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.

Lake Sumter
State College

2016-2017

CATALOG AND STUDENT HANDBOOK

WHERE FUTURES SOAR

2016 - 2017 ACADEMIC AND REGISTRATION CALENDAR

Lake Sumter State College

	FALL 2016 8/22/2016-12/10/2016 (16 weeks)	SPRING 2017 1/9/2017-5/1/2017 (16 weeks)	SUMMER A 2017 5/8/2017-6/22/2017 (7 weeks)	SUMMER AE 2017 5/8/2017-8/10/2017 (14 weeks)	SUMMER B 2017 6/26/2017-8/10/2017 (7 weeks)
Financial Aid Priority Deadline to Complete File	Tues 5/31/2016	Fri 11/18/2016	Fri 4/14/2017	Fri 4/14/2017	Fri 4/14/2017
Class Schedule Available Online	Mon 12/14/2015	Mon 4/4/2016	Mon 8/1/2016	Mon 8/1/2016	Mon 8/1/2016
Foundation Scholarship Applications Available	Mon 5/2/2016	Mon 10/3/2016	Wed 3/1/2017	Wed 3/1/2017	Wed 3/1/2017
Foundation Scholarship Application Deadline (BY 4:30PM)	Tues 5/31/2016	Mon 10/31/2016	Fri 3/31/2017	Fri 3/31/2017	Fri 3/31/2017
Admission Application Deadline (BY 4:30PM)	Mon 8/8/2016	Mon 12/5/2016	Mon 4/24/2017	Mon 4/24/2017	Mon 6/12/2017
Fall 2016 Early Registration for Current Students 45+ Hours	Mon 3/14/2016 - Tues 5/10/2016	Early Registration is not available for this semester.	Early Registration is not available for this semester.	Early Registration is not available for this semester.	Early Registration is not available for this semester.
Fall 2016 Early Registration for Current Students 0+ Hours	Mon 3/21/2016 - Tues 5/10/2016				
Current Student Registration 45+ Hours	Mon 7/11/2016 - Fri 8/26/2016	Mon 11/7/2016 - Fri 1/13/2017	Mon 3/13/2017 - Tues 5/9/2017	Mon 3/13/2017 - Thurs 5/11/2017	Mon 3/13/2017 - Tues 6/27/2017
Current Student Registration 0+ Hours	Mon 7/11/2016 - Fri 8/26/2016	Mon 11/14/2016 - Fri 1/13/2017	Mon 3/20/2017 - Tues 5/9/2017	Mon 3/20/2017 - Thurs 5/11/2017	Mon 3/20/2017 - Tues 6/27/2017
Open Registration	Mon 7/25/2016 - Fri 8/26/2016	Mon 11/21/2016 - Fri 1/13/2017	Mon 3/27/2017 - Tues 5/9/2017	Mon 3/27/2017 - Thurs 5/11/2017	Mon 3/27/2017 - Tues 6/27/2017
Bookstore Authorization for Financial Aid Recipients	Wed 8/17/2016 - Tues 9/6/2016	Wed 12/14/2016 - Tues 1/17/2017	Mon 5/1/2017 - Mon 5/15/2017	Mon 5/1/2017 - Mon 5/15/2017	Mon 5/1/2017 - Mon 5/15/2017
Credit by Exam & Career Pathways Deadline to Register & Pay (BY 4:30PM)	Fri 8/12/2016	Wed 12/14/2016	Fri 4/28/2017	Fri 4/28/2017	Fri 4/28/2017
Fee Payment Deadline (BY 4:30PM)	Mon 8/15/2016	Wed 1/4/2017	Mon 5/1/2017	Mon 5/1/2017	Mon 5/1/2017
State Employee Fee Waiver Registration	Mon 8/15/2016	Tues 1/3/2017	Thurs 5/4/2017	Thurs 5/4/2017	Thurs 5/4/2017
Credit by Exams/Computer Proficiency Exams	Fri 8/19/2016	Fri 1/6/2017	Fri 5/5/2017	Fri 5/5/2017	Fri 5/5/2017
Career Pathways Assessments	Fri 8/19/2016	Fri 1/6/2017	Fri 5/5/2017	Fri 5/5/2017	Fri 5/5/2017
Classes Begin	Mon 8/22/2016	Mon 1/9/2017	Mon 5/8/2017	Mon 5/8/2017	Mon 6/26/2017
Add/Drop Begins	Mon 8/22/2016	Mon 1/9/2017	Mon 5/8/2017	Mon 5/8/2017	Mon 6/26/2017
Add/Drop Ends (Last day for refund)* (BY 11:59PM)	Fri 8/26/2016	Fri 1/13/2017	Tues 5/9/2017	Thurs 5/11/2017	Tues 6/27/2017
Last Day to Submit Residency and Fee Waiver Documentation (BY 4:30PM)	Fri 8/26/2016	Fri 1/13/2017	Thurs 5/11/2017	Thurs 5/11/2017	Tues 6/27/2017
Add/Drop Payment Deadline (in person until 4:30PM or online until 11:59PM)	Fri 8/26/2016	Fri 1/13/2017	Thurs 5/11/2017	Thurs 5/11/2017	Tues 6/27/2017
Graduation Application Deadline (BY 4:30PM)	Fri 10/21/2016	Fri 2/17/2017	Tues 5/23/2017	Tues 5/23/2017	Tues 5/23/2017
Withdrawal Deadline* (BY 4:30PM)	Mon 10/31/2016	Fri 3/24/2017	Thurs 6/8/2017	Thurs 7/13/2017	Thurs 7/27/2017
Classes End	Sat 12/3/2016	Mon 4/24/2017	Wed 6/21/2017	Thurs 8/3/2017	Wed 8/9/2017
Final Exams	Mon 12/5/2016 - Sat 12/10/2016	Tues 4/25/2017 - Mon 5/1/2017	Wed 6/21/2017 - Thurs 6/22/2017	Mon 8/7/2017 - Thurs 8/10/2017	Wed 8/9/2017 - Thurs 8/10/2017
Grades Due (BY 4:00PM)	Mon 12/12/2016	Tues 5/2/2017	Mon 6/26/2017	Mon 8/14/2017	Mon 8/14/2017
Grades Available via LOIS	Wed 12/14/2016	Thurs 5/4/2017	Wed 6/28/2017	Wed 8/16/2017	Wed 8/16/2017
Commencement Ceremonies (At 6pm)	Tues 12/13/2016	Fri 5/5/2017	N/A	N/A	N/A
Holidays/College Closed	Sat 9/3/2016 - Mon 9/5/2016	Mon 1/16/2017	Mon 5/29/2017	Mon 5/29/2017	Tues 7/4/2017
	Fri 10/7/2016	Sun 3/12/2017 - Sun 3/19/2017		Tues 7/4/2017	
	Fri 11/11/2016				
	4:30 pm Wed 11/23/2016 - Sun 11/27/2016				
	Fri 12/16/2016 - Mon 1/2/2017				

*For mini-term courses, the add, drop and withdrawal date will be designated in the course syllabus.

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 2016-2017 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.

MEMBER OF THE *Florida* COLLEGE SYSTEM

Table of Contents _____

The cover design is by Francita Williams, an A.A. student who plans to graduate December 2016.
She is a work-study student for the Marketing & College Relations Department.

Message from the President

PRESIDENT
Dr. Stanley Sidor

Welcome to Lake-Sumter State College, *Where Futures Soar*. Over the years, we have changed our programs and our name to meet the educational needs of our community, but we have not changed our focus on you, our student. You will discover that Lake-Sumter State values and supports your decision to invest in yourself by furthering your education. We maintain a close connection with you, and provide smaller class sizes and personalized support to help you succeed. We provide up to date technology and equipment and comfortable facilities in our classrooms, labs, libraries, and learning centers. All of this adds up to a smart investment to ensure you will be well prepared for the career or university of your choice at a cost that is among the most affordable in the state.

In today's world, a good education will help you become competitive in our global economy. Our dedicated and talented faculty and staff stand ready to assist you in making the most of your time with us. Not only will you get small classes with top quality instructors, but also excellent student and academic support services designed to help you succeed in your classes and complete your degree. For over 50 years, Lake-Sumter has been growing to serve the community by promoting student success. We enjoy helping students make the most of their educational journey. There may be ups and downs along the way, but if you stick with it, you will unlock a world of possibilities, both personally and professionally.

This *Catalog and Student Handbook* contains the information you need to get started at LSSC, to stay on the right track while you are with us, and to ultimately achieve your goals. With three campus locations and robust online course offerings, we strive to meet the demands of your schedule.

In the words of Albert Einstein, *"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."* I believe this is the best way to describe Lake-Sumter State College, our faculty and our staff. We look forward to seeing you in our classes and on campus and working with you in your educational journey.

Warm regards from the Lake-Sumter State College family.

Stan Sidor
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.

Value Statements

Lake-Sumter State College provides an affordable, quality education in a supportive, student-centered environment challenging everyone to high achievement.

Be Affordable: Deliver value

Be the best: Seek quality

Be Supportive: Do more than expected

Be Challenging: Empower learning

Be Student Centered: Inspire growth

Equity Statement

Lake-Sumter State College ("LSSC") does not discriminate on the basis of race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran's status, employment, religion, sexual orientation and political affiliation. This commitment applies in all areas of LSSC and pertains to applicants, visitors, students, faculty, administrators, staff and any and all others affiliated with the College. The lack of English skills shall not be a barrier to admission or participation in activities and programs. This commitment is applicable to any public K-20 education program or activity, or in any employment conditions or practices.

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 at Lake-Sumter State College, 9501 U. S. Highway 441, Leesburg, FL 34788-8751; Telephone: 352-365-3592.

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.

Office of Equity and Diversity Mission Statement

The Office for Equity and Diversity is charged with promoting, sustaining, and advancing a learning, working, and living environment that is fair, inclusive, and welcoming for all members of the Lake-Sumter State College community. The Office of Equity and Diversity is committed to embracing, respecting, and honoring differences in race, creed, color, sex, national origin, religion, ethnicity, age, sexual orientation, gender, physical ability, marital status, and learning style. It is within a diverse community that we are best able to educate ourselves and one another to live in a global society, to actively and effectively promote justice, and to oppose prejudice and bias.

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.

Academic Advisory Committees

Business Administration
Computer Information Technology
Criminal Justice Technology
Early Childhood Education
Electrical Distribution Technology
Engineering Technology Substation and Relay Technology Specialization
Environmental Science
Health Information Technology
Internship (formerly Cooperative Education)
Learning Center
Nursing
Office Administration
Organizational Management - Bachelor of Applied Science

Community Advisory Committees

Equity and Diversity
South Lake Campus
Sumter Center

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 2015, the Foundation awarded 880 scholarships totaling $614,300 to LSSC students and $46,000 in support of the college and its programs. In addition, the Foundation currently administers over 300 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 43 volunteer leaders from Lake and Sumter counties. Over the last fourteen years, the Foundation has grown from $3 million in assets to over $16 million in assets. For more information about the LSSC Foundation, Inc. please call 352-365-3518 or email the Executive Director Rosanne Brandeburg at brandebr@lssc.edu.

Foundation Board of Directors

Mrs. Lori Farfaglia, President
Mrs. Lindsay Holt, President-Elect
Mr. Dick Bowersox, Vice President
Mr. Josh Gonzales, Treasurer
Ms. Rosanne Brandeburg, Executive Director/Secretary
Mr. George Davis, Past President
Ms. Emily Lee, LSSC Board of Trustees Liaison
Dr. Stanley Sidor, LSSC President

Directors

Mr. Charlie Adkison
Mr. Mac Andrews
Mrs. Phyllis Baum
Mr. Matthew Black
Mrs. Debbie Boggus
Ms. Kristi Bell-Boliek
Mr. Bob Bone
Mrs. Nan Cobb
Mrs. Kim Couch
Dr. Isaac Deas
Mr. Mike DeGraw
Mrs. LeLayna France
Mr. Peyton Grinnell
Mr. Harry Hackney
Mr. Kevin Hofecker
Mr. Michael Holland
Mr. David Jordan
Mr. Tim McRae
Ms. Michelle Michnoff
Mr. Jerry Miller
Mrs. Mary Beth Morris
Mr. Kristopher Poliquin
Mrs. Shawna Sherman
Mr. Jerry Smith
Mr. Carl Specci
Mrs. Sandra Stephenson
Mrs. Stephanie Strong
Mrs. Wendy Terry
Mrs. Cheryl Thaler
Mrs. Kim Varnadore
Mrs. Sandra Woodard
Mrs. Vicki Wynns
Mr. Greg Yager
Mr. Joe Ziler

College Telephone Directory

ALL NUMBERS ARE AREA CODE 352 UNLESS OTHERWISE LISTED.

Leesburg Campus

Information/Switchboard 787-3747
Academic Advising 365-3574
Admissions and Records.......................787-3747
   Fax - Admissions and Records..........365-3553
Athletics...323-3645
AVP of General Education & Transfer Programs....323-3670
Baccalaureate Programs.......................435-5033
   Fax - Baccalaureate & Workforce Programs.......323-3622
Bookstore 435-6334
Business Services 365-3578
Career Development Services...............323-3603
Cashier 435-6307
Computer Institute…………… 365-3530
Continuing Education 365-3556
Disability Services 365-3589
Dual Enrollment...................................787-3747
Early College Advising..........................259-3777
Equity & Diversity 365-3592
Faculty Secretary 365-3595
Financial Aid 365-3512
  Fax - Financial Aid 435-5011
Foundation...365-3518
HumanResources…………………….....365-3557
Internship Services 323-3603
Learning Center....................................365-3554
Library..365-3563
Nursing 365-3540
Performing Arts Series..........................365-3506
President's Office 365-3523
Purchasing...365-3502
Security..365-3544
Student Life 323-3650
Student Government Association (SGA) 365-3503
Testing (Placement, CLEP, HESI, PERT, CPT)......365-3554
Veteran's Affairs...................................323-3686

Partnerships

Health Sciences Collegiate Academy.....................323-3661
Sumter County Partnership for Workforce
   and Education Innovation & Education...............435-5042
Business Incubator 602-4575

Note: For a full faculty/staff directory, visit www.lssc.edu.

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
Dual Enrollment...................................536-2282
Faculty Secretary.................................536-2240
   Fax - Faculty Secretary 243-0117
Learning Center & Testing 536-2206
Library..536-2275
Nursing 536-2121
Security..536-2143
UCF at South Lake................................536-2113

Sumter Center

Information.......................................568-0001
  Academic Advising
  Admissions and Records
  Business Office
  Dual Enrollment
  Testing
Electrical Utility Institute.......................568-0001
Library.................................568-0001 or 568-3074
   Fax - Library 568-3376
Security..303-7296
Business Office Fax..............................568-7515

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**

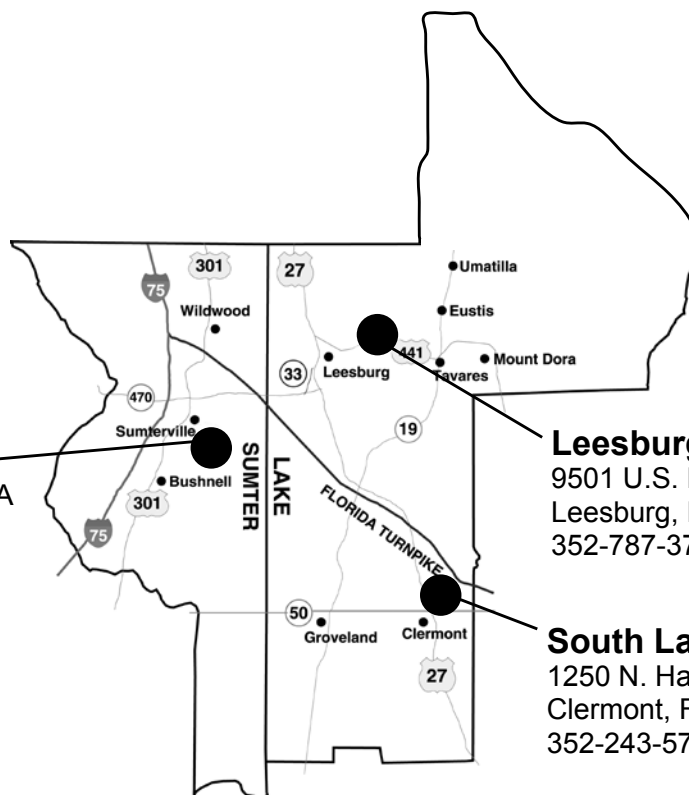**SOUTH LAKE**   **536-2143**

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
*   Witnesses names

LSSC Campus Locations

Sumter Center
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 CENTER 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 CENTER
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 Center (1405 County Road 526A)
Total Est. Time: 38 minutes   Approx. 21 miles

FROM SUMTER CENTER 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 CENTER
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
- Computer Classrooms
- Continuing Education
- LSSC Foundation

CTL.....Center for Teaching & Learning
- Classrooms
- Associate Vice-President 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
- eLearning
- Faculty & Staff Offices
- New Vision for Independence
- Reading Classroom
- Veteran's Center
- Youth Outreach Programs
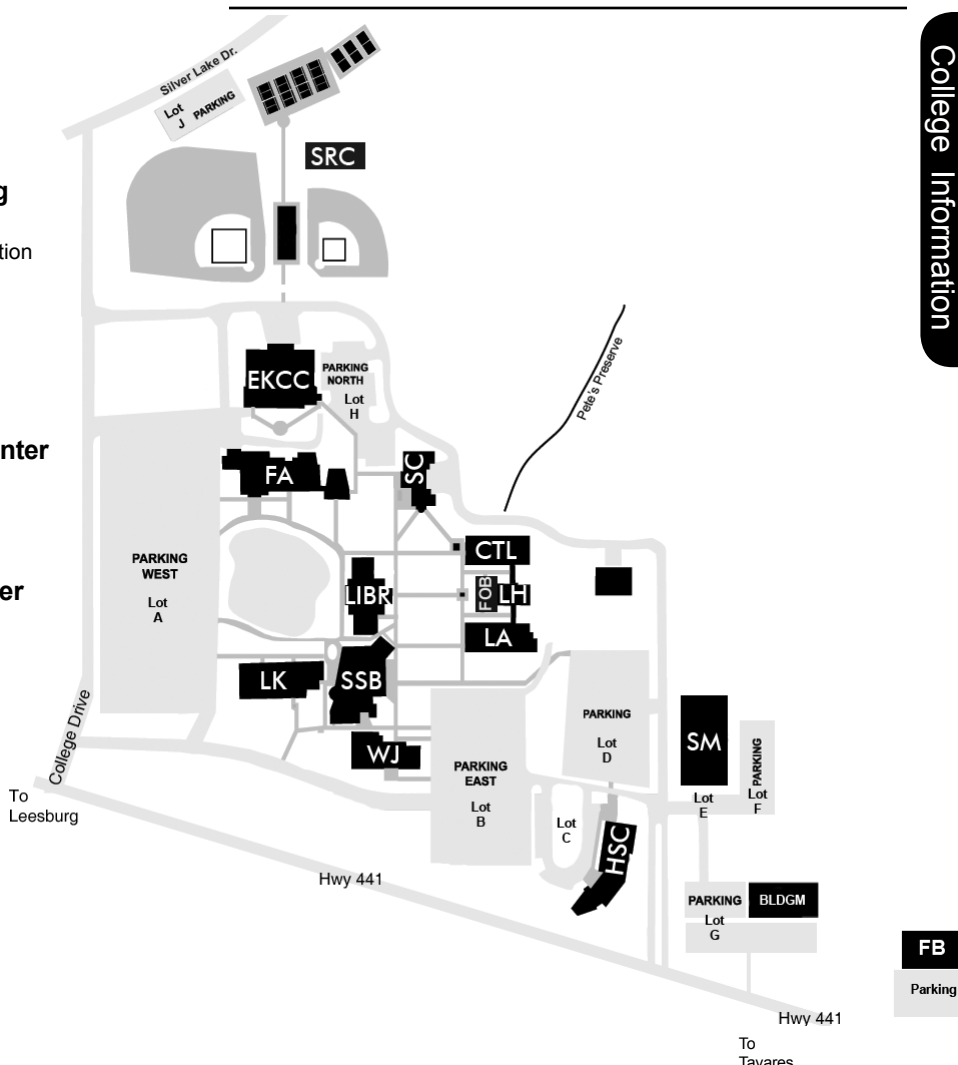
SC.......Student Center
- Bookstore
- Cafeteria
- Student Government Association
- Student Life Office
- Student Lounge
- Student Publications

SM......Science-Math Building
- Classrooms and Labs
- Faculty Offices
- Math Emporium

SRC....Sports & Recreation Complex
- Ball Diamonds
- Concession/Press Building
- Racquetball Courts
- Tennis Courts
- Walking Path

