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 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.

WHERE FUTURES SOAR

2013 - 2014 Catalog and Student Handbook

Lake Sumter State College

LEESBURG ◆ SUMTER
SOUTH LAKE

2013-2014 ACADEMIC AND REGISTRATION CALENDAR

	FALL 2013 Aug. 19–Dec. 9 (16 weeks)	SPRING 2014 Jan. 6 – April 28 (16 weeks)	SUMMER A 2014 May 5–June 19 (7 weeks)	SUMMER AE 2014 May 5–Aug. 7 (14 weeks)	SUMMER B 2014 June 23–Aug. 7 (7 weeks)
Financial Aid Priority Deadline to Complete File	Thurs., May 23	Fri., Nov. 8	Fri., April 11	Fri., April 11	Fri., April 11
Class Schedule Available Online	Mon., June 3	Mon., Oct. 7	Fri., Feb. 28	Fri., Feb. 28	Fri., Feb. 28
Foundation Scholarship Applications Available	Wed., May 1	Tues., Oct.1	Mon., March 3	Mon., March 3	Mon., March 3
Foundation Scholarship Application Deadline	Thurs., May 30	Thurs., Oct. 31	Mon., March 31	Mon., March 31	Mon., March 31
Admission Application Deadline	Mon., Aug. 5	Mon., Dec. 9	Mon., April 21	Mon., April 21	Mon., June 9
Note: Dual Enrollment students may have different registration dates. For more information, visit the Dual Enrollment webpage:http://www.lscc.edu/admissions/de/Pages/default.aspx Current Student Registration 45+ Hours	Mon., July 8-Sun., Aug. 18	Mon., Nov. 4-Sun., Jan. 5	Mon., March 17-Sun., May 4	Mon., March 17-Sun., May 4	Mon., March 17-Mon., May 12 Thurs., May 15-Sun., June 22
Current Student Registration 0+ Hours	Mon., July 15-Sun., Aug. 18	Mon., Nov. 11-Sun., Jan. 5	Mon., March 24-Sun., May 4	Mon., March 24-Sun., May 4	Mon., March 24-Mon., May 12 Thurs., May 15-Sun., June 22
Open Registration	Mon., July 22-Sun., Aug. 18	Mon., Nov. 18-Sun., Jan. 5	Mon., March 31-Sun., May 4	Mon., March 31-Sun., May 4	Mon., March 31-Mon., May 12 Thurs., May 15-Sun., June 22
Bookstore Authorization for Financial Aid Recipients	Mon., Aug. 12-Mon., Sept. 9	Mon., Dec. 16-Wed., Jan. 15	Tues., April 28-Thurs., May 14	Mon., April 28-Wed., May 14	Mon., April 28-Mon., May 12
Credit by Exam & Career Pathways Deadline to Register	Fri., Aug. 2	Wed., Dec. 18	Wed., April 16	Wed., April 16	Wed., April 16
Fee Payment Deadline **(BY 4:00 PM)**	Mon., Aug. 12	Fri., Jan. 3	Mon., April 28	Mon., April 28	Mon., June 16
State Employee Fee Waiver Registration	Wed., Aug. 14	Thurs., Jan. 2	Wed., April 30	Wed., April 30	Wed., June 18
Credit by Exams/Computer Proficiency Exams	Fri., Aug. 16	Fri., Jan. 3	Fri., May 2	Fri., May 2	Fri., May 2
Career Pathways Assessments	Fri., Aug. 16	Fri., Jan. 3	Fri., May 2	Fri., May 2	Fri., May 2
Classes Begin	Mon., Aug. 19	Mon., Jan. 6	Mon., May 5	Mon., May 5	Mon., June 23
Add/Drop Begins	Mon., Aug. 19	Mon., Jan. 6	Mon., May 5	Mon., May 5	Mon., June 23
Add/Drop Ends (last day for refund)*	Mon., Aug. 26	Mon., Jan. 13	Mon., May 12	Mon., May 12	Wed., June 25
Last Day to Submit Residency and Fee Waiver Documentation	Mon., Aug. 26	Mon., Jan. 13	Mon., May 12	Mon., May 12	Wed., June 25
Fee Payment Deadline for Add/Drop	Mon., Aug. 26	Mon., Jan. 13	Mon., May 12	Mon., May 12	Wed., June 25
Graduation Application Deadline	Fri., Oct. 4	Fri., Feb. 14	Mon., May 12	Mon., July 7	Mon., July 7
Withdrawal Deadline*	Mon., Oct. 28	Fri., March 21	Wed., June 4	Wed., July 9	Wed., July 23
Classes End	Mon., Dec. 2	Mon., April 21	Wed., June 18	Thurs., July 31	Wed., Aug. 6
Final Exams	Tues., Dec. 3-Mon., Dec. 9	Tues., April 22-Mon., April 28	Wed., June 18-Thurs., June 19	Mon., Aug. 4-Thurs., Aug. 7	Wed., Aug. 6-Thurs., Aug. 7
Term Ends	Mon., Dec. 9	Mon., April 28	Thurs., June 19	Thurs., Aug. 7	Thurs., Aug. 7
Grades Due **(BY 4:00 PM)**	Tues., Dec. 10	Tues., April 29	Fri., June 20	Fri., Aug. 8	Fri., Aug. 8
Grades Available via LOIS	Fri., Dec. 13	Fri., May 2	Tues., June 24	Tues., Aug. 12	Tues., Aug. 12
Commencement Ceremony	Fri., Dec. 13 (tentative) (formal ceremony)	Fri., May 2 (formal ceremony)			
Holidays/College Closed					
	Sat., Aug. 31-Mon., Sept. 2 Mon., Nov. 11 4:30 pm Wed., Nov. 27-Sun., Dec. 1 Thurs., Dec. 19-Wed., Jan. 1	Mon., Jan. 20 Sun., March 2-Sun., March 9	Mon., May 26	Mon., May 26 Fri., July 4	Fri., July 4

*For mini-terms courses, the add, drop and withdrawal dates 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 State College

Lake-Sumter State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate 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 State College.

This catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect for the 2013-2014 academic year. It should not be construed as an irrevocable contract between the student and the College. Lake-Sumter State 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.

LSSC IS A PUBLIC STATE COLLEGE SUPPORTED BY THE STATE OF FLORIDA.
LSSC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION.

MEMBER OF THE Florida COLLEGE SYSTEM

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Message from the President

PRESIDENT
Dr. Charles R. Mojock

Welcome to Lake-Sumter State College. This is our first full year operating under our new name which was changed by our Board of Trustees, effective November 1, 2012, in recognition of the initiation of our first bachelor's degree program in January 2013. Last year was a most eventful one for the College, not only due to the name change, but also due to the celebration of our 50th Anniversary of service to the people of Lake and Sumter counties. Our College was established in 1962, thanks to the dedicated efforts of a group of concerned local citizens who believed that it was essential to have higher education opportunities right here "close to home."

Today, LSSC is a very different institution, having grown rapidly in enrollment while adding over the years many new facilities and two branch campuses. But the College has stayed true to its promise of providing access to quality higher education by focusing on student success one student at a time. Our College has been recognized for its efforts by the Aspen Institute, selected for the second year in a row as being in the Top Ten Percent of all community colleges in the nation. Our commitment to technology for teaching and learning led to our ranking as "number 5" in the country for colleges our size by the Center for Digital Education.

Your decision to invest in yourself by furthering your education is one of the most important decisions you'll ever make. LSSC is a place "Where Futures Soar" because we understand how important a good education is in enabling you to be competitive in the global economy. Our dedicated and talented faculty and staff offer you small classes with top quality instructors and excellent student and academic support services. We also provide up to date technology and equipment, fully on-line classes, comfortable facilities, and attractive grounds.

This Catalog and Student Handbook contains the essential information you need. As my dad used to tell me, "You get out of something what you put into it." I encourage you to make the most of your education at LSSC by getting actively engaged and involved.

Best wishes to you.

Charles R. Mojock, Ed.D.
President

Vision

Lake-Sumter State College will be a leader in higher education and the destination of choice for education, training, and cultural activities in Florida.

Mission Statement

Lake-Sumter State College responds to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees. LSSC embraces excellence, diversity, and innovation to maximize student learning and success.

Equity Statement

Lake-Sumter State College is committed to non-discrimination based on race, color, sex, ethnicity, gender, national origin, age, disability, genetic information, marital status, veteran status, religion, sexual orientation and political affiliation. 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.

LSSC 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 State College. To enhance effective monitoring and implementation of affirmative action, the President has appointed an Equity Officer 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 Officer: Christyne B. Hamilton at Lake-Sumter State College, Williams-Johnson Administration Building, Room 114, 9501 U. S. Highway 441, Leesburg, FL 34788-8751; Telephone: 352-365-3592; and email: Hamiltoc@lssc.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: OCR.Atlanta@ed.gov.

District Board of Trustees

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Mr. Timothy Morris

VICE CHAIRMAN
Mr. Richard P. Bowersox

Mr. Timothy Morris, Chairman
Mr. Richard P. Bowersox, Vice Chairman
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Ms. Marcia M. Butler
Ms. Kelly L. Flores
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Anita Geraci-Carver, Esq., Board Attorney

President Emeritus

Dr. Paul P. Williams

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Vice President
Academic & Student Affairs

Mr. Richard M. Scott
Vice President
Business Affairs

Mr. Donald Ball
Executive Director,
College Facilities

Ms. Claire Brady
Director, Student Development

Ms. Rosanne Brandeburg
Executive Director,
IA/LSSC Foundation

Mr. Rey Cortes
Director, Youth Outreach Programs

Ms. Denise English
Director, Library Services

Ms. Sue Fagan
Director, Budgeting & Accounting

Mr. John Froman
Controller

Mr. Douglas B. Guiler
Chief Information Officer

Ms. Marion Kane
Director, Learning Centers

Dr. Kristy Lisle
Executive Director, Planning
and Institutional Effectiveness

Ms. Debbie Marvel
Director, Enrollment Management

Mr. Michael K. Matulia
Director, Athletics

Dr. Mary Jo Rager
Dean, Career &
Technical Programs

Ms. Jane Scott
Director, Baccalaurate Programs

Dr. Gary Sligh
Dean, General Education &
Transfer Programs

Ms. Sasheika Tomlinson
Director, College Relations

Ms. Audrey Williams
Director, Financial Aid

Lake-Sumter State College Foundation, Inc.

The Lake-Sumter State College Foundation, Inc. is a direct support organization of Lake-Sumter State College. Formed in 1980, the LSSC 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 LSSC Foundation, Inc. is able to change individuals' lives for the better and to make a significant impact on the communities it serves. In 2012, the Foundation provided over $527,340 in scholarships to LSSC students and $306,600 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 LSSC Foundation, Inc. has a staff of five and a dedicated group of 45 volunteer leaders from Lake and Sumter counties. In the last nine years, the Foundation has grown from $3 million in assets to over $13 million in assets. For more information about the LSSC Foundation, Inc. please call 352-365-3518 or email Rosanne Brandeburg, Executive Director at brandebr@lssc.edu.

Foundation Board of Directors

Mr. Harry Hackney, President
Mr. Tim McRae, President-Elect
Mr. George Davis, Vice President
Mrs. Lori Farfaglia, Vice President
Mr. Mac Andrews, Treasurer
Mrs. Rosanne Brandeburg, Executive Director/Secretary
Mr. Steve Knowles, Past President
Mrs. Margo Odom, LSSC Board of Trustees Liaison
Dr. Charles Mojock, LSSC President
Mrs. Debra Dabney, Faculty Liaison

Directors

Mr. Charlie Adkison
Ms. Reda Alonso
Mrs. Gail Baker
Mrs. Lori Baker
Ms. Kristi Bell-Boliek
Ms. Karen Bent
Mrs. Debbie Boggus
Mr. Gary Brannen
Mr. Ben Burnsed
Mr. Ben Cox
Mr. Jimmy Crawford
Mr. Will Davis
Dr. Isaac Deas
Mrs. Renee Furnas
Mr. Darren Gray
Mr. Jimmy Greene
Mrs. Dawn Hall
Mrs. Michele Hoppenstedt
Ms. Stephanie Joiner
Mr. Fred Jones
Mr. Everett Kelly
Ms. Cheri Kleiser
Mrs. Mary Beth Morris
Mrs. Rene' O'Day
Mr. Sean Parks
Mr. Marc Robertz-Schwartz
Mrs. Barbie Shaw
Mrs. Shawna Sherman
Mrs. Carrie Showalter
Mrs. Cara Singeltary
Mr. Johnny Smith
Mrs. Sandra Stephenson
Mr. Jeff Sustarsic
Mr. Dan Tatro
Mrs. Wendy Terry
Mr. Michael van Teeffelen

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
Baccalaureate Programs 435-6435
Bookstore 787-4900
Business Opportunity Center 365-3556
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 ext4079
Faculty Secretary 365-3509
FAX
- Admissions and Records 365-3553
- Career & Technical Programs 323-3622
- Financial Aid 435-5011

Financial Aid 365-3512
Financial Services 787-3747 ext4506
Foundation 365-3518
Learning Center 365-3554
Library 365-3563
Media Center 365-3565
New Directions 323-3613
Nursing Department 365-3540
Performing Arts Series 365-3506
President's Office 365-3523
Purchasing 365-3502
Registration Assistance 323-3601
Security 365-3544
Student Life 323-3650
Student Government Association (SGA) 365-3503
Television Studio (LSSC-TV) 365-3566
Testing (Placement, CLEP, HESI, CPT, PERT) 365-3554
Veteran's 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
- Academic Advising
- Admissions and Records
- Business Office
- Testing

Electric Utility Institute 568-0001 ext1230
Fax 568-7515
Library ..... 568-0001ext1015 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

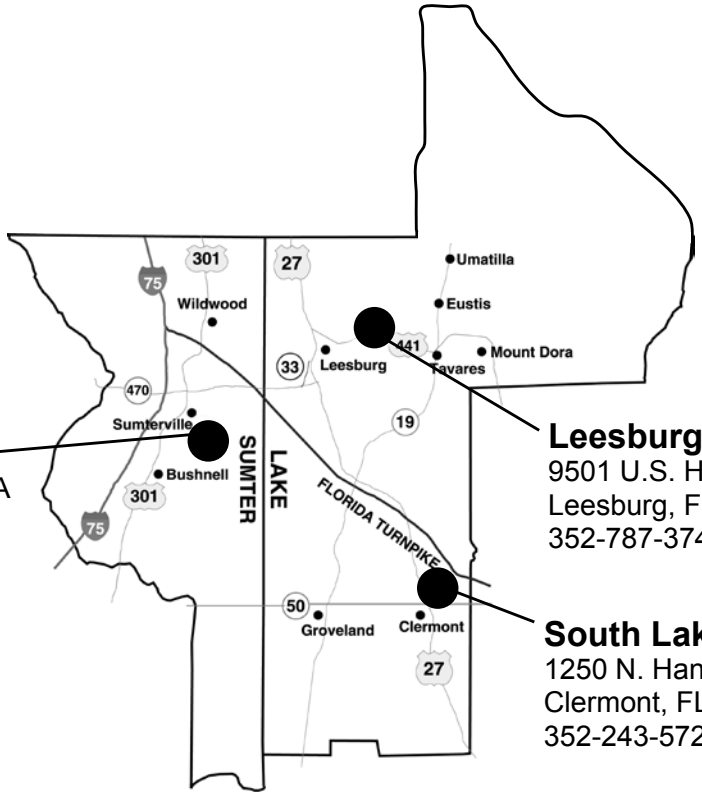
SECURITY

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

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

Total Est. Time: 38 minutes Approx. 21 miles

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

Total Est. Time: 45 minutes Approx. 25 miles

FROM LEESBURG CAMPUS TO SUMTER CAMPUS
1. Turn RIGHT on US-441 toward Leesburg (3.9 mi)
2. Turn LEFT onto FL-44 / E. DIXIE AVE. (2.2 mi)
3. Turn LEFT onto US-27 S. (2.8 mi)
4. Turn slight RIGHT onto CR-33 (1.3 mi)
5. Turn Right onto CR-470 (10.3 mi)
6. Turn LEFT onto US-301 (1.2 mi).
7. Turn LEFT onto CR-526 E. (0.2 mi)
   End at Sumter Campus (1405 County Road 526A)

Total Est. Time: 38 minutes Approx. 21 miles

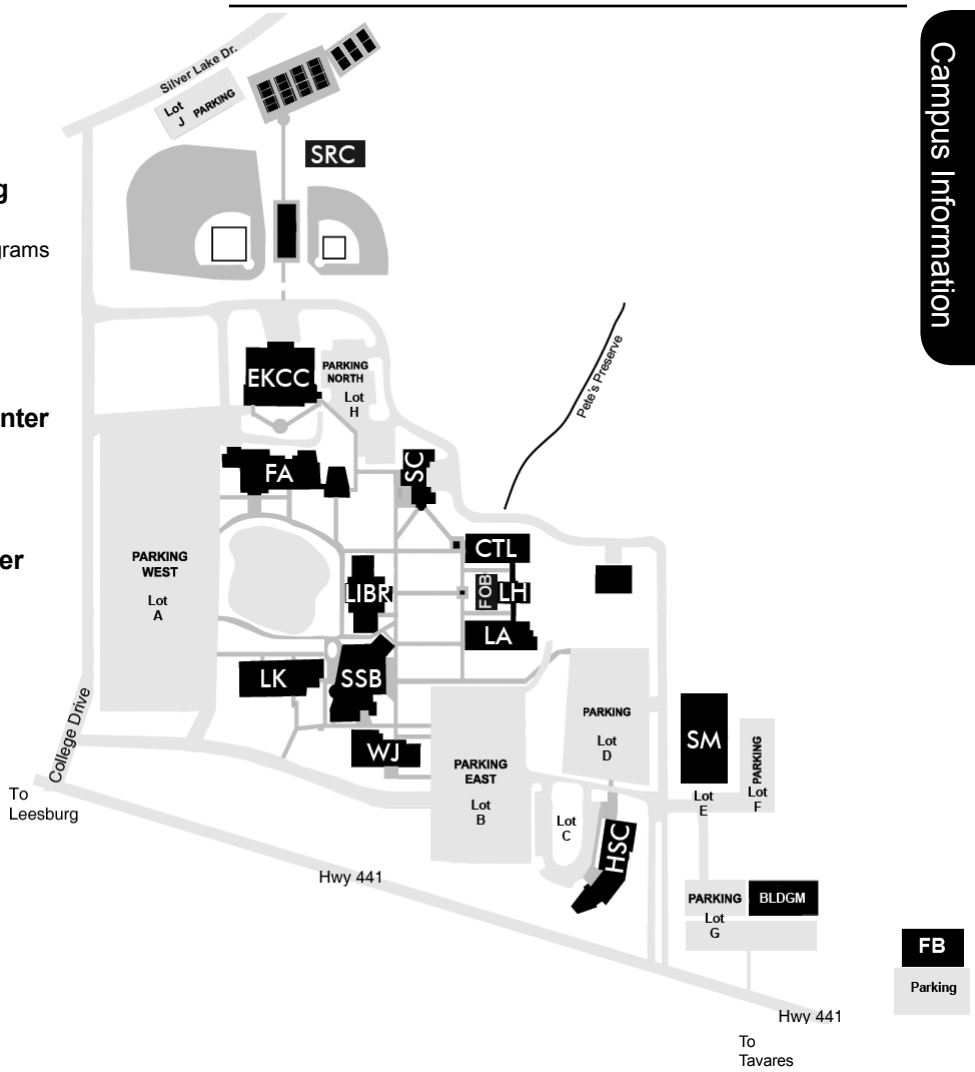
FROM SUMTER CAMPUS TO SOUTH LAKE CAMPUS
1. Turn RIGHT onto US-301 (1.2 mi)
2. Turn RIGHT onto CR-470 (12 mi)
3. Turn RIGHT onto US-27 SOUTH (17.9 mi)
4. Turn LEFT onto E WASHINGTON ST. (5 mi)
   (Note: E. WASHINGTON ST. becomes N. HANCOCK RD.)
5. South Lake Campus is on the RIGHT. (1250 N. Hancock Rd.)

Total Est. Time: 45 minutes Approx. 38 miles

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

Total Est. Time: 45 minutes Approx. 38 miles

Leesburg Campus



BLDGM.....M Building
- Business Opportunity Center
- Computer Classrooms
- LSSC Foundation

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
- Graphics Lab
- Henry L. Pringle Black Box Theatre
- Music Room/Rehearsal Hall
- Photography Lab

FB.....Facilities Building

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
- New Vision for Independence
- Reading Classroom
- Veteran's Center
- Youth Outreach Programs

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
- Assistant Vice President Student Affairs
- Baccalaureate Programs
- 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
  - ADA Testing/Disability Services
  - Admissions & Records
  - Dual Enrollment
- TV Studio
- Vice President Academic & Student Affairs

WJ.....Williams-Johnson Building
- Equity/Diversity
- Human Resources
- Information Technology
- Purchasing/Financial Services
- Payroll/Benefits
- Vice President Business Affairs

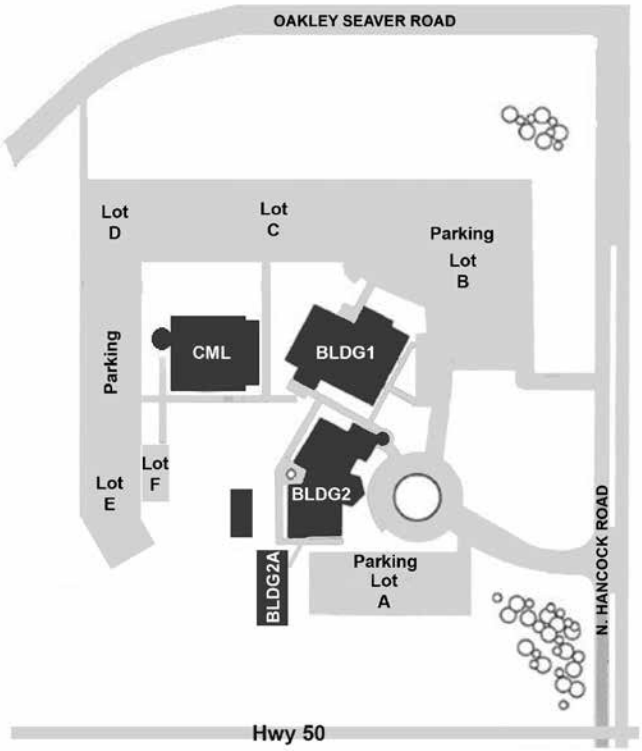
South Lake Campus

BLDG1....Building 1
Academic Affairs Offices
Classrooms
Community Room
Learning Center
Nursing Faculty Offices
Nursing Labs
Placement Testing
Science Faculty Offices
Science Labs
Student Lounge

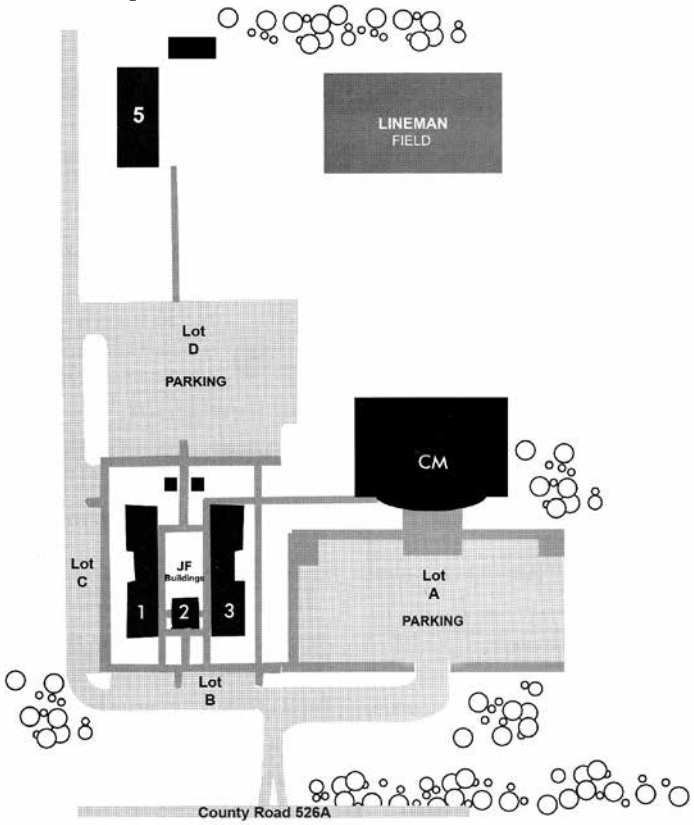
BLDG2....Building 2
Administrative Offices (LSSC & UCF)
Auditorium
Board Room
Cashier
Classrooms
Conference Rooms
LSSC/UCF Faculty Offices
Student Lounge
Student Affairs
- Academic Advising
- Admissions (LSSC & UCF)
- Career Development Services
- Financial Aid

BLDG2A
Microbiology & Physics Labs

CML
Bookstore
Cafe Dupee Cafeteria
Classrooms
Cooper Memorial Library



Sumter Campus



JF.....Joseph Farish Buildings

BLDG1
Adult Education
Science Lab

BLDG2
Administrative Offices (Adult Ed)

BLDG3
Adult Education Classrooms

CM.....Clark Maxwell Building
Administrative Offices
Cashier
Classrooms
Computer Lab
Library
Student Center
Student Affairs
- Academic Advising
- Admissions
- Financial Aid
- Placement Testing

BLDG5
Electric Utility Institute (EUI)

Celebrating 50 Years

When Lake and Sumter County citizens rallied to establish an institution of higher learning in Lake and Sumter Counties, in 1961, the Florida Legislature authorized Lake-Sumter Junior College (LSJC) for white citizens and Johnson Junior College for black citizens. In the fall of 1962, LSJC students began classes in modular buildings located on the Leesburg High School campus with Dr. Paul P. Williams as the College's first President. At the same time, Johnson began classes at Carver Heights High School led by President Perman Williams. In 1964, thirty-nine students graduated at the first Commencement of LSJC. In 1965, fifty-seven students graduated at the first and only Commencement ever held for Johnson Junior College.

In May 1964, groundbreaking for the 70 acre Leesburg Campus along Highway 441 took place, and the Library and three other buildings opened their doors to students in January 1965. The Civil Rights Act of 1964 prompted the Lake County School Board, the College's governing body, to merge LSJC and Johnson Junior College in 1965. Johnson then was operated as Johnson Center of Lake-Sumter Junior College.

That same year LSJC was accredited by the Southern Association of Colleges and Schools (SACS), which meant that credits earned at LSJC would be accepted for transfer to other regionally-accredited institutions. Every decade since 1965, LSCC has been granted SACS reaffirmation of accreditation with the latest in June 2011.

After the Florida Legislature authorized a Division of Community Colleges to oversee all community colleges in Florida, the LSJC District Board of Trustees changed the College name to Lake-Sumter Community College in 1970.

President Paul P. Williams retired in 1980 and was followed by Dr. Robert S. Palinchak (1980-1987) and Dr. Carl C. Andersen (1987-1992). Dr. Kenneth J. Stack served as Interim President for eight months until 1993 when Dr. Robert W. Westrick (1993-retired 2002) was selected President.

In 1988, LSCC and the Sumter County School Board adopted a resolution to establish a joint-use facility in Sumterville that would provide adult education classes for the School Board and college-level programs. Through the efforts of the College, community, and many individuals, the 40 acre Sumter Campus welcomed its first students in the summer of 1995. Construction of the Clark Maxwell, Jr. Library and Student Services Building took place in 2000.

The expansion of the Leesburg Campus to 114 acres occurred in 1990 when the Legislature appropriated funds for the Board of Trustees to purchase two additional parcels adjacent to the campus. Since then, other parcels have been added to the College's Highway 441 frontage with the purchase of Building M and the Facilities Building. The Health Sciences Center, Science-Math Building, refurbished Everett A. Kelly Convocation Center/Magnolia Room, and the Sports and Recreation Complex have also enhanced the facilities of the campus.

Over a number of years since the mid 1990's, the initiation, growth, and construction of buildings at the South Lake Campus in Clermont came to fruition through the efforts of LSCC* and its partners: many generous individuals, the University of Central Florida, Lake County Board of County Commissioners, South Lake Hospital, the National Training Center, Cooper Memorial Library Association, Inc., and the Friends of Cooper Memorial Library.

Leadership of the College changed hands in 2002 when Dr. Charles R. Mojock (2002 – present) was selected President by the District Board of Trustees. Under his guidance, partnerships with the community and its agencies have been strengthened and horizons have been expanded. For two consecutive years (2011-12 and 2012-13) the College was named by the Aspen Institute to be among the 120 best community colleges in the United States (top 10% in the nation), and was invited to participate in competing for the $1 million Aspen Prize for Community College Excellence. In 2012, LSCC* advanced to the second tier in the competition.

At its meeting in August 2011, the District Board of Trustees voted unanimously to enhance LSCC's* academic program by offering four-year bachelor and/or bachelor of applied science degrees. Required permissions for the expansion were sought and granted, and in January 2013, classes started for a four-year degree, Bachelor of Applied Science in Organizational Management. The Nursing Program which has been accredited by the National League for Nursing Accrediting Commission has also been enhanced. Beginning in fall 2012, a student may earn an associate degree in Nursing from LSCC while concurrently earning a bachelor's degree in Nursing from the University of Central Florida, all on the Leesburg Campus. The expansion of popular online courses was approved by SACS so students can take degree programs fully online.

In addition to these landmarks, during the 2012-2013 year LSCC celebrated its 50th Anniversary using the slogan "Appreciating the Past, Anticipating the Future." Because of the four-year degree program, LSCC's name was changed on November 1, 2012 to Lake-Sumter State College (LSSC).

* LSCC became LSSC on November 1, 2012

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 352-365-3544.

South Lake Center: notify Security at 352-516-5074.

Sumter Center: notify Security at 352-303-7296.

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

1. Uniformed officers to enforce parking regulations and provide limited security support during normal operating hours and are available Monday through Sunday during the day and into the evening.
2. The College has three siren emergency alert tones that can be heard inside and outside buildings on all three sites. For a full explanation and to listen to these alert tones visit http://www.lssc.edu/staff/Pages/Departments/Facilities/Emergencies.aspx.

Accident / Incident Reporting

Report all thefts, personal confrontations and/or other related incidents on college property to Security for further reporting to law enforcement for investigation.

Report all other accidents/incidents on a campus in accordance with the specific instructions contained in the LSSC 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.

Clery Act reported incidents are available for viewing by any interested persons by contacting Security during normal operating hours.

Safety & Fire Regulations

LSSC 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

LSSC 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:** 352-365-3544/516-3795
Notify Security: **South Lake Center:** 352-516-5074/536-2143
Notify Security: **Sumter Center:** 352-303-7296.

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

		2008	'09	'10	'11
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	0	1	0	0
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

LSSC 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 LSSC Board Rules and Procedures Manuals on the LSSC website.

Sexual Harassment

LSSC 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 criminal sexual conduct laws.

LSSC 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 inexplicitly 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 or questions; 3. jokes or anecdotes; or, 4. 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 LSSC to respond promptly to complaints of sexual harassment. LSSC 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 a sexual harassment complaint with the Director of Student Development. Employees of the institution should contact Human Resources.

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 on the LSSC website.

Sexual Assault

It is the policy of the District Board of Trustees of LSSC 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 LSSC:

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 copy of Board Rule 2.07, outlining the definition of sexual assault and procedures for responding to sexual batteries is available on the LSSC website.

For information regarding the resolution of student complaints please see the Student Code of Conduct in the Student Complaints and Grievances section of this *Catalog and Student Handbook*.

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. At no time should children be left unattended either in buildings, grounds, or vehicles.

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

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

Sexual Offender/Predator Notification Procedures

Federal and State law require a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement. Information regarding the identity and residential address of sexual offenders and predators who may be employed, enrolled or carrying on a vocation at any of LSSC's campuses may be obtained by accessing the Florida Department of Law Enforcement's Sexual Offender and Predator website at http://offender.fdle.state.fl.us/offender/homepage.do.

Parking Regulations

All students, faculty, and staff on any LSSC 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 from 6 a.m. to 7 p.m. Monday - Friday. There is a qualification application process for all new customers. For more information about Lake County Connection or the Public Transportation Division call 352-742-6580 or log on to lakecountyfl.gov/departments/community_services/public_transportation/lake_county_connection/

LakeXpress – operates 6 a.m. to 8 p.m. Monday - Friday. A fixed-route service is designed to make daily commutes along U.S. Highway 441 hassle free. For more information regarding routes, scheduling and bus passes, call LakeXpress at 352-326-8637 or log on to ridelakexpress.com/

Sumter County Transit (SCT) – door to door services are available in Sumter County between the hours of 8:30 a.m. to 3 p.m., Monday - Friday. Three shuttles connect the county from north to south. For more information regarding shuttle routes and schedules or reservations requiring a shuttle deviation call 352-568-6683 or log on to sumtercountyfl.gov/index.aspx?nid=95

STUDENT RIGHTS AND RESPONSIBILITIES

LSSC has as a clear vision statement reflective of leadership in modeling excellence and the values of scholarship, respect, honesty and integrity, teamwork, high performance, and service, in order to serve 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 students 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), LSSC issues this notification regarding the purpose of the collection and use of your Social Security Number.

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

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 Florida College System institutions 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 IRS.

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

LSSC 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 College 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 College's shared governance system;

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 LSSC 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. LSSC uses a preponderence of the evidence as the institutional standard of evidence.

The following actions are prohibited on any LSSC campus, 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).

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 information technology 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.
- Please visit the College's website for more complete details at lssc.edu/staff/Pages/Departments/ITDepartment/default.aspx

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).

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 LSSC 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 Florida College System institution 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 college authorities (Board Rule 4.16).

3. The President 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 LSSC Board of Trustees. A student may be entitled to a waiver of dismissal if:

a. 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 the College.
b. The student voluntarily discloses his violations of Chapter 893 prior to his or her arrest; or
c. 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 Board Rule 4.17, Student Disciplinary Action. Modifications to the Student Code of Conduct may be made throughout the academic year pursuant to College policy and in accordance with changes to local, state and federal law.

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. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in LSSC Policy & Procedures. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work (movies, videos, etc.) without authority constitutes an infringement. Please visit the LSSC website at http://www.lssc.edu/Staff/Documents/Rules.Procedures/Procedures Manual.PDF for more complete details about its copyright policies and procedures. (see PRO 2-19)

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 Director of Student Development or designee. Requests for a student disciplinary hearing may be filed by any party with the Director of Student Development within ten (10) working days of the alleged violation. Students may seek appellate review (through the Student Administrative Appeals Committee) by the Director of Student Development decision's per the College's Student Grievance Procedure (PRO 4-14).

Student Sanctions

A student found in violation of the LSSC Student 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 Director of Student Development's Office as part of the student disciplinary file system.

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. This warning includes a written reprimand along with the probability of more severe disciplinary sanctions should the student be found in further violation of any college policies or regulations during the established probation time frame. At the end of the probationary period, the Director of Student Development will review the student's conduct and decide whether or not to reinstate the student to good conduct standing.

Community or Educational Service - An assignment of an appropriate project that will benefit the student, the institution, and/or the parties offended. Such assignment may include community service, letters of apology, educational 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 participation and attendance at 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 designee.

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

Employment - Permanent severance of the student's employment with the 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 informal 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 formal written request for reconsideration of an application of a rule or procedure due to serious circumstances beyond the student's control.

LSSC has adopted both an informal and formal student complaint and grievance process to ensure that all students receive access to a fair, equitable and timely process. As outlined in Board Rule 4.14, 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 grievance or appeal. If the matter cannot be resolved through the informal process as shown in the LSSC Resolution of Student Complaints/Grievances Chart below, the student may elect to proceed through a formal written grievance or appeal process.

LSSC RESOLUTION OF STUDENT COMPLAINTS/GRIEVANCES CHART

Issue	First Response	Next Level	Next Level
Admissions	Registrar	Director Enrollment Management	AVP Student Affairs
Advising	Advisor	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	PERT 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	NSO Facilitator	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 Enrollment Management	AVP Student Affairs

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 Assistant Vice President for Student Affairs 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) business days. If justification is found, the chair will move forward with a formal hearing within established College guidelines. The committee's decision is final and not subject to further review.

Additional information about the administrative appeals process is availabe in the College's Student Grievance Procedure (PRO 4-14) on the LSSC website.

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 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

(Adapted from the University of Puget Sound and Academic Senate for California Community Colleges.)

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.

BREACH OF ACADEMIC INTEGRITY:

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

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 or assignment;
4. 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; and
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. 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 of 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 of 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 and Student Affairs are possible. The decision of the Vice President of Academic and Student Affairs is final in all cases of grade appeal. Appeals to the dean or Vice President for Academic and Student Affairs must be submitted within ten 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. 22)

1. Apply for admission (by the posted deadline) and pay the non-refundable application fee
2. Apply for Financial Assistance (p. 37)
3. Submit Residency Affidavit along with supporting documents
4. Submit official transcripts and other official documents, if applicable
5. Submit test scores (ACT, SAT, PERT) or take placement test, (p. 31)
6. Complete New Student Orientation (p. 50) Required for all new students and optional for transfer students
7. Register for classes (p. 29)
8. Pay fees by published deadline (inside front cover)

ADMISSIONS

Admissions Procedure

To enroll in credit courses at LSSC, students must submit a completed online Application for Admission (**by the deadline posted in the Academic and Registration calendar)**, official transcripts, the Residency Affidavit along with supporting documents, and the non-refundable application fee. The application fee may be submitted electronically or in person at any campus or by mail to LSSC's Cashier's Office.

For further information, visit LSSC's website at: lssc.edu/admissions/

Until LSSC has received and evaluated all official transcripts, students will not be eligible to receive financial aid or scholarships. All students who have never attended college must submit official transcripts or GED scores verifying the completion of:

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

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

All 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.

Readmission to LSSC

Students who have broken their enrollment at LSSC for two or more semesters or those students who applied but never attended must:

- Complete an Application for Admission (Readmission Application) at no cost.
- Submit updated official transcripts for all coursework completed since last contact with LSSC.
- Retake the placement test if scores are more than two (2) years old and no college level English or math course has been successfully completed.
- Meet the LSSC's graduation requirements for the Catalog in effect at the time of readmission.

Lake-Sumter Student Identification Number

After receiving a completed paid Application for Admission, the College will assign a LSSC 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.

Lake-Sumter Student Email Account (LakerMail)

All enrolled students at LSSC will receive an email account through LOIS. This email account will be the official means of communication between the College and LSSC students. Students should not forward their LakerMail as many Internet service providers filter LSSC email as SPAM, and they may not receive all College communications. LSSC will use LakerMail to notify students of changes made to their accounts, courses, important College business, registration information, deadlines, tuition and fee changes, and changes to College policies and procedures.

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 and subsequent applications. Criteria for determining residency status are detailed in Florida Statutes, Section (s.)1009.21 and the State Board of Education Rule 6A-10.044. 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 consecutive 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.

Detailed information on qualifications for Residency for Tuition Purposes is available through LSSC's Admissions Application/Residency Affidavit. It is also available through **www.FLVC.org**.

If students do not qualify as a Florida resident or students do not submit the Residency Affidavit and supporting documents on their application for admission, they will be charged non-resident tuition and fees.

RECLASSIFICATION OF RESIDENCY FOR TUITION PURPOSES

If students are initially classified as non-Florida residents for tuition purposes, they may become eligible forreclassification as a resident – for tuition purposes only - if students (or their parent or legal guardian if the students 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, students (or the student's parent; or legal guardian if the students are dependent) must provide three documents; a valid driver's 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 the students plan to enroll. Otherwise, students 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, tuition and fees will be recalculated at the non-resident rate. Submitting false or fraudulent statements in connection with the Application for Admission or Residency Affidavit may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

General Admission Requirements

DEGREE-SEEKING STUDENTS

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

1. They have earned a U.S. standard high school diploma.

2. They have graduated from a high school outside the U.S. The applicants must have the equivalent of a high school diploma in the U.S. The applicants must arrange to have transcripts from all institutions outside the United States evaluated at the applicant's expense. LSSC accepts evaluations conducted from any agency listed as a member of the National Association of Credential Evaluation Services (NACES.org). Applicants must contact the evaluation agency directly and comply with the agency's instructions on submitting documents for evaluation.

3. They have a Certificate of Completion (CPT eligible) from a Florida high school. This certificate means that they 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 (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 completed a home education program 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 Florida Statutes, Section 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.

NOTE: Not all high school transcripts are acceptable for admission. The College reserves the right to accept or not accept high school transcripts for admission.

DUAL ENROLLMENT STUDENTS

Dual Enrollment provides the opportunity for qualified high school students to enroll in LSSC courses while concurrently enrolled in high school. To be eligible, students must meet academic requirements as described in the appropriate dual enrollment articulation agreement 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, students must submit the Dual Enrollment Application for Admission which must include the student's signature and the signature of their high school counselor and parent or legal guardian. Along with the Dual Enrollment Application for Admissions, public and private high school students must submit verification of the student's high school GPA. The application fee will be waived for dual enrollment applicants.

a. The student must provide entry test scores (ACT, SAT, FCAT 2.0 or PERT) 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 and Student Handbook.
b. Upon graduation from a public or private high school, students must submit an official high school transcript that includes their high school graduation date. Upon completion of a home education program, students must submit a signed affidavit attesting that the student has completed a home education program pursuant to the requirements of F.S. 1002.41. If they wish to continue at LSSC as a degree-seeking student following high school graduation, the student 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 and Student Handbook, speak with the high school counselor at their high school, or visit the Dual Enrollment webpage; http://www.lssc.edu/admissions/de/Pages/default.aspx.

Note: The Dual Enrollment program may have different requirements for Lake County, Sumter County and home education students. For information, please contact the Lake County Dual Enrollment Manager at 352-365-3569 or the Sumter Campus Student Affairs Manager at 352-568-0001. Additional information regarding the Dual Enrollment program and LSSC's inter-institutional articulation agreements is available at lssc.edu.

NON-DEGREE SEEKING STUDENTS

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

1. They desire to enroll at LSSC for personal enrichment, job improvement, or teacher recertification. LSSC transcripts will indicate their special status.

2. They are seeking a degree from another institution and desire to take a course at LSSC as a transient student. Although they are not required to submit a transcript of their other college records in order to attend LSSC, students must have written permission (Transient Student Form) from their "home" college or university and complete the LSSC Application for Admission and pay the non-refundable application fee. The student must submit a Transient Student Form for each term they enroll as a transient student at LSSC. If the "home institution" is a Florida public institution, students must complete the electronic Transient Student Admissions Application and are not required to pay the standard application fee. The Transient Student Admissions Application is available at **www.FLVC.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. The applicant will be admitted as a non-degree seeking student and they will not be eligible to earn a 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 meet with an academic advisor before registering and may take a maximum of 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 LSSC upon completion of 12 credit hours. Future registration will be prohibited until all official transcripts have been received by the Admissions and Records Office.

INTERNATIONAL STUDENTS

LSSC welcomes international students. International students are non-immigrants who meet the international admissions requirements. The following requirements must be met by students seeking admission on an F-1 visa.

1. Submit an online International Student Application for Admission along with the non-refundable $70.00 application 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 lssc.edu. Click on the Admissions Tab > "I am A…" > International Student.

2. Have the equivalent of a high school diploma in the U.S. International students 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 is located at: http://lssc.edu/admissions/iama/Pages/InternationalStudent/default.aspx. The applicant 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 International students must visit the Department of Homeland Security website at www.fmjfee.com to complete the I-901 Form and pay the required fee. The payment receipt from 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 F-1 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 Program Specialist
   Admissions and Records Office
   Lake-Sumter State College
   9501 U.S. Highway 441
   Leesburg, FL 34788

BACCALAUREATE STUDENTS

LSSC currently offers one bachelor's degree, the Bachelor of Applies Science (B.A.S.) in Organizational Management. Admission requirements are detailed on page (69).

ADMISSION TO SPECIAL PROGRAMS

Educator Preparation Institute (EPI)

LSSC's Educator Preparation Institute offers individuals with a bachelor's degree in a field other than education an opportunity to prepare for the 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, visit lssc.edu/academics/degrees/Pages/EducatorPrepInstitute.aspx.

Nursing Program

LSSC's 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 edu/academics/nursing.

RECORDS

Students are responsible for notifying LSSC of any changes in their personal information (i.e. address, phone number, 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 a State ID, Drivers License, legal name-change documentation, divorce documentation, or if under the age of 18 adoption documentation.

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 LSSC. If a student desires a change, 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. It is recommended that students consult with an academic advisor before requesting a major/program change.

Degree and Enrollment Verifications

To provide a more efficient and cost-effective verification process, LSSC has entered into a formal agency agreement with The National Student Clearinghouse (NSC) of Herndon, VA to perform written verifications of degrees and past attendance inquiries. Acting as LSSC's agent, 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 NSC 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.

