Technologies.....	3	
COP 1171	Computer Programming - Visual Basic .....	3	
COP 2250	Programming with Java.....	3	
COP 2830	Server-Side Web Programming .....	3	
CTS 1205	Microsoft Excel .....	3	
CTS 2321	Linux System Administration .....	3	
CTS 2655	Network Administration.....	3	
Any COP, CTS, CDA, CET, or CIS Course not required in the program			
<input type="checkbox"/>	SLS 1501 Foundations of Success Seminar (3 credit course). Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.		
<b>DEVELOPMENTAL COURSES</b> <input type="checkbox"/> ENC 0015 Developmental Writing I If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits. <input type="checkbox"/> ENC 0025 Developmental Writing II <input type="checkbox"/> MAT 0018 Developmental Mathematics I <input type="checkbox"/> MAT 0028 Developmental Mathematics II <input type="checkbox"/> REA 0007 Developmental Reading I <input type="checkbox"/> REA 0017 Developmental Reading II			
<b>The Computer Information Technology A.A.S. degree program develops students who can apply their knowledge &amp; skills in software, hardware, networking and/or programming to troubleshoot problems, analyze opportunities, develop multiple solution strategies, and communicate effectively with all constituencies.</b>			
<b>Estimated salaries for entry level positions include the following:</b>			
<b>Computer Support Specialist</b> – Provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems \$25,900 – 38,800			
<b>Computer Equipment Repairer</b> – Repairs, maintains, and installs computer hardware such as word processing systems, data storage systems, and peripheral equipment \$26,500 – 34,300			
<b>ACADEMIC ADVISING</b> Leesburg Campus 365-3574 South Lake Campus 243-5722 Sumter Campus 568-0001 Advising@lsc.edu			
<b>CAREER DEVELOPMENT SERVICES</b> Careers@lsc.edu 323-3603			
<b>FACULTY CONTACT INFORMATION</b> Bethany Skipper Office: LE - M 111A SkipperB@lsc.edu 365-3536			
<hr/> <sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests. <sup>2</sup> It is recommended that CGS 1100 be taken prior to or along with ENC 1101. <sup>3</sup> Select from General Education Core Curriculum courses.			

# CRIMINAL JUSTICE TECHNOLOGY

## ASSOCIATE IN SCIENCE DEGREE (270) • Articulated A.S. to B.S. Program

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

Credits Notes

### GENERAL EDUCATION COURSES

ENC 1101	College Composition I <sup>1</sup>	3
ENC 1102	Composition: Literature <sup>1</sup>	3
SPC 2608	Public Speaking	3
Mathematics	Choose from any MAC, MGF, or STA <sup>1</sup>	3
Mathematics	Choose from any MAC, MGF, or STA <sup>1</sup>	3
Humanities		3
Humanities		1,2
POS 2041	American National Government	3
PSY 2012	Introduction to Psychology <sup>1</sup> <b>or</b>	
SYG 2000	Introduction to Sociology <sup>1</sup>	3
AMH 2010/2020	U.S. History to 1877 <b>or</b> Since 1877 <sup>2</sup>	3
Science	Biological	1,3
Science	Physical	1,3
<b>TOTAL</b>		<b>36</b>

### 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	S
CJL 2100	Criminal Law	3	F
CJL 2102	Criminal Procedure & Evidence	3	S
CJE 2331	Ethics in Criminal Justice	3	F
<b>TOTAL</b>		<b>18</b>	

### Professional Electives .....

Choose from:

Any CCJ, CJC, CJE, CJL, CJJ, FES or SCC Courses

Foreign Language Courses

Supporting Electives Courses<sup>4</sup> (**SEE CATALOG P.101**)

Articulation credits from Law Enforcement/Corrections Certification

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**PROGRAM TOTAL.....64**

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

<input type="checkbox"/> DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

The Criminal Justice Technology A.S. 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:<sup>\*</sup>**

**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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lsc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

### FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15

NathansR@lsc.edu 332-3615

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Must be Gordon Rule General Education Core Curriculum course.

<sup>3</sup> One science course must include a lab component.

<sup>4</sup> Must be selected from the approved A.S. Criminal Justice Supporting Electives list on page 101.

**\* 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)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

### Credits Notes

#### GENERAL EDUCATION COURSES

ENC 1101	College Composition I <sup>1</sup>	3
ENC 1102	Composition Literature <b>or</b> ENC 2210	3
Natural Science/Mathematics <sup>1,3</sup>		3
Humanities		3
Social & Behavioral Sciences		3
PSY/SYG prefix suggested		

**TOTAL 15**

#### BEGINNING COURSES

CCJ 1020	Introduction to Criminal Justice	3
CGS 1530	Microcomputer Applications <b>or</b>	
CGS 1100	Business Computer Applications	3
Elective		1

must be  
first Criminal  
Justice course

#### 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

S  
F  
S  
F

#### ADVANCED COURSES

CJE 2946	Criminal Justice Practicum	3
Criminal Justice Electives <sup>2</sup>		27

**PROGRAM TOTAL 64**

#### Criminal Justice Electives

Investigation Law Enforcement	CJE 1002	Introduction to Law Enforcement..	3
	CJE 2006	Police and Society.....	3
	CJE 2302	Police Organization and Administration.....	3
	CJE 2500	Police Operations.....	3
Corrections	CJE 2601	Criminal Investigation.....	3
	CJE 2640	Criminalistics.....	3
	CJC 1000	Introduction to Corrections.....	3
	CJC 2002	Institutional Treatment of the Offender.....	3
Other Criminal Justice Courses	CJC 2160	Community Based Corrections.....	3
	CJL 2070	Legal Rights for Inmates.....	3
	CCJ 2484	Liability Issues in Criminal Justice.....	3
	CCJ 2002	Juvenile Delinquency.....	3
	CCJ 2600	Criminal Deviant Behavior.....	3
	CCJ 2930	Special Topics in Criminal Justice.....	3
	SCC 1000	Introduction to Security.....	3
	CJE 2304	Crim. Justice Leadership & Line Supervision.....	3
	CCJ 2191	Human Behavior in Criminal Justice.....	3

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

The Criminal Justice Technology A.A.S. 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 transferable.

#### 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:<sup>\*</sup>**

**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 ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 Advising@lsc.edu

#### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

#### FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15  
 NathansR@lsc.edu 332-3615

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Students must select from any course with a CCJ, CJC, CJE, or CJL prefix. It is strongly recommended that these electives be selected in consultation with the criminal justice program manager.

<sup>3</sup> Select from General Education Core Curriculum courses.

\* 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)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____ ENC 1101	College Composition I <sup>1</sup> .....	3	
____ ENC 1102	Composition: Literature <sup>1</sup> .....	3	
____ PSY 2012	Introduction to Psychology <b>or</b> SGY 2010.....	3	
____ SYG 2430	Marriage & the Family.....	3	
____ MGF 1106	Liberal Arts Math <b>or</b> MAC 1105 <b>or</b> higher <sup>1</sup> .....	3	
____ BSC 1005	Introduction to Life Science <b>or</b> 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	
	<b>TOTAL</b>	<b>21</b>	
<b>BEGINNING COURSES</b>			
____ EEC 2001	Introduction to Early Childhood Education.....	3	→ Must be first Early Childhood Edu course
____ 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	
<b>ADVANCED COURSES</b>			
____ CHD 2334	Language Arts for the Young Child .....	3	
____ CHD 2338	Math & Science for the Young Child .....	3	
____ CGS 1100	Business Computer Applications .....	3	
____ EEC 1523	Managing Child Care Programs.....	3	
____ EEC 2949	Internship - Childcare Center Management.....	3	
<b>SELECT 3 OF THE FOLLOWING - 9 HOURS:</b>			
____ EDF 2005	Introduction to Education <b>or</b> any ECE course...	3	
____ EDF 2085	Teaching Diverse Populations.....	3	
____ EME 2040	Technology for Educators .....	3	
____ SBM 2000	Small Business Management .....	3	
____ MNA 1100	Human Relations in Business & Industry.....	3	
____ SPC 2608	Public Speaking .....	3	
	<b>PROGRAM TOTAL</b>	<b>63</b>	

The Early Childhood Education A.S. 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 seven general education courses (21 credit hours), including one science and one math course (See listed courses), and 42 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 ADVISING**

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
[Advising@lssc.edu](mailto:Advising@lssc.edu)

#### **CAREER DEVELOPMENT SERVICES**

[Careers@lssc.edu](mailto:Careers@lssc.edu) 323-3603

#### **FACULTY CONTACT INFORMATION**

Dr. Joanne Greta Office: LE - LK 136  
[GretaJ@lssc.edu](mailto:GretaJ@lssc.edu) 435-5048

**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 LSSC 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 LSSC.

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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

# EARLY CHILDHOOD EDUCATION

## CHILD DEVELOPMENT CENTER MANAGEMENT SPECIALIZATION ASSOCIATE IN APPLIED SCIENCE DEGREE (284)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

		Credits	Notes												
<b>GENERAL EDUCATION COURSES</b>															
____ ENC 1101	College Composition I <sup>1</sup> .....	3													
____ PSY 2012	Introduction to Psychology <b>or</b> SYG 2010.....	3													
____ SYG 2430	Marriage & the Family.....	3													
____ Natural Science/Mathematics <sup>1,2</sup>	.....	3													
____ Humanities Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 <b>or</b> THE 2020	.....	3													
	<b>TOTAL</b>	<b>15</b>													
<b>BEGINNING COURSES</b>															
____ EEC 2001	Introduction to Early Childhood Education.....	3	→ Must be first Early Childhood Edu course												
____ 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													
<b>ADVANCED COURSES</b>															
____ CHD 2334	Language Arts for the Young Child .....	3													
____ CHD 2338	Math & Science for the Young Child .....	3													
____ CGS 1100	Business Computer Applications.....	3													
____ EME 2040	Technology for Educators .....	3													
____ EEC 1523	Managing Child Care Programs.....	3													
____ EEC 2949	Internship - Childcare Center Management.....	3													
<b>SELECT 4 OF THE FOLLOWING - 12 HOURS:</b>															
____ EDF 2005	Introduction to Education or any ECE course ...	3													
____ EDF 2085	Teaching Diverse Populations.....	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 2608	Public Speaking .....	3													
	<b>PROGRAM TOTAL</b>	<b>63</b>													
<b>Articulation to Early Childhood Education, A.A.S. or A.S. Degree:</b> 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.															
<p><input type="checkbox"/> <b>SLS 1501 Foundations of Success Seminar (3 credit course)</b> Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">DEVELOPMENTAL COURSES</td> <td style="padding: 5px;"><input type="checkbox"/> <b>ENC 0015 Developmental Writing I</b></td> </tr> <tr> <td style="padding: 5px;">If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.</td> <td style="padding: 5px;"><input type="checkbox"/> <b>ENC 0025 Developmental Writing II</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><input type="checkbox"/> <b>MAT 0018 Developmental Mathematics I</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><input type="checkbox"/> <b>MAT 0028 Developmental Mathematics II</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><input type="checkbox"/> <b>REA 0007 Developmental Reading I</b></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"><input type="checkbox"/> <b>REA 0017 Developmental Reading II</b></td> </tr> </table>				DEVELOPMENTAL COURSES	<input type="checkbox"/> <b>ENC 0015 Developmental Writing I</b>	If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> <b>ENC 0025 Developmental Writing II</b>		<input type="checkbox"/> <b>MAT 0018 Developmental Mathematics I</b>		<input type="checkbox"/> <b>MAT 0028 Developmental Mathematics II</b>		<input type="checkbox"/> <b>REA 0007 Developmental Reading I</b>		<input type="checkbox"/> <b>REA 0017 Developmental Reading II</b>
DEVELOPMENTAL COURSES	<input type="checkbox"/> <b>ENC 0015 Developmental Writing I</b>														
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> <b>ENC 0025 Developmental Writing II</b>														
	<input type="checkbox"/> <b>MAT 0018 Developmental Mathematics I</b>														
	<input type="checkbox"/> <b>MAT 0028 Developmental Mathematics II</b>														
	<input type="checkbox"/> <b>REA 0007 Developmental Reading I</b>														
	<input type="checkbox"/> <b>REA 0017 Developmental Reading II</b>														
<p><sup>1</sup> Students may be required to enroll in college developmental math, writing, and/or reading courses based on placement tests. <sup>2</sup> Select from General Education Core Curriculum courses.</p>															

# EARLY CHILDHOOD EDUCATION

## PRESCHOOL SPECIALIZATION • ASSOCIATE IN SCIENCE DEGREE (282)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____	ENC 1101	College Composition I <sup>1</sup> .....	3
____	ENC 1102	Composition: Literature <sup>1</sup> .....	3 .
____	BSC 1005	Introduction to Life Science <b>or</b> PHY 1020C .....	3
____	MGF 1106	Liberal Arts Math <b>or</b> MAC 1105 or higher <sup>1</sup> .....	3
____	PSY 2012	Introduction to Psychology <b>or</b> 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 <b>or</b> THE 2020.....	3
		<b>TOTAL</b>	<b>21</b>
<b>BEGINNING COURSES</b>			
____	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
<b>ADVANCED COURSES</b>			
____	CHD 2334	Language Arts for the Young Child .....	3
____	CHD 2338	Math & Science for the Young Child .....	3
____	CGS 1100	Business Computer Applications.....	3
____	MUE 2211	Music & Movement .....	3
____	EEC 2940	Internship - Preschool.....	3
<b>SELECT 2 OF THE FOLLOWING - 6 HOURS:</b>			
____	EME 2040	Technology for Educators .....	3
____	EDF 2005	Introduction to Education .....	3
<b>or any ECE course</b>			
____	EDF 2085	Teaching Diverse Populations.....	3
____	SPC 2608	Public Speaking .....	3
<b>Elective</b>		<b>PROGRAM TOTAL</b>	<b>63</b>

### Articulation to Early Childhood Education, A.A.S. or A.S. Degree:

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

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

The Early Childhood Education A.S. 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 seven general education courses (21 credit hours), including one science and one math course (See listed courses), and 42 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 ADVISING**

Leesburg Campus    365-3574  
 South Lake Campus    243-5722  
 Sumter Campus    568-0001  
[Advising@lsc.edu](mailto:Advising@lsc.edu)

### **CAREER DEVELOPMENT SERVICES**

[Careers@lsc.edu](mailto:Careers@lsc.edu)    323-3603

### **FACULTY CONTACT INFORMATION**

Dr. Joanne Greata    Office: LE - LK 136  
[Greataj@lsc.edu](mailto:Greataj@lsc.edu)    435-5048

DEVELOPMENTAL COURSES	<input type="checkbox"/> <u>ENC 0015 Developmental Writing I</u>
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> <u>ENC 0025 Developmental Writing II</u>
	<input type="checkbox"/> <u>MAT 0018 Developmental Mathematics I</u>
	<input type="checkbox"/> <u>MAT 0028 Developmental Mathematics II</u>
	<input type="checkbox"/> <u>REA 0007 Developmental Reading I</u>
	<input type="checkbox"/> <u>REA 0017 Developmental Reading II</u>

<sup>1</sup> Students may be required to take developmental math,writing, and/or reading courses based on placement tests.

# EARLY CHILDHOOD EDUCATION

## PRESCHOOL SPECIALIZATION • ASSOCIATE IN APPLIED SCIENCE DEGREE (285)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____ ENC 1101	College Composition I <sup>1</sup> .....	3	
____ PSY 2012	Introduction to Psychology <b>or</b> SYG 2010.....	3	
____ SYG 2430	Marriage & the Family.....	3	
____ Natural Science/Mathematics <sup>1,2</sup> .....		3	
____ Humanities Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 <b>or</b> THE 2020 .....		3	
	<b>TOTAL</b>	<b>15</b>	
<b>BEGINNING COURSES</b>			
____ 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	3	
____ EEX 2010	Introduction to Special Education .....	3	
____ ARE 2000	Art & Creative Expression .....	3	
____ EDF 2005	Introduction to Education or any ECE course...3	3	
<b>ADVANCED COURSES</b>			
____ CHD 2334	Language Arts for the Young Child .....	3	
____ CHD 2338	Math & Science for the Young Child .....	3	
____ CGS 1100	Business Computer Applications.....	3	
____ EME 2040	Technology for Educators .....	3	
____ MUE 2211	Music & Movement .....	3	
____ EEC 2940	Internship - Preschool .....	3	
____ EDF 2085	Teaching Diverse Populations.....	3	
____ SPC 2608	Public Speaking .....	3	
	<b>PROGRAM TOTAL</b>	<b>63</b>	

### Articulation to Early Childhood Education, A.A.S. or A.S. Degree:

Students entering this program who have successfully earned a CDA National, CDA/E, or FCCPC birth-5, may request LSCC grant up to nine articulation credits. Student credentials (certificates and transcript) must accompany request. The request will be reviewed once the student has completed all required developmental work and has earned six credits at LSCC.

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

The Early Childhood Education A.A.S. 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 ADVISING**

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 Advising@lsc.edu

### **CAREER DEVELOPMENT SERVICES**

Careers@lsc.edu 323-3603

### **FACULTY CONTACT INFORMATION**

Dr. Joanne Greta Office: LE - LK 136  
 GretaJ@lsc.edu 435-5048

<sup>1</sup> Students may be required to enroll in developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

# ELECTRICAL DISTRIBUTION TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (290)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
ENC 1101	College Composition I <sup>1</sup>	3	
Natural Science/Mathematics <sup>1,2</sup>		3	
PHI 2630	Contemporary Ethics	3	
POS 2041	American National Government	3	
SPC 2608	Public Speaking	3	
	<b>TOTAL</b>	<b>15</b>	
<b>BASIC CERTIFICATE COURSES</b>			
ETP 1100C	Safe Work Practices	3	
ETP 1101C	Basic Electricity for Line Workers	3	
ETP 1130C	Pole Climbing, Ropes and Rigging	3	
ETP 1150C	Trucks and Excavating Equipment	3	
ETP 1140C	Electrical Distribution Structures	3	
ETP 1134C	Underground Distribution	3	
ETP 1104C	Rescue, First Aid, CPR	3	
ETP 2131C	Pole Line Equipment I	3	
	<b>TOTAL FOR BASIC CERTIFICATE</b>	<b>24</b>	
<b>ADVANCED CERTIFICATE COURSES</b>			
CGS 1530	Microcomputer Applications	3	
ETP 1135C	Street and Area Lighting	3	
ETP 2110C	Metering and Energy Management	3	
ETP 2020C	American Power Systems	3	
ETP 2120C	Basic Transformer	3	
ETP 2132C	Pole Line Equipment II	3	
ETP 2136C	Installing Overhead Distribution Conductors	3	
ETP 2137C	Electrical Distribution Substations	3	
ETP 2102C	Rubber Gloving - Hot Line I	2	
	<b>TOTAL FOR ADVANCED CERTIFICATE</b>	<b>26</b>	
	<b>PROGRAM TOTAL</b>	<b>65</b>	

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 ADVISING**

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
[Advising@lssc.edu](mailto:Advising@lssc.edu)

### **CAREER DEVELOPMENT SERVICES**

[Careers@lssc.edu](mailto:Careers@lssc.edu) 323-3603

### **FACULTY CONTACT INFORMATION**

Bill Tyler Office: SU - JF 1101  
[TylerB@lssc.edu](mailto:TylerB@lssc.edu) 568-0001 X1230

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

<sup>2</sup> Select from General Education Core Curriculum courses.

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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

DEVELOPMENTAL COURSES If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0015 Developmental Writing I <input type="checkbox"/> ENC 0025 Developmental Writing II <input type="checkbox"/> MAT 0018 Developmental Mathematics I <input type="checkbox"/> MAT 0028 Developmental Mathematics II <input type="checkbox"/> REA 0007 Developmental Reading I <input type="checkbox"/> REA 0017 Developmental Reading II
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# EMERGENCY MEDICAL SERVICES ASSOCIATE IN SCIENCE DEGREE (230)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

	Credits	Notes
<b>LSCC COURSES*</b>		
____ ENC 1101	College Composition I <sup>1</sup> .....	3
____ ENC 1102	Composition: Literature.....	3
____ PSY 2012	Introduction to Psychology.....	3
____ CGS 1530	Microcomputer Applications .....	3
____ Natural Science/Mathematics <sup>2</sup>	.....	3
____ Humanities <sup>2</sup>	.....	3
____ Elective	.....	2
<b>TOTAL HOURS OF REQUIRED LSCC COURSES</b>		<b>20</b>

## ARTICULATED CREDITS FOR EMT

____ EMS 1119	Emergency Medical Technology .....	3
____ EMS 1119L	EMT Laboratory .....	4
____ EMS 1431	EMT Clinical Practicum.....	4
<b>TOTAL</b>		<b>11</b>

## ARTICULATED CREDITS FOR PARAMEDIC

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

**PROGRAM TOTAL** 73

\* 25% semester credit hours for the degree program must be earned through instruction at LSCC.

\* LSCC does not offer courses for EMS/Paramedic credits. These courses must be taken at another school and articulate back to LSCC.

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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 developmental 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 ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lscc.edu

## CAREER DEVELOPMENT SERVICES

Careers@lscc.edu 323-3603

## FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15  
NathansR@lscc.edu 332-3615

<sup>1</sup>Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

# FIRE SCIENCE TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (272)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

	Credits	Notes
<b>GENERAL EDUCATION COURSES</b>		
ENC 1101	College Composition I <sup>1</sup> .....	3
ENC 2210	Technical Report Writing .....	3
Natural Science/Mathematics <sup>1,2</sup> .....	3	
POS 2041	American National Government.....	3
Humanities .....	.....	3
Social & Behavioral Sciences .....	.....	3
	<b>TOTAL</b>	<b>18</b>

### BEGINNING COURSES

CGS 1530	Microcomputer Applications <b>or</b>	
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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

The Fire Science Technology A.A.S. 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:<sup>\*</sup>**

**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 ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lsc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

### FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15  
NathansR@lsc.edu 332-3615

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

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

# GRAPHIC ARTS TECHNOLOGY

## ASSOCIATE IN APPLIED SCIENCE DEGREE (261)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____	ENC 1101	College Composition I <sup>1,2</sup> .....	3
____	ARH 2000	Art History & Appreciation I .....	3
____	ARH 2051	Art History & Appreciation II .....	3
____	Social & Behavioral Sciences <sup>3</sup>	.....	3
____	Natural Science/Mathematics <sup>1,3</sup>	.....	3
		<b>TOTAL</b>	<b>15</b>

### BEGINNING COURSES

____	GRA 1190C	Introduction to Graphic Design .....	3	
____	ART 1202C	Design & Color.....	3	F
____	ART 1300C	Freehand Drawing I .....	3	F
____	OST 1743	Word Processing for College Writing <sup>2</sup> .....	1	
____	CTS 2200	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	SM
____	PGY 1401C	Basic Photography.....	3	
____	GRA 2171C	Advertising Design I .....	3	S
____	Specialization Elective.....			

### ADVANCED COURSES

____	CAP 2703	Computer Animation .....	3	F
____	GRA 2122C	Computer Layout Design II .....	3	F
____	GRA 2151C	Illustration.....	3	F
____	GRA 2206C	Experimental Design: Portfolio Prep.....	3	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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

DEVELOPMENTAL COURSES	<input type="checkbox"/>	ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/>	ENC 0025 Developmental Writing II
	<input type="checkbox"/>	MAT 0018 Developmental Mathematics I
	<input type="checkbox"/>	MAT 0028 Developmental Mathematics II
	<input type="checkbox"/>	REA 0007 Developmental Reading I
	<input type="checkbox"/>	REA 0017 Developmental Reading II

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 ADVISING

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 Advising@lscc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lscc.edu 323-3603

### FACULTY CONTACT INFORMATION

Kelly Cornell Office: LE - FA 139  
 CornellK@lscc.edu 323-3653

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Students are strongly encouraged to complete OST 1743, Word Processing for College Writing prior to taking, or along with, ENC 1101 College Composition I.

<sup>3</sup> Select from General Education Core Curriculum courses.

# HEALTH INFORMATION MANAGEMENT ASSOCIATE IN SCIENCE DEGREE (236)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____	ENC 1101	College Composition I <sup>1</sup> .....	3
____	BSC 2093C <sup>3</sup>	Human Anatomy & Physiology I with lab .....	4
____	BSC 2094C	Human Anatomy & Physiology II with lab.....	4
____	MAC 1105 or MGF 1106 <sup>1</sup> .....	3	
____	Humanities <sup>2</sup> _____	.....	3
____	Social & Behavioral Sciences <sup>2</sup> _____	.....	3
		<b>TOTAL</b>	<b>20</b>
<b>BEGINNING COURSES</b>			
____	HSC 1531	Medical Terminology I .....	2
____	HSC 1532	Medical Terminology II .....	2
____	CGS 1100	Business Computer Applications .....	3
____	HIM 1003	Foundations of Health Information Management.....	3
____	HIM 1433	Concepts of Disease.....	3
____	HIM 1800C	Professional Practice Experience I .....	2
____	HSC 1000	Introduction to Healthcare.....	1
____	HIM 1512	Medical Office Management .....	3
		SM	
<b>INTERMEDIATE COURSES</b>			
____	HIM 1012	Medicolegal Aspects of Records.....	2
____	HIM 2112	Electronic Health Records & Informatics .....	3
____	HIM 2222C	Basic ICD-9-CM Coding.....	3
____	HIM 2442	Pharmacology & Laboratory Analysis .....	1
____	HIM 2253C	CPT Coding & Reimbursement .....	3
____	OST 2336	Business Communications.....	3
		F	
<b>ADVANCED COURSES</b>			
____	HIM 2214	Healthcare Statistics .....	2
____	HIM 2510	HIM Compliance & Performance Issues.....	3
____	HIM 2820	Professional Practice Experience III .....	2
____	HIM 2930	Health Information Technician Review .....	1
____	HIM 2234C	Advanced ICD-9-CM Coding & Reimbursement OR	
____	HIM 2651	E-Health Projects in Medical Practice.....	3
____	HIM 2810	PPE II: Medical Coding OR	
____	HIM 2815	PPE: Healthcare Informatics.....	2
		S	
		F	
		S	
		S	
		S	
		PROGRAM TOTAL	<b>67</b>

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

The Health Information Management A.S. 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). Note: Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

#### **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  
\$22,420 - \$35,990

**EHR Implementation Specialist/EHR Trainer** - Provides guidance from selection of product, workflow analysis, implementation training & maintenance in physician's office  
\$20,000 - \$30,000

#### **ACADEMIC ADVISING**

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lscc.edu

**CAREER DEVELOPMENT SERVICES**  
Careers@lscc.edu 323-3603

#### **FACULTY CONTACT INFORMATION**

Brandy Ziesemer Office: LE - SM 228  
ZiesemerB@lscc.edu 435-6414

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

<sup>3</sup> BSC is a prerequisite

# **HEALTH INFORMATION MANAGEMENT**

## **ASSOCIATE IN APPLIED SCIENCE DEGREE (237)**

**Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.**

			Credits	Notes
<b>GENERAL EDUCATION COURSES</b>				
____	ENC 1101	College Composition I <sup>1</sup> .....	3	
____	BSC 2093C <sup>3</sup>	Human Anatomy & Physiology I with lab .....	4	
____	BSC 2094C	Human Anatomy & Physiology II with lab .....	4	
____	Humanities <sup>2</sup>		3	
____	Social & Behavioral Sciences <sup>2</sup>		3	
			<b>TOTAL</b>	<b>17</b>
<b>BEGINNING COURSES</b>				
____	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	
____	HIM 1800C	Professional Practice Experience I .....	2	
____	HSC 1000	Introduction to Healthcare.....	1	
____	HIM 1512	Medical Office Management .....	3	
____	MAT 1033	Intermediate Algebra <sup>1</sup> or QMB 1001 <sup>1</sup> .....	3	
				SM
<b>INTERMEDIATE COURSES</b>				
____	HIM 1012	Medicolegal Aspects of Records.....	2	
____	HIM 2112	Electronic Health Records & Informatics .....	3	F
____	HIM 2222C	Basic ICD-9-CM Coding.....	3	F
____	HIM 2442	Pharmacology & Laboratory Analysis .....	1	F
____	HIM 2253C	CPT Coding & Reimbursement .....	3	S
____	OST 2336	Business Communications.....	3	
<b>ADVANCED COURSES</b>				
____	HIM 2214	Healthcare Statistics .....	2	F
____	HIM 2510	HIM Compliance & Performance Issues .....	3	S
____	HIM 2820	Professional Practice Experience III .....	2	
____	HIM 2930	Health Information Technician Review .....	1	
____	HIM 2234C	Advanced ICD-9-CM Coding & Reimbursement OR		
____	HIM 2651	E-Health Projects in Medical Practice.....	3	S
____	HIM 2810	PPE II: Medical Coding OR		
____	HIM 2815	PPE: Healthcare Informatics.....	2	

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

The Health Information Management A.A.S. 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  
\$22,420 - \$35,990

**EHR Implementation Specialist/EHR Trainer**  
- Provides guidance from selection of product, workflow analysis, implementation training & maintenance in physician's office  
\$20,000 - \$30,000

ACADEMIC ADVISING

**Leesburg Campus** 365-3574  
**South Lake Campus** 243-5722  
**Sumter Campus** 568-0001  
**Advising@lscc.edu**

**CAREER DEVELOPMENT SERVICES**  
Careers@lsc.edu 323-3603

**FACULTY CONTACT INFORMATION**

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

<sup>3</sup> BSC is a prerequisite

# 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.lscc.edu/academics/nursing](http://www.lscc.edu/academics/nursing).