SSB....Student Services Building
- Baccalaureate & Workforce Programs
- Career Development Services
- Cashier's Office
- Associate Vice-President Baccalaureate & Workforce Programs
- Financial Aid
- Marketing & College Relations
- Planning & Institutional Effectiveness
- President's Office
- Security Office
- Senior Vice-President Academic Affairs
- Student Affairs
  - Academic Advising
  - ADA Testing/Disability Services
  - Admissions & Records
  - Career Development Services
  - Dual Enrollment
- Vice-President Enrollment & Student Affairs

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

South Lake Campus

BLDG1....Building 1
Academic Affairs Offices
Classrooms
Math Emporium
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
Classrooms
Cooper Memorial Library
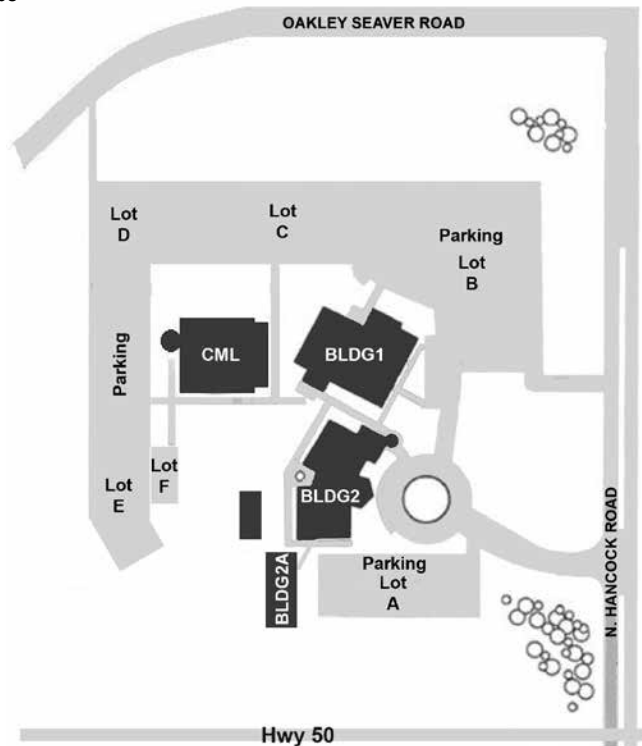
Sumter Center
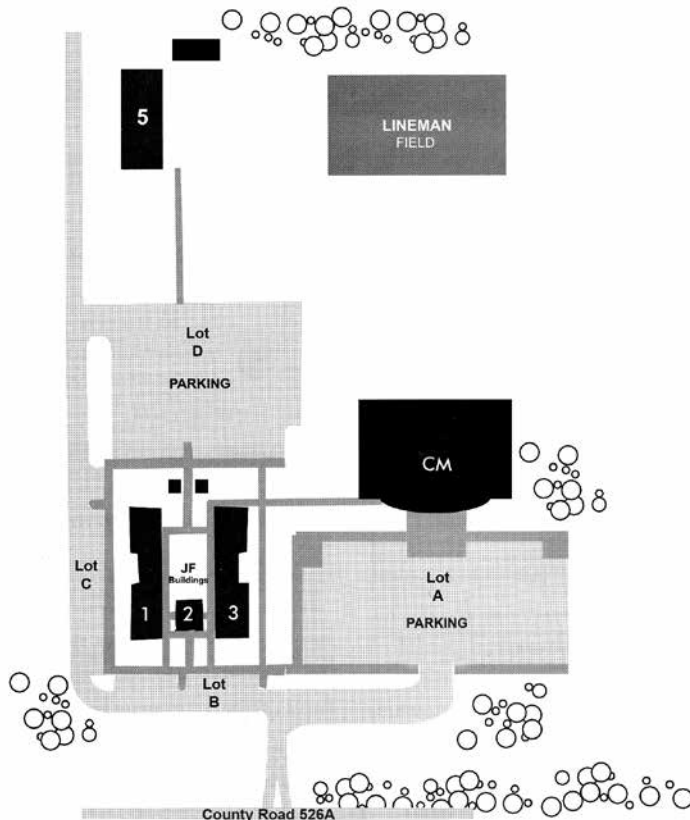
JF.....Joseph Farish Buildings

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)

Where Futures Soar

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 Commission on Colleges (SACSCOC), 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 (LSCC) 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 Center 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 including 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 July 2002 when Dr. Charles R. Mojock (2002 – 2015) 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, the institution 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, with 37 students enrolled, for a four-year degree, Bachelor of Applied Science in Organizational Management. The Nursing Program which has been accredited by the Accreditation Commission for Education in Nursing 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 SACSCOC so students can take degree programs fully online.

Where Futures Soar

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).

In September 2012, the District Board earmarked funds to establish the Sumter Partnership for Workforce Innovation and Education, a plan to better meet the training needs of the citizens of Sumter County. Among the several organizations that have joined LSSC in this venture are the Sumter County Commission, School Board, Sheriff's Department, Fire Department, University of South Florida, Combat Veterans to Careers, and The Villages Charter School. Each organization has pledged its support with funds and in-kind services. The program now has a Director and has begun various training sessions such as "911 Dispatch" and turf equipment and golf course operations. The 2013 Legislature appropriated $1 million for the project – a grand beginning for LSSC's second Fifty Years of service.

Lake-Sumter State College, South Lake Hospital, Lake County Public Schools, Montverde Academy, and the University of Central Florida partnered in 2014 to establish a Health Sciences Collegiate Academy. Its purpose is to offer a rigorous STEM, health sciences-focused curriculum to students in grades 9 through 12, thus creating a continuous future pool of qualified workers for the health care industry. Supporting funds were pledged by the State of Florida, the Hospital, the LSSC Foundation, and the LSSC District Board of Trustees. Part of this project is the construction of a Science Lab Facility on the South Lake Campus.

With the assistance of Duke Energy, LSSC has developed an A.S. degree in Engineering Technology with a Substation and Relay Specialization to begin in summer 2016. This is the second program of its kind in the United States. The first program is offered by Richmond Community College in North Carolina.

In September 2014, the College honored at a reception Lakehawk baseball player Christopher Blanton who was the 2014 recipient of the coveted Lea Plarski Award from the National Junior College Athletics Association. The award recognized Chris' outstanding sportsmanship, leadership, academic excellence, community service, and athletic achievement. He is the most decorated student/athlete in the history of LSSC.

At the beginning of 2015, Dr. Charles R. Mojock, President of the College, announced that he would retire on December 31, 2015. The rest of the year was spent celebrating his Presidency with occasions commemorating his 13 years at LSSC. Dr. Mojock said, "It has truly been an honor and capstone of my 40 year career in education to serve as your President." Mr. Richard Scott, Acting President for the month of January 2016, passed the gavel to Dr. Stanley M. Sidor when he arrived to take his position as President on February 1, 2016.

COLLEGE POLICIES

- Safety & Security
- Student Rights & Responsibilities
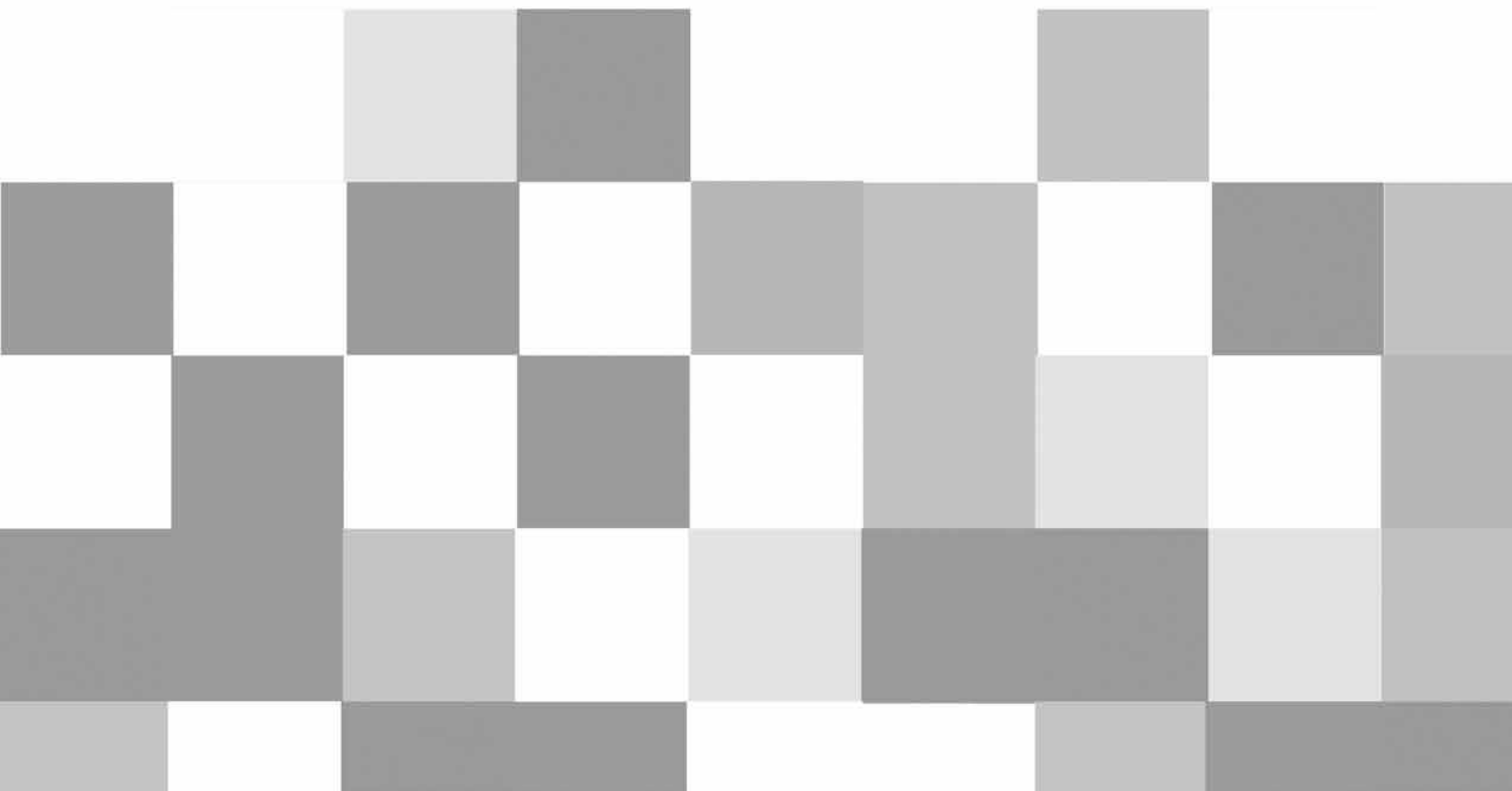
COLLEGE POLICIES & PROCEDURES

SAFETY AND SECURITY

Campus Control

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

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 Campus: 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 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 Senior 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 and online at www.lssc.edu/staff/Pages/Departments/Facilities/ Emergencies.aspx.

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 Senior Vice President of Business Affairs or to a member of the Safety Committee.

Please visit the College's website for a complete list of committees and members http://www.lssc.edu/staff/Pages/Committees/default.aspx.

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 Senior Vice-President of Business Affairs in Leesburg or to the appropriate Campus Administrator at South Lake or Sumter.

Regulations for Weapons on Campus

Only a law enforcement officer or other person as authorized by Florida law shall exhibit or possess any firearm, electric weapon or device, destructive device, explosive, dangerous chemical, or other weapon including a razor blade or box cutter on College premises. Other persons licensed to carry a concealed weapon or firearm (licensee) are not authorized or permitted to openly carry a handgun or carry a concealed weapon on College premises, except as provided below:

1. If the licensee is a registered student, current employee or faculty member of Lake-Sumter State College and the weapon is a stun gun or nonlethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile; or
2. If the licensee carries or stores a securely encased firearm in a vehicle for lawful purposes.

See LSSC Administrative Procedure 7.03 for further information.

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

13. Be familiar with campus plans for evacuation and other emergency procedures
14. If working after hours in an unoccupied area of a building on campus; if at all possible make someone aware (Security if on duty) that you will be there and for how long. Students should never be left totally unattended in an unoccupied space. Someone within the building must take responsibility to account for their safety and security.

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 Campus: 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

Leesburg Campus	2011	'12	'13	'14
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Larceny	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violation	0	0	0	0
Weapons Possession	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

South Lake Campus	2011	'12	'13	'14
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Larceny	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violation	0	0	0	0
Weapons Possession	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Sumter Center	2011	'12	'13	'14
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Larceny	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violation	0	0	0	0
Weapons Possession	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Clery Act reported incidents are available to view upon request by any interested persons by contacting LSSC Security during normal operating hours and online in the Clery Annual Security Report (ASR) available at www.lssc.edu/staff/Pages/Departments/Facilities/ Emergencies.aspx.

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 Dean of Students. Employees of the institution should contact Human Resources.

A complete copy of LSSC 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 Battery

It is the policy of the Lake-Sumter State College District Board of Trustees that the criminal act, or attempted act, of sexual battery shall not be condoned and shall be vigorously prosecuted, pursuant to Florida Statutes 794.011.

LSSC Board Rule 2.07 outlines the definition of sexual battery and institutional procedures for responding to sexual batteries. LSSC Board Rules are available on the LSSC website. For information regarding the resolution of student complaints see the Student Code of Conduct in the Student Complaints and Grievances section of this *Catalog and Student Handbook*.

Sexual Offender or Predator Notification Procedures

Public Law (Department of Justice) 106-386, Section 1601, the Campus Sex Crimes Prevention Act, and other Acts therein amended, provide for the protection of College communities from sexual predators and offenders by requiring that:

1. Persons designated as sexual predators or offenders notify local law enforcement agencies of each institution of higher education at which they are employed, carry on vocations, or become students.

2. Information regarding sexual predators or offenders is made promptly available to law enforcement agencies with jurisdiction where the offenders are employed, carry on vocation, and/or are students.

3. Institutions of higher education inform all members of their campus communities where information regarding registered sex offenders and predators can be obtained.

Federal and state laws require a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement (FDLE). FDLE is then required to provide notification to the local law enforcement agency of where the registrant resides. In accordance with Florida State Statute 775.21 (The Florida Sexual Predators Act) and Florida State Statute 943.0435, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement within 48 hours of establishing permanent or temporary residence.

If the registrant is enrolled, employed, or carrying on a vocation at LSSC, FDLE must also provide the local law enforcement agency with that information. The Director of Student Development maintains information on sexual predators or offenders enrolled at LSSC who have been identified to the college by law enforcement agencies.

Any member of the LSSC community who wishes to obtain further information regarding sexual offender/predators in our area may refer to the FDLE website atwww.fdle.state.fl.us call 1- 888- FL-PREDATOR / 1-888-357-7332), or utilize the FDLE website searchable database at http://offender.fdle.state.fl.us/offender/Search.jsp . The FDLE searchable database may be used to find all registered sex offenders in any city, county or zip code in the state.

TITLE IX- In Discrimination, Harassment and Sexual Harassment Complaints

 Lake-Sumter State College promotes access to its educational programs and activities consistent with federal statutes, state regulations, and LSSC Administrative Procedures. The College takes prompt action to investigate student and staff complaints of sex discrimination under Title IX. We strongly encourage all members of our College community to seek support for and report all sex discrimination to the Title IX Coordinator, the Executive Director of Human Resources or

Security. All complaints, regardless of where reported, will be relayed to and evaluated by the LSSC Title IX Coordinator, Claire Brady, Vice President of Enrollment and Student Affairs.

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 LSSC Board Rule 2.04 and LSSC Administrative Procedure 5.24. For further information, see the LSSC Board Rules and Procedures Manuals on the LSSC website.

E-Cigarettes

The use of e-cigarettes is not permitted inside college buildings or within a designated distance to college buildings.

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

Individuals failing to comply with this policy may be asked to leave campus.

Parking Regulations

All students, faculty, and staff who park a vehicle on the Leesburg, South Lake (Clermont) or Sumter properties must display a current parking decal. On the Leesburg Campus, decals and the Traffic and Parking Regulations Brochure may be obtained from the Security Office and/or the Information Desk located in the Student Services Building. On the Sumter Center, decals and the Traffic and Parking Regulations Brochure may be obtained at the Enrollment Services Desk. On the South Lake Campus, decals and the Traffic and Parking Regulations Brochure may be obtained at the Security Office and/or Enrollment Services in Building II.

Parking decals are valid only when clearly visible and affixed to the driver side rear window or bumper. Persons who violate College parking regulations are subject to ticketing and a fine. Unauthorized use of a handicapped parking space is subject to a state fine. Unpaid fines will result in withholding of grades, transcripts and/or degrees, and the student will not be permitted to re-register until all outstanding debts have been paid.

Temporary Parking Permits (red-hanging) may be obtained from the Sr. Vice President of Business Affairs. Temporary Parking Permits allows the driver to legally park in any student parking space (designated by a yellow cement wheel stop). Temporary Parking permits must be placed on the rear view mirror of the vehicle and are valid only for the date(s) indicated. If circumstances warrant, the permit date may be extended.

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 352-742-6580/352-323-5733 or log on to https://www.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 http://www.ridelakexpress.com/.

Sumter County Transit (SCT) – door to door services are available in Sumter County between the hours of 8 a.m. to 5 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 http://sumtercountyfl.gov/95/Transit.

Note: Public transportation hours of operation are subject to change.

STUDENT RIGHTS AND RESPONSIBILITIES

LSSC has a clear mission statement that emphasizes its commitment to responding to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees while embracing excellence, diversity, and innovation to maximize student learning and success.

Upon acceptance to the College, students acquire the rights and privileges inherent therein, and become responsible to themselves and the College community for putting forth 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 citizens who will be well prepared for career advancement, employment, specialized training, or college or university advancement.

Student Rights

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 Social Security Numbers. LSSC collects students Social Security Numbers for use in performance of the College's duties and responsibilities. To protect student identities, LSSC secures Social Security Numbers from unauthorized access. LSSC will never release Social Security Numbers to unauthorized parties. All LSSC students are issued a unique student identification number (student X-ID) that is used for all educational purposes including registration and access to student records online.

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. Students may refuse to disclose their 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 Florida College System 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 Social Security Numbers for purposes of tracking and assisting students in the transition from one educational level to the next.

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 (LSSC Administrative Procedures 4-14 and 4-15);

7. To view their official records as defined by the Family Educational Rights and Privacy Act (FERPA).

Student Responsibilities and LSSC Student Code of Conduct

LSSC students 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 sanctions including: probation, suspension, dismissal, or other appropriate findings.. LSSC uses a preponderance 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 (LSSC 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, including but not limited to:

   • 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 complete details at lssc.edu/staff/Pages/Departments/_ITDepartment/

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 (LSSC Board Rule 4.16).

15. Violations of student traffic and parking regulations.

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 (LSSC 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 LSSC 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 following code of ethics covers Lake Sumter State College's position concerning software use and duplication, and is applicable to both its students and employees:

1. All software will be used in accordance with the school's license agreements.
2. All software on college computers will be properly purchased through established budgetary planning and purchasing procedures. Use of any unauthorized software on college equipment is not permitted.
3. Illegal copying of software under any circumstances is not permitted. The college strongly enforces internal controls to prevent the creation or use of unauthorized software copies, including effective measures to verify compliance with these standards, and appropriate disciplinary measures for violation of these standards. State and Federal law prescribes penalties, including fines and imprisonment, for violation of software license agreements.
4. Anyone suspecting misuse of software or violation of this code of ethics should immediately contact the college's Chief Information Officer.

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 Administrative Procedure 2-19 available on the LSSC website. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work (movies, videos, etc.) without authority constitutes an infringement.

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. Students so accused are entitled to a hearing with the Director of Student Development or their 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 per the College's Administrative Procedure 4-14 available on the LSSC website.

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 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.

Disciplinary Probation - A disciplinary warning status, 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.

Disciplinary 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 Vice President of Enrollment and Student Affairs or their designee.

Dismissal - 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 LSSC Student Code of Conduct and may include disciplinary 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 LSSC Board Rule or LSSC Administrative 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.