Rights Related to Student Records

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

Classification of Student Records

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

Custodians of Student Records

A. General student records are in the custody of the Director of Enrollment Management.
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)

LSSC maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their educational records.
These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the College receives a request for access. Students should submit to the Admissions and Records Office a written request 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 Admissions and Records Office, the Registrar shall work with the office that maintains the record and coordinate the student's request.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. The student must write to the College official responsible for the record, clearly identifying 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 appeal administrative decisions (PRO 4-14).

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

Directory Information

Directory information is defined as 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, LSSC has established the following as directory information:

- Name
- Major field of study
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance and degrees and awards received

Although the above directory information may be available for release, LSSC does not routinely release such information to third parties. FERPA 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 completion of 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 numbers, GPA and academic standing. LSSC 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. This form is available in the Admissions and Records Office at any campus.

Authorization for Released Student Information

This form is used by students who want to release their information to a third party.

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 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. **Transcripts received by LSSC are for institutional use only. They cannot be copied and given to the student or sent to another institution.**

Classification of Students

Students are classified as matriculated students when they have provided LSSC with all the required admission documents and are officially enrolled in classes (PRO 413).

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

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

NON-DEGREE-SEEKING: Students who indicate on their Application for Admission that they are taking courses for personal enrichment, as a transient student, or for teacher recertification, LSSC's policies and procedures that are designed to enhance academic success are not required; thus, non-degree-seeking students are exempt from entry testing (unless required for a specific course requirement or for a degree or certificate). However, Dual Enrollment students will be required to complete entry testing prior to registering.

Non-degree-seeking students are not eligible for financial aid; students enrolled in selected technical and career certificate programs may qualify for financial aid.

Student Status

Active Student (Current): Students are considered active if they have been enrolled in credit courses at LSSC within the last two academic terms prior to the beginning of the upcoming term.

Inactive Student (Returning): Students are considered inactive if they have not been enrolled in credit courses at LSSC within the last two academic terms prior to the beginning of the upcoming term. 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.

Transfer Credit

Transfer of credit is the act of awarding credit at LSSC 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 credits to LSSC according to the College's course equivalencies, and to accelerate the completion of the student's program of study.

All students who have previously registered at any other post-secondary institution(s), regardless of the amount of time spent in attendance or credit earned, are classified as transfer students. Transfer students are required to submit official transcripts from all institutions for the purpose of evaluation.

All 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% of their degree or certificate credits at LSSC to be eligible to receive a degree or certificate from LSSC.

Transfer of credit for career academies 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 and Records Office. These documents will be evaluated within one semester, once the student's admission file is complete, and the student is enrolled at LSSC.

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 of Florida guidelines.

Transfer credit will be evaluated as follows:

• Coursework from Regionally Accredited Institutions

LSSC 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 higher may be used to satisfy course requirements, with the exception of Gordon Rule courses. In order to satisfy Gordon Rule mathematics or writing courses, a minimum grade of "C" is required.
3. Only lower division (freshman/sophomore) courses or those upper division courses for which LSSC has a clear lower division course equivalent will be evaluated. Graduate and advanced level courses will not be accepted at LSSC.
4. LSSC 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 the exact course prefix and number as offered at LSSC .
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 and 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 and
      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 academic 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 LSSC 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 evaluation completed by an approved agency. LSSC 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 a state approved college placement test in order to place into the appropriate level English course.

• Military Credit

LSSC will evaluate military credits as follows:

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

• Other Credit

LSSC may award other credit based on current articulation program agreements and approved industry certifications upon completion of six college level credits taken at LSSC.

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's Registrar using the following 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 completed.
3. Submit a written statement indicating the basis for the appeal.
4. Submit any additional documentation to support the appeal.
5. The Registrar will review the appeal packet after all of the above items are received.

TRANSCRIPT REQUESTS

For Current Students:

To request an LSSC transcript, visit www.lssc.edu.
1. Click on the Students tab.
2. Under Current Student, click on Request LSSC Transcripts link.
3. Click on the link that will forward you to the Credentials Solutions website and follow prompts to enter information to request 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 and Alumni:

Previous students and alumni may request transcripts by logging into LOIS or by visiting lssc.edu and then:
1. Select Students Tab.
2. Under Current Students, click on the Request LSSC Transcript link.
3. Click on the link that will forward you to the Credentials website and follow prompts to enter information to request transcripts.

Official transcripts will only be sent elcetronically by LSSC to State of Florida public institutions. Unofficial transcripts may be obtained by logging into LOIS.

A credit card is required to use the Credentials Solutions website to order official transcripts. There is a minimal surcharge for each transcript ordered. Questions about transcript requests should be directed to Credentials Solutions at 800-646-1858.

REGISTRATION

Registration is the process of developing 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. Generally, classes are offered from 8:00 a.m. to 10:00 p.m., Mondays through Fridays, and occasionally on Saturdays. Courses are also offered in online, hybrid, and web-enhanced formats.

During the registration process, students may view class offerings by visiting the Online Class Schedule located at lssc.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 five-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 on LSSC's website, in LOIS, and in the Academic Advising Department.

Returning degree or non-degree-seeking students are eligible for registration based on the number of credits they have earned plus the credits from their current enrollment. Students may refer to the Academic and Registration Calendar at lssc.edu to obtain registration dates.

All new transfer and first-time-in-college students will be eligible for registration during open registration after completing New Student Orientation.

Adding and Dropping Classes

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

Registration and schedule changes are made by students using LOIS. Students may add or drop a course until the end of the add/drop period indicated in the Academic and Registration Calendar. After the designated deadline, only class withdrawals without grade penalty will be accepted. Students who register for mini-mester classes are permitted to make schedule changes through the first class meeting. Students are expected to make all schedule changes via LOIS.

Drop for Non-Payment

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

Students may take courses on any one campus or on more than one campus. Students may register for a combination of full term or mini-mester classes.

Students with a “registration hold” must to resolve the hold before registering. To determine where to resolve a hold, students should log into LOIS and contact the department which placed the hold on the student's account. Additional information on holds and other registration error messages can be found in LSSC's LOIS card Registration Guide, located online at lssc.edu or in the Academic Advising department.

Prerequisite and Co-requisite Course Information

Some courses require co-requisites or 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 in the same term as another course. Course descriptions in the back of the *Catalog and Student Handbook* and in the online Class Schedule will denote any required prerequisites and co-requisites needed for courses at LSSC.

Registration Process

Students should:

1. Meet with an academic advisor to identify the courses for which they are eligible.
2. View the Class Schedule at lssc.edu for the days and times courses are offered.
3. Develop a class schedule based on advising session and available time.
4. Log in to LOIS (LSSC Online Interactive Services) and follow the step-by-step instructions to register for classes.
5. Print a Detail Schedule upon completion of registration.
6. Check status on LOIS for financial aid or scholarships awarded.
7. Pay tuition and fees by posted deadlines.
8. The day before classes begin, students should log into LOIS to reconfirm their schedule on LOIS and verify 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 usual on LOIS during the regularly scheduled registration period. After registering, students must submit a completed Audit Form to the Admissions and Records Office prior to the end of the add/drop period.

1. Audit students must meet admission requirements as defined in the Catalog and Student Handbook.
2. Fees and tuition are the same as for credit seeking students.
3. Student attendance and involvement in course activities will be determined by the course instructor.
4. Grades and credit are not awarded for audited courses.
5. Students registered in a class to earn credits may not change their registration status from credit to audit, or vice versa, after the end of the drop/add period. Students should refer to the appropriate Class Schedule for specific dates.
6. High school dual enrollment students are not permitted to audit classes.

Summary of Supporting Documents Required for Admission

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

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

PLACEMENT TESTING

Student success is the highest priority at LSSC. To have the greatest chance of college success, the Florida Department of Education and LSSC require testing for students' initial placement in English, mathematics, and reading. Students need to begin their college work at the appropriate levels, based on preparation in these subject areas. Scores for Accuplacer (CPT), American College Testing Program (Enhanced ACT), Florida Post-Secondary Education Readiness Test (PERT), or SAT1 taken within two years of enrollment can be used for initial placement.

Students must complete placement testing or submit official scores of placement testing prior to participating in New Student Orientation and registration for classes.

This requirement applies to:

- 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 pre-requisite in mathematics, 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 two years old; or
- Continuing students who have not yet begun classes in college-level English, reading, and/or math courses, and whose placement scores (SAT1, PERT, Enhanced ACT, or CPT) are more than two years old.

If you are a recent or soon-to-be high school graduate, your Advanced Placement (AP) or Florida Comprehensive Assessment Test (FCAT) scores may qualify you for an upper level English class. Please check with your high school guidance counselor or with LSSC Admissions once official scores are submitted.

Taking the Post-Secondary Education Readiness Test (PERT)

When students apply for admission, they will be given a Testing Referral Form to take the placement test. If applying online and a placement test is needed, students may get this form from the Admissions and Records Office. Information is available on the form for scheduling a testing appointment.

Testing of Dual Enrollment Students (Effective July 1, 2012)

Qualified, prospective Dual Enrollment (DE) students including home schooled and private school students may take the PERT twice while in high school.

- Qualified public high school students should contact their high school counselor for testing information.
- Qualified home schooled and private high school students registered in Lake or Sumter County may take the PERT twice at LSSC.

Retaking the PERT

DE and regular students who need to re-take all or part of the test must wait thirty days and provide written documentation of remediation before re-testing. Information about remediation will be available at the testing session.

Students who have completed high school and are applying as regular students may take the PERT test twice.

Because only two testing attempts are permitted by Florida State Board of Education Rule 6A-10.0315, students are encouraged to prepare for the PERT. A study guide is available on the LSSC Learning Center website: lssc.edu/academics/Pages/AcademicResources/LearningCenter/default.aspx

Exemptions to the PERT requirement

Students who meet or exceed the following Enhanced ACT, SAT1, or CPT scores are exempt from the PERT requirement. In some cases, the scores may be mixed. If scores indicate a higher than entry level of proficiency, LSSC offers an internal exam to determine placement in higher level mathematics.

The following scores, earned within a two year period of enrollment, can be used for the admission process and exempt the student from re-taking the placement test.

Students scoring below these cutoff scores will receive developmental class information after taking the PERT or, if another test was taken, at the time of initial advising. Again, students are urged to prepare in advance for any placement test.

PERT Remediation

If remediation at LSSC is desired, the student may take a diagnostic test to plan the course of remediation. The diagnostic used is the Accuplacer. The student will then receive tutoring in those areas and will be allowed to re-take the test one time. No additional re-takes are permitted per State of Florida Department of Education Rule 6A-10.0315.

Students who remediate elsewhere must provide documentation that they have received tutoring or remediation since the prior testing attempt. They also may re-take only one time per State of Florida Department of Education Rule 6A-10.0315.

No re-takes are permitted in a subject area once the student has enrolled in a course in that academic sequence. Should the student take a test and the sequence is discovered, the score will not be entered into the system.

If you have additional questions, please visit our website: lssc.edu/academics/Pages/AcademicResources/LearningCenter/Placement.aspx

TEST SCORES TO BE USED FOR DETERMINING COURSE LEVEL

Academic Area	Course	PERT	ACT	SAT	CPT	Grade 10 FCAT 2.0
English	**ENC 0015**	Writing 50-89	1-12	200-380	20-70	
	ENC 0025	Writing 90-98	13-16	390-430	71-82	
	ENC 1101	Writing 99 or above & Reading* 104 or above	English 17-36 & Reading 18-36	440 or above	83 or above	Reading 262 or higher
Reading	**REA 0007**	Reading 50-83	1-12	200-310	0-59	
	REA 0017	Reading 84-103	13-17	320-430	60-82	
	REA 1105 (optional)	Reading 104 or above	18 or above	440 or above	83 or above	Reading 262 or higher
Math	**MAT 0018**	50-95	0-15	200-350	Algebra 20-36 & Arithmetic 20-80	
	MAT 0028	96-112	16-18	360-430	Algebra 37-71 or Algebra 20-36 & Arithmetic 81-120	
	MAT 1033	113-122	19-22	440-510	Algebra 72-94	
	MAC 1105, MGF1106, MGF 1107	123 or above	23-25	520-570	Algebra 95 or above	
	MAC 1140, MAC 1114, MAC 2233, STA 2023	Additional testing required**	26 or above	580 or above	Additional testing required**	
	MAC 2311	Additional testing required**	Additional testing required**	Additional testing required**	Additional testing required**	

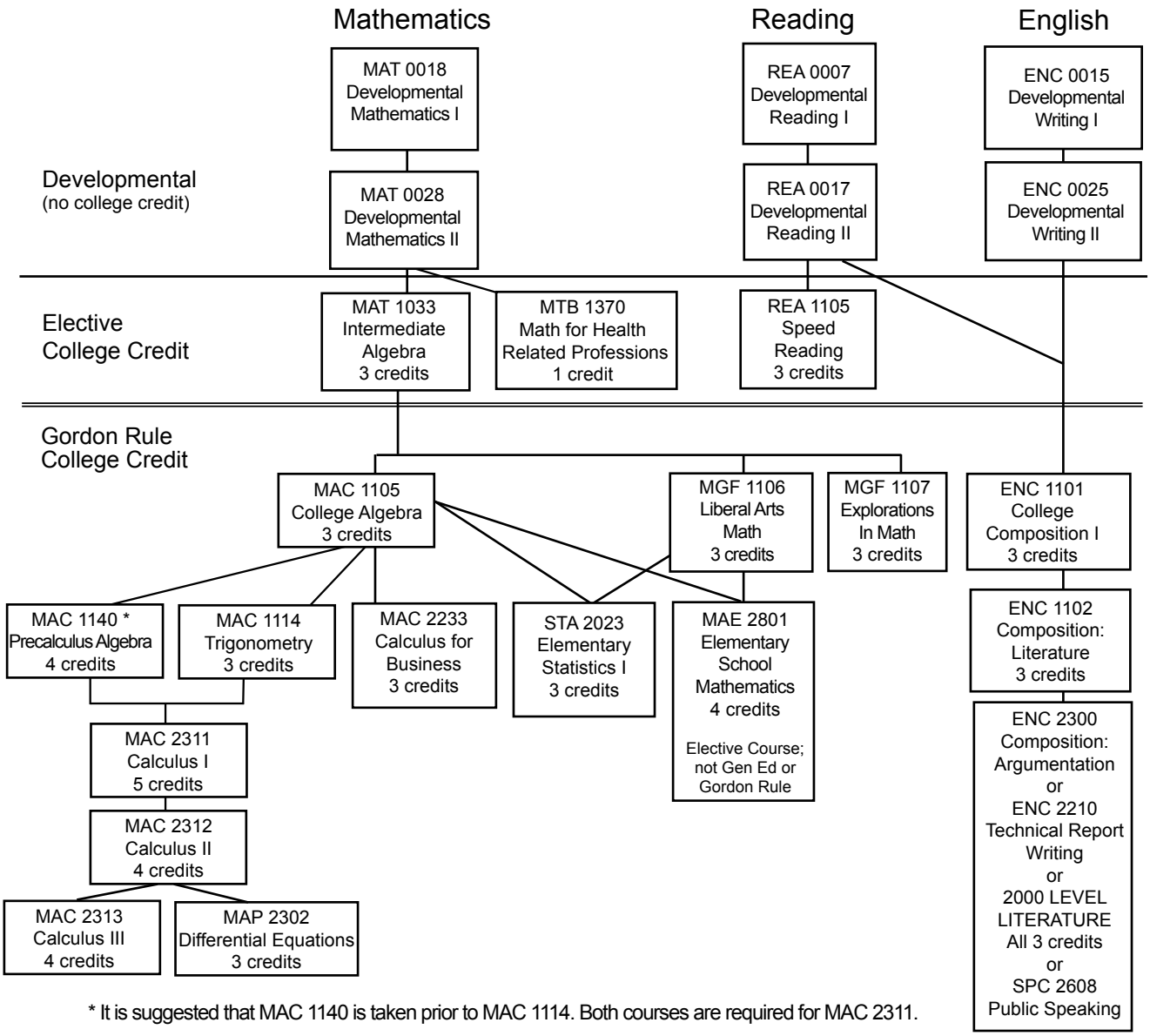
* To place into ENC 1101, students must have both a PERT Writing score of 99 – 150 and a Reading score of 104-150

** Additional Testing Required = Advanced Math Placement Test to determine placement into higher level math courses.

Advanced Placement Math Test Scores

0-12 MAC 1105, MGF 1106, or MGF 1107
3-25 MAC 1140, MAC 1113, MAC 2233, or STA 2023
26+ MAC 2311

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 in 00 (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 LSSC count as four (4) institutional credit hours for purposes of tuition and fees, class meeting times, and enrollment status (full-time or part-time) for financial aid and other purposes.

DEPARTMENTAL EXIT TESTS

A departmental exit test will be administered following the completion of upper-level 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).

In mathematics, students completing MAT 0028 course with at least a 70% average are required to take the departmental exit test. To pass the course and receive an "S" grade, students must, in addition to earning at least a 70% course average, get 23 or more problems correct on the mathematics departmental 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 departmental exit test are required for successful completion of REA 0017, Developmental Reading II and entry into REA 1105, the college-level reading course. The reading departmental exit test is administered within a week of the final exam for the course. Those students who fail the departmental exit test on their first attempt must pass the second form of the 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 departmental 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. Students who do not pass the departmental exit test 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 departmental 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 departmental exit test will be allowed, and it must be completed before the final exam period for the current semester.

THE QUALITY ENHANCEMENT PLAN (QEP)

Lake-Sumter State College's Quality Enhancement Plan (QEP) is designed to enhance student learning by supplementing the college's developmental coursework in mathematics. As result of the initiatives put into place through its QEP, Lake-Sumter State College students will:

- Demonstrate note-taking skills as a component of coursework.
- Identify and apply learned strategies for test taking.
- Interpret and apply feedback from instructors, using feedback as a learning tool.
- Articulate goals for academic and personal success.

A team teaching approach between QEP Student Success Skills Coaches and the primary instructors fosters an enhanced learning environment in upper-level developmental classes. The QEP is currently implemented in MAT 0028, with mini-modules in development for English and reading classes.

TUITION AND FEES

Please visit lssc.edu/admissions/Pages/tuitionsitelink.aspx or with the Admissions and Records Office for a listing of the most current fees. **All fees listed in this catalog are approximated for the 2013-2014 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)

Fiscal Year 1213 Fees. Student Fee Charges		
	In-State	Out-of-State
Advanced & Professional, Postsecondary Vocational, College Prep		
Tuition	81.20	329.53
Financial Aid	5.03	23.06
Student Activity Fee	6.56	6.56
Technology Fee	4.06	16.48
Capital Improvement	7.88	65.91
Total	$104.73	$441.54
Upper Level Credit Programs Student Fee Charges*		
Baccalaureate	In-State	Out-of-State
Tuition	91.79	367.16
Financial Aid	6.43	25.70
Student Activity Fee	9.18	9.18
Technology Fee	4.59	18.36
Capital Improvement	18.36	73.43
Total	$130.35	$ 493.83

Postsecondary Adult Vocation Courses

Florida Resident $88.08
Non-Florida Resident $352.21
NOTE: Fees to audit a course are the same as regular fees.

Non-Refundable

Transient Application Fee (per course).....$5
Application Fee for Admission-AA/AS.....$25
Application Fee for Admission-BAS.....$30
Registration Exception Fee (per term).....$30
International Student Application Fee.....$70
Credit by Exam Fee.....$25/credit hr
Computer Proficiency Exam.....$25 each attempt
Special fees, lab fees, supply fee and other designated fees (see course description for specific fees)
Returned check fee $25 or 5% of the face value of the check, whichever is greater.
Fingerprinting Fee.....$36
Non-student Testing Fee.....$20
HESI Test.....$32
Duplicate Diploma/Certificate.....$30
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 credit 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 residents.

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

Exceptions to the assessment of the full cost of instruction must be based on approved 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; or

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 38 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, 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: LSSC offers a Tuition Installment Plan (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 visit lssc.edu/staff/Pages/Departments/FinancialServices/paymentinformation.aspx 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. Students who have not satisfied all financial obligations to the College 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% 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 LSSC 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% 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% 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.lssc.edu/calendar for the specific add-drop dates. No refunds are issued for classes that are withdrawn after the established add-drop time period.

LSSC 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 thatattendance 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; or
e. Other documented and extenuating circumstances may be considered by the Assistant Vice President of Student Affairs.

Requests for refund exceptions must be submitted to the Assistant Vice President of Student Affairs by the end of the semester in which the student is seeking the refund.

More information may be obtained from any
LSSC academic advisor or on LSSC's website at
lssc.edu/academics/ac/Pages/default.aspx

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 LSSC 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 LSSC is to provide financial assistance to academically qualified parents and students to further their education. The Financial Aid Office at LSSC and the LSSC 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 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. A variety of financial aid programs are available to eligible students at LSSC 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
LSSC Institutional Scholarships
LSSC 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. 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 be awarded 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 23, 2013 for fall term 2013
November 8, 2013 for spring term 2014
April 11, 2014 for summer term 2014

Late Applicants
Students who miss the Financial Aid Priority Deadline for the term in which they wish to enroll are still strongly encouraged to apply for financial aid. Applications will be accepted and processed; however, they 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. Students may seek help with paying fees through the Tuition Installment Plan (TIP).

Financial Aid Policies and Procedures

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

ELIGIBILITY REQUIREMENTS

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

1. Demonstrate a financial need in accordance with the federal financial needs analysis formula;
2. Have a high school diploma or GED;
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in Financial Aid eligible academic program at LSSC;
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; and
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 re-apply 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.
2. **Complete the Free Application for Federal Student Aid (FAFSA)**. It is strongly recommended that students use the IRS data retrieval tool when filling out the income portion of the FAFSA application.
3. **Complete an Application for Admission to LSSC.**
4. The Financial Aid Office will receive an electronic **Student Aid Report (SAR)** from the processor as long as LSSC was listed as one of the students schools in Step 6 on the FAFSA Application.
5. **Complete the Student Data Form and return it to the Financial Aid Office.**
6. **Complete the Social Security Number Collection and Usage Form.**
7. **The Financial Aid Office will access financial aid transcript information for students via the National Student Loan Data System (NSLDS) www.NSLDS.ed.gov. 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 IRS tax transcripts, W-2's, assets, untaxed income, etc).
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 LakerMail 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 to receive the Florida Bright Futures Scholarship.
- Students are responsible for following up on the status of their financial aid application. Students should 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?

Students who need help with the application process should call or visit the Financial Aid Office. Complete as much of the application as possible to identify specific questions before contacting the office. Student's should 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 FEDERAL FINANCIAL AID RECIPIENTS

Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for SAP for financial aid recipients are applied differently than college scholastic academic standards. Federal regulations mandate that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards to receive federal financial aid.

Eligibility

Students must meet the following criteria:

1. Students must complete coursework with a passing grade and a completion ratio of 67% on all hours attempted.
2. New students, returning students and transfer students must maintain a GPA of at least a 2.0.
3. Students must complete their program of study within the 150% timeframe of their degree or eligible certificate program. For example, if a program is 60 credit hours, the student must complete all required coursework within 90 credit hours. This includes repeated grades, developmental coursework and transfer work.

Note: Grades of F, I, IF, W, WI, U, AW, and courses not yet graded are considered attempted but not meeting satisfactory progress standards for the purposes of federal financial aid.

Students who do not meet satisfactory Standards of Academic Progress for Financial Aid may file an appeal for reinstatement of Federal Aid.

To download the appeal form, visit the Financial Aid Forms page at lssc.edu/finaid/Pages/HowtoApply/Forms.aspx

For full disclosure and updates of LSSC financial aid standards of academic progress (SAP) policies, visit lssc.edu/finaid/Pages/HowtoApply/AP.aspx

REPAYMENT OF FEDERAL FINANCIAL AID

What Federal Funds must be repaid?
At LSSC, 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% of an enrollment period (i.e. a semester) **WILL BE REQUIRED TO REPAY** the "unearned portion" of the funds received.

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

This 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 semester.

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 aid 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 determine if they would have a financial obligation.

TUITION DEFERMENTS, AWARD INFORMATION, AND BOOKS AND SUPPLIES AUTHORIZATION

To provide a more efficient service to LSSC 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 LSSC 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 who 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
Logging into LOIS, students should 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. 2013-2014), 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 LSSC Bookstore before classes begin.

After logging into LOIS, students should 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 "bookstore authorization".

If the code does not exist on the student's account for the tuition deferment or bookstore authorization, the Financial Aid Office should be contacted at 352-365-3567. 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

LSSC participates in several grant programs.

- **FEDERAL PELL GRANT (PELL)**
- **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)**
- **FIRST GENERATION MATCHING GRANT (FGMG)**
- **FLORIDA STUDENT ASSISTANCE GRANT (FSAG)**

For detailed information on the grants listed above, visit LSSC's website at lssc.edu

Scholarships

STATE OF FLORIDA SCHOLARSHIPS

LSSC 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

- Robert C. Byrd Honors Scholarship
- Florida Bright Futures Scholarships for:
  - Academic
  - Medallion (formerly Merit)
  - Vocational Gold Seal
- Florida Top Scholar
- José Marti 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 must visit www.floridastudentfinancialaid.org to indicate the school they plan to attend. This ensures that the school receives the student's information electronically. Students must complete the FAFSA application.

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.

*** Students must be enrolled in a minimum of six credit hours for Bright Futures to pay the appropriate portion of tuition and fees. Bright Futures does not pay for developmental (remedial) coursework. Award amounts are subject to change each year. For detailed information on award amounts, please visit the LSSC website.**

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 an 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/Restoration Requirements

For details on reinstatement/restoration eligibility requirements, go to www.floridastudentfinancialaid.org

LSSC 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 the State of Florida Office of Student Financial Assistance (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
- Provide 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 Financial Aid Office); and
- 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 after 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

Florida Prepaid;
1-800-552-4723 or www.floridaprepaidcollege.com

INSTITUTIONAL SCHOLARSHIPS

General eligibility criteria for most institutional scholarships include a minimum cumulative 2.0 GPA, enrollment in a minimum of six hours, degree-seeking and demonstration of 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 must select a licensed and accredited childcare provider that is convenient for them, and is willing to invoice the LSSC Financial Aid Office for reimbursement of a portion of the student's child care expenses. Students who wish to seek assistance for the cost of childcare while attending LSSC 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 based on the FAFSA application;
- Must be a degree-seeking student;
- Must be enrolled in at least six hours;
- Must have at least a 2.0 cumulative grade point average (GPA) ;
- Childcare provider must be licensed and accredited; and
- Must submit all documents to the Financial Aid Office by the established deadline date.

TALENT SCHOLARSHIPS

- **Athletics:** These scholarships are awarded based on athletic talent. These students participate in LSSC 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 semester.

SERVICE SCHOLARSHIPS

- **Angler:** The *Angler* is LSSC's monthly newspaper. The Editor, Associate Editor, Photographer, Graphic Designer and On-line Editor each receive a scholarship of $600 per semester for their services in producing the newspaper.
- **Art:** Students may receive a scholarship of up to $600 per semester for providing assistance to the Art Department.
- **Brain Bowl:** LSSC's Brain Bowl team competes with other community colleges in academic challenges. Scholarships of $600 per semester are awarded to Brain Bowl members.
- **College Ambassador:** In return for 80 hours of service per semester, Ambassadors receive a $600 stipend and $700 scholarship.
- **College Diplomat:** In return for 70 hours of service per semester, Diplomats receive a $600 scholarship.
- **College Reach Out:** Up to six hours tuition for 15 students in the Bridges Program for summer B term only.
- **LSSC Service:** In return for 70 hours of service per semester, students may receive up to $1250 per term based on fund availability.
- **Music:** Students may receive up to $500 per semester for providing assistance to the Music Department.
- **Odyssey:** The *Odyssey* is an LSSC 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 semester.
- **Student Government Association:** Scholarships are awarded to the Student Government Officers for each LSSC campus. The President receives a $750 scholarship per semester. Other officers receive a $600 scholarship per semester.
- **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 IN LAKE AND SUMTER COUNTIES

Applications for these scholarships are available online the month of February each year at lssc.edu/finaid/Pages/SchoolAid/InstitutionalScholarships.aspx. 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 semester.
- **Opportunity Scholarship:** Fee waiver for 12 credit hours for fall semester. Waiver hours must be utilized beginning fall semester. Spring semester 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 semester.
- **Williams/Johnson Scholarship:** $600 scholarship per semester for one year.

UNIVERSITY SCHOLARSHIPS

Please contact the Financial Aid Office at 352-365-3567 for a list of available scholarships or view available scholarships at lssc.edu/finaid/Pages/FinancialAidResources/TransferScholarships.aspx

LSSC Foundation Scholarships

The Lake-Sumter State College Foundation, Inc. offers scholarships for LSSC students. To apply, complete a scholarship application online at http://lssc.scholarships.ngwebsolutions.com. Scholarship applications for the fall semester are available in the month of May; for the spring semester in the month of October; and for the summer semester in the month of March. For further information, call the Foundation at 352-365-3518.

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
2004 Homebuilders Endowment	All Degree Students		2.50		
Altrusa International of Lake County Scholarship	All Degree Students		3.00	Lake/Sumter	Female
ATEX/Bartch Endowment	All Degree Students		2.50	Lake	Minorities
BAS Organizational Management Scholarship	BAS Organizational Management		3.00		
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	
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		
Christian Worship Center Scholarship	All Degree Students		2.50		
Christopher Hall Memorial					
Christopher Staff Memorial Endowment	All Degree Students		2.50		Disabilities
Cindy's Scholarship Group	Accepted-AS in Nursing		3.00	Lake/Sumter	
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
College Outreach Program Scholarship	All Degree Students		2.00		
Community Leads & Needs Scholarship	All Degree Students	South Lake H.S.	2.50	Lake	
Delbert Mark Copeland 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		
Dr. Chuck & Cathy Mojock Scholarship					
Dr. Jean J. Sneed Scholarship	Journalism		2.50		
Dr. Paul P. Williams Scholarship					
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		

LSSC Foundation Scholarships

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
Earl & Sophia Shaw Scholarship	All Degree Students		2.50		
Edmond Amateis Foundation Scholarship	All Degree Students		2.50		
Elizabeth Kerekes Nursing Scholarship	Accepted-AS in Nursing		2.50		
Ellanora McGinty Scholarship	All Degree Students	Tavares H.S.	2.50		
Centurylink 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
Evangeline Angel Mosca Scholarship	Accepted-AS in Nursing		2.50		
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		
G. Roxy & Elizabeth Martin Scholarship	All Degree Students		2.50		
Gail Gross Memorial Scholarship	All Degree Students	Tavares H.S.	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
Gladys Steinburg Memorial Scholarship	Nursing		3.50		
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		
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 Lang Memorial-Rotary Club of The Villages	Nursing	Leesburg H.S.	3.00		
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		
CSI James Jandak Memorial Scholarship	Criminal Justice		3.20		Sophomore
Jessica Layne Davis Scholarship	All Degree Students		2.00	Lake	
Dr. Joe & Elizabeth Kline Rhile Memorial Scholarship	Accounting		3.00		
Joe T. Scholarship	All Degree Students	Leesburg H.S.	3.00		
John Wade & Dorothy Louise Stafford Nursing Memorial	Accepted-AS in Nursing		3.00		
Joseph & Betty Holmes Memorial Scholarship	All Degree Students		3.00		
John & Almarene W. Outlaw Scholarship	All Degree Students		2.50	Sumter	
Karen S. Beard "United in Praise" Endowment	Performing Arts/Music		3.00	Lake	
Colleen & Krystle Dawn Miller Memorial Scholarship	All Degree Students		2.00		Female

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
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 Scholarship	Computer Science		2.50		
Laura Clark Memorial Endowment					
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
LSSC Faculty Scholarship	All Degree Students		3.70		
LSSC Foundation, Inc. Academic Scholarship Program	All Degree Students		2.00		
Mae Mueller Memorial Scholarship	All Degree Students		2.00		
Marion J. Rossbaum Memorial Women's Program Scholarship	All Degree Students		2.00		
Marion S. Shuck Scholarship Trust	Education		3.00		
Marjorie Ruggles Scholarship					
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
Milt Lang Scholarship-Rotary Club of The Villages					
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		
Perman E. Williams Scholarship	All Degree Students		2.50		
Piecemakers Quilters of The Villages	Nursing		2.75		Female
PowerOne Technology Scholarship	Technology/Computer Science		2.50		
Rick Rojas RJ Builders Endowment	Building Construction/ Business Management		2.50		
Robert L. Patrick Nursing Endowment	Accepted-AS in Nursing		3.00		
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		
Roy & Ruth Ryan Scholarship	All Degree Students		2.50		
Sarah Richardson Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		
Senator Alan Hays Scholarship	All Degree Students		2.50		

Scholarship Name	Eligible Students	Graduated From	Min. G.P.A.	County of Residence	Other Criteria
Sheriff Chris Daniels Memorial Endowment	Criminology/ Law Enforcement		2.50		
South Lake Elks Lodge Endowment	All Degree Students		2.50		
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	Health/Education		2.50	Lake	
Tomoka Chapter Daughters American Revolution-Beebe Memorial	All Degree Students		3.00	Lake	Sophomore
Tomoka Chapter Daughters American Revolution Scholarship	History/Social Studies/ Education		3.00	Lake	
Tony Bjorn Memorial Endowment	Business		2.50		
Travis Cork Scholarship- Leesburg Sunset Rotary	All Degree Students except Nursing		3.00		
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. Arline 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 Nursing Scholarship	Accepted-AS in Nursing		2.50		Must be enrolled in LSSC Nursing Program
Voiture 400 40/8 HO Robbins Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		Must be enrolled in LSSC Nursing Program
Voltz Memorial Scholarship	All Degree Students		2.50		
LaRee Wilke Scholarship Fund	All Degree Students		2.50		
William C. & Eunice N. Thompson	All Degree Students		2.50		
William W. & Elsie J. Turner Endowment	Computer Science/ Engineering		2.50		
Windy Williams Memorial Scholarship	All Degree Students		3.50		
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		
William W. & Elsie J. Turner Endowment	Computer Science/ Engineering		2.50		
Windy Williams Memorial Scholarship	All Degree Students		3.50		
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 six (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

LSSC 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 six hours and a cumulative GPA of 2.0.

OFF-CAMPUS EMPLOYMENT

Career Development Services (CDS) provides career advising and job search assistance to students and alumni. Off-campus part-time/full-time employment, internship and volunteer opportunities are posted on CDS's online recruitment portal, College Central Network (www.collegecentral.com/lssc).

Additional information related to career planning and job search assistance is available in the Career Development Services section of this catalog.

Loans

The following federal loan programs are available to students at LSSC. A minimum cumulative 2.0 GPA and enrollment in a minimum six credit/load hours at LSSC is required for eligibility. For information and applications contact the Financial Aid Office at 352-365-3567. **Please note:** transient hours are not included in the enrollment requirement.

FEDERAL DIRECT STUDENT LOAN

- Federal Direct Subsidized Student Loan (DLSUB)
- Federal Direct Unsubsidized Student Loan (DLUNSU)
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Private/alternative student loan

OTHER PROGRAMS

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

Florida Prepaid Program
National Service Trust (Americorp)
Division of Blind Services
Social Security Administration
Veteran's Administration
Vocational Rehabilitation
Workforce Central Florida

VETERAN'S EDUCATIONAL BENEFITS POLICIES

The Admissions and Records Office has complete information on all applicable Veterans Affairs (VA) policies and academic progress, as well as appropriate applications and forms. VA information is also available at lssc.edu/admissions/iama/Pages/Veteran.aspx

Authorization

LSSC 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 - Veteran's 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 who became permanently and totally disabled.

Chapter 1606 - Selected Reserve Program - Members of the selected reserve who are certified by their unit commander and 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 or Congress on or after September 11, 2001.

Fee Deferment

Florida law provides for fee deferments for veterans and other eligible persons. A 60-day deferment is limited to one term per academic year. After the 60 days, the student is responsible for payment of fees to LSSC**.**

Chapter 31 and 33 - students have their tuition and fees paid directly to LSSC and they will also receive monthly housing allowance from VA.

All other VA students receive payments from VA and are responsible for paying their own tuition and fees.

Steps for Applying and Receiving VA Benefits

1. Submit an online Application for Admission to LSSC.
2. Take the PERT test or submit ACT or SAT scores, if applicable.
3. Schedule an appointment with the VA academic advisor.
4. Complete an Application for Veteran's Educational Benefits available in the Admissions and Records Office.
5. Schedule an appointment to speak with the VA Representative in the Admissions and Records Office.
6. Provide LSSC's VA Official 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. Submit an official high school transcript indicating completion of a standard hgih school diploma or GED scores.
8. Request official transcripts from all prior postsecondary schools.

Enrollment is certified each semester. **Students must furnish a copy of their completed registration form signed by the VA academic advisor and a copy of their detailed class schedule to the VA Certifying Official in the Admissions and Records 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 must be selected carefully.

The VA academic advisor assists veterans in selectling required courses, 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, three-quarter 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(s)), the LSSC VA Certifying Official in the Admissions and Records Office must be informed immediately by the student. Failure to do so will create an overpayment, which will require immediate repayment by the student to VA.

VA will not pay for a repeat of most courses. VA will only pay for a repeat for a grade of "D" or below in the following courses: a required mathematics, English, developmental reading, or a nursing course.

Certification of enrollment hours 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 to VA.

Veteran's Educational Benefits will usually be sent to students 45 to 90 days after certification of enrollment hours.

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 Veteran's Benefits:

1. May enroll for independent study courses (i.e., cooperative education), provided more than of 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 and Records Office.

Reinstatement

A student who is declared ineligible for Veteran's Benefits because of unsatisfactory progress, and who wishes to be reinstated, must schedule a meeting with the VA certifying official.

Conduct Standards

Conduct standards for veterans and other eligible persons are the same as those for all students, as stated in the *LSSC College Catalog and Student Handbook*. If a student receiving Veteran's 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 via LOIS approximately one week after the last day of scheduled final exams.

If an Incomplete grade (I) is not removed by the date established in the *Academic and Registration 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 *Academic and Registration Calendar*.

Academic Progress

All students receiving Veteran's Benefits must achieve satisfactory progress toward educational goals by meeting the established Standards of Academic Progress. Students should refer to the standards in the Academic Information section of the Catalog and Student Handbook. 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's Benefits who remains on academic probation beyond two consecutive semesters. The student may be re-certified for Veteran's Benefits upon attaining satisfactory progress (2.0 cumulative GPA) and being removed from academic 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. 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 provide a satisfactory explanation and does not resume class attendance will be reported to VA as having terminated as of the last date of attendance.

Tutoring Assistance

Veterans and other eligible persons receiving an educational-assistance allowance are eligible for reimbursement for tutoring 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

No matter the student's academic goals, LSSC Academic Advisors can help students identify possible academic options, use online tools to obtain academic and transfer information, review academic program guidelines and progress, and understand and navigate through the enrollment and registration process.

It is important for students to develop and maintain contact with an academic advisor throughout their college career. All new students have an opportunity to meet with an academic advisor as part of the live segment of New Student Orientation. Transfer students should plan to schedule an appointment with an advisor. Meeting with an advisor at least once during each semester is recommended so that students enroll in courses applicable toward degree or certificate completion.

ADVISING OFFICES

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

Academic advising is available on all campuses by appointment and on a drop-in basis on specified days. Online advising is available for students by appointment. Interested students may visit LSSC's Academic Advising webpage for more information.

Academic advisors perform preliminary graduation checks for all students applying for graduation. Official and final graduation checks are performed by the Admissions and Records Office. Until the final check is performed, it is not possible for LSSC to verify eligibility for graduation. Assistance is available to help students meet and achieve their degree requirements; however, ultimately, the responsibility rests with each student to be sure that he or she has fulfilled all LSSC graduation requirements. BAS, veterans and student athletes have dedicated advisors to assist them with academic planning.

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 academic success, degree and program offerings, academic integrity, course scheduling, learning to use 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 first semester classes.

All new first-time-in-college (FTIC) and dual enrollment students are required to participate in NSO prior to registering for classes. Transfer students are encouraged, but not required, to participate. To learn more about NSO, visit www.lssc.edu/NSO.

NSO sessions are offered on all campuses and online on a variety of dates and times. Students are eligible to call the Advising Office at any LSSC site to register for NSO after completing an Application for Admission and placement testing (if required).

Counseling

Counseling is provided on a temporary basis to all LSSC students who request it. LSSC contracts with a local private mental health provider for up to five free counseling sessions. Students must request a referral for this service. To learn more about counseling referrals, visit www.lssc.edu/studev

DISABILITY SERVICES

To ensure equal access to educational opportunities for all students regardless of disability, LSSC integrates students with disabilities 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 students with a disability an equal opportunity to participate in services, programs, and activities conducted by the College. Students with a disability who need the use of auxiliary aids and/or services are obligated to self-disclose their disability and provide written documentation. This will assist the Office for Students with Disabilities (OSD) in determining a student's eligibility and accomodations. Title II of the Americans with Disabilities Act of 1990 (ADA) Amendments Act of 2008 (ADAAA) 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 about services offered by the Office for Students with Disabilities, students who should visit the College website at: www.lssc.edu (click on "Quick Links" and scroll to "Disability Services" and click), review LSSC's

documentation guidelines and service-related information. Students may also contact the OSD by calling 352-365-3589 for further information.

Students may make a request for services at any time, however those needing complex services are advised to notify the College as early as possible to ensure that the OSD has adequate 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 accommodations for which they may be eligible. In addition, arrangements for ongoing and continuing services must be made each semester to maintain continuity of services.

The College is not required 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, LSSC'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.

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 LSSC. 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. A Career Advisor from Student Development can also assist individuals in exploring new career paths and educational opportunities that may be available at LSSC or other area institutions. 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 LSSC students and alumni. Career Advisors assist students:

- One-on-one career advising
- Career/major exploration assistance
- Career assessments via "My Plan"
- University transfer and professional school research tools
- Job search strategies (full-time/part-time/internships)
- Resume, cover letter tips and critiques
- Interview tips and mock interviews
- Salary negotiation tips
- Professional networking tips
- Career-related presentations and webinars
- Online job board via College Central Network
- Hiring events
- On-campus employer recuiting tables and interviews
- Online career-related resources

To schedule an appointment with a Career Advisor, students should call 352-323-3603, visit LSSC's main CDS office at the Leesburg Campus in SSB-144 or submit an online appointment request on our website.To learn more about CDS, visit www.lssc.edu/academics/cds.

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, students will obtain a wealth of information regarding general and specific job requirements, earnings projections, future opportunities for employment and industry trends.

Gaining Relevant 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 and leadership positions. These opportunities are an excellent way to build skills, network for future jobs and assess suitability for work in the student's chosen career.

Job Search Resources

Career Advisors can assist students customize their job search strategy for today's competitive job market. In addition, CDS staff conducts employer outreach to attract local employers to LSSC campuses. Students and alumni are invited to participate in on-campus employer interviews and information tables as well as hiring events.

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 Florida Department of Economic Opportunity (DEO); 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 is a state-trust funded program sponsored by the DEO. The program is free of charge, 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 learn more about the New Directions Program at 352-435-5042.

ACADEMIC SUPPORT SERVICES

Learning Centers

The mission of the LSSC Learning Centers is to provide a supportive and comfortable learning environment as well as multi-disciplinary academic support for students at all levels of their college careers. This mission will be achieved 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, and Spanish through the use of RosettaStone.
- Biological science manipulatives and software.
- Computer access and assistance for online courses and testing.
- Computer assisted tutorials.
- Online collaborate tutoring
- 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 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.

Make-Up Testing

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. Students must bring the appropriate materials and a photo ID to the testing site. Faculty who have an entire class or a large group of students who need to be tested, may contact the Learning Centers to request a proctor in the classroom.

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 352-365-3554 or South Lake 352-536-2206 for further information.

Library Services

The library at each LSSC campus provides a full range of resources and services, including print and online collections, access to numerous electronic databases, professional reference and research assistance. 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.lssc.edu/library provides information about resources, current library policies, research tutorials 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 the libraries' website or call:

Leesburg Campus
352-365-3563

South Lake Campus
352-536-2275

Sumter Campus
352-568-3074

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. 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) 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 stores are open in the evening during the first two weeks of classes.

For information on Bookstore hours, visit www.efollett.com, or call 352-435-6334.

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

LSSC-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. LSSC-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.

LSSC-TV first signed on the air in 1987. LSSC-TV is licensed to the District Board of Trustees of Lake-Sumter State College. Its Leesburg Campus facility includes a studio and production/edit facilities that are used to produce local programming.

LSSC-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

LSSC 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.