	<b>GENERAL TRACK</b>	<b>BRIDGE TRACK - LPN &amp; PARAMEDIC</b>
<b>Mandatory Information Session/Establish Nursing File</b>	Open to all students interested in Nursing Program. This mandatory 2 hour session is required prior to application submission. Schedule posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> . Review Nursing Information Packet posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> prior to attendance. Includes nursing file set-up and Q&A opportunity.	Open to all students interested in Nursing Program. This mandatory 2 hour session is required prior to application submission. Schedule posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> . Review Nursing Information Packet posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> prior to attendance. Includes nursing file set-up and Q&A opportunity.
<b>HESI NURSE ENTRANCE TEST</b>	Prior to testing: review HESI policy in appendix of Nursing Information Packet; study for each section. Testing schedule posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> . Schedule testing sessions to allow sufficient time for remediation and retesting, if indicated, prior to program application. Testing sessions generally begin in October and end in late February.	Prior to testing: review HESI policy in appendix of Nursing Information Packet; study for each section. Testing schedule posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> . Schedule testing sessions to allow sufficient time for remediation and retesting, if indicated, prior to program application. Testing sessions generally begin in October and end in late February.
<b>OFFICIAL TRANSCRIPTS/GPA</b>	Official transcripts from institutions other than LSCC must be received no later than the application deadline. Transcripts deliver to LSCC <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.
<b>APPLICATIONS AVAILABLE</b>	Applications available online at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> February 1 <sup>st</sup> through March 1 <sup>st</sup> .	Applications available online at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> February 1 <sup>st</sup> through March 1 <sup>st</sup> .
<b>APPLICATION DEADLINE</b>	March 1 <sup>st</sup> - Must be received in the Leesburg or South Lake nursing offices by this date.	March 1 <sup>st</sup> - Must be received in the Leesburg or South Lake nursing offices by this date.
<b>ACCEPTANCE NOTIFICATION</b>	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than May 5 <sup>th</sup> postmark.	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than March 30 <sup>th</sup> postmark.
<b>BACKGROUND CHECK</b>	Acceptance into the program is provisional pending outcome of background check. Directions and deadline for completing background check are included in acceptance letter. Review background check guidelines in Nursing Information Packet posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> .	Acceptance into the program is provisional pending outcome of background check. Directions and deadline for completing background check are included in acceptance letter. Review background check guidelines in Nursing Information Packet posted at <a href="http://www.lscc.edu/academics/nursing">www.lscc.edu/academics/nursing</a> .
<b>COMPLETION OF PREREQUISITE COURSES</b>	All courses to be successfully completed by end of spring semester in which nursing application is submitted.	All courses to be successfully completed by end of spring semester in which nursing application is submitted.
<b>POST ACCEPTANCE REQUIREMENTS</b>	Accepted students will complete supplemental documentation and multi-day program orientation to maintain eligibility for program seat. Orientation generally scheduled 2 <sup>nd</sup> week in June.	Accepted students will complete supplemental documentation and program orientation to maintain eligibility for program seat. Orientation generally scheduled last week of April.

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

**Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.**

			Credits	Notes
<b>PREREQUISITE COURSES</b>				
____	ENC 1101	College Composition I <sup>1</sup>	3	
____	PSY 2012	Introduction to Psychology	3	
____	DEP 2004	Psychology of Human Development	3	
____	HUN 1201	Nutrition and Diet Therapy	3	
____	BSC 2093C	Human Anatomy & Physiology I with Lab <sup>2</sup>	4	
____	BSC 2094C	Human Anatomy & Physiology II with Lab <sup>2</sup>	4	
____	MCB 2010C	Microbiology with Lab <sup>2</sup>	4	
____	MTB 1370	Math for Health Related Professions	1	
____	Humanities <sup>3</sup>		3	
____	Computer Proficiency			
		<b>TOTAL</b>	<b>28</b>	

## **NURSING PROGRAM COURSES YEAR ONE**

____	NUR	1022	Nursing Foundations I.....	3	F
____	NUR	1234	Alterations in Health I.....	3	F
____	NUR	1234L	Clinical Nursing I.....	4	F
____	NUR	1820	Management of Care I .....	1	F
____	NUR	1023	Nursing Foundations II.....	3	S
____	NUR	1242C	Alterations in Health II.....	4	S
____	NUR	1242L	Clinical Nursing II.....	4	S
	NUR	1823	Management of Care II .....	1	S

## **NURSING PROGRAM COURSES YEAR TWO**

____	NUR	2220C	Alterations in Health III.....	4	F
____	NUR	2220L	Clinical Nursing III.....	5	F
____	NUR	2463	Maternal Child Health .....	2	F
____	NUR	2224	Alterations in Health IV .....	3	S
____	NUR	2224L	Clinical Nursing IV.....	4	S
	NUR	2801L	Clinical Practicum .....	3	S

PROGRAM TOTAL 72

**MATH:** Receipt of approved placement test scores (ACT, ASSET, CPT, FCELP, 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.

**COMPUTER PROFICIENCY:** Must be demonstrated as required by LSCC in order to grant the Associate in Science degree. Successful completion of the institutional computer proficiency exam satisfies this requirement. Student may opt to substitute coursework as specified in the college Catalog and Student Handbook.

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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.lscc.edu/academics/nursing](http://www.lscc.edu/academics/nursing).

Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions department.

### **Estimated Salaries for entry level positions include the following:**

**Registered Nurse** - Administers nursing care to ill or injured person.  
\$40,700 - \$50,000

**Public Health Educator** - Plans, organizes, and directs health education programs for group and community needs.  
\$24,900 - \$38,000

ACADEMIC ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
[Advising@lscc.edu](mailto:Advising@lscc.edu)

#### CAREER DEVELOPMENT SERVICES

Careers@lsc.edu 323-3603

## **DEPARTMENT CONTACT INFORMATION**

Leesburg Campus 365-3540  
South Lake Campus 536-2121

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Designated science courses must be no more than 7 years old at time of application.

<sup>3</sup> Any humanities course from the approved list of Associate in Arts General Education courses.

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

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

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

Credits Notes

## PREREQUISITE COURSES

ENC 1101	College Composition I <sup>1</sup> .....	3
PSY 2012	Introduction to Psychology.....	3
DEP 2004	Psychology of Human Development.....	3
HUN 1201	Nutrition and Diet Therapy .....	3
BSC 2093C	Human Anatomy & Physiology I with Lab <sup>2</sup> .....	4
BSC 2094C	Human Anatomy & Physiology II with Lab <sup>2</sup> .....	4
MCB 2010C	Microbiology with Lab <sup>2</sup> .....	4
MTB 1370	Math for Health Related Professions .....	1
Humanities <sup>3</sup>	.....	3
Computer Proficiency		
	<b>TOTAL</b>	<b>28</b>

## NURSING PROGRAM COURSES

### NURSING PROGRAM COURSES – Semester 1

NUR 2003 Nursing Transition.....	5	SM
NUR 2003L Nursing Transition Clinical .....	3	SM

### NURSING PROGRAM COURSES – Semester 2

NUR 2721 Alterations in Health I Transition.....	4	F
NUR 2721L Clinical Nursing I Transition .....	4	F

### NURSING PROGRAM COURSES – Semester 3

NUR 2601 Alterations in Health II Transition.....	4	S
NUR 2601L Clinical Nursing II Transition .....	4	S
NUR 2801L Clinical Practicum.....	3	S

### TOTAL PREREQUISITE & NURSING PROGRAM COURSES .....55

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, FCLEPT, 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.

**COMPUTER PROFICIENCY:** Must be demonstrated as required by LSCC in order to grant the Associate in Science degree. Successful completion of the institutional computer proficiency exam satisfies this requirement. Student may opt to substitute coursework as specified in the college Catalog and Student Handbook.

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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.lscc.edu/academics/nursing](http://www.lscc.edu/academics/nursing).

Questions regarding general education prerequisite courses including, but not limited to, course substitutions, transfer credit from institutions other than LSCC, and grade amnesty should be directed to the LSCC Admissions department.

**Estimated Salaries for entry level positions include the following:**

**Registered Nurse** - Administers nursing care to ill or injured person.  
 \$40,700 - \$50,000

**Public Health Educator** - Plans, organizes, and directs health education programs for group and community needs.  
 \$24,900 - \$38,000

### ACADEMIC ADVISING

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

[Advising@lscc.edu](mailto:Advising@lscc.edu)

### CAREER DEVELOPMENT SERVICES

[Careers@lscc.edu](mailto:Careers@lscc.edu) 323-3603

### DEPARTMENT CONTACT INFORMATION

Leesburg Campus 365-3540

South Lake Campus 536-2121

<sup>1</sup> Students may be required to take college developmental math, writing, and/or reading courses based on placement tests.

<sup>2</sup> Designated science courses must be no more than 7 years old at time of application.

<sup>3</sup> Any humanities course from the approved list of Associate in Arts General Education courses.

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

# OFFICE ADMINISTRATION • LEGAL OFFICE SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (214)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

		Credits	Notes
<b>GENERAL EDUCATION COURSES</b>			
____ ENC 1101	College Composition I <sup>1</sup>	3	
____ Natural Science/Mathematics <sup>1,4</sup>		3	
____ Social & Behavioral Sciences <sup>2</sup>		3	
____ Social & Behavioral Sciences <sup>2</sup>		3	
____ Humanities <sup>2</sup>		3	
	<b>TOTAL</b>	<b>15</b>	
<b>BEGINNING COURSES</b>			
____ PLA 1003	Introduction to Legal Assisting.....	2	F
____ OST 1100	Keyboarding & Document Formatting.....	3	
____ OST 1330	Business English <sup>1</sup> .....	3	
____ OST 1854	Microsoft Office - Introduction .....	3	
____	Professional Elective <sup>4</sup> .....	1	
<b>INTERMEDIATE COURSES</b>			
____ MNA 1100	Human Relations in Business & Industry.....	3	
____ APA 1002	Small Business Accounting <sup>3</sup> .....	3	
____ BUL 2241	Business Law.....	3	
____ OST 2857	Microsoft Office - Advanced.....	3	
____ PLA 2058	Survey of Law.....	3	F
____ PLA 2700	Professional Ethics & Liability.....	3	S
<b>ADVANCED COURSES</b>			
____ PLA 2201	Civil Litigation.....	3	
____ PLA 2763	Law Office Management.....	3	
____ OST 2336	Business Communications.....	3	
____ Professional Electives <sup>4</sup>	.....	3	
____	.....	3	
____	.....	3	
	<b>PROGRAM TOTAL</b>	<b>63</b>	
<b>Professional Electives</b>			
PLA 1800 Family Law .....		3	
CJL 2102 Criminal Procedure & Evidence.....		3	
CJL 2100 Criminal Law.....		3	
PLA 2949 Cooperative Education Internship in Legal Assisting.....		3	
Any PLA Course not required in the program.....		3	
<input type="checkbox"/> SLS 1501 Foundations of Success Seminar (3 credit course) Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.			
<b>DEVELOPMENTAL COURSES</b> <input type="checkbox"/> ENC 0015 Developmental Writing I If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits. <input type="checkbox"/> ENC 0025 Developmental Writing II <input type="checkbox"/> MAT 0018 Developmental Mathematics I <input type="checkbox"/> MAT 0028 Developmental Mathematics II <input type="checkbox"/> REA 0007 Developmental Reading I <input type="checkbox"/> REA 0017 Developmental Reading II			
<small><sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.</small>			
<small><sup>2</sup> Students may select from approved general education courses listed in the College Catalog.</small>			
<small><sup>3</sup> Students desiring to transfer or obtain a Business Administration degree should take ACG 2022, Financial Accounting.</small>			
<small><sup>4</sup> Select from General Education Core Curriculum courses.</small>			

The Office Administration – Legal Office Specialization A.A.S. 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.

Estimated salaries for entry level positions include the following:

**Legal Secretary/Administrative Support Supervisor-**

Performs specialized office work requiring knowledge of legal terminology and procedures; supervises and coordinates the activities of administrative support services.  
 \$29,800 - \$46,390

**ACADEMIC ADVISING**

Leesburg Campus 365-3574  
 South Lake Campus 243-5722  
 Sumter Campus 568-0001  
 Advising@lsc.edu

**CAREER DEVELOPMENT SERVICES**

Careers@lsc.edu 323-3603

**FACULTY CONTACT INFORMATION**

Rebecca Nathanson Office: LE - LA 15  
 NathansR@lsc.edu 332-3615

# OFFICE ADMINISTRATION

## MEDICAL OFFICE MANAGEMENT SPECIALIZATION

### ASSOCIATE IN APPLIED SCIENCE DEGREE (213)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
 See Course Descriptions for prerequisites.

	Credits	Notes
<b>GENERAL EDUCATION COURSES</b>		
ENC 1101 College Composition I <sup>1</sup>	3	
Natural Science/Mathematics <sup>1,3</sup>	3	
Social & Behavioral Sciences <sup>2</sup>	3	
Social & Behavioral Sciences <sup>2</sup>	3	
Humanities <sup>2</sup>	3	
<b>TOTAL</b>	<b>15</b>	

#### BEGINNING COURSES

_____ HSC 1000	Introduction to Healthcare .....	1	
_____ HSC 1531	Medical Terminology I .....	2	
_____ HSC 1532	Medical Terminology II .....	2	
_____ OST 1100	Keyboarding & Document Formatting.....	3	
_____ OST 1330	Business English <sup>1</sup> .....	3	
_____ HIM 1512	Medical Office Management .....	3	
_____ CTS 1101	Microsoft Windows - Introduction.....	1	
_____ Computer Science Elective with a CGS, CTS, LIS, or OST prefix...1			

#### INTERMEDIATE COURSES

_____ HIM 1012	Medicolegal Aspects of Records.....	2	
_____ HIM 1003	Foundations of Health Information Management....	3	
_____ HIM 1030C	Medical Record Transcription I .....	3	F
_____ HIM 1273	Medical Insurance & Coding I.....	3	S
_____ HIM 1433	Concepts of Disease.....	3	
_____ OST 1854	Microsoft Office - Introduction.....	3	

#### ADVANCED COURSES

_____ HIM 2112	Electronic Health Records & Informatics .....	3	F
_____ HIM 2032C	Medical Records Transcription II <sup>3</sup> or		
_____ HIM 2253C	CPT Coding & Reimbursement <sup>3</sup> .....	3	S
_____ MAN 2021	Principles of Management .....	3	
_____ OST 2336	Business Communications.....	3	
_____ OST 2949	Cooperative Education Internship in Office Administration.....	3	

**PROGRAM TOTAL 63**

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

DEVELOPMENTAL COURSES	<input type="checkbox"/>	ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/>	ENC 0025 Developmental Writing II
	<input type="checkbox"/>	MAT 0018 Developmental Mathematics I
	<input type="checkbox"/>	MAT 0028 Developmental Mathematics II
	<input type="checkbox"/>	REA 0007 Developmental Reading I
	<input type="checkbox"/>	REA 0017 Developmental Reading II

The Office Administration – Medical Office Management Specialization A.A.S. 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.

**Estimated salaries for entry level positions include the following:**

**Billing or Insurance Specialist -**

Responsible for collecting, posting and managing account payments. Responsible for submitting claims and following up with insurance companies.

\$20,000 - \$31,000

**Electronic Health Records Support Specialist -**

Daily tasks include converting paper medical records to electronic medical records, scan medical reports into different categories (called drawers) using technology. Activities may also include the initiation of medical records, completion of insurance forms and death and birth certificates, input of data to electronic health records, and retrieval of medical records.

\$20,000 - \$31,000

**Medical Office Manager -** Responsible for overseeing day-to-day operations of a medical office.

\$24,000 - \$34,000

**ACADEMIC ADVISING**

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lssc.edu

**CAREER DEVELOPMENT SERVICES**

Careers@lssc.edu 323-3603

**FACULTY CONTACT INFORMATION**

Brandy Ziesemer Office: LE - SM 228

ZiesemerB@lssc.edu 435-6414

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses. Curriculum courses.

<sup>3</sup> Students desiring to specialize in medical record transcription must take HIM 2032C. Students desiring to specialize in billing must take HIM 2253C. OST 2949 is available with a focus in transcription.

# OFFICE ADMINISTRATION • OFFICE MANAGEMENT SPECIALIZATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE (210)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

Credits Notes

### GENERAL EDUCATION COURSES

____ ENC 1101	College Composition I <sup>1</sup> .....	3
____ Mathematics or Natural Sciences <sup>1,2</sup> .....		3
____ Social & Behavioral Sciences <sup>2</sup> .....		3
____ Social & Behavioral Sciences <sup>2</sup> or Humanities <sup>2</sup> .....		3
____ Humanities <sup>2</sup> .....		3
	<b>TOTAL</b>	<b>15</b>

The Office Administration – Office Management Specialization A.A.S. 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 1430	Business Ethics & Etiquette .....	3	S
____ OST 1100	Keyboarding & Document Formatting .....	3	
____ OST 1330	Business English <sup>1</sup> .....	3	
____ QMB 1001	Business Mathematics <sup>1</sup> .....	3	
____ OST 1110	Advanced Document Formatting .....	3	
____ OST 1854	Microsoft Office - Introduction .....	3	
____ OST 1940	Office Management Practicum.....	3	

**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 <sup>3</sup> .....	3
____ BUL 2241	Business Law.....	3

### ADVANCED COURSES

____ OST 2857	Microsoft Office - Advanced.....	3
____ OST 2336	Business Communications.....	3
____ OST 2949	Cooperative Education Internship in Office Administration .....	2
____ MAN 2021	Principles of Management .....	3

### Professional Electives

____	.....	3
____	.....	3

**PROGRAM TOTAL** **63**

### Professional Electives

ECO 2013	Principles of Economics I (Macroeconomics).....	3
CTS 2200	Introduction to Computer Art.....	3
CTS 1831	Web Authoring I .....	3
SLS 1267	Team Building & Communication Skills .....	3
CTS 1401	Microsoft Access.....	3
APA 1144	Accounting with Quickbooks.....	3
LIS 2003	Intro to Internet Resources .....	1

F

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

DEVELOPMENTAL COURSES  **ENC 0015 Developmental Writing I**  
If college placement scores  **ENC 0025 Developmental Writing II**  
indicate the need for any  **MAT 0018 Developmental Mathematics I**  
developmental courses, these  **MAT 0028 Developmental Mathematics II**  
are to be taken before the student  **REA 0007 Developmental Reading I**  
completes 12 college credits.  **REA 0017 Developmental Reading II**

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

<sup>2</sup> Select from General Education Core Curriculum courses.

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

# COMPUTER PROGRAMMING • TECHNICAL CERTIFICATE (353)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

		Credits	Notes
<b>BEGINNING COURSES</b>			
<input type="checkbox"/>	CET 1171	Microcomputer Hardware.....	3
<input type="checkbox"/>	CGS 1100	Business Computer Applications .....	3
<input type="checkbox"/>	COP 1000	Introduction to Programming.....	3
<input type="checkbox"/>	MAT 1033	Intermediate Algebra <sup>1</sup> or higher level math .....	3
<b>INTERMEDIATE COURSES</b>			
<input type="checkbox"/>	COP 2250	Programming with Java .....	3
<input type="checkbox"/>	OST 2336	Business Communications.....	3
<b>ADVANCED COURSES</b>			
<input type="checkbox"/>	COP 2220	Computer Programming-C.....	3
<input type="checkbox"/>	COP 2700	Database Design & Analysis.....	3
<b>PROFESSIONAL ELECTIVES</b>			
<input type="checkbox"/>		.....	3
<input type="checkbox"/>		.....	3
<input type="checkbox"/>		.....	3
<b>PROGRAM TOTAL</b>			<b>33</b>

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

**Estimated salaries for entry level positions include the following:**

**Computer Programmer/Programmer Specialist** - Writes, tests, and maintains software programs. Programmers also update, repair, modify, and expand existing programs  
\$31,000 - \$35,000

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

## PROFESSIONAL ELECTIVES

CTS 1831	Web Authoring I .....	3
COP 1171	Computer Programming-Visual Basic .....	3
COP 2830	Server-Side Web Programming .....	3

Any COP Course not required in the program

## ACADEMIC ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lsc.edu

**CAREER DEVELOPMENT SERVICES**  
Careers@lsc.edu 323-3603

**FACULTY CONTACT INFORMATION**  
Bethany Skipper Office: LE - M 111A  
SkipperB@lsc.edu 365-3536

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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

<input type="checkbox"/>	DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/>	ENC 0025 Developmental Writing II
	<input type="checkbox"/>	MAT 0018 Developmental Mathematics I
	<input type="checkbox"/>	MAT 0028 Developmental Mathematics II
	<input type="checkbox"/>	REA 0007 Developmental Reading I
	<input type="checkbox"/>	REA 0017 Developmental Reading II

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

# ELECTRICAL DISTRIBUTION TECHNOLOGY BASIC CERTIFICATE (390)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

	Credits	Notes
<b>BASIC CERTIFICATE COURSES</b>		
_____ ETP 1100C Safe Work Practices .....	3	
_____ ETP 1101C Basic Electricity for Line Workers .....	3	
_____ ETP 1130C Pole Climbing, Ropes and Rigging .....	3	
_____ ETP 1150C Trucks and Excavating Equipment .....	3	
_____ ETP 1140C Electrical Distribution Structures .....	3	
_____ ETP 1134C Underground Distribution.....	3	
_____ ETP 1104C Rescue, First Aid, CPR .....	3	
_____ ETP 2131C Pole Line Equipment I.....	3	
<b>TOTAL FOR BASIC CERTIFICATE</b>	<b>24</b>	

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)**

	Credits	Notes
<b>ADVANCED CERTIFICATE COURSES</b>		
_____ CGS 1530 Microcomputer Applications.....	3	
_____ ETP 1135C Street and Area Lighting .....	3	
_____ ETP 2110C Metering and Energy Management.....	3	
_____ ETP 2020C American Power Systems.....	3	
_____ ETP 2120C Basic Transformer.....	3	
_____ ETP 2132C Pole Line Equipment II.....	3	
_____ ETP 2136C Installing Overhead Distribution Conductors....	3	
_____ ETP 2137C Electrical Distribution Substations.....	3	
_____ ETP 2102C Rubber Gloving - Hot Line I .....	2	
<b>ADVANCED CERTIFICATE</b>	<b>26</b>	

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 may be 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 ADVISING**

Leesburg Campus 365-3574

South Lake Campus 243-5722

Sumter Campus 568-0001

Advising@lsc.edu

#### **CAREER DEVELOPMENT SERVICES**

Careers@lsc.edu 323-3603

#### **FACULTY CONTACT INFORMATION**

Bill Tyler	Office: SU - JF 1101B
TylerB@lsc.edu	568-0001 X1230

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

# HEALTHCARE INFORMATICS SPECIALIST

## TECHNICAL CERTIFICATE (332)

**Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.**

**Credits Notes**

### **BEGINNING COURSES**

____ HIM 1003	Foundations of Health Information Management.....	3
____ HSC 1000	Introduction to Healthcare .....	1
____ HSC 1531	Medical Terminology I .....	2
____ HSC 1532	Medical Terminology II .....	2

This 18-credit hour Healthcare Informatics Specialist certificate is designed to prepare students for employment as entry level Healthcare Informatics Specialists or to provide supplemental training for persons previously or currently employed in either healthcare or information technology occupations. All credits may be applied toward the Health Information Management Associate in Applied Science or Associate in Science degree programs at LSCC.

### **INTERMEDIATE COURSES**

____ HIM 1012	Medicolegal Aspects of Records.....	2
____ HIM 2112	Electronic Health Records & Informatics .....	3 F

### **ADVANCED COURSES**

____ HIM 2651	E-Health Projects in Medical Practice.....	3	S
____ HIM 2815	PPE Healthcare Informatics.....	2	S
<b>PROGRAM TOTAL 18</b>			

**NOTE:** This program requires demonstration of computer proficiency and satisfactory test grades in College Placement Test for reading & writing prior to beginning the program.

**Estimated salaries for entry level positions include the following:**

**Healthcare Informatics Specialist** - Uses varied resources, devices and methods to acquire, store, retrieve, use and exchange electronic healthcare information following established laws, rules and regulations in physicians' offices or any healthcare facility.  
\$18,200 - \$28,900

### **ACADEMIC ADVISING**

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lsc.edu

### **CAREER DEVELOPMENT SERVICES**

Careers@lsc.edu 323-3603

### **FACULTY CONTACT INFORMATION**

Brandy Ziesemer Office: LE - SM 228  
ZiesemerB@lsc.edu 435-6414

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

# INFORMATION TECHNOLOGY ANALYSIS TECHNICAL CERTIFICATE (381)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

## BEGINNING COURSES

	Credits	Notes
____ CET 1171	Microcomputer Hardware.....	3
____ CGS 1100	Business Computer Applications. ....	3
____ COP 1000	Introduction to Programming.....	3

## INTERMEDIATE COURSES

____ CET 1485	Networking Essentials.....	3
____ CET 1179C	A+ Essentials. ....	3

## ADVANCED COURSES

____ CET 2180	Advanced A+ Practical Application .....	3
____ CET 2660	Network Security Fundamentals.....	3
____ CIS 2321	System Analysis & Design .....	3
____ COP 2700	Database Design & Analysis.....	3

**PROGRAM TOTAL 27**

**Credits Notes** 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

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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

DEVELOPMENTAL COURSES     \_\_\_\_ ENC 0015 Developmental Writing I  
If college placement scores     \_\_\_\_ ENC 0025 Developmental Writing II  
indicate the need for any     \_\_\_\_ MAT 0018 Developmental Mathematics I  
developmental courses, these     \_\_\_\_ MAT 0028 Developmental Mathematics II  
are to be taken before the student     \_\_\_\_ REA 0007 Developmental Reading I  
completes 12 college credits.     \_\_\_\_ REA 0017 Developmental Reading II

## ACADEMIC ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lscc.edu

## CAREER DEVELOPMENT SERVICES

Careers@lscc.edu 323-3603

## FACULTY CONTACT INFORMATION

Bethany Skipper Office: LE - M 111A  
SkipperB@lscc.edu 365-3536

# MEDICAL INFORMATION CODER / BILLER TECHNICAL CERTIFICATE (330)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

## Credits    Notes

### GENERAL EDUCATION COURSES

____	BSC 2093C	Human Anatomy & Physiology I with Lab .....	4
____	BSC 2094C	Human Anatomy & Physiology II with Lab .....	4
		<b>TOTAL</b>	<b>8</b>

### BEGINNING COURSES

____	HIM 1003	Foundations of Health Information Management.....	3
____	HIM 1512	Medical Office Management .....	3
____	HSC 1531	Medical Terminology I .....	2
____	HSC 1532	Medical Terminology II .....	2

### INTERMEDIATE COURSES

____	HIM 1012	Medicolegal Aspects of Records.....	2
____	HIM 1433	Concepts of Disease.....	3
____	HIM 2222C	Basic ICD-9-CM Coding.....	3

F

### ADVANCED COURSES

____	HIM 2234C	Advanced ICD-9-CM Coding & Reimbursement .....	3	S
____	HIM 2253C	CPT Coding & Reimbursement.....	3	S
____	HIM 2810	Professional Practice Experience II .....	2	

**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.  
\$18,000 - \$22,000

**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.  
\$22,000 - \$32,000

### ACADEMIC ADVISING

Leesburg Campus 365-3574  
South Lake Campus 243-5722  
Sumter Campus 568-0001  
Advising@lssc.edu

### CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 323-3603

### FACULTY CONTACT INFORMATION

Brandy Ziesemer Office: LE - SM 228  
ZiesemerB@lssc.edu 435-6414

**NOTE:** All credit hours from this certificate articulate into the A.A.S.& 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 developmental courses in more than one subject area are required to successfully complete SLS 1501.

<b>DEVELOPMENTAL COURSES</b>	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

# MEDICAL OFFICE MANAGEMENT • TECHNICAL CERTIFICATE (331)

Notes: F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

## BEGINNING COURSES

____ HSC 1000	Introduction to Healthcare.....	1
____ OST 1100	Keyboarding & Document Formatting.....	3
____ OST 1330	Business English <sup>1</sup> .....	3
____ HSC 1531	Medical Terminology I .....	2
____ HSC 1532	Medical Terminology II .....	2
____ OST 1854	Microsoft Office - Introduction .....	3
____ HIM 1003	Foundations of HIM.....	3

## INTERMEDIATE COURSES

____ HIM 1012	Medicolegal Aspects of Records.....	2	
____ HIM 1273	Medical Insurance & Coding I <sup>2</sup> .....	3	S
____ HIM 1512	Medical Office Management <sup>2</sup> .....	3	SM
____ HIM 2112	Electronic Health Records & Informatics .....	3	F

## ADVANCED COURSES

____ OST 2336	Business Communications.....	3
____ OST 2949	Cooperative Education Internship Office Administration .....	3
	<b>PROGRAM TOTAL 34</b>	

**Credits Notes** 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 billing clerk; medical office assistant; medical receptionist; medical secretary; 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; 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 such as referrals, scheduling, and insurance verification.  
\$18,000 – \$22,000

**Medical Secretary** - Performs office or hospital unit duties using specific knowledge of medical terminology and procedures.  
\$20,000 – \$28,000

**Billing or Insurance Clerk** - Compiles data, computes fee and charges, and prepares invoices for billing purposes in a health care setting.  
\$18,000 - \$22,000

## ACADEMIC AND CAREER ADVISING

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

## FACULTY CONTACT INFORMATION

Brandy Ziesemer    Office: LE - SM 228  
ZiesemerB@lscc.edu              435-6414

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

DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

<sup>1</sup> Students may be required to take college developmental math, writing and/or reading courses based on placement tests.

<sup>2</sup> Students must also test out of or take MAT 0024C.

# DENTAL HYGIENE LINKAGE AGREEMENT WITH VALENCIA COMMUNITY COLLEGE (403)

**Notes:** F-FALL, S-SPRING, SM-SUMMER - Course typically offered during this term  
See Course Descriptions for prerequisites.