For students who wish to file a complaint, a grievance, or appeal a decision, LSSC has adopted both an informal and formal process to ensure that students have access to a fair, equitable and timely course of action. As outlined in LSSC Administrative Procedure 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	Assistant Director Admissions	Director Admissions	VP Enrollment & Student Affairs
Advising	Advisor	Director of Student Development	VP Enrollment & Student Affairs
Bookstore	Manager Bookstore	Sr. VP Business Affairs	N/A
Counseling	Advisor	Director of Student Development	VP Enrollment & Student Affairs
Disability Services	Asst. Director, OSD	Director of Student Development	VP Enrollment & Student Affairs
Discrimination	Dean of Students	LSSC Equity Officer	VP Enrollment & Student Affairs
Entry Testing	Testing Coordinator	Director Learning Center	AVP General Education & Transfer Programs
Faculty Concerns	Department Chair	Dean, South Lake	AVP General Education & Transfer Programs
Financial Aid	Assistant Director Financial Aid	Director Financial Aid	Sr. VP Business Affairs
Florida Residency	Assistant Director Admissions	Director Admissions	VP Enrollment & Student Affairs
Grades	Faculty teaching course	Department Chair or Program Manager	AVP General Education or AVP Workforce
Graduation	Registrar	VP Enrollment & Student Affairs	N/A
Learning Center	Director Learning Center	AVP General Education & Transfer Programs	VP Academic Affairs
Library	Director Library Services	VP Academic Affairs	N/A
Orientation	Lead Academic Advisor	Director of Student Development	VP Enrollment & Student Affairs
Parking	Exec Staff Asst. /Sr. VP Bus Affairs	Sr. VP Business Affairs	N/A
Records	Registrar	VP Enrollment & Student Affairs	N/A
Registration	Registrar	VP Enrollment & Student Affairs	N/A
Security	Security Office	Director Facilities	Sr. VP Business Affairs
Student Accounts	Sr. Manager, Cash Management	AVP Business Affairs	Sr. VP Business Affairs
Student Activities	Asst. Director Student Life	Director of Student Development	VP Enrollment & Student Affairs
Transcripts/Records	Registrar	VP Enrollment & Student Affairs	N/A

Student Administrative Appeals Committee

Students who are unable to resolve their complaint, grievance, or appeal through the process described above may appeal in writing to the Student Administrative Appeals Committee, chaired by the Vice President of Enrollment and Student Affairs or their designee as outlined in LSSC Administrative Procedure 4-14 and available 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:

Procedural errors - when published procedures were not followed and the error(s) egregiously violated the student's, club's or organization's rights.

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.

New evidence - when information, existing at the time of the hearing, was not available or known to exist at the time of the hearing.

The Student Administrative Appeals 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. If justification is found, the committee chair will move forward with a formal hearing within established College guidelines. The committee's decision is final and not subject to further review.

ACADEMIC INTEGRITY

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

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

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

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

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 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 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:

- The assignment of a course grade to a student on some basis other than performance in a course.
- 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.
- 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 or program manager.

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 or program manager 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 or program manager 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, Associate Vice President or eventually to the Vice President of Academic Affairs are possible. Appeals to the dean, Associate Vice President or Vice President of Academic Affairs must be submitted within ten business days from the time a disposition is received by the student from the department chair. The decision of the Vice President of Academic Affairs is final in all cases of grade appeal.

ADMISSIONS/RECORDS

- Steps to Enrollment
- Admissions
- Records
- Registration
- Placement Testing
- Developmental Courses
- Academic Pathways
- Financial Information
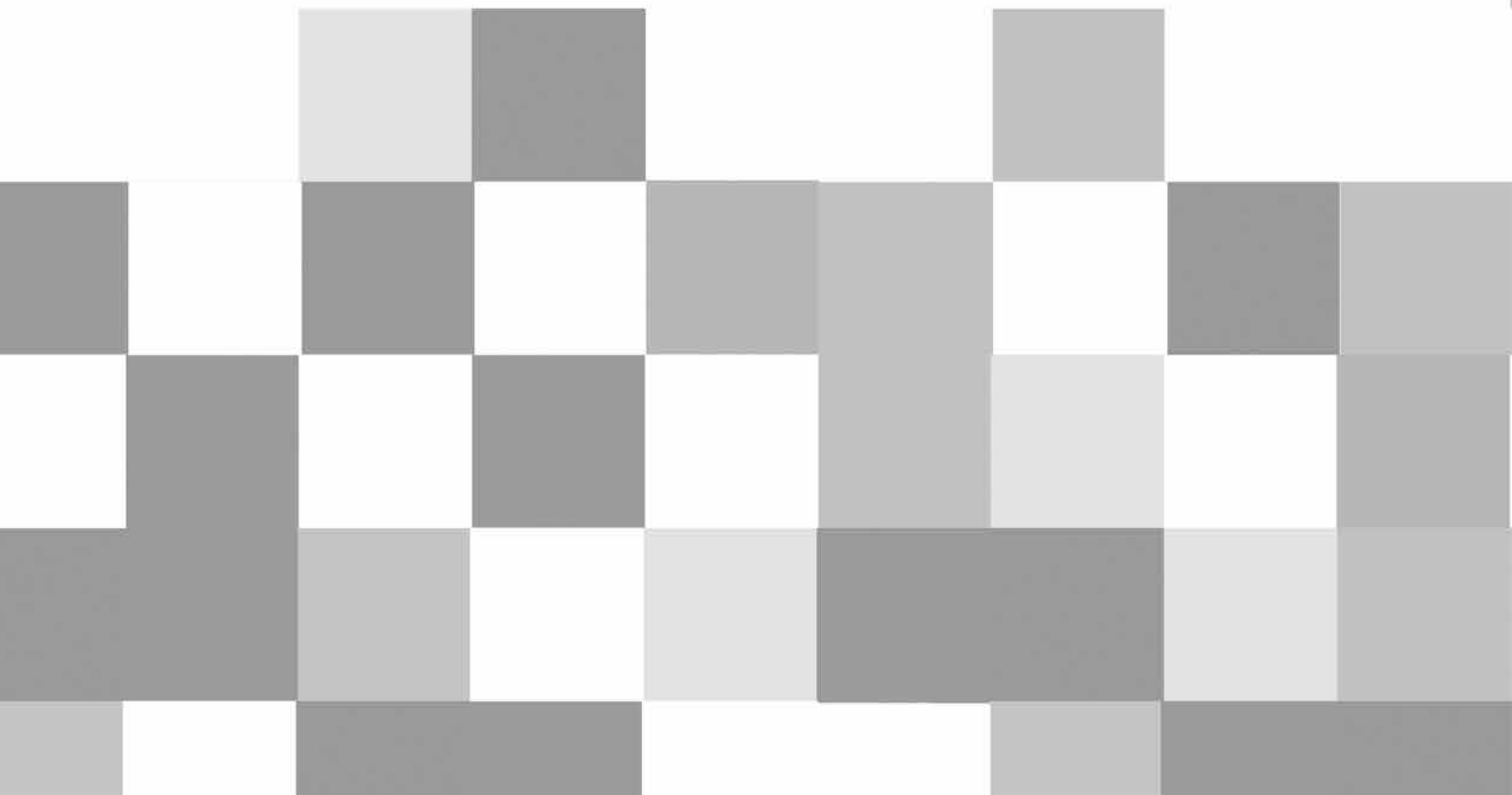
ADMISSIONS, RECORDS, AND REGISTRATION

ADMISSIONS

Steps to Enrollment

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

Note: Dual Enrollment students have modified steps to enrollment. Please see www.lssc.edu/admissions/de for more information.

Admissions Policies

Before enrolling in credit courses at LSSC as a new student, applicants must submit a completed online application for admission by the deadline posted in the academic and registration calendar, and submit all official transcripts, the residency affidavit along with supporting documents, and the non-refundable application fee (if applicable). The application fee should be submitted electronically in order for the application to be complete. For further information, visit LSSC's Admissions and Records website at: www.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 must submit official transcripts or GED scores verifying the completion of:

- A standard high school diploma
- A high school equivalency diploma as defined in Florida Statutes 1003.435
- 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 Florida Statutes 1002.41.

Students who have attended other colleges 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 academic advising. 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.

Official Test Scores and Placement Testing

For some applicants, placement testing is not required to determine college readiness and course placement.

Exempt Status

Pursuant to Florida Statute, students are exempt from the requirements of common placement testing and, therefore, are exempt from mandatory developmental education requirements if they meet the following criteria:

- Student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma

- Student who is serving as an active duty member of any branch of the United States Armed Services

Exempt students shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. This exemption enables enrollment in any college credit course that does not require a college-level prerequisite. This exemption does not include Dual Enrollment students. Exempt students are encouraged to complete placement testing to assess their college-readiness or opt to complete placement testing and enroll in developmental education instruction.

Non-Exempt Status

Students who do not meet the above criteria will follow the College's established placement testing requirement. Specifically, they will take the Postsecondary Education Readiness Test or PERT and the results will be used to determine the most appropriate course placement. Official scores for Accuplacer (CPT), American College Testing Program (Enhanced ACT), or SAT 1 taken within two years of enrollment can also be used for initial placement. Students who do not meet college-ready scores will be required to enroll in developmental education.

Readmission to LSSC

Students who have not attended LSSC for two or more semesters (including summer) and students who applied but never attended must complete the following steps:
- Complete a free paper Readmission Application
- 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 (unless exempt).
- Meet LSSC's graduation requirements for the Catalog in effect at the time of readmission, or, complete the "Change of Meta Major Academic Program or Catalog Year" form to keep your official catalog year as the year you last earned credits at LSSC. This form can be attained at the Admissions and Records Office.

LSSC Online Interactive Services (LOIS)

LOIS provides students with online access to course registration, grades, financial aid, student account and records information. LOIS can be accessed from www.lssc.edu.

LSSC Student Identification Number

After receiving a completed paid application for admission, the College will assign an 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 LOIS.

LSSC Student Email Account (Lakehawk Mail)

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

Residency Information

All applicants must submit a signed residency affidavit. To qualify for in-state tuition, Florida residents must also submit appropriate documentation to verify continuous residency in Florida for the previous 12 months. Individuals who qualify for Florida residency for tuition purposes receive a discounted tuition rate. 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 (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for the 12 consecutive months immediately preceding the first day of classes of the semester 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 regarding qualifications for residency for tuition purposes is available through LSSC's Admissions Application/Residency Affidavit available at http://www.lssc.edu/admissions/Pages/Residency.aspx. It is also available through www.floridashines.org.

If students do not qualify as a Florida resident or do not submit the Residency Affidavit and supporting documents, the student 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 for reclassification 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 approved documentation: a valid driver's license and either a vehicle registration or voter registration in addition to two other proofs of residency. For a complete list of documents please see http://www.lssc.edu/admissions/Pages/Residency.aspx. 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.

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.

Degree-seeking Students

Students may be admitted to LSSC as degree-seeking if they satisfy the requirements described in the options listed below:

1. They have earned a U.S. standard high school diploma.
2. They have graduated from a high school outside the U.S. The applicant must have the equivalent of a high school diploma in the U.S. The applicant 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 ensures that they have taken a college-preparatory curriculum but did not successfully complete all portions of the FCAT 2.0 (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 provided 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 submitted 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.

There is no minimum age for degree-seeking students. However, students under 18 years of age may be limited in receiving financial aid.

Dual Enrollment Students

The LSSC Dual Enrollment program provides opportunities 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 Florida statutes.

The Dual Enrollment program has different admission and registration requirements for Lake County, Sumter County, Early College and home education students. For information, please contact the Leesburg Admissions & Records Office at 352-787-3747, the South Lake Enrollment Services front desk at 352-243-5722, the Sumter Center Admissions & Records Office at 352-568-0001 or the Early College Academic Advisor 352-259-3777. Additional information regarding the LSSC Dual Enrollment program and LSSC's inter-institutional articulation agreements is available at www.lssc.edu/admissions/de.

To apply for admission to the Dual Enrollment program, applicants should complete the following steps:
1. Submit the LSSC Dual Enrollment Application for Admission, including signatures from the high school counselor and a parent/legal guardian.
2. Submit verification of the student's high school GPA (public and private high school students)
3. Provide entry test scores (ACT, SAT, FCAT 2.0 or PERT in English, reading and mathematics. Scores must meet the minimum requirements specified in the Entry Testing section of this Catalog and Student Handbook. Note: The application fee is waived for dual enrollment applicants

Dual enrollment students who wish to continue at LSSC upon High School graduation should complete the following steps:

1. Submit a completed Admissions Application and
2. Submit an official high school transcript that includes the high school graduation date (public and private high school students), or
3. Submit a signed affidavit attesting that the student has completed a home education program pursuant to the requirements of Florida Statutes 1002.41 (home education students)

For further information, students may refer to the Educational Enhancement Opportunities section of this *Catalog and Student Handbook*, speak with the high school counselor at their high school, or visit the Dual Enrollment webpage at www.lssc.edu/admissions/de.

Non-degree Seeking Students

Students may be admitted to LSSC as non-degree seeking if they satisfy any of the requirements described in the options listed below:

1. They desire to enroll at LSSC for personal enrichment or job improvement. LSSC transcripts will indicate this special status.
2. They desire to enroll as a transient student. Students who are seeking a degree at another institution but desire to take a course at LSSC should do so as transient students. If the student's "home institution" is a Florida public institution, students must complete the electronic Transient Student Admissions Application available at www.floridashines.org and are not required to pay the standard application fee. Students must complete a paper LSSC Application for Admission, pay the application fee and submit written permission from their home institution if the student's "home institution" is outside of Florida or is a private institution within the state of Florida.
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. Eligible applicants will be admitted as non-degree seeking students and will not be eligible to earn a certificate or a degree. They will remain classified as non-degree seeking provisional/special students until they provide a high school equivalency diploma and transcript showing completion of a GED through the state department of education. A student admitted under this status is required to meet with an academic advisor before registering and may take up to 12 credit hours before being required to meet the criteria for admission into credit programs.

Note: Non-degree seeking students with previous coursework from another institution must submit official transcripts to LSSC prior to completing 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 a paper 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. or A.S. programs. For further information, visit www.lssc.edu. Click on the Admissions Tab > "I am A…" > International Student.
2. Have the equivalent of a U.S. high school diploma. 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 available at www. lssc.edu/admissions. The applicant must submit to the evaluation agency a complete record of all subjects

taken and examinations passed. These records must carry the official seal of the educational institution.

3. If English is not the applicant's native language, acceptable TOEFL scores of at least 213 for the computer-based test, 79-80 Internet-based test, or 550 for the written-based test must be submitted.

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

6. Provide proof of health and accident insurance. This proof is required prior to registering for classes.

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, admissionsoffice@lssc.edu.

Baccalaureate Students

LSSC currently offers one bachelor's degree, the Bachelor of Applied Science in Organizational Management (BAS-OM). See *Bachelor of Applied Science Degree Requirements* for further information.

Nursing Program

LSSC's Nursing Program is a limited access program that requires certain criteria be met prior to a student's LSSC Admissions Application being forwarded to the Nursing Selection Committee for admission consideration. Admission is limited by the size of the clinical facilities and the number of faculty. For complete admissions details, please visit www.lssc.edu/academics.

SUMMARY OF SUPPORTING DOCUMENTS REQUIRED FOR ADMISSION	Application for Admission	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 may be required for English, mathematics and reading courses for degree-seeking and non-degree seeking students.

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 the permanent student academic record. The LSSC Student Contact Information Change Form is available online, in the Leesburg Admissions and Records Office and at the Enrollment Services desks at South Lake and Sumter. Official name changes require submission of a state ID, driver's license, legal name-change documentation, divorce documentation or 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 Leesburg Admissions and Records Office or the Enrollment Services desks at South Lake and Sumter.

Meta-major, Degree and Program of Study Changes

Upon application, students will select a desired meta-major academic pathway, program of study, and degree status while attending LSSC. A meta-major is a set of courses that meet academic requirements that are common across several disciplines and specific programs of study. A program of study is the type of degree and academic field the student will pursue. The LSSC Change of Meta-major or Academic Program Form is required to change a meta-major, academic program or degree status. This form is available online or from Admissions and Records Office/Enrollment Services and must be signed by the student before the change will be made to the student's official academic record. It is recommended that students select a meta-major, program and degree status early in their enrollment.

Note: International students and students who receive financial aid must be classified as degree-seeking for reporting requirements. It is recommended that students consult with an academic advisor before requesting a 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, NSC provides services 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 at 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

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

Custodians of Student Records

- General student records are in the custody of the Registrar.
- Financial Aid records are in the custody of the Director of Financial Aid.
- Accounts receivable records are in the custody of the Controller.
- Student conduct records are in the custody of the Dean of Students.

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 the following rights with respect to student 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 identifies the record(s) to be inspected. 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 specifying 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 (LSSC Administrative Procedure 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
>
> 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 or academic program
• 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. 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 semester. 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 or as a result of subpoena.

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 or as a result of subpoena.

Authorization for Released Student Information

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/Enrollment Services at any campus.

Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, LSSC, 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 pursuant to LSSC Administrative Procedure 4-13.

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 goals.

These policies and procedures include:
• Placement testing prior to enrollment (non-exempt students)
• Official high school and college transcripts
• Required New Student Orientation, which includes academic advising for initial registration
• Required successful completion of all mandated courses in reading, mathematics and English starting the first semester until all requirements are satisfied

Non-Degree Seeking - Students are considered non-degree seeking who indicate on their applications that they are taking courses for personal enrichment, as a transient student, or for teacher recertification. 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 application to the Dual Enrollment program. Generally, non-degree seeking students are not eligible for financial aid. However, students enrolled in selected technical and career certificate programs may qualify for financial aid. See the Financial Aid website www.lssc.edu/finaid for program eligibility and scholarship information.

Student Status

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

Inactive Student (Returning) - Students are considered inactive if they have not been enrolled in credit courses at LSSC within the last two academic semesters prior to the beginning of the upcoming semester. Inactive students wishing to enroll in credit courses must resubmit an Application for Admission and indicate "Readmit" in the appropriate area.   Students will be permitted to register during the Open Registration period as outlined in the Academic and Registration Calendar.

Full-Time Classification - A full-time student is registered for 12 or more semester hours of college credit, developmental education credit, or any combination of college and developmental education credit during the fall or spring terms, or 6 semester hours of credit during a mini summer session or 12 hours combined over all summer sessions.

Transfer Credit

Transfer of credit is the act of awarding credit at LSSC for coursework taken at another institution, while in the military, through credit by examination, 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 prior to registering for courses. When the transcripts or test scores are submitted to the Admissions & Records Office, they will be evaluated and credit may be awarded in compliance with institutional policies and state of Florida guidelines. 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.

Note: Veterans and active duty military are required to submit official military transcripts (JOINT Services Transcript of Air Force transcript) for admission to LSSC and transfer credit evaluation. To order a free copy of a JOINT Services Transcript

visit https://jst.doded.mil/official.html. To order a free Air Force transcript visit www.au.af.mil/au/ccaf/transcripts.asp.

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. Financial Aid will not be disbursed to any eligible student account until all 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.

Evaluating 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", regardless of when the classes were completed.
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.

Evaluating Coursework from Non-Regionally Accredited Institutions

Coursework from non-regionally accredited institutions will 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.
2. 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.
3. The course must have been completed after the date of approval on the state list.

Coursework that does not meet the criteria above may be evaluated through an appeal process. The student must submit the appeal documentation directly to the Admissions and Records Office for verification of all documents.

1. A course description from the term in which the course was taken.
2. A course syllabus from the term in which the course was taken.
3. A statement on letterhead from the institution indicating the instructor of the course that was taken, the credentials and/or master's degree of the instructor, the concentration of the instructor's master's degree, and the institution from which the credentials/degrees were earned.

Once all documents are received, the student's appeal packet will be submitted to the appropriate academic dean to be evaluated. The academic dean will determine if the instructor's credentials meet those required by SACSCOC and if the course content is of equivalent value to an LSSC course. All coursework approved by the academic dean will be evaluated using the same guidelines as those for regionally accredited institutions.

Evaluating 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. The Admissions and Records Office will review the appeal packet after all of the required documentation is received and will render a decision in writing to the student within 10 business days.

EVALUATING MILITARY CREDIT

Education Credit for Military Service

1. Upon receipt and review of a Joint Services Transcript (JST), the Admissions and Records Office will forward the JST to the appropriate Academic Dean. Once the Admissions and Records Office receives approval from the Academic Dean, credit will be awarded on a course-by-course basis in relation to the student's declared program of study and courses offered at LSSC following the ACE recommended guidelines.
2. 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 the LSSC Veterans Affairs Certifying Official for evaluation. The LSSC Veterans Affairs Certifying Official collects all documentation from the student to determine whether or not the student has met the criteria.

Evaluating Other Credit

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

Transfer Credit Evaluation Appeal Process

In the case that students do not agree with the evaluation of transfer credits, they may appeal the decision to the College's Registrar by submitting the following documents:

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 completed
3. A written statement indicating the basis for the appeal
4. Any additional documentation to support the appeal

The Registrar will review the appeal packet after all of the required documentation is received and will render a decision in writing to the student within 10 business days.

Transcript Requests

Current Students:

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

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

Current students may also log into their LOIS student account to request an LSSC transcript:

1. Select Student tab
2. Select Student Records link
3. Select Order Official Transcripts link and continue with instructions

Previous Students and Alumni:

Previous students and alumni may request transcripts by logging into LOIS or by visiting www.lssc.edu:

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 Solutions website and follow prompts to enter information to request transcripts

LSSC has the ability to send official transcripts via an electronic system to State of Florida public institutions. LSSC will send official transcripts by US Mail to all other institutions. Unofficial transcripts may be obtained by logging into LOIS.

REGISTRATION

Registration is the process of developing a class schedule and enrolling in courses. Courses are offered for varying lengths of time in a semester. There are three full semesters in an academic year: Fall, Spring, and Summer. The Fall and Spring semesters are 16 weeks in length, and the Summer semester is 14 weeks in length. Generally, classes are offered from 8:00 a.m. to 10:00 p.m., Mondays through Fridays and occasionally on Saturdays. Courses are offered in traditional seated, online, hybrid, and seated with technology-enhanced formats. Students may take courses on any one campus or on more than one campus. Students may register for a combination of full semester or mini-mester classes.