STUDENT ACTIVITIES

The Student Life Office sponsors events with both a social and educational focus which allow students to build community while learning about various resources and issues. Regular events include Welcome Back Bashes, Pizza with The President, Health Fairs, Taste of the World, and more. Students may consult the Student Activities calendar on the LSSC website for a listing of event times and locations.

Leesburg (main office) 352-323-3650
located in Student Center
stulife@lssc.edu

South Lake 352-536-2147
located in Bldg. 2 Student Lounge
stulife@lssc.edu

Sumter 352-536-2147
stulife@lssc.edu

STUDENT CENTERS

The Student Centers and Student Lounge provide a "community center" for students, faculty, staff, and alumni to relax, socialize. study, and participate in billiards, table tennis, and assorted board games. The Student Center and Student Lounge are open during normal College hours of operation.

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 Thursday.

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 also available at various campus locations.

CAMPUS RECREATION

The Student Life Office offers recreational and fitness opportunities through its intramural and wellness programs. Competitive and personal growth activities are offered to students who want to improve personal fitness, general health, and well-being and reduce stress. The Weight Room provides opportunities for weightlifting and body conditioning. Open hours and an activity schedule are posted on the LSSC website and in the Student Center and Student Lounge each semester.

Open Gym

The gym complex on the Leesburg Campus has open hours for students to enjoy basketball, volleyball, and weight-lifting. Gym hours are posted each semester.

Intramurals

LSSC Intramurals features competitions and organized sport activities for all students, faculty and staff. The intramural program is under the direction of the LSSC Athletic Department and supervised by one of the LSSC coaches. A variety of sports and recreational activities are offered to provide an opportunity for every individual to participate and compete. For more information and a schedule of events, visit the LSSC website at lssc.edu/athletics/Pages/Intramurals.aspx or contact the Athletics Department at 352-323-3655.

Fitness and Wellness Centers

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

LEADERSHIP INSTITUTE

Workshops

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

Team Challenge Course

The LSSC Team Challenge Course offers experiential team building training to both LSSC and community groups. This low ropes initiative course features eight activity areas and is located near the Nature Trail and the athletic fields on the Leesburg Campus.

STUDENT GOVERNMENT ASSOCIATION

Membership in 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 advocacy to the faculty and administration, and to act in an advisory capacity to students. SGA offices are located on the Leesburg and South Lake campuses. SGA meetings are held on a weekly basis. All LSSC students in good standing are eligible to be voting members of the SGA and may give input on issues. All 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. Posted meeting times and locations are posted each semester or contact the Student Life Office.

SGA is led by of the following officer positions: President, Vice-President, Secretary, Senator and Treasurer. SGA Officers are appointed to serve for one academic year through an application and interview process. To be eligible for 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. Student Leader applications are available on the LSSC website, and in the Student Life Office. For more information contact the Student Life Office, Leesburg 352-323-3650 or South Lake 352-536-2147.

SGA Offices:

Leesburg: 352-365-3503
located in Student Center
SGALeesburg@lssc.edu

South Lake: 352-536-2122
located near Bldg. 2 student lounge
SGASouthLake@lssc.edu

Sumter: 352-536-2147
(message will be referred)
SGASumter@lssc.edu

CLUBS AND ORGANIZATIONS

CHARTERING A STUDENT ORGANIZATION

In order to charter or re-charter a student organization or club all of 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); and
- Constitution (within 30 days of initial charter).

CHARTER REVIEW PROCESS

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

If the request is approved by SGA, it will be forwarded to the Director of Student Development for review. Upon approval by the Director of Student Development, a charter authorizing the existence of the club or organization will be issued. All charters will be kept in the club's permanent file in the Student Life Office. The Director of Student Development will advise the College's administration of the existence of the club or organization.

If a request to charter or re-charter is denied, the club or organization has the right to appeal. The appeal will be made in writing to the Director of Student Development 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 Development 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 Development's decision. If a club or 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 according to LSSC Administrative Procedures. (PRO 4-14) All decisions of the Student Administrative Appeals Committee are final.

GUIDELINES FOR ACTIVE CLUBS

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

Information regarding LSSC clubs and organizations is available on the LSSC website or by contacting the Student Life Office at 352-323-3650.

STUDENT INVOLVEMENT IN CLUBS AND ORGANIZATIONS

Any currently enrolled LSSC student is welcome to participate in 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 academic and conduct 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 a club or organization 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 a club.

FUNDRAISING PROCEDURES

All fundraisers, drawings, and 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 Florida 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. (LSSC Board Rule 2.09)

USE OF COLLEGE FACILITIES

The Student Life Office is available to assist LSSC 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.

BULLETIN BOARDS

Designated College bulletin boards are 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 board unless the board is designated for departmental, academic, or special purposes. Organizations or clubs displaying posters or notices are responsible for removing them immediately after the event has ended. 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.

ELECTRONIC SIGNS

The Student Life Offices maintain the messages displayed on the electronic signs at the Leesburg and South Lake campuses. The Sumter Campus' sign is managed by the campus's front desk staff. Message requests should be submitted at lssc.edu/life/Pages/Marquee-Request-Form.aspx

STUDENT PUBLICATIONS

THE ANGLER

The Angler is the LSSC student newspaper and is published online at 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 and functions as a learning lab for those interested in gaining hands-on journalism experience. Those wishing to become staff reporters must 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 LSSC students containing short stories, poetry, photography, art, and graphics. All students are encouraged to submit entries for the fall semester judging. The publication is prepared by students who receive scholarships and by others who volunteer their services. Students interested in working with the *Odyssey* should inquire at the Student Life Office at 352-323-3650.

ATHLETICS

Programs in intercollegiate athletics are coordinated by the Athletic Department coaches and staff, under the general supervision of the Athletic Director. LSSC 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 College System Activities Association and the Mid-Florida Conference. The LSSC athletic program also provides opportunities for students who aspire to become athletic trainers or work in the sports management field to work with the LSSC 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 LSSC Athletic Department at 352-323-3645 or visit the LSSC Athletic webpage at lssc.edu/athletics/Pages/default.aspx.

LAKE Hawks
Lake Sumter State College

ALTERNATIVE WAYS TO EARN COLLEGE CREDIT

Credit by Exam - Institutional

LSSC provides students with the opportunity to exempt specific courses by testing. Students who pass the exams will receive credit for the course with a grade of "P." Fees for Credit by Exam are $25 per credit hour . Students who fail the test will forfeit the exam fee and receive no credit for the course. For more information, contact the Learning Center at 352-365-3554. **Credit by Exams cannot be used to forgive a grade previously earned in a course.**

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

Credit by Examination – Outside Agencies

Credit will be awarded at LSSC for experiential credit exams in accordance with the State of Florida's Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines for Post-secondary 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 LSSC's Admissions and Records Office from the appropriate issuing agency. These include the following types of tests:

A. ADVANCED PLACEMENT EXAMINATIONS (AP) AND CREDIT AWARDED

LSSC grants credit for AP exams according to the guidelines provided by the State of Florida's Articulation Coordinating Committee. AP program examinations are administered by the College Entrance Examination Board (CEEB). To obtain credit for AP exams taken, the student must:

- Have taken the exam PRIOR to enrolling in college;
- Have official scores sent to LSSC's Admissions and Records Office directly from the College Board. To have scores sent from the College Board visit collegeboard.com;
- Earn a score of 3, 4, or 5 on an exam listed on the ACC Credit-By-Exam Equivalencies which is located at http://fldoe.org/articulation/pdf/acc-cbe.pdf;
- Be enrolled as a student at LSSC 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 AP exams;
- Credit will not be awarded for AP exams in a course for which credit has already been earned;
- Credit awarded for AP exams cannot be used to forgive a grade previously earned in a course.

B. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

LSSC grants credit for CLEP exams according to the guidelines provided by the State of Florida's Articulation Coordinating Committee. CLEP examinations are administered by the College Entrance Examination Board (CEEB). To obtain credit for CLEP exams taken, the student must:

- Be currently enrolled at LSSC
- Have official scores sent to LSSC's Admissions and Records Office directly from the College Board. To have scores sent from the College Board, visit 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 ACC Credit-By-Exam Equivalencies which is located at http://www.fldoe.org/articulation/pdf/acc-cbe.pdf.

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 postsecondary institutions and may also be transferable to private institutions;
- No letter grades or quality points are assigned to the credit earned from the CLEP exams;
- Students are not permitted to take CLEP for courses in which they are currently enrolled, have previously attempted, (regardless of grade earned, including "W" and "I", or in which credit has already been earned.
- Credit awarded for CLEP exams cannot be used to forgive a grade previously earned in a course.
- For testing hours and locations, students should contact LSSC's Testing Office at 352-435-5009 or 352-365-3554.

C. Defense Activity Non-Traditional Education Support DANTES/DSST

The Defense Activity Non-Traditional Education Support (DANTES) program is a test conducted by Educational Testing Services (ETS). DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses. LSSC will award credit according to state guidelines. The Credit-By-Exam equivalencies can be viewed at http://www.fldoe.org/articulation/pdf/acc-cbe.pdf

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

D. 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, is available online at http://www.excelsior.edu.

E. 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 college-level 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 previously taken and passed 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 request their IB transcript be sent directly to LSSC's Admissions and Records Office. The Credit-By-Exam equivalencies can be viewed at http://www.fldoe.org/articulation/pdf/acc-cbe.pdf.

F. PHYSICAL EDUCATION CREDIT FOR MILITARY SERVICE

Students who have completed 180 days of active military duty may be awarded four (4) credit hours of Physical Education credit at LSSC by submitting a DD214 form (military separation form issued by the Department of Defense) to LSSC's Admissions and Records Office.

G. CAREER PATHWAYS ARTICULATION

Through the Career Pathways Program partnership LSSC 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.lssc.edu/students/Pages/Future/Degrees.aspx.

H. AWARD OF CREDIT FOR LICENSURE OR CERTIFICATION

LSSC may award college credit to students toward an A.S. or A.A.S. degree based on specific licensure or certification. Students should consult with an Academic Advisor to determine eligibility for articulation of credit.

I. INDEPENDENT STUDY

Under certain circumstances, a student may be permitted to enroll in a college credit course offered through independent study. To discuss possible enrollment in an independent study course:

- The student must receive approval from an academic dean;
- The instructor must make arrangements with his or her department chair/dean to create the independent study section;
- The instructor/department chair/dean will provide the student with the CRN needed for registration purposes;
- The student must register in-person in the Admissions and Records Office for the CRN provided (these sections are not available for online registration).

Note: Dual enrollment students are not permitted to enroll in independent study sections.

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 who are residents of Lake or Sumter counties the opportunity to take LSSC courses while concurrently enrolled in high school. Any student so enrolled shall be exempt from the payment of registration, matriculation and laboratory fees.

Public and private high school counselors, or principals/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 specific academic requirements as detailed in the appropriate dual enrollment articulation agreement and be enrolled in a Florida public or private school or home education program in compliance with applicable Florida Statutes. For articulation information and eligibility criteria please visit the Dual Enrollment webpage. www.lssc.eud/admissions/de

Pre-College Programs

LSSC has made a concerted effort to acquire the financial resources and the necessary support from the community to establish the Youth Outreach Department, which consists of three distinctive pre-college programs. Through grants from the U.S. Department of Education and the Florida Department of Education, LSSC is able to operate its **College Reach-Out Program (CROP), Educational Talent Search (ETS),** and **Upward Bound programs**. Together, these programs serve 775 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 who would 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 LSSC campuses and at participating schools throughout the academic year. Other services include college tours and field trips to places of historical and cultural significance which enhance the students' learning experience and provide the motivation for early college and career decisions. For further information about any of these programs and the respective public schools served by each project, call 352-323-3606 or visit www.lssc.edu/community/youthoutreach.

Computer Institute

The Computer Institute offers a wide array of non-credit courses on all LSSC campuses, online, and at other convenient locations throughout Lake and Sumter counties. Courses are open to the general public, and they are offered on weekdays and evenings. The courses are designed to meet the personal enrichment, career, and lifelong learning needs of the community.

The Computer Institute also provides custom training for business, industry, and government. For more information on computer courses or customized computer training offered through the Computer Institute, call 352-365-3530 or visit the website at lssc.edu (click on Community).

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 career 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 LSSC 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 LSSC 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 75 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 Commission on Colleges. 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 352-365-3556 or visit the website at: lssc.edu (click on Community).

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 the Criminal Justice Program Manager at 323-3615..

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 Science Disciplines:

Computer Science	CGS 2949
Criminal Justice	CCJ 2949
Management	MAN 2949
Office Administration	OST 2949

Associate in Arts Disciplines:

Art	ART 2949
Biology	BSC 2949
Economics	ECO 2949
Journalism	JOU 2949

STUDENT ELIGIBILITY

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

1. Successful completion of a minimum of 12 college credit hours at LSSC or another accredited institution
2. Successful completion of all developmental courses as indicated by ACT/CPT/PERT/SAT scores
3. A grade point average (GPA) of 2.5 or higher
4. Complete any specific prerequisites as outlined in the Cooperative Education Handbook located on the LSSC website at: www.lssc.edu/students/Documents/StudentForms
5. Be accepted by a faculty advisor and have skills which meet the standards of their prospective employer. The faculty advisor will help the student develop learning objectives and outcomes.

Cooperative Education may be repeated up to nine (9) credit hours for a student who is working toward an Associate in Arts 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 352-435-5042.

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: 352-323-3641.

Course Load

LSSC operates on a year-round academic plan, and courses are designated by semester hours of credit. In most instances, a three-semester hour course meets for three hours per 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 the course carries. The maximum hours a student is allowed to enroll per term are as follows:

Academic Term	Maximum Hours
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 a written request to the Director of Student Development.

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. Each instructor will establish and announce hisor her 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 40 for additional information.

LSSC 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 LSSC	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

Academic Honors

TERM HONORS

The Dean's List and the President's List are honors that may be earned each term. Students who complete 12 or more degree credits in a term (excluding developmental credits) with a GPA of 3.5 or higher 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 higher 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 or both, depending on which honor the student earns.

GRADUATION WITH HONORS

Only those students seeking an associate's or bachelor's degree are eligible for honors recognition.

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

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

Course Examinations

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 department chair.

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

Grade Point Average (GPA)

Academic honors for an associates's degree graduation are determined by computing courses taken at all postsecondary 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 the GPA. A minimum of 2.0 ("C") average in both LSSC GPA and all college GPA is required for graduation. Quality points are calculated as follows:

Grade	Rating	Quality Points (per credit hour)
A	**Excellent**	**4**
B	**Good**	**3**
C	**Average**	**2**
D	**Passing Below Average**	**1**
F	**Failure**	**0**
I	**Incomplete**	**0**
IF	**Incomplete Failure**	**0**
W	**Withdrawn or Dropped**	**0**
X	**Audit**	**0**
N	**No Grade or 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 Term

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	3 X 4=	12
POS 2041	3	3	B	3	3	3 X 3=	9
CHM 1020C	3	3	C	2	3	3 X 2=	6
CGS 1530	3	3	D	1	3	3 X 1=	3
ENC 1101	3	0	F	0	3	3 X 0=	0
HUM 1211	3	0	W	0	0	3 X 0=	0
TOTALS	**18**	**12**			**15**	**15**	**30**

30 / 15 = 2.0

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 standards of academic progress. Students who do not make satisfactory academic progress will be required to see an advisor prior to any subsequent registration. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

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

ACADEMIC STANDINGS

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

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

Good Academic Standing

The following criteria must be met in order to maintain Good Standing: A cumulative GPA of at least 2.0 with seven or more college-level credits attempted (excluding developmental courses).

Students not in Good Academic 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 or more college-level credits with less than a 2.0 all college GPA (excluding developmental courses) will be placed on Academic 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 Academic Standing when the all college GPA is a 2.0 or higher.

Academic Suspension

1. Students on academic probation will progress to academic 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 term following the issuance of the "I" (Incomplete) grade. If no final grade has been submitted to the Admissions and Records Office, the "I" grade will be changed to an "IF" (Incomplete/Failure) grade by the end of the term following the issuance of the "I" grade.

A Faculty/Student Incomplete Grade Agreement Form must be completed and submitted to the respective appropriate academic dean for approval, prior to the grades being submitted to the Admissions and Records Office. A signed copy of the Grade Agreement Form will be returned to the instructor by the appropriate academic dean for submission to the Admissions and 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 through the published date 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 successful completion of the course. These circumstances are limited to:

a) Involuntary call to active military duty
b) Serious illness or prolonged disability of the student or a member of the student's immediate family;
c) Death of the student or member of the student's immediate family

Students seeking to withdraw after the posted 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 and submitting the form to the Admissions and Records Office prior to the published deadline date. Responsibility for withdrawal rests solely with 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 AND 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. On 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 attempts per course at LSSC, 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 with an academic advisor.
3. Students attempting the same developmental course or the same college-level credit course for the third time must pay 100% 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 repeat attempts per course. Only the most recent grade will be used in calculating the GPA. Exemption exams, CLEP, and Advanced Placement exams cannot be used to forgive previous coursework. Transfer work that is evaluated as equivalent to LSSC 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 will not 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 in which they have already received a passing grade, must audit the class. The Audit Change Form must be submitted to the Admissions and Records Office prior to the end of the posted add/drop period.

GRADE AMNESTY

Grade Amnesty at LSSC is a special process for calculating a student's GPA during the selection process into specified programs. Students applying for selection into any selective admission program and 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 only. Courses included as part of the Amnesty request cannot be used to satisfy program requirements. Since LSSC's Amnesty process is restricted to the selection process for special admission programs, all previous grades will be included in all other institutional GPA calculations. Request forms and more information may be obtained by contacting the Admissions and 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. A maximum of four 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.

Note: High school dual enrollment students may not register for physical education activity courses.

Governing Catalog

A student's governing catalog is the LSSC Catalog in effect at the time of initial enrollment in credit courses at LSSC provided the student maintains continuous enrollment. An LSSC Catalog is valid for five academic years. A student may follow the policies and graduation requirements in the governing catalog for the five academic years except as may be otherwise provided by law or policies of the District Board of Trustees. The student may officially declare any subsequent catalog as the governing catalog and follow its requirements until its expiration; however, if the governing catalog has expired or the student does not maintain continuous enrollment, graduation requirements will be based on the catalog in effect at the time of the student's graduation. Continuous enrollment is defined as enrollment in one major term per academic year (fall or spring)..

PREPARING TO GRADUATE

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

1. Complete the course requirements for the desired diploma or certificate for the catalog year under which the 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 once the student has applied for graduation. Until the final check is performed, LSSC is not able to verify eligibility for graduation. It is each student's responsibility to ensure that he or she has fulfilled all graduation requirements.
3. Complete a Graduation Application for each degree or certificate 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. Once a Graduation Application is submitted, the student will not be able to withdraw the application.
4. To be eligible to participate in LSSC's Commencement Ceremonies, all students must purchase and wear the appropriate graduation regalia (cap and gown) which is available at LSSC's Bookstore
5. Satisfy all financial obligations.
6. Submit all official high school and college transcripts for all classes taken at another institution while attending LSSC. All final grades must be posted on official transcripts
7. Students must complete 25% of each program's total credit hours at LSSC.
8. Diplomas are mailed to the address provided by the student on the Graduation Application within 4-6 working weeks after the end of each full term. Students should verify their correct address via LOIS.
9. All transcript requests should be made by the student through LOIS. To request a transcript that includes a degree or certificate statement for the current term, the student must choose the "Hold until current semester degrees have been posted" option. Once all degrees and certificates have been awarded at the end of each term, transcripts that were requested to be held for the degree or certificate statement will be processed.

NOTE: Students wishing to retake a course for grade forgiveness must do so prior to earning an A.A., A.S., A.A.S. or B.A.S. degree or a certificate. Grade forgiveness will not be applied after a degree or certificate has been awarded.

Diploma Information

The graduation date recorded on the student's academic record, which prints on degrees, certificates and transcripts, is typically the last official day of the semester, provided all of the above requirements have been met. If all requirements are not met for the semester which the student has applied, the Graduation Application will be reviewed again during the subsequent semester. A Graduation Application is valid for three consecutive semesters. Once the Graduation Application has exceeded the three semester limit, the student must re-apply for graduation.

Diplomas are mailed to the address provided by the student on the Graduation Application within 4-6 working weeks after the end of each full semester. Prior to submitting the Graduation Application, students should verify their address via LOIS and submit a Student Contact Information Change Form if corrections are needed.

Commencement Ceremony

A formal Commencement Ceremony is tentatively scheduled following both the Fall and Spring semesters. Students who are within 12 credit hours of fulfilling their graduation requirements in the Spring semester are invited to participate in the Spring Commencement Ceremony provided they have submitted a Graduation Application by the posted deadline for the Spring semester.

Participation in the Commencement Ceremony does not in any way infer the awarding or issuance of a degree or certificate. Official graduation depends solely on the student's satisfactory completion of all program requirements.

For additional information, please contact the Admissions and Records Office at 352-323-3663.

NOTE: Honors recognition for the Commencement Ceremonies is calculated based on cumulative course work completed from prior semesters. The current semester will be included for official graduation honors recorded on diplomas and transcripts.

DEGREE AND CERTIFICATE PROGRAMS BY CAMPUS

LSSC offers a variety of associate degree and certificate programs at its three locations in Lake and Sumter counties. It also offers one bachelor's degree on the Leesburg campus. Students may complete 50% or more of the designated programs at the following campus locations:

Degree or Certificate	Total Credit Hours	Leesburg	South Lake	Sumter
Bachelor of Applied Science (B.A.S.) Degree				
Organizational Management	120	X		
Associate in Arts (A.A.) Degree	60	X	X	X
Associate in Science (A.S.) Degrees				
Business Administration	64	X	X	
Computer Information Technology	63	X	X	
Criminal Justice Technology	64	X		
Early Childhood Education – Child Development Center Management Specialization	63	X	X	
Early Childhood Education - Preschool Specialization	63	X	X	
Emergency Medical Services	73	X		
Environmental Science	64/65	X		
Fire Science Technology	60			
Health Information Technology	70	X		
Nursing (limited access program)	72	X	X	
Office Administration	63	X	X	
Associate in Applied Science (A.A.S.) Degrees				
Electrical Distribution Technology	65			X
Technical Certificates				
Business Development & Entrepreneurship	25	X	X	
Diigital Forensics	27			
Electrical Distribution Technology – Basic	24			X
Electrical Distribution Technology – Advanced	26			X
Healthcare Informatics Specialist	18	X		
Information Technology Analysis	27	X	X	
Medical Information Coder/Biller	34	X		
Medical Office Management	34	X		

DEGREE AND CERTIFICATE OPTIONS

B.A.S.	**Bachelor of Applied Science**	**Four-year degree designed to accommodate the unique demands for entry and advancement within specific workforce sectors.**
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 college 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 LSSC. 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	*Upon graduation from any degree program at LSSC, the student:*
Analytical Thinking	Analyzes information or data, evaluates, and draws rational and warranted conclusions, integrating quantitative and/or scientific reasoning as appropriate.
Communication - Oral	Demonstrates effective verbal delivery, message content, and organization of material.
Communication - Written	Writes with clear thesis and organization, proper development and presentation of ideas, and virtual freedom from grammar, spelling, and punctuation errors.
Creativity	Demonstrates originality in their work or in strategies to solve problems, and/or assess outcomes, and/or apply multiple solutions.
Independence	Attends class and exhibits preparation for class, meets assignment deadlines with minimal supervision, and/or makes good decisions related to assignments.
Information Fluency – Research	Selects, evaluates, uses, and documents appropriate college-level resources.
Information Fluency – Technology	Effectively applies current technology appropriate for academic assignments and/or career needs.
Leadership & Teamwork	Assesses, plans, and utilizes resources in a leadership role, and/or collaborates with others.
Social Responsibility	Demonstrates understanding of the breadth and variety of human culture and/or the complex inter-relationships between humans and the environment.

BACHELOR'S DEGREE TRANSFER OPTIONS

Students who earn an A.A. or A.S. degree from Lake-Sumter State College have a wide range of options to continue their education for a baccalaureate level (bachelor's) degree. Many of Florida's colleges offer select workforce-related bachelor's degrees, and the public and private universities offer extensive choices of degree programs.

In order to be well prepared for their desired bachelor's degree major, it is essential that students meet regularly with academic advisors during their associate degree work.

Florida College System (FCS)

Lake-Sumter State College offers a Bachelor of Applied Science (B.A.S) in Organizational Management. Please see page 69.

Other FCS institutions offer specific bachelor's degrees as well. A list of FCS approved bachelor's degrees is available at www.fldoe.org/cc/students/bach_degree.asp

Florida State University System (SUS)

The Florida State University System includes the following universities:

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

For a complete list of all State University System (SUS) programs and degrees currently offered in Florida, visit www.flvc.org

Private Institutions
Visit the Florida Department of Education website at www.fldoe.org/college for a list of the nonpublic institutions.

Transfer Worksheets
Listed below are some of the most common bachelor's level majors pursued by LSSC students. Transfer worksheets for each major listed above can be found on pages 79-95.

Art
Athletic Training
Biology
Business
Chemistry
Early Childhood Education
Elementary Education
Engineering
English
Mathematics
Nursing
Physics
Pre-Pharmacy
Pre-Professional Health
Psychology
Secondary Education
Social Science

See Page 77-78 for Transfer Planning Details

Students should contact an academic advisor to receive a customized transfer worksheet for any major.

A.A. Transfer Partnerships

University of Central Florida (UCF)
– DirectConnect
LSSC has joined with the University of Central Florida to create the Higher Education Consortium Agreement, also known as DirectConnect to UCF. This program provides LSSC 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 visit www.directconnecttoucf.com or schedule an appointment with the DirectConnect to UCF advisor by calling 352-536-2113.

LSSC collaborates with UCF to offer ADN-BSN Concurrent Track in Nursing. For information visit:
www.lssc.edu/academics/nursing

University of Central Florida
– Regional Campuses
At UCF Regional Campuses, students may complete full upper-level (junior and senior) undergraduate programs or simply take select courses. Services including, but not limited to admission, advising, financial aid, library, and student services are available from UCF staff on the UCF South Lake Campus, with support on the UCF Leesburg Campus. For more information: www.regionalcampuses.ucf.edu or call 352-536-2113.

Embry-Riddle Aeronautical University Blue-Gold Connection
Embry-Riddle has partnered with LSSC to help students pursue an associate degree followed by a bachelor's 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 LSSC 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

Saint Leo University
Through the LSSC-SLU partnership, students can complete their first two years at LSSC then transfer with their Associate's degree into one of Saint Leo's Bachelor's degree programs. Interested students may contact Saint Leo University at 352-323-3671 regarding requirements and financial assistance.

Additional Partnerships
LSSC has articulation agreements with Bellevue University, FAMU, Kaplan University, Rasmussen College and Strayer University. See an academic advisor for further information.

BACHELOR OF APPLIED SCIENCE DEGREE REQUIREMENTS

The Bachelor of Applied Science (B.A.S.) degree is an upper level undergraduate degree that is designed for students to continue their higher education after completing an Associate in Arts (A.A.) or Associate in Science (A.S.) degree. Lake-Sumter State College offers one bachelor's degree, the B.A.S. in Organizational Management.

Admission Requirements for B.A.S. in Organizational Management

- Completion of an Associate in Arts (A.A.) or Associate in Science (A.S.) degree from a regionally accredited college or university. (Students who have completed equivalent coursework, with a minimum of 60 transferrable semester credit hours, including 18 semester credit hours of LSSC's General Education core requirements, will be considered on a case by case basis, but may require additional coursework prior to acceptance into a baccalaureate degree program.)
- Minimum cumulative grade point average of 2.0 on a 4.0 scale in all post-secondary coursework
- Completion of all developmental (college preparatory) coursework as required by placement testing
- Submission of the online *Baccalaureate Admission Application* with the designated application fee
- Submission of official high school transcript or GED scores
- Submission of official transcripts from all previously attended post-secondary institutions, sent directly to the LSSC Admissions and Records Office
- Submission of Florida Residency Affidavit and required documentation

NOTE:

- Courses transferred from other institutions must be formally evaluated for currency and equivalency credit.
- Related upper-division (3000-4000 level) coursework and supporting documentation must be reviewed for consideration of meeting program requirements and will be considered on a case by case basis. The student is responsible for providing course descriptions and any additional supporting documentation requested in order to make this determination. All course substitutions must be approved in writing by the Program Manager, Department Chair, and Dean.
- Coursework from International Institutions: All transcripts from post-secondary institutions outside of the United State must have a course-by-course evaluation completed by an approved agency. LSSC 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 a state approved college placement test in order to place into the appropriate level English course.

Application Process

1. Contact the Office of Baccalaureate Programs at 352-435-6435 about upcoming information sessions or to make an appointment to discuss the B.A.S. in Organizational Management program.
2. If all Admissions Requirements listed above are met, submit the online Baccalaureate Admissions Application with the following:
   - the designated application fee,
   - official high school transcript or GED scores,
   - official transcripts from all previousely attended post-secondary institutions, sent directly to the LSSC Admissions and Records Office, and
   - the Florida Residency Affidavit and required documentation.
3. Once all transcripts hae been received and evaluated, students receive acceptance letter from the Office of Baccalaureate Programs, along with information regarding the required academic advising appointment and Baccalaureate Welcome & Orientation session.

Enrollment Requirements for Upper-Division Courses in Organizational Management

- Upon notification of acceptance into the degree program and prior to beginning any upper-division courses, students are required to attend:
  - An individual academic advising session to determine needed coursework to complete the specific bachelor's degree
  - Baccalaureate Welcome & Orientation held prior to the first class
- In the first semester of the program, students must enroll in the Cornerstone course for the specific program. (For the B.A.S. in Organizational Management, the Cornerstone course is MAN 3240, Organizational Behavior.)
- All upper-division (3000-4000 level) courses have prerequisite and/or co-requisite courses. It is the student's responsibility to work with an academic advisor each semester to assure proper course planning throughout the program of study and timely completion of all graduation requirements.
- Prior to written approval being granted by the Program Manager for students to enroll in the Organizational Management Capstone course, MAN 4900, all lower-division requirements must be satisfied, including foreign language competence. Additional restrictions may apply.

Graduation Requirements for B.A.S. in Organizational Management

- Completion of all program requirements, including a minimum of 120 semester credit hours, comprised of:
  - 36 semester credit hours as designated in the LSSC General Education requirements. (Students who enter the baccalaureate program with a completed A.A. or baccalaureate degree or with official transcripts documenting "General Education Requirements Met" from a Florida College System or State University System institution shall be considered to have satisfied LSSC's General Education requirements.)
  - 42 semester credit hours of transferable associate degree electives and approved professional support courses. At least 18 semester credit hours must be approved professional support courses.
  - 42 semester credit hours of upper-division coursework in the major
- Completion of all upper-division (3000-4000 level) courses with a grade of C or higher
- Fulfill the LSSC Computer Proficiency requirement. (For the B.A.S. in Organizational Management, CGS 1100, Business Computer Applications, is the prerequisite or co-requisite for the Cornerstone course and will satisfy this requirement.)
- Fulfill the Florida Foreign Language Competence requirement for bachelor's degrees, even if this requires the student to exceed 120 total semester credit hours. Students may fulfill this requirement by successfully completing one of the following options:
  - Two sequential high school credits in one language
  - Two sequential college-credit courses in a foreign language or American Sign Language
  - Minimum designated College Level Examination Program (CLEP) scores in Spanish, French, or German
  - Completion of a college degree or equivalent, or high school diploma from a foreign country where English courses were studied as a foreign language. This must be stated on the official evaluated transcript. See information regarding "Coursework from International Institutions" in *Admission Requirements for B.A.S. in Organizational Management* section above.
- Minimum of 25 percent of the total semester credit hours counted toward the baccalaureate degree must be earned from LSSC (at least 30 of the total 120 semester credit hours)
- Minimum of 15 upper-division (3000-4000 level) semester credit hours, including the Capstone course, must be earned from LSSC.
- Overall cumulative grade point average of 2.0, including all upper- and lower-division LSSC college-credit coursework and all transferred coursework.
- Fulfill all financial obligations to the College before the degree will be awarded and before a diploma or transcript will be released.

Additional information is available through the Office of Baccalaureate Programs at OBP@lssc.edu or 352.435.6435.

ORGANIZATIONAL MANAGEMENT
BACHELOR OF APPLIED SCIENCE DEGREE (700)

ADMISSION REQUIREMENTS:

Admission to this program requires an A.S. or A.A. degree (or equivalent) from a regionally accredited institution and a minimum cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale.

B.A.S. in ORGANIZATIONAL MANAGEMENT PROGRAM	Credits[1]
GENERAL EDUCATION COURSES	36
PROFESSIONAL SUPPORT, TECHNICAL, ELECTIVE COURSES	42

ORGANIZATIONAL MANAGEMENT (O.M). COURSES (3000 - 4000 Level)

____	MAN	3240	Organizational Behavior (Cornerstone)[2]	3
____	GEB	3213	Advanced Business Communications[3]	3
____	ACG	3024	Accounting for Managers[3,4]	3
____	MAN	3353	Management Theory & Applications[3]	3
____	GEB	3452	Legal & Ethical Environment of Business[3]	3
____	ISM	3011	Intro to Information Systems Management[3]	3
____	FIN	3400	Financial Management[3]	3
____	MAN	4303	Leadership & Management Practices[3]	3
____	MAR	3802	Marketing for Managers[3]	3
____	MAN	4301	Human Resource Management[3]	3
____	MAN	4720	Strategic Management[5]	3
____	MAN	4900	Organizational Management (Capstone)[5]	3
____	ENT	4004	Entrepreneurship[3] **or**	
	MAN	3860	Management of Not-for-Profit Organizations[3]	3
____	GEB	4525	Organizational Development[3] **or**	
	MAN	4940	Internship[5]	3
O.M. UPPER-DIVISION COURSES				42

PROGRAM TOTAL 120

Professional Support Courses
Lower-Division Professional Support Courses (if not used for A.A .Degree): ACG 2022, ACG 2071, CGS 1100, ECO 2013, ECO 2023, ENC 2210, FIN 2100, GEB 1136, MAC 1105, MAC 2233, POS 2041, PSY 2012, STA 2023, MNA 1100

Additional upper-division O.M. courses, other relevant professional support courses, and college-level foreign language credit not included in the associate degree may be considered on a case-by-case basis to satisfy part of this requirement, as determined by Program Manager, Department Chair, and Dean.

Foreign Language Competence Requirement:
In addition to the specified course requirements, baccalaureate degree seeking students must meet the State of Florida's foreign language requirement prior to graduation. See *Graduation Requirements for B.A.S. in Organizational Management.*

Computer Proficiency Requirement:
All degree seeking students at Lake-Sumter State College must demonstrate computer proficiency. CGS 1100 is the pre- or co-requisite for the Cornerstone course, MAN 3240, and satisfies this requirement.

The Bachelor of Applied Science (B.A.S.) in Organizational Management program at Lake-Sumter State College educates leaders to effectively manage their organizations and positively impact their communities. Graduates of this program have diverse career paths open to them in a broad range of industries, which may include: sales, retail, small business, government, public safety, healthcare, and not-for-profit organizations.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

Baccalaureate Academic Advisor
Caitlin Moore — Office: LE - SSB 116
MooreC@lssc.edu — 352-435-6335

CAREER DEVELOPMENT SERVICES
Careers@lssc.edu — 352-323-3603

FACULTY CONTACT INFORMATION
Dr. Sandi Zeljko — Office: LE - LA 10
ZeljkoS@lssc.edu — 352-435-6331

1 Semester Credit Hours
2 Pre- or co- requisite: CGS 1100 and Admission to B.A.S. of O.M. program
3 Pre- or co-requisite: C or higher in MAN 3240
4 Students who enter program with both ACG 2022 & ACG 2071 may select another upper - division program course
5 Pre - requisite: C or higher in MAN 3240 and documented consent of Program Manager
6 May be repeated one time for credit

ASSOCIATE IN ARTS (A.A.) DEGREE AND 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 four-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 Commission on Colleges Commission on Colleges (SACSCOC - LSSC'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: 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 an understanding and appreciation of cultural development from ancient times to the present in all its richness and diversity
  Area III: Social & Behavioral Sciences develop an 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 in students a 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 Communication 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 mathematics, science, social and behavioral sciences courses

- MAT 1033, SLS 1501, REA 1105, if required or chosen

- Foreign language (not required for A.A. but required by universities for certain bachelor's degrees and for all bachelor's degree programs at LSSC)

- 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 LSSC, excluding credits by exam, CLEP, AP, etc.

- 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 LSSC and for total credit hours earned

- Maximum of four (4) credit hours of physical education courses will count toward the degree

- Fulfillment of all financial obligations to LSSC

Students are responsible for investigating the requirements for their chosen university and major, and to work with an LSSC academic advisor to plan their A.A. coursework in order to make a smooth academic transfer.

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

COMPUTER PROFICIENCY REQUIREMENT

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

A computer-proficient student demonstrates the following:
Basic file-management skills

- Basic knowledge of how to appropriately and safely use online resources
- Word processing skills sufficient to produce a correctly-formatted academic paper or business document
- Spreadsheet skills sufficient for introductory academic work or business use
- Familiarity with the characteristics and use of a relational database
- Appropriate use of presentation software

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.
2. Passing the institutional Credit by Exam for one of the following courses:
   - CGS 1100 Business Computer Applications
   - CGS 1530 Microsoft Applications
   - OST 1854 Introduction to Microsoft Office
3. Successfully completing one of the courses identified above.

A list of exams offered, examination dates, fees, and the deadline for submitting request forms for the Computer Proficiency Exam or Credit by Exam are posted on the website at lssc.edu/academics/Pages/Academic Resources/Learning Center/Credit-By-Exam.aspx

GENERAL EDUCATION CORE CURRICULUM

AA and BAS DEGREES - 36 CREDIT HOURS
AS/AAS Degrees - See specific programs for requirements

AREA I: 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 COMMUNICATION WITH ORAL COMPONENT COURSES:

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

AML 2010 American Literature I 3
AML 2020 American Literature II 3
AML 2264 Survey of American Literature: Southern Women Writers 3
ENC 2300 Composition: Argumentation 3
ENC 2210 Technical Report Writing 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
SPC 2608 Public Speaking 3

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
* HUM 2461 Latin American Humanities 3

Category: Literature
*AML 2010 American Literature I 3
*AML 2020 American Literature II 3
*AML 2264 Survey of American Literature: Southern Women Writers 3
*ENL 2012 English Literature I 3
*ENL 2022 English Literature II 3
*LIT 2090 Contemporary Literature: Survey 3
*LIT 2091 Contemporary Literature: Novels 3
*LIT 2110 European Literature I 3
*LIT 2120 European Literature II 3
*LIT 2380 Women in Literature 3
*LIT 2930 Selected Topics in Literature 3

Category: Music
MUH 1018 Introduction to Jazz 3
MUH 2011 Introduction to Music 3

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

Category: Theatre
*THE 2020 Introduction to Western Theatre Arts 3

AREA III: SOCIAL & BEHAVIORAL SCIENCES 6 HRS

CODES: GENE, SBEH

CHOOSE 2 OF THE FOLLOWING: *Gordon Rule Courses

Category: 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.

See page 125 for CODE descriptions.

AREA II & III: COMBINED - GORDON RULE 3 HRS

CODES: GENE, GRW6

An additional Humanities (HUMN) or Social & Behavioral Science (SBEH) Gordon Rule (GR) course, requiring 6,000 written words of text, must be completed with a grade of "C" or higher. *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
*HUM 2461	Latin American Humanities	3
*INR 2002	International Relations (SBEH)	3
*LIT 2090	Contemporary Literature: Survey (HUMN)	3
*LIT 2091	Contemporary Literature: Novels (HUMN)	3
*LIT 2110	European Literature I (HUMN)	3
*LIT 2120	European Literature II (HUMN)	3
*LIT 2380	Women in Literature (HUMN)	3
*LIT 2930	Selected Topics in Literature (HUMN)	3
*MMC 2100	Writing for the Mass Media (HUMN)	3
*PHI 2010	Introduction to Philosophy (HUMN)	3
*PHI 2630	Contemporary Ethics (HUMN)	3
*THE 2020	Introduction to Western Theatre Arts (HUMN)	3

AREA IV: MATHEMATICS 6 HRS

CODES: GENE, GRMT

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

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

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
BSC 2250C	Field Biology of Florida w/Lab	3
EVR 1328C	Natural Resources Conservation & Management w/Lab	3
EVR 1858	Environmental Regulation & Compliance	3
EVS 1001C	Introduction to Environmental Sustainability w/Lab	3
EVS 2893C	Environmental Sampling & Analysis I w/Lab	3
MCB 1278C	Introduction to Epidemiology of Infectious Diseases w/Lab	3
MCB 2010C	Microbiology w/Lab	4
MCB 2930C	Special Topics in Microbiology	3
OCE 1000	Introduction to Marine Science	3
ZOO 2010C	General Zoology w/Lab	4

BIOLOGICAL SEQUENCE COURSES BIOS, LABR

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

Category: Physical Science PHYS

☐ **Chemistry**

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

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 LSSC's college level courses qualify as a potential 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 transfer school in choosing courses to meet this requirement.
- As part of the elective component, students must meet LSSC's computer proficiency requirement. See page 71.
- 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. Students should consult the transfer 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.

ASSOCIATE IN ARTS (A.A.) Degree • 190

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES
GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences
LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
☐ ____ SLS 1501 Foundations of Success Seminar 3
Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement_____ _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐Exempt

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.

☐ ____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.

The A.A. degree prepares students for transfer as juniors to a Florida public university; however, students need to be aware of specific courses required for acceptance into most majors. With careful selection, these courses may be used as either general education requirements or as electives. The A.A. degree guarantees admission to a Florida public university but not necessarily to an upper division, limited access program which may have additional requirements.

See an advisor for help in selecting the correct courses and their proper sequences for any major.

Academic Planning Guide Worksheets
LSSC provides academic planning guide worksheets included on the advising web page and in the catalog for several majors. These worksheets outline the specific requirements needed for easy transfer into one of these majors. An advisor can also design an individualized academic planning guide worksheet for any intended major.

Common Program Prerequisites
Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at www.flvc.org.

Additional prerequisites may be beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

Academic Advising
See an advisor regularly to stay on track with intended major. Contact information and hours can be found at www.LSSC.edu/academics/ac/

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

Career Development Services
To explore career options for degree and research possible career paths call 352-323-3603 or visit Careers@LSSC.edu

www.flvc.org
Use the "College Student" link at this site to access detailed information about transferring to another college or university

Follow the Transfer Checklist on page 78

TRANSFER PLANNING

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 LSSC.

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 academic planning guide worksheet as part of their associate's degree at the Florida College System (FCS) institution.

Students are responsible for working closely with an academic advisor while enrolled at LSSC, and to directly contact their intended university to verify requirements unique to their academic and career goals. Students who are undecided about 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, LSSC offers worksheets for some of the popular transfer options, with the Common Program Prerequisites for each. There are many 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 76).

Preparing to Graduate

Students are advised to meet with an academic advisor prior to registering for their last term to confirm that all of the A.A. degree requirements are met. Students must declare an intent to graduate once they register for their last semester of classes. The graduation application requires two steps:

- Meet with an academic advisor to complete a graduation audit.
- Complete a graduation application, attach the graduation audit, and submit to the Admissions & Records Office by the posted deadline.

NOTE: The LSSC 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 academic advisor to monitor progress toward A.A. completion and
  - ✓ Design a specific academic transfer plan for intended major
  - ✓ Plan sequence of courses
  - ✓ Check the transfer institution's catalog for specific degree requirements
- Consider which program and university in which to transfer
- Consult the catalog or specific department at the university to confirm which specific courses should be taken at LSSC;
- 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; and
- Apply to graduate with the A.A. degree by meeting with an advisor and submitting a graduation application by the posted deadline.

Worksheets

LSSC has provided several transfer worksheets in a variety of disciplines on the following pages. Some of the courses listed are general education requirements and some are elective credit requirements. Additional pre-requisites may be required by the transfer institution in addition to the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

An academic advisor can help any student develop an academic planning guide transfer worksheet and a plan for any major that a student chooses. Students should contact an advisor regularly to stay on track.

Following a specific worksheet along with utilizing student resources will prepare students to transfer to a Florida public university to complete a bachelor's degree.

Common Program Prerequisites

Each individual worksheet lists the "Common Program Prerequisites" for a particular major. A common program prerequisite is a course that is required for the Florida university major.

Students should choose the courses listed on each worksheet as part of their academic plan and carefully select these courses to complete requirements for the Associate in Arts (A.A.) degree and to enter a program at the university.

Prerequisites are subject to change. Students must confirm updates with the intended transfer institution and view the current academic year's Common Prerequisite Manual at www.FLVC.org.