## **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:

	Credits	Notes
____ BSC 2093C	Human Anatomy & Physiology I with Lab .....	4
____ BSC 2094C	Human Anatomy & Physiology II with Lab .....	4
____ MCB 2010C	Microbiology with Lab <sup>1</sup> .....	4
____ ENC 1101	College Composition I' .....	3

The Dental Hygiene general education courses listed below are a requirement for earning the Dental Hygiene associate degree from Valencia Community College. Successful completion of all five courses with a grade of C or better, by the application deadline\*, will result in more points earned towards admission selection. \*

____ HUN 1201	Nutrition & Diet Therapy.....	3
____ SPC 2608	Public Speaking .....	3
____ PSY 2012	Introduction to Psychology <sup>1</sup> .....	3
____ SYG 2000	Introduction to Sociology <sup>1</sup> .....	3
____ Humanities	.....	3

**TOTAL 30**

## **Estimated salary for an entry level Dental Hygienist**

\$40,000 - \$45,000 per year

## **ADMISSION CRITERIA WHICH MUST BE MET BY THE APPLICATION DEADLINE\***

- Be a U.S. Citizen or Permanent Resident AND a Florida Resident of Lake or Sumter counties.
- Select Dental Hygiene (403) as either Primary or Secondary major.
- Be a currently enrolled student at LSCC.
- Possess a minimum overall college Grade Point Average (GPA) of 2.5 or higher. The overall GPA includes all college transfer work.
- Successfully complete all developmental courses as indicated by placement scores.
- Successfully complete all Dental Hygiene Prerequisite courses (listed above) with a grade of C or better.
- All official high school and college transcripts must have been received and processed by the LSCC Admissions/Records Office.
- Successfully complete the VCC Dental Hygiene Program Entrance Test requirements. Consult the Dental Hygiene Program Guide on the VCC website for information on this requirement.
- Submit a completed Dental Hygiene Linkage Application\* to the LSCC Dental Hygiene Selection Committee AND a completed Dental Hygiene Program Application to the VCC Health Sciences Advising Office by their posted application deadline. Consult the Dental Hygiene Program Guide on the VCC website for information on this requirement.

\*Students interested in the LSCC DENTAL HYGIENE LINKAGE PROGRAM should contact Margie Farmer at 352-365-3552 or FarmerM@lsc.edu for program information and the application process and deadlines.

**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 Dental Hygiene Program Guide on the VCC website for the most current program information.

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

<input type="checkbox"/> DEVELOPMENTAL COURSES	<input type="checkbox"/> ENC 0015 Developmental Writing I
If college placement scores indicate the need for any developmental courses, these are to be taken before the student completes 12 college credits.	<input type="checkbox"/> ENC 0025 Developmental Writing II
	<input type="checkbox"/> MAT 0018 Developmental Mathematics I
	<input type="checkbox"/> MAT 0028 Developmental Mathematics II
	<input type="checkbox"/> REA 0007 Developmental Reading I
	<input type="checkbox"/> REA 0017 Developmental Reading II

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

For additional information, contact the Dean of Career and Technical Programs.

# EDUCATOR PREPARATION INSTITUTE (EPI)

## TEACHER CERTIFICATION COURSES (808)

			Credits	Notes
<b>COURSES</b>				
_____	EPI 0003	Technology in the Classroom.....	3	Hybrid
_____	EPI 0001	Classroom Management.....	3	Hybrid
_____	EPI 0002	Instructional Strategies .....	3	Hybrid
_____	EPI 0004	The Teaching & Learning Process .....	3	Hybrid
_____	EPI 0010	Foundations of Research-Based Practices in Reading .....	3	Fully online
_____	EPI 0020	Professional Foundations .....	2	Hybrid
_____	EPI 0030	Diversity in the Classroom .....	2	Hybrid
_____	EPI 0940	Professional Foundations Field Experience.... 1 (15 clock hours of field experience)	1	
_____	EPI 0945	Diversity Field Experience .....	1 (15 clock hours of field experience)	

**COURSE CREDIT TOTAL 21**

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>.

### **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 (FLDOE)
- 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 an EPI support staff to help promote success
- Tutoring with online options in math, science and English in Learning Center
- Florida Teaching Certification Exam resource materials

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.

Upon completion of all admission requirements and EPI course work, students must also pass the FLDOE Professional Education Exam. The EPI course work is a state curriculum that prepares students for the Professional Education Exam. LSCC verifies all requirements to FLDOE who then issues the permanent Florida Teacher Certification.

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*

### **CONTACT INFORMATION**

Phillip Suttkus	Office: LE - LK-132
EPI Technical Specialist	
SuttkusP@lscc.edu	787-3747 x4508
Dr. Tom Kubala	
Ombudsman	
KubalaT@lscc.edu	787-3747 x 4508

# 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 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fl doe.org>.

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

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

### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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 56 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. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### 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, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, 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 (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

### **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 Student Support**

The following are the designations of Distance Learning descriptions for courses:

**Online** – 80% online distribution of course is utilized.

**Hybrid/Blended** – 50% - 79% of course instruction is delivered via electronic means (usually online) utilizing any combination of synchronous or asynchronous means.

Instructors may utilize online delivery and require other electronic equipment which is not categorized as distance learning. Each instructor's syllabus details the required technology, e.g. – personal computer access, graphic calculators, digital cameras, etc. Please contact the individual instructor for a syllabus with more details concerning technology requirements.

Student help desk is available for several services critical to the distance learning student. An instructor should be contacted about syllabus and start of term requirements first. <http://www.lscc.edu/faculty>

If the distance learning student has computer concerns, assistance may be requested through a student's LakerMail (student email) addressing the concern to [helpdesk@lscc.edu](mailto:helpdesk@lscc.edu) for computer or Blackboard support. Students would need to give their XID, Course Reference Number (CRN) and describe the computer concern.

LOIS support is available through LakerMail addressing the concern to [loissupport@lscc.edu](mailto:loissupport@lscc.edu)

If the concern is with LakerMail, the phone number 352-435-6500 may be used to leave a message for a technician to return a call. Details are necessary to leave the message about the student's name, XID, Course Reference Number (CRN) and return phone number with available time. LakerMail details are available at <http://www.lscc.edu/lakermail>

More support information is available for student help at <http://www.lscc.edu/dl>

## 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 136.

SUBJECT	PREFIXES	SUBJECT	PREFIXES
Accounting	ACG, APA	Human Services	HUS
American Literature	AML	Humanities	HUM
Art	ART	International Relations	INR
Art Education	ARE	Journalism	JOU, MMC
Art History	ARH	Legal Assisting	PLA
Astronomy	AST	Leisure Activities	LEI
Biology	BSC, MCB	Library Information Studies	LIS
Botany	BOT	Linguistics	LIN
Business	GEB, SBM	Literature	AML, ENL, LIT
Business Law	BUL	Management	MAN, MNA, SBM
Business Math	QMB	Marketing	MAR
Chemistry	CHM	Mathematics	MAC, MAE, MAT, MAP
Child Development	CHD		MGF, MTB, STA
Computer Applications	CAP	Meteorology	MET
Computer Design	CDA	Microbiology	MCB
Computer Engineering Technology	CET	Music	MUE, MUH, MUL
Computer General Studies	CGS		MUN, MUS, MUT,
Computer Programming	COP		MVB, MVK, MVS,
Computer Systems	CIS		MVV, MVP
Computer Technology & Skills	CTS	Nursing	NUR
Creative Writing	CRW	Nutrition	HUN
Criminal Justice	CCJ, CJC, CJE, CJJ, CJL, SCC	Oceanography	OCE
Customer Service	MNA	Office Systems Technology	OST
Dance	DAA	Oral Interpretation of Literature	ORI
Developmental Courses	ENC, MAT, REA	Philosophy	PHI
Digital Media-Graphic Arts	CAP, GRA	Photography	PGY
Early Childhood Education	EEC, CHD, EEX	Physical Education	PEL, PEM, PEN
Earth Science	ESC		PEO, PET, LEI
Economics	ECO	Physical Sciences	AST, CHM, ESC
Education	EDF, EDG, EME		GLY, MET, PHY
	ARE, MUE, EEX	Physics	PSC
Electronic Engineering Technology	EET	Political Science	PHY
Engineering Technology: Power	ETP	Psychology	CPO, INR, POS
English	AML, CRW, ENC	Reading	PSY, DEP, SOP
	ENL, LIT	Religion	REA
English for Academic Purposes	EAP	Sign Language	REL
Exceptional Child Education	EEX	Small Business Management	ASL
Film	FIL, RTV	Sociology	SBM
Finance	FIN	Spanish	SYG
Fire Science	FFP	Speech Communications	SPN
Fire & Emergency Services	FES	Sports and Fitness	SPC
Geography	GEO	Statistics	PET, SPM
Geology	GLY, ESC	Student Life Skills	STA
Government	CPO, INR, POS	Teacher Certification Courses	SLS
Health Information Management	HIM	Television	EPI
Health Sciences	HSC	Theater	RTV
History	AMH, EUH, HIS	Western Civilization	THE, TPA, TPP
Horticulture	HOS	Zoology	EUH
			ZOO

## 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.

## ADDITIONAL FEES

In addition to tuition that is charged per credit hour, some courses require additional fees to cover actual costs of supplies. Also, for fully online and hybrid sections of courses, a distance learning fee is required to cover technology costs. Current amounts of additional fees are posted for applicable courses and sections on the online Class Schedule at [www.lscc.edu](http://www.lscc.edu).

## COURSE DESCRIPTIONS

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>ACG 2022</b> <b>FINANCIAL ACCOUNTING</b>	<b>4</b>	<b>( 4 / 0 )</b>	<b>AML 2010</b> <b>AMERICAN LITERATURE TO 1865</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Prerequisites: Sophomore level or consent of instructor; Successful completion of all developmental writing and reading courses indicated through placement testing</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>This course examines literature of the United States written from the Exploration and Discovery Period to the Civil War. Readings will be drawn from a mixture of canonical and marginal figures, and will include a mixture of essays, fiction, and poetry as well as longer works. The emphasis in the course will be on texts and contexts; that is, on the works we read and on the cultural, historical, economic, and political contexts in which those works were produced and disseminated. The course includes literary analysis, written exposition, and interpretation as well as a substantive oral component.</p>		
<b>ACG 2071</b> <b>MANAGEMENT ACCOUNTING</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>AML 2020</b> <b>AMERICAN LITERATURE FROM 1865 TO PRESENT</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ACG 2022</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>This course examines literature of the United States written from 1865 to the present. Readings will be drawn from a mixture of canonical and marginal figures, and will include a mixture of essays, fiction, and poetry as well as longer works. The emphasis in the course will be on texts and contexts; that is, on the works we read and on the cultural, historical, economic, and political contexts in which those works were produced and disseminated. The course includes literary analysis, written exposition, and interpretation as well as a substantive oral component.</p>		
<b>AMH 2010</b> <b>U.S. HISTORY TO 1877</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>AMH 2020</b> <b>U.S. HISTORY SINCE 1877</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101</li> <li>• Satisfies Codes: CULD, GENE, GRW6, SBEH</li> </ul> <p>A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101</li> <li>• Satisfies Codes: GENE, GRW6, SBEH</li> </ul> <p>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.</p>		
<b>AMH 2035</b> <b>U.S. HISTORY SINCE 1945</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>AMH 2264</b> <b>SURVEY OF AMERICAN LITERATURE: SOUTHERN WOMEN WRITERS</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101</li> <li>• Satisfies Codes: GENE, GRW6, SBEH</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>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.</p>		
<b>APA 1002</b> <b>SMALL BUSINESS ACCOUNTING</b>			<b>APA 1002</b> <b>SMALL BUSINESS ACCOUNTING</b>	<b>3</b>	<b>( 3 / 0 )</b>
			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <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>		

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lscc.edu](http://www.lscc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>APA 1144</b> <b>ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ARE 2040</b> <b>PROVIDING ART EXPERIENCE</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: ACG 2022 or APA 1002, or documented consent of instructor			• Prerequisite: None		
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.			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.		
<b>APA 1503</b> <b>PAYROLL ACCOUNTING</b>	<b>1</b>	<b>(1 / 0)</b>	<b>ARH 2000</b> <b>ART HISTORY &amp; APPRECIATION I</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: None		
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.			• Satisfies Codes: CULD, GENE, HUMN		
<b>APA 2934</b> <b>SPECIAL TOPICS IN ACCOUNTING</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	• Offered Fall Term		
• Prerequisite: See online course schedule for each specific topic.			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.		
• May be repeated with a change of content up to maximum of 12 credits.			<b>ARH 2051</b> <b>ART HISTORY &amp; APPRECIATION II</b>	<b>3</b>	<b>(3 / 0)</b>
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.			• Prerequisite: None		
<b>APA 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN ACCOUNTING</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	• Satisfies Codes: CULD, GENE, HUMN		
• Prerequisite: None			• Offered Spring Term		
• 1-3 credits			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.		
Refer to Cooperative Education for additional information.			<b>ART 1202C</b> <b>DESIGN &amp; COLOR</b>	<b>3</b>	<b>(3 / 0)</b>
<b>ARE 2000</b> <b>ART &amp; CREATIVE EXPRESSION</b>	<b>3</b>	<b>(3 / 0)</b>	• Prerequisite: None		
• Prerequisite: EEC 2000 or documented consent of the instructor			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.		
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.			<b>ART 1203C</b> <b>Design STRUCTURES</b>	<b>3</b>	<b>(3 / 0)</b>
			• Prerequisite: None		
			• Offered Spring Term		
			An expansion of basic design and color concepts in projects emphasizing various three-dimensional media and forms. Open to all students.		
			<b>ART 1300C</b> <b>FREEHAND DRAWING I</b>	<b>3</b>	<b>(3 / 0)</b>
			• 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.		
			<b>ART 1301C</b> <b>FREEHAND DRAWING II</b>	<b>3</b>	<b>(3 / 0)</b>
			• Prerequisite: None		
			• 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.		

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lscc.edu](http://www.lscc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>ART 2254C</b> <b>FIGURE DRAWING &amp; ILLUSTRATION</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ART 2750C</b> <b>INTRODUCTION TO CERAMICS</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisites: ART 1300C &amp; ART 1301C or documented consent of instructor</li> <li>• Offered Spring Term</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>		
<b>ART 2540C</b> <b>INTRODUCTION TO WATERCOLOR I</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ART 2751C</b> <b>INTERMEDIATE CERAMICS II</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: ART 1300C or documented consent of instructor</li> <li>• Offered Fall Term</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: ART 2750C or documented consent of instructor</li> </ul> <p>Continuation of ART 2750C with emphasis on design, wheel throwing, glaze formulation, and raku techniques.</p>		
<b>ART 2541C</b> <b>WATERCOLOR II</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ART 2904</b> <b>PAINTING: INDIVIDUALIZED STUDY</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisites: ART1300C or ART 1301C</li> <li>• Open to beginning painters</li> </ul> <p>An extension of ART 2540C with an opportunity for creative development in watercolor techniques.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: ART 2554C</li> <li>• May be repeated with change of content for up to 12 credits.</li> </ul> <p>An independent study course for experienced artists who desire critiques and evaluation by an instructor.</p>		
<b>ART 2554C</b> <b>BEGINNING OIL PAINTING</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ART 2906</b> <b>OIL &amp; ACRYLIC PAINTING: INDIVIDUALIZED STUDY</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: ART 1300C or ART 1301C or documented consent of instructor</li> </ul> <p>Specialized practice in painting with an emphasis on specific problems and procedures.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: ART 2554C or documented consent of instructor</li> </ul> <p>A painting course for the experienced artist who desires critical evaluation by a qualified instructor. Work in both oils and acrylics is offered.</p>		
<b>ART 2556C</b> <b>INTERMEDIATE OIL/ACRYLIC PAINTING</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ART 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN ART</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: ART 2554C or documented consent of instructor</li> </ul> <p>A painting class designed to further develop the skills and knowledge of the beginning painter.</p>			Refer to Cooperative Education for additional information.		
<b>ART 2558C</b> <b>OIL PAINTING: EXPLORING NEW TECHNIQUES &amp; MATERIALS</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ASL 2140</b> <b>AMERICAN SIGN LANGUAGE I</b>	<b>4</b>	<b>(4 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: ART 2556C or documented consent of instructor</li> </ul> <p>Special problems and critiques for the painter who is ready to learn techniques to refine his skills.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities</li> </ul> <p>Introduction to American Sign Language with emphasis on vocabulary used by Deaf adults. Includes introduction to history and culture of deafness in America and linguistic structure and conceptual vocabulary of conversational (expressive and receptive) sign language skills. Describes various manual communication systems and philosophies.</p>		
<b>ART 2701C</b> <b>INTRODUCTION TO SCULPTURE</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ASL 2150</b> <b>AMERICAN SIGN LANGUAGE II</b>	<b>4</b>	<b>(4 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ASL 2140 or documented consent of instructor</li> <li>• American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities</li> </ul> <p>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.</p>		

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lssc.edu](http://www.lssc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>AST 1002C</b> <b>INTRODUCTION TO ASTRONOMY W/LAB</b>	3	( 2 / 2 )	<b>BSC 1084C</b> <b>ESSENTIALS OF THE HUMAN BODY</b>	4	( 3 / 2 )
<ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental math courses indicated through placement testing</li> <li>• Satisfies Codes: GENE, PHYS, LABR</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in BSC 1005 or BSC 1010C; or A in high school AP Biology within the last 7 years; or passing score on the BSC 1010C Credit by Exam</li> <li>• Co-requisite: None</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> </ul> <p>The emphasis in this course is on the anatomy and basic physiology of the human body. This course deals with the structure, basic function and chemistry of the human body including tissues integumentary, skeletal, muscle, nervous, the senses, endocrine, respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers electrolytes, and acid-base balance. The laboratory exercises emphasize primarily anatomical, and less of physiological and biochemical principals associated with classroom work. This course is primarily designed for students as lab technicians in examiner's office, pathology technicians and other healthcare professionals. It is not intended for pre-nursing students.</p>		
<b>BOT 2010C</b> <b>GENERAL BOTANY WITH LAB</b>	4	( 3 / 2 )	<b>BSC 2093C</b> <b>HUMAN ANATOMY &amp; PHYSIOLOGY I WITH LAB</b>	4	( 3 / 2 )
<ul style="list-style-type: none"> <li>• Prerequisites: BSC 1010C; Successful completion of all developmental math writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: BIOS, GENE</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in BSC 1010C; or A in high school AP Biology within past 7 years; or passing score on BSC 1010C Credit by Exam</li> <li>• CHM 1025C highly recommended</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> </ul> <p>This course deals with the structure, function, and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous, and endocrine systems. The laboratory component provides laboratory support for the concepts taught in lecture. Laboratory exercises emphasize anatomical, physiological and biochemical principles associated with course material.</p>		
<b>BSC 1005</b> <b>INTRODUCTION TO LIFE SCIENCE</b>	3	( 3 / 0 )	<b>BSC 2094C</b> <b>HUMAN ANATOMY &amp; PHYSIOLOGY II WITH LAB</b>	4	( 3 / 2 )
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Codes: BIOS, GENE</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in BSC 2093C</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> <li>• CHM 1025C highly recommended</li> </ul> <p>This course deals with the structure, function and chemistry of the human body including respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers metabolism, electrolytes, and acid-base balance. The laboratory exercises emphasize anatomical, physiological and biochemical principles associated with classroom work.</p>		
<b>BSC 1010C</b> <b>GENERAL BIOLOGY I WITH LAB</b>	4	( 3 / 2 )	<b>BSC 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE</b>	1-3	( 1-3 / 0 )
<ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> </ul> <p>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.</p>			<p>Refer to Cooperative Education for additional information.</p>		
<b>BSC 1011C</b> <b>GENERAL BIOLOGY II WITH LAB</b>	4	( 3 / 2 )			
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in BSC 1010C</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> </ul> <p>This course is a continuation of General Biology I. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology. The course provides laboratory support for the concepts taught in lecture. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.</p>					
<p>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lscc.edu">www.lscc.edu</a> for current fees on applicable courses and sections.</p>					
See page 135 for CODE descriptions.					
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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>BUL 2241</b> <b>BUSINESS LAW</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CCJ 2930</b> <b>SPECIAL TOPICS IN CRIMINAL JUSTICE</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of developmental reading courses indicated through placement testing</li> </ul> <p>This course is designed to acquaint the student with the common practical laws as applied to ordinary business procedures. A study of laws relating to contracts, negotiable instruments, agencies, estates and trusts, security devices, personal and real property, business crimes and government regulation.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course will cover topics of current interest or special interest which impact the criminal justice system.</p>		
<b>CAP 2703</b> <b>COMPUTER ANIMATION</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CCJ 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CTS 2200</li> </ul> <p>An expansion of CTS 2200 with emphasis on graphics and animation software. Involves scanning, timing, sequencing, and a variety of animation techniques for desktop presentation. Images to be produced for animation and in the form of color photographic slides from screen images.</p>			<p>Refer to Cooperative Education for additional information.</p>		
<b>CCJ 1001</b> <b>INTRODUCTION TO CRIMINOLOGY</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CET 1171</b> <b>MICROCOMPUTER HARDWARE</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>An introductory course to provide the student with an intelligent understanding of the causes of crime and delinquency, the methods of prevention and control of crime and delinquency, and an understanding of penal and correctional procedures.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>		
<b>CCJ 1020</b> <b>INTRODUCTION TO CRIMINAL JUSTICE</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CET 1485</b> <b>NETWORKING ESSENTIALS</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of developmental writing and reading courses indicated through placement testing</li> </ul> <p>A comprehensive overview of the American criminal justice process. The course will examine the history, development and current practices of law enforcement, the courts and the correctional system on the local, state and Federal levels.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>		
<b>CCJ 2191</b> <b>HUMAN BEHAVIOR IN CRIMINAL JUSTICE</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CET 1179C</b> <b>A+ ESSENTIALS</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in CET 1171 or instructor approval</li> </ul> <p>This course covers the necessary competencies of any entry-level IT professional. A + Essentials teaches technical understanding of computer technology, networking and security, as well as communication skills and professionalism now required of all entry-level IT professionals. The course will focus on studies for the CompTIA's objectives for A + exam 220-701.</p>		
<b>CCJ 2600</b> <b>CRIMINAL DEVIANT BEHAVIOR</b>	<b>3</b>	<b>(3 / 0)</b>			
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>					

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Course	Credits ( Class hours per week / Lab hours per week )	Course	Credits ( Class hours per week / Lab hours per week )
<b>CET 2180</b> <b>A + PRACTICAL APPLICATIONS</b>	<b>3 (3 / 0)</b>	<b>CGS 1100</b> <b>BUSINESS COMPUTER APPLICATIONS</b>	<b>3 (3 / 0)</b>
• Prerequisite: C or higher in CET 1171 and CET 1179C		• Prerequisite: None	
This course prepares individuals to work in a technical environment with a high level of face-to-face client interaction. Advanced A + Practical Application is a continuation of the knowledge and skills identified in A + Essentials (CET 1179C) with a "hands-on" approach focusing on scenarios in which troubleshooting and tools are applied to resolve technical problems. The course will focus on studies for the Comp TIA's objectives for A + exam 220-702.		This course develops professional skills in the use of microcomputer business software. Students will survey and use application programs including word processing, spreadsheets, databases, presentation software and web browsers. Additional activities will include the understanding of basic computer concepts, how to use computers in today's business and academic world and how to access information on the World Wide Web. Students may only receive credit toward a degree for one of the following: CGS 1530, CGS 1100, or OST 1854.	
<b>CET 2660</b> <b>NETWORK SECURITY FUNDAMENTALS</b>	<b>3 (3 / 0)</b>	<b>CGS 1530</b> <b>MICROCOMPUTER APPLICATIONS</b>	<b>3 (3 / 0)</b>
• Prerequisite: CET 1485, equivalent industry certification, or documented consent of instructor		• Prerequisite: None	
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.		This is an introductory course in the use of microcomputer application software. Applications covered will include word processing, spreadsheets, databases, and presentation software. Integration activities and web-based searches will also be included. Students may only receive credit toward a degree for one of the following: CGS 1530 and CGS 1100 or OST 1854	
<b>CET 2854</b> <b>FUNDAMENTALS OF WIRELESS TECHNOLOGIES</b>	<b>3 (3 / 0)</b>	<b>CGS 1560</b> <b>FUNDAMENTALS OF COMPUTER OPERATING SYSTEMS</b>	<b>3 (3 / 0)</b>
• Prerequisite: CET 1485 or documented consent of instructor		• Prerequisite: None	
This course provides students with an understanding of wireless technologies in general, and the design, planning, implementation, configuration, operation and troubleshooting of wireless LANs in particular. The course includes a comprehensive overview of technologies, security, and design best practices, and helps prepare students for the Certified Wireless Network Administrator (CWNA) certification. The various wireless technologies currently deployed for data and voice communications worldwide, such as wireless networking over a range of application, from cell phones to wireless local area networks to broadband wide area network links to satellites, will also be introduced. Students will be able to describe the advantages and disadvantages of wireless alternatives such as radio, Bluetooth and infrared. The course will cover WLAN standards 802.11 a/g/b and beyond.		This 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.	
<b>CET 2930</b> <b>SPECIAL TOPICS IN NETWORKING</b>	<b>3 (3 / 0)</b>	<b>CGS 2034</b> <b>SURVEY OF COMPUTER INFORMATION SYSTEMS</b>	<b>(3 / 0)</b>
• Prerequisite: None		• Prerequisite: CGS 1100	
Current topics related to the field of computer internetworking will be explored. Some topics may qualify as Microsoft Certification Exam electives.		This course presents an overview of information technologies, identifies and discusses the fundamental principles underlying these technologies, and examines how they are applied to many areas of our society, including government and industry. Real-world examples and state-of-the-art technologies will be used to cover issues faced by today's professionals including security, legal and ethical issues and the consideration of the environmental impact of technology. Additional topics such as the exploration of IT careers and certifications and the past, present and future of information technology in the globalization of our world will also be covered.	
		<b>CGS 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE</b>	<b>1-3 (1-3 / 0)</b>
		Refer to Cooperative Education for additional information.	

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>CHD 2334</b> <b>LANGUAGE ARTS FOR THE YOUNG CHILD</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>CHM 1083</b> <b>ENVIRONMENTAL SCIENCE</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: EEC 2200 or documented consent of the instructor</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• <b>Satisfies Codes:</b> GENE, PHYS</li> </ul> <p>A non mathematical study of chemistry and its practical applications. Topics include atomic structure, chemical bonding, acid base behavior, energy sources, pollution, and consumer chemistry.</p>		
<b>CHD 2338</b> <b>MATH &amp; SCIENCE FOR THE YOUNG CHILD</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>CHM 2045C</b> <b>COLLEGE CHEMISTRY I WITH LAB</b>	<b>5</b>	<b>( 3 / 4 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: EEC 2200 or documented consent of the instructor</li> <li>• <b>Satisfies Code:</b> CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in CHM 1025C or A in high school chemistry and C or higher in MAC 1105 or appropriate math placement score; and successful completion of all developmental writing and reading courses indicated through placement testing</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> </ul> <p>A quantitative study of theoretical and descriptive aspects of the states of matter, atoms, molecules, bonding, homogenous reactions, acid base properties, amphoterism, complexion formation, chemical equilibria, and oxidation reduction processes. The lab component will provide laboratory support for the concepts taught in lecture.</p>		
<b>CHM 1020C</b> <b>CHEMISTRY FOR LIBERAL ARTS WITH LAB</b>	<b>3</b>	<b>( 2 / 2 )</b>	<b>CHM 2046C</b> <b>COLLEGE CHEMISTRY II WITH LAB</b>	<b>5</b>	<b>( 3 / 4 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAT 1033</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in CHM 2045C and C or higher in MAC 1105</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> </ul> <p>This course is a continuation of College Chemistry I. Laboratory emphasis is on qualitative analysis.</p>		
<b>CHM 1025C</b> <b>GENERAL CHEMISTRY WITH LAB</b>	<b>5</b>	<b>( 3 / 4 )</b>	<b>CHM 2210C</b> <b>ORGANIC CHEMISTRY I WITH LAB</b>	<b>5</b>	<b>( 3 / 4 )</b>
<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in MAT 1033 or appropriate math placement score; and successful completion of all developmental writing and reading courses indicated through placement testing</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> </ul> <p>An introduction to the elementary aspects of modern chemistry including the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases. The lab component will provide laboratory support for the lecture material.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in CHM 2046C</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• Offered Fall Term</li> </ul> <p>This course provides a basic introduction to all organic functional groups, followed by detailed treatment of the relationship between structure and reactivity. Other topics include stereochemistry, synthesis, and spectroscopy.</p>		
			<b>CHM 2211C</b> <b>ORGANIC CHEMISTRY II WITH LAB</b>	<b>5</b>	<b>( 3 / 4 )</b>
			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in CHM 2210C</li> <li>• <b>Satisfies Codes:</b> GENE, LABR, PHYS</li> <li>• Offered Spring Term</li> </ul> <p>This course is a continuation of CHM 2210 covering the chemistry of carbonyl and nitrogen compounds followed by an introduction to biomolecules. Emphasis will be on reactivity, mechanism, and synthesis.</p>		

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>CHM 2930C</b> <b>SPECIAL TOPICS IN CHEMISTRY</b>	1-3	(1-3 / 2-4)	<b>CJC 2160</b> <b>COMMUNITY BASED CORRECTIONS</b>	3	(3 / 0)
<ul style="list-style-type: none"> <li>• Prerequisites: CHM2046C and/or documented consent of instructor</li> <li>• Satisfies Codes: GENE, LABR, PHYS</li> <li>• May be repeated with a change of content up to a maximum of six (6) credits</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: CJC 1000 or documented consent of instructor</li> </ul>		
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.			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.		
<b>CHM 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP</b> <b>IN CHEMISTRY</b>	1-3	(1-3 / 0)	<b>CJC 2300</b> <b>CORRECTIONAL ADMINISTRATION</b>	3	(3 / 0)
Refer to Cooperative Education for additional information.			<ul style="list-style-type: none"> <li>• Prerequisite: CJC 1000 or documented consent of instructor</li> </ul>		
<b>CIS 1940</b> <b>SPECIAL TOPICS IN COMPUTER &amp; INFORMATION SCIENCES</b>	1-3	(1-3 / 0)	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.		
<ul style="list-style-type: none"> <li>• Prerequisite: See online course schedule for each specific topic</li> <li>• May be repeated with a change of content up to a maximum of 12 credits.</li> </ul>			<b>CJE 1002</b> <b>INTRODUCTION TO LAW ENFORCEMENT</b>	3	(3 / 0)
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.			<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> </ul>		
<b>CIS 2321</b> <b>SYSTEMS ANALYSIS &amp; DESIGN</b>	3	(3 / 0)	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.		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>			<b>CJE 1635</b> <b>DEATH INVESTIGATION</b>	3	(3 / 0)
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.			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in BSC 1084C</li> <li>• Co-requisite: BSC 1084C</li> </ul>		
<b>CJC 1000</b> <b>INTRODUCTION TO CORRECTIONS</b>	3	(3 / 0)	This course will introduce students to the basic concepts and practices involved in death investigation. Information covered will include response to scenes involving deaths, crime scene considerations, evidence, the identification process, determining manner and cause of death and the autopsy process. Heavy emphasis will be placed on the autopsy process and students will be required to spend some class time at the Medical Examiner's office as part of the course.		
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul>			<b>CJE 2006</b> <b>POLICE AND SOCIETY</b>	3	(3 / 0)
An overview of the correctional system and its processes including history, sentencing, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special problems.			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>		
<b>CJC 2002</b> <b>INSTITUTIONAL TREATMENT OF THE OFFENDER</b>	3	(3 / 0)	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.		
<ul style="list-style-type: none"> <li>• Prerequisite: CJC 1000 or documented consent of instructor</li> </ul>					
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.					