During the registration process, students may view class offerings by visiting the Online Class Schedule located at www.lssc.edu and 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 for the term in which it is offered Fall classes have a CRN which starts with the number 1, Spring classes begin with 2, and Summer classes begin with 3. Additional registration information is available in LOIS and on the Academic Advising website. See the courses section for a list of course prefixes and CODE descriptions.

Continuing degree and 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 www.lssc.edu to obtain registration dates. All first-time-in-college students will be eligible for registration during open registration after completing the required New Student Orientation program (SOAR Part 1 & Part 2). Transfer students and former students returning after a break in enrollment will be eligible for registration during open registration.

Registration Process

Students should:

1. Meet with an academic advisor to identify the courses that meet their academic goals
2. View the Class Schedule at www.lssc.edu for the days/times courses are available
3. Develop a class schedule
4. Log into LOIS 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. Log into LOIS prior to the first day of class to reconfirm class schedule and verify room assignments
9. Complete the online Blackboard Orientation available at www.lssc.edu/dl

Waitlist

A process, called "waitlist" is available for LSSC students seeking to get into a section of a course that is full. The waitlist starts once all seats in a course section are full and the course shows as "Full" on the Class Schedule. The waitlist does not guarantee a seat in the class; but it does provide a fair and equitable way to possibly secure a desired seat in a course. You must access your LOIS account to place yourself on the desired waitlist. When a spot in the course becomes available, the first student on the waitlist will receive an automatically generated notification to their Lakehawk mail with instructions to log-in to LOIS and register for the open seat. There will be a time limit of 24 hours to claim the open seat. If registration is not completed within that time, the student will be dropped from the waitlist and an email is sent to the next student on the waitlist. Students may place themselves on the waitlist again, but may be placed at the end of the list. Students on waitlists are responsible for checking Lakehawk mail frequently to avoid missing the opportunity to register.

Prerequisites and Co-requisites

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 semester as another course. Co-requisite courses must be registered for at the same time in LOIS. Course descriptions in the back of the *Catalog and Student Handbook* denotes required prerequisites and co-requisites.

Auditing Courses

Students may audit courses if they do not wish to receive college credit. Audit students must register as usual in LOIS during the registration period. After registering, students must submit a completed LSSC 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.
6. High school dual enrollment students are not permitted to audit classes.

Adding and Dropping Classes

Students may register in LOIS from any computer lab on campus or from any remote location that provides Internet access. Schedule changes are also 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. 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 deadlines posted in the Academic and Registration Calendar available at www.lssc.edu. Students with fees which have not been paid or which have not been approved by the Financial Aid Office may be dropped from all classes on posted deadlines. Students are expected to make all schedule changes via LOIS.

Registration Holds

Students with a registration hold must resolve the hold in order to register. To determine where to resolve a hold, students should log into LOIS (Student Records tab) and contact the department that placed the hold on the student's account.

Resolving Registration Holds

Students may receive an error message when attempting to add, swap, or drop classes that reads "You may not add or drop classes due to holds on your record".

To determine what type of hold you have on your account and who you should contact to resolve your hold, follow these steps:

1. Return to the LOIS Main Menu
2. Click on "Student and Financial Aid"
3. Click on "Student Records"
4. Click on "View Holds"

TYPE OF HOLD	CONTACT OFFICE
Academic Standing Hold	Academic Advising
Admissions Fee Waiver Hold	Admissions & Records
Admissions Veteran's Hold	V.A. Representative
Athletic Hold	Athletic Department
Bookstore (returned check)	Business Services
Collections Hold	Business Services
Dual Enrollment Hold	Dual Enrollment
Financial Hold	Business Office
Incorrect Address on File Hold	Admissions & Records
International Student Hold	Admissions & Records
Library Hold	Library
Missing Documents Hold	Admissions & Records
Orientation Hold	Academic Advising

Interpreting Common Registration Errors

Pre-req and Test score message - "Our computer records show that you have not yet completed one or more of the prerequisites required to enter this course." This could include placement test scores or courses. Refer to the Course Descriptions in the back of your LSSC Catalog & Student Handbook to verify that you have met the pre-requisites for a course. Transfer students whose transcripts have not yet been officially evaluated should speak with an academic advisor regarding this error message.

Closed or Full Section message - No seats are available in this class; choose another section or course.

Co-req and Name of a Course - You must take this named course at the same time as the course for which you are attempting to register. Enter both CRNs at the same time in the LOIS "Add or Drop Classes" screen, in separate white boxes.

Time Conflict - One of your courses overlaps with another course for which you have registered. Courses cannot overlap; choose a different class or time for either class.

Course not Available for Registration at this Time - This course or section has been cancelled; choose an alternate course.

PLACEMENT TESTING

A placement test is often requested by colleges and universities to determine if a prospective student is prepared for college level coursework. At LSSC, there are a number of scores used to determine students' academic level and degree of college readiness. However, not all students are required to complete placement testing.

Exempt Students:

Pursuant to State Board of Education Rule 6A-10.0315, the following students are exempt from placement testing:

- Students who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma as of 2014
- Students who are serving as active duty members of any branch of the United States Armed Services

Also:
- Students who are transferring from another accredited college and have completed entry level English and math courses and have submitted transcripts to LSSC
- Students who have taken the SAT, ACT, Accuplacer CPT or PERT within the last two years and have qualifying scores on file in the Admissions and Records Office
- Partial exemption: Students who have an FCAT 2.0 Reading score of 262 or higher are exempt from taking the English and reading sections of the PERT but must take the math section

Exception to Exemption:
- Dual Enrollment students must achieve college-ready scores and cannot be exempted from testing even if they meet other exemption criteria

Students who are exempt:
- Shall not be required to take the common placement test to determine college-readiness
- Shall not be required to enroll in developmental education courses even if they have already started the developmental sequence or previously tested into developmental courses
- May enroll in any college credit course that does not require a college-level prerequisite
- May take the placement test voluntarily and then opt not to enroll in developmental education instruction
- May take the placement test voluntarily and then opt to enroll in developmental education instruction

Non-Exempt Students:

Students who do not meet the exemption criteria must follow the College's established placement testing and developmental education requirements.

Non-exempt students include:
- Graduates from a Florida high school prior to 2007
- Graduates from private Florida high schools in any year
- Graduates from all out-of-state high schools in any year
- Graduates from all home schooling programs (Florida or out-of-state)
- GED holders (Florida or out-of-state)
- Students transferring from an out-of-state postsecondary institution and have not yet completed English and math courses at the college level
- Prospective students referred for testing by an LSSC faculty member

Higher Level Placement Options:

Recent high school graduates with qualifying Advanced Placement (AP) or Florida Comprehensive Assessment Test (FCAT 2.0) scores may place into an upper level English class. See the "Test Scores to be used for Determining Course Level" chart in this Catalog for more information.

Students who score 123 or higher on the PERT math subtest are eligible to take the free LSSC advanced math placement test to determine course placement in upper level math classes.

Post-Secondary Education Readiness Test (PERT)
Non-exempt students should ask for an LSSC Testing Referral Form from the Admissions & Records Office or Enrollment Services. Appointments for specific test dates, times and locations are available through https://booknowappointment-plus.com/3gxykc4m/.

Dual Enrollment Testing

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

LSSC will test private high school and home schooled students at the testing centers at Leesburg, South Lake and Sumter. Qualified private high school and home schooled students should contact the LSSC Dual Enrollment staff for testing information. See the Admissions and Records Office to obtain a testing form.

The Lake and Sumter counties public high schools are responsible for testing their prospective dual enrollment students. Qualified public high school students should contact their high school counselor for testing dates and locations.

Preparing for the PERT

A PERT study guide is available on the Learning Center's testing web page www.lssc.edu/learningcenter. The study guide will acquaint students with sample PERT questions that assess knowledge in reading, writing, and math. PERT workshops may also be booked through the Learning Center web page. The LSSC Learning Centers have a number of ways to prepare students effectively for placement testing. See the Learning Center pages under the Academic Resources website for more information.

Retaking the PERT

If students believe that their official PERT scores do not reflect their skill level, they may schedule another test session. There is a $20.00 fee for all PERT retakes.

PERT Remediation

Students may work with staff at the Learning Centers to assess and improve their readiness for college level work before retesting. For more information, visit the Learning Center's web pages.

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. It is recommended that all required developmental courses must be completed by the time the student has completed twelve (12) hours of college credit coursework. Students who are required to take developmental courses in more than one subject are also strongly recommended to 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, 0027, 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. Students also have the option of taking compressed hybrid courses in English and reading, enhanced with adaptive learning software, to expedite the completion of developmental work and accelerate entry into credit bearing ENC 1101, College Composition I.

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 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.

Upon recommendation from the instructor and English Department Chair, students enrolled in ENC 0015 or ENC 0025 may be eligible to take the departmental exit test and advance to ENC 1101. The test must be completed before the add/drop end date to bypass within the same 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 Student Development coursework with a greater emphasis on student success skills: Note-Taking, Test-Taking, Using Feedback and Goal-Setting. As result of the initiatives put into place through the 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.

Test Scores to be used for Determining Course Level

Exempt students are eligible to enroll in ENC 1101 and MAT 1033 or may provide placement test scores to place into a higher level course. Non-exempt students must provide appropriate test scores to place into ENC 1101 and MAT 1033.

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 90-102	13-16	390-430	71-82	
	ENC 1101	Writing 103 or above & Reading* 106 or above	English 17-36 & Reading 19-36	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 84-105	13-18	320-430	60-82	
	REA 1105 (optional)	Reading 106 or above	19 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 0027	96-113	16-18	360-430	Algebra 37-71 or Algebra 20-36 & Arithmetic 81-120	
	MAT 0028	96-113	16-18	360-430	Algebra 37-71 or Algebra 20-36 & Arithmetic 81-120	
	MAT 1033 MTB 1370	114-122	19-22	440-510	Algebra 72-94	
	MAC 1105, MGF 1106, 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 <u>both</u> a PERT Writing score of 103 – 150 and a Reading score of 106-150

** 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
- 13-25   MAC 1140, MAC 1114, MAC 2233, or STA 2023
- 26+   MAC 2311

MATHEMATICS PATHWAYS

MAT 0018
Developmental Mathematics I

Developmental
(no college credit)

MAT 0028
Developmental Mathematics II

MAT 0027
Developmental Mathematics II for Liberal Arts

Elective College Credit
(not Gen. Ed or Gordon Rule)

MAT 1033
Intermediate Algebra
3 credits

MTB 1370
Math for Health Related Professions
1 credit

MAT 1100
Intermediate Math for Liberal Arts
3 credits

Gordon Rule College Credit

MAC 1105
College Algebra
3 credits

MGF 1106
Liberal Arts Math
3 credits

MGF 1107
Explorations In Math
3 credits

MAC 2233
Calculus for Business
3 credits

MAC 1140 *
Precalculus Algebra
4 credits

MAC 1114
Trigonometry
3 credits

MAE 2801
Elementary School Mathematics
4 credits

Elective Course; not Gen Ed or Gordon Rule

STA 2023
Elementary Statistics I
3 credits

MAC 2311
Calculus I
4 credits

MAC 2312
Calculus II
4 credits

Liberal Arts Pathway

MAC 2313
Calculus III
4 credits

MAP 2302
Differential Equations
3 credits

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

Admissions / Records

READING AND ENGLISH PATHWAYS

Reading   English

Developmental
(no college credit)

Reading	English
REA 0007 Developmental Reading I	ENC 0015 Developmental Writing I
REA 0017 Developmental Reading II	ENC 0025 Developmental Writing II

Elective College Credit
(not Gen. Ed or Gordon Rule)

REA 1105
Speed
Reading
3 credits

Gordon Rule College Credit

ENC 1101
College
Composition I
3 credits

ENC 1102
Composition:
Literature
3 credits

ENC 2300
Composition:
Argumentation
3 credits

ENC 2210
Technical &
Professional
Report Writing
3 credits

Admissions / Records

TUITION AND FEES

All fees listed in this catalog are approximated for the 2016-2017 academic year. Fees are subject to change due to omission, error, legislative adjustment, or Board approval for the next academic year.

College Credit Courses (per credit hour)

2016-2017 Academic Year Student Fees		
Advanced & Professional, Postsecondary Vocational, and Developmental		
	In-State	**Out-of-State**
Tuition	81.20	326.53
Financial Aid	5.03	23.06
Student Activity Fee	7.56	7.56
Technology Fee	4.06	16.48
Capital Improvement	7.88	65.91
Total	$105.73	$442.54
Career Certificate and Applied Technology Diploma		
(previously known as PostSecondary Adult Vocational-PSAV)		
Tuition	$73.40	$293.59
Financial Aid Fee	7.34	29.36
Technology Fee	3.67	14.68
Capital Improvement Fee	3.67	14.68
TOTAL	$88.08	$352.31
Baccalaureate		
Tuition	$91.79	$367.16
Financial Aid Fee	6.43	25.70
Technology Fee	7.56	7.56
Student Activity Fee	4.59	18.36
Capital Improvement Fee	9.88	39.52
TOTAL	$120.25	$458.30

Additional Fees

In addition to tuition that is charged per credit hour, some courses require additional fees to cover actual costs of supplies. For example, fully online sections require a distance learning fee to fund technology costs. Please visit the online class schedule at www.lssc.edu for a listing of the most current fees.

Non-Refundable Fees

Transient Application Fee (per course)...................$5
Application Fee for Admission-AA/AS/AAS...........$30
Application Fee for Admission-BAS.....................$30
International Student Application Fee....................$70
Credit by Exam Fee...............................$25/credit hr
Computer Proficiency Exam.............$25 each attempt
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 Florida Statutes 1009.285 and Florida Statutes 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.

Extenuating circumstances include:

- Involuntary call to military duty

- Prolonged disability of the student or a member of the student's immediate family

- Death of a member of the student's immediate family

- Documented learning disability

- English as a second language

- Unavoidable changes in conditions of employment or

- 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.

Financial Information

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 "Ways to Pay" on www.lssc.edu.

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.

Please refer to the Student Financial Assistance section of this catalog for information regarding repayment of Federal Financial Aid.

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 up to 30% on all delinquent accounts referred to collections, as well as any related court costs.

Bad Check Rule

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

- 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
- 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
- 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 and prevents 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

- Involuntary call to military duty
- Death of the student
- Illness of the student of such severity and duration that attendance in class is not possible from the onset of the illness through the end of the semester
- Technical errors associated with the student's admission, advisement or registration
- Other documented and extenuating circumstances may be considered by the Director of Student Development

Requests for refund exceptions must be submitted to the Dean of Students 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 www.lssc.edu/academics/studev.

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 LSSC students to further their education. The LSSC Financial Aid Office 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 (DLPLUS)
- Federal Subsidized Stafford Loan (DLSUB)
- Federal Unsubsidized Stafford Loan (DLUNSU)

Financial Aid Deadlines

A Free Application for Federal Student Aid (FAFSA) must be completed each academic year. One FAFSA serves throughout that entire academic year (fall through summer). The FAFSA becomes available each October 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.

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 priority deadline. All applications are processed on a first come – first served basis. Adhering to the following priority deadlines is strongly encouraged:

– May 29, 2016 for fall semester 2016
– November 13, 2016 for spring semester 2017
– April 10, 2017 for summer semester 2017

Late Applicants

Students who miss the Financial Aid priority deadline for the semester 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 textbooks. 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 semester. 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 financial need in accordance with the federal financial needs analysis formula;
2. Have a valid high school diploma or GED;
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in a 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. Students with incomplete files prior to or during registration, must pay tuition, fees, and books. Students will be reimbursed 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 all forms posted to your LOIS account;
6. 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;
7. 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);
8. Processed students must complete entrance counseling and an electronic Master Promissory Note to have a Federal Subsidized/Unsubsidized Stafford Loan.

General Information

- Students will receive an award letter in their Lakehawk Mail account once their file is processed by the Financial Aid Office. This will let the student know the types of aid for which they are eligible at that time
- Students must notify the Financial Aid Office if they are expecting 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

Application Assistance

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. Students should bring tax transcripts, including W-2's (and parents' tax transcripts 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.).

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.

Federal Financial Aid Eligibility Standards

Students must meet the following eligibility 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 www.lssc.edu/finaid/pages/howtoapply/forms.aspx.

For full disclosure and updates of LSSC financial aid standards of academic progress (SAP) policies, visit www.lssc.edu/finaid/pages/howtoapply/ap.aspx.

Repayment of Federal Financial Aid

At LSSC, Federal Title IV funds consist of the, Federal Pell Grant (PELL), Federal Supplemental Opportunity Grant (SEOG), Federal Direct Subsidized Loan (DLSUB), Federal Direct Unsubsidized Loan (DLUNSU) and Federal Direct Parent Loan for Undergraduate Student (DLPLUS).

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 pay 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 as 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. Students enrolled in fully online courses must participate in an academic related activity (academic assignment) in order to satisfy initial attendance verification.

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.

Financial Information

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.

Award Information

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 LOIS regularly to view their awards and changes to their awards.

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. 2016-2017), then click on submit

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.

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.

1. From the main menu, click on Financial Aid
2. Click on Eligibility
3. 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 the student's responsibility to pay any charges that are on their 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 www.lssc.edu/finaid.

Scholarships

State of Florida Scholarships

LSSC administers various 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 website www.floridastudentfinancialaid.org. LSSC administers the following:

• Rosewood Family 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

Florida Bright Futures Scholarship

Students who graduate from a Florida high school must apply and qualify for a Florida Bright Futures Scholarship in their 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 be enrolled in a degree-seeking program and official transcripts from high school and 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 coursework. Award amounts are subject to change each year. For detailed information on award amounts, please visit the LSSC website or go to www.floridastudentfinancialaid.

Repayment of Bright Futures 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 Bright Futures Appeal Policy

Students may file a Bright Futures 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. 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:
1. Submit a Bright Futures Appeal Form (available in the Financial Aid Office);
2. Provide a written statement of the circumstances of the illness or emergency and its impact on the student's performance;
3. 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:
1. Bright Futures Appeal Form (available in the Financial Aid Office); and
2. 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 Scholarships

$500 per semester for students who make the President's List during fall semester. Minimum 3.8 GPA requirement. This scholarship has limited funding; therefore, every student who meets the general eligibility criteria may not receive a scholarship.

Financial Need Scholarships

$600 per semester for students who have documented need based on federal criteria. This scholarship has limited funding; therefore, every student who meets the general eligibility criteria may not receive a scholarship.

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 amounts range from $100-$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 $700 per semester for their services in producing the newspaper.
Art - Students may receive a scholarship of up to $700 per semester for providing assistance to the Art Department.
Brain Bowl - LSSC's Brain Bowl team competes with other state colleges in academic challenges. Scholarships of $700 per semester are awarded to Brain Bowl members. Minimum GPA 3.0 for initial and renewal.
College Reach Out - Up to six hours tuition for 15 students in the Bridges Program for summer B term only.
Help Tutor - In return for 70 hours of service students may receive up to $1250 per semester based on fund availability.
Music - Students may receive up to $700 per semester for providing assistance to the Music Department.
Odyssey - *The Odyssey* is an LSSC humanities magazine that includes short stories, poetry, photography, art and graphics. Students who assist in the development of this publication may receive a scholarship of $700 per semester.
Student Government Association - Scholarships are awarded to the Student Government Officers. The President receives a $850 scholarship per semester. Other officers receive a $700 scholarship per semester.
Theater - Students may receive a scholarship of up to $700 per semester for providing assistance to the Theater Department.

Lake and Sumter High School Senior Scholarships

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. Minimum 3.0 GPA is required for initial and renewal awards except for the William/Johnson scholarship.

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.

Williams/Johnson Scholarship: $600 scholarship per semester for one year.

Other Scholarships

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

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 job board. For more information, visit www.lssc.edu/careers.

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 contact the Financial Aid Office at 352-365-3567. **Note**: transient hours are not included in the enrollment requirement.