TRANSFER TO UNIVERSITY CHECKLIST

In order to have a smooth transfer process from LSSC to a university or college to earn a bachelor's degree, students should plan and prepare while earning the A.A. degree at LSSC.

The following steps and timeline are recommended:

During first two semesters at LSSC:

- ☐ Visit Career Development Services and explore potential careers. For career and college advice use LSSC's My Plan at http://LSSC.MyPlan.com
- ☐ Meet with an academic advisor to review prerequisites for major and complete an academic planning guide for degree
- ☐ Select and follow an appropriate transfer plan
- ☐ Use **www.FLVC.org**, Florida's official online advising website, which offers planning outlines for each major and transfer services for admission, financial aid scholarships, and special programs.
- ☐ Research universities and four-year colleges
- ☐ Visit potential transfer schools and take a campus tour
- ☐ Find out the foreign language requirements; some universities and some majors have both admission and graduation language requirements
- ☐ Students planning to attend UCF should register online for Direct Connect To UCF and see a UCF advisor.

Once 30 credit hours are completed:

- ☐ Meet with an academic advisor to monitor academic progress with selected academic plan and update academic planning guide
- ☐ If needed, continue researching and visiting potential colleges and universities
- ☐ Find out if the degree at the university requires any additional admission requirements such as specific courses, minimum grade point average, portfolio, interview, additional deadlines; or is limited access
- ☐ Complete the university application as early as possible; many universities recommend applying one year in advance
- ☐ Send official LSSC transcript to University Admissions at time of application and again when final grades and degree are posted
- ☐ Send high school transcript to your transfer institution's admissions office

45+ Hours:

- ☐ Meet with an academic advisor prior to registration for last term to complete a degree audit and confirm class selection
- ☐ Complete the LSSC graduation application
- ☐ Meet with academic advisor by posted deadline to complete graduation audit
- ☐ Apply for any financial aid/scholarships at the transfer college or university
- ☐ Check with transfer institution about immunization requirements and documentation
- ☐ Be sure a final LSSC transcript with posted degree conferral has been sent to the transfer institution

ADDITIONAL TRANSFER TIPS:

Credit Hours

- Carefully choose courses as this impacts eligibility for financial aid.
- Florida has an excess hours policy – too many hours may cost more tuition dollars
- Some worksheets will require more than 60 credits to complete all required prerequisites.

Foreign Language

- Find out the foreign language requirements of your transfer institution
  Please note - some universities and some majors have both admission and graduation foreign language requirements

Course Selection

- Students are strongly encouraged to complete the elective area requirement of the A.A. with any courses that relate to their intended university degree
- Start English and math early and continue in the sequence until completed
- Most common course prerequisites require the course to be completed with a grade of C or higher

FLVC.ORG

FLVC.org is Florida's Virtual Campus sponsored by the Department of Education and the Florida Center for Advising & Academic Support, this free online advising website helps students plan and track their progress through college.

From the flvc.org home page, students can access:

- Search college & university profiles
- Access career planning
- Find degree program requirements
- Complete an admission's application
- Access an unofficial transcript
- Link to colleges and universities
- Use the college transfer center
- Access financial aid information

A.A. Art Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES
GR
____ ARH 2000* Art History & Appreciation I ..... 3 ☐
____ ARH 2051* Art History & Appreciation II ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences
LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ ART 1202C* Design & Color 3
____ ART 1300C* Freehand Drawing I 3
____ ART 1301C* Freehand Drawing II 3

ART* prefix electives 6-9 credit hours
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

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

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Kelly Cornell 352-323-3653 CornellK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Studio/Fine Art or Graphic Design - Graduates with a bachelor's degree in this field may find employment in careers such as a professional artist, art educator, designer, art director, curator, web designer, publications designer, photographer, commercial illustrator, or art conservator.

For the university major of Graphic Design students should also take the following:
GRA 1190C
GRA 1191C
ART 1203C
PGY 1401C
GRA 2206C

See an advisor prior to selecting a specific GR Math.

A.A.

A.A. Athletic Training Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 39

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ MAC 1105 College Algebra 3
____ MAC 1114 Trigonometry 3

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

GR

HUMANITIES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ PSY 2012* Introduction to Psychology ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB

____ BSC 1010C* General Biology I with Lab ..... 4 ☒
____ PHY 2053C* General Physics I with Lab ..... 5 ☒
____ _____ 3

ELECTIVES
Credit Hours 21

____ STA 2023* Elementary Statistics I 3
____ BSC 2093C* Human Anatomy & Physiology I w/Lab 4
____ BSC 2094C* Human Anatomy & Physiology II w/Lab 4
____ 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.

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option) _____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org.** Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Debra Dabney 352-323-3641 DabneyD@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
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, or United States Olympic centers and teams.

Suggested Course:
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. Physics is a prerequisite, however a program may choose to waive this course as a prerequisite but still require it as a graduation requirement.Physics is a prerequisite, however, a program may choose to waive this course as a prerequisite but still require it as a graduation requirement.

A.A. Biology Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 38-41

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ MAC 2311* Calc. w/Analytical Geometry I (or MAC 2233*) .. 5/3
____ MAC 2312* Calc. w/Analytical Geometry II (or STA 2023*)... 4/3

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB
____ BSC 1010C* General Biology I with Lab ..... 4 ☒
____ BSC 1011C* General Biology II with Lab ..... 4 ☒

ELECTIVES
Credit Hours 19-22

____ CHM 2045C* College Chemistry I with Lab 5
____ CHM 2046C* College Chemistry II with Lab..... 5
____ CHM 2210C* Organic Chemistry I with Lab
(or PHY 2053C* or PHY 2048C*) 5
____ CHM 2211C* Organic Chemistry II with Lab
(or PHY 2054C* or PHY 2049C*) 5
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
☐____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Debra Hicks 352-435-6421 HicksD@LSSC.edu
Steve Clark 352-435-6401 ClarkS@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
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 amarine or aquatic biologist, cell biologist, educator, biological researcher, ecologist, biostatistician, horticulturist, or biotechnologist.

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.

A.A. Business Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

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

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ ECO 2013* Principles of Economics I (Macroeconomics)..... 3 ☐
____ ECO 2023* Principles of Economics II (Microeconomics)..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ STA 2023* Elementary Statistics I 3
____ ACG 2022* Financial Accounting..... 4
____ ACG 2071* Management Accounting 3
____ CGS 1100* Business Computer Apps. (or CGS 1530*) 3
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
☐____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Graham Bourne 352-323-3644 BourneG@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Graduates with a bachelor's degree in this field may find employment in careers such as Accounting, Business Economics, Finance, Financial Services, General Business, Health Services Administration, Human Resources Management, International Business Management Management, Management Information Systems or Marketing.

For the university major of Health Services Administration MAC 2233 and ECO 2013 are not required.

Suggested Course:
GEB 1011 Introduction to Business

A.A. Chemistry Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 43

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

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

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB
____ CHM 2045C* College Chemistry I with Lab .....5 ☒
____ CHM 2046C* College Chemistry II with Lab .....5 ☒

ELECTIVES
Credit Hours 17

____ CHM 2210C* Organic Chemistry I with Lab (or PHY 2048C) 5
____ CHM 2211C* Organic Chemistry II with Lab (or PHY 2049C)5
____ PHY 2053C* General Physics I with Lab.....5
____ PHY 2054C* General Physics II with Lab.....5
OR PHY 2048C and PHY 2049C
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

☐____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐ Satisfied
Foreign Language (university transfer option)_____ ☐Pending☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at www.flvc.org.

Additional prerequisites may be required in addition to the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Steven Husebye 352 435-6402 HusebyeS@LSSC.edu
Dr. Katie Roles 352-536-2204 RolesK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
General Chemistry, Forensic Science, or Biochemistry.- graduates with a bachelor's degree in this field may find employment in careers such as a chemist, criminalist, high school science educator, petroleum chemist, biochemist, toxicologist, or FBI agent.

For the university majors of Forensic Science and Biochemistry, BSC 1010C and BSC 1011C may also be required.

Some universities may require MAC 2313, and both CHM 2210C/2211C and PHY 2048C/2049C for a B.S. in Chemistry.

A.A. Early Childhood Education Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

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

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

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option) _____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Joanne Greata 352-435-5048 GreataJ@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Graduates with a bachelor's degree in this field may find employment may find employment as a certified teacher for grades Pre-Kindergarten through 3rd grade.

Students must take the General Knowledge (GK) test section of the FL Teacher Certification Examination (FTCE) to enter a FL teacher preparation program at a Florida university. It is recommended that students take English & 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 LSSC. Register at www.fl.nesinc.com.

Universities may have additional requirements for the College of Education. Seek advising early. Contact your intended university & see an LSSC advisor regularly.

A.A. Elementary Education Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

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

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

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Joanne Greata 352-435-5048 GreataJ@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Graduates with a bachelor's degree in this field may find employment as a certified teacher for grades Kindergarten through 6th grade.

Students must take the General Knowledge (GK) test section of the FL Teacher Certification Examination (FTCE) to enter a FL teacher preparation program at a Florida university. It is recommended that students take English & 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 LSSC. Register at www.fl.nesinc.com.

LSSC'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
  - LSSC substitutes: DEP 2004, DEP 2002, or EEC 1000 (PSY 2012 is a prereq. for DEP)
- PET 2081 Wellness, Children & Schools
  - LSSC substitutes: See an UCF advisor

Other universities may have additional requirements for the College of Education. Seek advising early. Contact your intended university & see an LSSC advisor regularly. Suggested Courses: MGF 1106, MGF 1107 or STA 2023, and PSY 2012.

A.A. Engineering Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 43

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

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

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB
____ PHY 2048C* Physics with Calculus I with Lab .....5 ☒
____ PHY 2049C* Physics with Calculus II with Lab .....5 ☒

ELECTIVES
Credit Hours 17

____ CHM 2045C* College Chemistry I with Lab 5
____ MAC 2313* Calculus w/Analytical Geometry III.....4
____ MAP 2302* Differential Equations 3
____ _____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org.** Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Anthony Kondoleon 352-323-3656 KondoleA@LSSC.edu
Dr. Katie Roles 352-536-2204 RolesK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Engineering - Possible areas of concentration include: Aerospace Engineering, Agricultural & Biological Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering Sciences, Industrial & Systems Engineering, Materials Science & Engineering, Mechanical Engineering, or Nuclear Engineering.

Suggested Course:
ENC 2210 Technical Report Writing -
(University of FL requirement- counts as LSSC's 3rd GR Communication course)

A.A. English Academic Planning Guide Worksheet

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

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

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES
GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences
LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

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

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Melanie Wagner 323-3632 WagnerM@LSSC.edu
Danielle Reites 536-2263 ReitesD@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
English, Literature, Creative Writing, or Technical Writing - Graduates with a bachelor's degree in this field may find employment in careers such as a writer, poet, educator, book editor, playwright, media specialist, public relations manager, researcher, or technical writer.

For the university major of Technical Writing, students should select ENC 2210 Technical Report Writing as their Communication with Oral Component course.

Suggested Courses:
AML 2010 and/or AML 2020 (for 3rd English)
LIT 2110 and/or LIT 2120 (for Humanities)
ENL 2012 and/or ENL 2022 (for Humanities)

Electives: Take 3-12 credits of AML, CRW, ENL, or LIT prefix courses

A.A. Mathematics Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 41-43

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

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

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Alissa Sustarsic 352-435-6407 SustarsA@LSSC.edu
Thom Kieft 352-536-2150 KieftT@LSSC.edu
Karen Hogans 352-568-0001 x1008 HogansK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Mathematics, Statistics, or Actuarial Science - Graduates may attend graduate school or find employment in careers such as a statistician, data or numerical analyst, educator, operations or market researcher, actuary, cryptologist, or inventory strategist.

For the university major of Actuarial Science, students will also need to take ECO 2013 and ECO 2023. Students are also encouraged to take ACG 2022 and STA 2023 during their first two years.

For the university major of Statistics, students will need to take STA 2023 and are encouraged to take BSC 1010C and BSC 1011C for their science sequence. MAC 2313 is not required.

A.A. Nursing Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 38

COMMUNICATION
____ ENC 1101 College Composition LSSC 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 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 GR
____ _____ LSSC ..... 3 ☐
____ _____ ..... 3 ☐

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

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences LAB
____ BSC 2093C* Human Anatomy & Physiology I with Lab LSSC .. 4 ☒

Category - Physical Sciences
____ BSC 2094C* Human Anatomy & Physiology II with Lab LSSC . 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 LSSC 4
____ HUN 1201* Nutrition with Diet Therapy LSSC 3
____ MTB 1370 Math for Health Related Professions LSSC 1
(This course is only required if applying to the LSSC A.S. RN program)
____ BSC 1010C General Biology I with Lab 4
(Prerequisite for BSC 2093C and MCB 2010C)
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

☐ ____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Leesburg: 352-365-3540 South Lake: 352-536-2121

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
This worksheet 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 LSSC) are prerequisites for admission to LSSC's A.S. nursing program.

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

LSSC's RN Degree Program:
Details about the LSSC admission process, including an information packet, can be found at www.LSSC.edu. Click on Academics > Nursing Program.

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

A.A. Physics Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 43

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

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

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB
____ PHY 2048C* Physics with Calculus I with Lab ..... 5 ☒
____ PHY 2049C* Physics with Calculus II with Lab ..... 5 ☒

ELECTIVES
Credit Hours 17

____ CHM 2045C* College Chemistry I with Lab 5
____ CHM 2046C* College Chemistry II with Lab 5
____ MAC 2313* Calculus w/Analytical Geometry III 4
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
☐ ____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Anthony Kondoleon 352-323-3656 KondoleA@LSSC.edu
Dr. Katie Roles 352-536-2204 RolesK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
Physics or related fields such as Astronomy, Radiation Physics, or Atmospheric Science and Meteorology - Graduates may attend graduate school or find employment in careers such as a physicist, information technology researcher, educator, astronomer, engineer, civilian and government research scientist, or atmospheric scientist.

Suggested Course:
PHY 2100C Modern Physics

A.A. Pre-Pharmacy Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 39

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

Communication with Oral Component
____ SPC 2608* Public Speaking 3

MATHEMATICS
____ MAC 1140* Precalculus Algebra 4
____ MAC 1114* Trigonometry 3

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

LAB
____ BSC 1010C* General Biology I with Lab ..... 4 ☒
____ BSC 1011C* General Biology II with Lab ..... 4 ☒

ELECTIVES
Credit Hours 21

____ STA 2023* Elementary Statistics I 3
____ MAC 2311*Calc.w/Analytical Geometry I 5
____ CHM 2045C* College Chemistry I with Lab 5
____ CHM 2046C* College Chemistry II with Lab 5
____ CHM 2210C* Organic Chemistry I with Lab 5
____ CHM 2211C* Organic Chemistry II with Lab 5
____ BSC 2093C* Human Anatomy & Physiology I with Lab 4
____ BSC 2094C* Human Anatomy & Physiology II with Lab 4
____ PHY 2053C* General Physics I with Lab 5
____ PHY 2054C* General Physics II with Lab 5
OR PHY 2048C and PHY 2049C
____ 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.

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at w**ww.flvc.org.** Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Dr. Steve Husebye 352-435-6402 HusebyeS@LSSC.edu
Dr. Katie Roles 352-536-2204 RolesK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
This worksheet 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.

University of Florida www.cop.ufl.edu

Florida A & M University www.famu.edu
FAMU does not require SPC 2608

A.A. Pre-Professional Health Academic Planning Guide Worksheet

CAREER PATHS

Students pursuing a career in professional health should develop and follow a plan of action in order to complete requirements to prepare for admission to health profession schools.

Dentistry	Osteopathic medicine (D.O.)
Medicine (M.D.)	Physical therapy
Optometry	Veterinary medicine

Academic Advisors are available to help students design a plan that will allow students to complete LSSC's Associate in Arts degree A.A. (see page 76) and transfer to a university to complete a bachelor's degree and finish professional school entry requirements.

The A.A. degree guarantees admission to a Florida public university but not necessarily to a limited access program that may have additional requirements.

PREPARATION FOR PROFESSIONAL SCHOOLS

Medical schools accept applicants with any major.

Students should select a major in which they have an interest and can excel.

Be aware of specific courses required for acceptance into a major (common course prerequisites). With careful planning and selection, these courses may be used for either general education purposes or as electives.

While completing a bachelor's degree, students should work closely with pre-med advisors to complete required medical school application steps and program prerequisites.

Conduct thorough research into a career choice.

Become knowledgeable of professional school requirements including prerequisite courses, GPA, course load, admissions tests (MCAT, DAT, etc.), processes, and deadlines, letters of recommendation, and volunteer experiences, in order to be a competitive applicant.

Schools are looking for students who are a good fit for their particular school so learn all you can about each program you plan to apply to.

Plan finances carefully. Excess hours will accrue in completing the additional required coursework.

Some universities may require courses in addition to common prerequisites. For specific requirements for a major, consult the intended transfer institution or the Common Prerequisite Manual at www.flvc.org. Program prerequisites are subject to change.

RESOURCES

Academic Advising
www.LSSC.edu/academics/ac
LSSC academic advisors are available to help students select the correct courses and their proper sequences for any major along with some of the prerequisites for medical school while completing an A.A. degree. See an advisor regularly to stay on track with intended major. Refer to the Transfer Checklist (page 81).

www.flvc.org
Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Career Development Services
Explore career options for degree and research possible career paths 323-3603 Careers@LSSC.edu

American Medical Student Association
www.AMSA.org

Medical School Admission Requirements
www.aamc.org/msar

Medical schools look favorably upon candidates who demonstrate the following:

- Documented volunteer/community service activities
- Ability to handle adversity and heavy course loads
- Experience with scholarly research
- Life experience
- Passion for working with people
- Fit to the medical school culture
- Strong communication skills
- Meaningful relationships with faculty/professionals that result in strong letters of recommendation

Requirements may differ among schools; contact the intended university to plan accordingly.

Science sequences should be taken at the same school. Once a student has an A.A. degree, remaining requirements should be completed at the university while pursuing the bachelor's degree.

Available LSSC courses commonly required for professional schools:

ENC1101
BSC1010C & BSC1011C
CHM2045C & CHM2046C
CHM2210C & CHM2211C
PHY2053C & PHY2054C
MAC2311 & STA2023
PSY2012 or SYG2000 (suggested)

A.A.

A.A. Psychology Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36-37

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

Communication with Oral Component

____ _____ 3

MATHEMATICS
____ MGF 1106 Liberal Arts Math (or MAC 1105) 3
____ STA 2023* Elementary Statistics I 3

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

HUMANITIES
GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

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

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

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

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 23/24

____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

☐____ 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

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org**. Additional prerequisites may be required beyond the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Katherine Urquhart 352-323-3604 UrquharK@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
• Psychology or Social Work - Graduates with a bachelor's degree in this field may find employment in careers such as a case manager, probation officer, career counselor, rehabilitation specialist, psychiatric technician, community outreach worker, affirmative action officer, group home coordinator, mental health technician, family services worker, community relations officer, or social worker.

Students planning to major in Social Work are required to take:
POS 2041
ECO 2013 or ECO 2023
SYG 2000 or SYG 2010
PSY 2012

Suggested Course:
Electives: DEP prefix courses 3-6 hours

A.A.

A.A. Secondary Education Academic Planning Guide Worksheet

See pages 76 & 77 for a complete listing of General Education Courses

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ EDF 2005* Introduction to Education 3
____ EDF 2085* Teaching Diverse Populations 3
____ EME 2040* Technology for Educators 3
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
☐____ SLS 1501 Foundations of Success Seminar 3
Students who place into college developmental courses in more than one subject area are required to successfully complete SLS 1501.

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at www.flvc.org.

Additional prerequisites may be required in addition to the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 323-3603 Careers@LSSC.edu

Follow the Transfer Checklist on page 81

ADDITIONAL NOTES:
Studens may complete a bachelor's degree in Middle or Secondary Education to be a certified teacher in grades 5-12. Possible areas of certification include Agriculture, Biology, Business Education, Chemistry, Earth/Space Science, English, Family & Consumer Science, Journalism, Middle Grades General Science, Mathematics, Marketing, Physics, Social Science, Speech, Middle Grades Integrat. Curriculum, or Technology Education.

Students must take the General Knowledge (GK) test section of the FL Teacher Certification Examination (FTCE) to enter a FL teacher preparation program at a Florida university. It is recommended that students take English & 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 LSSC. Register at www.fl.nesinc.com

Because secondary (middle and high) school teachers teach specific subjects (English, math, history, etc.), secondary ed. majors must take basic courses in their chosen field at LSSC as prerequisite for admission to their university program. Check with an advisor or the university of your choice for specifics.

Please contact the Education Department Chair, for specific requirements for your teaching specialization. Additional UCF requirements:EDF 2130 Child & Adolescent Dev. for Educators LSSC substitutes: DEP 2004, DEP 2302 (for which PSY 2012 is a prerequisite)
Suggested Courses: ENC 2300 and PSY 2012

A.A. Social Science Academic Planning Guide Worksheet

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

GENERAL EDUCATION REQUIREMENTS
Credit Hours 36

COMMUNICATION
____ ENC 1101 College Composition I 3
____ ENC 1102 Composition: Literature 3
Communication with Oral Component
____ _____ 3

MATHEMATICS
____ _____ 3
____ _____ 3

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

HUMANITIES
GR
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐
____ _____ ..... 3 ☐

HUMANITIES OR SOCIAL & BEHAVIORAL SCIENCES
____ _____ ..... 3 ☐

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

Category - Biological Sciences
LAB
____ _____ ..... 3 ☐

Category - Physical Sciences
____ _____ ..... 3 ☐

ELECTIVES
Credit Hours 24

____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _
____ _____ ..... _

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

PROGRAM DEGREE TOTAL
Credit Hours 60

Computer Proficiency Graduation Requirement _____ ☐Pending ☐Satisfied
25% of degree completed at LSSC _____ ☐Pending ☐Satisfied
Foreign Language (university transfer option)_____ ☐Pending ☐ Exempt

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.

☐ ____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

Use this academic planning guide worksheet along with student resources listed below to prepare to transfer as a junior to a Florida public university to complete a bachelor's degree.

STUDENT RESOURCES:

Common Program Prerequisites
* - indicates a Common Program Prerequisite
(a required course for the degree)

Program prerequisites are subject to change; consult your intended transfer institution and Common Prerequisite Manual at **www.flvc.org.** Additional prerequisites may be required in addition to the common course prerequisites listed. Consult the transfer institution for specific, detailed requirements for your major.

www.flvc.org Use the "College Student" link at this site to access detailed information about transferring to another college or university.

Academic Advising
See an advisor regularly to stay on track with intended major at www.LSSC.edu/academics/ac.

Career Development Services
Explore career options for degree and research possible career paths 352-323-3603 Careers@LSSC.edu

Faculty Contact
Brian Rogers 352-536-2200 RogersB@LSSC.edu

Follow the Transfer Checklist on page 78

ADDITIONAL NOTES:
This worksheet prepares students to complete a bachelor's degree in General Social Science, Political Science & Government, Sociology, History, Anthropology, or Social Science Economics.

Students planning to major in Political Science & Government need to take 6 credit hours in POS, INR, or CPO prefix courses.

Students planning to major in General Social Science will need to take 6 credit hours in Social Sciences.

Students planning to major in History are required to take two introductory courses in History with prefixes of AMH or EUH.

Sociology majors should complete two lower level courses with a prefix of SYG.

Economics-Social Science majors are required to take ECO 2013 and ECO 2023.

Suggested Courses: MGF 1106 and STA 2023

A.A.

CAREER AND TECHNICAL EDUCATION PROGRAMS

Associate in Science Degrees (A.S.) are the career education and transfer degrees of Florida College System Institutions. 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 LSSC. 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.[1]

Associate in Science and Associate in Applied Science Degrees

	2010/11	2009/10	2008/09
Business Administration AAS	100%	100%	100%
Computer Information Technology AS	100%	100%	NA
Computer Information Technology AAS	100%	0%	100%
Computer Programming & Analysis AAS	NA	NA	100%
Criminal Justice Technology AS	100%	100%	100%
Criminal Justice Technology AAS	100%	0%	100%
Early Childhood Education AS	100%	100%	NA
Early Childhood Education AAS	100%	100%	100%
Electrical Distribution Technology AAS	NA	NA	NA
Emergency Medical Services AS	100%	100%	NA
Fire Science Technology AAS	100%	100%	NA
Graphics Arts Technology AAS	100%	100%	100%
Health Information Management AAS	100%	100%	100%
Legal Assisting AAS	100%	100%	100%
Nursing AS	100%	96%	99%
Office Administration AAS	100%	100%	100%

Technical Certificates

	2010/11	2009/10	2008/09
Accounting Technology Management	NA	100%	NA
Computer Programming	NA	NA	100%
Electrical Distribution Basic	85%	90%	NA
Electrical Distribution Advanced	NA	100%	100%
Healthcare Informatics Specialist	93%	NA	NA
Information Technology Analyst	100%	100%	100%
Medical Coder/Biller	100%	100%	100%
Medical Office Management	50%	NA	100%
Medical Records Transcription	NA	100%	NA
Office Specialist	NA	NA	100%
Office Support	NA	NA	100%
Small Business Management	0%	100%	100%

[1] 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
ACG 2022	Financial Accounting
ASL 2140	American Sign Language I (4 credits)
ASL 2150	American Sign Language II (4 credits)
DEP 2002	Psychology of Child Development
DEP 2004	Psychology of Human Development
DEP 2302	Adolescent Psychology
ECO 2013	Macro Economics
ECO 2023	Micro Economics
LIS 1002	Electronic Resources (1 credit)
LIS 2003	Introduction to the Internet (1 credit)
LIS 2004	Introduction to Internet Research (1 credit)
OST 1743	Word Processing for College Writing (1 credit)
OST 2336	Business Communication
PGY 1401C	Basic Photography
PGY 2801C	Digital Photography I
PHI 2010	Introduction to Philosophy
POS 2112	State and Local Government
POS 2950	Federal Government Institutions
PSY 2012	Introduction to Psychology
REL 2300	World Religions
SOP 1740	Psychology of Women
SLS 2940	Service Learning
SGY 2000	Introduction to Sociology
SGY 2010	Social Problems
SPN 1120	Elementary Spanish I (4 credits)
SPN 1121	Elementary Spanish II (4 credits)
SPN 1042	Spanish for Law Enforcement (2 credits)
PLA 1800	Family Law
PLA 2058	Survey of Law
PLA 3201	Civil Litigation
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[1]	3	
____	ENC 1102	Composition Literature	3	
____	ENC 2210	Technical Report Writing	3	
____	MAC 1105	College Algebra[1]	3	
____	STA 2023	Elementary Statistics I	3	
____	ECO 2013	Principles of Economics I (Macroeconomics)[1]	3	
____	ECO 2023	Principles of Economics II (Microeconomics)[1]	3	
____	SPC 2608	Public Speaking	3	
____	Humanities[4] _____		3	
		TOTAL	**27**	
BEGINNING COURSES				
____	CGS 1100	Business Computer Applications	3	
____	GEB 1011	Introduction to Business	3	
____	ENT 1000	Introduction to Entrepreneurship	3	
____	MAN 2021	Principles of Management	3	
____		Professional Elective[5]	3	
INTERMEDIATE COURSES				
____	SBM 2000	Small Business Management	3	
____	CTS 1205	Microsoft Excel[3]	3	
____	MAR 2011	Principles of Marketing	3	
____	OST 2336	Business Communications	3	
ADVANCED COURSES				
____	ACG 2022	Financial Accounting[1, 2]	4	
____	ACG 2071	Management Accounting	3	
____	GEB 2930	Business Capstone	3	
		PROGRAM TOTAL	**64**	

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

FIN	2100	Personal Finance	3
GEB	1136	Introduction to E-Business	3
MNA	1100	Human Relations in Business & Industry	3
MAN	2949	Cooperative Education Internship-Business Administration	3
		Foreign Language	4
		Additional General Education Course	3
		Approved Technology or Systems Analysis	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
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

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, it also provides introductory knowledge and skills necessary for students seeking employment or advancement in a business career.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 352-323-3603

FACULTY CONTACT INFORMATION

Julia Sweitzer Office: SU - CM 4120
SweitzeJ@lssc.edu 352-568-0001 X1007

1 Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
2 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. degree.
3 Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.
4 Select from General Education Core Curriculum courses.
5 Student must select from approved courses listed under professional elective.

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
GENERAL EDUCATION COURSES				
____ ENC	1101	College Composition I[1,2]	3	
____ ENC	1102	Composition: Literature	3	
____ ENC	2210	Technical Report Writing	3	
____ MAC	1105	College Algebra[1]	3	
____ ECO	2013	Principles of Economics I (Macroeconomics)	3	
____ Humanities [3 4]		_____	3	
		TOTAL	**18**	
BEGINNING COURSES				
____ CET	1171	Microcomputer Hardware	3	
____ CGS	1100	Business Computer Applications[2]	3	
____ COP	1000	Introduction to Programming	3	
____ CTS	1831	Web Authoring I	3	
INTERMEDIATE COURSES				
____ CET	1485	Networking Essentials	3	
____ CET	1179C	A+ Essentials	3	
____ CGS	2034	Survey of Computer Information Technology	3	
____ OST	2336	Business Communications	3	
ADVANCED COURSES				
____ CET	2660	Network Security Fundamentals	3	
____ CET	2180	A+ Practical Application	3	
____ CIS	2321	Systems Analysis & Design	3	
____ CGS	2545	Database Concepts	3	
PROFESSIONAL ELECTIVES [5,6]				
_____		_____	3	
_____		_____	3	
_____		_____	3	
		PROGRAM TOTAL	**63**	

PROFESSIONAL ELECTIVES [5]

CET 2854	Fundamentals of Wireless Technologies	3
COP 1171	Computer Programming-Visual Basic	3
COP 2800	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 CGS, COP, CTS, CET or CIS Course not required in the program

☐ __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.

☐ ____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

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

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Betti McTurk	Office: SL, Bldg 2-338
McTurkB@lssc.edu	352-536-2149

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

1 Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
2 It is recommended that CGS 1100 be taken prior to or along with ENC 1101.
3 Select from General Education Core Curriculum courses.
4 Students desiring to transfer to UCF should select from HUM 1211, HUM 1230, REL 2300, LIT 2110, LIT 2120, ARH 2000, ARH 2051, PHI 2010, FIL 2001, or THE 2020.
5 Students should check with transfer institution before selecting course to guarantee transferability.
6 It is strongly recommended that professional electives be selected in consultation with a Computer Information Technology faculty member.

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[1]	3	
____	ENC 1102	Composition: Literature[1]	3	
____	SPC 2608	Public Speaking	3	
____	Mathematics	Choose from any MAC, MGF, or STA[1]	3	
____	Mathematics	Choose from any MAC, MGF, or STA[1]	3	
____	Humanities	_____[1,2]	3	
____	Humanities	_____[1,2,]	3	
____	POS 2041	American National Government	3	
	PSY 2012	Introduction to Psychology[1] **or**		
____	SYG 2000	Introduction to Sociology[1]	3	
____	AMH 2010/2020	U.S. History to 1877 **or** Since 1877[2]	3	
____	Science	Biological_____[1,3]	3	
____	Science	Physical_____[1,3]	3	
		TOTAL	**36**	
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
		TOTAL	**18**	
Professional Electives			**10**	

Choose from;

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

Foreign Language Courses

Supporting Electives Courses[4] **(SEE CATALOG P. 97)**

Articulation credits from Law Enforcement/Corrections Certification

___ _____ ..... ___

___ _____ ..... ___

___ _____ ..... ___

___ _____ ..... ___

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.

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.	☐ ____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

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 LSSC grant elective credit hours upon the successful completion of six (6) credit hours in the Associate in Science.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

*** Note: Regardless of any degree work completed, in order to be a sworn law enforcement or corrections officer in the state of Florida, students must successfully complete a state mandated training academy program.**

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Rebecca Nathanson	Office: LE - LA 15
NathansR@lssc.edu	352-323-3615

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Select from General Education Core Curriculum courses.
[3] One Science course must include a lab componet or select two course sequence
[4] Must be selected from the approved A.S. Criminal Justice Supporting Electives list p.97.

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
GENERAL EDUCATION COURSES				
____	ENC 1101	College Composition I[1]	3	
____	ENC 1102	Composition: Literature[1]	3	
____	PSY 2012	Introduction to Psychology[1] **or** SGY 2010	3	
____	SYG 2430	Marriage & the Family	3	
____	MGF 1106	Liberal Arts Math **or** MAC 1105 **or** higher[1]	3	
____	BSC 1005	Introduction to Life Science **or** PHY 1020C	3	
____	Humanities	Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 or THE 2020_____	3	
		TOTAL	**21**	
BEGINNING COURSES				
____	EEC 1001	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	
____	EEX 2010	Introduction to Special Education	3	
ADVANCED COURSES				
____	CHD 2334	Language Arts for the Young Child	3	
____	CHD 2338	Math & Science for the Young Child	3	
____	CGS 1100	Business Computer Applications	3	
____	EEC 1523	Managing Child Care Programs	3	
____	EEC 2732	Health, Safety & Nutrition for Young Children	3	
____	EEC 2949	Internship - Childcare Center Management	3	
SELECT 3 OF THE FOLLOWING - 9 HOURS:				
____	EDF 2005	Introduction to Education **or** 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	
		PROGRAM TOTAL	**63**	

Articulation to Early Childhood Education, 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
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

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 with the Jessica Lunsford Act.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Dr. Joanne Greata	Office: LE - LK 136
	SL - 340A
GreataJ@lssc.edu	352-435-5048

[1] Students may be required to enroll in college developmental math, writing, and/or reading courses based on placement test scores.

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
GENERAL EDUCATION COURSES				
____ ENC	1101	College Composition I[1]	3	
____ ENC	1102	Composition: Literature[1]	3	
____ BSC	1005	Introduction to Life Science **or** PHY 1020C	3	
____ MGF	1106	Liberal Arts Math **or** MAC 1105 or higher[1]	3	
____ PSY	2012	Introduction to Psychology[1] **or** SYG 2010	3	
____ SYG	2430	Marriage & the Family	3	
____ Humanities		Select 1 of the following: ARH 2000, ARH 2051, HUM 1211, HUM 1230, MUH 2011, MUH1018, PHI 2010, PHI 2630, FIL 2001 **or** THE 2020_____	3	
		TOTAL	**21**	
BEGINNING COURSES				
____ EEC	1001	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	
____ EEX	2010	Introduction to Special Education	3	
ADVANCED COURSES				
____ ARE	2000	Art & Creative Expression	3	
____ CHD	2334	Language Arts for the Young Child	3	
____ CHD	2338	Math & Science for the Young Child	3	
____ CGS	1100	Business Computer Applications	3	
____ MUE	2211	Music & Movement	3	
____ EEC	2732	Health, Safety & Nutrition for Young Children	3	
____ EEC	2940	Internship - Preschool	3	
SELECT 2 OF THE FOLLOWING - 6 HOURS:				
____ EME	2040	Technology for Educators	3	
____ EDF	2005	Introduction to Education **or** any ECE course	3	
____ EDF	2085	Teaching Diverse Populations	3	
____ SPC	2608	Public Speaking	3	
____ Elective		_____	3	
		PROGRAM TOTAL	**63**	

Articulation to Early Childhood Education, 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
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

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 with the Jessica Lunsford Act.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

Leesburg Campus	352-365-3574
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Sumter Campus	352-568-0001

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Dr. Joanne Greata	Office: LE - LK 136 SL - 340A
GreataJ@lssc.edu	352-435-5048

[1] Students may be required to take developmental math,writing, and/or reading courses based on placement test scores.

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
GENERAL EDUCATION COURSES				
____	ENC 1101	College Composition I[1]	3	
____	Natural Science/Mathematics[1, 2]		3	
____	PHI 2630	Contemporary Ethics	3	
____	POS 2041	American National Government	3	
____	ENC 2210	Technical Report Writing	3	
		TOTAL	**15**	
BASIC CERTIFICATE COURSES				
____	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	First Aid Rescue & CPR	2	
____	ETP 1105	OSHA Electrical Standard & The NESC	3	
____	ETP 2131C	Pole Line Equipment I	3	
		TOTAL FOR BASIC CERTIFICATE	**26**	
ADVANCED CERTIFICATE COURSES				
____	CGS 1530	Microcomputer Applications	3	
____	ETP 1135C	Street and Area Lighting	3	
____	ETP 2110C	Metering and Energy Management	3	
____	ETP 2020	American Power Systems	3	
____	ETP 2120C	Basic Transformer	3	
____	ETP 2132C	Pole Line Equipment II	3	
____	ETP 2137C	Electrical Distribution Substations	3	
____	ETP 2102C	Rubber Gloving - Hot Line I	3	
		TOTAL FOR ADVANCED CERTIFICATE	**24**	
		PROGRAM TOTAL	**65**	

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.

- ☐ ____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

The Electrical Distribution Technology Program (EDT) 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 craftsperson 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 team.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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South Lake Campus	352-243-5722
Sumter Campus	352-568-0001

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

CONTACT INFORMATION

Betty Downey Office:	LE - SS 228
DowneyB@lssc.edu	352-323-3612

[1] Students may be required to enroll in college developmental, math, writing, and/or reading courses based on placement test scores.
[2] Select from General Education Core Curriculum courses.

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
LSCC COURSES*				
____	ENC 1101	College Composition I[1]	3	
____	ENC 1102	Composition: Literature	3	
____	PSY 2012	Introduction to Psychology	3	
____	CGS 1100	Business Computer Application	3	
____	Natural Science/Mathematics[2]	_____	3	
____	Humanities[2]	_____	3	
____	Elective	_____	2	
		TOTAL HOURS OF REQUIRED LSCC COURSES	**20**	
ARTICULATED CREDITS FOR EMT				
____	EMS 1119	Emergency Medical Technology	3	
____	EMS 1119L	EMT Laboratory	4	
____	EMS 1431	EMT Clinical Practicum	4	
		TOTAL	**11**	
ARTICULATED CREDITS FOR PARAMEDIC				
____	EMS 1010	Essentials of Human Structure & Function	3	
____	EMS 2603	Paramedic I	4	
____	EMS 2603L	Paramedic I Lab	3	
____	EMS 2666	Paramedic I Clinical	4	
____	EMS 2604	Paramedic II	5	
____	EMS 2604L	Paramedic II Lab	3	
____	EMS 2667	Paramedic II Clinical	4	
____	EMS 2647	Endotracheal Intubation	3	
____	EMS 2605	Paramedic III	2	
____	EMS 2605L	Paramedic III Lab	2	
____	EMS 2668	Paramedic III Clinical	4	
____	EMS 2659	Provisional Field Internship	5	
		TOTAL	**42**	
		PROGRAM TOTAL	**73**	

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

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

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 LSSC with a minimum 2.0 grade point average, and must have an approved LSSC Articulation Credit Transfer Request Form on file in the LSSC Admissions and Records Office.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu 352-323-3603

FACULTY CONTACT INFORMATION

Rebecca Nathanson Office: LE - LA 15
NathansR@lssc.edu 352-323-3615

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Select from General Education Core Curriculum courses.

ENVIRONMENTAL SCIENCE TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE (220)

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

			Credits	Note
GENERAL EDUCATION COURSES				
____	ENC 1101	College Composition I[1]	3	
____	ENC 1102	Composition: Literature[1]	3	
____	ENC 2210	Technical Report Writing[1]	3	
____	MAC 1105	College Algebra[1]	3	
____	MAC 1114	Trigonometry[1]	3	
____	PHI 2630	Contemporary Ethics	3	
____	ECO 2013	Principles of Economics I[1](Macroeconomics)	3	
____	ECO 2014	Principles of Economics II[1](Microeconomics)	3	
____	SPC 2608	Public Speaking	3	
____	SYG 2000	Introduction to Sociology[1]	3	
____	CHM 1025C	General Chemistry with Lab[1]	5	
	ESC 1000	Earth Science Survey[1] **or**		
____	GLY 1030	Environmental Geology[1]	3	
	OCE 1000	Introduction to Marine Science **or**	3	
____	BSC 1010C	General Biology I with Lab[1]	4	
____	PSC 1515	Energy & the Environment[1]	3	
____	BSC 2250C	Field Biology of Florida with Lab	3	
		TOTAL	**47/48**	
BEGINNING COURSES				
____	EVS 1001C	Intro to Environmental Sustainability with Lab	3	
____	EVR 1328C	Nat. Resource Conservation & Mgmt with Lab	3	
____	EVR 1858	Environmental Regulation & Compliance	3	
____	Computer Proficiency			
ADVANCED COURSES				
____	GIS 2040C	Intro to GeoGraphic Information System w/Lab	3	
____	EVS 2893C	Environmental Sampling & Analysis I w/Lab	3	
____	EVR 2949	Cooperative Education Internship in Environmental Science	2	
		PROGRAM TOTAL	**64/65**	

COMPUTER PROFICIENCY: Must be demonstrated as required by LSSC 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 LSSC 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

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

This program will prepare students for occupations in natural conservation and research, sustainability, and environmental studies.

The program will prepare students to face increasingly complex environmental challenges; to manage environmental systems in the area of environmental quality, sampling and analysis, habitat restoration, and presevation of endemic species. The program provides access to a comprehensive base of knowledge, skills and supporting laboratory, field, and classroom exprerience that will enable our graduates to qualify and be competitive for entry-level positions in environmental science. Students will be prepared to choose job positions in analyzing new environmental policies, environmental risk, or computer modeling. The program has a flexible curriculum that accommodates and reflects the rapidly changing technology and knowledge base of environmental sustainability. Finally, the program prepares students to communicate their findings and ideas to the scientific community, to decision-makers, and to the public.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Debra Carter Hicks	Office: LE - SM 121
HicksD@lssc.edu	352-435-6421
or	
Laine Vignona	Office: LE - SM 230
VignonaL@lssc.edu	352-435-6404

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.

FIRE SCIENCE TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE (273)

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[1]	3	
____ ENC	1102	Composition: Literature	3	
____ MAC	1105	College Algebra	3	
____ POS	2041	American National Government	3	
____ SPC	2608	Public Speaking	3	
____ Humanities_____			3	
		TOTAL	**18**	
COMPUTER PROFICIENCY				
____ CGS	1100	Business Computer Applications	3	
REQUIRE FIRE SCIENCE COURSES				
____ FFP	1505	Fire Prevention Practices	3	
____ FFP	1540	Private Fire Protection Systems I	3	
____ FFP	1810	Fire Fighting Tactics & Strategy I	3	
____ FFP	2120	Building Construction for Fire Science	3	
____ FFP	2610	Fire Investigation: Origin & Cause	3	
____ FFP	2720	Company Officer	3	
____ FFP	2740	Fire Service Course Delivery	3	
____ FFP	2770	Ethical and Legal Issues in Fire Service	3	
____ FFP	2780	Fire Department Administration	3	
____ FFP	2811	Firefighting Tactics & Strategy II	3	
____ FFP	1111	Fire Chemistry	3	
FIRE SCIENCE ELECTIVES				
____		_____	3	
____		_____	3	
		PROGRAM TOTAL	**60**	

Fire Science Electives

FFP 1000	Introduction to Fire Science	3
FFP 1702	Principles of Emergency Services	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
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

The Fire Science Technology 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 Company Officers I and Fire Inspectors certification to meet some 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 LSSC and Lake Technical Center (LTC) may request that LSSC grant articulation credits upon successful completion of six (6) credit hours in the A.S. degree program in Fire Science Technology at LSSC.

*** FESHE Compliant:**
The Fire and Emergency Services Higher Education (FESHE) network was developed by the National Fire Academy as a way to coordinate efforts in providing higher education for fire and emergency services personnel. A FESHE compliant degree means that the degree is based upon a model being used nationally containing standardized fire technology curriculum. This will enable preparation of well trained and academically educated firefighters and provide a national model for an integrated system of higher education for fire and emergency service professionals.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Rebecca Nathanson	Office: LE - LA 15
NathansR@lssc.edu	352-323-3615

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Select from General Education Core Curriculum courses.
*Note: Regardless of any degree work completed, state certification is required to work as a professional firefighter.