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>CJE 2302</b> <b>POLICE ORGANIZATION &amp; ADMINISTRATION</b>	3	( 3 / 0 )	<b>CJE 2640</b> <b>CRIMINALISTICS</b>	3	( 3 / 0 )
• Prerequisite: CCJ 1020, CJE 1002, or documented consent of instructor			• Prerequisite: CCJ 1020, CJE 2601, or documented consent of instructor		
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.			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.		
<b>CJE 2304</b> <b>CRIMINAL JUSTICE LEADERSHIP AND LINE SUPERVISION</b>	3	( 3 / 0 )	<b>CJE 2946</b> <b>CRIMINAL JUSTICE PRACTICUM</b>	3	( 3 / 0 )
• Prerequisite: CCJ 1020 or documented consent of instructor			• Prerequisites: CCJ 1020, CCJ 1001, CJL 2100, and documented consent of instructor		
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.			• Co-requisites: CJL 2102, CJE 2331		
<b>CJE 2331</b> <b>ETHICS IN CRIMINAL JUSTICE</b>	3	( 3 / 0 )	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.		
• Prerequisite: CCJ 1020 or documented consent of instructor					
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.					
<b>CJE 2340</b> <b>LIABILITY ISSUES IN CRIMINAL JUSTICE</b>	3	( 3 / 0 )	<b>CJJ 2002</b> <b>JUVENILE DELINQUENCY</b>	3	( 3 / 0 )
• Prerequisite: CCJ 1020 or documented consent of instructor			• 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.			• Satisfies Code: CULD		
<b>CJE 2500</b> <b>POLICE OPERATIONS</b>	3	( 3 / 0 )	This course will consider the problems in defining and measuring delinquency in American society. The course will cover the causal theories of delinquency, the law enforcement role, the juvenile court process, and the social and cultural influences involved in defining delinquency.		
• 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.					
<b>CJE 2600</b> <b>CRIMINAL INVESTIGATION</b>	3	( 3 / 0 )	<b>CJL 2070</b> <b>LEGAL RIGHTS OF INMATES</b>	3	( 3 / 0 )
• Prerequisite: CCJ 1020 or documented consent of instructor			• Prerequisites: CCJ 1020, CJC 1000, or documented consent of instructor		
• Satisfies: Code CULD			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.		
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.					
<b>CJL 2100</b> <b>CRIMINAL LAW</b>	3	( 3 / 0 )	<b>CJL 2102</b> <b>CRIMINAL PROCEDURE &amp; EVIDENCE</b>	3	( 3 / 0 )
• Prerequisite: CCJ 1020 or PLA 1003, or documented consent of instructor			• Prerequisite: CCJ 1020 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.			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.		

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<b>COP 1000</b> <b>INTRODUCTION TO PROGRAMMING</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>COP 2805</b> <b>ADVANCED JAVA PROGRAMMING</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• Prerequisite: COP 2250		
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.			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.		
<b>COP 1171</b> <b>COMPUTER PROGRAMMING - VISUAL BASIC</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>COP 2830</b> <b>SERVER-SIDE WEB PROGRAMMING</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• Prerequisite: None		
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.			This course develops skills in creating interactive, data-driven Web applications. Server-side scripting with PHP integrated with HTML will be developed to create web applications that enable online registration, login verification, and such. 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.		
<b>COP 2220</b> <b>COMPUTER PROGRAMMING C LANGUAGE</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>CRW 2000</b> <b>CREATIVE WRITING I</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: COP 1000 or documented consent of instructor			• Prerequisite: C or higher in ENC 1101 • Satisfies Codes: GENE, GRW6, HUMN		
Hands-on study of C Programming Language as applied to business and scientific applications. Good programming practices and problem solving with procedural programming will be emphasized. Topics include data types, control structures, arrays, pointers, functions, file I/O operations, structs, and unions.			A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents.		
<b>COP 2250</b> <b>PROGRAMMING WITH JAVA</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>CRW 2002</b> <b>CREATIVE WRITING II</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• Prerequisite: CRW 2000 • Satisfies Codes: GENE, GRW6, HUMN		
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.			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.		
<b>COP 2700</b> <b>DATABASE DESIGN &amp; ANALYSIS</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>CTS 1101</b> <b>MICROSOFT WINDOWS - INTRODUCTION</b>	<b>1</b>	<b>( 1 / 0 )</b>
• Prerequisite: CGS 1100 or documented consent of instructor			• Prerequisite: None		
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.			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.		

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>CTS 1205 MICROSOFT EXCEL</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CTS 2214 COMPUTER APPLICATIONS &amp; PROJECT DEVELOPMENT</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: CDA 2525		
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.			A capstone course that will integrate the knowledge and capabilities that a student has acquired from prior computer and business courses into a comprehensive development project. Emphasis will be on evaluating solutions to "real world" problems and strategies for implementation.		
<b>CTS 1401 MICROSOFT ACCESS</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CTS 2321 LINUX SYSTEM ADMINISTRATION</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: CGS 1560 or CET 1179C		
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.			This course provides students with the knowledge and skills necessary to install, configure and troubleshoot client and server versions of the Linux operating system. It includes lectures, demonstrations and labs regarding system installation, file systems, administration (users, groups, and policies), network protocols and services, print services, security and reliability. Topics regarding backup operations, software deployment and network management will employ leading third party products.		
<b>CTS 1831 WEB AUTHORIZING I</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CTS 2334 SERVER ADMINISTRATION</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: CGS 1560 or CET 1179C		
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.			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.		
<b>CTS 1832 WEB AUTHORIZING II</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CTS 2402 DATABASE PROGRAMMING</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: CET 1831			• Prerequisite: COP 1171 or documented consent of instructor		
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			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 Data.adapter, 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.		
<b>CTS 2200 INTRODUCTION TO COMPUTER ART</b>	<b>3</b>	<b>(3 / 0)</b>	<b>CTS 2655 NETWORK ADMINISTRATION</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: CET 1485 or documented consent of instructor		
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.			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		

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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.

**DAA 1100** 1 (1 / 0)

**BEGINNING MODERN DANCE**

- Prerequisite: None
- Fee
- Coeducational

This course is designed to help students discover movement as a medium for expression and the development of ideas toward evolving their own ways of movement; toward learning to think, feel and move freely; and toward appreciating genuine artistic endeavor. Leotards and tights are required.

**DEP 2002** 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.

**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 test score or completion of EAP 0384

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

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>EDF 2720</b> <b>CHILDREN IN SCHOOLS: LEGAL, ETHICAL, AND SAFETY CONCERN</b>	<b>3</b>	<b>(3 / 0)</b>	<b>EEC 1003</b> <b>INFANT AND TODDLER CURRICULUM AND GROUP CARE</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>		
<b>EDF 2930</b> <b>SPECIAL TOPICS IN EDUCATION</b>	<b>1-5</b>	<b>(1-5 / 0)</b>	<b>EEC 1004</b> <b>INTRODUCTION TO SCHOOL AGE CHILD CARE</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: See online course schedule for each specific topic.</li> <li>• May be repeated with a change of content up to a maximum of 5 credit hours.</li> </ul> <p>Current topics of interest in the area of education and educational management will be discussed. Content may include cooperative learning strategies, curriculum design and development, alternative assessment techniques, classroom management, and educational administration.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1000</li> </ul> <p>This course is designed to introduce the student to the field of school-age care. An emphasis is placed on the historical, sociological, philosophical, and psychological foundations of school-age care. The student explores the role of health, safety, nutrition, and recreation in the school-age care program and the establishment of positive relationships with families. Issues relating to school-age children, such as characteristic health problems and positive self-management are examined. Observations and participation in school programs are required.</p>		
<b>EDG 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN EDUCATION</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	<b>EEC 1523</b> <b>MANAGING CHILD CARE PROGRAMS</b>	<b>3</b>	<b>(3 / 0)</b>
Refer to Cooperative Education for additional information.			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course provides students with management and administrative skills relevant to child care programs serving the needs of children from birth to school age. Topics include conducting a needs assessment, developing a program philosophy, selecting a facility, creating developmentally appropriate environments, writing policy, hiring, training and evaluating staff, fiscal management, health, safety and nutrition, special needs of ESL students and children with disabilities, parent involvement, community involvement and marketing. Observations in an early learning environment are required.</p>		
<b>EEC 1000</b> <b>CHILD GROWTH &amp; DEVELOPMENT</b>	<b>3</b>	<b>(3 / 0)</b>	<b>EEC 1601</b> <b>GUIDING &amp; OBSERVING CHILDREN'S BEHAVIOR</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1001 OR EDF 2005 OR documented consent of the instructor</li> <li>• Co-requisite: EEC 2001, EDF 2005</li> <li>• Satisfies Code: CULD</li> <li>• Does not fulfill Social &amp; Behavioral Sciences requirement.</li> </ul> <p>This course explores traditional and current theories of child growth and development from conception through eight years of age. A holistic approach will be used to examine factors that play a role in the physical, motor, perceptual, cognitive, language, and social-emotional domains of child development. These factors include, but are not limited to: genetics, parenting style, temperament, learning preferences, relationships, ethnicity, culture, gender, socioeconomic status, and family/home environment. Three 30-minute observations are required.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1000 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>Students will learn and practice principles and skills required to guide, observe and record the behavior of infants through age eight as a tool for responsive teaching and assessment of children's development, curriculum and the environment. Observations in an early learning environment are required.</p>		
<b>EEC 1001</b> <b>INTRODUCTION TO EARLY CHILDHOOD EDUCATION</b>	<b>3</b>	<b>(3 / 0)</b>			
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>This course provides an overview of early childhood education and related services for young children and their families. Topics include theory, historical roots, societal changes, curriculum development, and future trends.</p>					

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<b>EEC 2200</b> <b>CURRICULUM FOR YOUNG CHILDREN</b>	<b>3</b>	<b>(3 / 0)</b>	<b>EET 1506C</b> <b>BASIC ELECTRICAL THEORY</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1000 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>Students will explore the construction of curriculum for children with and without disabilities from birth through age eight. Curriculum will be based on emerging child interests and national/state standards within a practical, flexible, and thoughtful teacher made plan. Content areas, lesson plans, rubrics, thematic units, assessment tools, and Internet resources will be explored through the lens of developmentally appropriate practices.</p>			<p>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.</p>		
<b>EEC 2732</b> <b>HEALTH, SAFETY &amp; NUTRITION FOR YOUNG CHILDREN</b>	<b>3</b>	<b>(3 / 0)</b>	<b>EEX 2010</b> <b>INTRODUCTION TO SPECIAL EDUCATION - CHILDREN</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1000 and Current First Aid and CPR Certification</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course is designed to provide a foundation of accurate, authoritative, and current 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. National standards, guidelines, school health curriculum and objectives that promote healthy behavior among children and adolescents are introduced. 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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: EEC 1000 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>		
<b>EEC 2940</b> <b>INTERNSHIP - PRESCHOOL</b>	<b>3</b>	<b>(3 / 0)</b>	<b>EME 2040</b> <b>TECHNOLOGY FOR EDUCATORS</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CHD 2334, CHD 2338, MUE 2211, ARE 2000, and EME 2040, or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course provides 10 hours of practical work experience per week (150 hours total) in a pre-school classroom under the direction of a certified classroom teacher and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss teaching/learning issues. Students will be observed and evaluated by both the college supervisor and the classroom teacher.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: EDF 2005 or EEC 2200, and CGS 1530 or CGS 1100, or documented consent of instructor</li> </ul> <p>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.</p>		
<b>EEC 2949</b> <b>INTERNSHIP - CHILDCARE CENTER MANAGEMENT</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ENC 0015</b> <b>DEVELOPMENTAL WRITING I</b>	<b>4</b>	<b>(4 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> <li>• This course is not repeatable for additional hours.</li> </ul> <p>This course provides 10 hours of practical work experience per week (150 hours total) in childcare center management under the direction of a program director and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss management concepts and practices. Students will be observed and evaluated by both the college supervisor and the program director.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Developmental Course</li> <li>• College credit not awarded toward degree</li> </ul> <p>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 0015 with a grade of "C" or higher must take ENC 0025 as the next course in the sequence or may bypass ENC 0025 if they meet the following requirements: 1. must first be recommended by the ENC 0015 instructor to attempt bypassing ENC 0025, 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).</p>		

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<b>ENC 0025</b> <b>DEVELOPMENTAL WRITING II</b>	<b>4</b>	<b>( 4 / 0 )</b>	<b>ENC 1102H</b> <b>HONORS COLLEGE COMPOSITION II</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 0015 or appropriate placement test score</li> <li>• Developmental Course</li> <li>• College credit not awarded toward degree</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101H or admission to course by the Honors Selection Committee</li> <li>• Satisfies Codes: CULD, GENE, GRW6,</li> <li>• Laboratory Fee: \$10</li> </ul> <p>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.</p>		
<b>ENC 1101</b> <b>COLLEGE COMPOSITION I</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ENC 2210</b> <b>TECHNICAL REPORT WRITING</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in both ENC 0025 &amp; REA 0017 or appropriate placement scores</li> <li>• Satisfies Codes: GENE, GRW6</li> <li>• Students are strongly encouraged to complete OST 1743 Word Processing for College Writing computer word processing course prior to taking, or along with ENC 1101.</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101 or consent of instructor</li> <li>• Satisfies Codes: GENE, GRW6, ORAL</li> </ul> <p>The student is trained in the collection, organization, analysis, evaluation, and professional presentation of business, industrial, or scientific data. The student practices a variety of letter, memo, and report formats including the use of charts and drawings. The course includes practice in oral reports. A term research project is required.</p>		
<b>ENC 1101H</b> <b>HONORS COLLEGE COMPOSITION I</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ENC 2300</b> <b>COMPOSITION: ARGUMENTATION</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: Admission to the course by the Honors Selection Committee</li> <li>• Satisfies Codes: GENE, GRW6</li> </ul> <p>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 serves as a springboard to help students improve critical thinking and writing. Emphasis is on perfecting the writing and logical skills necessary to develop a limited, unified, fully developed, coherent expository essay that introduces, explains, and concludes a mature, significant thesis. The academic demands of this course will be rigorous. A major creative research project is required.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. One or more papers require significant research, and at least one oral presentation will be required.</p>		
<b>ENC 1102</b> <b>COMPOSITION: LITERATURE</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ENL 2012</b> <b>ENGLISH LITERATURE THROUGH 18TH CENTURY</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1101</li> <li>• Satisfies Codes: CULD, GENE, GRW6</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>A survey course designed to introduce students to the major British writers and their works of four periods: Medieval, Renaissance, Seventeenth Century, and Eighteenth Century (or Restoration). The course also emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works that still influence the ideas and values of the English-speaking world. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.</p>		
<b>ENL 2022</b> <b>ENGLISH LITERATURE SINCE THE 18TH CENTURY</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ENL 2022</b> <b>ENGLISH LITERATURE SINCE THE 18TH CENTURY</b>	<b>3</b>	<b>( 3 / 0 )</b>
			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in ENC 1102</li> <li>• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL</li> </ul> <p>A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism (1798-1832); Victorian Age (1832-1901); Modern Age (or 20th Century). The course emphasizes the historical, cultural, intellectual, and social milieu out of which the writers</p>		

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<b>ETP 1100C SAFE WORK PRACTICES</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ETP 1135C STREET &amp; AREA LIGHTING</b>	<b>3</b>	<b>(1 / 2)</b>
• Prerequisite: None			• Prerequisite: Documented consent of instructor		
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).			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.		
<b>ETP 1101C BASIC ELECTRICITY FOR LINE WORKERS</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ETP 1140C ELECTRICAL DISTRIBUTION STRUCTURES</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: Documented consent of instructor		
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.			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.		
<b>ETP 1104C FIRST AID RESCUE &amp; CPR</b>	<b>3</b>	<b>(2 / 1)</b>	<b>ETP 1150C TRUCKS &amp; EXCAVATION EQUIPMENT</b>	<b>3</b>	<b>(1 / 2)</b>
• Prerequisite: Documented consent of instructor			• Prerequisite: None		
This course meets all the requirements of OSHA for electrical line workers as required in OSHA (CFR 29) 1910.269 (a)(2) (I) "manhole and pole top rescue" and 1910.269 (b)(1) "First Aid and CPR". Students will demonstrate industry practices for rescuing injured co-workers aloft from structures, from bucket trucks or aerial devices and from manholes. Students will become certified to perform life saving skills in First Aid and CPR.			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.		
<b>ETP 1130C POLE CLIMBING ROPES &amp; RIGGING</b>	<b>3</b>	<b>(1 / 2)</b>	<b>ETP 2020 AMERICAN POWER SYSTEMS</b>	<b>3</b>	<b>(3 / 0)</b>
• Prerequisite: None			• Prerequisite: None		
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.			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.		
<b>ETP 1134C UNDERGROUND DISTRIBUTION</b>	<b>3</b>	<b>(1 / 2)</b>	<b>ETP 2102C RUBBER GLOVING - HOT LINE I</b>	<b>2</b>	<b>(2 / 0)</b>
• Prerequisite: Documented consent of instructor			• Prerequisite: Documented consent of instructor		
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.			Hot line maintenance, carefully done by industry approved standards, has proven to be an effective method for work on energized power circuits. Maximum application of insulating equipment and utilization of the basic principles of isolation are required to the greatest degree possible.		

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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<b>ETP 2103C</b>	<b>1</b>	<b>( 1 / 0 )</b>	RUBBER GLOVING - HOT LINE II	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.		
• Prerequisite: EET 2510C and documented consent of instructor			This course is a hands-on practical review of the Hot Line techniques taught in ETP 2102C. 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.			
<b>ETP 2110C</b>	<b>3</b>	<b>( 2 / 1 )</b>	<b>METERING &amp; ENERGY MANAGEMENT</b>	<b>ETP 2137C</b>	<b>3</b>	<b>( 2 / 1 )</b>
• Prerequisite: Documented consent of instructor			ELECTRICAL DISTRIBUTION SUBSTATIONS	• Prerequisite: Documented consent of instructor		
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.			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.			
<b>ETP 2120C</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ETP 2160C</b>	<b>3</b>	<b>( 3 / 0 )</b>	
<b>BASIC TRANSFORMER</b>			<b>TROUBLESHOOTING CUSTOMER LINE SERVICES COMPLAINTS</b>	• Prerequisite: Documented consent of instructor		
• Prerequisite: Documented consent of instructor			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.			
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.			<b>ETP 2944</b>	<b>2</b>	<b>( 2 / 0 )</b>	
<b>ETP 2131C</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>ELECTRIC UTILITY INTERNSHIP</b>	• Prerequisite: Documented consent of instructor		
<b>POLE LINE EQUIPMENT I</b>			• Corequisite: Must be registered into Advanced EDT Certificate program.			
• Prerequisite: Documented consent of instructor			This internship is a requirement for completion of the Advanced Electrical Distribution Technology Certificate, and the A.A.S. 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.			
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.			<b>EUH 1000</b>	<b>3</b>	<b>( 3 / 0 )</b>	
<b>ETP 2132C</b>	<b>3</b>	<b>( 2 / 1 )</b>	<b>WESTERN CIVILIZATION I</b>	• Prerequisite: C or higher in ENC 1101		
<b>POLE LINE EQUIPMENT II</b>			• Satisfies Codes: CULD, GENE, GRW6, SBEH			
• Prerequisite: Documented consent of instructor			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.			
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.			<b>EUH 1001</b>	<b>3</b>	<b>( 3 / 0 )</b>	
<b>ETP 2136C</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>WESTERN CIVILIZATION II</b>	• Prerequisite: C or higher in ENC 1101		
<b>INSTALLING OVERHEAD DISTRIBUTION CONDUCTORS</b>			• Satisfies Codes: CULD, GENE, GRW6, SBEH			
• Prerequisite: Documented consent of instructor			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.			
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						

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>FES 1010</b> <b>INTRODUCTION TO EMERGENCY MANAGEMENT</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 1510</b> <b>CODES &amp; STANDARDS</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• 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.			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.		
<b>FES 2003</b> <b>PUBLIC POLICY IN EMERGENCY MANAGEMENT</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 1540</b> <b>PRIVATE FIRE PROTECTION SYSTEMS I</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: FES 1010			• Prerequisite: None		
This course will introduce students to public policy formation and function as it relates to emergency management. The roles of government, scientists, engineers, and the military will be discussed. Heavy emphasis will be placed on intergovernmental interactions in making and carrying out disaster policy.			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.		
<b>FFP 1000</b> <b>INTRODUCTION TO FIRE SCIENCE</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 1740</b> <b>FIRE SERVICE COURSE DELIVERY</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• 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.			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.		
<b>FFP 1301</b> <b>FIRE SERVICE HYDRAULICS</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 1810</b> <b>FIRE FIGHTING TACTICS &amp; STRATEGY I</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• 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.			This course includes: a review of fire behavior and its physical phenomena; a study of fire fighting tactics, plus determining manpower and apparatus needs; methods of attack and foreground coordination; engine and ladder company operations; and safety for the firefighter. Practical problems will include situation scenarios.		
<b>FFP 1302</b> <b>FIRE APPARATUS OPERATIONS</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 2120</b> <b>BUILDING CONSTRUCTION FOR FIRE SERVICE</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• 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.			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.		
<b>FFP 1505</b> <b>FIRE PREVENTION PRACTICES</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>FFP 2401</b> <b>HAZARDOUS MATERIALS I</b>	<b>3</b>	<b>( 3 / 0 )</b>
• Prerequisite: None			• 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 fire load, inspection techniques, and conducting inspections.			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.		
<b>FFP 2402</b> <b>HAZARDOUS MATERIALS II</b>	<b>3</b>	<b>( 3 / 0 )</b>			
• 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.					

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<b>FFP 2521</b> <b>CONSTRUCTION DOCUMENTS &amp; PLANS REVIEW I</b> • Prerequisite: None	3 (3 / 0)	<b>FIN 2100</b> <b>PERSONAL FINANCE</b> • Prerequisite: None	3 (3 / 0)
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.		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.	
<b>FFP 2541</b> <b>PRIVATE FIRE PROTECTION SYSTEMS II</b> • Prerequisite: None	3 (3 / 0)	<b>GEB 1011</b> <b>INTRODUCTION TO BUSINESS</b> • Prerequisites: Successful completion of all developmental reading courses indicated through placement testing	3 (3 / 0)
Topics in this course include pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.		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.	
<b>FFP 2610</b> <b>FIRE INVESTIGATION: ORIGIN &amp; CAUSE</b> • Prerequisite: None	3 (3 / 0)	<b>GEB 1136</b> <b>INTRODUCTION TO E-BUSINESS</b> • Prerequisite: None	3 (3 / 0)
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.		This course is designed to introduce students to the technological and business infrastructure of the e-business environment. Emphasis is placed on the basics of marketing, interactive telecommunications and other e-business techniques.	
<b>FFP 2720</b> <b>COMPANY OFFICER</b> • Prerequisite: None	3 (3 / 0)	<b>GEB 1430</b> <b>BUSINESS ETHICS &amp; ETIQUETTE</b> • Prerequisite: None	3 (3 / 0)
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.		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.	
<b>FFP 2741</b> <b>FIRE SERVICE COURSE DESIGN</b> • Prerequisite: None	3 (3 / 0)	<b>GEO 1000</b> <b>INTRODUCTION TO GEOGRAPHY</b> • Prerequisite: None • Satisfies Codes: GENE, SBEH	3 (3 / 0)
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.		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.	
<b>FFP 2811</b> <b>FIRE FIGHTING TACTICS &amp; STRATEGY II</b> • Prerequisite: FFP 1810	3 (3 / 0)	<b>GEO 2474</b> <b>GEOGRAPHY &amp; WORLD AFFAIRS</b> • Prerequisite: None • Satisfies Codes: GENE, SBEH	3 (3 / 0)
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.		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.	
<b>FIL 2001</b> <b>INTRODUCTION TO AMERICAN CINEMA</b> • Prerequisite: C or higher in ENC 1101 • Satisfies Codes: GENE, GRW6, HUMN	3 (3 / 0)		
This course explores the visual style, narrative tradition, and cultural implications of American filmmaking. Cinema is examined both as an art and as an industry. The development of the "studio" system, the "star" system, film genres, and today's new talent are among the topics which will help students learn to think and write critically about film.			

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>GLY 1030</b> <b>ENVIRONMENTAL GEOLOGY</b>	<b>3</b>	<b>( 3 / 0 )</b>			
<ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of all developmental math courses indicated through placement testing and C or higher in ENC 1101</li> <li>• Satisfies Codes: GENE, PHYS</li> </ul>					
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.					
<b>GRA 1190C</b> <b>INTRODUCTION TO GRAPHIC DESIGN</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>GRA 2195C</b> <b>ADVERTISING DESIGN II</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: GRA2171C</li> </ul>		
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.			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.		
<b>GRA 1191C</b> <b>COMPUTER LAYOUT DESIGN I</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>GRA 2206C</b> <b>EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Offered Spring Term</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: Sophomore status in Graphic Design Program or documented consent of instructor</li> <li>• Offered Spring Term</li> </ul>		
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.			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.		
<b>GRA 2122C</b> <b>COMPUTER LAYOUT DESIGN II</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>HIM 1003</b> <b>FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT</b>	<b>3</b>	<b>( 3 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisite: GRA 1191C</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>		
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.			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.		
<b>GRA 2151C</b> <b>ILLUSTRATION</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>HIM 1012</b> <b>MEDICOLEGAL ASPECTS OF RECORDS</b>	<b>2</b>	<b>( 2 / 0 )</b>
<ul style="list-style-type: none"> <li>• Prerequisites: ART 1300C &amp; ART 2254C or documented consent of instructor</li> <li>• Offered Fall Term</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: HSC 1000; successful completion of all developmental writing &amp; reading courses indicated through placement testing &amp; provide evidence of successful completion of the computer proficiency requirement</li> </ul>		
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.			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.		
<b>GRA 2171C</b> <b>ADVERTISING DESIGN I</b>	<b>3</b>	<b>( 3 / 0 )</b>			
<ul style="list-style-type: none"> <li>• Prerequisite: GRA 1191C</li> </ul>					
Students are introduced to a variety of aspects in the advertising					

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<b>HIM 1273</b> <b>MEDICAL INSURANCE &amp; CODING I</b>	<b>3</b>	<b>( 3 / 0 )</b>			
• Prerequisite: Successful completion of all developmental math courses indicated through placement testing					
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.					
<b>HIM 1433</b> <b>CONCEPTS OF DISEASE</b>	<b>3</b>	<b>( 3 / 0 )</b>			
• 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.					
<b>HIM 1512</b> <b>MEDICAL OFFICE MANAGEMENT</b>	<b>3</b>	<b>( 3 / 3 )</b>			
• Prerequisite: Successful completion of all developmental math courses indicated through placement testing					
This course introduces the student to health information management and technology in the medical office. The student applies reimbursement methodologies and generates practice management reports for analysis using simulated medical office software along with supplemental lecture and reading materials. The student explores the strategies of managing and supervising all of the functions in a medical office such as the front office, the medical record, billing, compliance, documentation and risk management, legal issues, health and safety and outpatient services. A minimum of 3 hours of structured lab time per week is required.					
<b>HIM 1800C</b> <b>PROFESSIONAL PRACTICE EXPERIENCE I</b>	<b>2</b>	<b>( 2 / 0 )</b>			
• 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.					
<b>HIM 2112</b> <b>ELECTRONIC HEALTH RECORDS &amp; INFORMATICS</b>	<b>3</b>	<b>( 3 / 3 )</b>			
• Prerequisites: HIM 1012, HIM 1003, and OST 1854					
This course is designed to provide the history, current status and future trends of electronic health records, health information networks, personal health records and health informatics. Clinical classification systems, clinical and administrative information systems and communications technology will be studied. The transition from paper to electronic health records in addition to electronic forms design and abstracting data for health information networks					
			database, registries and indexes will be explored. Compliance with data standards, quality and security regulations will be discussed. The role of technology in promoting high quality, efficient and safe patient healthcare will be introduced.		
<b>HIM 2214</b> <b>HEALTHCARE STATISTICS</b>	<b>2</b>	<b>( 2 / 0 )</b>			
• 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.					
<b>HIM 2222C</b> <b>Basic ICD-9-CM CODING</b>	<b>3</b>	<b>( 3 / 3 )</b>			
• 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.)					
<b>HIM 2234C</b> <b>ADVANCED ICD-9-CM CODING &amp; REIMBURSEMENT</b>	<b>3</b>	<b>( 3 / 3 )</b>			
• 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.					

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lsc.edu](http://www.lsc.edu) for current fees on applicable courses and sections.