• Federal Direct Subsidized Student Loan (DLSUB)
• Federal Direct Unsubsidized Student Loan (DLUNSU)
• Federal Direct Parent Loans for Undergraduate Students (DLPLUS)
• Private/Alternative student loan (ALTRLN)

Other Programs

LSSC 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

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 Students Pursuing AA/AS Degree		2.50		
Advancing Education Fund- The Villages Dollars for Scholars	All Students Pursuing AA/AS Degree	Wildwood/ The Villages Charter	2.50		
Altrusa International of Lake County Scholarship	All Students Pursuing AA/AS Degree		3.00	Lake/Sumter	Female
Anne Marie Molnar Martin Memorial Endowment	All Degree Seeking Students		2.50		
Association of Florida Colleges (AFC) Scholarship	All Students Pursuing AA/AS Degree		2.00		
ATEX/Bartch Endowment	All Students Pursuing AA/AS Degree		2.50	Lake	
Atley Family Endowment	Education		2.50	Lake or Sumter	
BAS Organizational Management Scholarship	BAS Organizational Management		3.00		
Bertha Hereford Hall Scholarship	Education		2.50		
Beta Theta ESA Endowment	All Students Pursuing AA/AS Degree		2.50		
Bettie Hutchinson Memorial Endowment	Accepted-AS in Nursing		2.50		
Blount Honda Scholarship	All Students Pursuing AA/AS Degree		2.00	Lake	
Blue Cross & Blue Shield Scholarship	Accepted-AS in Nursing		2.50		
Brighter Futures Foundation Scholarship	All Students Pursuing AA/AS Degree		2.0-2.9		
Burnsed, Cauthen, Hewitt & Talley Scholarship	All Students Pursuing AA/AS Degree		2.50		
C.V. Griffin Foundation Fund	Accepted-AS in Nursing		2.50		
Cecil Clark Memorial Endowment	All Students Pursuing AA/AS Degree		2.50	Lake	
Celia Linda Kissner Scholarship	All Students Pursuing AA/AS Degree		2.00		
Central Florida Educators Scholarship	Education		3.00		
Centurylink Scholarship	Business/Engineering/IT		3.00		
Charles & Sandra Cochrane Scholarship	All Students Pursuing AA/AS Degree		2.00		
Charles & Mary McLin Scholarship	All Students Pursuing AA/AS Degree		2.50		
Christopher Hall Memorial					
Christopher Staff Memorial Endowment	All Students Pursuing AA/AS Degree		2.50		Students with disabilities
Cindy's Scholarship Group	Accepted-AS in Nursing		3.00	Lake/Sumter	
College Outreach Program Scholarship	All Students Pursuing AA/AS Degree		2.00		
Community Foundation of South Lake County	All Students Pursuing AA/AS Degree	All South Lake Co. H.S.	2.00	South Lake	
Delbert Mark Copeland Memorial Scholarship	All Students Pursuing AA/AS Degree		2.50		
Corey Davis Baseball Scholarship	All Students Pursuing AA/AS Degree		2.00		
Deputy Wayne Koester Memorial Endowment	Criminal Justice		2.50		
Dorothy E. Schultz Memorial Scholarship	All Students Pursuing AA/AS Degree		3.00	Lake/Sumter	
Dr. Chuck & Cathy Mojock Scholarship					
Dr. Evelyn Sebree Family Memorial Scholarship	All Students Pursuing AA/AS Degree	Umatilla H.S.	2.50		
Dr. Jean J. Sneed Scholarship	Journalism		2.50		
Dr. Paul P. Williams Scholarship	Business or Education		3.00	Lake/Sumter	
Dr. Robert Westrick Endowment	All Students Pursuing AA/AS Degree		2.00		
Dr. Sylvia Thomasson Memorial Scholarship	All Students Pursuing AA/AS Degree		3.00		
Eagle Scout Scholarship	All Students Pursuing AA/AS Degree		2.50		
Earl & Sophia Shaw Charitable Athletic Trust	All Students Pursuing AA/AS Degree		2.50		

Scholarship	Program	High School	GPA	County	Other
Earl & Sophia Shaw Scholarship	All Students Pursuing AA/AS Degree		2.50		
Edmond Amateis Foundation Scholarship	All Students Pursuing AA/AS Degree		2.50		
Elizabeth Kerekes Nursing Scholarship	Accepted-AS in Nursing		2.50		
Elks Club of Clermont & Groveland Endowment	All Students Pursuing AA/AS Degree		2.50		
Ellanora McGinty Scholarship	All Students Pursuing AA/AS Degree	Tavares H.S.	2.50		
Ernie Morris Enterprises Endowment	All Students Pursuing AA/AS Degree		2.50		
Eustis Service League	All Students Pursuing AA/AS Degree		2.00	Eustis	
Filomena Arborio Dillard Endowment	All Students Pursuing AA/AS Degree	Eustis H.S.	2.50		
First Baptist Church/Donald Ferguson Memorial Endowment	All Students Pursuing AA/AS Degree		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 Students Pursuing AA/AS Degree		2.50		
Gail Gross Memorial Scholarship/ Howey Garden Club	All Students Pursuing AA/AS Degree	Tavares H.S.	2.50		
Gary & Bonnie Jones Scholarship	All Students Pursuing AA/AS Degree		2.50		
George O. Pringle Memorial Endowment	Performing Arts/Theatre		2.50		
Gertrude C. Fawley Foundation Scholarship for Baccalaureate in Organizational Management	BAS Students		2.00		Accepted into BAS-OM Program
Ginny Jones Memorial Endowment	Business Management		3.00		
Gladys Steinburg Memorial Scholarship	Nursing		3.50		
Gloria Harvard Scholarship	All Students Pursuing AA/AS Degree		2.00		
H. Guy and Anne W. Thompson	All Students Pursuing AA/AS Degree	Sumter County H.S.	2.50	Sumter	
H.H. and Carrie Ellen Sparkman Fund	All Students Pursuing AA/AS Degree		2.00		
Hans and Cay Jacobsen Scholarship	All Students Pursuing AA/AS Degree		2.50		
Hawthorne Development Scholarship	Accepted-AS in Nursing		3.00		
Hawthorne Memorial Endowment	Accepted-AS in Nursing		2.50		
Heather Strickler Endowment	All Students Pursuing AA/AS Degree		2.50		
Helen B. Spiewak Scholarship	Accepted-AS in Nursing		3.00		
Helios Education Foundation Scholarship	All Students Pursuing AA/AS Degree		2.50		
Helping Hands Scholarship (Albert Leroy Brown)	All Students Pursuing AA/AS Degree		2.50		
Hermalinda Perez Godinez Scholarship	All Students Pursuing AA/AS Degree		2.0		
Hewitt, McLin, Talley and Young Endowment	All Students Pursuing AA/AS Degree		2.50		
J.D. & Marie Burnsed Academic Endowment	All Students Pursuing AA/AS Degree		3.00	Lake/Sumter	
J.J. Dahl Paralegal Scholarship	All Students Pursuing AA/AS Degree		3.20		
CSI James Jandak Memorial Scholarship	Criminal Justice		3.20		
Jasmilya & Jasmine Lewis Memorial Scholarship	All Students Pursuing AA/AS Degree		3.00		
Joe T. Scholarship	All Students Pursuing AA/AS Degree	Leesburg H.S.	3.00		
John Brandeburg Memorial Endowment	All Students Pursuing AA/AS Degree		3.00		Business and Healthcare Management
John Wade & Dorothy Louise Stafford Nursing Memorial	Accepted-AS in Nursing		3.00		
Joseph & Betty Holmes Memorial Scholarship	All Students Pursuing AA/AS Degree		3.00		
John & Almarene W. Outlaw Scholarship	All Students Pursuing AA/AS Degree		2.50	Sumter	
Karen S. Beard "United in Praise" Endowment	Performing Arts/Music/Education		3.00	Lake	
Kiwanis Club of Wildwood Endowment	All Students Pursuing AA/AS Degree		2.00	Sumter	

Lake County Bar Association Scholarship	Criminal Justice/Legal Studies/Law		3.00	Lake	
Lake County Fair Association Scholarship	All Students Pursuing AA/AS Degree		2.50		
Lake County Quilters Guild Scholarship	Art		2.50		
Lake County Retired Educators Scholarship	Education		2.50		
Lake-Sumter Computer Society Scholarship	Computer Science		2.50		
Laura A. Clark HIT Memorial Endowment	HIT Students		3.00		
Lakeview Terrace Nursing Scholarship	Accepted-AS in Nursing		2.00		
Leadership Lake County Class of 2007	Business or Education		2.50		
Lifestream Nursing Scholarship	Accepted-AS in Nursing		3.00		
Lions Club-Orange Blossom Scholarship	All Students Pursuing AA/AS Degree		3.00		Lady Lake Resident
Loretta & Janet Gouveia Scholarship	Accepted-AS in Nursing		2.50		
LRMC Auxillary Scholarship	All Students Pursuing AA/AS Degree		2.00		
LSSC Alumni Scholarship	All Students Pursuing AA/AS Degree		2.50		
LSSC Faculty Scholarship	All Students Pursuing AA/AS Degree		3.70		
LSSC Foundation Performing Arts Scholarship	Performing Arts/Music		2.50		
LSSC Johnson Scholars	All Degree Seeking Students		3.00		Must be in UCF DirectConnect Program
LSSC Past President Scholarship					
LSSC Retired Faculty Scholarship Fund	Nursing/Education/Accounting/ Business		3.00		
Lu Shields Scholarship	All Students Pursuing AA/AS Degree		2.00	Lake/Sumter	
Mae Mueller Memorial Scholarship	All Students Pursuing AA/AS Degree		2.00		
Marie Bowden Memorial Scholarship	All Students Pursuing AA/AS Degree		2.50		
Marion J. Rossbaum Memorial Women's Program Scholarship	All Students Pursuing AA/AS Degree		2.00		
Marion S. Shuck Scholarship Trust	Education or Science		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 Students Pursuing AA/AS Degree		3.00	Lake or Sumter	
Mary K. Dixon Memorial Endowment	All Students Pursuing AA/AS Degree		2.50		First Generation in College
Mary Kay Geiger Leware Memorial Nursing Endowment	Accepted-AS in Nursing	Leesburg H.S.	3.00	Lake	
Mercy Hurd Scholarship					
Mike Dozier Scholarship	All Students Pursuing AA/AS Degree		2.50		Single Mom
Mike Holt Enterprises Scholarship	All Students Pursuing AA/AS Degree		2.50		
Milton Lang Scholarship-Rotary Club of The Villages					
Morrison United Methodist Church Scholarship	All Students Pursuing AA/AS Degree		2.50		
New Life Presbyterian Church Scholarship	All Students Pursuing AA/AS Degree		2.50		
Orval Hagerty Endowment	All Students Pursuing AA/AS Degree	Mt. Dora H.S.	2.50		
Paul Tumlin Memorial Scholarship Endowment	All Students Pursuing AA/AS Degree		2.50		
Piecemakers Quilters of The Villages	Nursing		2.75		
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 Students Pursuing AA/AS Degree		3.50		
Robuck Family Trust Scholarship	All Students Pursuing AA/AS Degree		2.50		
Rogers Foundation Scholarship	All Students Pursuing AA/AS Degree		2.50		

Scholarship	Program/Major	High School	GPA	County	Other
Ro-Mac Lumber Scholarship	All Students Pursuing AA/AS Degree		2.50		
Rotary-Leesburg Noon Wendell Husebo Scholarship	All Students Pursuing AA/AS Degree	LHS/First Academy	3.00	Lake	
Rotary-Leesburg Sunset Travis Cork Scholarship	All Students Pursuing AA/AS Degree		3.00	Lake	
Ruth Olman Jacobson Scholarship for Oncology Nursing	Accepted-AS in Nursing		3.00		
Ruth S. & Roy Ryan Scholarship	All Students Pursuing AA/AS Degree		2.50		
Sarah Richardson Memorial Nursing Scholarship	Accepted-AS in Nursing		2.50		
SCORE/Business Resources Center Scholarship	Business		2.50		Sophomore
Senator Alan Hays Scholarship	All Students Pursuing AA/AS Degree		2.50		
Sheriff Chris Daniels Memorial Endowment	Criminology/ Law Enforcement		2.50		
Steverson-Blundell Memorial Scholarship	All Students Pursuing AA/AS Degree	Tavares H.S.	2.50		
Students Helping Students Endowment (SGA)	All Students Pursuing AA/AS Degree	Lake County H.S.	2.50	Lake	
Students Helping Students Scholarship (SGA)	All Students Pursuing AA/AS Degree		2.50		
Summit Green Womans Club	All Students Pursuing AA/AS Degree		2.50	South Lake	Female over 35
Sumter Golf Tournament Scholarship	All Students Pursuing AA/AS Degree	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 Students Pursuing AA/AS Degree		3.00	Lake	
Tomoka Chapter Daughters American Revolution Scholarship	History/Social Studies/Education		3.00	Lake	Female
Tony Bjorn Memorial Endowment	Business		2.50		
Travis Rios Memorial Scholarship	All Students Pursuing AA/AS Degree	Eustis H.S.	2.50	Lake	Male Baseball Player
Tully C. Patrowicz Cultural Trust Fund Scholarship	All Students Pursuing AA/AS Degree		2.00		
Umatilla Women's Club Endowment	All Students Pursuing AA/AS Degree	Umatilla H.S.	2.50		Must be enrolled in LSSC Nursing Program
V. Arline Edwards Scholarship	Nursing/Fine Arts Major	Leesburg H.S.	2.50		
VePlan Scholarship Fund	All Students Pursuing AA/AS Degree	Eustis H.S.	3.00		
Veterans Leatherneck Scholarship					
Vicki Odor Memorial Scholarship	All Students Pursuing AA/AS Degree		2.50		
Voiture 400 40/8 North Lake County Nursing Scholarship	Accepted-AS in Nursing		2.50		
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 Students Pursuing AA/AS Degree		2.50		
LaRee Wilke Scholarship Fund	All Students Pursuing AA/AS Degree		2.50		
William C. & Eunice N. Thompson Scholarship	All Students Pursuing AA/AS Degree		2.50		
William W. & Elsie J. Turner Endowment	Computer Science/Engineering		2.50		
Windy Williams Memorial Scholarship	All Students Pursuing AA/AS Degree		3.50		
Winifred H. Lowry Scholarship	All Students Pursuing AA/AS Degree		2.50		
Wolverine Gasket Company Endowment	All Students Pursuing AA/AS Degree		2.50		
Woman's Club of Leesburg	Accepted-AS in Nursing		3.00	Lake	
Woman's Club of Umatilla	All Students Pursuing AA/AS Degree				
Woman's Club Wildwood	All Students Pursuing AA/AS Degree	Wildwood HS	2.50	Sumter	
Young Performing Arts (YPA) Scholarship	Art		2.00		
Youth Outreach Scholarship	All Students Pursuing AA/AS Degree		2.50		
Zuma Scholarship	All Students Pursuing AA/AS Degree		2.50		
Zuma Scholarship	All Degree Students		2.50		

VETERAN EDUCATIONAL BENEFITS POLICIES

LSSC is proud to serve those who have served in our country's armed forces. Dedicated staff are available to assist veterans in receiving educational benefits from the Department of Veterans Affairs as they transition to the college and pursue their educational goals.

Our goal is to provide educational benefit services to eligible veterans, dependents, national guardsmen, and reservists enrolled at LSSC.

Qualifying students may be eligible for an out of state tuition wavier to attend LSSC. See the VA Certifying Official for details. Choice Act – Section 702, In-State Tuition for GI Bill: www. bendfitshttp://www.benefits.va.gov/gibill/school_resources.asp

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 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.

Apply for benefits, verify attendance, and view FAQ's at www.gibill.va.gov.

The LSSC VA Certifying Official in 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.

Contacts and Resources:

VA Certifying Official	352-323-3686
VA Academic Advisor	352-365-3585
VA Financial Aid Advisor	352-435-5039

STEPS TO ENROLL AT LSSC AND BEGIN USING VA BENEFITS

1. Complete the Application (required)
- Submit the online LSSC Application for Admission following all Steps to Enrollment at www.lssc.edu/admissions.
- Complete an Application for Veteran's Educational Benefits at www.gibill.va.gov and print a copy of the application to submit to LSSC

2. Submit Transcripts (required)
All official transcripts must be submitted from all previously attended schools directly to the Admissions & Records Office prior to the first term of enrollment
- **High School Transcript** - Submit an official high school transcript indicating completion of a standard high school diploma or GED
- **College/University/Technical School Transcripts** Submit official transcripts from all prior postsecondary institutions.
- **Military Transcripts** Transcripts can save time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom. Final determination of any college credit based on military service, experience, or testing results will be made by the College. Request a free copy of the JOINT Services Transcript (JST) at https://jst.doded.mil/official.html. Requests usually take at least 24 hours for processing.
- **Air Force Transcript**
  Visit an Air Force education center or order a free transcript online at http://www.au.af.mil/au/ccaf/transcripts.asp. A written request can also be made (include full name or former name if appropriate, social security account number, and the address of the location to send the transcript). A signature is required for release of a transcript. Address: CCAF/DESS, 100 South Turner Blvd., Gunter Annex, AL 36114-301

3. Apply for Financial Aid (optional)
Apply for free PELL Grant funding, which can be used in addition to VA educational benefits. Apply as soon as possible at lssc.edu/finaid. LSSC's school code is 001502. For more information, contact the VA Financial Aid Advisor.

4. Submit official test scores (if applicable)
Submit PERT, ACT or SAT test scores, or take the PERT test.

5. Meet with the LSSC VA Certifying Official in Admissions & Records Office (required)
Schedule to meet with the VA Certifying Official.

Bring the following to your appointment:
- Printed copy of the Application for Veteran's Educational Benefits
- 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.

Financial Information

6. Meet with the LSSC VA Academic Advisor (required)
Schedule to meet with a VA Academic Advisor to complete a yellow VA Schedule Approval Form. Print a "Detailed Schedule" from the LOIS registration screen to bring to the appointment. Call 352-365-3574 to make an appointment.

Approved Programs and Courses

VA will pay benefits only if a veteran or other eligible person is degree seeking. Students can only pursue one degree at a time. Students may change degree programs only within VA regulations and with the approval of the VA Certifying Official in the Admissions and Records Office. The VA academic advisor assists veterans in selecting required courses; therefore, the VA academic advisor's approval for courses is mandatory for all students who desire to receive benefits through VA.

A student receiving veteran benefits must be aware of the following guidelines:

- 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.
- Students will be approved only for courses that fulfill the exact requirements of the declared degree, no courses outside the declared program can be approved. Select courses carefully; failure to do so may affect certification.
- VA will not pay to repeat successfully completed courses, regardless of when the course was completed. Exceptions are made in cases where the course was failed or when a course grade does not meet the minimum requirements for graduation. As a result, all transfer work must be evaluated prior to certification.
- Students may enroll for independent study courses (i.e., cooperative education), provided more than one-half of the credit hours required for certification are earned through regular classroom courses.
- Audit (X) courses cannot be approved for benefits.
- Hybrid and online courses are considered "online" for VA certification.
- VA will pay for developmental courses, based on test scores, if required for initial placement. The course delivery method must be fully seated

Priority Registration

Currently enrolled students using VA educational benefits will receive "priority registration". Students are notified of the registration dates via Lakehawk mail each semester. New students to LSSC will follow the dates for new/transfer students to register the first semester. New, first time in college students will complete the SOAR new student orientation program and then register. Transfer students will meet with an academic advisor once official transcripts have been submitted and evaluated.

Enrollment Certification Each Semester

Students must furnish a copy of their completed VA Schedule Approval Form signed by the VA Academic Advisor and a copy of their LOIS "Detail Class Schedule" to the VA Certifying Official in the Admissions and Records Office each semester for certification to occur.

Certification of enrollment hours takes place once the paperwork is submitted (For Chapter 33 it will be 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 at 888-442-4551 or web verification to VA at www.gibill.va.gov. Veterans Educational Benefits will usually be sent to students 45 to 90 days after certification of enrollment hours.

Housing Allowance

Chapter 33 students and Chapter 31(if housing is elected) must meet required federal guidelines in order to receive a monthly stipend. The entitlement amount is determined by the number of credit hours taken during the semester and meeting the requirement to take at least one fully seated delivery course that meets the entire semester.

Changes to Semester Hour 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. 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 immediately informed by the student. Failure to do so will create an overpayment, which will require immediate repayment by the student to VA.

Fee Deferment, Textbooks, and Materials

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 all fees to LSSC.

Chapters 31 and 33 - students have their tuition and fees paid directly to LSSC and may receive a monthly housing allowance from VA. All other VA Chapter students receive payments from VA and are responsible for paying their own tuition and fees.

Chapter 31 students are provided with funding for textbooks and required materials; all other students are responsible for textbooks and materials.

Conduct Standards

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

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 a "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. Students who do not maintain satisfactory academic progress, must meet in person with an academic advisor prior to being able to register for the next semester. In these cases, the maximum number of credit hours permitted for the subsequent semester will be limited.

The VA will be notified to terminate benefits due to unsatisfactory progress for any student receiving veteran benefits who remains on academic probation beyond two semesters. The student may be recertified for veteran benefits upon attaining satisfactory progress (2.0 cumulative GPA) and being removed from academic probation. A student who is declared ineligible for veteran benefits because of unsatisfactory progress, and who wishes to be reinstated, must meet with the LSSC VA Certifying Official.

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. Students must attend/participate in the class as well as complete specific, meaningful assignments during the first two weeks of the semester; non participation may result in being dropped which will decrease the course load reported to VA.

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 and that the subject area requested is not available through LSSC's Learning Center.