HEALTH INFORMATION TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE (238)

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[1]	3	
____ BSC	2093C	Human Anatomy & Physiology I with lab[2]	4	
____ BSC	2094C	Human Anatomy & Physiology II with lab	4	
____ MAC	1105 or MGF 1106[1]		3	
____ Humanities[3]		_____	3	
____ Social & Behavioral Sciences[3]		_____	3	
		TOTAL	**20**	
BEGINNING COURSES				
____ HSC	1531	Medical Terminology I	2	
____ HSC	1532	Medical Terminology II	2	
____ CGS	1100	Business Computer Applications	3	
____ HIM	1211	Basic Health Information Technology	1	
____ HIM	1003	Foundations of Health Information Management[4]	3	
____ HIM	1433	Concepts of Disease	3	
____ HIM	1800C	Professional Practice Experience I	2	
____ HIM	1512	Medical Office Management [1]	3	SM
____ HIM	1273	Medical Insurance & Coding I [1]	3	S
INTERMEDIATE COURSES				
____ HIM	2012	Medicolegal Aspects of Records[4]	2	
____ HIM	2112	Electronic Health Records & Informatics	3	F
____ HIM	2410	ICD Coding I	3	F
____ HIM	2442	Pharmacology & Laboratory Analysis	1	F
____ HIM	2253C	CPT Coding & Reimbursement	3	S
____ OST	2336	Business Communications	3	
ADVANCED COURSES				
____ 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	2412	ICD Coding II OR		
____ HIM	2651	E-Health Projects in Medical Practice	3	S
____ HIM	2810	PPE II: Medical Coding OR		
____ HIM	2815	PPE: Healthcare Informatics	2	
		PROGRAM TOTAL	**70**	

☐ __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.

- ☐ ____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

The Health Information Technology A.S. degree program prepares students for careers or advancement in any healthcare setting as a health information technician. A health information technician is a professional who focuses on health care data. They assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. They code medical records and routinely communicate with practitioners to clarify diagnoses or to obtain additional information. Techicians must be familiar with electronic health record (EHR) computer software, data secutity, and analyzing electronic data to improve healthcare information. Health information technicians use EHR software to maintain date on patient safety, patterns of disease, treatments, and outcomes. Technicians also may assist with improving EHR software usability and contribute to the development and maintenance of health information networks.

The Health Information Technology 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.

Note: Students must earn a grade of C or higher in all courses with an HIM prefix in order to qualify for graduation.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: LE-SM228
ZiesemeB@lssc.edu	352-435-6414

[1] Students may be required to take college developmental math, writing and/or reading courses based on placement test scores.
[2] BSC 1010C is a prerequisite
[3] Select from General Education Core Curriculum courses.
[4] These courses require demonstration of Computer Proficiency as a prerequisite

NURSING PROGRAM

The Lake-Sumter State 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.lssc.edu/academics/nursing.**

	GENERAL TRACK	BRIDGE TRACK - LPN & PARAMEDIC
Mandatory Information Session/Establish Nursing File	Open to all students interested in Nursing Program. This 2 hour session is required prior to application submission. Schedule posted at www.lssc.edu/academics/nursing. Review Nursing Information Packet posted at www.lssc.edu/academics/nursing prior to attendance. Includes nursing file set-up and Q&A opportunity.	Open to all students interested in Nursing Program. This 2 hour session is required prior to application submission. Schedule posted at www.lssc.edu/academics/nursing. Review Nursing Information Packet posted at www.lssc.edu/academics/nursing prior to attendance. Includes nursing file set-up and Q&A opportunity.
HESI NURSE ENTRANCE TEST	Prior to testing: review HESI policy in appendix of Nursing Information Packet; study for each section. Testing schedule posted at www.lssc.edu/academics/nursing. 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 www.lssc.edu/academics/nursing. 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.
OFFICIAL TRANSCRIPTS/GPA	Official transcripts from institutions other than LSSC must be received no later than the application deadline. Mail transcripts to LSSC's Admissions and Records Office. 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 LSSC must be received no later than the application deadline. Mail transcripts to LSSC's Admissions and Records Office. 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 LSSC Admissions and Records Office by application deadline.
APPLICATIONS AVAILABLE	Applications available online at www.lssc.edu/academics/nursing February 1st through March 1st.	Applications available online at www.lssc.edu/academics/nursing February 1st through March 1st.
APPLICATION DEADLINE	March 1st - Must be received in the Leesburg or South Lake nursing offices by this date.	March 1st - Must be received in the Leesburg or South Lake nursing offices by this date.
ACCEPTANCE NOTIFICATION	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than May 5th postmark.	Applications are reviewed by the Selection Committee. Applicants are notified of acceptance results in writing no later than March 30th postmark.
BACKGROUND CHECK	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 www.lssc.edu/academics/nursing.	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 www.lssc.edu/academics/nursing.
COMPLETION OF PREREQUISITE COURSES	All courses to be successfully completed by end of spring semester in which nursing application is submitted.	All courses to be successfully completed by end of spring semester in which nursing application is submitted.
POST ACCEPTANCE REQUIREMENTS	Accepted students will complete supplemental documentation and multi-day program orientation to maintain eligibility for program seat. Orientation generally scheduled 2nd 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.

Students accepted into this **Limited Access** academic program will receive the Nursing Student Handbook for specific academic program guidelines**.**

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

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[1]	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[2,3]	4	
____ BSC	2094C	Human Anatomy & Physiology II with Lab[2,3]	4	
____ MCB	2010C	Microbiology with Lab[2,3]	4	
____ MTB	1370	Math for Health Related Professions	1	
____ Humanities[4]		_____	3	
		TOTAL	**28**	

____ Computer Proficiency _____

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, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.

COMPUTER PROFICIENCY: Must be demonstrated as required by LSSC 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
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

LSSC offers a Limited Access Associate in Science Degree in Nursing.

Graduates obtain licensure through successful completion of NCLEX-RN.

Three program tracks are available:

BRIDGE- applicants hold current FL LPN licensure or paramedic certification.

GENERAL- applicants do not possess above licensure or certification.

ADN-BSN CONCURRENT- opportunity for admitted General track students to begin UCF's BSN courses while enrolled in LSSC ADN program.

Information for all tracks available at www.lssc.edu/academics/nursing

Direct questions about program requirements to LSSC Nursing Department. Direct questions about degree requirements to LSSC Admissions and Records Office.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

DEPARTMENT CONTACT INFORMATION

Leesburg Campus	352-365-3540
South Lake Campus	352-536-2121

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.

[2] Designated science courses must be no more than 7 years old at time of application.

[3] Students must complete with a C or better BSC 1010C before being able to register for this course

[4] Any humanities course from the approved list of Associate in Arts General Education courses.

All prerequisite courses must be completed with a grade of C or higher.

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[1]	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[2,3]	4	
____	BSC 2094C	Human Anatomy & Physiology II with Lab[2,3]	4	
____	MCB 2010C	Microbiology with Lab[2,3]	4	
____	MTB 1370	Math for Health Related Professions	1	
____	Humanities[4]	_____	3	
		TOTAL	**28**	

____Computer Proficiency _____

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, FCELPT, MAPS, SAT) and completion of all preparatory work, if indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework in mathematics with grades of "C" or above.

COMPUTER PROFICIENCY: Must be demonstrated as required by LSSC 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
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

LSSC offers a Limited Access Associate in Science Degree in Nursing.

Graduates obtain licensure through successful completion of NCLEX-RN.

Three program tracks are available:

BRIDGE- applicants hold current FL LPN licensure or paramedic certification.

GENERAL- applicants do not possess above licensure or certification.

ADN-BSN CONCURRENT- opportunity for admitted General track students to begin UCF's BSN courses while enrolled in LSSC ADN program.

Information for all tracks available at www.lssc.edu/academics/nursing

Direct questions about program requirements to LSSC Nursing Department. Direct questions about degree requirements to LSSC Admissions and Records Office.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

DEPARTMENT CONTACT INFORMATION

Leesburg Campus	352-365-3540
South Lake Campus	352-536-2121

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Designated science courses must be no more than 7 years old at time of application.
[3] Students must complete with a C or better BSC 1010C before being able to register for this course
[4] 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 • ASSOCIATE IN SCIENCE DEGREE (215)

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[1]	3	
____ ENC	1102	Composition: Literature	3	
____ ENC	2210	Technical Report Writing	3	
MGF	1106	Liberal Arts Math **or**		
____ MGF	1107	Explorations in Math	3	
____ Humanities[2]		_____	3	
Choose one:				
____ ECO	2013	Principles of Economics I (Macroeconomics)		
____ PSY	2012	Introduction to Psychology		
____ SYG	2000	Introduction to Sociology	3	
		TOTAL	**18**	
BEGINNING COURSES				
____ OST	1100	Keyboarding & Document Formatting	3	
____ OST	1110	Advanced Document Formatting	3	
____ OST	1330	Business English[1]	3	
____ CGS	1100	Business Computer Applications	3	
INTERMEDIATE COURSES				
____ OST	2857	Microsoft Office - Advanced	3	
____ CTS	1205	Microsoft Excel	3	
____ CTS	1831	Web Authoring I	3	
____ MNA	1100	Human Relations in Business & Industry	3	
____ APA	1002	Small Business Accounting **or**	3	
ACG	2022	Financial Accounting[3]	4	
ADVANCED COURSES				
____ OST	2336	Business Communications	3	
____ BUL	2241	Business Law	3	
____ OST	2501	Office Management	3	
____ MAN	2021	Principles of Management	3	
Professional Electives (5 or 6 credits) [4]				
____		_____		
____		_____		
____		_____		
		PROGRAM TOTAL	**63**	

Professional Electives

ACG 2071	Management Accounting[4]	3
GEB 1011	Introduction to Business	3
CET 1171	Microcomputer Hardware	3
ECO 2023	Principles of Economics II (Microeconomics)[4]	3
LIS 2003	Intro to Internet Resources	1
CTS 1101	Introduction to Windows	1
SPC 2608	Public Speaking	3
OST 2949	Cooperative Education Internship Office Admin	2-3
	Foreign Language[4]	4

☐ __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.

- ☐ ____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

The Office Administration – A.S.degree program prepares students for transfering to a four-year college or university, and also provides knowledge and skills necessary for students seeking a career or advancement in a modern office environment. Graduates will demonstrate the behaviors, communication, and technical skills expected of an office professional.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Mary Heikkinen	Office: LE - M 114C
Heikkinen M@lssc.edu	352-323-3626

[1] Students may be required to take college developmental math, writing and/or reading courses based on placement test scores.
[2] Select from General Education Core Curriculum courses.
[3] Students who intend to pursue the Bachelor of Applied Science degree at LSSC or who intend to transfer to another four-year college or university should choose ACG 2022.
[4] Students who intend to pursue the Bachelor of Applied Science degree at LSSC should choose from indicated electives.

BUSINESS DEVELOPMENT & ENTREPRENEURSHIP

TECHNICAL CERTIFICATE (342)

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

			Credits
BEGINNING COURSES			
____ CGS	1100	Business Computer Applications	3
____ ENT	1000	Introduction to Entrepreneurship	3
____ GEB	1011	Introduction to Business	3
____ MAN	2021	Principles of Management	3
____ LIS	2004	Introduction to Internet Research	1
INTERMEDIATE COURSES			
____ SBM	2000	Small Business Management	3
____ MAR	2011	Principles of Marketing	3
____ OST	2336	Business Communications	3
____ APA	1002	Small Business Accounting	3
		PROGRAM TOTAL	**25**

This program is designed to teach students the fundamentals of starting and operating a business venture while presenting entrepreneurship as a viable career option. Coursework covers opportunity recognition, business planning, cash flow and financial management, market research, and how to understand accounting information.

The certificate is upward compatible with the A.S. degree in Business Administration.

For Gainful Employment Disclosures please visit:
www.lssc.edu/Documents/ge.pdf

For information about career options with this major, visit:
www.lssc.edu/academics/cds then click on "Career/Major Explorers."

When beginning this program, students are advised to make an appointment for advising with the Department Chair or an instructor designated by the Department Chair.

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

FACULTY CONTACT INFORMATION

Julia Sweitzer	Office: SU - CM 4120
SweitzeJ@lssc.edu	352-568-0001 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
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

DIGITAL FORENSICS
TECHNICAL CERTIFICATE (392*)

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

			Credits	Notes
GENERAL EDUCATION COURSE				
____ ENC	2210	Technical Report Writing[1]	3	
BEGINNING COURSES				
____ CET	1171	Microcomputer Hardware	3	
____ CGS	1100	Business Computer Applications	3	
INTERMEDIATE COURSES				
____ CET	1485	Networking Essentials	3	
____ CET	1179C	A+ Essentials	3	
____ CAP	2140	Digital Forensics I	3	
ADVANCED COURSES				
____ CET	2180	A + Practical Applications	3	
____ CAP	2141	Digital Forensics II	3	
____ CET	2660	Network Security Fundamentals	3	
		PROGRAM TOTAL	**27**	

The purpose of this certificate program is to prepare students for employment as a digital forensics support technician. The program will provide training needed to support professionals in the field of computer forensics and mobile device forensics to include the seizure, forensic imaging, and analysis and reporting of digital media needed for presentation in criminal or civil courts.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

For Gainful Employment Disclosures please visit: www.lssc.edu/Documents/ge.pdf.

__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.

- ☐ ____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

*** Pending FLDOE approval**

ACADEMIC ADVISING

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CAREER DEVELOPMENT SERVICES

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FACULTY CONTACT INFORMATION

Betti McTurk Office: SL, Bldg 2-338
McTurkB@lssc.edu 352-536-2149

[1] The prerequisite for this course is ENC 1101.

ELECTRICAL DISTRIBUTION TECHNOLOGY
BASIC CERTIFICATE (390)

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

BASIC CERTIFICATE COURSES

				Credits	Notes
____	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	First Aid Rescue & CPR	2	
____	ETP	1105	OSHA Electrical Standards & The NESC	3	
____	ETP	2131C	Pole Line Equipment I	3	
			TOTAL FOR BASIC CERTIFICATE	**26**	

Upon successful completion of the program (26 credits) individuals will receive a Basic Certificate in Electrical Distribution Technology from Lake-Sumter State 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.

For Gainful Employment Disclosures please visit:
www.lssc.edu/Documents/ge.pdf.

The Basic Certificate in Electrical Distribution Technology (26 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 taking 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.

For information about career options with this major, visit:
www.lssc.edu/academics/cds then click on "Career/Major Explorers."

__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.

- ☐ ____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

ACADEMIC ADVISING

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CAREER DEVELOPMENT SERVICES

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CONTACT INFORMATION

Betty Downey	Office: LE -SS 228
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ELECTRICAL DISTRIBUTION TECHNOLOGY
ADVANCED CERTIFICATE (391)

ADVANCED CERTIFICATE Prerequisite: Basic Certificate (390)

			Credits	Notes
ADVANCED CERTIFICATE COURSES				
____ CGS	1530	Microcomputer Applications	3	
____ ETP	1135C	Street and Area Lighting	3	
____ ETP	2110C	Metering and Energy Management	3	
____ ETP	2020	American Power Systems	3	
____ ETP	2120C	Basic Transformer	3	
____ ETP	2132C	Pole Line Equipment II	3	
____ ETP	2137C	Electrical Distribution Substations	3	
____ ETP	2102C	Rubber Gloving - Hot Line I	3	
ADVANCED CERTIFICATE			**24**	

Upon successful completion of the Basic and ADVANCED Certificate programs (totaling 50 credits hours) students will be awarded the Advanced Certificate in Electrical Distribution Technology from LSCC. 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.

For Gainful Employment Disclosures please visit: www.lssc.edu/Documents/ge.pdf.

The Basic and Advanced Certificate in Electrical Distribution Technology 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 craftperson 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.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

__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.

- ☐ ____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

ACADEMIC ADVISING

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CAREER DEVELOPMENT SERVICES

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CONTACT INFORMATION

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DowneyB@lssc.edu	352-323-3612

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	1211	Basic Health Information Technology	1	
____	HIM	1003	Foundations of Health Information Management	3	
____	HSC	1531	Medical Terminology I	2	
____	HSC	1532	Medical Terminology II	2	
INTERMEDIATE COURSES					
____	HIM	2012	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
			PROGRAM TOTAL	**18**	

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 Technology Associate in Science degree program at LSSC.

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

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

For Gainful Employment Disclosures please visit: www.lscc.edu/Documents/ge.pdf.

ACADEMIC ADVISING

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Sumter Campus	352-568-0001

CAREER DEVELOPMENT SERVICES

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FACULTY CONTACT INFORMATION

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ZiesemeB@lssc.edu	352-435-6414

☐ __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
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

INFORMATION TECHNOLOGY ANALYSIS
TECHNICAL CERTIFICATE (381)

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

			Credits	Notes
BEGINNING COURSES				
____ CET	1171	Microcomputer Hardware	3	
____ CGS	1100	Business Computer Applications.	3	
____ CTS	1831	Web Authoring I	3	
INTERMEDIATE COURSES				
____ CET	1485	Networking Essentials	3	
____ CET	1179C	A+ Essentials.	3	
____ OST	2336	Business Communications[1]	3	
ADVANCED COURSES				
____ CET	2180	A+ Practical Application	3	
____ CET	2660	Network Security Fundamentals	3	
____ CIS	2321	System Analysis & Design	3	
		PROGRAM TOTAL	**27**	

The purpose of this certificate program is to prepare students for employment as a:

- microcomputer support specialist
- help desk specialist
- user support specialist
- applications system specialist
- information systems specialist
- technical support specialist
- computer repair technican
- 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+ and Network+ certification exams.

For Gainful Employment Disclosures please visit:
www.lssc.edu/Documents/ge.pdf.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers.""

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

ACADEMIC ADVISING

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Sumter Campus	352-568-0001

CAREER DEVELOPMENT SERVICES

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FACULTY CONTACT INFORMATION

Betti McTurk	Office: SL, Bldg 2-338
McTurkB@lssc.edu	352-536-2149

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
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

[1] The prerequisite for OST 2336 is OST 1330 or ENC 1101.

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[2]	4	
____	BSC	2094C	Human Anatomy & Physiology II with Lab[2]	4	
			TOTAL	**8**	
BEGINNING COURSES					
____	HIM	1003	Foundations of Health Information Management[3]	3	
____	HIM	1273	Medical Insurance & Coding I	3	
____	HSC	1531	Medical Terminology I	2	
____	HSC	1532	Medical Terminology II	2	
INTERMEDIATE COURSES					
____	HIM	1433	Concepts of Disease	3	
____	HIM	2012	Medicolegal Aspects of Records[3]	2	
____	HIM	2410	Basic ICD Coding I	3	F
ADVANCED COURSES					
____	HIM	2412	Advanced ICD Coding II	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.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

NOTE: All credit hours from this certificate articulate into the A.S. degree in Health Information Technology at Lake-Sumter State 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.

For Gainful Employment Disclosures please visit: www.lssc.edu/Documents/ge.pdf.

ACADEMIC ADVISING

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CAREER DEVELOPMENT SERVICES

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FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: LE-SM 228
ZiesemeB@lssc.edu	352-435-6414

☐ __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
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

[1] Students may be required to take college developmental math,writing and/or reading courses based on placement test scores.
[2] BSC 1010C is a prerequisite - see BSC 2093C in catalog for details.
[3] These courses require demonstration of Computer Proficiency as a prerequisite.

MEDICAL OFFICE MANAGEMENT • TECHNICAL CERTIFICATE (331)

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[1]	3	
BEGINNING COURSES					
____	HIM	1211	Basic Health Information Technology	1	
____	OST	1100	Keyboarding & Document Formatting	3	
____	HSC	1531	Medical Terminology I	2	
____	HSC	1532	Medical Terminology II	2	
____	CGS	1100	Business Computer Applications	3	
____	HIM	1003	Foundations of Health Information Technology[2]	3	
INTERMEDIATE COURSES					
____	HIM	2012	Medicolegal Aspects of Records[2]	2	
____	HIM	1273	Medical Insurance & Coding I[1]	3	
____	HIM	1512	Medical Office Management[1]	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	
			PROGRAM TOTAL	**34**	

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.

For information about career options with this major, visit: www.lssc.edu/academics/cds then click on "Career/Major Explorers."

For Gainful Employment Disclosures please visit: www.lssc.edu/Documents/ge.pdf.

ACADEMIC ADVISING

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FACULTY CONTACT INFORMATION

Brandy Ziesemer	Office: LE-SM228
ZiesemeB@lssc.edu	352-435-6414

☐ __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
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

[1] Students may be required to take college developmental math,writing and/or reading courses based on placement test scores.
[2] These courses require demonstration of Computer Proficiency as a prerequisite.

DENTAL HYGIENE LINKAGE
AGREEMENT WITH VALENCIA COLLEGE (403)

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

Credits Notes

PREREQUISITE COURSES
Completion of the following prerequisite courses with a minimum grade of C or higher is required prior to applying for the LSSC Dental Hygiene Linkage program with VC. Designated science course prerequisites must be no more than 7 years old at time of application.

____ BSC 2093C Human Anatomy & Physiology I with Lab 4
____ BSC 2094C Human Anatomy & Physiology II with Lab 4
____ MCB 2010C Microbiology with Lab[1] 4
____ ENC 1101 College Composition I[1].....3

The Dental Hygiene General Education courses listed below are a requirement for earning the Dental Hygiene associate degree from VC. Successful completion of all five courses with a grade of C or higher, 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[1].....3
____ SYG 2000 Introduction to Sociology[1] 3
____ Humanities _____.....3
TOTAL 30

Potential Earnings
For salary and wage information, visit: http://floridawages.com

Lake-Sumter State College (LSSC) and VC have a formal Dental Hygiene Linkage Agreement. Through the linkage agreement, VC reserves a limited number of seats in its Dental Hygiene class (beginning in the Summer Term) for qualified LSSC students. VC's Dental Hygiene A.S. Degree is a selective admission, limited enrollment program. Students must meet all VC Dental Hygiene program admission criteria prior to submitting applications. Applications must be submitted in January to both VC's Health Sciences Admission Committee and to LSSC's Office of the Dean of Career & Technical Programs. Students accepted for admission to the program must be in the top 50% of the VC applicant pool. VC reserves the right to deny unqualified students to the program. For further details on VC's Dental Hygiene program consult the Dental Hygiene Program Guide at http://www.valenciacollege.edu/asdegrees/health. Students interested in the LSSC-VC Dental Hygiene Linkage program are encouraged to contact Margie Farmer at 352-365-3552 or FarmerM@lssc.edu for program information and application deadlines.

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South Lake Campus 352-243-5722
Sumter Campus 352-568-0001

CAREER DEVELOPMENT SERVICES
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CONTACT for PROGRAM & APPLICATION INFORMATION
Margie Farmer Dean's Office: LE - SS 151
FarmerM@lssc.edu 352-365-3552

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 County.
- Must have completed a minimum of 6 credit hours with a minimum grade of C or higher at LSSC.
- 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 higher. Designated science course prerequisites must be no more than 7 years old at time of application.
- All official high school and college transcripts must have been received and processed by the LSSC Admissions and Records Office.
- Successfully complete the VC Dental Hygiene program entrance test, by achieving a passing score on the Test of Essential Academic Skills (**TEAS**), prior to submitting an application. The TEAS can be taken at VC as well as at LSSC. For information about taking the TEAS at VC, consult the information found at http://valenciacollege.edu/assessments. For information about taking the TEAS at LSSC, contact Margie Farmer at 352-365-3552 or FarmerM@lssc.edu. TEAS scores must be no more than 5 years old at time of application.
- Submit a completed Dental Hygiene Linkage Application to the LSSC Dental Hygiene Selection Committee AND a completed Dental Hygiene Program Application to the VC Health Sciences Admission Committee by the application deadlines.

PLEASE NOTE: Students accepted into the VC 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 VC 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.

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.

☐ ____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

[1]Students may be required to enroll in college developmental, math, writing, and/or reading courses based on placement test scores. For additional information, contact the Dean of Career and Technical Programs.

Valencia College reserves the right to deny unqualified students admission to the program.

EDUCATOR PREPARATION INSTITUTE (EPI) (808)

COURSES

				Credits
____	EPI	0003	Technology in the Classroom	3
____	EPI	0001	Classroom Management	3
____	EPI	0002	Instructional Strategies	3
____	EPI	0004	The Teaching & Learning Process	3
____	EPI	0010	Foundations of Research-Based Practices in Reading	3
____	EPI	0020	Professional Foundations	2
____	EPI	0030	Diversity in the Classroom	2
____	EPI	0940	Professional Foundations Field Experience (15 clock hours of field experience)	1
____	EPI	0945	Diversity Field Experience (15 clock hours of field experience)	1
			PROGRAM TOTAL	**21**

ADMISSION REQUIREMENTS:

- Bachelor's degree in a field other than education from a regionally accredited college
- A Statement of Status of Eligibility from the Florida Department of Education (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

EPI COURSES SUPPORT FEATURES:

- Fully online courses begin with orientation
- Students will have an EPI support staff to help promote success
- Students will be assigned to a mentor teacher
- 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. LSSC verifies all requirements to the 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 1004.04.F.S. and 1004.85.F.S.

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

LSSC's Teacher EPI 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 EPI program includes 7 foundation courses and two teaching field experiences. The courses are offered in online format.

Teacher candidates spend a total of at least 30 hours teaching during the final two field experience courses and each of the seven foundation courses require field experiences such as visiting schools and interviewing and observing teachers in their classrooms.

NOTE: EPI courses provide institutional credit and are non-transferable to four-year colleges or universities. Tuition for institutional credit is the same as college credit tuition and is based on the same criteria for Florida resident and non-resident status. The average K-12 teacher salary in Florida in 2008 was $38,910 from http://www.payscale.com/research/us/state=florida/salary.

CONTACT INFORMATION

Phillip Suttkus — Office: LE - LK-132
EPI Technical Specialist
SuttkusP@lssc.edu — 352-787-3747 x4508

Dr. Tom Kubala
Ombudsman
KubalaT@lssc.edu — 352-787-3747 x4508

Dr. Joanne Greata — Office: LE LK-136
Program Manager
GreataJ@lssc.edu — 352-435-5048

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 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses 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
ENC	1	1	0	1	
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, as listed below in *Exception to the General Rule for Equivalency.*

For example, a freshman composition skills course is offered by 59 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 that has the same prefix and course number but 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 a Florida College System institution 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 the semester-term system. 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 subcategory 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 courses that must be evaluated individually or 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, Theses, 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 (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS 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 SCNS and appeals regarding course credit transfer decisions should be directed to Dr. Gary Sligh, Dean of General Education and Transfer Programs, in room 110 of the Center for Teaching and Learning (CTL) on the Leesburg Campus or to 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 SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

eLearning Student Support

The following describes courses delivered through eLearning at Lake-Sumter State College

Online – 80-100% online distribution of course is utilized.

Hybrid/Blended –30% - 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 eLearning. 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, start of term requirements and details concerning technology requirements. http://www.lssc.edu/faculty

If the eLearning student has Blackboard or computer concerns, assistance may be requested through a student's LakerMail (student email) addressing the concern to helpdesk@lssc.edu for computer or Blackboard support. Students need to give their XID, Course Reference Number (CRN) and describe their Blackboard or computer concern.

LOIS support is available through LakerMail addressing the concern to loissupport@lssc.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. In order to provide support, please provide the following details: student's name, XID, Course Reference Number (CRN) and return phone number with available time. LakerMail details are available at http://www.lssc.edu/lakermail

More support information is available for student help at http://www.lssc.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 126.

SUBJECT	PREFIXES
Accounting	ACG, APA
American Literature	AML
Art	ART
Art Education	ARE
Art History	ARH
Astronomy	AST
Biology	BSC, MCB
Botany	BOT
Business	GEB, SBM
Business Law	BUL
Business Math	QMB
Chemistry	CHM
Child Development	CHD
Computer Applications	CAP
Computer Design	CDA
Computer Engineering Technology	CET
Computer General Studies	CGS
Computer Programming	COP
Computer Systems	CIS
Computer Technology & Skills	CTS
Creative Writing	CRW
Criminal Justice	CCJ, CJC, CJE, CJJ, CJL, SCC
Customer Service	MNA
Developmental Courses	ENC, MAT, REA
Digital Media-Graphic Arts	CAP, GRA
Early Childhood Education	EEC, CHD, EEX
Earth Science	ESC
Economics	ECO
Education	EDF, EDG, EME ARE, MUE, EEX
Electronic Engineering Technology	EET
Engineering Technology: Power	ETP
English	AML, CRW, ENC ENL, LIT
English for Academic Purposes	EAP
Environmental Science	EVR, EVS, GIS
Exceptional Child Education	EEX
Film	FIL, RTV
Finance	FIN
Fire Science	FFP
Fire & Emergency Services	FES
French	FRE
Geography	GEO, GIS
Geology	GLY, ESC
Government	CPO, INR, POS
Health Information Technology	HIM
Health Sciences	HSC
History	AMH, EUH, HIS
Horticulture	HOS
Human Services	HUS
Humanities	HUM
Information Systems Management	ISM
International Relations	INR
Journalism	JOU, MMC
Legal Assisting	PLA
Leisure Activities	LEI
Library Information Studies	LIS
Linguistics	LIN
Literature	AML, ENL, LIT
Management	MAN, MNA, SBM, ENT
Marketing	MAR
Mathematics	MAC, MAE, MAT, MAP MGF, MTB, STA
Meteorology	MET
Microbiology	MCB
Music	MUE, MUH, MUL MUN, MUS, MUT, MVB, MVK, MVS, MVV, MVP
Nursing	NUR
Nutrition	HUN
Oceanography	OCE
Office Systems Technology	OST
Oral Interpretation of Literature	ORI
Philosophy	PHI
Photography	PGY
Physical Education	PEL, PEM, PEN PEO, PET, LEI
Physical Sciences	AST, CHM, ESC GLY, MET, PHY PSC
Physics	PHY
Political Science	INR, POS
Psychology	PSY, DEP, SOP
Reading	REA
Religion	REL
Sign Language	ASL
Small Business Management	SBM
Sociology	SYG
Spanish	SPN
Speech Communications	SPC
Sports and Fitness	PET, SPM
Statistics	STA
Student Life Skills	SLS
Teacher Certification Courses	EPI
Television	RTV
Theater	THE, TPA, TPP
Western Civilization	EUH
Zoology	ZOO

CODE DESCRIPTIONS

The following codes (attributes) are used in the course descriptions to describe the areas which a course will satisfy at LSSC:

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 LSSC 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 separated 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.lssc.edu.

Course | Credits (Class hours per week / Lab hours per week)

ACG 2022 **4** **(4 / 0)**
FINANCIAL ACCOUNTING
- **Prerequisites: Sophomore level or consent of instructor. Successful completion of all developmental writing, reading, and mathematics courses indicated through placement testing.**

A study of the nature of accrual financial accounting, including the double-entry record keeping system; the accounting cycle; current and non current assets; current and long term liabilities; stockholders' equity, revenue and expense; and financial statements, including the Statement of Cash Flows.

ACG 2071 **3** **(3 / 0)**
MANAGEMENT ACCOUNTING
- **Prerequisite: C or higher in ACG 2022**

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

ACG 3024 **3** **(3 / 0)**
ACCOUNTING FOR MANAGERS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course is designed to enable the student to understand and apply the fundamental concepts and procedures of both financial and management accounting. Topics include basic accounting terminology, financial statement analysis and interpretation, internal control, ethical issues in accounting, cost behavior and cost volume profit analysis, budgeting, and the use of accounting data in making informed, ethical decisions

AMH 2010 **3** **(3 / 0)**
U.S. HISTORY TO 1877
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: CULD, GENE, GRW6, SBEH**

A survey of the development of the United States from its colonial origins to the end of the Radical Reconstruction. Recommended especially for sophomores.

AMH 2020 **3** **(3 / 0)**
U.S. HISTORY SINCE 1877
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW6, SBEH**

This course is a continuation of AMH 2010 and brings students up to the present. Emphasis is given to the factors that have changed the United States from a rural to urban industrial nation, and to a leading world power. Recommended especially for sophomores.

AMH 2035 **3** **(3 / 0)**
U.S. HISTORY SINCE 1945
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW6, SBEH**

An examination of the major political, economic, social, cultural, military, and diplomatic developments which have shaped the evolution of the modern American nation since1945. 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.

AML 2010
AMERICAN LITERATURE TO 1865 **3** **(3 / 0)**
- **Prerequisite: C or higher in ENC1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

AML 2020 **3** **(3 / 0)**
AMERICAN LITERATURE FROM 1865 TO PRESENT
- **Prerequisite: C or higher in ENC1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

AML 2264 **3** **(3 / 0)**
SURVEY OF AMERICAN LITERATURE: SOUTHERN WOMEN WRITERS
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

This course will examine the major figures, forms, and movements within late nineteenth-century and twentieth-century Southern women's literary production concentrating on fiction, historical contexts and the politics of identity. In exploring fiction by Southern women, the class will engage in literary analysis based on close readings of the texts. In addition to examining how the texts work as art, the class will discuss the psychological, ethical, and social questions raised by these works and the insights the authors offer to those questions.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

APA 1002 3 (3 / 0)
SMALL BUSINESS ACCOUNTING
- **Prerequisite: None**

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.

APA 1144 3 (3 / 0)
ACCOUNTING WITH QUICKBOOKS PRO FOR WINDOWS
- **Prerequisite: ACG 2022 or APA 1002, or documented consent of instructor**

This course provides instruction in the QuickBooks Pro for Windows accounting software. Topics covered include creating a new company, chart of account maintenance, entering sales and invoices, receiving payments and making deposits, writing checks, reconciling bank statements, sales tax, payroll, inventory, customizing reports, job cost, time tracking, audit trails, and error correction. Adequate keyboarding skills will be most helpful. Knowledge of double-entry accounting is required. Ability to use a mouse is required.

APA 1503 1 (1 / 0)
PAYROLL ACCOUNTING
- **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.

APA 2934 1-3 (1-3 / 0)
SPECIAL TOPICS IN ACCOUNTING
- **Prerequisite: See online course schedule for each specific topic.**
- **May be repeated with a change of content up to maximum of 12 credits.**

Current topics of interest in the area of accounting will be discussed. Content may include computer applications related to accounting, current industry developments, and accounting software innovations.

ARE 2000 3 (3 / 0)
ART & CREATIVE EXPRESSION
- **Prerequisite: EEC 2000 or documented consent of the instructor**

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.

ARE 2040 3 (3 / 0)
PROVIDING ART EXPERIENCE
- **Prerequisite: None**

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

ARH 2000 3 (3 / 0)
ART HISTORY & APPRECIATION I
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

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

ARH 2051 3 (3 / 0)
ART HISTORY & APPRECIATION II
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

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

ART 1202C 3 (3 / 0)
DESIGN & COLOR
- **Prerequisite: None**

The study of color and black and white design principles and theories applied to individual problems emphasizing color, form, materials, and processes of two-dimensional design. Open to all students.

ART 1203C 3 (3 / 0)
DESIGN STRUCTURES
- **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.

ART 1300C 3 (3 / 0)
FREEHAND DRAWING I
- **Prerequisite: None**
- **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.

ART 1301C 3 (3 / 0)
FREEHAND DRAWING II
- **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.lssc.edu for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

ART 2254C 3 (3 / 0)
FIGURE DRAWING & ILLUSTRATION
- **Prerequisites: ART 1300C & ART 1301C or documented consent of instructor**
- **Offered Spring Term**

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

ART 2540C 3 (3 / 0)
INTRODUCTION TO WATERCOLOR I
- **Prerequisite: ART 1300C or documented consent of instructor**
- **Offered Fall Term**

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

ART 2541C 3 (3 / 0)
WATERCOLOR II
- **Prerequisites: ART1300C or ART 1301C**
- **Open to beginning painters**

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

ART 2554C 3 (3 / 0)
BEGINNING OIL PAINTING
- **Prerequisite: ART 1300C or ART 1301C or documented consent of instructor**

Specialized practice in painting with an emphasis on specific problems and procedures.

ART 2556C 3 (3 / 0)
INTERMEDIATE OIL/ACRYLIC PAINTING
- **Prerequisite: ART 2554C or documented consent of instructor**

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

ART 2558C 3 (3 / 0)
OIL PAINTING: EXPLORING NEW TECHNIQUES & MATERIALS
- **Prerequisite: ART 2556C or documented consent of instructor**

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

ART 2701C 3 (3 / 0)
INTRODUCTION TO SCULPTURE
- **Prerequisite: None**

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

ART 2750C 3 (3 / 0)
INTRODUCTION TO CERAMICS
- **Prerequisite: None**

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.

ART 2751C 3 (3 / 0)
INTERMEDIATE CERAMICS II
- **Prerequisite: ART 2750C or documented consent of instructor**

Continuation of ART 2750C with emphasis on design, wheel throwing, glaze formulation, and raku techniques.

ART 2904 3 (3 / 0)
PAINTING: INDIVIDUALIZED STUDY
- **Prerequisite: ART 2554C**
- **May be repeated with change of content for up to 12 credits.**

An independent study course for experienced artists who desire critiques and evaluation by an instructor.

ART 2906 3 (3 / 0)
OIL & ACRYLIC PAINTING: INDIVIDUALIZED STUDY
- **Prerequisite: ART 2554C or documented consent of instructor**

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

ART 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN ART
- **Prerequisite: C or higher in GRA 1190C, GRA 1191C, CTS 2202, GRA 2122C**
- **Successful completion of all developmental math, writing, and reading courses indicated through placement testing.**

Cooperative Education Internship in Art: This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance work place skills through supervised practical experiences related to their career objectives. Each earned credit of cooperative education requires a minimum of 50 clock hours of work. Refer to Coopeerative Education for additional information.

ASL 2140 4 (4 / 0)
AMERICAN SIGN LANGUAGE I
- **Prerequisite: None**
- **American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities**

Introduction to American Sign Language with emphasis on vocabulary used by Deaf adults. Includes introduction to 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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

ASL 2150 **4** **(4 / 0)**
AMERICAN SIGN LANGUAGE II
- **Prerequisite: C or higher in ASL 2140 or documented consent of instructor**
- **American Sign Language course work may not satisfy the foreign language-graduation requirements at some universities**

Continuation of ASL 2140 emphasizing intermediate sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.

AST 1002C **3** **(2 / 2)**
INTRODUCTION TO ASTRONOMY W/LAB
- **Prerequisites: Successful completion of all developmental math courses indicated through placement testing**
- **Satisfies Codes: GENE, PHYS, LABR**

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.

BOT 2010C **4** **(3 / 2)**
GENERAL BOTANY WITH LAB
- **Prerequisites: BSC 1010C; Successful completion of all developmental math, writing and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course will cover the structure and function of plant cells, plant tissues, stems, roots, leaves, and flowers, as well as reproduction, photosynthesis, parasitic plants, carnivorous plants and the biochemistry and nutrition of plants. The laboratory component will provide support for the concepts taught in the lecture portion with the addition of extensive field identification and ecological experiences.

BSC 1005 **3** **(3 / 0)**
INTRODUCTION TO LIFE SCIENCE
- **Prerequisite: None**
- **Satisfies Codes: BIOS, GENE**

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

BSC 1010C **4** **(3 / 2)**
GENERAL BIOLOGY I WITH LAB
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course combines fundamental biological principles and modern concepts of cellular biology by including the following topics: chemistry, including organic and biochemistry, cell structure, enzymes, cellular respiration, photosynthesis, mitosis, meiosis, protein synthesis, genetics, and taxonomy. Other topics may be added at the discretion of the instructor. The lab component provides support for the concepts taught in lecture.

BSC 1011C **4** **(3 / 2)**
GENERAL BIOLOGY II WITH LAB
- **Prerequisite: C or higher in BSC 1010C**
- **Satisfies Codes: BIOS, GENE, LABR**

This course is a continuation of General Biology I. Topics include surveys of the plant and animal kingdoms, comparative physiology of vertebrate and invertebrate systems, plant and animal development, evolution, and ecology. The course provides laboratory support for the concepts taught in lecture. Laboratory experiences include use of clinical microscope, dissections of selected animal and plant specimens, and field trips through the nature trail and other central Florida forests and fields.

BSC 1084C **4** **(3 / 2)**
ESSENTIALS OF THE HUMAN BODY
- **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**
- **Co-requisite: None**
- **Satisfies Codes: BIOS, GENE, LABR**

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.

BSC 2093C **4** **(3 / 2)**
HUMAN ANATOMY & PHYSIOLOGY I WITH LAB
- **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**
- **CHM 1025C highly recommended**
- **Satisfies Codes: BIOS, GENE, LABR**

This course deals with the structure, function, and chemistry of the human body including the cell and tissues plus the integumentary, skeletal, muscular, nervous, and endocrine systems. The laboratory component provides laboratory support for the concepts taught in lecture. Laboratory exercises emphasize anatomical, physiological and biochemical principles associated with course material.

BSC 2094C **4** **(3 / 2)**
HUMAN ANATOMY & PHYSIOLOGY II WITH LAB
- **Prerequisites: C or higher in BSC 2093C**
- **Satisfies Codes: BIOS, GENE, LABR**
- **CHM 1025C highly recommended**

This course deals with the structure, function and chemistry of the human body including respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive systems. It also covers metabolism, electrolytes, and acid-base balance. The laboratory exercises emphasize anatomical, physiological and biochemical principles associated with classroom work.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

BSC 2250C 3 (2 / 2)
FIELD BIOLOGY OF FLORIDA WITH LAB
- **Prerequisite: Successful completion of all developmental course work in math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course emphasizes recognition of plant and animal species native to Florida. Lectures will cover the principles of field identification and surveying of species, as well as the unique ecosystems of Florida. Laboratories will typically be outdoors and may be off-site. Students may be required to provide their own transportation to off-campus locations.

BSC 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN BIOLOGICAL SCIENCE
Refer to Cooperative Education for additional information.

BUL 2241 3 (3 / 0)
BUSINESS LAW
- **Prerequisite: Successful completion of developmental reading courses indicated through placement testing**

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

CAP 2140 3 (3 / 0)
DIGITAL FORENSICS I
- **Prerequisite: C or higher in CET 1171 Hardware of documented consent of instructor.**

This course presents Computer Forensics in today's world. The course provides general information about computer forensics, physical security needs, evaluation of equipment needs. Tools, terminology of information security, understanding of investigation process, responder procedures, incident handling and cfeating reports to present for the court cases. Students will gain an in-depth understanding of the tools and techniques used by computer forensics experts duch as analysis of file structures, evidence imaging, data recovery, email investigations, password recovery and decryption of encrypted data.

CAP 2141 3 (3 / 0)
DIGITAL FORENSICS II
- **Prerequisite: C or higher in CAP 2140 Digital Forensics I or documented consent of instructor.**

This course presents hands-on methods to conduct a windows based computer forensics investigation. Students will gain an in-depth understanding of the tools and techniques used by computer forensics experts such as analysis of file structures, evidence imaging, data recovery, email investigations, password recovery and decryption of encrypted data.

CAP 2703 3 (3 / 0)
COMPUTER ANIMATION
- **Prerequisite: CTS 2200**

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.

CCJ 1001 3 (3 / 0)
INTRODUCTION TO CRIMINOLOGY
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

An introductory course to provide the student with an intelligent understanding of the causes of crime and delinquency, the methods of prevention and control of crime and delinquency, and an understanding of penal and correctional procedures.

CCJ 1020 3 (3 / 0)
INTRODUCTION TO CRIMINAL JUSTICE
- **Prerequisite: Successful completion of developmental writing and reading courses indicated through placement testing**

A comprehensive overview of the American criminal justice process. The course will examine the history, development and current practices of law enforcement, the courts and the correctional system on the local, state and Federal levels.

CCJ 2191 3 (3 / 0)
HUMAN BEHAVIOR IN CRIMINAL JUSTICE
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

This course will introduce students to the consideration of human behavior and how it relates to the duties and responsibilities of the Criminal Justice practitioner.

CCJ 2600 3 (3 / 0)
CRIMINAL DEVIANT BEHAVIOR
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

A study of the types of deviant behavior encountered by criminal justice practitioners in their day-to-day contact with the general public. Emphasis will be on recognizing and dealing with deviant behavior as well as the referral sources available to the individual.

CCJ 2930 1-3 (1-3 / 0)
SPECIAL TOPICS IN CRIMINAL JUSTICE
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

This course will cover topics of current interest or special interest which impact the criminal justice system.

CCJ 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN CRIMINAL JUSTICE
- **Prerequisites: CCJ 1001, CJL 2100, CJL 2102, CJE 2331**
- **Successful completion of all developmental math, writing, and reading courses indicated through placement testing.**

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of cooperative education requires a minimum of 50 clock hours of work. Refer to Cooperative Education for additional information.

CET 1171 3 (3 / 0)
MICROCOMPUTER HARDWARE
- **Prerequisite: None**

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.

CET 1179C 3 (3 / 0)
A+ ESSENTIALS
- **Prerequisite: C or higher in CET 1171 or documented consent of instructor**

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.

CET 1485 3 (3 / 0)
NETWORKING ESSENTIALS
- **Prerequisite: C or higher in CET 1171 or documented consent of instructor**

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs) and the Internet. The course provides an introduction to the hardware, software, terminology, components, design and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. This course uses a combination of lectures, demonstrations, discussions, and hands-on labs.

CET 2180 3 (3 / 0)
A + PRACTICAL APPLICATIONS
- **Prerequisite: C or higher in CET 1171 and CET 1179C**

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.