**See page 135 for CODE descriptions.**

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>HIM 2253C CPT-4 CODING &amp; REIMBURSEMENT</b>	<b>3</b>	<b>(3 / 3)</b>			
• Prerequisite: HSC 1532			Students will use software and other resources to support clinical classification, coding and grouping following regulations and guidelines; validate coding accuracy based on documentation in the health record, query the physician, apply policies and procedures applicable to reimbursement methodologies; compile data and review accuracy; and maintain databases. A minimum of 24 hours of on-site, hospital coding required. Remaining assignments are self-paced using a virtual lab, Internet resources and medical record abstracts.		
<b>HIM 2442 PHARMACOLOGY &amp; LABORATORY ANALYSIS</b>	<b>1</b>	<b>(1 / 0)</b>	<b>HIM 2815 PPE: HEALTHCARE INFORMATICS</b>	<b>2</b>	<b>(2 / 0)</b>
• Prerequisite or Corequisite: HSC 1532			• Prerequisite: C or higher in HIM 1012, HIM 1003, HIM 2112		
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.			• Co-requisite: HIM 2651		
<b>HIM 2510 HIM COMPLIANCE &amp; PERFORMANCE ISSUES</b>	<b>3</b>	<b>(3 / 3)</b>	This course provides students with the opportunity to participate in a professional practice experience associated with healthcare informatics operations. The student will apply knowledge and skills gained from the healthcare informatics theoretical courses in a healthcare setting. This course requires 100 hours of experience, at least half of which must be in a physician practice setting, learning how the practice selected and implemented its Electronic Health Record system and how to assess and improve electronic health record and practice management processes and workflow.		
• Prerequisite: C or higher in HIM 2112			<b>HIM 2820 PROFESSIONAL PRACTICE EXPERIENCE III</b>	<b>2</b>	<b>(2 / 0)</b>
• Prerequisite or Corequisite: OST 2336			• Prerequisites: HIM 1800C and documented consent of instructor		
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.			• Prerequisites or Corequisites: HIM 1012, HIM 2112 & HIM 2510 (if prerequisite, C or higher required)		
<b>HIM 2651 E-HEALTH PROJECTS IN MEDICAL PRACTICE</b>	<b>3</b>	<b>(3 / 0)</b>	• Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.		
• Prerequisite: C or higher in HIM 1012, HIM 1003 and HIM 2112			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.		
• Co-requisite: HIM 2815			<b>HIM 2930 HEALTH INFORMATION TECHNICIAN REVIEW</b>	<b>1</b>	<b>(1 / 0)</b>
This course addresses strategic planning, selection and implementation of health record systems in medical offices including interoperable electronic health records, integrated practice management systems and patient portals. It also builds on pre-requisite knowledge of database theory and design, data security, and integrity, data mining and analysis to present workflow and process re/design methods that support optional performance in a medical practice.			• Prerequisite: HIM student in final semester of program and documented consent of instructor		
<b>HIM 2810 PROFESSIONAL PRACTICE EXPERIENCE II</b>	<b>2</b>	<b>(2 / 0)</b>	This capstone 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 must either pass a mock exam covering all entry-level Health Information Technician competencies, with a minimum of 70% (3 attempts), or take the national RHIT examination (whether they pass or not), in order to pass this course and to graduate.		
• 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.					

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See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>HIS 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN HISTORY</b> Refer to Cooperative Education for additional information.		1-3 (1-3 / 0)	<b>HSC 1101</b> <b>PERSONAL HEALTH</b> • Prerequisite: None	3	(3 / 0)
<b>HOS 1010C</b> <b>INTRODUCTION TO HORTICULTURE</b> • Prerequisite: None	3	(3 / 0)	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.		
This course addresses the science, craft, professions, and production techniques of Florida's Horticulture Industry. The content includes, but is not limited to, plant physiology, soils and growing media, plant nutrition, plant problems, horticulture practices, plant propagation/reproduction, production techniques, plant use, irrigation, landscape design and management, horticulture professions, and basic safety. Other topics may be added at the discretion of the Instructor.			<b>HSC1531</b> <b>MEDICAL TERMINOLOGY I</b> • Prerequisite: None	2	(2 / 0)
NOTE: This course, in combination with the Plant Identification course, will prepare students to take the Florida Nursery, Grower and Landscape Association's Florida Certified Horticulture Professional certification examination.			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.		
<b>HOS 1020C</b> <b>PLANT IDENTIFICATION I</b> • Prerequisite: None	3	(3 / 0)	<b>HSC 1532</b> <b>MEDICAL TERMINOLOGY II</b> • Prerequisite: HSC 1531 or documented consent of instructor	2	(2 / 0)
Upon successful completion of this course students will have the ability to identify over 200 plant species common to Florida's horticulture industry and have the skills necessary to identify many more. Plants covered will include trees, shrubs, palms, and palm-like plants, turfgrasses, ornamental grasses, herbaceous perennials, groundcovers, vines, foliage, and bedding plants. The focus will be on plants that complete the Florida Nursery, Grower and Landscape Association's Central Florida Plant List as found in the Florida Certified Horticulture Professional (FCHP) Manual. Other plants may be added at the discretion of the 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.		
NOTE: This course, in combination with the Introduction to Horticulture course, will prepare students to take the Florida Nursery, Grower and Landscape Association's Florida Certified Horticulture Professional certification examination.			<b>HSC 2400</b> <b>FIRST AID &amp; PERSONAL SAFETY</b> • Prerequisite: None	3	(3 / 0)
<b>HSC 1000</b> <b>INTRODUCTION TO HEALTH CARE</b> • Prerequisite: None	1	(1 / 0)	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.		
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.			<b>HSC 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN HEALTH</b> Refer to Cooperative Education for additional information.	1-3 (1-3 / 0)	
<b>HSC 1100</b> <b>TRENDS &amp; ISSUES IN HEALTH</b> • Prerequisite: None • Satisfies Code: CULD	3	(3 / 0)	<b>HUM 1211</b> <b>INTRODUCTION TO HUMANITIES: ANTIQUITY THROUGH THE MIDDLE AGES</b> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN	3	(3 / 0)
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.			This course focuses on the major artistic, literary, musical, and intellectual developments of Western civilization from its beginnings in antiquity through the Middle Ages.		
<b>HUM 1230</b> <b>INTRODUCTION TO HUMANITIES: RENAISSANCE THROUGH MODERN TIMES</b> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN	3	(3 / 0)	<b>HUM 2930</b> <b>SELECTED TOPICS IN HUMANITIES</b> • Prerequisite: None • Satisfies Codes: CULD, GENE, HUMN	3	(3 / 0)
			This course focuses on the major artistic, musical, literary, and intellectual developments of Western civilization from the Renaissance through the present.		
			<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lscc.edu">www.lscc.edu</a> for current fees on applicable courses and sections.</b>		
			See page 135 for CODE descriptions.		

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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.			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.		
<b>HUM 2949</b> <span style="float: right;">1-3 (1-3 / 0)</span> <b>COOPERATIVE EDUCATION INTERNSHIP IN HUMANITIES</b> Refer to Cooperative Education for additional information.			<b>HUS 1001</b> <span style="float: right;">3 (3 / 0)</span> <b>INTRODUCTION TO HUMAN SERVICE FOR FAMILIES AND YOUNG CHILDREN</b> • Prerequisite: None		
<b>HUN 1014</b> <span style="float: right;">2 (2 / 0)</span> <b>NUTRITION FOR NURSING PRACTICE</b> • Prerequisite: BSC 2093C			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.		
<b>HUN 1111</b> <span style="float: right;">3 (3 / 0)</span> <b>FOUNDATIONS OF NATURAL MEDICINE</b> • Prerequisite: None			<b>INR 2002</b> <span style="float: right;">3 (3 / 0)</span> <b>INTERNATIONAL RELATIONS</b> • Prerequisite: C or higher in ENC 1101 or documented consent of instructor • Satisfies Codes: CULD, GENE, GRW6, SBEH		
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.			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.		
<b>HUN 1201</b> <span style="float: right;">3 (3 / 0)</span> <b>NUTRITION WITH DIET THERAPY</b> • Prerequisite: None • Offered in Classroom & Online Settings			<b>JOU 2949</b> <span style="float: right;">1-3 (1-3 / 0)</span> <b>COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM</b> Refer to Cooperative Education for additional information.		
This course emphasizes the role of nutrition in health and disease while introducing the students to the scientific principles of nutrition. It integrates the nutritional components of natural science, life science, social sciences, economics, cultural diversity, and psychological implications of food and intake patterns. It focuses on real life application of nutrition in a wide spectrum of population groups, diseases, treatment plans and interventions for chronic and emerging diseases that are related to nutrition. Medical nutrition therapy is presented as an important tool and life skill for maintaining health. It seeks to present to the student, applicable methods to prevent and forestall preventable chronic disease.			<b>LEI 2261</b> <span style="float: right;">2 (1 / 1)</span> <b>OUTDOOR EDUCATION</b> • Prerequisite: Students are required to complete an assumption of risk and liability waiver for their participation in class. • Coeducational		
<b>HUN 2270</b> <span style="float: right;">3 (3 / 0)</span> <b>NUTRITION AND FITNESS</b> • Prerequisite: None			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.		
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			<b>LIN 1670</b> <span style="float: right;">3 (3 / 0)</span> <b>ENGLISH GRAMMAR</b> • Prerequisite: None • OST1743 strongly recommended		
In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lscc.edu">www.lscc.edu</a> for current fees on applicable courses and sections.			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.		
<b>See page 135 for CODE descriptions.</b>					

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>LIS 1002</b> <b>ELECTRONIC RESOURCES</b>	1	(1 / 0)	<b>LIT 2120</b> <b>EUROPEAN LITERATURE 1650 TO PRESENT</b>	3	(3 / 0)
• Prerequisite: None			• Prerequisite: C or higher in ENC 1102		
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.			• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL		
<b>LIS 2003</b> <b>INTRODUCTION TO INTERNET RESOURCES</b>	1	(1 / 0)	This course examines major European authors from the Enlightenment through the Modernist periods. While emphasis will remain on the lives of these authors and their work, attention will be paid to the cultural context which determined and defined the broader literary movements. In addition to literature from these eras, the art, music, politics, religion, economics, and philosophy which defined them will be discussed. The course includes literary analysis, written exposition, and interpretation as well as a substantive oral component.		
• Prerequisite: None					
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.					
<b>LIS 2004</b> <b>INTRODUCTION TO INTERNET RESEARCH</b>	1	(1 / 0)	<b>LIT 2380</b> <b>WOMEN IN LITERATURE</b>	3	(3 / 0)
• Prerequisite: None			• Prerequisite: C or higher in ENC 1102		
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.			• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL		
<b>LIT 2090</b> <b>CONTEMPORARY LITERATURE: SURVEY</b>	3	(3 / 0)	This course traces 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.		
• Prerequisites: C or higher in ENC 1102					
• Satisfies Codes: GENE, GRW6, HUMN, ORAL					
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.			<b>LIT 2930</b> <b>SELECTED TOPICS IN LITERATURE</b>	3	(3 / 0)
<b>LIT 2091</b> <b>CONTEMPORARY LITERATURE: NOVELS</b>	3	(3 / 0)	• Prerequisite: C or higher in ENC 1102		
• Prerequisite: C or higher in ENC 1102			• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL		
• Satisfies Codes: GENE, GRW6, HUMN, ORAL			• May be repeated for a maximum of nine credit hours.		
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.			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.		
<b>LIT 2110</b> <b>EUROPEAN LITERATURE TO 1650</b>	3	(3 / 0)	<b>MAC 1105</b> <b>COLLEGE ALGEBRA</b>	3	(3 / 0)
• Prerequisite: C or higher in ENC 1102			• Prerequisite: C or higher in MAT 1033 or appropriate placement score		
• Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL			• Satisfies Codes: GENE, GRMT		
This course examines major works from the Ancient, Medieval, and Renaissance periods. In addition to studying these texts and their authors, this course will trace the development of the major literary forms, including drama, poetry, essays, and novels. The historical and cultural achievements which influenced the advancement of these forms will also be addressed. The course includes literary analysis, written exposition, and interpretation as well as a substantive oral component.			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.		
<b>MAC 1114</b> <b>TRIGONOMETRY</b>	3	(3 / 0)	<b>MAC 1114</b> <b>TRIGONOMETRY</b>	3	(3 / 0)
• Prerequisite: C or higher in MAC 1105 or appropriate placement score			• Prerequisite: C or higher in MAC 1105 or appropriate placement score		
• Satisfies Codes: GENE, GRMT			• Satisfies Codes: GENE, GRMT		
This is a calculus preparatory course in trigonometry that, in conjunction with MAC 1140 (Precalculus Algebra), is designed					

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See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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.			geometry; directional derivatives and curvature; differential calculus of functions of several variables; multiple integration.		
NOTE: A graphing calculator is required.			NOTE: A graphing calculator is required.		
<b>MAC 1140</b>	<b>4</b>	<b>(4 / 0)</b>	<b>MAC 2312</b>	<b>4</b>	<b>(4 / 0)</b>
<b>Precalculus Algebra</b>			<b>CALCULUS WITH ANALYTIC GEOMETRY II</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 1105 or appropriate placement score</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 2311</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>		
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.			This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) NOTE: A graphing calculator is required.		
<b>MAC 1932</b>	<b>1</b>	<b>(1 / 0)</b>	<b>MAC 2313</b>	<b>4</b>	<b>(4 / 0)</b>
<b>SPECIAL TOPICS IN MATHEMATICS</b>			<b>CALCULUS WITH ANALYTIC GEOMETRY III</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: Documented consent of instructor</li> <li>• May be repeated for a maximum of three credit hours.</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 2312</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>		
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.			This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) NOTE: A graphing calculator is required.		
<b>MAC 2233</b>	<b>3</b>	<b>(3 / 0)</b>	<b>MAE 2801</b>	<b>4</b>	<b>(4 / 0)</b>
<b>CALCULUS FOR BUSINESS</b>			<b>ELEMENTARY SCHOOL MATHEMATICS</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 1105 or appropriate placement score</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MGF 1106 or MAC 1105</li> <li>• This course does not satisfy Gordon Rule requirements.</li> </ul>		
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.			Mathematics appropriate for the elementary school, including number systems (six basic sets of numbers), numeration concepts, learning sequences, algorithms, geometry and measurement, problem solving techniques, and error patterns.		
<b>MAC 2311</b>	<b>5</b>	<b>(5 / 0)</b>	<b>MAN 2021</b>	<b>3</b>	<b>(3 / 0)</b>
<b>CALCULUS WITH ANALYTIC GEOMETRY I</b>			<b>PRINCIPLES OF MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 1114 or MAC 1140</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of all developmental reading courses indicated through placement testing</li> </ul>		
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			The course explores the basic principles of management emphasizing the activities of planning, organizing, leading, and controlling.		
<b>MAN 2949</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	<b>MAP 2302</b>	<b>3</b>	<b>(3 / 0)</b>
			<b>DIFFERENTIAL EQUATIONS</b>		
			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in MAC 2312</li> <li>• Satisfies Codes: GENE, GRMT</li> </ul>		
			Methods of solving first-order ordinary differential equations, theory of linear ordinary differential equations, solutions of linear ordinary differential equations with constant coefficients, the Laplace transform and its application to solving linear ordinary differential equations, series solutions, selected applications.		
<b>MAR 2011</b>	<b>3</b>	<b>(3 / 0)</b>	<b>PRINCIPLES OF MARKETING</b>		
			<ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of all developmental reading courses indicated through placement testing</li> </ul>		
			The course explores the basic principles of marketing focusing on the topics of target marketing, product strategy, pricing strategy, place strategy, and promotion strategy.		

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lssc.edu](http://www.lssc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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**MAR 2949** 1-3 (1-3 / 0)

**COOPERATIVE EDUCATION INTERNSHIP  
IN MARKETING**

Refer to Cooperative Education for additional information.

**MAT 0018** 4 (4 / 0)

**DEVELOPMENTAL MATHEMATICS I**

- Prerequisite: None
- Developmental Course
- College credit not 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 0028** 4 (4 / 0)

**DEVELOPMENTAL MATHEMATICS II**

- Prerequisite: "Satisfactory" grade in MAT 0018 or appropriate placement score
- Developmental Course
- College credit not awarded toward degree

This course includes basic concepts and operations, linear equations and inequalities, word problems, exponents, factoring, simple quadratic equations, and graphing. Students will receive a grade of either "Satisfactory" or "Unsatisfactory". One of the requirements for receiving a "Satisfactory" grade is passing the state mandated Florida College Basic Skills Exit Test.

**MAT 1033** 3 (3 / 0)

**INTERMEDIATE ALGEBRA**

- Prerequisite: MAT 0028 or appropriate placement score
- This course does not satisfy the Gordon Rule requirements.
- Counted as elective college credit only.

This course includes the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, completing the square, complex numbers, absolute value, graphing, and applications.

**MCB 1278C** 3 (2 / 2)

**INTRODUCTION TO EPIDEMIOLOGY OF INFECTIOUS DISEASES WITH LAB**

- Prerequisite: None
- Satisfies Codes: BIOS, GENE, LABR

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

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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.

**MCB 2010C** 4 (3 / 2)

**MICROBIOLOGY WITH LAB**

- Prerequisites: C or higher in BSC 1010C, or A in AP Biology in High School within the last 7 years, or satisfactory completion of the BSC 1010C Credit by Exam
- Satisfies Codes: BIOS, GENE, LABR

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.

**MCB 2930C** 3 (2 / 2)

**SPECIAL TOPICS IN MICROBIOLOGY**

- Prerequisite: Documented consent of instructor
- Satisfies Codes: BIOS, GENE, LABR

Provides basic understanding of microorganisms that cause major outbreaks (epidemics). Explains and discusses the cause, transmission, control prevention, and treatment of major outbreaks that can be caused by biological agents. Identifies and lists the steps in social life disruption during outbreak of diseases caused by potential pathogens. Discusses the importance of collaboration between the agencies involved in managing major outbreaks. Discusses different models and plans for preparedness as recommended by the Center for Disease Control and Prevention for adoption and implementation in case of emerging epidemics. The lab class tends to improve laboratory skills and to increase knowledge of the techniques and use of equipment in identifying outbreaks caused by microorganisms.

**MET 1010C** 3 (2 / 2)

**INTRODUCTION TO METEOROLOGY WITH LAB**

- Prerequisites: Successful completion of all developmental math writing and reading courses indicated through placement testing
- Satisfies Codes: GENE, LABR, PHYS

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

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
(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.			<b>MTB 1370</b>	1	(1 / 0)
<b>MMC 1000</b>	3	(3 / 0)	<b>MATH FOR HEALTH RELATED PROFESSIONS</b>		
<b>INTRODUCTION TO MASS COMMUNICATION</b>			• <b>Prerequisite:</b> Successful completion of all developmental math courses indicated through placement testing		
• <b>Prerequisite:</b> None			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.		
A survey of the technology, history, methods and functions of mass communication media, including newspapers, magazines, books, radio, television, film, and the Internet, with an emphasis on evaluation of the impact of mass media on society.					
<b>MMC 2100</b>	3	(3 / 0)	<b>MUE 2211</b>	3	(3 / 0)
<b>WRITING FOR THE MASS MEDIA</b>			<b>MUSIC &amp; MOVEMENT</b>		
• <b>Prerequisite:</b> None			• <b>Prerequisite:</b> EEC 2200 or documented consent of the instructor		
• <b>Satisfies Codes:</b> GENE, GRW6, HUMN			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.		
• <b>Offered Fall and Spring Terms</b>					
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.					
<b>MMC 2944</b>	1-3	(1-3 / 0)	<b>MUH 1018</b>	3	(3 / 0)
<b>NEWSPAPER PRACTICUM</b>			<b>INTRODUCTION TO JAZZ</b>		
• <b>Prerequisite:</b> MMC 2100			• <b>Prerequisite:</b> None		
• <b>May be repeated one time for credit.</b>			• <b>Satisfies Codes:</b> CULD, GENE, HUMN		
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.			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.		
<b>MMC 2946</b>	3	(0 / 6)	<b>MUH 2011</b>	3	(3 / 0)
<b>COMMUNICATIONS PRACTICUM</b>			<b>INTRODUCTION TO MUSIC</b>		
• <b>Prerequisites:</b> MMC 2100 and documented consent of instructor			• <b>Prerequisite:</b> None		
This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.			• <b>Satisfies Codes:</b> CULD, GENE, HUMN		
<b>MNA 1100</b>	3	(3 / 0)	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.		
<b>HUMAN RELATIONS IN BUSINESS &amp; INDUSTRY</b>					
• <b>Prerequisite:</b> None					
This is an applied course concerned with human behavior and personnel relations in business and industry. The elements of human behavior that bear upon success and failure on the job, techniques of group participation and leadership, plus opportunity for self analysis constitute the core of the course.					
<b>MNA 1161</b>	3	(3 / 0)	<b>MUN 1130</b>	1	(1 / 2)
<b>CUSTOMER SERVICE</b>			<b>SYMPHONIC BAND</b>		
• <b>Prerequisite:</b> None			• <b>Prerequisite:</b> 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.			• <b>Satisfies Code:</b> CULD		
			• <b>Four hours maximum to count toward graduation.</b>		
			Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire.		
			<b>MUN 1210</b>	1	(1 / 2)
			<b>ORCHESTRA ENSEMBLE</b>		
			• <b>Prerequisite:</b> None		
			• <b>Satisfies Code:</b> CULD		
			• <b>May be repeated for a maximum credit of eight hours.</b>		
			• <b>Four hours maximum to count toward graduation.</b>		
			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.		

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lscc.edu](http://www.lscc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )																																																
<b>MUN 1340 CONCERT CHOIR</b>	<b>1</b>	<b>(1 / 2)</b>	MVP 1311 .....Percussion	MVW 1314..... Bassoon																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Open to all singers who wish to participate in mixed chorus and vocal ensembles. May be repeated for maximum credit of eight hours.</p>			MVS 1311 .....Violin	MVW 1315..... Saxophone																																																	
<b>MUN 2710 JAZZ LAB BAND</b>	<b>1</b>	<b>(1 / 2)</b>	MVS 1312 .....Viola																																																		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> <li>• May be repeated for maximum credit of eight hours.</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Provides students an opportunity to study jazz styles and improvisation through Swing, Bop, Standard, and Rock Fusion performances.</p>			<b>PRINCIPAL SOPHOMORE INSTRUCTION 2</b>	<b>(2 / 0)</b>																																																	
<b>MUS 2949 COOPERATIVE EDUCATION INTERNSHIP IN MUSIC</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Offered Fall Term</li> </ul> <p>Refer to Cooperative Education for additional information.</p>																																																		
<b>MUT 1121 BASIC THEORY I</b>	<b>3</b>	<b>(3 / 0)</b>	MVB 2321 .....Trumpet	MVS 2323..... Cello																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Offered Fall Term</li> </ul> <p>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.</p>			MVB 2322 .....French Horn	MVS 2324..... String Bass																																																	
<b>MUT 1122 BASIC THEORY II</b>	<b>3</b>	<b>(3 / 0)</b>	MVB 2323 .....Trombone	MVS 2326..... Guitar																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: MUT 1121 or MUT 2001</li> <li>• Offered Spring Term</li> </ul> <p>A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight singing.</p>			MVB 2324 .....Baritone Horn	MVV 2321..... Voice																																																	
<b>MUT 2001 FUNDAMENTALS OF MUSIC THEORY</b>	<b>3</b>	<b>(3 / 0)</b>	MVB 2325 .....Tuba	MVV 2321.... Flute																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			MVK 2321 .....Piano	MVV 2322.... Oboe																																																	
<b>PRINCIPAL FRESHMAN INSTRUCTION</b>	<b>2</b>	<b>(2 / 0)</b>	MVK 2323 .....Organ	MVV 2323.... Clarinet																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• May be repeated for a maximum of eight credit hours.</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.</p>			MVP 2321 .....Percussion	MVV 2324.... Bassoon																																																	
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Offered Fall Term</li> </ul>			MVS 2321 .....Violin	MVV 2325 .....Saxophone																																																	
			MVS 2322 .....Viola																																																		
<b>MVB 1311 .....Trumpet</b>	<b>MVS 1313..... Cello</b>		<b>MVK 1111 CLASS PIANO I</b>	<b>1</b>	<b>(1 / 2)</b>																																																
<b>MVB 1312 .....French Horn</b>	<b>MVS 1314 .....String Bass</b>		<b>MVB 1313 .....Trombone</b>	<b>MVS 1316..... Guitar</b>		<b>MVB 1314 .....Baritone Horn</b>	<b>MVV 1311..... Voice</b>		<b>MVB 1315 .....Tuba</b>	<b>MVV 1311.... Flute</b>		<b>MVK 1311 .....Piano</b>	<b>MVV 1312.... Oboe</b>		<b>MVK 1313 .....Organ</b>	<b>MVV 1313.... Clarinet</b>		<b>MVW 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVW 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>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.</p>			<b>MVV 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVV 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVV 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.</p>			<b>NUR 1022 NURSING FOUNDATIONS I</b>	<b>3</b>	<b>(3 / 0)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1234L, NUR 1820</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety</p>			<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lsc.edu">www.lsc.edu</a> for current fees on applicable courses and sections.</b>					
<b>MVB 1313 .....Trombone</b>	<b>MVS 1316..... Guitar</b>		<b>MVB 1314 .....Baritone Horn</b>	<b>MVV 1311..... Voice</b>		<b>MVB 1315 .....Tuba</b>	<b>MVV 1311.... Flute</b>		<b>MVK 1311 .....Piano</b>	<b>MVV 1312.... Oboe</b>		<b>MVK 1313 .....Organ</b>	<b>MVV 1313.... Clarinet</b>		<b>MVW 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVW 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>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.</p>			<b>MVV 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVV 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVV 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.</p>			<b>NUR 1022 NURSING FOUNDATIONS I</b>	<b>3</b>	<b>(3 / 0)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1234L, NUR 1820</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety</p>			<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lsc.edu">www.lsc.edu</a> for current fees on applicable courses and sections.</b>								
<b>MVB 1314 .....Baritone Horn</b>	<b>MVV 1311..... Voice</b>		<b>MVB 1315 .....Tuba</b>	<b>MVV 1311.... Flute</b>		<b>MVK 1311 .....Piano</b>	<b>MVV 1312.... Oboe</b>		<b>MVK 1313 .....Organ</b>	<b>MVV 1313.... Clarinet</b>		<b>MVW 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVW 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>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.</p>			<b>MVV 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVV 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVV 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.</p>			<b>NUR 1022 NURSING FOUNDATIONS I</b>	<b>3</b>	<b>(3 / 0)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1234L, NUR 1820</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety</p>			<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lsc.edu">www.lsc.edu</a> for current fees on applicable courses and sections.</b>											
<b>MVB 1315 .....Tuba</b>	<b>MVV 1311.... Flute</b>		<b>MVK 1311 .....Piano</b>	<b>MVV 1312.... Oboe</b>		<b>MVK 1313 .....Organ</b>	<b>MVV 1313.... Clarinet</b>		<b>MVW 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVW 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>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.</p>			<b>MVV 1111 CLASS VOICE I</b>	<b>1</b>	<b>(1 / 2)</b>	<b>MVV 2121 CLASS VOICE II</b>	<b>1</b>	<b>(1 / 1)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: MVK 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: MVV 1111 or documented consent of instructor</li> <li>• Four hours maximum to count toward graduation.</li> </ul> <p>Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.</p>			<b>NUR 1022 NURSING FOUNDATIONS I</b>	<b>3</b>	<b>(3 / 0)</b>	<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1234L, NUR 1820</li> <li>• Satisfies Code: CULD</li> </ul> <p>This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety</p>			<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lsc.edu">www.lsc.edu</a> for current fees on applicable courses and sections.</b>														
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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
and infection control. Beginning health assessment will focus on client's physiological, psychological, sociocultural, developmental, and spiritual needs.					
<b>NUR 1023</b>	<b>3</b>	<b>(3 / 0)</b>	<b>NUR 1242L</b>	<b>4</b>	<b>(0 / 12)</b>
<b>NURSING FOUNDATIONS II</b>			<b>CLINICAL NURSING II</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: Admission to Nursing Program;</li> <li>• NUR 1022, NUR 1234, NUR 1234L, NUR 1820</li> <li>• Corequisites: NUR 1242C, NUR 1242L, NUR 1823</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• Corequisites: NUR 1242C, NUR 1023, NUR 1823</li> </ul>		
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.			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.		
<b>NUR 1234</b>	<b>3</b>	<b>(3 / 0)</b>	<b>NUR 1820</b>	<b>1</b>	<b>(1 / 0)</b>
<b>ALTERATIONS IN HEALTH I</b>			<b>MANAGEMENT OF CARE I</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234L, NUR 1022, NUR 1820</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: Admission to the Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1234L, NUR 1022</li> </ul>		
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.			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.		
<b>NUR 1234L</b>	<b>4</b>	<b>(0 / 12)</b>	<b>NUR 1823</b>	<b>1</b>	<b>(1 / 0)</b>
<b>CLINICAL NURSING I</b>			<b>MANAGEMENT OF CARE II</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisites: NUR 1234, NUR 1022, NUR 1820</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• Corequisites: NUR 1242C, NUR 1242L, NUR 1023</li> </ul>		
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.			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.		
<b>NUR 1242C</b>	<b>4</b>	<b>(3 / 2)</b>	<b>NUR 2003</b>	<b>5</b>	<b>(5 / 0)</b>
<b>ALTERATIONS IN HEALTH II</b>			<b>NURSING TRANSITION</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820</li> <li>• Corequisites: NUR 1242L, NUR 1023, NUR 1823</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: Admission to Nursing Program</li> <li>• Corequisite: NUR 2003L</li> <li>• Satisfies Code: CULD</li> </ul>		
This course is the second in a series of courses and will focus on nursing care for clients with alterations in hematological, immune, gastrointestinal, and hepatic functioning throughout the lifespan. Care of the oncology client and peri-operative nursing will also be explored. Associated lab will afford experiential learning and application of cognitive and psychomotor skills related to care of clients with these alterations in health.			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 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.		