Veterans Lounge

The Leesburg Campus has a Veterans Lounge in Lake Hall Room 102. This dedicated space is for students who are veterans or active military.

STUDENT SUPPORT SERVICES

- Advising, Counseling, Support Programs
- Career Development Services
- Academic Support Services

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 (SOAR Part 2). Transfer students should plan to schedule an appointment with an advisor to plan out appropriate courses for their first semester at LSSC. Meeting with an advisor at least once during each semester is recommended so that students enroll in courses applicable towards their degree or certificate completion.

Academic Advising phone numbers

Online Advising: 352-243-5722
Leesburg Campus: 352-365-3574
South Lake Campus: 352-243-5722
Sumter Center: 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 webpages for more information regarding operating hours and advisor contact information.

Academic advisors perform preliminary graduation checks for all students. 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 track their degree requirements through Academic Advising Services in addition to a web-based academic advising and degree auditing tool called "DegreeWorks". Ultimately, the responsibility rests with each student to be sure that they have fulfilled all LSSC graduation requirements. BAS, veterans, dual enrollment, student athletes, and students seeking assistance through the Office for Students with Disabilities have dedicated advisors to assist them with their academic planning needs.

New Student Orientation (NSO)

Participating in New Student Orientation (NSO) is one of the most important steps students will take towards a successful transition to college life. The NSO requirement at LSSC is satisfied by participating in a two part program called SOAR or student orientation, advising and registration. SOAR provides an opportunity for students to make valuable personal connections with other students as well as to interact with members of the academic advising staff.

Key components of SOAR include focusing on the level of academic work and time requirements needed for academic success, degree and program offerings and requirements, 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 their semester of courses.

All new first-time-in-college (FTIC) and dual enrollment students are required to complete their NSO requirement prior to registering for classes. SOAR Part 1 is completed online. SOAR Part 2 sessions are offered on all campuses and online at various dates and times each semester. To learn more about SOAR and begin work on completing the College's NSO requirement, visit www.lssc.edu/NSO. Transfer students are encouraged, but not required, to complete the NSO requirement.

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, 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 offered 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 appropriate documentation in order to register for services. This will assist the Office for Students with Disabilities (OSD) in determining a student's eligibility and accommodations. The Americans with Disabilities Act of 1990 (ADA), as amended, 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 the Office for Students with Disabilities and services available for students, visit the College website at: www.lssc.edu (use "Quick Links" and select "Disability Services". 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 provide self-disclosure to the OSD as early as possible to ensure that there is adequate time to review documentation and provide 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, 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 OSD. 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 Career Development Services 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 with:

- 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
- Hiring events
- On-campus employer recruiting tables and interviews
- Online career-related resources
- Hire Attire: interview attire service

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 the CDS website. To learn more about CDS, visit www.lssc.edu/careers.

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

The New Directions Program primarily serves Displaced Homemakers. These 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; 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 and/or have been dependent on federal assistance.

The New Directions Program offers a variety of services, including:

- Training and educational services;
- Limited financial assistance to those who qualify;
- Career and academic advising;
- Job referral information, and
- Community referrals for additional supportive services.

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. The program is free of charge, based upon availability of funding. For assistance finding direction and support in formulating new life and career goals, make an appointment to learn more about the New Directions Program at 352-323-3612.

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, science, and other subjects
- Editing assistance with writing and presentations
- Assistance with language skills in English, French, German, and Spanish through the use of Rosetta Stone
- 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

Faculty are welcome to bring classes to use LC 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 Centers are 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 for additional assistance.

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

users, satisfaction, and daily use
- Providing specialized sessions and programs that are designed and delivered upon request

Please contact the Learning Center in Leesburg at 352-365-3554 or South Lake at 352-536-2206 for further information.

Library Services

Librarians and support staff are available at each campus library to assist you with finding information, creating MLA and APA citations, and using computers or mobile devices to complete your class assignments.

The libraries provide a variety of books, e-books, online articles, and streaming videos to support course-related research and other learning needs. You may check out materials at any campus library with a library card. You may also request materials from other libraries through UBorrow in the library catalog or through interlibrary loan. Currently enrolled students may access online resources using their X-ID as the Borrower ID and their six-digit birth date (MMDDYY) as the PIN.

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

Subject guides, course guides, and tutorials are available on the libraries' website. Get research help off campus through our Ask-a-Librarian service. For additional information, including hours of operation, visit www.lssc.edu/library or call:

Leesburg Campus
352-365-3563

South Lake Campus
352-536-2275

Sumter Center
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 at 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.

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.

In an effort to find ways to contain costs for textbooks, the college has undertaken a study to find ways to make use of materials at a lower cost and to encourage the adoption of texts over a longer period. This work is being conducted by a faculty committee that will make recommendations for cost-saving initiatives. Statewide efforts at reducing textbook costs are also moving forward.

TV Station

LSTV is a non-commercial television station that provides quality educational, cultural and public affairs programming to Lake and Sumter counties. LSTV serves a diverse spectrum of viewers on Comcast, Bright House and Florida Cable systems. It has a potential weekly household viewership of more than 90,000.

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

STUDENT ACTIVITIES

LSSC encourages student participation in activities that complement the College's academic program by providing opportunities for leadership development, pursuit of special interests and social interaction. Student Life also offers a variety of services including Campus Recreation, on-campus and community events and service projects. The Student Government Association is under the auspices of Student Life.

> Leesburg (main office) 352-323-3650
> located in Student Center
> life@lssc.edu
>
> South Lake 352-536-2147
> located in Bldg. 2 Student Lounge
> life@lssc.edu
>
> Sumter 352-568-0001
> life@lssc.edu

Student Centers

The Student Center (LE) and Student Lounges (SL & SU) 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. The LSSC Veterans Lounge, located in Room 102 Lake Hall, is also available on the Leesburg campus. Hours of operation are posted at the lounge.

Food Service

The Cafeteria, located in the Leesburg Campus Student Center, has indoor and outdoor seating. The food service vendor provides a choice of daily hot and cold lunch specials. Hours and days of operation vary throughout the year and are announced on the LSSC website.

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. Hours and days of operation vary throughout the year and are announced on the LSSC website.

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 www.lssc.edu/athletics/ or contact the Athletics Department at 352-323-3645.

Wellness Center & Weight Room

The Wellness Center and Weight Room at the Leesburg Campus offers LSSC students, staff, and faculty everything they need to achieve their fitness and health goals. The Wellness Center is located in the Health Sciences Center (HSC, Room 103), and the Weight Room is located outside the Everett A. Kelly Convocation Center (EKCC, North end of the gym). The Wellness Center offers cardio and resistance training with an onsite certified trainer to assist in assessments, design, and maintenance of programs for individual and group wellness needs. Student Assistants offer assistance and support in the trainer's absence. The Weight Room offers varied strength and endurance training equipment under the watchful eye of a certified trainer. Hours for operation are posted each semester. For more information contact the Wellness Center at 352-435-5049.

Workshops

Student Leader Training workshops and retreats are offered to SGA, Student Ambassadors, and other club and organization officers to contribute to developing leadership skills. Other workshops and training opportunities are offered through email blasts and student newsletters.

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 at 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 issues 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. Campus 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 to form the College SGA. The College SGA typically meets bi-monthly to discuss college-wide issues. Meeting times and locations are posted each semester at the SGA Offices and students may also contact the Student Life Office for more information.

SGA is led by of the following officer positions: President, Vice-President, Secretary, Treasurer and Senators. 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: 352-568-0001
sgasumter@lssc.edu

Support Services

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 Dean of Students for review. Upon approval by the Assistant Director, Student Life, 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 Assistant Director, Student Life 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 Dean of Students delineating the reason(s) for the appeal. A copy of the appeal should also be submitted to the Student Life Office. The Dean of Students will recommend a course of action to the Student Life Office. The Student Life Office will inform the club/organization of the Dean of Students'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 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 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.

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 in accordance with the college's non-discrimination policies. 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.

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

Fundraising Organizations

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 pursuant to 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 Center.

Electronic Signs

The Student Life Offices maintain the messages displayed on the electronic signs at the Leesburg and South Lake campuses. The Sumter Center's sign is managed by the front desk staff. Message requests should be submitted at www.lssc.edu/life.

STUDENT PUBLICATIONS

The Angler

The Angler is the LSSC student newspaper and is published 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 or MMC 2944 Newspaper Practicum. Editorial positions are generally filled by students who have completed one of these classes.

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 during the fall semester. 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 www.lssc.edu/athletics.

Lake-Sumter State College

Support Services

ACADEMIC INFORMATION

- Alternative Ways to Earn Credit
- Educational Enhancement Opportunities
- Experiential Learning
- Academic Policies & Procedures
- Preparing to Graduate
- Degree & Certificate Programs
- A.A. Degree
- General Education Core Curriculum
- Transfer Planning
- Career & Technical Education Programs
- B.A.S. Degree
- Florida Statewide Course Numbering System
- eLearning
- Course Descriptions
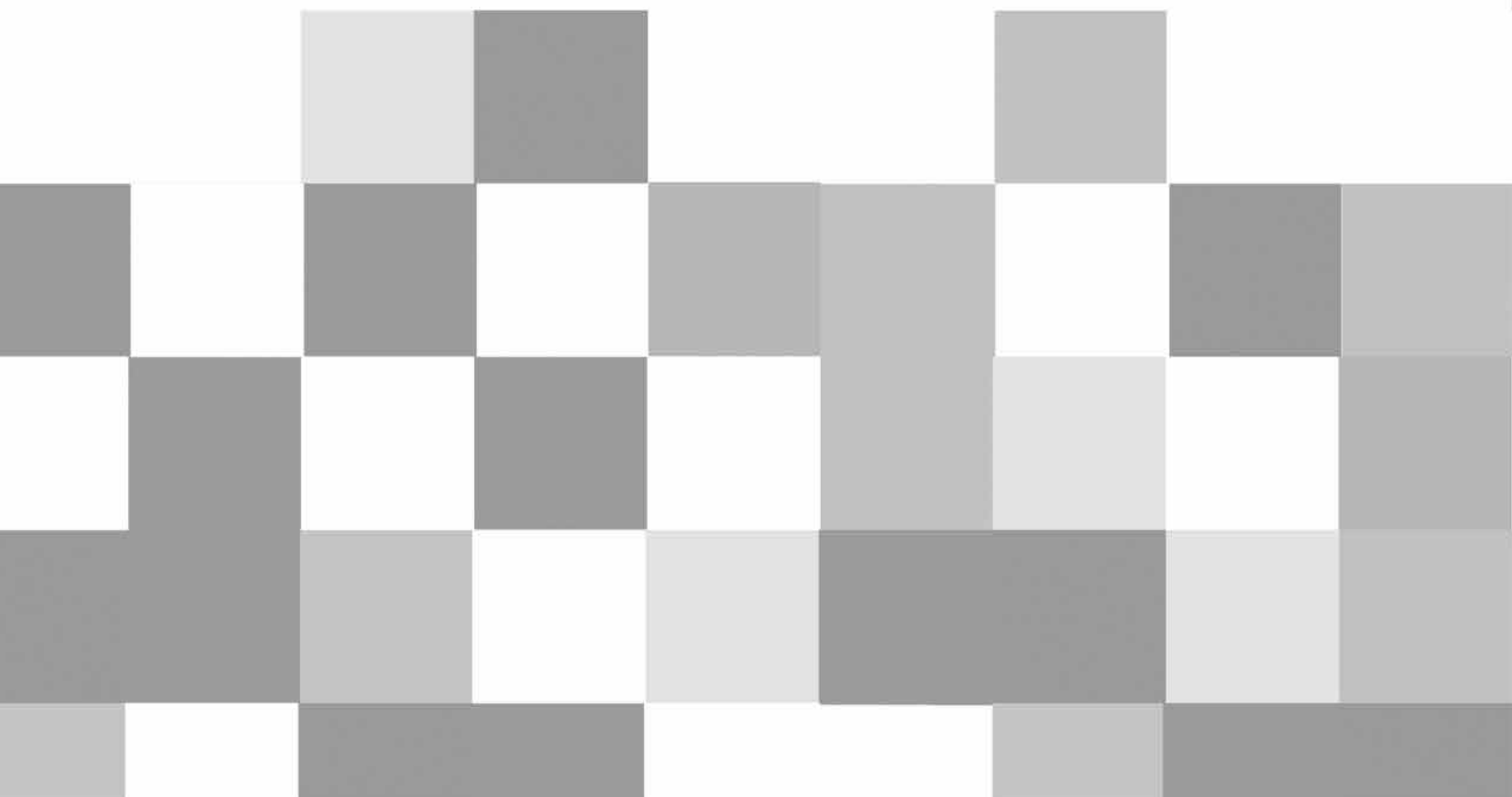
ACADEMIC INFORMATION

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.

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 https://www.collegeboard.org/
- Earn a score of 3, 4, or 5 on an exam listed on the ACC Credit-By-Exam Equivalencies located at http://fldoe. org/https://www.fgc.edu/wp-content/uploads/2013/08/ Advanced-Placement.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 the following:

- 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

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). While LSSC does not charge for CLEP test administration, students must pay CLEP test fees directly through the CEEB website. Consult their website https://www.collegeboard.org/ for further information.

To obtain credit for CLEP exams taken, the student must:

- Be currently enrolled at LSSC
- Be a U.S. military veteran
- 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 https://www.fgc.edu/ wp-content/uploads/2013/08/Advanced-Placement.pdf
- Have official scores sent to LSSC's Admissions and Records Office directly from the College Board, visit http://media.collegeboard.com/digitalServices/pdf/clep/ clep-transcript-request-form.pdf

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

- 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)
- 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 the Testing Administrator at 352-435-5009 or visit the LSSC Learning Center page.

ADVANCED PLACEMENT (AP) EQUIVALENCY CHART

EXAM TITLE	LSSC COURSE with a score of 3	HR	LSSC COURSE with a score of 4	HR	LSSC COURSE with a score of 5	HR
Art History	ARH 2000	3	ARH 2050	3	ARH 2050	3
			ARH 2051	3	ARH 2051	3
Biology/Lab	BSC 1005C	4	BSC 1010C	4	BSC 1010C	4
					BSC 1011C	4
Calculus AB	MAC 2311	5	MAC 2311	5	MAC 2311	5
Calculus BC	MAC 2311	5	MAC 2311	5	MAC 2311	5
			MAC 2312	4	MAC 2312	4
Chemistry	CHM 1020C	4	CHM 2045C	5	CHM 2045C	5
					CHM 2046C	5
Computer Science A	CGS 2075 (1)	3	CGS 2075 (1)	3	CGS 2075 (1)	3
Computer Science AB	CGS 2076 (1)	3	CGS 2076 (1)	3	CGS 2076 (1)	3
Economics Macro	ECO 2013	3	ECO 2013	3	ECO 2013	3
Economics Micro	ECO 2023	3	ECO 2023	3	ECO 2023	3
English Language/Composition	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102	3	ENC 1102	3
English Literature/Composition (3)	ENC 1101	3	ENC 1101	3	ENC 1101	3
			ENC 1102 or LIT 1005(1)	3	ENC 1102 or LIT 1005 (1)	3
Environmental Science	ISC 1051 (1)	3	ISC 1051 (1)	3	ISC 1051 (1)	3
European History	EUH 1009 (1)	3	EUH 1000	3	EUH 1000	3
			EUH 1001	3	EUH 1001	3
Govern/Politics/Compar	CPO 2001 or CPO 2002	3	CPO 2001 or CPO 2002	3	CPO 2001 or CPO 2002	3
Govern/Politics/U.S.	POS 2041	3	POS 2041	3	POS 2041	3
Human Geography	GEO 2400	3	GEO 2400	3	GEO 2400	3
Music Theory (2)	MUT 1001	3	MUT 1001	3	MUT 1001	3
Physics B	PHY 2053C	5	PHY 2053C	5	PHY 2053C	5
			PHY 2054C	5	PHY 2054C	5
Phys C: Elec/Magnet	PHY 2054C	5	PHY 2049C	5	PHY 2049C	5
Phys C: Mechanics	PHY 2053C	5	PHY 2048C	5	PHY 2048C	5
Physics 1	PHY 2053C	5	PHY 2053C	5	PHY 2053C	5
Physics 2	PHY 2054C	5	PHY 2054C	5	PHY 2054C	5
Psychology	PSY 2012	3	PSY 2012	3	PSY 2012	3
Statistics	STA 2023	3	STA 2023	3	STA 2023	3
Studio Art: Drawing Portfolio	ART 1300C	3	ART 1300C	3	ART 1300C	3
Studio Art: 2D Design Portifolio	ART 1201C	3	ART 1201C	3	ART 1201C	3
Studio Art: 3D Design Portifolio	ART 1203C	3	ART 1203C	3	ART 1203C	3
United States History	AMH 1000	3	AMH 2010	3	AMH 2010	3
			AMH 2020	3	AMH 2020	3
World History	WOH 1022	3	WOH 1022	3	WOH 1022	3
LANGUAGE EXAMS	XXX 2200	4	XXX 2200	4	XXX 2200	4
			XXX 2201	4	XXX 2201	4

(1) Course unique to this exam
(2) MUT 1001 if composite score is 3 or higher. MUT1111 & MUT 2241 if both aural & non aural subscores are 3 or higher.
(3) Award min 3 credits if ENC1101 already satisfied. (LIT 2930)

CLEP EQUIVALENCY CHART

CLEP EXAM TITLE	With a Minimum Score of	LSSC AWARDS COURSE	Hours
Accounting, Principles of ** (discontinued)	50	ACG 2001	3
Accounting, Financial	50	ACG 2001	3
Algebra, College	50	MAC 1105	3
Algebra-Trigonometry, College** (discontinued)	50	MAC 1147 (Can sub for MAC 1140 and MAC 1114)	4
American Government	50	POS 2041	3
American Literature	50	AML 1000	3
Analyzing and Interpreting Literature	0	none (Recommend Amer/Engl Lit exams)	0
Biology, General	50	BSC 1005 (no lab credit)	3
Business Law, Introduction to	50	BUL 2241	3
Calculus	50	MAC 2233	3
Chemistry, General	50	CHM 1020 or CHM 1025 (no lab credit)	3
Educational Psychology, Introduction to	50	EDP 2002	3
English Composition with Essay	50	ENC 1101	3
English Literature	50	ENL 2000	3
College Composition	50	ENC 1101 and ENC 1102	6
History of the United States I	50	AMH 2010	3
History of the United States II	50	AMH 2020	3
Human Growth and Development	50	DEP 2004	3
Humanities	50	HUM 2235 or HUM 2250	3
Information Systems and Computer Applications	50	CGS 1077 (Unique crs # to this exam)	3
Macroeconomics, Principles of	50	ECO 2013	3
Management, Principles of	50	MAN 2021	3
Marketing, Principles of	50	MAR 2011	3
Math, College	50	MGF 1106 or MGF 1107	3
Micro Economics	50	ECO 2023	3
Natural Science	0	none (Recommend Specific Subject Exam)	0
Precalculus	50	MAC 1140	3
Psychology, Introductory	50	PSY 2012	3
Social Science and History	0	none (Recommend Specific Subject Exam)	0
Sociology, Introductory	50	SYG 2000	3
Trigonometry** (discontinued)	50	MAC 1114	3
Western Civilization I	50	EUH 1000	3
Western Civilization II	50	EUH 1001	3
Spanish Language Exam	50	SPN 1120	4
	63	SPN 1120 / SPN 1121	8
French Language Exam	50	FRE 1121	4
	59	FRE 1120 / FRE 1121	8
German Language Exam	50	GER 1120	4
	60	GER 1120 / GER 1121	8

(1) Course unique to this exam
(2) MUT 1001 if composite score is 3 or higher. MUT1111 & MUT 2241 if both aural & non aural subscores are 3 or higher.
(3) Award min 3 credits if ENC1101 already satisfied. (LIT 2930)

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 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.

Excelsior College Examinations

Excelsior College Examinations (formally known as Regents College Exams or the Proficiency Examination Program), are developed by Excelsior College using national commit- tees 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 www.excelsior.edu.

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 www.fldoe.org/articulation/pdf/acc-cbe.pdf.

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 the appropriate 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.

Career Pathways Articulation & Award for Credit for Licensure or Certification

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 Lake and Sumter County high schools 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/studentsPages/Future/Degrees.aspx.

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.

Credit for Online Coursework Prior to Admission

Prior to initial enrollment at LSSC, a student may request credit for online coursework obtained at another institution. The student must submit the appeal documentation directly to the Admissions and Records Office for verification of all documents.

Required documentation includes:

- A completed Request for Evaluation of Online Course form
- Official transcripts of online coursework
- A course description from the term in which the course was taken which is recognized by the American Council on Education
- A course syllabus from the term in which the course was taken
- 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/degree were earned

Once all documents are received, the student's request will be submitted to the appropriate academic dean to be evaluated. The academic dean will determine if the instructor's credentials meet those required by SACSCOC and if the course content is of equivalent value to an LSSC course. All coursework approved by the academic dean will be evaluated using the same guidelines as those for regionally accredited institutions. The academic dean will determine specific course equivalency for a general education or major course or degree program requirement. Additionally, the equivalency may be granted towards elective credit. Approval of all evaluated coursework will be included in the LSSC official student transcript. Appeals of denied requests may be submitted in writing to the Vice President for Academic Affairs.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

Dual Enrollment

The Dual Enrollment program allows for the enrollment of an eligible secondary school 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.