CET 2660 3 (3 / 0)
NETWORK SECURITY FUNDAMENTALS
- **Prerequisite: CET 1485, equivalent industry certification, or documented consent of instructor**

This course is an introduction to the language and underlying theory of computer security that covers the essential knowledge and skills for securing systems and/or organizations. Topics include: General Security Concepts, Communications Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. CompTIA Security+ objectives are used.

CET 2854 3 (3 / 0)
FUNDAMENTALS OF WIRELESS TECHNOLOGIES
- **Prerequisite: CET 1485 or documented consent of instructor**

This course provides students with an understanding of wireless technologies in general, and the design, planning, implementation, configuration, operation and troubleshooting of wireless LANs in particular. The course includes a comprehensive overview of technologies, security, and design best practices, and helps prepare students for the Certified Wireless Network Administrator (CWNA) certification. The various wireless technologies currently deployed for data and voice communications worldwide, such as wireless networking over a range of application, from cell phones to wireless local area networks to broadband wide area network links to satellites, will also be introduced. Students will be able to describe the advantages and disadvantages of wireless alternatives such as radio, Bluetooth and infrared. The course will cover WLAN standards 802.11 a/g/b and beyond.

CET 2930 3 (3 / 0)
SPECIAL TOPICS IN NETWORKING
- **Prerequisite: None**

Current topics related to the field of computer internetworking will be explored. Some topics may qualify as Microsoft Certification Exam electives.

CGS 1100 3 (3 / 0)
BUSINESS COMPUTER APPLICATIONS
- **Prerequisite: None**

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.

CGS 1530 3 (3 / 0)
MICROCOMPUTER APPLICATIONS
- **Prerequisite: None**

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

CGS 1560 3 (3 / 0)
FUNDAMENTALS OF COMPUTER OPERATING SYSTEMS
- **Prerequisite: None**

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.

CGS 2034 3 (3 / 0)
SURVEY OF COMPUTER INFORMATION TECHNOLOGY
- **Prerequisite: CGS 1100**

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 IT 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.

CGS 2545 3 (3 / 0)
DATABASE CONCEPTS
- **Prerequisite: CGS 1100 or documented consent of instructor**

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.

CGS 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN COMPUTER SCIENCE
- **Prerequisites: CET 1485, CET 1179C, OST 2336**
- **Successful completion of all developmental math, writing, and reading courses indicated through placement testing.**

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of cooperative education requires a minimum of 50 clock hours of work. Refer to Cooperative Education for additional information.

CHD 2334 3 (3 / 0)
LANGUAGE ARTS FOR THE YOUNG CHILD
- **Prerequisite: EEC 2200 or documented consent of the instructor**
- **Satisfies Code: CULD**

This course is designed to prepare early childhood professionals to promote language and literacy development in children from birth - grade 3. Topics include phonemic awareness, fluency, vocabulary, comprehension, language development, the reading/writing process, first and second language acquisition and children's literature. Observations in an early learning environment are required.

CHD 2338 3 (3 / 0)
MATH & SCIENCE FOR THE YOUNG CHILD
- **Prerequisite: EEC 2200 or documented consent of the instructor**
- **Satisfies Code: CULD**

This course is designed to prepare early childhood professionals to promote mathematical and scientific concepts in children from birth - grade 3. Topics include one to one correspondence, sorting, building shapes, measuring, estimating, classifying, patterns, terms, graphing, observing, predicting, problem solving and discovery through inquiry based hands-on exploration. Observations in an early learning environment are required.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

CHM 1020C 3 (2 / 2)
CHEMISTRY FOR LIBERAL ARTS WITH LAB
- **Prerequisite: C or higher in MAT 1033**
- **Satisfies Codes: GENE, LABR, PHYS**

A study of the foundations of chemistry including the principles, laws, theories and their practical applications in our modern technological world. Theoretical topics include but are not limited to atomic structure, chemical bonding, and acid-base behavior. Application topics include energy sources, chemistry in the kitchen and garden, chemistry of medicines, environmental chemistry such as pollution, and consumer marketplace chemistry.

CHM 1025C 5 (3 / 4)
GENERAL CHEMISTRY WITH LAB
- **Prerequisites: 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**
- **Satisfies Codes: GENE, LABR, PHYS**

An introduction to the elementary aspects of modern chemistry including the concept of chemistry as an experimental science, atomic and molecular structure, chemical bonding in solids and liquids, and properties of gases. The lab component will provide laboratory support for the lecture material.

CHM 1083 3 (3 / 0)
ENVIRONMENTAL SCIENCE
- **Prerequisite: None**
- **Satisfies Codes: GENE, PHYS**

A non mathematical study of chemistry and its practical applications. Topics include atomic structure, chemical bonding, acid base behavior, energy sources, pollution, and consumer chemistry.

CHM 2045C 5 (3 / 4)
COLLEGE CHEMISTRY I WITH LAB
- **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**
- **Satisfies Codes: GENE, LABR, PHYS**

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.

CHM 2046C 5 (3 / 4)
COLLEGE CHEMISTRY II WITH LAB
- **Prerequisites: C or higher in CHM 2045C and C or higher in MAC 1105**
- **Satisfies Codes: GENE, LABR, PHYS**

This course in a continuation of College Chemistry I. Laboratory emphasis is on qualitative analysis.

CHM 2210C 5 (3 / 4)
ORGANIC CHEMISTRY I WITH LAB
- **Prerequisite: C or higher in CHM 2046C**
- **Satisfies Codes: GENE, LABR, PHYS**
- **Offered Fall Term**

This course provides a basic introduction to all organic functional groups, followed by detailed treatment of the relationship between structure and reactivity. Other topics include stereochemistry, synthesis, and spectroscopy.

CHM 2211C 5 (3 / 4)
ORGANIC CHEMISTRY II WITH LAB
- **Prerequisite: C or higher in CHM 2210C**
- **Satisfies Codes: GENE, LABR, PHYS**
- **Offered Spring Term**

This course is a continuation of CHM 2210 covering the chemistry of carbonyl and nitrogen compounds followed by an introduction to biomolecules. Emphasis will be on reactivity, mechanism, and synthesis.

CHM 2930C 1-3 (1-3 / 2-4)
SPECIAL TOPICS IN CHEMISTRY
- **Prerequisites: CHM 2046C and/or documented consent of instructor**
- **Satisfies Codes: GENE, LABR, PHYS**
- **May be repeated with a change of content up to a maximum of six (6) credits**

Current and historical topics in chemistry and the physical sciences will be investigated. Content may include modern chemistry, technological applications, environmental applications, historical and/or societal perspectives, research or special projects.

CIS 1940 1-3 (1-3 / 0)
SPECIAL TOPICS IN COMPUTER & INFORMATION SCIENCES
- **Prerequisite: See online course schedule for each specific topic**
- **May be repeated with a change of content up to a maximum of 12 credits.**

Current topics of interest in the area of computers and information sciences will be discussed. Content may include particular computer languages, CIS research, current industry developments, software and hardware innovations.

CIS 2321 3 (3 / 0)
SYSTEMS ANALYSIS & DESIGN
- **Prerequisite: None**

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

CJC 1000 **3** **(3 / 0)**
INTRODUCTION TO CORRECTIONS
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

An overview of the correctional system and its processes including history, sentencing, inmate populations, inmate rights, correctional programming, alternatives to incarceration and special problems.

CJC 2002 **3** **(3 / 0)**
INSTITUTIONAL TREATMENT OF THE OFFENDER
- **Prerequisite: CJC 1000 or documented consent of instructor**

This course will examine the various programs available to inmates during their institutionalization and the process used to place offenders in those programs. Topics will include ideologies, offender types, classification of offenders in the system, and program content and goals.

CJC 2160 **3** **(3 / 0)**
COMMUNITY BASED CORRECTIONS
- **Prerequisite: CJC 1000 or documented consent of instructor**

This course provides an examination of the relationship between institutional confinement and community based correctional programs. The organization and administration of probation and parole programs is examined and special attention will be given to the study of rehabilitative and community reintegration programs and activities.

CJC 2300 **3** **(3 / 0)**
CORRECTIONAL ADMINISTRATION
- **Prerequisite: CJC 1000 or documented consent of instructor**

This course will examine the functions of correctional administrators and the issues that will drive their roles. Topics covered include correctional management and administration, managing offenders, managing the environment, managing correctional staff, and the future of corrections.

CJE 1002 **3** **(3 / 0)**
INTRODUCTION TO LAW ENFORCEMENT
- **Prerequisite: CCJ 1020 or documented consent of instructor**

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.

CJE 1635 **3** **(3 / 0)**
DEATH INVESTIGATION
- **Prerequisite: C or higher in BSC 1084C**
- **Co-requisite: BSC 1084C**

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.

CJE 2006 **3** **(3 / 0)**
POLICE AND SOCIETY
- **Prerequisite: None**

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.

CJE 2302 **3** **(3 / 0)**
POLICE ORGANIZATION & ADMINISTRATION
- **Prerequisite: CCJ 1020, CJE 1002, 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.

CJE 2304 **3** **(3 / 0)**
CRIMINAL JUSTICE LEADERSHIP AND LINE SUPERVISION
- **Prerequisite: CCJ 1020 or 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.

CJE 2331 **3** **(3 / 0)**
ETHICS IN CRIMINAL JUSTICE
- **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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

CJE 2340 3 (3 / 0)
LIABILITY ISSUES IN CRIMINAL JUSTICE
- **Prerequisite: CCJ 1020 or documented consent of instructor**

This course will cover the issues faced by criminal justice practitioners regarding civil liability for their actions. Topics will include civil liability under both state and federal tort law, Section 1983 litigation, risk management and defenses to liability, administrative and supervisory liability issues, failure to train, use of force, custodial deaths, and personnel issues as they relate to liability.

CJE 2500 3 (3 / 0)
POLICE OPERATIONS
- **Prerequisites: CCJ 1020, CJE 1002, or documented consent of instructor**

This course will discuss the actual day-to-day duties of law enforcement, including patrol, traffic enforcement, calls for service, responding to crimes, responding to disasters, criminal investigations, dealing with juveniles, gangs and drugs. Discretion, liability concerns and job stress will also be discussed.

CJE 2600 3 (3 / 0)
CRIMINAL INVESTIGATION
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies: Code CULD**

An introduction to the procedures and techniques of criminal investigation. Topics discussed will include the crime scene search, collection and preservation of evidence, interview, interrogation and case preparation.

CJE 2640 3 (3 / 0)
CRIMINALISTICS
- **Prerequisite: CCJ 1020, CJE 2601, or documented consent of instructor**

A study of the relationship of physical evidence to a specific crime or criminal. Discussion will include various methods of scientific development of physical evidence at crime scenes and under laboratory conditions. Emphasis will be placed on identification of suspects through physical, chemical or biological evidence.

CJE 2946 3 (3 / 0)
CRIMINAL JUSTICE PRACTICUM
- **Prerequisites: CCJ 1020, CCJ 1001, CJL 2100, and documented consent of instructor**
- **Co-requisites: CJL 2102, CJE 2331**

Supervised placement with a criminal justice agency to allow the student the opportunity to explore career choices while gaining actual job experience in the criminal justice field. Students will be required to participate a minimum of eight hours per week (120 hours per semester) and to attend a bi-weekly meeting with the Practicum advisor.

CJJ 2002 3 (3 / 0)
JUVENILE DELINQUENCY
- **Prerequisite: CCJ 1020 or documented consent of instructor**
- **Satisfies Code: CULD**

This course will consider the problems in defining and measuring delinquency in American society. The course will cover the causal theories of delinquency, the law enforcement role, the juvenile court process, and the social and cultural influences involved in defining delinquency.

CJL 2070 3 (3 / 0)
LEGAL RIGHTS OF INMATES
- **Prerequisites: CCJ 1020, CJC 1000, or documented consent of instructor**

An exploration of the issues involved with constitutionally guaranteed rights as they pertain to inmates in a jail or prison setting. Particular attention will be paid to the First, Eighth and Fourteenth amendments along with the Civil Rights Act. Remedies to violations of rights will also be discussed.

CJL 2100 3 (3 / 0)
CRIMINAL LAW
- **Prerequisite: CCJ 1020 or PLA 1003, or documented consent of instructor**

An exploration of the scope and classification of criminal law as it relates to the various types of criminal offenses. The areas of criminal liability, inchoate offenses and intent will be discussed as well as the U.S. Constitution's relationship to criminal laws and how laws are made and enforced.

CJL 2102 3 (3 / 0)
CRIMINAL PROCEDURE & EVIDENCE
- **Prerequisite: CCJ 1020 or documented consent of instructor**

A study of the U.S. Constitution, particularly the Bill of Rights and the Fourteenth Amendment, as they relate to the functioning of the criminal justice system. Emphasis will be placed on individual rights, due process and civil liberties.

COP 1000 3 (3 / 0)
INTRODUCTION TO PROGRAMMING
- **Prerequisite: None**

This course covers the basic concepts of computer programming. Students use a structured approach to program/algorithm design and learn logic techniques such as initialization, accumulation, conditional processing, and iteration. Logic techniques and data types are illustrated using one or more high level programming languages. No prior experience with computers or programming is necessary, nor is any special knowledge of mathematics

COP 1171 3 (3 / 0)
COMPUTER PROGRAMMING - VISUAL BASIC
- **Prerequisite: COP 1000 or documented consent of instructor**

This course provides an introduction to the Visual Basic programming language. Students will create, document, debug, and run Visual Basic applications

COP 2220 3 (3 / 0)
COMPUTER PROGRAMMING C LANGUAGE
- **Prerequisite: COP 1000 or documented consent of instructor**

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.

COP 2800 3 (3 / 0)
PROGRAMMING WITH JAVA
- **Prerequisite: COP 1000 or documented consent of instructor**

This course provides an introduction to the Java Programming language. Students will create, document, debug, and run Java applications

COP 2805 3 (3 / 0)
ADVANCED JAVA PROGRAMMING
- **Prerequisite: COP 2800**

This course continues implementation of Java programming begun in COP 2800. After reviewing topics of classes, objects, types, control flows, testing, debugging, documenting and using Java libraries, the following topics will be included: interfaces, polymorphism, event handling, inheritance, GUIs, array lists, exception handling, streams, system design, recursion, sorting and searching, and data structures. Students will be involved in hands-on experiences within class meetings and in between class meetings. Students will create programs meeting given specifications.

COP 2830 3 (3 / 0)
SERVER-SIDE WEB PROGRAMMING
- **Prerequisite: COP 1000 or CTS 1831 or documented consent of instructor**

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.

CRW 2000 3 (3 / 0)
CREATIVE WRITING I
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW6, HUMN**

A course for student writers who have mastery of English fundamentals. Training in writing prose and poetry expressive of individual interests and talents.

CRW 2002 3 (3 / 0)
CREATIVE WRITING II
- **Prerequisite: CRW 2000**
- **Satisfies Codes: GENE, GRW6, HUMN**

This course is a continuation of the process begun in CRW 2000. Advanced creative writing skills are emphasized in area of poetry, fiction, and drama. Students will also study information concerning submitting work for publication.

CTS 1101 1 (1 / 0)
MICROSOFT WINDOWS - INTRODUCTION
- **Prerequisite: None**

This course develops the skills necessary to use MS Windows. Topics studied will include managing files and folders, using Explorer and My Computer, customizing the desktop settings, multitasking, Internet Explorer, Search, Control Panel, disk maintenance, and using accessory programs.

CTS 1205 3 (3 / 0)
MICROSOFT EXCEL
- **Prerequisite: CGS 1100 or CGS 1530 or OST 1854 or documented consent of instructor**

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 1205 (3-credit Excel course) for CTS 1261 (Excel Level I), CTS 1271 (Excel Level II), and CTS 1281 (Excel Level III). Students will not receive credit toward a degree for both the 3-credit and 1-credit Excel courses.

CTS 1401 3 (3 / 0)
MICROSOFT ACCESS
- **Prerequisite: None**

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.

CTS 1831 3 (3 / 0)
WEB AUTHORING I
- **Prerequisite: None**

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

CTS 1832 **3** **(3 / 0)**
WEB AUTHORING II
- **Prerequisite: CTS 1831**

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

CTS 2200 **3** **(3 / 0)**
INTRODUCTION TO COMPUTER ART
- **Prerequisite: None**

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.

CTS 2214 **3** **(3 / 0)**
COMPUTER APPLICATIONS & PROJECT DEVELOPMENT
- **Prerequisite: CTS 2655**

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.

CTS 2321 **3** **(3 / 0)**
LINUX SYSTEM ADMINISTRATION
- **Prerequisite: CGS 1560 or CET 1179C**

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.

CTS 2334 **3** **(3 / 0)**
SERVER ADMINISTRATION
- **Prerequisite: CGS 1560 or CET 1179C**

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.

CTS 2655 **3** **(3 / 0)**
NETWORK ADMINISTRATION
- **Prerequisite: CET 1485 or documented consent of instructor**

This course provides students with the knowledge and skills necessary to implement, manage, maintain and administer client-server networks running Microsoft Windows Server technologies. It includes lectures, demonstrations and labs on the use of application layer TCP/IP protocols such as DHCP and DNS. IPSec, Routing and Remote Access and the centralized logical management of objects on distributed networks using Active Directory services are also covered. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

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 develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies, and they develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions and essays. Group interaction, critical think skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques.

ECO 2013 3 (3 / 0)
PRINCIPLES OF ECONOMICS I (MACROECONOMICS)
- **Prerequisites: Successful completion of all developmental math, writing and reading courses indicated through placement testing**
- **Satisfies Codes: GENE, SBEH**

An introduction to the economic system and economic analysis, with emphasis on the measurement of national income and output; factors determining economic growth, income, employment, and the price level; banking, instability, depression and inflation; and policies to minimize them.

ECO 2023 3 (3 / 0)
PRINCIPLES OF ECONOMICS II (MICROECONOMICS)
- **Prerequisites: Successful completion of all developmental math, writing and reading courses indicated through placement testing**
- **Satisfies Codes: GENE, SBEH**

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm; and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

EDF 2005 3 (3 / 0)
INTRODUCTION TO EDUCATION
- **Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing**

A general overview of education and teaching developed through a study of the organization and structure of American education, the process of teaching, and current issues and problems related to education. This course is designed for prospective teachers as an introduction to the educational profession.

EDF 2085 3 (3 / 0)
TEACHING DIVERSE POPULATIONS
- **Prerequisite: EDF 2005 or EEC 1001**
- **Satisfies Code: CULD**

This course provides an overview of how culture impacts people's life chances and experiences. The course includes a review of changing demographics and relevance for teachers and schools, political ramifications of changing demographics, how to remove cultural stereotypes, and understanding equity and equality. This course includes a directed field experience of 15 hours.

EDF 2720 3 (3 / 0)
CHILDREN IN SCHOOLS: LEGAL, ETHICAL, AND SAFETY CONCERNS
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course teaches about the role of education in children's lives through an analysis of legal, ethical, and safety concerns. Topics will include student rights, compulsory attendance programs, exceptional student and limited English proficient (LEP) education, teacher rights, at-risk students, emergency preparedness and response procedures, ethics, and ethical theory.

EDF 2930 1-5 (1-5 / 0)
SPECIAL TOPICS IN EDUCATION
- **Prerequisite: See online course schedule for each specific topic.**
- **May be repeated with a change of content up to a maximum of 5 credit hours.**

Current topics of interest in the area of education and educational management will be discussed. Content may include cooperative learning strategies, curriculum design and development, alternative assessment techniques, classroom management, and educational administration.

EEC 1000 3 (3 / 0)
CHILD GROWTH & DEVELOPMENT
- **Prerequisite: EEC 1001 OR EDF 2005 OR documented consent of the instructor Co-requisite: EEC 2001, EDF 2005**
- **Satisfies Code: CULD**
- **Does not fulfill Social & Behavioral Sciences requirement.**

This course explores traditional and current theories of child growth and development from conception through eight years of age. A holistic approach will be used to examine factors that play a role in the physical, motor, perceptual, cognitive, language, and social-emotional domains of child development. These factors include, but are not limited to: genetics, parenting style, temperament, learning preferences, relationships, ethnicity, culture, gender, socioeconomic status, and family/home environment. Three 30-minute observations are required.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

EEC 1001 3 (3 / 0)
INTRODUCTION TO EARLY CHILDHOOD EDUCATION
- **Prerequisite: None**

This course provides an overview of early childhood education and related services for young children and their families. Topics include theory, historical roots, societal changes, curriculum development, and future trends.

EEC 1003 3 (3 / 0)
INFANT AND TODDLER CURRICULUM AND GROUP CARE
- **Prerequisite: None**

This course explores the best practices designed to create and maintain a developmentally appropriate environment for infants and toddlers. Content includes the history of infant and toddler education and care; theories of child development; developmental stages and capabilities of the very young child; curriculum development for infants and toddlers; the educator's role specific to the needs of infants and toddlers; family and community partnership; and advocating for the very young. Additionally, family and child multicultural customs, gender equity, children with special needs and prenatal development and care are addressed in the course. Class activities include readings, discussions, group projects, research, and field observations that lead students to a better understanding of major development theories and their implementations in infant and toddler educational settings.

EEC 1004 3 (3 / 0)
INTRODUCTION TO SCHOOL AGE CHILD CARE
- **Prerequisite: EEC 1000**

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.

EEC 1523 3 (3 / 0)
MANAGING CHILD CARE PROGRAMS
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course provides students with management and administrative skills relevant to child care programs serving the needs of children from birth to school age. Topics include conducting a needs assessment, developing a program philosophy, selecting a facility, creating developmentally appropriate environments, writing policy, hiring, training and evaluating staff, fiscal management, health, safety and nutrition, special needs of ESL students and children with disabilities, parent involvement, community involvement and marketing. Observations in an early learning environment are required.

EEC 1601 3 (3 / 0)
GUIDING & OBSERVING CHILDREN'S BEHAVIOR
- **Prerequisite: EEC 1000 or documented consent of instructor**
- **Satisfies Code: CULD**

Students will learn and practice principles and skills required to guide, observe and record the behavior of infants through age eight as a tool for responsive teaching and assessment of children's development, curriculum and the environment. Observations in an early learning environment are required.

EEC 2200 3 (3 / 0)
CURRICULUM FOR YOUNG CHILDREN
- **Prerequisite: EEC 1000 or documented consent of instructor**
- **Satisfies Code: CULD**

Students will explore the construction of curriculum for children with and without disabilities from birth through age eight. Curriculum will be based on emerging child interests and national/state standards within a practical, flexible, and thoughtful teacher made plan. Content areas, lesson plans, rubrics, thematic units, assessment tools, and Internet resources will be explored through the lens of developmentally appropriate practices.

EEC 2732 3 (3 / 0)
HEALTH, SAFETY & NUTRITION FOR YOUNG CHILDREN
- **Prerequisite: EEC 1000 and Current First Aid and CPR Certification**
- **Satisfies Code: CULD**

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.

EEC 2940 3 (3 / 0)
INTERNSHIP - PRESCHOOL
- **Prerequisite: CHD 2334, CHD 2338, MUE 2211, ARE 2000, and EME 2040, or documented consent of instructor**
- **Satisfies Code: CULD**

This course provides 10 hours of practical work experience per week (150 hours total) in a pre-school classroom under the direction of a certified classroom teacher and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss teaching/learning issues. Students will be observed and evaluated by both the college supervisor and the classroom teacher.

EEC 2949 3 (3 / 0)
INTERNSHIP - CHILDCARE CENTER MANAGEMENT
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **This course is not repeatable for additional hours.**

This course provides 10 hours of practical work experience per week (150 hours total) in childcare center management under the direction of a program director and a college supervisor. Students will attend a 2-hour seminar with the college supervisor every 2 weeks to discuss management concepts and practices. Students will be observed and evaluated by both the college supervisor and the program director.

EET 1506C 3 (3 / 0)
BASIC ELECTRICAL THEORY
- **Prerequisite: None**

Using a classroom/lab approach, this course enables students to develop competencies related to electrical safety practices, construction math, electrical theory, conduit, and electrical codes.

EEX 2010 3 (3 / 0)
INTRODUCTION TO SPECIAL EDUCATION - CHILDREN
- **Prerequisite: EEC 1000 or documented consent of instructor**
- **Satisfies Code: CULD**

This course provides an overview of special education, including procedures for identification, special education eligibility, students' legal rights, litigation and legislation, planning for integrating the child with special needs into the regular classroom, reevaluation determination, alternative placement options, and service delivery. Observations in an early learning environment are required.

EME 2040 3 (3 / 0)
TECHNOLOGY FOR EDUCATORS
- **Prerequisite: EDF 2005 or EEC 2200, and CGS 1530 or CGS 1100, or documented consent of instructor**

This course provides a survey of instructional media for education majors. It includes information on and experience in integrating educational technology into teaching. It includes the use of multimedia in the classroom, the use of various instructional software in teaching and learning, the utilization of technology for various subject areas, and an overview of ethical, legal and social issues related to the use of technology. Basic computer competency skills should be acquired prior to taking this course.

ENC 0015 4 (4 / 0)
DEVELOPMENTAL WRITING I
- **Prerequisite: None**
- **Developmental Course**
- **College credit not awarded toward degree**

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).

ENC 0025 4 (4 / 0)
DEVELOPMENTAL WRITING II
- **Prerequisite: C or higher in ENC 0015 or appropriate placement test score**
- **Developmental Course**
- **College credit not awarded toward degree**

A preliminary composition course structured to meet the needs of students who require individualized help. This course is designed to stress grammar, usage, vocabulary development, and mechanics of expression, moving from sentence structure to paragraph writing to expository essay writing. The course includes a computer-lab component and information regarding student success. It covers success information such as taking personal responsibility, managing procrastination, and engaging emotional intelligence. This course may not be used to satisfy any degree program at LSCC. Students must earn a "C" or higher and achieve a passing score on the state mandated College Prep English Test (CPET) for entry into ENC 1101.

ENC 1101 3 (3 / 0)
COLLEGE COMPOSITION I
- **Prerequisite: C or higher in both ENC 0025 & REA 0017 or appropriate placement scores**
- **Satisfies Codes: GENE, GRW6**
- **Students are strongly encouraged to complete OST 1743 Word Processing for College Writing or a higher level computer word processing course prior to taking or along with ENC 1101 .**

This course provides practice in writing expository themes with instruction in grammar and mechanics, sentence variety, diction, organization, and coherence. This is the introductory course of the new State Board of Education Rule 6A 10.30 sequence, and a student entering this class should have a good background in writing skills to build upon. A major documented essay is required. Knowledge in the basic use of computers is necessary to complete the required written assignments of this course.

ENC 1101H **3** **(3 / 0)**
HONORS COLLEGE COMPOSITION I
- **Prerequisite: Admission to the course by the Honors Selection Committee**
- **Satisfies Codes: GENE, GRW6**

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.

ENC 1102 **3** **(3 / 0)**
COMPOSITION: LITERATURE
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: CULD, GENE, GRW6**

A composition course that focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing a major research paper.

ENC 1102H **3** **(3 / 0)**
HONORS COLLEGE COMPOSITION II
- **Prerequisite: C or higher in ENC 1101H or admission to course by the Honors Selection Committee**
- **Satisfies Codes: CULD, GENE, GRW6,**
- **Laboratory Fee: $10**

This composition course focuses on elevating critical expository writing skills through the study and analysis of three literary genres: the short story, poetry, and drama. Writing, as a means of critical discovery, will involve essays, written interpretations using the major paradigms of criticism, and in-depth research efforts that will be presented in class seminars. The academic demands of this course will be rigorous.

ENC 2210 **3** **(3 / 0)**
TECHNICAL REPORT WRITING
- **Prerequisite: C or higher in ENC 1101 or consent of instructor**
- **Satisfies Codes: GENE, GRW6, ORAL**

The student is trained in the collection, organization, analysis, evaluation, and professional presentation of business, industrial, or scientific data. The student practices a variety of letter, memo, and report formats including the use of charts and drawings. The course includes practice in oral reports. A term research project is required.

ENC 2300 **3** **(3 / 0)**
COMPOSITION: ARGUMENTATION
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication. One or more papers require significant research, and at least one oral presentation will be required.

ENL 2012 **3** **(3 / 0)**
ENGLISH LITERATURE THROUGH 18TH CENTURY
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

ENL 2022 **3** **(3 / 0)**
ENGLISH LITERATURE SINCE THE 18TH CENTURY
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism (1798-1832); Victorian Age (1832-1901); Modern Age (or 20th Century). The course emphasizes the historical, cultural, intellectual, and social milieu out of which the writers produced the literary works which influence the ideas and values of the English-speaking world today. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.

ENT 1000 **3** **(3 / 0)**
INTRODUCTION TO ENTREPRENEURSHIP
- **Prerequisite: Successful completion of all developmental writing, reading, and mathematics courses indicated through placement testing.**

This is a practical course designed to assist students in determining if they have the traits and skill sets to be entrepreneurs. It is designed for students who think that they may wish to start a business or for those already in business seeking to expand or diversify. Emphasis will be placed on the practical aspects of creating and running business as well as on analyzing business situations to recognize strengths, weaknesses, opportunities, and threats (SWOTs).

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

ENT 4004 **3** **(3 / 0)**
ENTREPRENEURSHIP
- **Prerequisite: C or higher in MAN 3240**
- **Co-requisite: MAN 3240**

This course introduces students to basic entrepreneurial concepts and practices. Topics include assessing one's entrepreneurial aptitude, the process for formulating business ideas, feasibility studies, and identification of and strategies for overcoming barriers to success.

EPI 0001 **3** **(3 / 0)**
CLASSROOM MANAGEMENT
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course teaches students how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, sunshine state standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher. Field experiences are required.

EPI 0002 **3** **(3 / 0)**
INSTRUCTIONAL STRATEGIES
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course teaches students to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans. Field experiences are required.

EPI 0003 **3** **(3 / 0)**
TECHNOLOGY
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree.**
- **Cannot be transferred to an upper division program**

This course teaches students to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the internet. Field experiences are required.

EPI 0004 **3** **(3 / 0)**
TEACHING & LEARNING PROCESS
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree.**
- **Cannot be transferred to an upper division program**

This course teaches a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition. Field experiences are required.

EPI 0010 **3** **(3 / 0)**
FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course teaches language structure and function, and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction is grounded in scientifically-based research. Field experiences are required.

EPI 0020 **2** **(2 / 0)**
PROFESSIONAL FOUNDATIONS
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development. Field experiences are required.

EPI 0030 **2** **(2 / 0)**
DIVERSITY
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns. Field experiences are 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.lssc.edu for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

EPI 0940 1 (1 / 0)
PROFESSIONAL FOUNDATIONS FIELD EXPERIENCE
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree.**
- **Cannot be transferred to an upper division program**

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module.

EPI 0945 1 (1 / 0)
DIVERSITY FIELD EXPERIENCE
- **Prerequisites: Statement of status of eligibility and clear background screening per state requirements.**
- **College credit not awarded toward degree**
- **Cannot be transferred to an upper division program**

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 course.

ESC 1000 3 (3 / 0)
EARTH SCIENCE SURVEY
- **Prerequisite: None**
- **Satisfies Codes: GENE, PHYS**

A systematic survey of the earth and its properties, including the physical processes presented in a conceptual manner.

ETP 1100C 3 (3 / 0)
SAFE WORK PRACTICES
- **Prerequisite: None**

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).

ETP 1101C 3 (3 / 0)
BASIC ELECTRICITY FOR LINE WORKERS
- **Prerequisite: None**

This course introduces students to basic electricity and the fundamentals of electrical power that apply particularly to the line worker. Students will study the history of electricity; AC and DC circuits; the principles of induction, capacitance and reactance; portable generators and basic wiring; conductors and insulator technology and electric power. Students will demonstrate proficiencies in basic electrical formulae and measuring/metering instruments.

ETP 1104C 2 (1 / 1)
FIRST AID RESCUE & CPR
- **Prerequisite: Documented consent of instructor**

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.

ETP 1105 3 (3 / 0)
OSHA ELECTRICAL STANDARDS AND THE NESC
- **Prerequisite: None**
- **Satisfies Code: None**

This course is designed to provide the participants with an overview of all safety aspects of outside electrical installations and equipment used in those installations. The installations include overhead electrical installations on poles and towers and underground electrical installations, both direct buried and conduit buried. In addition, the course will cover substation electrical installations with emphasis on material used, equipment in place, and the requirements of the Lockout/Tagout (I O/TO) system. Some other specific areas of study will include grounding requirements, overcurrent/overvoltage protection, personal protective equipment, and identification of hazardous locations.

ETP 1130C 3 (1 / 2)
POLE CLIMBING ROPES & RIGGING
- **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.

ETP 1134C 3 (1 / 2)
UNDERGROUND DISTRIBUTION
- **Prerequisite: ETP 1101C and ETP 1130C**

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.

ETP 1135C **3** **(1 / 2)**
STREET & AREA LIGHTING
- **Prerequisite: ETP 1101C and ETP 1130C**

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.

ETP 1140C **3** **(3 / 0)**
ELECTRICAL DISTRIBUTION STRUCTURES
- **Prerequisite: ETP 1101C and ETP 1130C**

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.

ETP 1150C **3** **(1 / 2)**
TRUCKS & EXCAVATION EQUIPMENT
- **Prerequisite: ETP 1100C**

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.

ETP 2020 **3** **(3 / 0)**
AMERICAN POWER SYSTEMS
- **Prerequisite: None**

Students in this course will learn the history of the electric utility and the Cooperative, Municipal Public and Investor Owned utility business structures, including the evolution of regulatory agencies and current status of power company de-regulation. Students will study the importance of organization and aspect of vertical integration. Students will be introduced to the functions of Human Resources and Public Relations organizations. Students will be introduced to State and Federal power provider regulations including the areas of environmental and wildlife protections; conservation and Green Power trends and will be introduced to other Department of Labor, Safety and agency "standards". Students will demonstrate a basic understanding of "inter and intrastate" power sales and agreements, mutual aid agreements, power pooling, purchased power and leased systems. Students will study and demonstrate an understanding of the importance of pole line management, GPS/GIS Distribution facilities management applications, budgeting and construction cost estimating.

ETP 2102C **3** **(2 / 1)**
RUBBER GLOVING - HOT LINE I
- **Prerequisite: ETP 1130C**

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.

ETP 2103C **1** **(1 / 0)**
RUBBER GLOVING - HOT LINE II
- **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.

ETP 2110C **3** **(2 / 1)**
METERING & ENERGY MANAGEMENT
- **Prerequisite: ETP 1101C? and ETP 1100C?**

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.

ETP 2120C **3** **(3 / 0)**
BASIC TRANSFORMER
- **Prerequisite: ETP 1101C and ETP 2131C**

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.

ETP 2131C **3** **(3 / 0)**
POLE LINE EQUIPMENT I
- **Prerequisite: ETP 1100C and ETP 1130C**

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.

ETP 2132C **3** **(2 / 1)**
POLE LINE EQUIPMENT II
- **Prerequisite: ETP 2131C**

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.

ETP 2136C 3 (3 / 0)
INSTALLING OVERHEAD DISTRIBUTION CONDUCTORS
- **Prerequisite: Documented consent of instructor**

Students will demonstrate proficiencies in setting up and operating wire tuggers, tensioners and wire reel tenders. Students will discuss techniques for wire pulling; safe guarding of buildings, cross streets, walkways and the public during pulling operations; planning wire pulling; and identifying potential hazards that may be encountered during wire pulling operations. Students will demonstrate proficiencies in fanning and covering of energized lines and live equipment for reconductoring/pulling operations; rigging of rollers and wire pulling devices; serving of cables and ropes for pulling; care, use and install of insulated mechanical jumpers; and sagging, transfer of, tying in and dead-ending of pulled conductors.

ETP 2137C 3 (2 / 1)
ELECTRICAL DISTRIBUTION SUBSTATIONS
- **Prerequisite: ETP 1101C and ETP 1100C**

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.

ETP 2160C 3 (3 / 0)
TROUBLESHOOTING CUSTOMER LINE SERVICES COMPLAINTS
- **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.

ETP 2944 2 (2 / 0)
ELECTRIC UTILITY INTERNSHIP
- **Prerequisite: Documented consent of instructor**
- **Co-requisite: Must be registered into Advanced EDT Certificate program.**

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.

EUH 1000 3 (3 / 0)
WESTERN CIVILIZATION I
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: CULD, GENE, GRW6, SBEH**

A survey of European History from its origins through the Reformation. Emphasis is placed on Greece and Rome, the Middle Ages, and the origins of Modern Europe.

EUH 1001 3 (3 / 0)
WESTERN CIVILIZATION II
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: CULD, GENE, GRW6, SBEH**

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.

EVR 1328C 3 (2 / 2)
NATURAL RESOURCES CONSERVATION & MANAGEMENT WITH LAB
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course covers the history and practice of the management of natural resources such as water, air, soil, timber, and wildlife. Emphasis will be placed on the application of ecological principles to promote sustainable management. Modern techniques and technology that assist natural resource management will be addressed. In addition, the value of natural resources will be discussed in terms of economics, ecosystem services, and other less tangible measurements.

EVR 1858 3 (2 / 0)
ENVIRONMENTAL REGULATION AND COMPLIANCE
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE**

This course provides an overview of environmental regulations and compliance issues related in current environmental law. History of environmental regulations will be covered as well as regulations that are currently enforced or are in the process of being implemented. Methods of compliance with regulations will also be examined at the local, state, and federal level.

EVS 1001C 3 (2 / 2)
INTRODUCTION TO ENVIRONMENTAL SUSTAINABILITY WITH LAB
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course covers basic ecological principles and applies them to environmental problems facing humans and other species living on the earth. Varying definitions and approaches to sustainability will be addressed. Case studies will be presented that demonstrate the complexity of environmental problems on a local, national, and global level. Emphasis will be placed on the importance of a multidisciplinary approach to environmental problem solving.

EVS 2893C 3 (2 / 2)
ENVIRONMENTAL SAMPLING & ANALYSIS I WITH LAB
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

This course covers methods of sampling soil, water and air for environmental contaminants. Major contaminants of concern will be discussed, along with the routes by which contaminants enter the environment. Laboratory will mainly consist of field work and will involve choosing proper sampling sites, techniques necessary to acquire proper samples, and using technology for analysis, often right at the sample site. A significant amount of time will be spent outdoors.

FES 1010 3 (3 / 0)
INTRODUCTION TO EMERGENCY MANAGEMENT
- **Prerequisite: None**

This course will introduce students to the field of emergency management. The course will review the history of emergency management efforts in the United States and will review the current principles and practices used in the field. The four phases of emergency management: mitigation, preparation, response and recovery will also be discussed.

FES 2001 3 (3 / 0)
PUBLIC POLICY IN EMERGENCY MANAGEMENT
- **Prerequisite: FES 1010**

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.

FFP 1000 3 (3 / 0)
INTRODUCTION TO FIRE SCIENCE
- **Prerequisite: None**

This course provides an understanding of basic essential fire skills. Content will include orientation to fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, fire streams, fundamentals of extinguishment, forcible entry, salvage and overhaul, ventilation, rescue, protective breathing equipment, first responder medical techniques, water supplies, safety, controlled burns and employability skills

FFP 1111 3 (3 / 0)
FIRE CHEMISTRY
- **Prerequisite: None**

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FFP 1301 3 (3 / 0)
FIRE SERVICE HYDRAULICS
- **Prerequisite: None**

The course covers relationship between flow and pressure and mathematical hydraulic formulas as they pertain to fire apparatus devices. Course includes pump theory, pump rating, and pressure and vacuum gauges.

FFP 1302 3 (3 / 0)
FIRE APPARATUS OPERATIONS
- **Prerequisite: None**

This course is a comprehensive study of fire apparatus, its history and design; and procedures used for testing apparatus for purposes of rating. The course also includes the various classifications of fire apparatus, as well as the current configurations of foreground pumps and their maintenance. Driving and pumping techniques are also stressed.

FFP 1505 3 (3 / 0)
FIRE PREVENTION PRACTICES
- **Prerequisite: None**

This course is a study of fire inspection practices. Topics covered include Fire Prevention Bureau activities, hazards, fire behavior, fire causes, types of construction including structural features, flame spread, occupancy and fire load, inspection techniques, and conducting inspections.

FFP 1510 3 (3 / 0)
CODES & STANDARDS
- **Prerequisite: None**

This course covers building and fire safety codes relevant to the professional Fire Inspector exam. Students will become accomplished in the use of approved codes and standards.

FFP 1540 3 (3 / 0)
PRIVATE FIRE PROTECTION SYSTEMS I
- **Prerequisite: None**

A study of private fire protection and detection systems such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems, and various warning devices. Each system is discussed as to its need, construction, preventive maintenance, and individual uses.

FFP 1702 3 (3 / 0)
PRINCIPLES OF EMERGENCY SERVICES
- **Prerequisite: None**

This course provides an overview of fire protection and emergency services; career opportunities in the fire service and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions, basic fire chemistry and physics; introduction to fire protection systems; introduction to fire tactics and strategies and life safety initiatives.

FFP 1740 3 (3 / 0)
FIRE SERVICE COURSE DELIVERY
- **Prerequisite: None**

Principles, procedures, and techniques of teaching with emphasis on principles of learning, development of training, outlines, methods of instruction, use of visual aids, and testing procedures. The course emphasizes techniques and communication of ideas and strengthening retention of skills obtained by the fire protection student in the learning process.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

FFP 1810 3 (3 / 0)
FIRE FIGHTING TACTICS & STRATEGY I
- **Prerequisite: None**

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.

FFP 2120 3 (3 / 0)
BUILDING CONSTRUCTION FOR FIRE SERVICE
- **Prerequisite: None**

This course covers the components of building construction that relate to fire and life safety. Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues.

FFP 2401 3 (3 / 0)
HAZARDOUS MATERIALS I
- **Prerequisite: None**

The course is designed to assist the student in choosing appropriate measures for handling hazardous materials. A basic knowledge of chemical composition, as well as a study of principles involved in the recognition of materials that are hazardous because of combustibility, toxicity, reactivity, or other properties will be included.

FFP 2402 3 (3 / 0)
HAZARDOUS MATERIALS II
- **Prerequisite: None**

The course includes various modes of transportation and storage of hazardous materials. It also identifies specific and unique problems emergency personnel face with moving and storing of the materials.

FFP 2521 3 (3 / 0)
CONSTRUCTION DOCUMENTS & PLANS REVIEW I
- **Prerequisite: None**

Topics covered include how to interpret conventional graphic communications, accepted standards and conventions, symbols, abbreviations, principles of technical projection, and a review of construction arithmetic and geometry.

FFP 2541 3 (3 / 0)
PRIVATE FIRE PROTECTION SYSTEMS II
- **Prerequisite: None**

Topics in this course include pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

FFP 2610 3 (3 / 0)
FIRE INVESTIGATION: ORIGIN & CAUSE
- **Prerequisite: None**

This course is a comprehensive study of the procedures of fire investigation that are used to determine fire cause and origin in fires of incendiary origin.

FFP 2720 3 (3 / 0)
COMPANY OFFICER
- **Prerequisite: None**

This course includes basic aspects of leadership with emphasis on leadership style, group dynamics, communications, and individual behavior. Current motivation and management theories are also covered.

FFP 2741 3 (3 / 0)
FIRE SERVICE COURSE DESIGN
- **Prerequisite: None**

This course covers the principles of effective fire science curriculum design. It includes concepts of learning, lesson plans and their development, behavioral and performance objectives, organizing the learning environment, communications, teaching techniques, and testing and evaluation.

FFP 2770 3 (3 / 0)
ETHICAL AND LEGAL ISSUES FOR THE FIRE SERVICE
- **Prerequisite: None**

This course is a study of the spectrum of legal and ethical issues facing today's fire service leaders. Topic covered will include: labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision making.

FFP 2780 3 (3 / 0)
FIRE DEPARTMENT ADMINISTRATION
- **Prerequisite: None**

This course is designed to present the principles of management theory and its application in the fire service. This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is placed don fire service ethics and leadership from the perspective of the company officer.

FFP 2811 3 (3 / 0)
FIRE FIGHTING TACTICS & STRATEGY II
- **Prerequisite: FFP 1810**

Topics covered in this course include multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. Typical tactical situations and case histories are covered.

FIL 2001 3 (3 / 0)
INTRODUCTION TO AMERICAN CINEMA
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW6, HUMN**

This course explores the visual style, narrative tradition, and cultural implications of American filmmaking. Cinema is examined both as an art and as an industry. The development of the "studio" system, the "star" system, film genres, and today's new talent are among the topics which will help students learn to think and write critically about film.

FIN 2100 3 (3 / 0)
PERSONAL FINANCE
- **Prerequisite: None**

This course is a survey of the problems and techniques of personal financial planning. Topics covered include consumer credit, insurance, taxes, home ownership, personal investments, managing cash income, controlling expenditures, retirement planning, and estate planning.