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See page 135 for CODE descriptions.

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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.			An intensive review and application of grammar, spelling, and punctuation used in business correspondence and communication.		
<b>NUR 2801L</b>	<b>3</b>	<b>( 0 / 34 )</b>	<b>OST 1743</b>	<b>1</b>	<b>( 1 / 0 )</b>
<b>CLINICAL PRACTICUM</b>			<b>WORD PROCESSING FOR COLLEGE WRITING</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: NUR 2601 &amp; NUR 2601L or NUR 2224 and NUR 2224L</li> <li>• Full-time clinical</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Students are strongly encouraged to complete this course prior to taking, or along with, ENC 0025 or ENC 1101.</li> </ul>		
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.			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.		
<b>OCE 1000</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>OST 1854</b>	<b>3</b>	<b>( 3 / 0 )</b>
<b>INTRODUCTION TO MARINE SCIENCE</b>			<b>MICROSOFT OFFICE - INTRODUCTION</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental math, writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: BIOS, GENE</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>		
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.			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). Students may only receive credit toward a degree for one of the following: CGS 1530, CGS 1100, or OST 1854.		
<b>ORI 2000</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>OST 1940</b>	<b>3</b>	<b>( 3 / 0 )</b>
<b>ORAL INTERPRETATION OF LITERATURE</b>			<b>OFFICE MANAGEMENT PRACTICUM</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: OST 1100 or documented consent of instructor</li> </ul>		
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.			Students will complete units in records management, which includes the practical application of filing rules and information transmittal (mailing systems.) Students will use various business machines including but not limited to the following: telephone, calculator, copier, facsimile, voice mail/voice recognition, scanner, and transcription equipment. The class is tailored to develop individual skills needed by students and takes a hands-on approach in learning these skills.		
<b>OST 1100</b>	<b>3</b>	<b>( 3 / 2 )</b>	<b>OST 2336</b>	<b>3</b>	<b>( 3 / 0 )</b>
<b>KEYBOARDING &amp; DOCUMENT FORMATTING</b>			<b>BUSINESS COMMUNICATIONS</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisites: OST 1330 or ENC 1101</li> <li>• Students must be familiar with word processing software.</li> </ul>		
Mastery by touch of the microcomputer keyboard, skill building, technique development, and document formatting will be emphasized. Document formatting will use practical business situations. Additional practice hours may be necessary.			This course is designed to provide practice in writing clear and effective business letters and memorandums. The course also emphasizes resumé writing, oral communication skills in listening, interviewing, and giving oral presentations		
<b>OST 1110</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>OST 2857</b>	<b>3</b>	<b>( 3 / 0 )</b>
<b>ADVANCED DOCUMENT FORMATTING</b>			<b>MICROSOFT OFFICE - ADVANCED</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: OST 1100 or documented consent of instructor</li> </ul>			<ul style="list-style-type: none"> <li>• Prerequisite: C or higher in OST 1854 or documented consent of instructor</li> </ul>		
Using a microcomputer, students will achieve the ability to produce mailable business letters, reports, tabulations, and a variety of forms as they relate to the business environment. Emphasis will also be placed on speed development. Additional practice hours may be necessary.			Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.		
<b>OST 1330</b>	<b>3</b>	<b>( 3 / 0 )</b>	<b>OST 2949</b>	<b>1-3</b>	<b>( 1-3 / 0 )</b>
<b>BUSINESS ENGLISH</b>			<b>COOPERATIVE EDUCATION INTERNSHIP</b>		
<ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing</li> </ul>			<b>IN OFFICE ADMINISTRATION</b>		
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			This course is designed to be an exit internship for the		

See page 135 for CODE descriptions.

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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Office Administration program. Individual objectives will be developed to address office management competencies.

**PEL 1121**                                   **1 (1 / 0)**  
**BEGINNING GOLF**

- Prerequisite: None
- Coeducational

This course is designed for the beginner or weak golfer. The course includes practice of basic skills, instruction in rules, golfing etiquette, and purchase and care of equipment. All equipment is furnished.

**PEL 1321**                                   **1 (1 / 1)**  
**VOLLEYBALL**

- Prerequisite: None
- Coeducational

This course includes instruction in the history, strategy, rules and fundamental skills of the game. League play is provided on an intra class basis. Students should dress in gym attire. All equipment is furnished.

**PEL 1341**                                   **1 (1 / 1)**  
**BEGINNING TENNIS**

- Prerequisite: None
- Coeducational

This course is basically designed for the beginning tennis player. Instruction is given in playing skills, techniques, history, rules, strategy and social and physical values of tennis. Tournament play will be provided on an intra class basis. All equipment is furnished.

**PEL 1342**                                   **1 (1 / 1)**  
**INTERMEDIATE TENNIS**

- Prerequisite: PEL 1341 or documented consent of instructor
- Coeducational

This course is designed specifically for the student wanting to develop advanced skills in tennis. Instruction and practice in the basic strokes are given for the player to master the basic skills. Advanced strokes in tennis (drop shot, lob, overhead smash, drop volley and different services) are introduced. Principles of singles and doubles strategy are covered.

**PEL 1441**                                   **1 (1 / 1)**  
**RACQUETBALL**

- Prerequisite: None
- Coeducational

This course is designed for the beginning racquetball player. Instruction and practice in basic strokes (forehand, backhand, serving, kill shot, etc.) present opportunities for the development of skills and strategy necessary to enjoy the game. Playing experience in the games of singles, doubles and cut throat will be provided. All equipment is furnished.

**PEL 1442**                                   **1 (1 / 1)**  
**INTERMEDIATE RACQUETBALL**

- Prerequisite: PEL 1441 or documented consent of instructor
- Coeducational

This course is designed for the student who wants to develop further racquetball skills. Instruction and practice are continued in basic strokes and advanced strokes are introduced. Intra class competition will provide opportunities for self evaluation.

Playing experience will be provided in singles, doubles and cut throat games. All equipment is furnished.

**PEM 1101**                                   **1 (1 / 1)**  
**PHYSICAL FITNESS FOR MEN I**

- Prerequisite: None

Emphasis is placed on the values of physical fitness and weight control through the development of an individualized program. Activities include weight training, jogging, rope skipping, and racquetball. The program is designed to encourage students to maintain good physical fitness throughout life. All equipment is furnished.

**PEM 1102**                                   **1 (1 / 1)**  
**PHYSICAL FITNESS FOR MEN II**

- Prerequisite: PEM 1101 or documented consent of instructor

This course is designed to continue the process of PEM 1101.

**PEM 1116**                                   **1 (1 / 1)**  
**FIGURE & FITNESS IMPROVEMENT FOR WOMEN I**

- Prerequisite: None

This course is designed to provide instruction in techniques of body conditioning. Students explore the values of exercise to physical fitness, posture, weight control, figure improvement and body systems with an emphasis on participation in a variety of exercise programs. Programs such as jogging, weight training, floor exercise, bicycling and rope skipping are included. The course is developed to make the student aware of the fact: "Fitness is a lifetime venture." All equipment is furnished.

**PEM 1117**                                   **1 (1 / 1)**  
**FIGURE & FITNESS IMPROVEMENT FOR WOMEN II**

- Prerequisite: PEM 1116 or documented consent of instructor

This course is designed to continue with the process of PEM 1116.

**PEM 1171**                                   **1 (1 / 1)**  
**AEROBIC DANCE**

- Prerequisite: None
- Satisfies Code: CULD
- Coeducational

This course is designed to acquaint students with the basic functioning of the human cardiovascular system through dance.

**PEM 1173**                                   **1 (1 / 1)**  
**LOW IMPACT AEROBIC DANCE**

- Prerequisite: None
- Satisfies Code: CULD

This Low Impact Aerobic Dance was designed to broaden the exercise area for the beginning, sedentary, overweight, or older individual. It entails more upper body exercises and dance movements that keep one foot on the ground at all times.

**PEM 1351**                                   **1 (1 / 1)**  
**BICYCLING**

- Prerequisite: None
- 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

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
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.			<b>PEN 1122</b>	1	(1 / 1)
<b>PEM 1443C</b>	2	(1 / 2)	<b>INTERMEDIATE SWIMMING</b>		
<b>TAE KWON DO</b>			• Prerequisite: PEN 1121 or documented consent of instructor		
• Prerequisite: None Students will be required to complete an assumption of risk and liability waiver for participation in this class			• Coeducational		
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.			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.		
<b>PEM 1905</b>	2	(2 / 0)	<b>PEO 1003</b>	3	(3 / 0)
<b>FITNESS &amp; WELLNESS I</b>			<b>SPORTS OFFICIATING</b>		
• Prerequisite: None			• Prerequisite: None		
This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.			• Coeducational		
<b>PEM 2105</b>	2	(1 / 1)	Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities.		
<b>CONDITIONING FOR ATHLETES OF ALL AGES</b>			<b>PEO 2011</b>	3	(3 / 0)
• Prerequisite: None 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			<b>PRINCIPLES &amp; ANALYSIS OF TEAM SPORTS</b>		
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.			• Prerequisite: None		
<b>PEN 1113</b>	1	(1 / 1)	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.		
<b>ADVANCED LIFE SAVING &amp; WATER SAFETY</b>			<b>PET 2385</b>	2	(1 / 1)
• Prerequisite: None Students should be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.			<b>INTRODUCTION TO FITNESS ASSESSMENTS AND CONCEPTS</b>		
• Coeducational			• Prerequisite: None		
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.			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.		
<b>PEN 1121</b>	1	(1 / 1)	<b>PET 2622</b>	3	(3 / 0)
<b>BEGINNING SWIMMING</b>			<b>CARE &amp; PREVENTION OF ATHLETIC INJURIES</b>		
• Prerequisite: None			• Prerequisite: None		
• Coeducational			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.		
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.			<b>PET 2760</b>	3	(3 / 0)
			<b>THEORY &amp; METHODS OF COACHING SPORTS</b>		
			• Prerequisite: None		
			This course includes the study of the theories and methods of coaching for optimum sports performances, including sport psychology, philosophy of coaching, the learning of motor skills, and styles of leadership behavior. The course provides basic information about the profession and assists athletic coaches at various levels of experience to achieve the fundamental competencies related to preparation for coaching,		

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
and to expand their knowledge of the basic concepts of athletic coaching.			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.		
<b>PET 2949</b>	1-3	(1-3 / 0)	<b>PHY 1020C</b>	3	(2 / 2)
<b>COOPERATIVE EDUCATION INTERNSHIP IN PHYSICAL EDUCATION</b>			<b>PHYSICS FOR LIBERAL ARTS WITH LAB</b>		
• Refer to Cooperative Education for additional information.			• Prerequisite: Successful completion of all developmental math courses indicated through placement testing		
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.			• Satisfies Codes: GENE, LABR, PHYS		
<b>PGY 1401C</b>	3	(3 / 0)	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.		
<b>BASIC PHOTOGRAPHY</b>			<b>PHY 2048C</b>	5	(4 / 2)
• Prerequisite: None			<b>PHYSICS WITH CALCULUS I WITH LAB</b>		
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.			• Prerequisite: C or higher in MAC 2311		
<b>PGY 2404C</b>	3	(3 / 0)	• Satisfies Codes: GENE, LABR, PHYS		
<b>CREATIVE PHOTOGRAPHY</b>			• Offered Fall Term		
• Prerequisite: PGY 1401C or documented consent of instructor			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.		
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.			<b>PHY 2049C</b>	5	(4 / 2)
<b>PGY 2801C</b>	3	(3 / 0)	<b>PHYSICS WITH CALCULUS II WITH LAB</b>		
<b>DIGITAL PHOTOGRAPHY I</b>			• Prerequisite: C or higher in PHY 2048C		
• Prerequisite: PGY 1401C or documented consent of instructor			• Satisfies Codes: GENE, LABR, PHYS		
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.			• Offered Spring Term		
<b>PHI 2010</b>	3	(3 / 0)	This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.		
<b>INTRODUCTION TO PHILOSOPHY</b>			<b>PHY 2053C</b>	5	(4 / 2)
• Prerequisite: C or higher in ENC 1101 or documented consent of instructor			<b>GENERAL PHYSICS I WITH LAB</b>		
• Satisfies Codes: GENE, GRW6, HUMN			• Prerequisite: C or higher in MAC 1114 or documented consent of instructor		
A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.			• Satisfies Codes: GENE, LABR, PHYS		
<b>PHI 2630</b>	3	(3 / 0)	• Offered Fall Term		
<b>CONTEMPORARY ETHICS</b>			This course covers the basic principles of mechanics, as well as selected topics in thermodynamics and waves. Emphasis is on hands-on experiences to reinforce physical principles. The course is intended for pre-medical, physical therapy and other pre-professionals not majoring in the physical sciences or engineering. It can also be used to satisfy the general education requirement for physical science.		
• Prerequisite: C or higher in ENC 1101 or documented consent of instructor			<b>PHY 2054C</b>	5	(4 / 2)
• Satisfies Codes: CULD, GENE, GRW6, HUMN			<b>GENERAL PHYSICS II WITH LAB</b>		
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			• Prerequisites: C or higher in PHY 2053C & MAC 1114 or documented consent of instructor		
			• Satisfies Codes: GENE, LABR, PHYS		
			• Offered Spring Term		
			This course is a continuation of PHY 2053, covering the basic principles of electricity, magnetism, optics and selected topics in modern physics.		

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<b>PHY 2100C MODERN PHYSICS</b>	<b>3</b>	<b>(2 / 2)</b>	<b>PLA 2600 WILLS, TRUSTS, &amp; ESTATE ADMINISTRATION</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisites: C or higher in PHY 2048C, PHY 2049C, MAC 2311 and MAC 2312</li> <li>• Satisfies Codes: GENE, LABR, PHYS</li> </ul> <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>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <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>		
<b>PHY 2930C SPECIAL TOPICS IN PHYSICS</b>	<b>1-3</b>	<b>(1-3 / 2-6)</b>	<b>PLA 2610 REAL ESTATE LAW &amp; PROPERTY</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: See online course schedule for each specific topic.</li> <li>• Satisfies Code: GENE, LABR, PHYS</li> <li>• May be repeated with a change of content up to a maximum of three credits.</li> </ul> <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"> <li>• Prerequisite: PLA 1003 or documented consent</li> <li>• It is recommended that students complete PLA 2600 prior to enrolling in this course.</li> </ul> <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>		
<b>PLA 1003 INTRODUCTION TO LEGAL ASSISTING</b>	<b>2</b>	<b>(2 / 0)</b>	<b>PLA 2700 PROFESSIONAL ETHICS AND LIABILITY</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <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"> <li>• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing</li> </ul> <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>		
<b>PLA 1800 FAMILY LAW</b>	<b>3</b>	<b>(3 / 0)</b>	<b>PLA 2763 LAW OFFICE MANAGEMENT</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or PLA 1003</li> </ul> <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"> <li>• Prerequisite: None</li> </ul> <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>		
<b>PLA 2058 SURVEY OF LAW</b>	<b>3</b>	<b>(3 / 0)</b>	<b>PLA 2949 COOPERATIVE EDUCATION INTERNSHIP IN LEGAL ASSISTING</b>	<b>1-3</b>	<b>(1-3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <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"> <li>• Prerequisites: PLA 1003, PLA 2058, &amp; OST 1100</li> <li>• Refer to Cooperative Education for additional information.</li> </ul> <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>		
<b>PLA 2201 CIVIL LITIGATION</b>	<b>3</b>	<b>(3 / 0)</b>	<b>POS 2041 AMERICAN NATIONAL GOVERNMENT</b>	<b>3</b>	<b>(3 / 0)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: CCJ 1020 or PLA 1003</li> </ul> <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 interrogatories and answers.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Codes: GENE, SBEH</li> </ul> <p>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.</p>		

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>POS 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN GOVERNMENT</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	This course is designed to provide reading instruction to those students who test into the course based on a Postsecondary Education Readiness Test (PERT) for reading. This course includes a study of literal and inferential comprehension skills, organizations of informational patterns and vocabulary development. A minimum grade of C is required for entry into REA 0017, the second level of college developmental reading.		
<b>PSC 1001</b> <b>INVENTIONS &amp; DISCOVERIES: SCIENCE IN A CHANGING WORLD</b> <ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Codes: GENE, PHYS</li> </ul> <p>This course looks at key inventions and theories developed over the past 2000 years, the science and people behind those discoveries, and discuss their effects on civilization. The goal of the course is to familiarize the students with the social and historical context of scientific development. The use of the Internet to do research will be emphasized and required by the student for a term paper</p>	3	(3 / 0)	<b>REA 0017</b> <b>DEVELOPMENTAL READING II</b> <ul style="list-style-type: none"> <li>• Prerequisite: C or higher in REA 0007 or placement score</li> <li>• Developmental course</li> <li>• College credit not awarded toward degree</li> </ul> <p>This course provides reading instruction to those students who test into the course based on a Postsecondary Education Readiness Test (PERT) for reading or for those students who have completed the REA 0007 course with a grade of C or higher in preparation for passing the College Preparatory Reading Test (CPRT), a comprehensive exit test for reading. This course is designed to build vocabulary skills, literal and critical comprehension skills, and successful reading strategies.</p>	4	(4 / 0)
<b>PSC 1515</b> <b>ENERGY &amp; THE ENVIRONMENT</b> <ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: GENE, PHYS</li> </ul> <p>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.</p>	3	(3 / 0)	<b>REA 1105</b> <b>SPEED READING</b> <ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of all developmental reading courses indicated through placement testing</li> </ul> <p>This college level course is designed to provide reading instruction for those students who elect to take a course to improve their reading comprehension, reading speed, and active vocabulary.</p>	3	(3 / 0)
<b>PSY 2012</b> <b>INTRODUCTION TO PSYCHOLOGY</b> <ul style="list-style-type: none"> <li>• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: GENE, SBEH</li> </ul> <p>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.</p>	3	(3 / 0)	<b>REL 2300</b> <b>WORLD RELIGIONS</b> <ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Codes: CULD, GENE, HUMN</li> </ul> <p>This course is a survey of the origins, beliefs, and contemporary practices of the world's religions: Hinduism, Islam, Jainism, Taoism, Shinto, Sikhism, Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interactions between specific religions and the cultures in which they are practiced.</p>	3	(3 / 0)
<b>PSY 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN PSYCHOLOGY</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	<b>RTV 2000</b> <b>INTRODUCTION TO BROADCASTING</b> <ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>An introduction to the historical, social, cultural, legal, technical, business and career aspects of broadcasting. The course is designed for the telecommunications major and for the general student who wants to understand how these media impact his life and society.</p>	3	(3 / 0)
<b>QMB 1001</b> <b>BUSINESS MATHEMATICS</b> <ul style="list-style-type: none"> <li>• Prerequisite: Successful completion of all developmental math courses indicated through placement testing</li> </ul> <p>The course is designed to develop mathematical and computational skills used in various business settings using word problems. Much of the material covered in the course centers around basic finance and accounting concepts.</p>	3	(3 / 0)	<b>RTV 2230</b> <b>BROADCAST PERFORMANCE</b> <ul style="list-style-type: none"> <li>• Prerequisite: None</li> </ul> <p>A comprehensive and practical introduction to the field of broadcast performance. Emphasis is placed on the development of specialized communication skills required by the industry. These include: voice, pronunciation, usage; working with equipment; announcing techniques, news reporting, interviewing, delivering commercials and ad libbing; and interpretation of copy. Students will be introduced to basic TV production skills. Required of all LSSC-TV talent.</p>	3	(3 / 0)
<b>REA 0007</b> <b>DEVELOPMENTAL READING I</b> <ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Developmental course</li> <li>• College credit not awarded toward degree</li> <li>• Required for students who score below the prescribed state level on the College Placement Test (CPT).</li> </ul>	4	(4 / 0)	<b>In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at <a href="http://www.lsscc.edu">www.lsscc.edu</a> for current fees on applicable courses and sections.</b>		

Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
<b>RTV 2241</b> <b>BROADCAST PRODUCTION I</b> • Prerequisite: RTV 2000	3	(3 / 0)	<b>SLS 1401</b> <b>CAREER PLANNING</b> • Prerequisite: None	3	(3 / 0)
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.			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.		
<b>RTV 2949</b> <b>COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING</b> Refer to Cooperative Education for additional information.	1-3	(1-3 / 0)	<b>SLS 1501</b> <b>FOUNDATIONS OF SUCCESS SEMINAR</b>	3	(3 / 0)
<b>SBM 2000</b> <b>SMALL BUSINESS MANAGEMENT</b> • Prerequisite: None	3	(3 / 0)	• Prerequisite: None • Recommended for all students; required for students placing into developmental 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.		
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.			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.		
<b>SCC 1000</b> <b>INTRODUCTION TO SECURITY</b> • Prerequisite: CCJ 1020 or permission of instructor	3	(3 / 0)	<b>SLS 2264</b> <b>LEADERSHIP DEVELOPMENT STUDIES</b> • Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing	3	(3 / 0)
The organization and management of the security function in industry, business, government, and institutions will be presented. The protection of personnel, facilities, and other assets as well as the administrative, legal, and technical problems of loss prevention and control will be analyzed.			This course 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.		
<b>SLS 1001</b> <b>SPECIAL TOPICS IN STUDENT SUCCESS</b> • Prerequisite: None • May be taken as an elective up to two times with varying content	1-2	(1-2 / 0)	<b>SLS 2940</b> <b>SERVICE LEARNING</b> • Prerequisites: Successful completion of all developmental math writing and reading courses indicated through placement testing; successful completion of 12 college- level credits.	1-3	(1-3 / 0)
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.			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.		
<b>SLS 1267</b> <b>TEAM BUILDING &amp; COMMUNICATION SKILLS</b> • Prerequisite: None	3	(3 / 0)	<b>SOP 1740</b> <b>PSYCHOLOGY OF WOMEN</b> • Prerequisite: PSY 2012 • Satisfies Code: CULD	3	(3 / 0)
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.			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		

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Course	Credits	( Class hours per week / Lab hours per week )	Course	Credits	( Class hours per week / Lab hours per week )
involved in marriage, divorce, widowhood, single parenting, career conflicts; vocational and educational problems-re entry into these areas; midlife crisis; menopause; and aging women.			<b>SPM 2502</b>	<b>3</b>	<b>(3 / 0)</b>
<b>SPC 1930</b>	<b>1-3</b>	<b>(1-3 / 0)</b>	<b>INTRODUCTION OF FISCAL &amp; FACILITIES OPERATIONS</b>		
<b>SPEECH SPECIALIZATIONS</b>			• <b>Prerequisite: None</b>		
• 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.		
• 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.			<b>SPN 1000</b>	<b>1</b>	<b>(1 / 0)</b>
<b>SPC 2608</b>	<b>3</b>	<b>(3 / 0)</b>	<b>BEGINNING SPANISH</b>		
<b>PUBLIC SPEAKING</b>			• Prerequisite: None		
• Prerequisite: None			• Satisfies Code: CULD		
• Satisfies Code: ORAL			An introduction to the Spanish language with emphasis on vocabulary building and speaking.		
This course is designed to introduce students to communication theory and its application to preparing and delivering public speeches. Emphasis is placed on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public speaking.			<b>SPN 1042</b>	<b>2</b>	<b>(2 / 0)</b>
<b>SPM 1000</b>	<b>3</b>	<b>(3 / 0)</b>	<b>SPANISH FOR LAW ENFORCEMENT PERSONNEL</b>		
<b>INTRODUCTION TO SPORTS LEADERSHIP</b>			• Prerequisite: None		
• Prerequisite: None			• Satisfies Code: CULD		
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.			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.		
<b>SPM 2152</b>	<b>3</b>	<b>(3 / 0)</b>	<b>SPN 1120</b>	<b>4</b>	<b>(4 / 0)</b>
<b>STRATEGIES IN SPORTS LEADERSHIP</b>			<b>ELEMENTARY SPANISH I</b>		
• Prerequisite: None			• 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.			• Satisfies Code: CULD		
<b>SPM 2270</b>	<b>3</b>	<b>(3 / 0)</b>	The course employs four primary language-learning skill sets: listening, speaking, reading, and writing in the study of Spanish grammar. The lessons in class are presented in a multi-cultural context with frequent use of online content in order to foster an appreciation for the cultures of Spanish speaking countries.		
<b>CURRENT &amp; LEGAL ISSUES IN SPORTS</b>			<b>SPN 1121</b>	<b>4</b>	<b>(4 / 0)</b>
• Prerequisite: None			<b>ELEMENTARY SPANISH II</b>		
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.			• Prerequisite: SPM 1120		
			• Satisfies Code CULD		
			This course is a continuation of Elementary Spanish I.		
<b>STA 2023</b>	<b>3</b>	<b>(3 / 0)</b>	<b>STA 2023</b>	<b>3</b>	<b>(3 / 0)</b>
			<b>ELEMENTARY STATISTICS I</b>		
			• 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.		

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Other topics include correlation, simple linear regression, and an introduction to nonparametric statistics.			<b>THE 2020 INTRODUCTION TO WESTERN THEATRE ARTS</b>	<b>3 (3 / 0)</b>	
<b>SYG 2000 INTRODUCTION TO SOCIOLOGY</b>	<b>3 (3 / 0)</b>		• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing		• Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing
• Satisfies Codes: CULD, GENE, SBEH			• Satisfies Codes: CULD, GENE, GRW6, HUMN		
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.			An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.		
<b>SYG 2010 SOCIAL PROBLEMS</b>	<b>3 (3 / 0)</b>		<b>THE 2051 CHILDREN'S THEATRE</b>	<b>3 (3 / 0)</b>	
• Prerequisite: None			• Prerequisite: None		
• Satisfies Codes: CULD, GENE, SBEH			• Satisfies Code: CULD		
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.			• May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).		
<b>SYG 2430 MARRIAGE &amp; THE FAMILY</b>	<b>3 (3 / 0)</b>		Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter counties.		
• Prerequisite: None			<b>THE 2925 THEATRE PRACTICUM I</b>	<b>1 (1 / 0)</b>	
• Satisfies Codes: GENE, SBEH			• Prerequisite: None		
A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.			• Satisfies Code: CULD		
<b>SYG 2949 COOPERATIVE EDUCATION INTERNSHIP IN SOCIOLOGY</b>	<b>1-3 (1-3 / 0)</b>		• May be repeated for a total of 2 hours credit.		
Refer to Cooperative Education for additional information.			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.		
<b>THE 1304 INTRODUCTION TO SCRIPT ANALYSIS</b>	<b>3 (3 / 0)</b>		<b>THE 2926 THEATRE PRACTICUM II</b>	<b>1 (1 / 0)</b>	
• Prerequisite: None			• Prerequisite: THE 2925		
• Satisfies Code: CULD			• 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.			• 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.		
			<b>THE 2949 COOPERATIVE EDUCATION INTERNSHIP IN SPEECH &amp; THEATRE</b>	<b>1-3 (1-3 / 0)</b>	
			Refer to Cooperative Education for additional information.		
			<b>THE 2950 APPLIED THEATRE ARTS</b>	<b>3 (3 / 0)</b>	
			• 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.		

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<b>TPA 2000 BASIC DESIGN</b>	<b>3</b>	<b>(3 / 0)</b>	<b>TPP 2111 ACTING II</b>	<b>3</b>	<b>(3 / 1)</b>
<ul style="list-style-type: none"> <li>• Prerequisite: TPA 2200</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: TPP 2110 or documented consent of instructor</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>		
<b>TPA 2192</b>	<b>3</b>	<b>(3 / 0)</b>	<b>TPP 2190</b>	<b>3</b>	<b>(3 / 0)</b>
<b>SUMMER THEATRE/TECHNICAL PRODUCTION</b>			<b>SUMMER THEATRE/PERFORMANCE</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>		
<b>TPA 2200</b>	<b>3</b>	<b>(3 / 0)</b>	<b>TPP 2300</b>	<b>3</b>	<b>(3 / 0)</b>
<b>STAGECRAFT I</b>			<b>DIRECTING I</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>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. Using a combination classroom lecture and hands-on laboratory experience, stagecraft requires participation in the scenic laboratory for 30 hours.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: TPP 2110</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>		
<b>TPA 2204</b>	<b>3</b>	<b>(3 / 0)</b>	<b>ZOO 2010C</b>	<b>4</b>	<b>(3 / 2)</b>
<b>STAGECRAFT II</b>			<b>GENERAL ZOOLOGY WITH LAB</b>		
<ul style="list-style-type: none"> <li>• Prerequisite: TPA 2200</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>			<ul style="list-style-type: none"> <li>• Prerequisite: BSC 1010C; Successful completion of all developmental math, writing and reading courses indicated through placement testing</li> <li>• Satisfies Codes: BIOS, GENE, LABR</li> </ul> <p>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 complement and support lecture material.</p>		
<b>TPP 2110</b>	<b>3</b>	<b>(3 / 0)</b>			
<b>ACTING I</b>					
<ul style="list-style-type: none"> <li>• Prerequisite: None</li> <li>• Satisfies Code: CULD</li> </ul> <p>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.</p>					

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at [www.lscc.edu](http://www.lscc.edu) for current fees on applicable courses and sections.

See page 135 for CODE descriptions.

# DIRECTORIES

## COLLEGE FACULTY

### **Acuff, Robert**

Instructor, Applied Nursing/Simulation  
Leesburg, HSC-222; 787-3747 ext. 4076  
E-mail: AcuffR@lscc.edu  
B.S.N., Virginia Commonwealth Univ.  
M.S.N., Univ. of Missouri, Columbia

### **Arcaro, Peter A.**

Professor, Music  
Leesburg, FA-7; 323-3651  
E-mail: ArcaroP@lscc.edu  
B.A., M.A., Cal. State Univ. at L.A.  
D.M.A., Univ. of Oklahoma

### **Boast, Steven**

Instructor, Mathematics  
Leesburg, SM-132; 435-6411  
E-mail: BoastS@lscc.edu  
M.S., Emporia State Univ.

### **Bourne, S. Graham**

Associate Professor, Business  
Leesburg, LA-14; 323-3644  
E-mail: BourneG@lscc.edu  
B.S.B.A., Appalachian State Univ.  
M.B.A., Radford Univ.