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.edu/admissions/de.

Pre-College TRIO 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 two distinctive pre-college TRIO programs. Through grants from the U.S. Department of Education and institutional matching funds, LSSC is able to operate its Educational Talent Search (ETS), and Upward Bound programs. Together, these programs serve 645 students enrolled in public middle schools and high schools throughout Lake and Sumter counties. These two 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 LSSC's Youth Outreach Department and the public schools served by each program, call 352-323-3606 or visit www.lssc.edu/community/youthoutreach.

STEM Transfer Program

The STEM Transfer Program is open to all LSSC students who are interested in pursuing a degree in the fields of Science, Technology, Engineering or Math (STEM). The purpose of this program is to provide additional academic support and student services that enhance each student's academic experience as they prepare to transfer to a university of their choice. While at LSSC, participants could benefit from any of the following: a dedicated STEM-focused academic advisor, specialized scholarships and financial aid, cohort registration for math and science courses, free university campus tours, incentives to attend statewide and regional STEM conferences, and events with industry professionals. LSSC's program began in 2014 in conjunction with the Central Florida STEM Alliance (Valencia, Seminole State and LSSC), which is funded by a grant from the National Science Foundation Louis Stokes Alliance for Minority Participation-LSAMP. For more information, you may call 352-435-6350 or visit www.lssc.edu/STEM.

Health Sciences Collegiate Academy

The Health Sciences Collegiate Academy (HSCA) is a four-year educational program offering incoming 9th graders in south Lake County area high schools early exploration of a career in the health sciences. HSCA is a unique partnership among Lake-Sumter State College (LSSC), South Lake Hospital, Lake County Schools, Montverde Academy, and the University of Central Florida. The program provides a balanced health sciences learning experience that includes hands-on career exploration activities at South Lake Hospital and early exposure to college-level STEM courses needed to excel in health science careers.

While completing their high school studies, HSCA scholars earn college credits towards an associate's degree from Lake-Sumter State College. Academy completers are workforce-ready and better prepared for higher level college curriculum due to early exposure to college classes, campus life and hands-on learning activities. HSCA offers customized learning tracks along with personalized support services like Lake-Sumter State College's Math Emporium that offers high-tech math classes with one-on-one instruction tailored to each student's learning path.

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 www.lssc.edu (click on Community).

Continuing Education

Continuing Education offers a wide variety of courses throughout the year. These courses provide business and career training, preparation for licensure, lifelong learning, and recreational and personal enrichment opportunities. The courses are designed to meet the needs of businesses, industry, government, and the general public. For more information visit the website at www.lssc.edu/ce.

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 and provides an opportunity for students to explore new topics or investigate subjects 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 Futures Scholarships to assist with their college education. For more information visit the website at www.lssc.edu/kidscollege.

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 www.lssc.edu/ce.

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
___ CCJ 2191 Human Behavior in Criminal Justice
___ CJE 2331 Ethics in Criminal Justice
___ CJE 2340 Liability Issues in Criminal Justice

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. degrees.

For more information about the Sheriff Chris Daniels Leadership Institute, contact the Criminal Justice Program Manager at 352-323-3615.

EXPERIENTIAL LEARNING

Internships

Internships allow students to gain work experience directly related to their academic degree and program of study and are valuable learning experiences that successfully align classroom learning with professional experience.

Associate in Science and Associate in Arts Internship Opportunities

Internship opportunities are available for students enrolled in the following Associate in Science or Associate in Arts degree programs at LSSC.

Associate in Science (A.S.) Disciplines*:

Criminal Justice	CCJ 2949
Economics	ECO 2949
Management	MAN 2949
Office Administration	OST 2949
Environmental Science	EVR 2949

Associate in Arts (A.A.) Disciplines:*

Art	ART 2949
Biology	BSC 2949
Journalism	JOU 2949

Student Eligibility

To qualify for A.S. or A.A. internships the student must meet the following:

- Completion of minimum college credit coursework as indicated by program;

- Grade point average (GPA) of 2.5 or higher;

- Completion of specific course prerequisites;

- Possess the skills needed to the standards of prospective employer;

- Obtain Program Manager approval.

Eligibility criteria may differ depending on academic program. For further information contact Career Development Services at 352-323-3603, or email careers@lssc.edu.

*Internships may be repeated up to nine (9) credit hours for a student who is working towards an Associate in Science degree. However, no more than seven (7) semester hours may be applied towards the Associate in Arts degree.

Baccalaureate Internships

The following internship opportunity is available for students enrolled in the Bachelor of Applied Science in Organizational Management degree at LSSC.

MAN 4940 Internship in Organizational Management

Student Eligibility

To qualify for this baccalaureate internship, the student must meet the following:

•   Completion of minimum college credit coursework or minimum GPA as indicated by program;

•   Completion of specific course prerequisites;

•   Possess the skills needed to meet the standards of prospective employer;

•   Obtain Program Manager approval.

SERVICE LEARNING

Service Learning (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.

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

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 Information

ACADEMIC POLICIES & PROCEDURES

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 lead academic advisor. Students wishing to obtain approval for a larger course load must have at least a "B" average and make a written request to the lead academic advisor.

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 his or 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, including online and hybrid courses. Student receiving VA benefits can also be reported for non-attendance that may possibly negatively impact benefits.

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 semester (excluding developmental credits) and achieve a semester GPA of 3.8 or higher are named to the President's List. Both honors are automatically denoted on the student's transcript. 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 associates or baccalaureate 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)

Commencement Honors

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.

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 students registered with the Office for Students with Disabilities.

Grade Point Average (GPA)

Graduation with honors for an associates or baccalaureate degree is 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 #1 Student GPA Calculation

Course Number	Attempted Hours	Earned Hours	Earned Grade	Total GPA Hours	Quality Points Per Credit Hour	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 1100	3	3	D	**1**	3	3 X 1=	3
ENC 1101	3	0	F	**0**	3	3 X 0=	0
HUM 2020	3	0	W	**0**	0	3 X 0=	0
TOTALS	**18**	**12**			**15**	**15**	**30**

Total Quality Points (30) divided by 15 total GPA hours equals 2.0 GPA
* Sample does not include calculations for grade forgiveness.   **30 / 15 = 2.0**

Sample #2 Student GPA Calculation w/developmental class

Course Number	Attempted Hours	Earned Hours	Earned Grade	Total GPA Hours	Total Quality Points Per Credit Hour	Multiply Total GPA Quality x Quality Points Per Credit Hour	Total Quality Points
MAC 1105	3	3	A	3	4	3 X 4=	12
POS 2041	3	3	B	3	3	3 X 3=	9
ENC 0025	4	0	C	0	0	4 X 0=	0
CGS 1100	3	3	D	3	1	3 X 1=	3
HUM 2020	3	0	W	0	0	4 X 0=	0
TOTALS	**16**	**9**		**9**			**24**

Total Quality Points (24) divided by Total GPA hours (9) equals a 2.67 term grade point average
* Sample does not include calculations for grade forgiveness.   **24 / 9 = 2.67**

Standards of Academic Progress

The College Standards of Academic Progress serve two major purposes:

1. To identify students who are experiencing academic difficulty
2. To make available to those students as much assistance as possible to facilitate successful achievement of their educational goals

A student's cumulative college grade point average (GPA), including transfer grades, is used to determine standards of academic progress. Students who do not make satisfactory academic progress are required to see an Academic Advisor prior to any subsequent registration. Individual problems are identified and solutions are 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 academic 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 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 semester of enrollment.

Continued Academic Probation

Continued academic probation occurs when the student earns a minimum 2.0 term GPA and the all college GPA remains below a 2.0. The student returns to good academic standing when the all college GPA is a 2.0 or higher.

Academic Suspension

Students on academic probation progress to academic suspension for one semester if the term and all college GPA fall below a 2.0. Students who return after suspension are placed on continued probation. Students suspended once again are academically dismissed for a period of one calendar year if the all college GPA falls below a 2.0. Students wishing to return after a suspension, should submit a Re-admissions Application Form and meet with an academic advisor.

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 is converted to a final letter grade by the end of the term following the issuance of the "I" grade. If no final grade is submitted to the Admissions and Records Office, the "I" grade is 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 retains 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:

- Students may withdraw without academic penalty through the published date in the Academic and Registration Calendar for each semester. 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:
  - Involuntary call to active military duty
  - Serious illness or prolonged disability of the student or a member of the student's immediate family
  - 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.
- No refund is issued for a withdrawal. The grade of "W" is issued and will remain on the student's transcript.
- Students may officially withdraw from a class via their LOIS account before the published deadline.
- 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 courses 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.

- 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.
- 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. Students attempting the same course for the third time must pay 100% of the full cost of instruction for the courses (effective fall 1997). The full cost of instruction is equivalent to the cost of out-of-state tuition. 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.
- Students wishing to retake a course for grade forgiveness must do so prior to earning 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.
- 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.
- 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 are 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 additional 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 and Continuous Enrollment

Continuous enrollment for degree-seeking and technical certificate-seeking students is defined as enrollment in any two of the three regular semesters (fall, spring, summer).

For degree-seeking and technical certificate-seeking students, your governing catalog is the LSSC academic catalog in effect at the time of your initial or readmission enrollment.

First-time in college, transfer, and readmitted students who maintain continuous enrollment may select any academic catalog from the one in use at the time of entry or re-entry into LSSC through the one in use at the time the student applies for graduation for a period of up to six (6) academic years. Continuously enrolled students who do not complete their degree requirements within six (6) years will be required to meet the degree requirements established by the governing academic catalog in the next term of enrollment.

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. 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. 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

Diplomas are mailed to the address in LOIS 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

Students who are within (six) credit hours of fulfilling their graduation requirements are invited to participate in either the May or December Commencement Ceremony provided they have submitted a Graduation Application by the posted deadline for the 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 352-787-3747.

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	60	X	X	
Computer Information Technology	60	X	X	
Criminal Justice Technology	60	X		
Early Childhood Education	63	X	X	
Environmental Science	64	X		
Health Information Technology	70	X		
Nursing (limited access program)	72	X	X	
Office Administration	60	X	X	
Associate in Applied Science (A.A.S.) Degrees				
Electrical Distribution Technology	65			X
Technical Certificates				
Business Development & Entrepreneurship	25	X	X	
Business Management	24	X	X	
Business Operations	18	X	X	
Business Specialist	12	X	X	
Child Care Center Management	12	X		
Child Development Early Intervention	36	X		
Digital Forensics	24	X	X	
Electrical Distribution Technology – Basic	26			X
Electrical Distribution Technology – Advanced	24			X
Engineering Technology	18	X		X
Healthcare Informatics Specialist	18	X		
Infant & Toddler Specialization	12	X		
Information Technology Analysis	27	X	X	
Medical Information Coder/Biller	34	X		
Medical Office Management	34	X		
Office Management	27	X	X	
Office Specialist	18	X	X	
Office Support	18	X	X	

Degrees & Programs

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 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 include a substantial component of Core Curriculum courses through which students are assessed for their achievement levels in the 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.
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.
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 as well.

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

Lake-Sumter State College offers a Bachelor of Applied Science (B.A.S) in Organizational Management. Please see the BAS-OM page in this catalog for program information. Other FCS institutions also offer specific bachelor's degrees. A list of FCS approved bachelor's degrees is available at www.fldoe.org.

Florida College System (FCS)

The Florida State University System (SUS) includes the following universities:

Florida A & M Univ.	Tallahassee	famu.edu
Florida Atlantic Univ.	Boca Raton	fau.edu
Florida Polytechnic Univ.	Lakeland	floridapolytechnic.org
Florida Gulf Coast Univ.	Fort Myers	fgcu.edu
Florida International Univ.	Miami	fiu.edu
Florida State University	Tallahassee	fsu.edu
New College of FL	Sarasota	wncf.edu
University of Central FL	Orlando	ucf.edu
University of FL	Gainesville	ufl.edu
University of North FL	Jacksonville	unf.edu
University of South FL	Tampa	usf.edu
University of West FL	Pensacola	uwf.edu

For a complete list of all State University System (SUS) degrees and programs, visit www.FloridaShines.org. Visit the Florida Department of Education website www.fldoe.org/college for a list of nonpublic institutions in Florida.

Transfer Worksheets

LSSC Academic Advising Services and the DegreeWorks auditing tool can provide students with the necessary prerequisite courses needed to transition into the most common bachelor's degree majors pursued by LSSC students. Students should contact an academic advisor to receive a customized transfer worksheet for these or other university majors they wish to pursue.

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 http://www.directconnecttoucf.com/ or schedule an appointment with the DirectConnect to UCF advisor by calling 352-536-2113.

University of Central Florida – Regional Campuses

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: 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. For more information, visit www.erau.edu/admissions or call 386-226-6178.

Louis Stokes Alliance for Minority Participation Specialized S.T.E.M. (Science, Technology, Engineering, and Math) Program

LSSC has joined Valencia College and Seminole State College in an alliance funded by a multi-year grant from the National Science Foundation. This alliance has been tasked to increase the number of minority students who graduated from the participating community or state colleges and transfer into baccalaureate degree programs in S.T.E.M. disciplines. LSSC is implementing focused recruitment and retention strategies that expose, nurture, educate and properly prepare student populations that have been historically under-represented in S.T.E.M. careers. For additional information about this special opportunity, please call 352-435-6350.

Additional Partnerships

LSSC maintains articulation agreements with many colleges and universities. For current partnership and articulation information, visit www.lssc.edu/admisisons. See an LSSC academic advisor for further information and transfer planning advising.

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, 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

- There must be 12 credit hours of Gordon Rule (GRW) courses designated with CODE: GRW in the 60 credits of an A.A. degree. These 12 semester hours will include six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college level writing skills through multiple assignments. A grade of C or higher shall be considered successful completion for purposes of this rule. (FL. Administrative Code 6A-10.030),

- 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 6A-10.030)

- Competency in a Foreign Language is required for completion of the AA degree either by:
  - Completion of two (2) credits at the secondary (high school) level in the same language
  - Completion of two (2) courses at the college level in the same language.

B. Elective college credit courses - 24 credit hours

- Common Program Prerequisites - courses required for an intended university major, including additional mathematics, science, social and behavioral sciences courses
- MAT 1033, MAT 1100, SLS 1501, REA 1105, if required or chosen
- Experiential learning credit hours
- Other college credit courses
- Gordon Rule writing courses (designated with the GRW code) with a grade of "C" or higher to meet the Gordon Rule writing requirement

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.

A.A.

COMPUTER PROFICIENCY REQUIREMENT

All degree seeking students at Lake-Sumter State College must demonstrate computer proficiency in order to be granted, 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 means:

- Successfully completing CGS 1100 Business Computer Applications
- Passing the institutional computer proficiency exam with a score of 70% or greater
- Passing the institutional Credit by Exam for CGS 1100 Business Computer Applications

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 Learning Center website at www.lssc.edu/academics/.

A.A.

GENERAL EDUCATION CORE CURRICULUM

A.A. and Baccalaureate Degrees - 36 CREDIT HOURS
A.S./A.A.S. Degrees - See specific programs for requirements

All students entering Lake-Sumter State College under the 2015-2016 catalog year and after are required to satisfy general education core curriculum requirements from the categories listed below.

Current LSSC students under a prior academic year's catalog must consult that catalog's general education core curriculum pages before making course selections.

Students may choose to update their status to the current year's catalog at any time if continuously enrolled (up to six academic years). For information regarding LSSC's governing catalog rules see the Governing Catalog section of this catalog

AREA I: COMMUNICATIONS 12 HRS

CODES: GENE, COMM

SELECT 1 FROM EACH OF THE FOLLOWING:

1. SLS 1501 Foundations of Success Seminar 3
   Or SLS 1267 Team Building & Communication Skills
   Or SLS 1401 Career Planning
   Or SLS 2264 Leadership Development Studies
   Or SLS 2940 Service Learning
2. *ENC 1101 College Composition I or ENC 1101H 3
3. *ENC 1102 Composition: Literature or ENC 1102H 3
   Or *ENC 2300 Composition: Argumentation
   Or *ENC 2210 Technical & Professional Writing
4. SPC 2608 Public Speaking 3

 * Gordon Rule writing course with CODE: GRW - A grade of "C" or higher must be earned in each Gordon Rule writing course

AREA II: HUMANITIES 6 HRS

CODES: GENE, HUMN

SELECT 2 OF THE FOLLOWING:

ARH 2000 Art Appreciation 3
HUM 2020 Introduction to Humanities:
           Antiquity through the 21st Century 3
*LIT 2000 Introduction to Literature 3
MUL 2010 Music Appreciation 3
*PHI 2010 Introduction to Philosophy 3
*PHI 2630 Contemporary Ethics.. 3
THE 1000 Theatre Appreciation 3

AREA III: SOCIAL & BEHAVIORAL SCIENCES 6 HRS

CODES: GENE, SBEH

SELECT 2 OF THE FOLLOWING:

*AMH 2020 U.S. History since 1877.................................. 3
*ANT 2000 Introduction to Anthropology 3
DEP 2004 Psychology of Human Development 3
ECO 2013 Principles of Economics I (Macro) 3
*POS 2041 American National Government..................... 3
PSY 2012   Introduction to Psychology 3
SYG 2000   Introduction to Sociology................................ 3

 * Gordon Rule writing course with CODE: GRW - A grade of "C" or higher must be earned in each Gordon Rule writing course

Important note about Gordon Rule writing (GRW) for the A.A. degree: Students must earn 12 semester hours of Gordon Rule writing coursework (designated with the GRW code) with a grade of "C" or higher. A minimum of six (6) of these GRW credits must be in English and identified in Area I: Communications. The other six (6) Gordon Rule writing (GRW) coursework may be taken to complete any Area II-III requirements or may be coursework taken to satisfy one or more Elective courses.

See the CODE DESCRIPTIONS section for definition of codes or attributes.

A.A.

AREA IV: MATHEMATICS 6 HRS	AREA V: NATURAL SCIENCES 6 HRS

CODES: GENE, GRMT

SELECT 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.....................4
*MAC 2312   Calculus w/Analytic Geometry II...................4
*MGF 1106   Liberal Arts Math 3
*MGF 1107   Explorations in Math.......................................3
*STA 2023   Elementary Statistics I...................................3

* A grade of "C" or higher must be earned in each Gordon Rule mathematics course.

CODES: GENE, NATS

SELECT 2 OF THE FOLLOWING:

AST 1002C   Introduction to Astronomy w/Lab...................3
BOT 2010C   General Botany w/Lab……………………..4
BSC 1005   Introduction to Life Science 3
BSC 1010C   General Biology I w/Lab...............................4
BSC 1011C   General Biology II w/Lab..............................4
BSC 2085C   Human Anatomy & Physiology I w/Lab.........4
BSC 2086C   Human Anatomy & Physiology II w/Lab........4
CHM 1020C   Chemistry for Liberal Arts w/Lab..................3
CHM 1025C   General Chemistry w/Lab 5
CHM 2045C   College Chemistry I w/Lab...........................5
CHM 2046C   College Chemistry II w/ Lab.........................5
ESC 1000   Earth Science Survey 3
EVR 1001C   Environmental Sustainability w/Lab..............3
MCB 2010C   Microbiology w/Lab……………………. 4
PHY 1020C   Physics for Liberal Arts w/Lab 3
PHY 2048C   Physics I with Calculus w/Lab 5
PHY 2049C   Physics II with Calculus w/Lab 5
PHY 2053C   General Physics I w/Lab 5
PHY 2054C   General Physics II w/Lab 5
ZOO 2010C   General Zoology w/Lab…………….............4

ASSOCIATE IN ARTS (A.A.) DEGREE ELECTIVES
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 an LSSC academic advisor and the transfer institution when selecting courses to meet this requirement

- Credits for LSSC's computer proficiency course (CGS 1100, by class or by exam) are elective credits for A.A. students.

- College-level foreign language credits are elective credits. (Beginning fall 2014, students who did not take two consecutive years of the same foreign language in high school must complete a two-course sequence of a foreign language at the college level in order to meet graduation requirements for the A.A. degree). CLEP tests in French, Spanish, and German are available.

- MAT 1033: Intermediate Algebra and MAT 1100: Intermediate Math for Liberal Arts are electives.

- Credits that meet the 12 semester hours requirement for Gordon Rule writing.

A.A.