FIN 3400 3 (3 / 0)
FINANCIAL MANAGEMENT
- **Prerequisite: C or higher in MAN 3240**
- **Co-requisite: MAN 3240**

This course introduces students to the basic concepts of finance. Major topics include the time value of money; the nature of financial markets, cost of caital, valuation of stocks and bonds, and short-term and long-term financing. Special focus is placed on developing the financial skills and competencies needed by a manager to make decisions.

FRE 1120 4 (4 / 0)
ELEMENTARY FRENCH I
- **Prerequisites: None**

This course employs four primary language-learning skill sets; listening, speaking, reading, and writing in the study of French 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 French speaking societies.

FRE 1121 4 (4 / 0)
ELEMENTARY FRENCH II
- **Prerequisite: A grade of C or higher in FRE 1120**

This is a continuation of FRE 1120—Elementary French I: The course employs four primary language-learning skill sets: listening, speaking, reading, and writing in the study of French 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 French speaking countries.

GEB 1011 3 (3 / 0)
INTRODUCTION TO BUSINESS
- **Prerequisites: Successful completion of all developmental reading courses indicated through placement testing**

A survey of modern business practices. The course explores various business areas including economics, management, marketing, accounting, and finance. The course is designed to help prepare students for future business courses and assist students in deciding whether to choose business as a career.

GEB 1136 3 (3 / 0)
INTRODUCTION TO E-BUSINESS
- **Prerequisite: None**

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.

GEB 1430 3 (3 / 0)
BUSINESS ETHICS & ETIQUETTE
- **Prerequisite: None**

Students will discuss controversial issues in business to heighten awareness of ethical principles and dilemmas faced by employers and employees. In addition, students will be introduced to business etiquette topics deemed essential for the workplace.

GEB 2930 3 (3 / 0)
BUSINESS CAPSTONE
- **Prerequisite or Co-requisite: ACG 2071 Management Accounting**

The Business Capstone course gives students the opportunity to integrate concepts from all previous coursework in the Business Administration Associate in Science degree program. Emphasis will be given to case studies and to international business concepts. Students will both demonstrate individual achievement and the ability to work effectively in teams. Students will research, prepare, and professionally present a business plan.

GEB 3213 3 (3 / 0)
ADVANCED BUSINESS COMMUNICATIONS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course is designed to help students develop the writing, verbal, and interpersonal skills that re necessary for a successful career in business. Topics include adapting messages to various audiences, ethics and corporation culture, designing a broad range of business-related documents and presentations, cross-culture communication, the use of technology, and collaborative communication.

GEB 3452 3 (3 / 0)
LEGAL & ETHICAL ENVIRONMENT OF BUSINESS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to the legal, regulatory and ethical environment of business. Emphasis is placed on the manager's role in raising ethical awareness, understanding and applying context-appropriate ethical frameworks in decision-making and developing an ethical culture.

GEB 4525 3 (3 / 0)
ORGANIZATIONAL DEVELOPMENT
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to the field of organizational development focusing on its history, major trends, and ethical issues for the profession. Through analysis of cases and project with real organizations, students will learn about organizational change (its characteristics and models) and the consulting process (developing the client-consultant relationship; gathering data; diagnosing issues, and providing feedback).

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

GEO 1000 **3** **(3 / 0)**
INTRODUCTION TO GEOGRAPHY
- **Prerequisite: None**
- **Satisfies Codes: GENE, SBEH**

This course covers topics on the spatial relationships of humankind and the environment. It allows students to explore the world geographically based on information for making informed decisions on varied geographic issues and problems.

GEO 2474 **3** **(3 / 0)**
GEOGRAPHY & WORLD AFFAIRS
- **Prerequisite: None**
- **Satisfies Codes: GENE, SBEH**

The analysis of the geographic aspects of world affairs as they occur. Students will determine the spatial relationships between events and the physical, political, social and economic nature of the region in which the events take place.

GIS 2040C **3** **(2 / 2)**
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS WITH LAB
- **Prerequisite: Successful completion of all developmental course work in math, writing, and reading courses indicated through placement testing**
- **Satisfies Codes: LABR**

An introductory course in the design, development, and application of geographic information systems (GIS) and related technologies for students in a wide range of disciplines, or other students interested in a professional GIS curriculum. The course is presented in a lecture/laboratory format. The lecture portion will deal with conceptual issues in GIS database design and development, analysis, and display. The laboratory portion will provide students with hands-on contact with GIS software products such as ArcGIS that are used in the analysis of geographically-referenced data sets

GLY 1030 **3** **(3 / 0)**
ENVIRONMENTAL GEOLOGY
- **Prerequisite: Successful completion of all developmental math courses indicated through placement testing and C or higher in ENC 1101**
- **Satisfies Codes: GENE, PHYS**

This course focuses on the relationship between humankind and its geological habitat. It is concerned with the problems that people have in using the earth's resources. Emphasis is placed on earth processes and the physical properties of rocks and surficial deposits, the geomorphological processes such as the hydrologic and geographic cycles as related to urban development and the resulting stresses in social, economic and political context.

GRA 1190C **3** **(3 / 0)**
INTRODUCTION TO GRAPHIC DESIGN
- **Prerequisite: None**

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

GRA 1191C **3** **(3 / 0)**
COMPUTER LAYOUT DESIGN I
- **Prerequisite: None**
- **Offered Spring Term**

Provide basic terminology and use of InDesign software to prepare art, copy, and photographs for desktop production and "press ready" for commercial printing. Provide basic terminology and use of Photoshop software to manipulate and enhance scanned images for graphic design layout. Involves training to think in terms of document construction, color, typography, page design, and picture manipulation to create electronic documents that will eventually become printed and /or web publications.

GRA 2122C **3** **(3 / 0)**
COMPUTER LAYOUT DESIGN II
- **Prerequisite: GRA 1191C**

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.

GRA 2151C **3** **(3 / 0)**
ILLUSTRATION
- **Prerequisites: ART 1300C & ART 2254C or documented consent of instructor**
- **Offered Fall Term**

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.

GRA 2171C **3** **(3 / 0)**
ADVERTISING DESIGN I
- **Prerequisite: GRA 1191C**

Students are introduced to a variety of aspects in the advertising design arena. Some advertising theory will be presented due to its precedence to the advertising campaign, based on how it influences the design. Students will be encouraged to act as professional advertising designer through positioning products, organizing campaigns and presentations.

Covers basic concepts of layout and effective visual communication through simulated job assignments. All areas of the advertising arena will be explored (television, print, billboard, posters, etc.) although emphasis will be placed on advertising designs in "print media". The course will cover layout concepts and elements within the communication process of advertising.

GRA 2195C **3** **(3 / 0)**
ADVERTISING DESIGN II
- **Prerequisite: GRA 2171C**

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.

GRA 2206C **3** **(3 / 0)**
EXPERIMENTAL DESIGN: PREPARING AN ORIGINAL PORTFOLIO
- **Prerequisite: Sophomore status in Graphic Design Program or documented consent of instructor**
- **Offered Spring Term**

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.

HIM 1211 **1** **(1 / 0)**
BASIC HEALTH INFORMATION TECHNOLOGY
- **Prerequisite: None**

This course introduces the student to the role of health information and technology in all healthcare settings and in the continuity of patient care. The course provides an overview of accreditation, regulation and HIPAA requirements in healthcare. Fundamentals of Information Systems and Electronic Health Records are presented. Healthcare code sets, transactions and billing systems are also introduced. Subsequent courses in the health information technology program develop these concepts to mastery level as assessed in the professional practice experience and the capstone health information technician review course.

HIM 1003 **3** **(3 / 0)**
FOUNDATIONS OF HEALTH INFORMATION MANAGEMENT
- **Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing and provide evidence of successful completion of the computer proficiency requirement.**

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.

HIM 1273 **3** **(3 / 0)**
MEDICAL INSURANCE & CODING I
- **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.

HIM 1433 **3** **(3 / 0)**
CONCEPTS OF DISEASE
- **Prerequisite or Co-requisite: HSC 1532**

This course introduces the nature, cause and treatment of human diseases enabling students to extract, analyze and classify information within the medical (health) record. Common pharmacological treatments for various diseases are also discussed.

HIM 1512 **3** **(3 / 3)**
MEDICAL OFFICE MANAGEMENT
- **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.

HIM 1800C **2** **(2 / 0)**
PROFESSIONAL PRACTICE EXPERIENCE I
- **Prerequisite or Co-requisite: 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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

HIM 2012 2 (2 / 0)
MEDICOLEGAL ASPECTS OF RECORDS
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing and provide evidence of successful completion of the computer proficiency requirement.**

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.

HIM 2112 3 (3 / 3)
ELECTRONIC HEALTH RECORDS & INFORMATICS
- **Prerequisites: HIM 1003 and either OST 1854 or CGS 1100**
- **Co-requisite or Prerequisite: HIM 2012 (if prerequisite, C or higher is required)**

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.

HIM 2214 2 (2 / 0)
HEALTHCARE STATISTICS
- **Prerequisites: CGS 1100 and C or higher in MAT 1033**

This course is designed to provide instruction in how HIM professionals: abstract and maintain data for clinical indices/databases/registries; collect, organize, and present data for quality management, utilization management, risk management, and other patient care related studies; compute and interpret healthcare statistics; apply Institutional Review Board processes and policies; use specialized databases to meet specific organization needs such as medical research and disease registries; analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare; calculate staffing levels and productivity standards for health information functions and calculate health information department medical record supplies such as storage units for budget recommendations.

HIM 2253C 3 (3 / 3)
CPT-4 CODING & REIMBURSEMENT
- **Prerequisite: HSC 1532**

Students are shown how to analyze source documents and properly use the CPT manual to accurately select all professional procedure codes applicable to any medical, health, or surgical encounter. Special emphasis is placed upon the relationship between reimbursement and CPT coding. It is recommended that the student complete an anatomy and physiology course or its equivalent prior to enrolling in this course. A minimum of 3 hours of structured lab time per week is required.

HIM 2410 3 (3 / 0)
ICD CODING 1
- **Prerequisites or Co-requisites: HIM 1433, BSC 2093C**

This course, the first in a two-course sequence, introduces principles and guidelines for using the current international classification of diseases system to code diagnoses in all healthcare settings and procedures in an acute care setting. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. History and development of clinical vocabularies and classifications systems are introduced. Application of coding principles to electronic record systems is explored.

HIM 2412 3 (3 / 0)
ICD CODING 2
- **Prerequisite: C or higher in HIM 2410**
- **Prerequisite or Co-requisite: BSC 2094C**

This course is a continuation of HIM 2410 and builds on skills in using the International Classification of Diseases CM and PCS system to code diagnoses and acute care procedures. Coding of conditions and related procedures not addressed in the previous course are covered. Reimbursement methodologies for acute care and other healthcare settings, as well as coding ethics, data quality and integrity are explored. Examples of patient records, and exercises using coding manuals and software tools provide practice in coding and sequencing diagnoses and procedures.

HIM 2442 1 (1 / 0)
PHARMACOLOGY & LABORATORY ANALYSIS
- **Prerequisite or Co-requisite: HSC 1532**

This course will introduce HIM students to the most common drugs and laboratory tests utilized in medicine. Students will learn how to abstract key information from the medical record to assist in improving physician documentation and to ensure all valid conditions are coded.

HIM 2510 3 (3 / 3)
HIM COMPLIANCE & PERFORMANCE ISSUES
- **Prerequisite: C or higher in HIM 2112**
- **Prerequisite or Co-requisite: OST 2336**

This course provides students with opportunities to apply communications, teamwork and management principles to assessing and improving data quality and performance of HIM department functions. Students also participate in facility-wide compliance activities to support total quality assessment, performance improvement, utilization management and risk management strategies. Students study the organization of resources in any health information services environment, including human resources, financial and physical resources and information technology resources. A minimum of 3 hours of structured lab time per week is required.

HIM 2651 3 (3 / 0)
E-HEALTH PROJECTS IN MEDICAL PRACTICE
- **Prerequisite: C or higher in HIM 2112**
- **Co-requisite: HIM 2815 or OST 2949**

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.

HIM 2810 2 (2 / 0)
PPE II: CODING
- **Prerequisites: C or higher in HIM 1273; HIM 2253C and HIM 2410**
- **Co-requisite: HIM 2412 (if prerequisite, C or higher required)**
- **Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.**

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.

HIM 2815 2 (2 / 0)
PPE: HEALTHCARE INFORMATICS
- **Prerequisite: C or higher in HIM 2112**
- **Co-requisite: HIM 2651**

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.

HIM 2820 2 (2 / 0)
PROFESSIONAL PRACTICE EXPERIENCE III
- **Prerequisites: HIM 1800C and HIM 2112**
- **Prerequisite or Co-requisite: HIM 2510 (if Prerequisite, then C or higher required))**
- **Students must schedule an initial meeting with the Health Information Manager prior to registering for this course.**

This course provides students with supervised experience in an inpatient health information department. Students will gain hands-on practice in health information: analysis/statistics; forms; legal aspects (accreditation/licensure, request/release of confidential information, provider credentialing); indices and registries; vital statistics; quality management program; supervisory and management activities; reports; and meetings. This PPE requires approximately 55-60 hours to complete.

HIM 2930 1 (1 / 0)
HEALTH INFORMATION TECHNICIAN REVIEW
- **Prerequisite: HIM student in final semester of program and documented consent of instructor**

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.

HOS 1010C 3 (3 / 0)
INTRODUCTION TO HORTICULTURE
- **Prerequisite: None**

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.

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.

HOS 1115C 3 (3 / 0)
PLANT IDENTIFICATION I
- **Prerequisite: None**

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.

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.

HSC 1100 3 (3 / 0)
TRENDS & ISSUES IN HEALTH
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course is designed to survey a variety of health topics. Awareness of problems, issues, and techniques will assist the student in developing strategies and perspectives necessary for improved personal health and wellness.

HSC 1101 3 (3 / 0)
PERSONAL HEALTH
- **Prerequisite: None**

This course provides foundational information in health and nutrition. It will emphasize and redirect students to focus on health knowledge, attitudes, and practices within our society. It will seek to motivate students to seek changes in physical, mental and social well-being, while gaining applicable skills related to preventing and/or forestalling chronic lifestyle diseases that begin early in the life cycle.

HSC1531 2 (2 / 0)
MEDICAL TERMINOLOGY I
- **Prerequisite: None**

This course is designed to acquaint the students with the essential understanding of terms used in the medical profession to the extent that proper interpretation may be made.

HSC 1532 2 (2 / 0)
MEDICAL TERMINOLOGY II
- **Prerequisite: HSC 1531 or documented consent of instructor**

This course is a continuation of Medical Terminology I. Emphasis is on body systems, specialty medicine, disease processes, pharmacology, clinical procedures, and laboratory tests.

HSC 2400 3 (3 / 0)
FIRST AID & PERSONAL SAFETY
- **Prerequisite: None**

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.

HUM 1211 3 (3 / 0)
INTRODUCTION TO HUMANITIES:
ANTIQUITY THROUGH THE MIDDLE AGES
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

This course focuses on the major artistic, literary, musical, and intellectual developments of Western civilization from its beginnings in antiquity through the Middle Ages.

HUM 1230 3 (3 / 0)
INTRODUCTION TO HUMANITIES:
RENAISSANCE THROUGH MODERN TIMES
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

This course focuses on the major artistic, musical, literary, and intellectual developments of Western civilization from the Renaissance through the present.

HUM 2461 3 (3 / 0)
LATIN AMERICAN HUMANITIES
- **Prerequisite: ENC 1101 or higher**
- **Satisfies GENE, GRW6**

HUM 2461 is an introductory survey of humanities of Latin America within the context of history and cultural studies. The course explores significant aspects of the art, literature, music, philosophy, religions, drama, architecture and customs of the peoples and societies of Latin America. Spatially, the course covers from Cape Horn to the borderlands of the United States, and temporally, it begins with early pre-Columbian culture and ends in the twenty-first century.

HUM 2930 **3** **(3 / 0)**
SELECTED TOPICS IN HUMANITIES
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

This course is problem-, issue-, subject-centered in its approach to the humanities. It provides an awareness of and appreciation for major themes and/or cultures through an in-depth study of specific humanities topics as they relate to the selected topic. Native American Culture is the first proposed topic.

HUN 1014 **2** **(2 / 0)**
NUTRITION FOR NURSING PRACTICE
- **Prerequisite: BSC 2093C**

This course focuses on principles of nutrition and the nutritional requirements across the lifespan. Emphasis is placed on nutrition in health promotion and clinical practice. The significance of nutrition within the health care movement toward wellness and primary prevention is examined as well as specific medical nutritional therapy in disease management. This is a required course for students planning to enter the nursing program.

HUN 1111 **3** **(3 / 0)**
FOUNDATIONS OF NATURAL MEDICINE
- **Prerequisite: None**

This course emphasizes the role of natural medicine such as phytochemicals/antioxidants in the prevention and improvement of chronic diseases. It will explore the application of medical nutrition therapy and current components of complementary medicine in the prevention and treatment of disease. The underlying causes of chronic disease that is related to food intake, inactivity and stress are woven together to visualize the impact of poor health and the mechanisms necessary to avert chronic diseases. Students will evaluate and apply Socrates statement on the quote “Let your food be your medicine and your medicine be your food.

HUN 1201 **3** **(3 / 0)**
NUTRITION WITH DIET THERAPY
- **Prerequisite: None**

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.

HUN 2270 **3** **(3 / 0)**
NUTRITION AND FITNESS
- **Prerequisite: None**

This course is designed for students who wish to acquire basic principles of nutrition, behavior analysis and exercise that are applicable to the development and implementation of regular physical exercise inclusive of all sports activity and/or weight management. It will provide scientific information on the role of nutrition in exercise and the athlete's ability to perform at any level of physical exercise. Students will learn how nutrition affects the processes in the body that are involved in energy production and recovery from exercise. The course will emphasize the principles of sport nutrition and how it relates to sport performance. Current controversial topics originating form sports nutrition products and manufacturers will be compared to evidence based practices in sports nutrition.

HUS 1001 **3** **(3 / 0)**
INTRODUCTION TO HUMAN SERVICE FOR FAMILIES AND YOUNG CHILDREN
- **Prerequisite: None**

This course reviews the history of human services with particular emphasis on the field of maternal and child services and health. Various models of service delivery will be investigated. The roles, functions, and duties of human service professionals and maternal and child specialists will be explored. The development of a professional identity and the ethics of practice will be discussed. Personal qualities essential for being an effective helping professional will be considered.

INR 2002 **3** **(3 / 0)**
INTERNATIONAL RELATIONS
- **Prerequisite: C or higher in ENC 1101 or documented consent of instructor**
- **Satisfies Codes: CULD, GENE, GRW6, SBEH**

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.

ISM 3011 **3** **(3 / 0)**
INTRODUCTION TO INFORMATION SYSTEMS MANAGEMENT
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course provides a study of language, concepts, structures, and processes involved in the management of information systems including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions. Emphasis will be placed on the important role of information technology to provide business professionals the tools and resources needed to manage business operations, support decision making, encourage collaboration and gain competitive advantage in today’s networked enterprises and global markets.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

JOU 2949 **1-3** **(1-3 / 0)**
COOPERATIVE EDUCATION INTERNSHIP IN JOURNALISM
Refer to Cooperative Education for additional information.

LEI 2261 **2** **(1 / 1)**
OUTDOOR EDUCATION
- **Prerequisite: Students are required to complete an assumption of risk and liability waiver for their participation in class.**
- **Coeducational**

The purpose of this course is to develop an awareness and appreciation for the Florida outdoors. The content includes knowledge and appreciation of skills, techniques, rules, and safety practices necessary to participate in selected outdoor education activities. Outdoor education activities include camping, canoeing, hiking, backpacking, orienteering, angling, and cycling.

LIN 1670 **3** **(3 / 0)**
ENGLISH GRAMMAR
- **Prerequisite: None**
- **OST 1743 strongly recommended**

A course in the basics of traditional English grammar intended as a complement to our composition and creative writing courses, as a review for students who have been removed from the education picture for several years, and as a primary course for students wishing to improve their knowledge of English. Useful as an English elective.

LIS 1002 **1** **(1 / 0)**
ELECTRONIC RESOURCES
- **Prerequisite: None**

This course will focus on methods of access to electronic information resources, including CD-ROM databases and online information resources. Databases to be covered include periodicals, newspapers, government documents, and encyclopedias. Methods of developing a research strategy will also be covered. LIS 2003 and LIS 2004 cover the same material. LIS 2004 is the Web-based version of this course; LIS 2003 is the hands-on version taught in an Internet classroom.

LIS 2003 **1** **(1 / 0)**
INTRODUCTION TO INTERNET RESOURCES
- **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.

LIS 2004 **1** **(1 / 0)**
INTRODUCTION TO INTERNET RESEARCH
- **Prerequisite: None**

This online course focuses on methods of accessing information resources available through the Internet. Students will learn how to design effective search strategies, retrieve, evaluate, and cite Internet resources. The course is delivered via Blackboard.

LIT 2090 **3** **(3 / 0)**
CONTEMPORARY LITERATURE: SURVEY
- **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.

LIT 2091 **3** **(3 / 0)**
CONTEMPORARY LITERATURE: NOVELS
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: GENE, GRW6, HUMN, ORAL**

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.

LIT 2110 **3** **(3 / 0)**
EUROPEAN LITERATURE TO 1650
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

LIT 2120 **3** **(3 / 0)**
EUROPEAN LITERATURE 1650 TO PRESENT
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

LIT 2380 **3** **(3 / 0)**
WOMEN IN LITERATURE
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**

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.

LIT 2930 **3** **(3 / 0)**
SELECTED TOPICS IN LITERATURE
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN, ORAL**
- **May be repeated for a maximum of nine credit hours.**

This course is problem-, issue-, subject-centered in its approach to the field of literature. It provides an awareness of and appreciation for major themes and/or writers through an in-depth study of specific literary works as they relate to the selected topic. Possible topics include a Multicultural Approach to Literature, 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.

MAC 1105 **3** **(3 / 0)**
COLLEGE ALGEBRA
- **Prerequisite: C or higher in MAT 1033 or appropriate placement score**
- **Satisfies Codes: GENE, GRMT**

This is a rigorous introduction to the math concepts necessary for successful study of MAC 2233 or MAC 1140. This course is primarily a conceptual study of functions and graphs, their applications, and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. NOTE: A graphing calculator is required.

MAC 1114 **3** **(3 / 0)**
TRIGONOMETRY
- **Prerequisite: C or higher in MAC 1105 or appropriate placement score**
- **Satisfies Codes: GENE, GRMT**

This is a calculus preparatory course in trigonometry that, in conjunction with MAC 1140 (Precalculus Algebra), is designed to provide the student with the trigonometric skills necessary for MAC 2311 (Calculus with Analytic Geometry 1). Major topics include: trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; right triangle trigonometry; trigonometric identities; trigonometric equations; the law of sines and the law of cosines; polar coordinates; vectors; and parametric equations. NOTE: A graphing calculator is required.

MAC 1140 **4** **(4 / 0)**
PRECALCULUS ALGEBRA
- **Prerequisite: C or higher in MAC 1105 or appropriate placement score**
- **Satisfies Codes: GENE, GRMT**

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.

MAC 1932 **1** **(1 / 0)**
SPECIAL TOPICS IN MATHEMATICS
- **Prerequisite: Documented consent of instructor**
- **May be repeated for a maximum of three credit hours.**

This course is a study of topics designed to enhance the students' understanding of mathematics. The course will be graded as "Satisfactory" or "Unsatisfactory." No letter grades will be given.

MAC 2233 **3** **(3 / 0)**
CALCULUS FOR BUSINESS
- **Prerequisite: C or higher in MAC 1105 or appropriate placement score**
- **Satisfies Codes: GENE, GRMT**

A course in elementary differentiation and integration designed to meet the needs of students planning to major in biology, business, economics, psychology, and sociology. NOTE: A graphing calculator is required.

MAC 2311 **5** **(5 / 0)**
CALCULUS WITH ANALYTIC GEOMETRY I
- **Prerequisite: C or higher in MAC 1114 and MAC 1140**
- **Satisfies Codes: GENE, GRMT**

This is the first course in a three-semester sequence, which continues with MAC 2312 and concludes with MAC 2313. The following topics will be covered in this three-semester sequence: review of functions; limits and continuity; the derivative; differentiation of algebraic and transcendental functions; the mean value theorem and intermediate value theorem; extrema and graph sketching; area and the definite integral antidifferentiation; the fundamental theorem of calculus; inverse functions; arc length; techniques of integration; parametric equations and polar coordinates; Taylor's formula, infinite sequences and series; vectors in the plane and in space; topics from plane and solid analytic geometry; directional derivatives and curvature; differential calculus of functions of several variables; multiple integration. NOTE: A graphing calculator is required.

MAC 2312 **4** **(4 / 0)**
CALCULUS WITH ANALYTIC GEOMETRY II
- **Prerequisite: C or higher in MAC 2311**
- **Satisfies Codes: GENE, GRMT**

This is the second course in a three-semester sequence. (Topics are listed under MAC2311.) NOTE: A graphing calculator is required.

MAC 2313 **4** **(4 / 0)**
CALCULUS WITH ANALYTIC GEOMETRY III
- **Prerequisite: C or higher in MAC 2312**
- **Satisfies Codes: GENE, GRMT**

This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) NOTE: A graphing calculator is required.

MAE 2801 **4** **(4 / 0)**
ELEMENTARY SCHOOL MATHEMATICS
- **Prerequisite: C or higher in MGF 1106 or MAC 1105**
- **This course does not satisfy Gordon Rule requirements.**

Mathematics appropriate for the elementary school, including number systems (six basic sets of numbers), numeration concepts, learning sequences, algorithms, geometry and measurement, problem solving techniques, and error patterns.

MAN 2021 **3** **(3 / 0)**
PRINCIPLES OF MANAGEMENT
- **Prerequisite: Successful completion of all developmental reading courses indicated through placement testing**

The course explores the basic principles of management emphasizing the activities of planning, organizing, leading, and controlling.

MAN 2949 **1-3** **(1-3 / 0)**
COOPERATIVE EDUCATION INTERNSHIP IN BUSINESS ADMINISTRATION
- **Prerequisite: MNA 1100, MAN 2021, OST 2336**
- **Successful completion of all developmental math, writing, and reading courses indicated through placement testing.**

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of cooperative education requires a minimum of 50 clock hours of work. Refer to Cooperative Education for additional information.

MAN 3240 3 (3 / 0)
ORGANIZATIONAL BEHAVIOR
- **Prerequisites: Admission to BAS in Organizational Management program**
- **Prerequisites or Co-requisite: CGS 1100**

This course introduces students to the broad field of Organizational Behavior while also serving as the program's Cornerstone experience. A personal assessment component allows students to develop a clear understanding of their various traits, styles, preferences and competencies related to personal and professional success. Topics cover theindividual (personality, decision-making, motivation), group (composition, leadership) and organizational (design, structure,culture, change) levels of analysis. A major focus is determining the factors that impact effectiveness while understanding the traits, behaviors and competencies that help achieve organizational goals.

MAN 3353 **3** **(3 / 0)**
MANAGEMENT THEORY & APPLICATIONS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to the basic concepts and practices of management. The functional roles and processes for planning, leading, organizing and controlling are explored. In addition, an assessment component helps students determine their existing propensities for managerial roles and create plans of action for further developing their managerial skills.

MAN 3860 **3** **(3 / 0)**
MANAGEMENT OF NON-PROFIT ORGANIZATIONS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to management functions and processes specific to the non-profit context. The characteristics of non-profit organizations and their relationships to government and business are explored. Other topics include laws and regulations, governance, resource acquisition and resource management, marketing for non-profits, and measuring effectiveness and accountability.

MAN 4301 **3** **(3 / 0)**
HUMAN RESOURCE MANAGEMENT
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to the human resources function of an organization and related policies and practices. Emphasis is placed on defining the roles played by Human Resources staff members and the various HR-related activities performed by those outside HR. Major topics include planning and forecasting, recruitment and selection, compensation, training and development, and the legal framework of HR.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

MAN 4303 3 (3 / 0)
LEADERSHIP & MANAGEMENT PRACTICES
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required)**

This course introduces students to the theories and concepts of leadership from the individual, interpersonal, group and organizational perspectives. Special emphasis is placed on personal assessment of leadership traits and styles and development of an action plan to help one become a more effective manager.

MAN 4720 3 (3 / 0)
STRATEGIC MANAGEMENT
- **Prerequisite: C or higher in MAN 3240 and documented consent of Program Manager**
- **Co-requisite: None**

This course assists students in developing an overall perspective on the management of an organization by integrating the specialized functions such as accounting, finance, marketing, and human resource management. Topics include industry analysis, competitive advantage, strategy formulation, implementation and evaluation. Special emphasis is placed on the tools and practices managers use to assess their organization's internal and external environment, respond appropriately to critical factors and build a high performance culture to achieve strategic objectives.

MAN 4900 3 (3 / 0)
ORGANIZATIONAL MANAGEMENTCAPSTONE
- **Prerequisite: C or higher in MAN 3240 and documented consent of Program Manager**
- **Co-requisite: None**

This course serves as the program's capstone experience. Two projects integrate the knowledge and skills acquired through previous coursework. The Personal Portfolio is a comprehensive collection and reflection of assessments taken across the various courses; it serves as a personal and professional development plan for students as they continue to develop as high-performance manageres. The OM Research Project centers on showcasing students' ability to select and examine a management-related issue and present solutions or significant findings.

MAN 4940 3 (3 / 0)
INTERNSHIP IN ORGANIZATIONAL MANAGEMENT
- **Prerequisite: C or higher in MAN 3240 and documented consent of Program Manager**
- **Co-requisite: None**
- **May be repeated one time for credit**

This course provides practical experience to further develop knowledge and skills in a management setting. Students are assigned to a participating organization upon approval of the Program Manager.

MAP 2302 3 (3 / 0)
DIFFERENTIAL EQUATIONS
- **Prerequisite: C or higher in MAC 2312**
- **Satisfies Codes: GENE, GRMT**

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.

MAR 2011 3 (3 / 0)
PRINCIPLES OF MARKETING
- **Prerequisite: Successful completion of all developmental reading courses indicated through placement testing**

The course explores the basic principles of marketing focusing on the topics of target marketing, product strategy, pricing strategy, place strategy, and promotion strategy.

MAR 3802 3 (3 / 0)
MARKETING FOR MANAGERS
- **Prerequisite or Co-requisite: MAN 3240 (if prerequisite, C or higher is required**

This course introduces students to basic marketing processes and principles. Topics include marketing research, consumer behavior, segmentation, targeting and positioning, branding, marketing channels, sales promotion, advertising and public relations. Special emphasis is placed on the skills set managers must develop for applying marketing in a decision-making framework.

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.

See page 125 for CODE descriptions.

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 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 (6) topics from among the following: consumer mathematics, linear and exponential growth, numeration systems, history of mathematics, number theory, voting techniques, graph theory, mathematical systems, non-Euclidean geometries, linear correlation and regression, and similar topics which demonstrate the beauty and utility of mathematics to the general student population.

MMC 1000 3 (3 / 0)
INTRODUCTION TO MASS COMMUNICATION
- **Prerequisite: None**

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.

MMC 2100 3 (3 / 0)
WRITING FOR THE MASS MEDIA
- **Prerequisite: None**
- **Satisfies Codes: GENE, GRW6, HUMN**
- **Offered Fall and Spring Terms**

A pre professional course offering fundamental instruction and practice in writing as a basis for a major in the mass media. Open to all students interested in writing.

MMC 2944 1-3 (1-3 / 0)
NEWSPAPER PRACTICUM
- **Prerequisite: MMC 2100**
- **May be repeated one time for credit.**

Practical application of writing, editing, layout, and other aspects of newspaper production through experience with the college newspaper and under the supervision of the journalism faculty.

MMC 2946 3 (0 / 6)
COMMUNICATIONS PRACTICUM
- **Prerequisites: MMC 2100 and documented consent of instructor**

This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

MNA 1100 3 (3 / 0)
HUMAN RELATIONS IN BUSINESS & INDUSTRY
- **Prerequisite: None**

This is an applied course concerned with human behavior and personnel relations in business and industry. The elements of human behavior that bear upon success and failure on the job, techniques of group participation and leadership, plus opportunity for self analysis constitute the core of the course.

MNA 1161 3 (3 / 0)
CUSTOMER SERVICE
- **Prerequisite: None**

This course provides students with the basic concepts and current trends in the customer service industry. The course will focus on providing students the foundation needed for developing skills and knowledge to help students work effectively with both internal and external customers.

MTB 1370 1 (1 / 0)
MATH FOR HEALTH RELATED PROFESSIONS
- **Prerequisite: Successful completion of all developmental math courses indicated through placement testing**

This course provides an overview of mathematic operations necessary for the calculation of oral and parenteral drug dosages. Emphasis is placed on numerical and measurement systems, decimals, fractions, ratio and proportions, percentages, conversions, and calculations of medical dosages. This is a required course for students planning to enter the nursing program.

MUE 2211 3 (3 / 0)
MUSIC & MOVEMENT
- **Prerequisite: EEC 2200 or documented consent of the instructor**

This course provides a study of basic musical concepts and techniques using primary rhythms, beats, sounds, and instruments for use with pre-school children through age eight. Students plan, implement, and evaluate musical experiences that will contribute to rhythmic and aural development and appreciation of the young child.

MUH 1018 3 (3 / 0)
INTRODUCTION TO JAZZ
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

A general survey of Jazz styles from 1900 to the present times, using listening examples from Ragtime to Swing and into the latest modern Jazz. Course is designed for non-music majors.

MUH 2011 3 (3 / 0)
INTRODUCTION TO MUSIC
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

A general survey of the world's great music and its composers, with an emphasis upon the development of intelligent listening. Designed for non-music majors.

MUN 1130 1 (1 / 2)
SYMPHONIC BAND
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **Four hours maximum to count toward graduation.**

Open to all students of the college; participation by music major instrumentalists required. Traditional and contemporary band literature is included in the performance repertoire.

MUN 1210 1 (1 / 2)
ORCHESTRA ENSEMBLE
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **May be repeated for a maximum credit of eight hours.**
- **Four hours maximum to count toward graduation.**

Open to all interested students. The orchestra provides an opportunity for a musical experience through the study and performance of orchestral literature from the 1700's to the present day.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

MUN 1340 1 (1 / 2)
CONCERT CHOIR
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **Four hours maximum to count toward graduation.**

Open to all singers who wish to participate in mixed chorus and vocal ensembles. May be repeated for maximum credit of eight hours.

MUN 2710 1 (1 / 2)
JAZZ LAB BAND
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **May be repeated for maximum credit of eight hours.**
- **Four hours maximum to count toward graduation.**

Provides students an opportunity to study jazz styles and improvisation through Swing, Bop, Standard, and Rock Fusion performances.

MUT 1121 3 (3 / 0)
BASIC THEORY I
- **Prerequisite: None**
- **Offered Fall Term**

A basic course for music majors in the fundamentals of music including melodic, rhythmic, and harmonic elements of music. Laboratory experience will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight singing.

MUT 1122 3 (3 / 0)
BASIC THEORY II
- **Prerequisite: MUT 1121 or MUT 2001**
- **Offered Spring Term**

A second course which will include melodic, rhythmic and harmonic dictation, keyboard harmony, and the elements of sight singing.

MUT 2001 3 (3 / 0)
FUNDAMENTALS OF MUSIC THEORY
- **Prerequisite: None**

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.

PRINCIPAL FRESHMAN INSTRUCTION 2 (2 / 0)
- **Prerequisite: None**
- **May be repeated for a maximum of eight credit hours.**
- **Four hours maximum to count toward graduation.**

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

MVB 1311 .....Trumpet	MVS 1313..... Cello
MVB 1312 .....French Horn	MVS 1314 ..... String Bass
MVB 1313 .....Trombone	MVS 1316..... Guitar
MVB 1314 .....Baritone Horn	MVV 1311..... Voice
MVB 1315 .....Tuba	MVW 1311..... Flute
MVK 1311 .....Piano	MVW 1312..... Oboe
MVK 1313 .....Organ	MVW 1313..... Clarinet
MVP 1311 .....Percussion	MVW 1314..... Bassoon
MVS 1311 .....Violin	MVW 1315..... Saxophone
MVS 1312 .....Viola	

PRINCIPAL SOPHOMORE INSTRUCTION 2 (2 / 0)
- **Prerequisite: None**
- **May be repeated for a maximum of eight credit hours.**
- **Four hours maximum to count toward graduation.**

One sixty-minute private lesson per week, principal instrument, or voice. Course designed primarily for the music major.

MVB 2321 .....Trumpet	MVS 2323..... Cello
MVB 2322 .....French Horn	MVS 2324 ..... String Bass
MVB 2323 .....Trombone	MVS 2326..... Guitar
MVB 2324 .....Baritone Horn	MVV 2321..... Voice
MVB 2325 .....Tuba	MVW 2321..... Flute
MVK 2321 .....Piano	MVW 2322..... Oboe
MVK 2323 .....Organ	MVW 2323..... Clarinet
MVP 2321 .....Percussion	MVW 2324..... Bassoon
MVS 2321 .....Violin	MVW 2325..... Saxophone
MVS 2322 .....Viola	

MVK 1111 1 (1 / 2)
CLASS PIANO I
- **Prerequisite: None**
- **Four hours maximum to count toward graduation.**

Elementary Keyboard techniques for the beginning student. Class open to all students of the college, designed primarily for the music major for his secondary instrument requirement.

MVK 2121 1 (1 / 1)
CLASS PIANO II
- **Prerequisite: MVK 1111 or documented consent of instructor**
- **Four hours maximum to count toward graduation.**

This course is a continuation of MVK 1111 - Class Piano I. Intermediate class instruction for the student who has had some training on the piano.

MVV 1111 1 (1 / 2)
CLASS VOICE I
- **Prerequisite: None**

Class instruction in basic vocal technique. Designed to satisfy the first year requirement of class voice at the applied secondary level.

MVV 2121 1 (1 / 1)
CLASS VOICE II
- **Prerequisite: MVV 1111 or documented consent of instructor**
- **Four hours maximum to count toward graduation.**

Class instruction in vocal techniques designed to satisfy the second year requirement at the applied secondary level.

NUR 1022 3 (3 / 0)
NURSING FOUNDATIONS I
- **Prerequisite: Admission to Nursing Program**
- **Co-requisites: NUR 1234, NUR 1234L, NUR 1820**
- **Satisfies Code: CULD**

This course introduces beginning nursing students to the nursing process and basic human needs theory. Students will begin to apply concepts of protection related to safety and infection control. Beginning health assessment will focus on client's physiological, psychological, sociocultural, developmental, and spiritual needs.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

NUR 1023 3 (3 / 0)
NURSING FOUNDATIONS II
- **Prerequisites: Admission to Nursing Program; NUR 1022, NUR 1234, NUR 1234L, NUR 1820**
- **Co-requisites: NUR 1242C, NUR 1242L, NUR 1823**

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.

NUR 1234 3 (3 / 0)
ALTERATIONS IN HEALTH I
- **Prerequisite: Admission to Nursing Program**
- **Co-requisites: NUR 1234L, NUR 1022, NUR 1820**

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.

NUR 1234L 4 (0 / 12)
CLINICAL NURSING I
- **Prerequisite: Admission to Nursing Program**
- **Co-requisites: NUR 1234, NUR 1022, NUR 1820**

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.

NUR 1242C 4 (3 / 2)
ALTERATIONS IN HEALTH II
- **Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820**
- **Co-requisites: NUR 1242L, NUR 1023, NUR 1823**

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.

NUR 1242L 4 (0 / 12)
CLINICAL NURSING II
- **Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820**
- **Co-requisites: NUR 1242C, NUR 1023, NUR 1823**

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.

NUR 1820 1 (1 / 0)
MANAGEMENT OF CARE I
- **Prerequisite: Admission to the Nursing Program**
- **Co-requisites: NUR 1234, NUR 1234L, NUR 1022**

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.

NUR 1823 1 (1 / 0)
MANAGEMENT OF CARE II
- **Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820**
- **Co-requisites: NUR 1242C, NUR 1242L, NUR 1023**

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.

NUR 2003 5 (5 / 0)
NURSING TRANSITION
- **Prerequisite: Admission to Nursing Program**
- **Co-requisite: NUR 2003L**
- **Satisfies Code: CULD**

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.

NUR 2003L **3** **(0 / 9)**
NURSING TRANSITION CLINICAL
- **Prerequisite: Admission to the Nursing Program**
- **Co-requisite: NUR 2003**

This is the first in a series of clinical courses for the Licensed Practical Nurse (LPN) Paramedic transition student. This course introduces the experienced LPN/Paramedic to the functional and professional roles of the Registered Nurse, nursing process and assessment of client's basic needs in an acute care setting. Students will review basic interventions and learn more complex interventions to assist clients to promote, maintain, or restore homeostasis within the context of medical-surgical nursing and maternal child health. Clinical decision making will focus on health promotion and maintenance as well as complex and acute conditions affecting the medical surgical client, childbearing women, and children from infancy through adolescence. Physiological and psychosocial integrity of each client is assured through critical thinking and appropriate clinical decision making as guided by the clinical instructor.

NUR 2220C **4** **(3 / 2)**
ALTERATIONS IN HEALTH III
- **Prerequisites: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823**
- **Co-requisites: NUR 2220L, NUR 2463**

This course is the third in a series of courses and will focus on nursing care for clients with alterations in endocrine, renal, genitourinary, and gynecological functioning throughout the lifespan. Concepts of acid-base and fluids and electrolytes balances will also be explored. Associated lab will afford experiential learning of cognitive and psychomotor skills related to care of clients with these alterations in health.

NUR 2220L **5** **(0 / 15)**
CLINICAL NURSING III
- **Prerequisites: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823**
- **Co-requisites: NUR 2220C, NUR 2463**

This course is the third in a series of clinical courses and complements. Alterations in Health III and Maternal Child Health. Emphasis will be on nursing care of clients with alterations in endocrine, renal, genitourinary, and gynecological functioning. Students will also have the opportunity to learn to plan and provide care for the obstetric and pediatric client. Clinical rotations will include experiences in acute care facilities and community clinics.

NUR 2224 **3** **(3 / 0)**
ALTERATIONS IN HEALTH IV
- **Prerequisites: NUR 2220C, NUR 2220L, NUR 2463**
- **Co-requisites: NUR 2224L, NUR 2810L**

This course is the fourth in a series and will focus on caring for clients with alterations in neurological, respiratory, and cardiovascular functioning throughout the lifespan. Concepts of critical care nursing for clients with multi-system alterations will also be explored.

NUR 2224L **4** **(0 / 12)**
CLINICAL NURSING IV
- **Prerequisites: NUR 2220C, NUR 2220L, NUR 2463**
- **Co-requisites: NUR 2224, NUR 2810L**

This is the fourth course in a series of clinical courses and complements Alterations in Health IV. Emphasis will be on providing nursing care for clients with alterations in neurological, respiratory, and cardiovascular functioning as well as the critical care client with multi-system alterations. Clinical rotations will include experiences in acute care facilities and critical care.

NUR 2463 **2** **(2 / 0)**
MATERNAL CHILD HEALTH
- **Prerequisites: NUR 1242C, NUR 1242L, NUR 1023, NUR 1823**
- **Co-requisites: NUR 2220C, NUR 2220L**

This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence.

NUR 2601 **4** **(4 / 0)**
ALTERATONS IN HEALTH II TRANSITION
- **Prerequisites: NUR 2721, NUR 2721L**
- **Co-requisite: NUR 2601L**

This course is a continuation of Alterations I Transition for the LPN/Paramedic student. Disaster preparedness and emergency care will be incorporated. Critical concepts of physiological and psychosocial needs will be discussed. The focus will be on promoting health, preventing illness and the nursing management of complex acute and chronic health problems and the impact on families and communities.

NUR 2601L **4** **(0 / 12)**
CLINICAL NURSING II TRANSITION
- **Prerequisites: NUR 2721, NUR 2721L**
- **Co-requisite: NUR 2601**

This is the third course in a series of clinical courses for the Licensed Practical Nurse/Paramedic transition student that complements Alteration in Health 2 Transition. It is designed to provide learners with knowledge and skills related to the nursing management of complex acute and complex chronic health problems across the life span. Clinical experiences include care of clients and families in acute care and critical care setting.

NUR 2721 **4** **(4 / 0)**
ALTERATIONS IN HEALTH I TRANSITION
- **Prerequisites: NUR 2003, NUR 2003L**
- **Co-requisite: NUR 2721L**

This course is designed to build on previous knowledge of the LPN/Paramedic transition student. Emphasis is placed on nursing care and management of the chronically ill and mentally ill client with problems of adaptation throughout the life span. Critical concepts of physiological and psychosocial needs will be discussed. Using the nursing process the focus will be on promoting health, preventing illness and the nursing management of common acute and common chronic illnesses.