### **Brown, Sybil**

Assistant Professor, Mathematics  
South Lake, Bldg. 2-337, 536-2128  
E-mail: BrownS@lscc.edu  
B.S., Spelman College  
M.S., Univ. of Central Florida

### **Browne, Nancy F.**

Associate Professor, Biological Science  
Leesburg, SM-219; 435-6405  
E-mail: BrownN@lscc.edu  
B.S., Western Illinois Univ.  
M.S., Ph.D., Univ. of Illinois

### **Bruno, Alexander**

Instructor, Foreign Language  
Leesburg, FOB-12; 787-3747 x4234  
E-mail: BrunoA@lscc.edu  
B.A., M.A., Indiana Univ.

### **Campbell, Patricia**

Assistant Professor, English  
Department Chair  
South Lake, Bldg. 2-234; 536-2130  
E-mail: CampbellPa@lscc.edu  
B.A., M.A., Slippery Rock Univ.  
Ph.D., Univ. of Florida

### **Cason, James H.**

Staff Librarian  
Leesburg, LIBR-2; 435-5030  
E-mail: CasonJ@lscc.edu  
A.A., Lake-Sumter C.C.  
B.S., Univ. of Central Florida  
M.A., Univ. of South Florida

### **Cerione, Jennifer**

Instructor, Biology  
South Lake, Bldg. 1-132B; 536-2205  
E-mail: CerioneJ@lscc.edu  
B.S., Florida State Univ.  
M.S., Georgia State Univ.

### **Chancey, Kristen**

Instructor, English  
South Lake, Bldg. 2-231; 536-2196  
E-mail: ChanceyK@lscc.edu  
B.A., M.A., Univ. of Florida

### **Clark, Steven**

Instructor, Biology  
Leesburg, SM-123; 435-6401  
E-mail: ClarkS@lscc.edu  
B.S., M.S., Univ. Central Florida

### **Cornell, Kelly A.**

Assistant Professor, Commercial Art  
Leesburg, FA-139; 323-3653  
E-mail: CornellK@lscc.edu  
B.A., Marywood College  
M.F.A., Rochester Institute of Technology

### **Dabney, Debra W.**

Professor, Education, Health & Fitness  
Leesburg, HSC-105A; 323-3641  
E-mail: DabneyD@lscc.edu  
B.S., M.Ed., Florida A & M Univ.

### **Dunlap, Mary**

Instructor, Nursing  
Leesburg, HSC-122, 323-3664  
E-mail: DunlapM@lscc.edu  
B.S.N., Univ. of Central Florida  
M.S.N., Florida Southern College

### **Economidis, Patricia H.**

Instructor, Nursing  
Leesburg, HSC-219, 365-3534  
E-mail: EconomiT@lscc.edu  
A.A., A.S. Lake-Sumter C.C.  
B.S. Univ. of Central Florida  
M.S. Univ. of South Florida

### **Elias, Marilee**

Instructor, Nursing  
Leesburg, HSC-123, 435-6319  
E-mail: EliasM@lscc.edu  
B.S.N., Univ. of Rhode Island  
M.S.N., Univ. of Central Florida

### **Elmatti, Heather J.**

Instructor, Journalism  
Leesburg, FOB-10; 323-3652  
E-mail: ElmattiH@lscc.edu  
B.A., Spring Arbor Univ.  
M.A., Univ. of Edinburgh

### **Fewster, Jennifer**

Instructor, Biology  
Leesburg, SM-217, 435-6404  
E-mail: FewsterJ@lscc.edu  
B.A., Swarthmore College  
M.S., State Univ. of New York

### **Goff, David W.**

Assistant Librarian  
Leesburg, LIBR-4; 365-3527  
E-mail: GoffD@lscc.edu  
A.A., Brookdale C.C.  
B.A., Kean College  
M.S.L.S., Clarion Univ.

### **Great, Joanne**

Instructor Early Childhood Education  
Program Manager  
South Lake, Bldg. 2 - 340A  
Leesburg, LK 135-138; 435-5048  
E-mail: Greataj@lscc.edu  
B.S., Music Ed. New York Univ.  
M.A., Music, George Mason Univ.  
Ed.D., Nova Southeastern Univ.

### **Griffin, Cynthia L.**

Associate Professor, Nursing  
Leesburg, HSC-217; 365-3533  
E-mail: GriffinC@lscc.edu  
B.S., Saint Leo College  
M.S.N., Univ. of Florida  
N.P., Univ. of Florida

### **Haugabrooks, Minerva**

Instructor, Nutrition  
Leesburg, LH-6, 323-3625  
E-mail: HaugabrookM@lscc.edu  
B.S., Andrews Univ.  
M.S., Univ. of Central Florida

### **Hayes, Judith E.**

Associate Professor, Mathematics  
Leesburg, SM-134; 435-6410  
E-mail: HayesJ@lscc.edu  
A.A., Edison C.C.  
B.A., M.A., Univ. of South Florida

### **Heikkinen, Mary A.**

Assistant, Professor  
Office Administration  
Leesburg, M-114C; 323-3626  
E-mail: HeikkinM@lscc.edu  
B.A., M.A., Univ. of Phoenix

### **Hicks, Debra Carter**

Assistant Professor  
Biological Science  
Department Chair  
South Lake; Bldg. 1-134; 536-2124  
Leesburg, SM-121; 435-6421  
E-mail: HicksD@lscc.edu  
B.S., Ed. Univ. of North Alabama  
M.A. Ed., Univ. of Alabama  
Ed.D., Nova Southeastern Univ.

**Hogans, Karen M.**  
Associate Professor, Mathematics  
Sumter, CM-4121; 568-0001, x1008  
E-mail: HogansK@lscc.edu  
A.A., Central Florida C.C.  
B.S., M.A., Univ. of South Florida

**Holloway, Bonnie, CPA**  
Professor, Accounting  
Department Chair  
Leesburg, M-114B; 323-3627  
E-mail: HollowaB@lscc.edu  
B.S., Stetson Univ.  
M.B.A., Stetson Univ.

**Huffer, Mary Stephenson**  
Senior Professor  
English/Reading  
Leesburg, LK-103  
E-mail: HufferM@lscc.edu  
A.A., Lake-Sumter C.C.  
B.A., M.A., M.A., Univ. of Florida  
Ph.D., Univ. of Florida

**Hurley, Les**  
Instructor, Economics  
South Lake, Bldg. 2-333; 536-2132  
E-mail: HurleyL@lscc.edu  
B.S., Florida Southern College  
M.B.A., Florida Southern College

**Husebye, Steve**  
Instructor, Physical Science  
Leesburg, SM-218, 435-6402  
E-mail: HusebyeS@lscc.edu  
B.A. St. Olaf College  
Ph.D., Univ. Minnesota Twin Cities

**Jochims, Dennis F.**  
Professor, English  
Leesburg, LA-16; 323-3640  
E-mail: JochimsD@lscc.edu  
A.A., Tallahassee C.C.  
B.A., M.A., Florida State Univ.

**Johnson, Richard "R.J."**  
Associate Professor, Computer  
Information Systems  
Leesburg, M-111D; 323-3635  
E-mail: JohnsonRJ@lscc.edu  
A.S., A.A., Lake-Sumter C.C.  
B.S., M.B.A., Univ. of Central Florida  
Ph.D., Univ. of Arizona

**Kelly, John**  
Instructor, Electric Institute  
Leesburg, SSB-224; 323-3609  
E-mail: KellyJ@lscc.edu  
M.S., SUNY Stonybrook

**Kieft, Thomas M.**  
Associate Professor, Mathematics  
Department Chair  
South Lake, Bldg. 1-105; 536-2150  
E-mail: KieftT@lscc.edu  
B.S., Grand Valley State Univ.  
M.S., Clemson Univ.

**Kondoleon, Anthony**  
Instructor, Physics  
Leesburg, SM-122; 536-2240  
E-mail: KondoleA@lscc.edu  
M.S., Mass. Institute Tech

**Larson, Holly**  
Instructor, English  
South Lake, Bldg. 2-235; 516-2197  
E-mail: LarsonH@lscc.edu  
M.S., S.U.N.Y. Buffalo  
Ph.D., Florida Atlantic Univ.

**Leach, Virginia H.**  
Instructor, Reading  
Leesburg, LK-105; 323-3683  
E-mail: LeachG@lscc.edu  
A.A., Lake-Sumter C.C.  
B.A., M.A., Univ. of Florida

**Levin, Karen B.**  
Professor, Social Science  
Leesburg, LH-5; 323-3638  
E-mail: LevinK@lscc.edu  
B.A., Bennington College  
M.A., Univ. of Minnesota

**Lezotte, Judith**  
Instructor, English  
Sumter, CM-4112; 568-0001, x1009  
E-mail: LezotteJ@lscc.edu  
M.A., Indiana Purdue Univ.

**Litten, Diane**  
Instructor, Nursing  
Department Chair  
South Lake, Bldg. 1-153; 536-2153  
E-mail: LittenD@lscc.edu  
B.S., Southern Adventist Univ.  
M.S.N., ARNP-C, Univ. of Maryland

**Marcus, Lauren**  
Staff Librarian  
South Lake, CML-212; 536-2148  
E-mail: MarcusL@lscc.edu  
M.S., Univ. at Albany

**Matthews, Carolyn**  
Instructor, Nursing  
Leesburg, HSC-110; 435-5024  
E-mail: MatthewC@lscc.edu  
R.N., B.S.N., Univ. of Florida  
M.S.N., Univ. of Central Florida

**Morrill, Richard**  
Assistant Librarian  
Sumter, CM-4131; 568-3074  
E-mail: MorrillR@lscc.edu  
B.A., Univ. of Maryland  
M.S., Univ. of So. California  
M.L.S., Indiana Univ.  
Ed.D., Univ. of Massachusetts

**Morse, Michael**  
Instructor, Humanities  
Leesburg, FOB-6; 435-6304  
E-mail: MorseM@lscc.edu  
M.A., Ph.D., Univ. of Florida

**Naftel, Joette**  
Instructor, Sociology  
South Lake, Bldg. 2-234; 536-2154  
E-mail: NaftelJ@lscc.edu  
B.S., Univ. of West Florida  
M.S., Troy State Univ.

**Nathanson, Rebecca**  
Instructor, Criminal Justice  
Department Chair  
Leesburg, LA-15; 323-3615  
E-mail: NathansR@lscc.edu  
B.S., Western Conn. State Univ.  
M.S., Univ. of New Haven

**Norton, Jeremy**  
Assistant Librarian  
Leesburg, LIBR-11, 365-3563  
E-mail: NortonJ@lscc.edu  
B.A., M.A., Univ. of FL  
M.L.S., Univ. of South FL

**Owens, Irene**  
Instructor, Nursing  
Leesburg, HSC-220; 365-3519  
E-mail: OwensI@lscc.edu  
B.S., Florida Southern College  
M.S.N., Florida Southern College

**Pate, Deborah**  
Instructor, Nursing  
Leesburg, HSC-126; 323-3685  
E-mail: PateD@lscc.edu  
B.S., Univ. Central Florida  
M.S.N., Florida Southern College

**Perez, Alexander M.**  
Instructor, Developmental English  
Leesburg, LA-17, 323-3634  
Email: perezA@lscc.edu  
B.A., Univ. of Vermont  
M.A., Teachers College Columbia Univ.

**Pierce, Jacklyn**  
Instructor, English  
Leesburg, FOB-7, 323-3631  
E-mail: PierceJ@lscc.edu  
B.A., Drury Univ.  
M.A., Clemson Univ.

- Pierce, Taralyn**  
Instructor, Reading  
South Lake, Bldg. 2-232; 536-2193  
E-mail: PierceT@lscc.edu  
A.A., Lake-Sumter C.C.  
B.A., Univ. of South Florida
- Rackley, Nora B.**  
Assistant Librarian  
Leesburg, LIBR-2A; 365-3586  
E-mail: RackleyN@lscc.edu  
A.A., Miami-Dade C.C.  
B.A., Florida International Univ.  
M.A., Univ. of South Florida
- Reites, Danielle**  
Instructor, English  
South Lake, Bldg. 2-230; 536-2263  
E-mail: ReitesD@lscc.edu  
B.A., Florida Atlantic Univ.  
M.A., Univ. of Central Florida
- Ricci, Glenn**  
Professor, Art  
Leesburg, FA-138; 365-3537  
E-mail: RicciG@lscc.edu  
B.A., Point Park College  
M.F.A., Univ. of Wyoming  
M.A.T., Carnegie Mellon Univ.  
Ed.D., Univ. of Central Florida
- Richards, Claude**  
Instructor, Physical Science  
Leesburg, SM-221; 435-6406  
E-mail: RichardC@lscc.edu  
Ph.D., Univ. Georgia Athens
- Riedy, Roxanne**  
Instructor, Nursing  
South Lake, Bldg.1-150; 536-2145  
E-mail: RiedyR@lscc.edu  
B.S.N., M.S.N., Univ. of Phoenix
- Rogers, Brian**  
Instructor, History  
Department Chair  
South Lake, Bldg. 2-233, 536-2200  
E-mail: RogersB@lscc.edu  
B.A., Univ. of Kentucky  
M.A., Murray State Univ.
- Rogers, R. Gary**  
Assistant Professor, Theatre Arts/English  
Leesburg, FA-2; 323-3614  
E-mail: RogersG@lscc.edu  
B.A., M.A., Florida State Univ.
- Roles, Katie**  
Instructor, Chemistry  
South Lake, Bldg. 1-132A; 536-2204  
E-mail: RolesK@lscc.edu  
Ph.D., Univ. Tennessee
- Shea, John D.**  
Associate Professor, Mathematics  
Leesburg, SM-229; 435-6409  
E-mail: SheaJ@lscc.edu  
B.A., Syracuse Univ.  
M.A., S.U.N.Y. at Binghamton
- Simmons, Melinda K.**  
Professor, Humanities  
Leesburg, FOB-2; 323-3629  
E-mail: SimmonsM@lscc.edu  
B.S., Utah State Univ.  
M.L.S., Rollins College
- Skipper, Bethany**  
Instructor, Computer Science  
Leesburg, M-111A; 365-3536  
E-mail: SkipperB@lscc.edu  
B.S., Carson-Newman College  
M.B.A., Baker College
- Stimpson, Judy**  
Instructor, Mathematics  
South Lake, Bldg 2-335; 536-2131  
E-mail: StimpsoJ@lscc.edu  
M.A.T., Univ. of Vermont
- Sustarsic, Alissa**  
Associate Professor, Mathematics  
Leesburg, SM-133; 435-6407  
E-mail: SustarsA@lscc.edu  
B.S., Jacksonville Univ.  
M.S., Univ. of North Florida
- Sweitzer, Julia L.**  
Associate Professor, Business  
Sumter, CM-4120; 568-0001, x1007  
E-mail: SweitzeJ@lscc.edu  
B.S., Frostburg State College  
M.Ed., Frostburg State Univ.  
M.D.E., Univ. of Maryland Univ.  
College
- Taylor, Bret**  
Professor, Mathematics  
Leesburg, SM-227; 435-6408  
E-mail: TaylorB@lscc.edu  
B.S., M.Ed., Valdosta State College
- Tinny, Nicole**  
Instructor, Nursing  
Leesburg, HSC-125; 365-3581  
E-mail: TinnyN@lscc.edu  
M.S.N., Florida State Univ.
- Triolo, Daniel**  
Instructor, Mathematics  
South Lake, Bldg. 2-339; 536-2106  
E-mail: TrioloD@lscc.edu  
B.A., M.S., Univ. of North Florida
- Tulley, Geraldine D.**  
Associate Professor, Nursing  
Leesburg, HSC-218; 365-3593  
E-mail: TulleyG@lscc.edu  
A.A., Santa Fe Community College  
B.S.N., Florida State Univ.  
M.S., N.P., Univ. of South Florida
- Urquhart, Katherine**  
Assistant Professor, Psychology  
Leesburg, FOB-3, 323-3604  
E-mail: UrquharK@lscc.edu  
B.S.N., Ryerson Univ.  
M.S.N., Univ. of Phoenix
- Venovski, Keti**  
Instructor, Biological Sciences  
South Lake, Bldg.1-132C; 536-2129  
E-mail: VenovskK@lscc.edu  
B.S., Greenwich Univ.  
M.D., Univ. of St. Kiril and Methodij
- Wagner, Melanie K.**  
Associate Professor, English  
Leesburg, FOB-11; 323-3632  
E-mail: WagnerM@lscc.edu  
A.A., A.S., Lake-Sumter C.C.  
B.A., M.A., Univ. of South Florida  
Ph.D., Indiana Univ. of Pennsylvania
- Wells, Melanie**  
Instructor, Mathematics  
Leesburg, SM-130; 435-6416  
E-mail: WellsM@lscc.edu  
B.S., M.Ed., Mississippi College
- Wickham, Janna**  
Instructor, Applied Nursing/Simulation  
South Lake, Bldg.1-152, 536-1252  
E-mail: WickhamJ@lscc.edu  
B.S.N., Univ. of California  
Dominquez Hills  
M.S.N., Walden Univ.
- Winship, Robyn**  
Instructor, Nursing  
South Lake, Bldg. 1-151; 536-2161  
E-mail: WinshipR@lscc.edu  
M.S.N., Drexel Univ.
- Ziesemer, Brandy G.,**  
RHIA, CCS  
Associate Professor  
Health Information Management  
Leesburg, SM-228; 435-6414  
E-mail: ZiesemerB@lscc.edu  
A.A., Shasta C.C.  
B.A., M.A., California State Univ.

<b>COLLEGE STAFF</b>	<b>Brown, Ronald</b> Manager, Minority Reach Out Program Leesburg, LK-112; 365-3588 E-mail: BrownR@lscc.edu M.A., Webster Univ.	<b>Cortes, Reinaldo</b> Director, Youth Outreach Programs and Transition Svcs Leesburg, LK-113, 323-3691 E-mail: CortesR@lscc.edu B.A., Rutgers Univ.
<b>Ball, Donald</b> Director, College Facilities Leesburg, Facilities; 365-3532 E-mail: BallD@lscc.edu A.S., ITT Technical Institute A.S., C.C. of the Air Force B.A., Warner Southern College M.B.A., Saint Leo Univ.	<b>Bruce, Rachel</b> Campus Rec/Head Volleyball Coach Leesburg, Gym-24; 323-3620 E-mail: BruceR@lscc.edu B.A., King College M.A., Univ. of Central Florida	<b>Cosby, Tom</b> Maintenance Service Worker II, Grounds Leesburg, Maint-8; 365-3538 E-mail: CosbyT@lscc.edu
<b>Betancourt, Olga</b> Program Specialist, Financial Aid South Lake, Bldg. 2-124; 536-2267 E-mail: BetancoO@lscc.edu	<b>Burr, Darryl</b> Manager, Foundation Financials Leesburg, Bldg. M-139; 365-3591 E-mail: BurrD@lscc.edu	<b>Costa, Francine</b> Senior Specialist, HR Leesburg, WJ-103, 365-3557 E-mail: CostaF@lscc.edu A.A., Lake Sumter C. C.
<b>Billings, Richard</b> Coordinator, Post Secondary Transition/ Head Baseball Coach Leesburg, LA-10; 323-3678 E-mail: BillingR@lscc.edu A.A., Lake-Sumter C.C. B.S., East Tennessee State Univ. M.Ed., Univ. of Phoenix	<b>Byerley, Judson</b> Maintenance Service Worker I Grounds Leesburg, Maint-8; 365-3538 E-mail: ByerleyJ@lscc.edu	<b>Crozier, Amber</b> Senior Specialist, Accounting Leesburg, WJ-123; 323-3676 E-mail: CrozierA@lscc.edu
<b>Bourne, Nancie</b> Program Assistant, Student Development Leesburg, SSB; 365-3574 E-mail: BourneN@lscc.edu B.S.E., Mariano Marcos State Univ. M.Ed., Marikina Institute Ed.D., National Teachers College	<b>Byerley, Michael (Mikki) L.</b> Facilities Support/Reports Specialist Leesburg, Maint-8; 365-3538 E-mail: ByerleyM@lscc.edu A.A., Lake-Sumter C.C.	<b>Cumbaa, Gregory S.</b> Manager, Technical Theatre Leesburg, FA -115; 365-3562 E-mail: CumbaaG@lscc.edu A.A., Lake-Sumter C.C.
<b>Bowers, Iona</b> Program Specialist, Testing Leesburg, CTL-102; 435-5009 E-mail: BowersI@lscc.edu A.A., Lake-Sumter C.C. B.A., Saint Leo Univ.	<b>Campman, Loretta L.</b> Staff Accountant/Bursar Leesburg, WJ-124; 323-3681 E-mail: CampmanL@lscc.edu A.A., Saint Leo Univ.	<b>Davis, Steven</b> Computer Technician South Lake, Bldg. 2-346; 536-2182 E-mail: DavisS@lscc.edu
<b>Brady, Claire</b> Director, Student Development Leesburg, SSB-129A; 435-6308 E-mail: BradyC@lscc.edu	<b>Canner, Dennis</b> Computer Technician, P/T Leesburg, SSB-203; E-mail: CannerD@lscc.edu	<b>Delgado, Jessica</b> Senior Manager, Dual Enrollment Leesburg, SSB-124; 365-3569 E-mail: DelgadoJ@lscc.edu B.S., MBA, Webber International Univ.
<b>Brandenburg, Rosanne</b> Executive Director, IA/Foundation Leesburg, M-133; 365-3515 E-mail: BrandebR@lscc.edu B.S., Univ. of Florida M.B.A., Nova Univ.	<b>Castello, Tammy</b> Senior Specialist, Research & Planning Leesburg; SSB-204; 323-3668 E-mail: CastellT@lscc.edu A.S., Lake-Sumter C.C.	<b>DeMilio, Mark</b> Database Programmer Leesburg, WJ-143; 435-5015 E-mail: DeMilioM@lscc.edu
<b>Brautcheck, Joyce H.</b> Assistant Director, Human Resources Leesburg, WJ-112; 365-3546 E-mail: BrautchJ@lscc.edu A.S., Lake-Sumter C. C.	<b>Castillo, Sixto</b> Maintenance Service Worker II, Bldgs South Lake; Bldg. 1-136; 536-2220 E-mail: CastillS@lscc.edu	<b>Dixon, Howard</b> Manager, Talent Search Program Leesburg, LK-111, 365-3543 E-mail: DixonH@lscc.edu B.S. & M.S., Jacksonville Theological Seminary
<b>Brinson, Sedrick</b> Senior Program Specialist, Financial Aid Leesburg, SSB-101, 365-3584 E-mail: BrinsonS@lscc.edu	<b>Colborne, Kelli A.</b> Director, Enrollment Management Leesburg; SSB-132; 365-3571 E-mail: ColbornK@lscc.edu B.S., Florida Southern College M.B.A., Baker College	<b>Downey, Betty</b> Manager Workforce Svcs, Tech Prep Leesburg, SSB-228; 323-3612 E-mail: DowneyB@lscc.edu A.A.S., Lake-Sumter C.C.
	<b>Cormier, Lee</b> Manager, Benefits Leesburg, WJ-110; 365-3547 E-mail: CormierL@lscc.edu A.S., Becker College	<b>Dudek, Torri</b> Maintenance Service Worker I, Bldgs Leesburg, Maint-8; 365-3538 E-mail: DudekT@lscc.edu

- Dunlap, Deborah**  
Senior Staff Specialist, Nursing  
Leesburg, HSC-223; 365-3551  
E-mail: DunlapD@lscc.edu  
B.A., S.U.N.Y. Buffalo
- Drunasky, Tammie**  
Program Staff Assistant, Athletics  
Leesburg, Gym-27; 323-3645  
E-mail: DrunaskT@lscc.edu  
A.A., Lake-Sumter C.C.
- Dziengowski, Joseph**  
Library Technical Specialist  
Sumter, CM-4141; 568-3074  
E-mail: DziengoJ@lscc.edu  
A.S., Lake-Sumter C.C.  
B.S., Saint Leo Univ.
- English, Denise K.**  
Director, Library Services  
Leesburg, LIBR-9; 365-3541  
E-mail: EnglishD@lscc.edu  
A.A., Indian River C.C.  
B.A., Florida Atlantic Univ.  
M.Ln., Emory Univ.
- Estes, Robert**  
Supervisor, Electrical Systems  
Leesburg, Maint-8; 435-6301  
E-mail: EstesR@lscc.edu
- Fagan, Katherine (Sue)**  
Director, Budgeting & Accounting  
Leesburg, WJ-129; 365-3545  
E-mail: FaganS@lscc.edu  
A.S., A.A., Lake-Sumter C.C.  
B.A., M.B.A., Saint Leo Univ.
- Fagan, Tommy**  
Senior Specialist, Media  
Leesburg, LIBR-35; 365-3565  
E-mail: FaganT@lscc.edu  
A.A., Lake Sumter C. C.
- Farmer, Marjorie A.**  
Senior Staff Assistant,  
Career & Technical Programs  
Leesburg, SSB-151; 365-3552  
E-mail: FarmerM@lscc.edu  
A.A.S., Broome C.C.
- Filippello, Gloria M.**  
Senior Staff Assistant  
Leesburg, CTL-110; 435-5025  
E-mail: FilipeG@lscc.edu
- Flood, Thomas**  
Senior Manager, Payroll  
Leesburg, WJ-105; 323-3633  
E-mail: FloodT@lscc.edu  
A.S., Miami Dade College
- Fonville, Carolyn**  
Advisor, Student Services  
Leesburg, SSB-126; 365-3585  
E-mail: FonvillC@lscc.edu  
B.S., Harding Univ.
- Fonville, Dale**  
Master Program Specialist Dup/Ship/Rec  
Leesburg, LH-4; 435-6325  
E-mail: FonvillR@lscc.edu
- Fox, Robert A.**  
Tradesworker  
Leesburg, Maint-8; 365-3538  
E-mail: FoxB@lscc.edu
- Froman, John**  
Controller  
Leesburg, WJ-128; 323-3697  
E-mail: FromanJ@lscc.edu  
B.B.A., Stetson Univ.
- Fudge, Rebekah D.**  
Senior Staff Assistant  
Sumter, CM-4126; 568-0001, x1011  
E-mail: FudgeB@lscc.edu  
A.A., Lake-Sumter C.C.
- Gibson, Kelly**  
Senior Administrative Specialist  
Leesburg, WJ-134; 787-3747x4506  
E-mail: GibsonK@lscc.edu
- Gloss, Debra**  
Advisor, Student Affairs  
South Lake, Bldg. 2-156; 536-2133  
E-mail: GlossD@lscc.edu  
B.A., Univ. of South Florida  
M.Ed., Univ. of West Florida
- Glover, Donna**  
Administrative Staff Assistant  
Leesburg, CTL-110; 365-3509  
E-mail: GloverD@lscc.edu  
B.S., Youngstown State Univ.
- Golden, Kelly**  
Coordinator Sports Info/Softball Coach  
Leesburg, Gym; 323-3655  
E-mail: Golden@lscc.edu  
B.S., Lee Univ.
- Green, Cathy**  
Assistant Director, Business Resources  
Leesburg, Bldg. M-146; 365-3516  
E-mail: GreenC@lscc.edu  
A.S., Lake-Sumter C.C.  
B.A., Warner Southern College
- Guiler, Douglas**  
MSCE, CNE, CCNA, CCDA  
Chief Information Officer  
Leesburg, WJ-109; 365-3542  
E-mail: GuilerD@lscc.edu  
B.S., Univ. of North Florida
- Gump, Raechel L.**  
Library Technician II  
Leesburg, LIBR-4; 787-3747, x4213  
E-mail: GumpR@lscc.edu  
A.A., Lake-Sumter C.C.
- Hackney, Susan**  
Staff Specialist, Academic Affairs  
Leesburg, CTL-110; 365-3595  
E-mail: HackneyS@lscc.edu
- Haenle, Ella May**  
Senior Specialist, Accounting  
Leesburg, SSB-110; 435-6307  
E-mail: HaenleE@lscc.edu
- Haines, Laurelei**  
Maintenance Service Worker II  
Buildings  
Leesburg, Maint-8; 365-3538  
E-mail: HainesL@lscc.edu
- Hardy, Elaine**  
Financial Aid Advisor  
Leesburg, SSB-101; 435-6423  
E-mail: HardyE@lscc.edu  
A.A., Broward C. C.  
B.S., Barry Univ.
- Harris-Rocker, Tanya**  
Manager, Student Affairs  
Sumter, CM-4128; 568-0001 x1012  
RockerT@lscc.edu  
B.A., Univ. of South Florida  
M.A., Univ. of Phoenix
- Hart, Jake**  
ATC, LAT  
Head Athletic Trainer  
Leesburg, Gym-13; 435-6320  
E-mail: Harti@lscc.edu  
B.S., Emporia State Univ.
- Hebrock, Bernadine S.**  
Manager, LC Program Development  
Leesburg, CTL-107, 323-3616  
E-mail: HebrockB@lscc.edu  
B.A., Ohio State Univ.  
M.P.A., Univ. of Toledo
- Houdek Erskine, Wendy**  
Assistant Director, Learning Center  
Leesburg, CTL-106, 435-5019  
E-mail: HoudekeW@lscc.edu  
B.S., Western Michigan Univ.  
M.A., Eastern Michigan Univ.
- Hoff, Tracey**  
Coordinator, Professional Development System  
Leesburg, M-128, 323-3642  
E-mail: HoffT@lscc.edu  
A.A. Lake-Sumter C. C.