NUR 2721L **4** **(0 / 12)**
CLINICAL NURSING I TRANSITION
- **Prerequisites: NUR 2003, NUR 2003L**
- **Co-requisite: NUR 2721**

This is the second course in a series of clinical courses for the Licensed Practical Nurse/Paramedic transition student that complements Alteration in Health 1-Transition. It is designed to provide learners with knowledge and skills related to the nursing management of common acute and common chronic problems across the life span. Clinical experiences will include care of clients and families in acute and psychiatric settings.

NUR 2801L **3** **(0 / 34)**
CLINICAL PRACTICUM
- **Prerequisites: NUR 2601 & NUR 2601L or NUR 2224 and NUR 2224L**
- **Full-time clinical**

Students will apply previously learned theoretical knowledge and clinical nursing skills from all previous nursing courses while caring for clients/patients of all ages in the hospital and community setting. Primary and/or Team Nursing will be under the guidance of the faculty and a clinical preceptor. This course offers students the opportunity for transition from the role of student to that of graduate nurse.

OCE 1000 **3** **(3 / 0)**
INTRODUCTION TO MARINE SCIENCE
- **Prerequisites: Successful completion of all developmental math, writing and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE**

An introduction to the physical, chemical, and biological nature of the oceans. Topics include (1) the history and shape of the oceans, (2) the physical and chemical properties of sea water, including waves, tides, and ocean currents, (3) the biology and ecology of marine life.

ORI 2000 **3** **(3 / 0)**
ORAL INTERPRETATION OF LITERATURE
- **Prerequisite: None**

This course is designed to enhance the student's appreciation of great literature while giving special attention to the application of techniques of oral reading. Special emphasis will be placed on the ways that vocal patterns convey meaning and emotion.

OST 1100 **3** **(3 / 2)**
KEYBOARDING & DOCUMENT FORMATTING
- **Prerequisite: None**

Mastery by touch of the microcomputer keyboard, skill building, technique development, and document formatting will be emphasized. Document formatting will use practical business situations. Additional practice hours may be necessary.

OST 1110 **3** **(3 / 0)**
ADVANCED DOCUMENT FORMATTING
- **Prerequisite: OST 1100 or documented consent of instructor**

Using a microcomputer, students will achieve the ability to produce mailable business letters, reports, tabulations, and a variety of forms as they relate to the business environment. Emphasis will also be placed on speed development. Additional practice hours may be necessary.

OST 1330 **3** **(3 / 0)**
BUSINESS ENGLISH
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**

An intensive review and application of grammar, spelling, and punctuation used in business correspondence and communication.

OST 1743 **1** **(1 / 0)**
WORD PROCESSING FOR COLLEGE WRITING
- **Prerequisite: None**
- **Students are strongly encouraged to complete this course prior to taking, or along with, ENC 0025 or ENC 1101.**

This course develops the skills necessary to use the microcomputer keyboard and word processing software to facilitate the writing of term papers, essays, reports, etc.

OST 1854 **3** **(3 / 0)**
MICROSOFT OFFICE - INTRODUCTION
- **Prerequisite: None**

This is an introductory course in using Microsoft Office. Students will learn the functions of Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation). Integration activities and web-bsed searches will also be included. Students may only receive credit toward a degree for one of the following: CGS 1530 or CGS 1100 or OST 1854.

OST 1940 **3** **(3 / 0)**
OFFICE MANAGEMENT PRACTICUM
- **Prerequisite: OST 1100 or documented consent of instructor and OST 1330**

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. Students will learn to use Microsoft Outlook as a personal information management system. The class is tailored to develop individual skills needed by students and takes a hands-on approach in learning these skills

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

OST 2336 3 (3 / 0)
BUSINESS COMMUNICATIONS
- **Prerequisites: OST 1330 or ENC 1101**
- **Students must be familiar with word processing software.**

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

OST 2501 3 (3 / 0)
OFFICE MANAGEMENT
- **Prerequisite: OST 1100, OST 1330, and CGS 1100 or documented consent of instructor**

This course orients students to current management principles, concepts, organizational trends, technology, and human relations as related to a business office. The course emphasizes the managerial functions of the office and uses simulations and projects to develop decision-making and supervisory skills necessary for office organization and administration

OST 2857 3 (3 / 0)
MICROSOFT OFFICE - ADVANCED
- **Prerequisite: C or higher in OST 1854 or C or higher in CGS 1100 or documented consent of instructor.**

Using Word, Excel, Access, and PowerPoint, students will use advanced features of the Office suite and apply integration capabilities in real-world activities.

OST 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN OFFICE ADMINISTRATION
- **Prerequisites: OST 1100, OST 1854, OST 1940, OST 2336**
- **Successful completion of all developmental math, writing, and reading courses indicated through placement testing.**

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. The course is designed to be an exit internship for the Office Administration - Office Management Specialization program. Individual objectives will be developed to address office management competencies. Each earned credit of cooperative education requires a minimum of 50 clock hours of work. Refer to Cooperative Education for additional information.

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

This aerobic alternative will introduce students to healthy, safe, and enjoyable bicycling. Topics include whole-body health, nutrition, cycling as an appetite depressant, proper pedaling techniques, shifting gears, injury-free cycling, and hands-on maintenance.

PEM 1443C **2** **(1 / 2)**
TAE KWON DO
- **Prerequisite: None**
  Students will be required to complete an assumption of risk and liability waiver for participation in this class

Instruction in the techniques, history and philosophy of Tae Kwon Do, including self-defense. All levels of students are accommodated. This is a hands-on course involving a considerable level of physical activity. Successful completion of the course qualifies the student to participate in a belt promotion exam. Uniform required.

PEM 1905 **2** **(2 / 0)**
FITNESS & WELLNESS I
- **Prerequisite: None**

This course is designed to meet the needs of those interested in initiating or continuing a personalized fitness and wellness program.

PEM 2105 **2** **(1 / 1)**
CONDITIONING FOR ATHLETES OF ALL AGES
- **Prerequisite: 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

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

PEN 1113 1 (1 / 1)
ADVANCED LIFE SAVING & WATER SAFETY
- **Prerequisite: None**
  Students should be able to swim 400 yards continuously, possess a strong kick and swim 2 body lengths under water.
- **Coeducational**

This course includes instruction in water safety, self rescue, drown proofing, and techniques for assisting others in danger of drowning. Successful completion qualifies students for the American Red Cross Advanced Life Saving Certificate.

PEN 1121 1 (1 / 1)
BEGINNING SWIMMING
- **Prerequisite: None**
- **Coeducational**

An elementary swimming program designed to make the individual safe in the water. Students registering for this course should be nonswimmers or weak swimmers. Our goal is to teach personal safety and the necessary skills and knowledge to swim safely.

PEN 1122 1 (1 / 1)
INTERMEDIATE SWIMMING
- **Prerequisite: PEN 1121 or documented consent of instructor**
- **Coeducational**

This course is designed for the person who can swim but would like to improve and/or develop new skills. Whether or not the person has had any previous formal swimming instruction is immaterial. Basic strokes covered include: elementary back stroke, American crawl, side stroke, breast stroke, back crawl, and drownproofing.

PEO 1003 3 (3 / 0)
SPORTS OFFICIATING
- **Prerequisite: None**
- **Coeducational**

Theory and practice of officiating certain sports activities including football, basketball, softball, and volleyball. Practical application through intramurals and other activities.

PEO 2011 3 (3 / 0)
PRINCIPLES & ANALYSIS OF TEAM SPORTS
- **Prerequisite: None**

This course includes the principles, methods, and techniques of teaching a team sport, including organization and management, instruction of skills and concepts, motivation, and evaluation.

PET 2385 2 (1 / 1)
INTRODUCTION TO FITNESS ASSESSMENTS AND CONCEPTS
- **Prerequisite: None**

This course is designed to give students a clear understanding of specific sports and fitness assessment techniques and concepts. Students will have the opportunity to gain hands on experience and practicum based knowledge. Students will develop and implement specific fitness programs for different individuals and learn how to perform fitness assessments on their subjects.

PET 2622 3 (3 / 0)
CARE & PREVENTION OF ATHLETIC INJURIES
- **Prerequisite: None**

This course is designed to provide the participant with increased knowledge, competence and skill in the care and prevention of injuries. The course will familiarize the participant with the cause and prevention of injuries, exercises, practical taping and strapping procedures and the use of treatment modalities. The student will become acquainted with procedures in recognizing, preventing and caring for a wide variety of injuries common to athletics.

PET 2760 3 (3 / 0)
THEORY & METHODS OF COACHING SPORTS
- **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, and to expand their knowledge of the basic concepts of athletic coaching.

PGY 1401C 3 (3 / 0)
BASIC PHOTOGRAPHY
- **Prerequisite: None**

An introduction to black and white photography. Emphasis will be on basic mastery of the following skills: camera handling, exposure, pictorial composition and design, film and print development, darkroom procedure, and print display. The student must supply his own adjustable camera (preferably 35mm or 120), film, paper, and other related materials.

PGY 2404C 3 (3 / 0)
CREATIVE PHOTOGRAPHY
- **Prerequisite: PGY 1401C or documented consent of instructor**

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.

PGY 2801C 3 (3 / 0)
DIGITAL PHOTOGRAPHY I
- **Prerequisite: PGY 1401C or documented consent of instructor**

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

PHI 2010 3 (3 / 0)
INTRODUCTION TO PHILOSOPHY
- **Prerequisite: C or higher in ENC 1101 or documented consent of instructor**
- **Satisfies Codes: GENE, GRW6, HUMN**

A study and critical evaluation of such major philosophers as Plato, Aristotle, Aquinas, Descartes, Locke, Kant, Hegel, the Analytic Philosophers, and the Modern Existentialists.

PHI 2630 3 (3 / 0)
CONTEMPORARY ETHICS
- **Prerequisite: C or higher in ENC 1101 or documented consent of instructor**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN**

A study and critical evaluation of major theories of moral values and contemporary issues. The major emphasis of the course is the application of these theories to current ethical questions through the analysis of selected writings. The student will investigate the process of making moral judgments and assess the procedure by which people decide what is right and wrong behavior.

PHY 1020C 3 (2 / 2)
PHYSICS FOR LIBERAL ARTS WITH LAB
- **Prerequisite: Successful completion of all developmental math courses indicated through placement testing**
- **Satisfies Codes: GENE, LABR, PHYS**

A hands-on course which provides an understanding of basic physical principles as they apply to everyday phenomena. Students are taught how to make observations, collect data and draw conclusions based on the data. Basic mathematics and/or elementary algebra may be needed to apply physical principles to common applications.

PHY 2048C 5 (4 / 2)
PHYSICS WITH CALCULUS I WITH LAB
- **Prerequisite: C or higher in MAC 2311**
- **Satisfies Codes: GENE, LABR, PHYS**
- **Offered Fall Term**

This course covers the basic principles of mechanics, including motion, forces, energy, rotation, and vibration. Emphasis is on hands-on experiences to reinforce physical principles. It is intended primarily for majors in the physical sciences and engineering.

PHY 2049C 5 (4 / 2)
PHYSICS WITH CALCULUS II WITH LAB
- **Prerequisite: C or higher in PHY 2048C**
- **Satisfies Codes: GENE, LABR, PHYS**
- **Offered Spring Term**

This course is a continuation of PHY 2048 and covers principles of electricity, magnetism, waves, and optics.

PHY 2053C 5 (4 / 2)
GENERAL PHYSICS I WITH LAB
- **Prerequisite: C or higher in MAC 1114 or documented consent of instructor**
- **Satisfies Codes: GENE, LABR, PHYS**
- **Offered Fall Term**

This course covers the basic principles of mechanics, as well as selected topics in thermodynamics and waves. Emphasis is on hands-on experiences to reinforce physical principles. The course is intended for pre-medical, physical therapy and other pre-professionals not majoring in the physical sciences or engineering. It can also be used to satisfy the general education requirement for physical science.

PHY 2054C 5 (4 / 2)
GENERAL PHYSICS II WITH LAB
- **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.

PHY 2100C 3 (2 / 2)
MODERN PHYSICS
- **Prerequisites: C or higher in PHY 2048C, PHY 2049C, MAC 2311 and MAC 2312**
- **Satisfies Codes: GENE, LABR, PHYS**

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.

PHY 2930C 1-3 (1-3 / 2-6)
SPECIAL TOPICS IN PHYSICS
- **Prerequisite: See online course schedule for each specific topic.**
- **Satisfies Code: GENE, LABR, PHYS**
- **May be repeated with a change of content up to a maximum of three credits.**

Current and historic topics in physics and the physical sciences will be discussed. Content may include technological applications, modern physics, historical or societal perspectives or special projects.

PLA 1003 2 (2 / 0)
INTRODUCTION TO LEGAL ASSISTING
- **Prerequisite: None**

This course provides an overview of the training and the various skills to be covered in the legal assisting program. Emphasis will be placed on legal terminology and the role of the lawyer and legal assistant and the ethical and professional practice standards applicable to both lawyer and assistant.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

PLA 1800 3 (3 / 0)
FAMILY LAW
- **Prerequisite: CCJ 1020 or PLA 1003**

A study of the legal principles and procedures of basic family law practice in the state of Florida; e.g. valid marriage, divorce, dissolution and annulment, and property rights.

PLA 2058 3 (3 / 0)
SURVEY OF LAW
- **Prerequisite: None**

This course provides an understanding of various areas of law: criminal, corporate, family, property, torts, contracts, and constitutional law. The student will also be exposed to an overview of the court system. This course will provide a foundation for subsequent legal assisting courses.

PLA 2201 3 (3 / 0)
CIVIL LITIGATION
- **Prerequisite: CCJ 1020 or PLA 1003**

This course is designed to prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, preparing interrogatives and answers.

PLA 2600 3 (3 / 0)
WILLS, TRUSTS, & ESTATE ADMINISTRATION
- **Prerequisite: None**

This is a study of the legal aspects of the preparation of wills and trusts as well as the probating of estates. It also covers the procedures involved in accounting, administration, gifts, life insurance, and estate planning.

PLA 2610 3 (3 / 0)
REAL ESTATE LAW & PROPERTY
- **Prerequisite: PLA 1003 or documented consent**
- **It is recommended that students complete PLA 2600 prior to enrolling in this course.**

This course provides an in depth knowledge of real property and a survey of the more common types of real estate transactions. Major topics include: deeds, contracts, leases, deeds of trusts, and the procedures and problems in drafting these conveyances. Florida Law will be emphasized.

PLA 2700 3 (3 / 0)
PROFESSIONAL ETHICS AND LIABILITY
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**

This course will provide the student with an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. Topics covered will include the importance of ethics to the law, basic ethical conduct and its applications, and major issues in ethics for legal assistants such as confidentiality, conflicts of interest, practicing law without a license, professionalism and others.

PLA 2763 3 (3 / 0)
LAW OFFICE MANAGEMENT
- **Prerequisite: None**

Students will study the organization, control and operation of a law office. This will include office equipment, records management, data processing, billing and other financial procedures, personnel management, legal research and any office procedure pertinent to the legal office.

PLA 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN LEGAL ASSISTING
- **Prerequisites: PLA 1003, PLA 2058, & OST 1100**
- **Refer to Cooperative Education for additional information.**

Supervised on the job training in legal assisting. Learning contract required. Grades are based on satisfactory completion of training assignment, which includes employer evaluation, seminar attendance, and assessment of job performance by the faculty advisor.

POS 2041 3 (3 / 0)
AMERICAN NATIONAL GOVERNMENT
- **Prerequisite: None**
- **Satisfies Codes: GENE, SBEH**

A comprehensive examination of the theory, practice, ideals and realities of government and politics in the United States. Major areas of study include political theory and behavior, political participation, the legislative process, the presidency, and the judicial process.

PSC 1001 3 (3 / 0)
INVENTIONS & DISCOVERIES: SCIENCE IN A CHANGING WORLD
- **Prerequisite: None**
- **Satisfies Codes: GENE, PHYS**

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

PSC 1515 3 (3 / 0)
ENERGY & THE ENVIRONMENT
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**
- **Satisfies Codes: GENE, PHYS**

A survey of our energy resources, our current and possible future methods of utilization, and their associated environmental effects. The goal of the class is to familiarize the student with the role of energy and the energy problems facing society.

PSY 2012 3 (3 / 0)
INTRODUCTION TO PSYCHOLOGY
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**
- **Satisfies Codes: GENE, SBEH**

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.

QMB 1001 3 (3 / 0)
BUSINESS MATHEMATICS
- **Prerequisite: Successful completion of all developmental math courses indicated through placement testing**

The course is designed to develop mathematical and computational skills used in various business settings using word problems. Much of the material covered in the course centers around basic finance and accounting concepts.

REA 0007 4 (4 / 0)
DEVELOPMENTAL READING I
- **Prerequisite: None**
- **Developmental course**
- **College credit not awarded toward degree**
- **Required for students who score below the prescribed state level on the College Placement Test (CPT).**

This course is designed to provide reading instruction to those students who test into the course based on 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.

REA 0017 4 (4 / 0)
DEVELOPMENTAL READING II
- **Prerequisite: C or higher in REA 0007 or placement score**
- **Developmental course**
- **College credit not awarded toward degree**

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.

REA 1105 3 (3 / 0)
SPEED READING
- **Prerequisite: Successful completion of all developmental reading courses indicated through placement testing**

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.

REL 2300 3 (3 / 0)
WORLD RELIGIONS
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, HUMN**

This course is a survey of the origins, beliefs, and contemporary practices of the world's religions: Hinduism, Islam, Jainism, Taoism, Shinto, Sikhism, Buddhism, Judaism, Christianity, and Confucianism. Attention is given to the interactions between specific religions and the cultures in which they are practiced.

RTV 2000 3 (3 / 0)
INTRODUCTION TO BROADCASTING
- **Prerequisite: None**

An introduction to the historical, social, cultural, legal, technical, business and career aspects of broadcasting. The course is designed for the telecommunications major and for the general student who wants to understand how these media impact his life and society.

RTV 2230 3 (3 / 0)
BROADCAST PERFORMANCE
- **Prerequisite: None**

A comprehensive and practical introduction to the field of broadcast performance. Emphasis is placed on the development of specialized communication skills required by the industry. These include: voice, pronunciation, usage; working with equipment; announcing techniques, news reporting, interviewing, delivering commercials and ad libbing; and interpretation of copy. Students will be introduced to basic TV production skills. Required of all LSCC-TV talent.

RTV 2241 3 (3 / 0)
BROADCAST PRODUCTION I
- **Prerequisite: RTV 2000**

A technically oriented course that emphasizes detailed knowledge of television studio equipment, including cameras, switcher, audio, lighting, and editors. This course is for the broadcast major who wants to work primarily behind the cameras learning production principles and practices, and direction. Knowledge of basic production skills is expected.

RTV 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN BROADCASTING
Refer to Cooperative Education for additional information.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

SBM 2000 **3** **(3 / 0)**
SMALL BUSINESS MANAGEMENT
- **Prerequisite: None**

A survey course of the basic business principles used in operating a successful small business. The course approaches small business from an opportunistic entrepreneur viewpoint rather than an artisan entrepreneur viewpoint.

SCC 1000 **3** **(3 / 0)**
INTRODUCTION TO SECURITY
- **Prerequisite: CCJ 1020 or permission of instructor**

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.

SLS 1001 **1-2** **(1-2 / 0)**
SPECIAL TOPICS IN STUDENT SUCCESS
- **Prerequisite: None**
- **May be taken as an elective up to two times with varying content**

This course is designed to focus on specific strategies for empowering students to become active, responsible learners, and to create success both in college and in life. Students will experience a variety of highly effective learner-centered methods that appeal to various learning styles and motivate students to take charge of learning, work, and life goals.

SLS 1267 **3** **(3 / 0)**
TEAM BUILDING & COMMUNICATION SKILLS
- **Prerequisite: None**

This course emphasizes team building and advanced communication skills. Working both individually and in groups, students will study how to interact more productively with others, to listen more deeply for the real problems rather than surface issues. Students will also practice balancing advocacy and inquiry in order to help others understand their reasoning and to work more productively towards group consensus. Students will also be exposed to a variety of managerial models and demonstrate knowledge of the most appropriate model for a given situation.

SLS 1401 **3** **(3 / 0)**
CAREER PLANNING
- **Prerequisite: None**

This course provides students the opportunity to increase awareness of self in relation to values, goals, interests, and attitudes; to explore a wide variety of career fields; and to translate self appraisal results and career exploration discoveries into a concrete action plan.

SLS 1501 **3** **(3 / 0)**
FOUNDATIONS OF SUCCESS SEMINAR
- **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.**

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.

SLS 2264 **3** **(3 / 0)**
LEADERSHIP DEVELOPMENT STUDIES
- **Prerequisite: Successful completion of all developmental writing and reading courses indicated through placement testing**

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.

SLS 2940 **1-3** **(1-3 / 0)**
SERVICE LEARNING
- **Prerequisites: Successful completion of all developmental math, writing and reading courses indicated through placement testing; successful completion of 12 college- level credits.**

This course develops "soft" skills necessary to blend classroom experience with community workplace experience. Students will use their skills to provide volunteer services in the community. The course also gives students the opportunity to focus on social awareness and strengthening of specific skills that will cultivate a sense of ownership for their academic, personal and career goals.

SOP 1740 **3** **(3 / 0)**
PSYCHOLOGY OF WOMEN
- **Prerequisite: PSY 2012**
- **Satisfies Code: CULD**

The purpose of this course is to increase understanding of women's behavior and the physiological and environmental (cultural) factors which influence that behavior. Topics studied will include image of women in mythology—past and present; cross cultural sex roles; physiological development of women; hormonal influences; sex role identity formation; problems involved in marriage, divorce, widowhood, single parenting, career conflicts; vocational and educational problems-re entry into these areas; midlife crisis; menopause; and aging women.

SPC 1930 1-3 (1-3 / 0)
SPEECH SPECIALIZATIONS
- **Prerequisite: None**
- **May be taken as an elective up to three times with varying content.**

This course is designed to provide special training in one of the areas of communication, covering such topics as nonverbal communication, interpersonal communication, listening, etc.

SPC 2608 3 (3 / 0)
PUBLIC SPEAKING
- **Prerequisite: None**
- **Satisfies Code: GENE, GRW6, ORAL**

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.

SPM 1000 3 (3 / 0)
INTRODUCTION TO SPORTS LEADERSHIP
- **Prerequisite: None**

This course is designed to provide the student an understanding of the various components and activities involved in an athletic program and how they fit into one functioning unit. The organization and administration of such programs are studied in terms of their inter-relationship within the institution, tasks to be performed along with the policies and procedures necessary to carry out the assigned mission.

SPM 2152 3 (3 / 0)
STRATEGIES IN SPORTS LEADERSHIP
- **Prerequisite: None**

This course is designed to provide an opportunity for the exchange of information regarding current issues in sports leadership, examination of organization structure in sports administration, and serve as a forum for the presentation and critique of student/group research. Opportunities are also provided for the student to develop skills in instructional material preparation, construction of evaluation instruments, and uses of technology in formal presentation.

SPM 2270 3 (3 / 0)
CURRENT & LEGAL ISSUES IN SPORTS
- **Prerequisite: None**

This course is designed to provide students participating in the Sports Management Program information concerning legal matters and current issues relating to sports. Of particular importance is acquiring an awareness and understanding of basic legal responsibilities of sports managers and coaches. The information presented helps the student develop a working vocabulary of significant legal terms along with legal concepts and issues that have a particular reference to sports and management of sports programs. In addition, activities included during the term will permit the student the opportunity to pursue in depth a specific legal topic and to share the information gained by means of written and oral reports.

SPM 2502 3 (3 / 0)
INTRODUCTION OF FISCAL & FACILITIES OPERATIONS
- **Prerequisite: None**

Acquiring knowledge and skills in fiscal concepts of programs and the planning and operations of one's facilities are very important to the administrator of athletic programs. Purchasing of equipment and maintenance are important aspects of program operation. The facility for which the athletic administrator must assume responsibility and accountability comprises 40% or more of the value of the school plant and an even higher percentage of the outdoor area. Therefore, the purpose of this course is to provide the student the opportunity to acquire knowledge and develop skills in fiscal and facilities operations of athletic programs and facilities to enable them to perform effectively in these two areas of responsibility.

SPN 1000 1 (1 / 0)
BEGINNING SPANISH
- **Prerequisite: None**
- **Satisfies Code: CULD**

An introduction to the Spanish language with emphasis on vocabulary building and speaking.

SPN 1042 2 (2 / 0)
SPANISH FOR LAW ENFORCEMENT PERSONNEL
- **Prerequisite: None**
- **Satisfies Code: CULD**

Spanish for Law Enforcement Personnel is tailored for the Law Enforcement Professional/Criminal Justice student (with or without previous Spanish experience) who wishes to acquire basic Spanish reading, writing, speaking and listening skills tailored for their work environment. Emphasis is placed on vocabulary building and communicative exercises in class.

SPN 1120 4 (4 / 0)
ELEMENTARY SPANISH I
- **Prerequisite: None**
- **Satisfies Code: CULD**

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.

SPN 1121 4 (4 / 0)
ELEMENTARY SPANISH II
- **Prerequisite: SPN 1120**
- **Satisfies Code CULD**

This course is a continuation of Elementary Spanish I.

STA 2023 3 (3 / 0)
ELEMENTARY STATISTICS I
- **Prerequisite: C or higher in MAC 1105 or MGF 1106 or appropriate placement score**
- **Satisfies Codes: GENE, GRMT**

This course introduces the student to topics including measures of central tendency and spread, probability, random variables, binomial and normal probability distributions, confidence interval estimation, small sample inferences, and hypothesis testing. Other topics include correlation, simple linear regression, and an introduction to nonparametric statistics.

SYG 2000 3 (3 / 0)
INTRODUCTION TO SOCIOLOGY
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**
- **Satisfies Codes: CULD, GENE, SBEH**

An introductory course designed to provide students with a theoretical and statistical understanding of the effects of group relations on human behavior. The interrelationship between the self and the major social processes, the community, the culture, and the major social institutions will be examined.

SYG 2010 3 (3 / 0)
SOCIAL PROBLEMS
- **Prerequisite: None**
- **Satisfies Codes: CULD, GENE, SBEH**

An exploration of American contemporary social problems with emphasis upon the involvement of the individual, family, and community. Topics such as crime and delinquency, racial problems, dependency and poverty, religious conflicts, and urban and rural communities are analyzed in the light of factual data.

SYG 2430 3 (3 / 0)
MARRIAGE & THE FAMILY
- **Prerequisite: None**
- **Satisfies Codes: GENE, SBEH**

A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.

THE 1304 3 (3 / 0)
INTRODUCTION TO SCRIPT ANALYSIS
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course is designed to give student actors, directors, producers, designers, writers, and technicians a practical methodology for dealing with the text of a play or screenplay. Students will learn to break down the play or screenplay into its integral units. Each student will learn to come up with and conform to a vital and realizable production concept. This will allow students to make decisions regarding issues of budget, scheduling, casting, rehearsal, wardrobe, props, sets, special effects, lighting, sound, hair and make-up in an integrated and pragmatic manner. Close analysis of plays and screenplays will be assigned and practical aides to organizing the various production elements will be utilized.

THE 2020 3 (3 / 0)
INTRODUCTION TO WESTERN THEATRE ARTS
- **Prerequisites: Successful completion of all developmental writing and reading courses indicated through placement testing**
- **Satisfies Codes: CULD, GENE, GRW6, HUMN**

An introduction to the history and theory of drama through the analysis of representative plays, ancient Greek to contemporary.

THE 2051 3 (3 / 0)
CHILDREN'S THEATRE
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).**

Provides students with the opportunity to prepare and/or perform a children's play for the elementary school students of Lake and Sumter counties.

THE 2925 1 (1 / 0)
THEATRE PRACTICUM I
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **May be repeated for a total of 2 hours credit.**

Students participate in an LSSC 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.

THE 2926 1 (1 / 0)
THEATRE PRACTICUM II
- **Prerequisite: THE 2925**
- **Satisfies Code: CULD**
- **May be repeated for a total of 2 hours credit.**

This course is a continuation of THE 2925 and involves in-depth student participation in an LSSC 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.

THE 2950 3 (3 / 0)
APPLIED THEATRE ARTS
- **Prerequisite: None**
- **Satisfies Code: CULD**
- **May be repeated for maximum credit of twelve hours (six hours maximum to count toward graduation).**

An introduction to technical theatre sets, lighting, make up, costuming, and acting styles and performance.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

TPA 2000 3 (3 / 0)
BASIC DESIGN
- **Prerequisite: TPA 2200**
- **Satisfies Code: CULD**

This is an introductory course for technical theatre students. The fundamentals of design for the stage are studied in relationship to the design elements of line, shape, mass, color, and texture and the principles of composition such as balance, harmony, rhythm, and variety. Participation in a departmental production or lab is required.

TPA 2192 3 (3 / 0)
SUMMER THEATRE/TECHNICAL PRODUCTION
- **Prerequisite: None**
- **Satisfies Code: CULD**

Students will participate in an LSSC summer theatre production in the technical areas of scenery, costumes, properties, lighting, or sound and participate on the running crew for the production. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

TPA 2200 3 (3 / 0)
STAGECRAFT I
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course is the first of a two-part sequence in technical theatre. TPA 2204-Stagecraft II is the second course. This course will cover the fundamentals of scenery construction, painting, rigging, safety, and drafting for the theatre. Using a combination classroom lecture and hands-on laboratory experience, stagecraft requires participation in the scenic laboratory for 30 hours.

TPA 2204 3 (3 / 0)
STAGECRAFT II
- **Prerequisite: TPA 2200**
- **Satisfies Code: CULD**

This course is the second of a two-part sequence in technical theatre and a continuation of TPA 2200-Stagecraft I. The course covers the fundamentals in costume construction, lighting, and sound. Advanced drafting for the theatre with emphasis on computer aided drafting will be covered. This class is a combination classroom lecture and hands-on laboratory experience, requiring participation in the scenic laboratory for 30 hours.

TPP 2110 3 (3 / 0)
ACTING I
- **Prerequisite: None**
- **Satisfies Code: CULD**

This course provides instruction and training in the basic concepts of acting. The course develops the individual's awareness of the body and voice as instruments with which the actor conveys feelings, attitudes, thoughts and ideas. This is accomplished by means of physical and vocal exercises, drills, games and improvisations, and limited couples work.

TPP 2111 3 (3 / 1)
ACTING II
- **Prerequisite: TPP 2110 or documented consent of instructor**
- **Satisfies Code: CULD**

This course is a continuation of TPP 2110, with specific emphasis on the various techniques of developing characterizations utilizing scripted materials. The course also includes more advanced techniques of relaxation and concentration and the development of the acting instrument.

TPP 2190 3 (3 / 0)
SUMMER THEATRE/PERFORMANCE
- **Prerequisite: None**
- **Satisfies Code: CULD**

Students will participate in an LSSC summer theatre production in the performance areas of acting, singing, and/or dancing. One or more areas of participation will be required. Producing a play for the public and a student's growth in and understanding of theatre are the goals.

TPP 2300 3 (3 / 0)
DIRECTING I
- **Prerequisite: TPP 2110**
- **Satisfies Code: CULD**

This course covers the fundamentals of play direction. Students explore the elements of script interpretation and the techniques used to transfer the directorial idea/concept into the practical terms of composition, picturing, movement, rhythm, and stage business. The course will acquaint the students of theatre with the overall function of the director with practical experience in script selection, casting, rehearsals, blocking, analysis, and working with actors. Students will direct a one-act play for limited public performance.

ZOO 2010C 4 (3 / 2)
GENERAL ZOOLOGY WITH LAB
- **Prerequisite: BSC 1010C; Successful completion of all developmental math, writing and reading courses indicated through placement testing**
- **Satisfies Codes: BIOS, GENE, LABR**

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.

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 for current fees on applicable courses and sections.

See page 125 for CODE descriptions.

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COMMUNITY ADVISORY COMMITTEES

Lake-Sumter State 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

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

Health Information Technology

Nursing

Office Administration

Organizational Management - Bachelor of Applied Science

Teacher Certification (EPI) Advisory

GLOSSARY

Associate in Arts (A.A.) Degree – A 60 college-level 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.

Associate in Applied Sciences (A.A.S.) 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 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.

Associate in Science (A.S.) 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. LSSC and all other Florida College System institutions and universities, are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Advanced Placement (AP) - College credits earned prior to enrollment at LSSC 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 a degree or certificate. LSSC has articulation agreements with Florida's public universities, Lake Technical Center, and Lake and Sumter County schools.

Articulation Agreement for the A.A. Degree – Agreement between Florida College System institutions and universities assuring junior-level status to students who complete the FCS General Education core 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 (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.

Bachelor of Applied Science (B.AS.) – A four-year degree designed to accommodate the unique demands for entry and advancement within specific workforce sectors.

Banner – LSSC'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 tools to facilitate computer accessed learning, including student-instructor and student-student interaction, and a variety of assessment activities.

Career Education Programs – Degree and certificate programs with courses designed to prepare students for specialized occupations. At LSSC, these include the A.A.S. and A.S. degrees, and Certificate programs.

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 352-323-3612.

Catalog – A printed and online resource containing academic policies and procedures, college and degree requirements, a list of 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 LSSC Catalog and Student Handbook is available at each campus and at www.lssc.edu.

Certificate Program – Career programs of shorter duration and less scope and depth than degree programs; designed to prepare students with skills needed for the workforce.

College Level Examination Program (CLEP) – 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 LSSC Testing Office in Leesburg at 352-435-5009.

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.

Conferral Date – The conferral date is recorded on the student's official school record and is printed on degrees, certificates and transcripts. In general, if students satisfy all certificate program and degree requirements, the conferral date coincides with the last official date of each term.

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 – The number of credit hours a student is enrolled in during a term. A full-time course load is 12 or more credit hours; part-time is 1-11 credit hours.

Course Reference Number (CRN) – The unique five-digit identifier for a specific section of a course; used for registration in LOIS.

Credit by Examination – College credit in specified subjects granted by successful completion of local or national 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 – A formal list of the courses that a student has completed, and courses a student must still complete in order to qualify for graduation from a specific degree or certificate program. Students can make an appointment to meet with an academic 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 a B.A.S., 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, English, 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 LSSC. 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.

Drop – Procedure students use at specified times before classes begin to remove a course from their schedule. Students are not obligated to pay tuition and fees for courses that they drop, and these courses do not show on students' transcripts or count as an attempt for that course. Students drop classes themselves via LOIS. Once the drop period has ended, students may only exit a course through the withdrawal process. (See Withdrawals)

Dual Enrollment – A Florida program that allows eligible students from public, private, and recognized home education programs to take college level courses while enrolled in high school, earning credit for both a high school diploma and a college degree.

e-Learning – Courses that utilize one or a variety of media to deliver instruction to a student at a site remote from the instructor.

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 LSSC, as well as courses required for future programs. See an academic advisor for more specific details.

Enrollment Verification – Verification of current and past term enrollment requested through LOIS. Go to: www.lssc.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 LSSC.

Family Educational Rights and Privacy Act (FERPA) – Also known as the Buckley Amendment, FERPA is a law that protects the privacy of students' education records and establishes students' rights to challenge the content of educational records.

FLVC – 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. Visit FLVC.org

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 in 12 or more credit hours in Fall, Spring, and Summer; six or more credit hours in Summer A or B.

Fully Online Course – 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 fully online courses must meet the same objectives or competencies as those enrolled in any other version of the course. Note: 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 B.A.S., 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 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 LSSC.

GPA (Grade Point Average) – Total quality points earned for college level courses taken at LSSC 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 LSSC.

Graduation Application – The application form that a student must file in the Admissions and Records Office in order for LSSC to award a degree. The application must be completed by the student after meeting with an academic advisor for a graduation check/degree audit and pay the required fee by the deadline date listed.

Hold – A block on activity for transcripts, grades, diploma, or registration because of financial or other outstanding obligations to LSSC.

Hybrid Course – A course with reduced seat time where a student does not always physically attend class with a faculty member at a campus: At least 30% and up to 80% of the course is delivered online using Blackboard. It may include publisher materials selected by the instructor. Note: 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 current 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, is the website which provides the catalog for LSCC libraries. It is available from any internet-capable computer.

LOIS (LSSC Online Interactive Services) – LSSC students' access to course registration, grades, financial aid information, and academic records.

New Student Orientation (NSO) – Prior to registering for courses, students new to LSSC 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 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.lssc.edu/academics/nursing.

Office for Students with Disabilities (OSD) – The Office for Students with Disabilities supports students in their transition to college and provides qualified students with disabilities reasonable accommodations to ensure full participation in and equal access to educational opportunities offered at all LSSC campuses.

Online Learning – Courses delivered via the Internet for facilitating learning. LSSC 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 LSSC library card is required for access to online subscription resources.

Parking Decals – Stickers that must be properly displayed on the vehicles of all faculty, staff, and students parked on any LSSC campus. Decals can be obtained from the Information Desk 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 six credit hours in summer A or summer B terms.

PERT – The Postsecondary Education Readiness Test is the specific placement test used at LSSC to determine the appropriate level for new students to begin their math, reading, and English coursework.

PIN – Personal Identification Number. The code required along with the student's X-ID for access to records, registration, the libraries, and other LSSC 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 LSSC 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 LSSC 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 Catalog and Student Handbook completing their own registration online via LOIS, and paying by the established deadline. Contact the Student Affairs staff with questions regarding the registration process.

Residency – To qualify for in-state tuition and fees, students must sign a 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 verify their residency status.

Returning Student – A student who has previously attended LSSC, but has not been enrolled at LSSC for one year or more, and must reapply to LSSC in the Admissions and Records Office. There is no cost to re-apply.

Rubric – 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.

Satisfactory – A grade awarded 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 Course – A course which requires weekly attendance in a regular classroom at one of the LSSC 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.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) – The accrediting body for LSSC which guides such things as curriculum requirements and faculty credentials for different degrees. Further information can be found at www.sacscoc.org.

Student Identification Number – See X-ID.

Suspension – Student status under which a student is not permitted to attend LSSC for a specified period of time.

Technology-Enhanced Course – 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 Blackboard or other publisher access for the course. These additional activities may be required or optional at the instructor's discretion. Note: 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 seven 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.lssc.edu > Students > Current Students > Request LSSC Transcripts.

Transfer Student – A student who attended another college or university before attending LSSC.

Transfer Worksheet – Academic 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.

Transient Student – A student who enrolls in one or more courses at LSSC to apply to academic requirements of another institution, or an LSSC student who enrolls in one or more courses at another institution to apply to degree requirements at LSSC.

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 awarded 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(s) by the student. 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 and Records Office by the deadline, or a grade of "F" will be earned by the student.

X-ID – The LSSC 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 eight digits.

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Whether preparing to enter the workforce or to transfer into a higher degree program...

visit FLVC.org

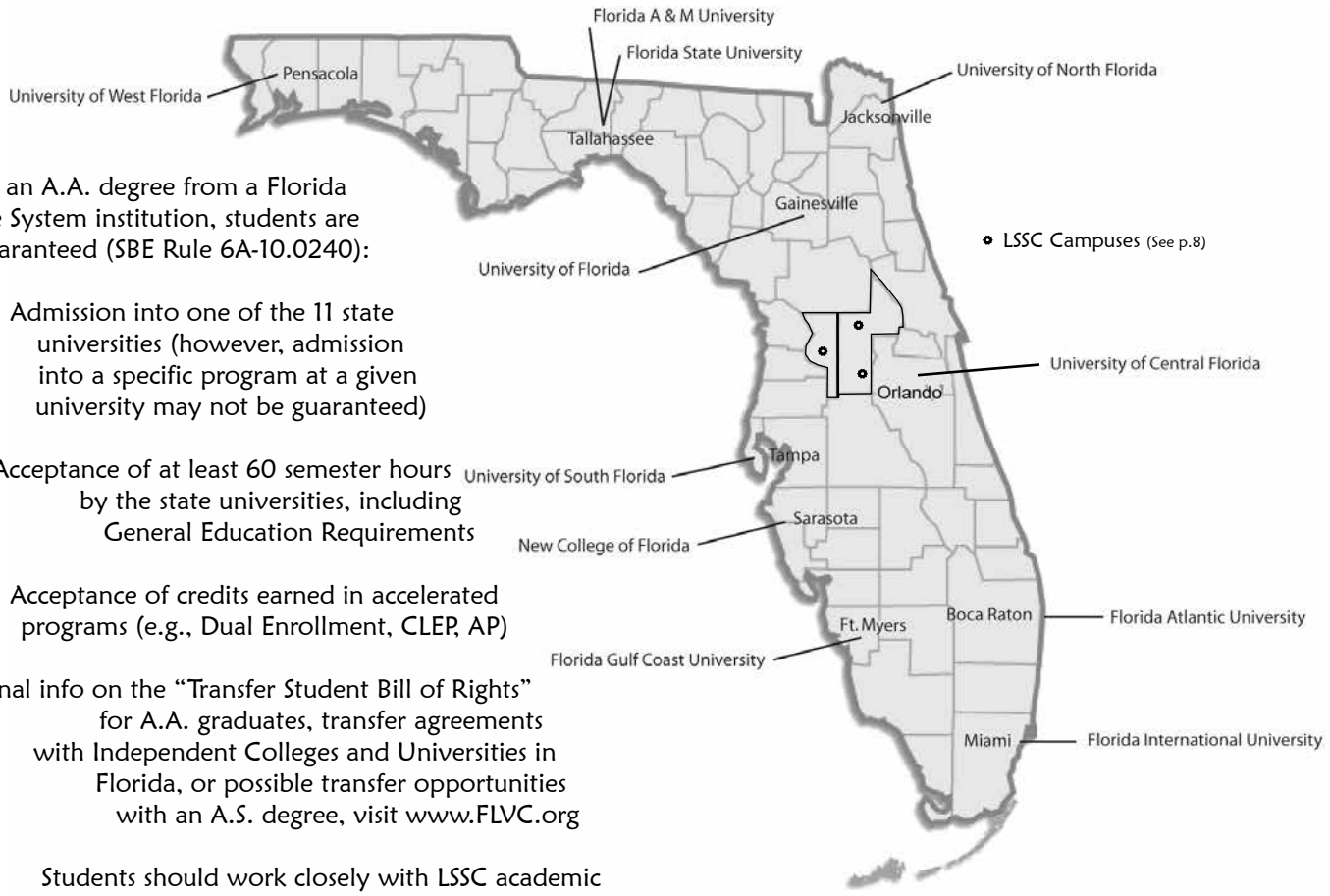
To make informed academic choices, select the appropriate link for free service provided by the Florida Department of Education:

- Online Courses
- Apply
- Student Services
- Degrees & Careers
- My Records
- Library Services

For Degree Program Requirements, go to FLVC.org, select "Explore & Apply" and "Degree Program Requirements."

See where your A.A. degree from LSSC can lead you

through the 2 + 2 System with the State University System (SUS)



With an A.A. degree from a Florida College System institution, students are guaranteed (SBE Rule 6A-10.0240):

- 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, including 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.FLVC.org

Students should work closely with LSSC academic advisors while completing the A.A. degree

Finally, it is the responsibility of students to work directly with the transfer school of choice regarding specific requirements and changes made by that institution

Smart-College-Choices.com

The **Smart-College-Choices.com** web portal, developed by the Florida Department of Education, helps students make career and employment decisions by allowing them to view information from Florida College System institutions and Florida Public School District Career Centers on:

- Student graduation rates
- Earnings data from a degree or certificate program
- Employment statistics

Lake Sumter State College

WHERE FUTURES SOAR

Bachelor of Applied Science (B.A.S.)
- Organizational Management

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
- Early Childhood Education
- Elementary Education
- Engineering
- English
- Mathematics
- Nursing
- Physics
- Pre-Pharmacy
- Pre-Professional Health
- Psychology
- Secondary Education
- Social Science

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
- Environmental Science Technology
- Fire Science Technology
- Health Information Technology
- Nursing General Track
- Nursing Bridge Track
- Office Administration

Associate in Applied Science (A.A.S)
- Electrical Distribution Technology

Technical Certificates
- Business Development & Entrepreneurship
- Digital Forensics
- 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 College

Non-Degree Seeking Options
- Employment Related
- Personal Enrichment
- Teacher Certification/Educator Preparation Institute
- Transient Student (enrolled at another college/university and earning LSSC credits to transfer to home institution)

LEESBURG CAMPUS
9501 US Highway 441
Leesburg, FL 34788
352.787.3747

SUMTER CAMPUS
1405 County Road 526A
Sumterville, FL 33585
352.568.0001

SOUTH LAKE CAMPUS
1250 N. Hancock Road
Clermont, FL 34711
352.243.5722

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