<b>Holiman, Linda</b> Executive Assistant to the President Leesburg, SSB-207, 365-3523 E-mail: HolimanL@lscc.edu	<b>Kane, Tim</b> Executive Director, Human Resources Leesburg, WJ-101; 323-3680 E-mail: KaneT@lscc.edu B.A., Union Institute M.I.N.Ed., Clemson Univ.	<b>Leavitt, Marylyn</b> Administrative Specialist P/T Leesburg, Reception Desk, 787-3747 E-mail: LeavittM@lscc.edu
<b>Holt, Joshua</b> Maintenance Service Worker I - Athletics Leesburg, Gym, 323-3645 E-mail: HoltJ@lscc.edu B.A., Flagler College M.Ed., Univ. of Phoenix	<b>Karp, Linda</b> Coordinator, Student Life South Lake, Bldg. 2-121; 536-2147 E-mail: KarpL@lscc.edu B.S., Troy Univ.	<b>Libby, Christopher</b> Programming Project Manager Information Technologies Leesburg, WJ-137; 435-4501 E-mail: LibbyC@lscc.edu
<b>Howard, Barbara</b> VP, Academic/Student Affairs Leesburg, SSB-207A, 365-3520 E-mail: HowardB@lscc.edu B.S., M.S., North Carolina Central Univ. Ph.D., Univ. of Maryland, College Park	<b>Kemp, Nicholas</b> Programmer-Analyst Leesburg, WJ-137; 435-6310 E-mail: KempN@lscc.edu	<b>Libby, Glenda</b> Publications/Marketing Technician College Relations/Marketing Leesburg, SSB-226; 323-3628 E-mail: LibbyG@lscc.edu
<b>Hurst, Tasha</b> Senior Admin. Specialist, Mailroom Leesburg, LH-01A, 365-3514 E-mail: HurstT@lscc.edu A.A., Lake Sumter C. C.	<b>Kempf, Theodore R.</b> Specialist, Shipping/Receiving Leesburg, S/RB-11; 365-3517 E-mail: KempfT@lscc.edu	<b>Lisle, Catherine (Kristy)</b> Executive Director, Planning & Institutional Effectiveness Leesburg, SSB-202; 323-3630 E-mail: LisleC@lscc.edu B.S., Florida State Univ. M.S., Barry Univ. Ph.D., The Catholic Univ. of America
<b>Johnson, Clifford</b> Tradesworker Leesburg, Maint-8; 365-3538 E-mail: JohnsonC@lscc.edu	<b>Kennedy, Dr. William</b> Academic Advisor Leesburg, SSB-125; 435-6324 E-mail: KennedyW@lscc.edu A.A., Lake-Sumter CC B.A., M.A., Stetson Univ. Ph.D., Univ. of Florida	<b>Lunsford, Mary</b> Senior Staff Assistant South Lake, Bldg. 2-171; 536-2185 E-mail: LunsforM@lscc.edu
<b>Johnson, Robert L.</b> Maintenance Service Worker II Grounds Leesburg, Maint-8; 365-3538 E-mail: JohnsoRL@lscc.edu	<b>Kidd, Kimberly</b> Senior Administrative Specialist South Lake, Bldg. 1-103; 536-2240 E-mail: KiddK@lscc.edu	<b>MacDonald, Donna K.</b> Assistant Director, Financial Aid Leesburg, SSB-107; 365-3597 E-mail: MacDonaD@lscc.edu A.A., Lake-Sumter C.C. B.A., Saint Leo Univ.
<b>Johnson, Robert W.</b> Network Telecommunications Manager Leesburg, SSB-206C; 323-3687 E-mail: JohnsoRW@lscc.edu A.S., Lake-Sumter C.C.	<b>Knost, Joan C.</b> Special Assistant to the President Leesburg, SSB-207B; 435-5010 E-mail: KnostJ@lscc.edu A.A., Colby Junior College B.A., Smith College	<b>Manson, Jennifer</b> Academic & Career Advisor South Lake, Bldg. 2-155; 536-2104 E-mail: MansonJ@lscc.edu B.S., Ashland Univ. M.Ed., Kent State Univ.
<b>Jones, Megan</b> Program Specialist, Financial Aid Leesburg, SSB-101; 365-3567 E-mail: JonesM@lscc.edu	<b>Lackey, Cynthia</b> Assistant Director, Student Life Leesburg, SC-103; 323-3650 E-mail: LackeyC@lscc.edu B.S., Florida Southern College	<b>Matthews, William</b> Maintenance Service Worker I Grounds Leesburg, Maint-8; 365-3538 E-mail: MatthewW@lscc.edu
<b>Jones, Suzanne S.</b> VP Assistant, Academic Affairs Leesburg; SSB-211; 365-3522 E-mail: JonesS@lscc.edu	<b>Landsman, Patricia</b> Director, College Relations/Marketing Leesburg, SSB-229; 365-3526 E-mail: LandsmaP@lscc.edu B.S., Indiana Univ. M.A., Ellis Univ.	<b>Matulia, Michael K.</b> Director, Athletics Leesburg, Gym-28; 323-3643 E-mail: MatuliaM@lscc.edu B.S., The Citadel M.Ed., Georgia College
<b>Kane, Marion J.</b> Director, Learning and Development Center Leesburg, CTL-108; 323-3617 E-mail: KaneM@lscc.edu B.A., Rutgers Univ. M.A., Clemson Univ.	<b>Larson, Jacquie</b> Director, Distance Learning Leesburg, LK-133; 435-5027 E-mail: LarsonJ@lscc.edu A.S., Boise State Univ. B.S., Concordia Teachers College M.Ed., Univ. of Central Florida	<b>Meade, Karen</b> Senior Administrative Staff Assistant Business Affairs Leesburg, WJ117: 435-6322 E-mail: MeadeK@lscc.edu

**Meisner, Delrita**

Manager, Upward Bound Program  
Leesburg, LK-110; 323-3692  
E-mail: MeisnerDG@lscc.edu  
B.S., Univ. of Guam  
M.Ed., Washington State Univ.

**Meisner, Doris**

Administrative Staff Assistant  
Nursing  
Leesburg, HSC-224; 365-3540  
E-mail: MeisnerD@lscc.edu  
A.S., Quinnipiac College

**Merrill, Michael**

Specialist, Grants Accounting  
Leesburg, WJ-133; 787-3747 ext. 4248  
E-mail: MerrillM@lscc.edu  
B.S., Univ. of Illinois at Urbana-Champaign

**Mojock, Charles R.**

President  
Leesburg, SSB-207; 365-3523  
E-mail: MojockC@lscc.edu  
B.A., St. Mary's Seminary & Univ.  
M.A., Stetson Univ.  
Ed.D., Univ. of Central Florida

**Morris, Claudia**

Foundation/Alumni & Scholarship  
Coordinator  
Leesburg, M-135; 365-3539  
E-mail: MorrisC@lscc.edu  
A.A., Lake Sumter C. C.

**Murphy, Doreen**

Senior Program Specialist  
Admissions/Records  
Leesburg, SSB-131; 323-3686  
E-mail: MurphyD@lscc.edu

**Murphy, Lakiecher**

Registrar  
Leesburg, SSB-136; 323-3677  
E-mail: MurphyL@lscc.edu

**Nathanson, Michael**

eLearning Tech/Trainer  
Leesburg, LK-134: 435-5027  
E-mail: NathansM@lscc.edu  
A.A., Norwalk Community College  
B.S., Western Connecticut State Univ.  
M. A., M.S., Univ. of Central Florida  
Ed.S., Univ. of Florida

**Nehring, Lynda**

Admin Staff Assistant, Nursing  
South Lake, Bldg. 1-155; 435-5039  
E-mail: NehringL@lscc.edu

**Nichols, Margie**

Manager, Human Resources  
Leesburg, WJ-106; 365-3557  
E-mail: NicholsM@lscc.edu  
A.A., A.S., Lake-Sumter C.C.  
B.S., Univ. of Florida  
M.S., Troy Univ.

**O'Hagan, Thomas**

Supervisor, Buildings & Grounds  
South Lake, Bldg. 1-136; 536-2220  
E-mail: OhaganT@lscc.edu

**O'Steen, Erin**

Manager, Foundation Development  
Leesburg, M-136; 365-3506  
E-mail: OsteenE@lscc.edu  
A.A., Lake-Sumter C.C.  
B.A., Univ. of Florida

**Oakes, Jason**

Library Technician Specialist  
South Lake,  
E-mail: OakesJa@lscc.edu

**Oakes, Jessica**

Senior Administrative Specialist HR P/T  
Leesburg, WJ-111; 365-3557  
E-mail: OakesJ@lscc.edu  
B.A., Univ. of Florida

**Oexner, Leon**

Tradesworker  
South Lake, Bldg. 1-136; 536-2220  
E-mail: OexnerL@lscc.edu

**Owen, Amber**

Transcripts Evaluator  
Leesburg, SSB-148; 435-6311  
E-mail: OwenA@lscc.edu  
A.A., Lake Sumter C. C.  
B.A., Univ. of Central Florida

**Pearson, Omayra**

Assistant Director  
Career Development Program  
Leesburg, SSB -142; 365-3582  
E-mail: PearsonO@lscc.edu

**Peeples, Regina**

Manager, Purchasing  
Leesburg, WJ-115; 365-3502  
E-mail: PeeplesR@lscc.edu  
A.S., Central Florida C.C.  
A.A., Lake-Sumter C.C.  
B.A., Saint Leo Univ.

**Pennington, G. Scott**

Advisor, Student Affairs-Retention  
Leesburg, SSB-127; 435-5034  
E-mail: PenningS@lscc.edu  
A.S., Lake-Sumter C.C.  
A.A., B.A., Saint. Leo Univ.

**Perry, Barbara**

Sr Mgr, Institutional Research/Projects  
Leesburg, SSB-204; 435-6330  
E-mail: PerryB@lscc.edu  
B.S., Univ. of South Florida  
M.S., Florida Institute of Technology  
M.B.A., Nova Univ.

**Peshek, Linda**

VP Staff Assistant, Business Affairs  
Leesburg, WJ-117; 365-3524  
E-mail: PeshekL@lscc.edu

**Phillips, Dave C.**

Database Administrator  
Leesburg, WJ-135; 435-5021  
E-mail: PhillipD@lscc.edu  
B.S., Thomas Edison State College  
MCSE, CNE, CCNA, A+

**Pierce, Scott**

Science Lab Technician  
Leesburg: SM-119: 435-6418  
E-mail: PierceS@lscc.edu

**Poole, Raelynn**

Senior Manager, OSD  
Leesburg, SSB-118; 365-3589  
E-mail: PooleR@lscc.edu  
B.S., Grand Valley State Univ.  
M.A., Eastern Kentucky Univ.

**Purallo, Christopher**

Library Technician  
Leesburg Library-5a; 365-3549  
E-mail: PuralloC@lscc.edu

**Rager, Mary Jo**

Dean, Career and Technical Programs  
Leesburg, SSB-154; 365-3550  
E-mail: RagerMJ@lscc.edu  
B.A., M.A., Univ. of Central Florida  
Ed.D., Univ. of Florida

**Record, Paul**

Education System Technologist  
Leesburg, WJ-136; 435-5028  
E-mail: RecordP@lscc.edu

**Rehbaum, Allison**

Staff Accountant  
Leesburg, WJ-128; 787-3747, x-4258  
E-mail: RehbaumA@lscc.edu  
A.A., Lake-Sumter C.C.  
B.S.B.A., Univ. of Central Florida

**Rittman, Countess**

Program Specialist, Financial Aid  
South Lake, Bldg. 2-124: 536-2157  
E-mail: RittmanC@lscc.edu

**Robinson, Matthew**

Maintenance Service Worker I  
South Lake, Bldg. 1-136; 536-2220  
E-mail: RobinsoM@lscc.edu

<b>Rogers, Julia</b> Administrative Specialist, P/T Days Leesburg, SSB; 787-3747 E-mail: RogersJ@lscc.edu	<b>Sligh, Gary L.</b> Dean, General Education & Transfer Programs Leesburg, CTL-111; 323-3670 E-mail: SlighG@lscc.edu B.A., Univ. of Virginia M.A., American Univ. Master of Div., Wesley Seminary Ph.D., Indiana Univ. of Pennsylvania	<b>Tyler, William H.</b> Director, Electric Utility Institute Sumter, JF-1101B; 568-0001, ext. 1230 E-mail: TylerB@lscc.edu Certified Loss Control Professional (CLCP) OSHA General Industry Outreach Trainer
<b>Sanders, Sonja G.</b> Manager, Talent Search Program Sumter, CM-4114; 568-0001x1005 E-mail: SandersS@lscc.edu B.S., Mississippi Valley State Univ.	<b>Spencer, Tammy</b> Specialist, Accounting Leesburg, WJ-131; 323-3675 E-mail: SpencerT@lscc.edu	<b>Voss, Andrea</b> Administrative Staff Assistant South Lake, Bldg. 2-171; 536-2199 E-mail: VossA@lscc.edu B.A., Florida Gulf Coast Univ.
<b>Scott, Carolyn</b> Senior Manager, Campus Services South Lake, Bldg. 2-170; 536-2211 E-mail: ScottC@lscc.edu A.S., Becker College M.A., Rivier College	<b>Stoffel, Debra</b> Assistant Director, Accounting Leesburg, WJ-126; 787-3747x4219 E-mail: StoffelD@lscc.edu B.S., Univ. of Central Florida	<b>Wacker, Margaret</b> Director, Nursing Program Leesburg, HSC-223, 365-3521 E-mail: WackerM@lscc.edu B.S.N, New York Univ. M.S.N., Adelphi Univ. M.A., S.U.N.Y. at Stony Brook Ph.D., New York Univ.
<b>Scott, Jane</b> Manager, Student Learning Outcomes Leesburg, CTL-113, 435-5033 E-mail: ScottJ@lscc.edu B.S., Western Illinois Univ. M.Ed., Univ. of Central Florida	<b>Suttkus, Kathleen</b> Computer Technician Leesburg, SSB-203.; 787-3747 x4442 E-mail: SuttkusK@lscc.edu A.A., Lake-Sumter C.C. A.S., Lake-Sumter C.C.	<b>Weasel, Patricia R.</b> Manager, Workforce Education Programs Leesburg, SSB-146; 435-5042 E-mail: WeaselP@lscc.edu B.S., West Virginia Univ. M.P.A., Univ. of Central Florida
<b>Scott, Richard M. "Dick"</b> Vice-President, Business Affairs Leesburg, WJ-118; 365-3525 E-mail: ScottR@lscc.edu B.A., Quincy Univ. M.S., Western Illinois Univ.	<b>Suttkus, Phillip</b> EPI Technical Specialist Leesburg, LK-132; 787-3747 x4508 E-mail: SuttkusP@lscc.edu A.A., Lake-Sumter C.C.	<b>White, Warren</b> Maintenance Service Worker I Grounds Sumter, CMB; 568-0001 E-mail: WhiteW@lscc.edu
<b>Seaman, Debra</b> Web Designer Leesburg, SSB-223; 435-5014 E-mail: SeamanD@lscc.edu A.S., Santa Fe College	<b>Torman, Lucy</b> Assistant Director, Business Resources Leesburg, M-146A; 365-3530 E-mail: TormanL@lscc.edu A.A., Lake-Sumter C.C. B.S., Univ. of Central Florida	<b>Williams, Audrey V.</b> Director, Financial Aid Leesburg, SSB-105, 365-3510 E-mail: MaxwellA@lscc.edu A.A., Lake-Sumter C.C. B.A., Univ. of Central Florida M.A., Univ. of Central Florida
<b>Seigworth, Sarah</b> Specialist Admissions/Records Leesburg, SSB-103; 365-3570 E-mail: SeigworS@lscc.edu A.A., Lake Sumter Community College	<b>Torres, Maribel</b> Manager, Talent Search Program South Lake, Bldg. 2-122; 536-2107 E-mail: TorresM@lscc.edu B.A., Florida International Univ M.Ed., Univ. del Turabo	<b>Williams, Cyril (AI)</b> MCSA, MCP, MCTS Computer Technician Leesburg, SSB-203; 787-3747x7121 E-mail: WilliamC@lscc.edu
<b>Shearer, Ronald</b> Manager, TV Studio Leesburg, SSB-141; 365-3507 E-mail: ShearerR@lscc.edu M.A., Univ. of Wisconsin Ed.D., Nova Southeastern Univ.	<b>Trantham, Jason</b> Specialist Admissions/Records Leesburg, SSB-131; 365-3572 E-mail: Tranthaj@lscc.edu	<b>Wright, Sean</b> Computer Technician South Lake, Bldg. 1-135; 536-2250 E-mail: WrightS@lscc.edu
<b>Shelton, Felicia</b> Specialist, Upward Bound Leesburg, LK-110A; 435-6323 E-mail: SheltonF@lscc.edu	<b>Trimble, Richard</b> Network Technician Leesburg, SSB-206C; 323-3621 E-mail: TrimbleR@lscc.edu A.A.S., Lake Sumter C. C.	<b>Yanick, Bonnie</b> Senior Program Specialist Admin/Records Leesburg, SSB-131; 365-3561 E-mail: YanickB@lscc.edu A.S., Mount Aloysius College
<b>Siegrist, Lynzie</b> Program Assistant, Youth Outreach Leesburg, LK-109; 323-3606 E-mail: SiegrisL@lscc.edu	<b>Tucker, Mary "Jan"</b> Senior Staff Assistant Planning/Research Leesburg; SSB-218; 323-3637 E-mail: TuckerMa@lscc.edu	

## COMMUNITY ADVISORY COMMITTEES

Lake-Sumter Community College continually strives to improve its services and programs in order to meet the ever changing needs of our district. Advisory committees serve the very important purpose of bringing community input into the College through the expertise and contacts of committee members. Additionally, members serve as ambassadors for the College by sharing information with others in the community and serving as our community connection.

### Community Advisory Committees

Business Resources Center Advisory Committee  
College Reach-Out Program Advisory Committee  
Equity and Diversity Advisory Committee  
New Directions Advisory Committee  
South Lake Advisory Committee  
Sumter Advisory Committee

### Academic Advisory Committees

Business Administration  
Computer Information Technology  
Cooperative Education  
Criminal Justice  
Early Childhood Education  
Electrical Distribution Technology  
Environmental Science  
Fire Science  
Graphic Arts  
Health Information Management  
Nursing  
Office Administration  
Teacher Certification (EPI) 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** – 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.lscc.edu](http://www.lscc.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.

**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** – See Developmental Courses.

**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 (College Placement Test)** - The placement exam used at LSCC to determine the appropriate level for new students to begin their math, reading, and writing coursework. In some cases, recent ACT or SAT scores may be used in place of the CPT (see PERT).

**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** – Courses in reading, writing, and mathematics designed to assist students in building a stronger foundation on which to advance to college-level work. The State requires that students successfully complete all developmental courses into which they place. These courses should be completed by the time the student earns 12 credit hours at LSCC. Course numbers beginning with a zero (0) indicate a developmental course for which no degree credit can be earned.

**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 A.A. degree requires 24 credit hours of electives; A.S. and A.A.S 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.lscc.edu](http://www.lscc.edu) > Current Students > Student Forms > Enrollment Verification.

**Exit Tests** - These are tests taken to move from developmental to college-level classes; exit tests are given in ENC 0025, MAT 0028, and REA 0017.

**Expulsion** - Student status under which a student is permanently barred from attending LSCC.

**FACTS.org (Florida Academic Counseling and Tracking for Students)** – A website about Florida colleges and universities, providing information on institutions; degree programs, prerequisites, and transfer and degree requirements; admissions requirements; financial aid, scholarships, and loans; student academic records (transcripts); assessing interests for potential majors and careers; and researching careers, salaries, and regional job availability. Access [www.facts.org](http://www.facts.org) from any computer with internet connection.

**FERPA (Family Educational Rights and Privacy Act)** – Also known as the Buckley amendment, FERPA is a federal law that protects the privacy of students' education records.

**Freshman** – A student who has completed fewer than 30 college-level credits toward a degree.

**Full Cost of Instruction** – Tuition and fees equivalent to the Florida non-resident cost. See Third Attempt Rule.

**Full Time Status** – 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 and possibly including publisher materials 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 a few times during a semester. These meetings are not to exceed 20% of the total course hours (e.g., for an orientation session and/or assessments), and the course is not required to ever meet in a regular classroom. Students enrolled in the fully online version of a course must meet the same objectives or competencies as those enrolled in any other version of the course. Additional fees apply.

**General Education Courses** – 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 Mixed** – A course with reduced seat time where a student does not always physically attend class with a faculty member at a campus: At least 50% and up to 80% of the course is delivered online with Blackboard. It may include publisher materials selected by the instructor. Additional fees apply.

**Incomplete Grade** – 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** - The Library Information Network for Community Colleges, [www.linccweb.org](http://www.linccweb.org), is the website which provides the catalog for LSCC libraries. It 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 (NSO)** – 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** – Prospective nursing students are required to attend one of these sessions prior to application submission. Session should be attended early in the admission process. Session schedule and details are available at [www.lscc.edu/academics/nursing](http://www.lscc.edu/academics/nursing).

**Online Learning** – Courses delivered via the internet for facilitating learning. LSCC instructors use Blackboard 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 Status** - 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.

**PERT** – The Postsecondary Education Readiness Test is the specific placement test used at LSCC to determine the appropriate level for new students to begin their math, reading, and English coursework.

**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, (Academic)** – 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.

**QEP** – The LSCC Quality Enhancement Plan (QEP) is a component of the accreditation process that reflects and affirms the commitment of the Southern Association of Colleges and Schools Commission on Colleges to the enhancement of the quality of higher education. The QEP describes a carefully designed and focused course of action to significantly improve student learning. The LSCC QEP focuses on student learning by introducing college success skills modules into the existing developmental math, reading, and English format. The overarching goal of the QEP is to improve student performance in developmental classes by embedding college success skills in a collaboratively taught environment.

**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.lscc.edu](http://www.lscc.edu)), completing their own registration online 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 guides such things as curriculum requirements and faculty credentials for different degrees. Further information can be found at [www.sacscoc.org](http://www.sacscoc.org).

**Satisfactory** – A grade given to students taking a course on a Satisfactory/Unsatisfactory basis who successfully fulfill all requirements for that course. Appears on a student's transcript as an 'S.'

**School** - A division of a university that typically contains one or several academic departments. A "School" is also sometimes known as a "College."

**Seated Class** – A class which requires weekly attendance in a regular classroom at one of the LSCC campuses.

**SGA (Student Government Association)** – Official representatives of the student body to the administration in matters concerning student life.

**Sophomore** – A student who has completed at least 30 college level credits toward a degree.

**Student Identification Number**– See X-ID.

**Suspension** - Student status under which a student is not permitted to attend LSCC for a specified period of time.

**Tech Prep/Career Pathways** - 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.

**Technology-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 or other publisher access for the course. These additional activities may be required or optional at the instructor's discretion. Additional fees apply.

**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 students may attempt courses, developmental 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 "D," "F," "W," "I," and "U" grades.

**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.lscc.edu](http://www.lscc.edu) > Students > Current Students > Request LSCC 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 attended 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."

**Withdrawal** – Removal from a course or courses by the student (or in some cases by the faculty member). The student's transcript will reflect a grade of "W," and this will count as one attempt for each of the courses involved. (See Third Attempt Rule). Students must complete and submit the Withdrawal Form to the Admissions/Records Office by the deadlines, or a grade of "F" will be earned by the student.

**X-ID** - The LSCC Identification Number assigned from Banner for every student, faculty, and staff member and used in place of the Social Security number to help protect the privacy of students and employees. The X-ID begins with an upper-case X, followed by 8 digits.

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# Whether preparing to enter the workforce or to transfer into a higher degree program... visit [www.FACTS.org](http://www.FACTS.org) - College Students

for *FREE* services provided by the Florida Department of Education  
to help students make informed choices about their education

## TRANSCRIPTS & GRADES

Get College Transcript

## TRANSFERRING

Transfer Program Admission Information  
Take classes at another college  
(Transient Student Form)  
Transfer Service Offices

## PORTFOLIOS

Career Portfolio

## ADVISING AUDITS

Graduation Check  
AA Transfer Evaluation  
Program Graduation Requirements

## EXPLORE CAREERS

Career Development  
Career Planning

## COLLEGE LINKS

Home Pages  
College Admission Offices  
College Catalogs

## See where your A.A. degree from LSCC can lead you through the 2 + 2 System with the State University System (SUS)

With an A.A. degree from a Florida college, you are guaranteed\*

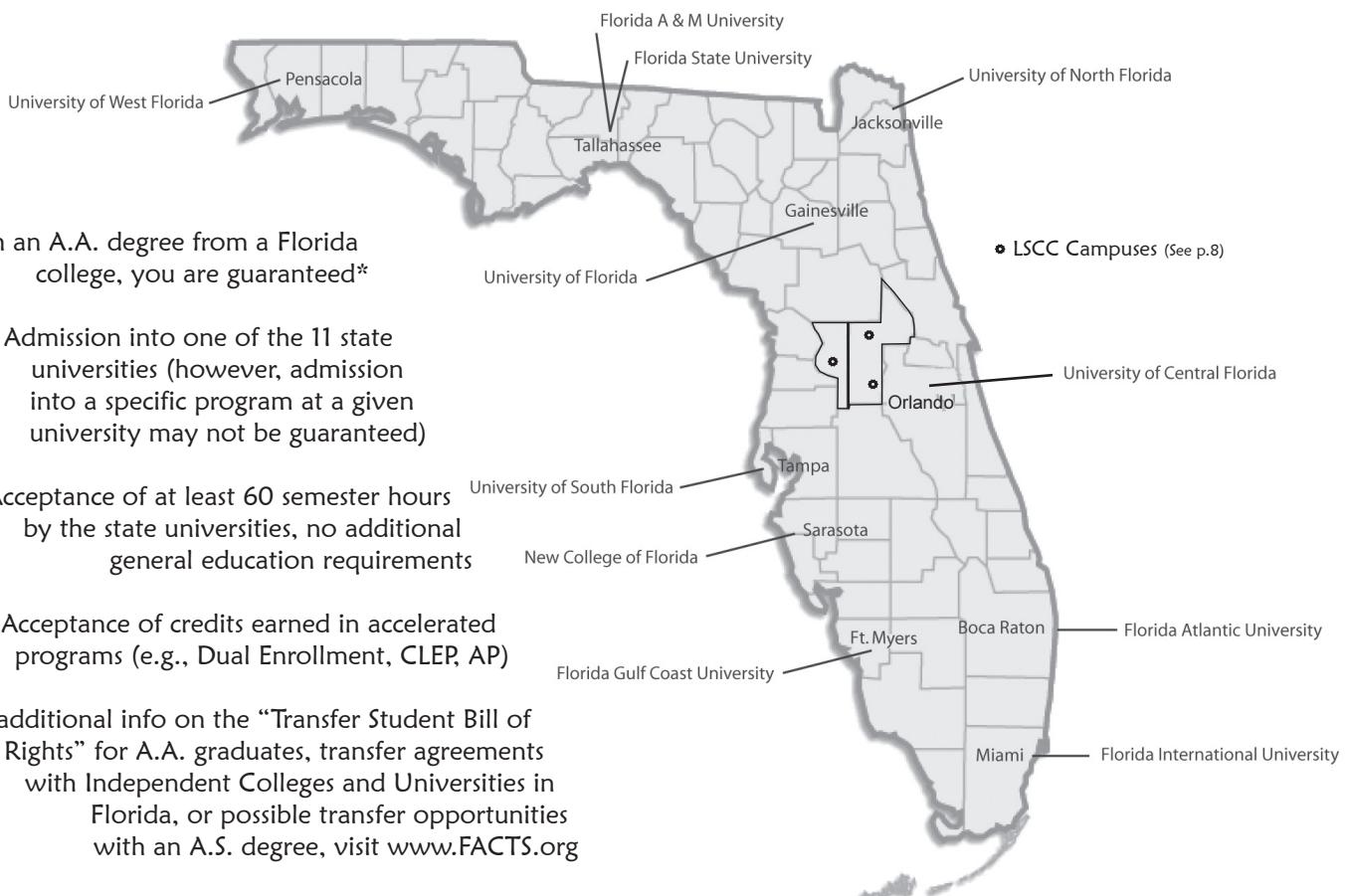
- Admission into one of the 11 state universities (however, admission into a specific program at a given university may not be guaranteed)
- Acceptance of at least 60 semester hours by the state universities, no additional general education requirements
- Acceptance of credits earned in accelerated programs (e.g., Dual Enrollment, CLEP, AP)

For additional info on the "Transfer Student Bill of Rights" for A.A. graduates, transfer agreements with Independent Colleges and Universities in Florida, or possible transfer opportunities with an A.S. degree, visit [www.FACTS.org](http://www.FACTS.org)

Students should work closely with LSCC Academic Advisors while completing their A.A. degrees

In addition, it is the responsibility of students to work directly with the transfer school of choice regarding specific requirements and changes made by that institution

\*Florida's Statewide Articulation Agreement (SBE Rule 6A-10.024)



# Lake Sumter

COMMUNITY COLLEGE

*A Great Education Close To Home*

#### **Associate in Arts (A.A.)**

**Below is a sample of possible transfer plans. See an advisor for additional plan options.**

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

#### **Associate in Science (A.S.)**

- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Education - Child Development Center Management Specialization
- Early Childhood Education - Preschool Specialization
- Emergency Medical Services
- Health Information Management
- Nursing (limited access program)

#### **Associate in Applied Science (A.A.S.)**

- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Education - Child Development Center Management Specialization
- Early Childhood Education - Preschool Specialization
- Electrical Distribution Technology
- Fire Science Technology
- Graphic Arts Technology
- Health Information Management
- Office Administration – Legal Office Specialization
- Office Administration
  - Medical Office Management Specialization
  - Office Management Specialization

#### **Technical Certificates**

- Computer Programming
- Electrical Distribution Technology Basic
- Electrical Distribution Technology Advanced
- Health Informatics Specialist
- Information Technology Analysis
- Medical Information Coder/Biller
- Medical Office Management

#### **Linkage Program with Other Schools**

- Dental Hygiene with Valencia Community College

#### **Non-Degree Seeking Options**

- Employment Related
- Personal Enrichment
- Teacher Certification/Educator Prep. Institute
- Transient Student (enrolled at another college/university and earning LSCC credits to transfer to home institution)



Leesburg Campus  
9501 US Highway 441  
Leesburg, Florida 34788  
(352) 787-3747

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

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