GORDON RULE WRITING COURSES (GRW)

In addition to the two required Area I: Communications courses, A.A. students must select two additional courses from the list below to complete the remaining 6 credit hours of the 12 credit hour Gordon Rule Writing (GRW) requirement. Courses used toward the satisfaction of this 12 credit hour Gordon Rule Writing (GRW) requirement must be passed with a grade of "C" or higher. Each of the courses below is 3 credit hours

AMH 2010	U.S. History to 1877
*AMH 2020	U.S. History since 1877
AMH 2035	U.S. History since 1945
AML 2010	American Literature to 1865
AML 2020	American Literature from 1865 to Present
AML 2264	Survey of American Literature: Southern Women Writers
*ANT 2000	Introduction to Anthropology
CRW 2000	Creative Writing I
CRW 2002	Creative Writing II
*ENC 1102	Composition: Literature or ENC 1102H
*ENC 2300	Composition: Argumentation
*ENC 2210	Technical & Professional Writing
ENL 2012	English Literature through 18th Century
ENL 2022	English Literature since the 18th Century
EUH 1000	Western Civilization I
EUH 1001	Western Civilization II
FIL 2001	Introduction to American Cinema
FIL 2837	Science Fiction Cinema
HUM 2461	Latin American Humanities
*LIT 2000	Introduction to Literature
LIT 2090	Contemporary Literature: Survey
LIT 2091	Contemporary Literature: Novels
LIT 2110	European Literature to 1650
LIT 2120	European Literature 1650 to Present
LIT 2311	Science Fiction Literature
LIT 2380	Women in Literature
LIT 2930	Selected Topics in Literature
MMC 2100	Writing for the Mass Media
*PHI 2010	Introduction to Philosophy
*PHI 2630	Contemporary Ethics
*POS 2041	American National Government
THE 2020	Introduction to Western Theatre Arts

* Also satisfy General Education requirements. Students enrolled at LSSC under a prior catalog year should refer to their governing catalog for the General Education courses needed to satisfy their requirements. See the Governing Catalog section for more information

A.A.

ASSOCIATE IN ARTS (A.A.) Degree • 190

GENERAL EDUCATION COURSES		
Area	**CR**	
Area I: Communications *Select 1 from each line below (Lines 1- 4)*	12	Gordon Rule "C" or Higher
1. SLS 1501 OR SLS 1267 OR SLS 1401 OR SLS 2264 OR SLS 2940	3	
2. ENC 1101 OR ENC 1101H	3	☒
3. ENC 1102 OR ENC 1102H OR ENC 2300 OR ENC 2210	3	☒
4. SPC 2608	3	
Areas II & III Humanities & Social/Behavioral Sciences *Select 2 from each area.*	12	Gordon Rule "C" or Higher
Humanities _____	3	☐
Humanities _____	3	☐
Social Behavioral/Sciences _____	3	☐
Social Behavioral/Sciences _____	3	☐
Area IV: Mathematics *Select 2:*	6	Gordon Rule "C" or Higher
Mathematics _____	3	☐
Mathematics _____	3	☐
Area V: Natural Sciences *Select 2:*	6	
Natural Sciences _____	3	
Natural Sciences _____	3	
GENERAL EDUCATION TOTAL CREDIT HOURS	**36**	

ELECTIVE COURSES		
COURSES		Gordon Rule "C" or Higher
Elective -	3	☐
Elective -	3	☐
Elective -	3	
Elective -	3	
Elective -	3	
Elective -	3	
Elective -	3	
Elective -	3	
ELECTIVES TOTAL CREDIT HOURS	**24**	

Additional Graduation Requirements
☐ Met computer proficiency requirement ☐ CGS 1100 ☐ EXAM ☐Other
☐ Met foreign language requirement   (2 years in HS or 2 Semesters in College or CLEP)
☐ Met Residency at LSSC: 15 of the total 60 semester credit hours at LSSC
☐ MAT1033 Intermediate Algebra or MAT1100 Intermediate Math for Liberal Arts, (if applicable) is an elective
☐ Met 12 semester hour requirement for Gordon Rule Writing (GRW)

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.

Choosing a Meta Major

☐ Arts, Humanities, Communication & Design
☐ Business
☐ Education
☐ Health Sciences
☐ Industry/Manufacturing & Construction
☐ Public Safety
☐ Science, Technology, Engineering, & Math
☐ Social & Behavioral Sciences & Human Services

FL Gateway Courses by Meta Major

Arts, Humanities, Communication & Design

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

Business

English	Math
ENC 1101	MAC 1105, STA 2023

Education

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

Health Sciences

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

Industry/Manufacturing & Construction

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

Public Safety

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

Science, Technology, Engineering & Math

English	Math
ENC 1101	MAC 1105

Social & Behavioral Sciences & Human Services

English	Math
ENC 1101	MAC 1105, MGF 1106 MGF 1107, STA 2023

A.A.

TRANSFER PLANNING

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

Many university programs of study have additional requirements that must be met in order to be accepted into that program. In addition, some programs use a competitive selection process or have limited access. In such programs, consideration for admission 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.

Students are responsible for working closely with an academic advisor while enrolled at LSSC, and to directly contact their intended university in order 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.

In addition, many university majors without common program prerequisites may be pursued with the completion of the A.A. degree.

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 that a student completes and submits a graduation application 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 major.

Before planning to transfer, students are advised to:

- Meet regularly with an academic advisor to monitor progress toward A.A. completion
- Consider which program and university you wish to pursue
- Consult the catalog or specific department website pages for that university to confirm which specific courses should be taken at LSSC
- With the help of an LSSC Academic Advisor, design a specific academic transfer plan for your intended university major including appropriate course sequencing
- 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
- Apply to graduate with the A.A. degree by submitting a graduation application by the posted deadline.

Degree Audit

DegreeWorks is a web-based academic advising, degree audit and transfer articulation tool. It gives students the ability to track their progress within a program using an easy-to-read audit that lists all of that program's common curriculum requirements. Additionally, the DegreeWorks software allows students to do "what if" scenarios that show their progress should they change to another academic program or degree.

Through the use of DegreeWorks and other advising planning materials, an LSSC academic advisor can help any student develop an academic transfer plan that helps them to stay on track with degree and transfer requirement completion.

It is important to remember that university prerequisites are subject to change. Students must confirm updates with their intended transfer institution and view the current academic year's Common Prerequisite Manual at www.floridashines.org.

TRANSFER TO UNIVERSITY CHECKLIST

In order to have a smooth transfer process from LSSC to a university or four-year 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 that major and establish a transfer plan
- Use www.floridashines.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
- Research the foreign language requirements as some universities and some majors have both admission and graduation language requirements
- If interested in guaranteeing admission to UCF, be sure to register for Direct Connect to UCF and see a UCF advisor

Once 30 credit hours are completed:

- 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 that major and establish a transfer plan
- Use www.floridashines.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
- Research the foreign language requirements as some universities and some majors have both admission and graduation language requirements
- If interested in guaranteeing admission to UCF, be sure to register for Direct Connect to UCF and see a UCF advisor

45+ Hours:

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

TRANSFER TIPS:

Credit Hours
- Select courses carefully as excess hours may impact eligibility for financial aid
- Be aware of Florida's excess hours policy and how excess hours may impact tuition cost
- Some transfer options will require more than 60 credits at LSSC in order to complete all prerequisites

Foreign Language
- Determine the transfer institution's foreign language requirements
- Some colleges and universities may 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 prerequisite courses that relate to their intended university degree
- Start LSSC English and math courses early and continue in the sequence until completed
- Most common program prerequisites require the courses to be completed with grades of C or higher

Floridashines.org

Utilize transfer resources provided by the State of Florida. www.floridashines.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 throughout their college careers.

From the www.floridashines.org home page, students can access:

- Search college & university profiles
- Access career planning tools
- Find degree program requirements
- Complete an admission's application
- Access an unofficial transcript
- Link to any Florida college or university's website
- Use the college transfer center
- Access financial aid information
- Request transient study at another Florida state college or university

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. This 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 15 college credit hours in General Education.

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 college credit certificates consisting of less than 60 college credits. 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 and certificate completion, at least 25 percent of credit hours for the 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 and/or Mathematics. Credits earned in Gordon Rule writing courses (designated with the code GRW) 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 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

	2013/14	2012/13	2011/12
Business Administration A.S.	100%	100%	100%
Computer Information Technology A.S.	100%	100%	100%
Criminal Justice Technology A.S.	100%	100%	100%
Early Childhood Education A.S.	100%	100%	100%
Electrical Distribution Technology A.A.S.	100%	100%	100%
Environmental Science Technology A.S.	0%	100%	100%
Health Information Technology A.S.	100%	100%	100%
Nursing A.S.	97%	94%	97%
Office Administration A.A.S.	100%	58%	100%

Technical Certificates

	2013/14	2012/13	2011/12
Business Development & Entrepreneurship	0%	100%	N/A
Business Management*	N/A	N/A	N/A
Business Operations*	N/A	N/A	N/A
Business Specials*	N/A	N/A	N/A
Child Care Center Management*	N/A	N/A	N/A
Child Development Early Intervention*	N/A	N/A	N/A
Digital Forensics	100%	100%	N/A
Electrical Distribution Basic	100%	100%	100%
Electrical Distribution Advanced	100%	100%	100%
Engineering Technology*	N/A	N/A	N/A
Healthcare Informatics Specialist	100%	100%	67%
Infant & Toddler Specialization*	N/A	N/A	N/A
Information Technology Analyst	93%	100%	100%
Medical Information Coder/Biller	100%	86%	50%
Medical Office Management	100%	80%	67%
Office Management*	N/A	N/A	N/A
Office Specialist*	N/A	N/A	N/A
Office Support*	N/A	N/A	N/A

* New Certificates starting in Fall 2015
[1] Source: Florida Education and Training Placement Information Program (FETPIP) Reports and local data

BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE (249)

GENERAL EDUCATION COURSES   Credits

____ ENC 1101   College Composition I[1] 3
____ ENC 1102   Composition Literature 3
____ SPC 2608   Public Speaking 3
____ PHI 2630   Contemporary Ethics 3
____ ECO 2013   Principles of Economics I (Macroeconomics)[1] ..3
      PSY 2012   Introduction to Psychology or
____ SYG 2000   Introduction to Sociology.................................3
____ MAC 1105   College Algebra[1] 3
____ STA 2023   Elementary Statistics I....................................3

                                                 TOTAL 24

PROGRAM CORE COURSES

____ CGS 1100   Business Computer Applications 3
____ GEB 1011   Introduction to Business...................................3
____ MNA 1100   Human Relations in Business & Industry..........3
____ CTS 1205   Microsoft Excel[2] 3
____ ECO 2023   Principles of Economics II (Microeconomics)[1]...3
____ MAN 2021   Principles of Management 3
____ SBM 2000   Small Business Management 3
____ MAR 2011   Principles of Marketing....................................3
____ OST 2336   Business Communications...............................3
____ ACG 2021   Financial Accounting[1]....................................3
____ ACG 2071   Management Accounting 3
_____   Professional Elective[3] 3

                                       PROGRAM TOTAL......60

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

ENT 1000   Introduction to Entrepreneurship 3
FIN 2100   Personal Finance 3
GEB 1136   Introduction to E-Business 3
MAN 2949   Internship-Business Administration 3
                 Foreign Language 4
                 Additional General Education Course 3
                 Approved Technology or Systems Analysis..............3

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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
BusinessAdmin@lssc.edu   LE 352-323-3644
                           SU 352-568-0001 Ext 1007

Academic Programs

Course Placement
☐ Exempt (Optional)   ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH   ☐ **ENC 0015** Dev. Writing I
                 ☐ **ENC 0025** Dev. Writing II

READING   ☐ **REA 0007** Dev. Reading I
                 ☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH   ☐ **MAT 0018** Dev. Math I
            ☐ **MAT 0028** Dev. Math II

            ☐ MAT 1033 Intermediate Algebra (Required if checked)

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[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Students will not receive credit toward a degree for both the 3-credit Excel and 1-credit Excel courses.
[3] Student must select from approved courses listed under professional electives.

COMPUTER INFORMATION TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE (265)

GENERAL EDUCATION COURSES   **Credits**

_____ ENC 1101   College Composition I[1,2] 3
ENC 1102   Composition: Literature or
_____ ENC 2210   Technical & Professional Writing 3
_____ SPC 2608   Public Speaking 3
_____ Select from Area II: Humanities [3,4] 3
_____ ECO 2013   Principles of Economics I (Macroeconomics).....3
_____ MAC 1105   College Algebra[1] 3
                                                    TOTAL......18

PROGRAM CORE COURSES

_____ CGS 1100   Business Computer Applications[2] 3
_____ CET 1171   IT Fundamentals. 3
_____ CET 2180   A+ Advanced Hardware 3
_____ CET 1485   Networking Essentials.......................................3
_____ COP 1000   Introduction to Programming............................3
_____ CET 2660   Network Security Fundamentals 3
_____ CET 1179C   A+ Software. 3
_____ CGS 2034   Survey of Computer Information Technology....3
_____ CGS 2545   Database Concepts...3
_____ CIS 2321   Systems Analysis & Design 3
_____ OST 2336   Business Communications................................3

PROFESSIONAL ELECTIVES [4,5]

_____   _____3
_____   _____3
_____   _____3

                                PROGRAM TOTAL....60

PROFESSIONAL ELECTIVES [4]   ....
COP 2800   Programming with Java 3
COP 2830   Server-Side Web Programming 3
CTS 1205   Microsoft Excel..3
CTS 2655   Network Administration 3
CAP 2140   Digital Forensics I...3
CAP 2141   Digital Forensics II 3
                Any CGS, CTS, CET, COP, CIS course not listed above.

These three HIT courses must be taken for HIT Certification
HIM 2651   E-Health Project in Medical Practice...........................3
HSC 1531   Medical Terminology I 2
HIM 1211   Basic Health Information Technology..........................1

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.

You can prepare for the Health Information Technology Industry Certifiation by taking the 6 credit hours listed under professional electives.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
CIT@lssc.edu   352-536-2149

Course Placement
☐ Exempt (Optional) ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options
ENGLISH ☐ **ENC 0015** Dev. Writing I
             ☐ **ENC 0025** Dev. Writing II

READING ☐ **REA 0007** Dev. Reading I
             ☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options
MATH   ☐ **MAT 0018** Dev. Math I
             ☐ **MAT 0028** Dev. Math II

             ☐ MAT 1033 Intermediate Algebra (Required if checked)

[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 should check with transfer institution before selecting course to guarantee transferability.
[5] 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

GENERAL EDUCATION COURSES   **Credits**

____ ENC 1101   College Composition I[1] 3

ENC 1102   Composition: Literature[1]   or

____ ENC 2210   Technical & Professional Writing[1] 3

____ SPC 2608   Public Speaking 3

____ Select from: SLS 1501, SLS 2264, SLS 2940 3

____ Select from Area II: Humanities[1,2,4] 3

____ Select from Area II: Humanities[1,2,4] 3

____ POS 2041   American National Government........................3

PSY 2012   Introduction to Psychology[1] or

____ SYG 2000   Introduction to Sociology[1] 3

____ Select from Area IV: Mathematics[1] 3

____ Select from Area IV: Mathematics[1] 3

____ Select from Area V: Natural Sciences [1,2,] 3

____ Select from Area V: Natural Sciences [1,2,] 3

                                        TOTAL........................36

PROGRAM CORE COURSES

____ CGS 1100   Business Computer Applications 3

____ CCJ 1020   Introduction to Criminal Justice........................3   → Must be first Criminal Justice course

____ CCJ 1001   Introduction to Criminology 3

____ CJL 2100   Criminal Law 3

____ CJL 2102   Criminal Procedure & Evidence 3

____ CJE 2331   Ethics in Criminal Justice 3

                                        TOTAL 18

Professional Electives 6

Choose from:

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

     Foreign Language Courses

     Supporting Electives Courses[3]

     Articulation credits from Law Enforcement/Corrections Certification

— _____ .... —

— _____ .... —

                       PROGRAM TOTAL 60

Students intending to transfer to a university program are strongly encouraged to complete the foreign language requirement.

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH   English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING   ☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH   ☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)

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 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.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

* **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 Center   352-568-0001

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

PROGRAM CONTACT INFORMATION
CriminalJustice@lssc.edu   352-323-3615

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[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] Must be selected from the approved A.S. Criminal Justice Supporting Electives list.

[4] One Humanities must be a Gordon Rule.

A.S. Criminal Justice Technology

Approved Supporting Elective Courses

ACG 2071	Management Accounting
ACG 2021	Financial Accounting
AMH 2010	U.S. History To 1877
AMH 2020	U.S. History Since 1877
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	Principles of Economics I (Macroeconomics)
ECO 2023	Principles of Economics II (Microeconomics)
INR 2002	International Relations
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
PSY 2012	Introduction to Psychology
REL 2300	World Religions
SOP 1740	Psychology of Women
SLS 2940	Service Learning
SPN 1120	Elementary Spanish I (4 credits)
SPN 1121	Elementary Spanish II (4 credits)
SPN 1042	Spanish for Law Enforcement (2 credits)
STA 2023	Elementary Statistics I
SYG 2000	Introduction to Sociology
SYG 2010	Social Problems

EARLY CHILDHOOD EDUCATION
ASSOCIATE IN SCIENCE DEGREE (282)

GENERAL EDUCATION COURSES   Credits

____	ENC 1101	College Composition I[1]	3
____	ENC 1102	Composition: Literature[1]	3
____	Select from Area II: Humanities		3
____	PSY 2012	Introduction to Psychology[1]	3
____	MGF 1106	Liberal Arts Math or MAC 1105 or higher[1]	3
____	BSC 1005	Introduction to Life Science or PHY 1020C	3

TOTAL......18

PROGRAM CORE COURSES

____	CGS 1100	Business Computer Applications	3
____	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
____	ARE 2000	Art & Creative Expression	3
____	EEC 2262	Curriculum - Activities in Early Childhood	3
____	EEX 2758	Families, Professionals, & Exceptionalities	3
____	MUE 2211	Music & Movement	3
____	EEC 2732	Health, Safety & Nutrition for Young Children	3
____	EEC 2940	Internship in Early Childhood	3
____	SYG 2430	Marriage & the Family	3

SELECT 2 OF THE FOLLOWING - 6 HOURS:

____	EME 2040	Technology for Educators	3
____	EDF 2005	Introduction to Education or any EEC 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.

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH   English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING   ☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options
MATH   ☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ **MAT 1033** Intermediate Algebra (Required if checked)

The Early Childhood Education A.S. degree program prepares students for employment as teachers in child development centers with children from birth through age eight. Students complete 6 general education courses (18 credit hours), including one science and one math course (see listed courses), and 45 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and an internship in an approved setting. Students are prepared to promote positive child development and learning for all children through developmentally effective approaches that require the design, implementation, and evaluation of learning experiences for young children, to build family and community relationships, to observe, document, and assess children and programs in order to support young children and families, and to become an early childhood education professional. Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance with the Jessica Lunsford Act.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
ECE@lssc.edu   LE 352-323-3649
                                        SL 352-536-2245

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[1] Students may be required to take developmental math, writing, and/or reading college courses based on placement test scores.

ELECTRICAL DISTRIBUTION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE (290)

GENERAL EDUCATION COURSES   **Credits**

____ ENC 1101	College Composition I[1]	3
____ ENC 2210	Technical & Professional Writing	3
____	Select from Area II: Humanities	3
____	Select from Area III: Social & Behavorial Sciences	3
____	Select from Area IV or V: Mathematics[1,2] or Natural Sciences	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 BASIC CERTIFICATE 26

ADVANCED CERTIFICATE COURSES

____ CGS 1100	Business Computer 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	3

TOTAL 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.

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

	English & Reading: Compressed and Modularized options
ENGLISH	☐ **ENC 0015** Dev. Writing I
	☐ **ENC 0025** Dev. Writing II
READING	☐ **REA 0007** Dev. Reading I
	☐ **REA 0017** Dev. Reading II
	Mathematics: Modularized and Contextualized options
MATH	☐ **MAT 0018** Dev. Math I
	☐ **MAT 0028** Dev. Math II
	☐ **MAT 0027*** Dev. Math II for Liberal Arts
	* For **Non-Stem Majors** **Stem Majors** = Science, Technology, Engineering & Math
	☐ MAT 1033 Intermediate Algebra (Required if checked)

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 they understand 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 they 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

PROGRAM CONTACT INFORMATION

Energyprograms@lssc.edu   352-568-0001 Ext 1025

[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.

ENGINEERING TECHNOLOGY
SUBSTATION AND RELAY TECHNOLOGY SPECIALIZATION
ASSOCIATE IN SCIENCE DEGREE (295)

GENERAL EDUCATION COURSES			Credits
____ ENC 1101	College Composition I[1]		3
____ PHY 1020C	Physics for Liberal Arts w/Lab		3
____	Select from Area II: Humanities		3
____	Select from Area III: Social & Behavorial Sciences		3
____	Select from Area IV: Mathematics[1]		3
		TOTAL	**15**

COMPUTER PROFICIENCY

____ CGS 1100	Business Computer Applications	3

ENGINEERING TECHNOLOGY CORE

____ ETD 1320C	Introduction to AutoCAD		3
____ ETI 1084C	Introduction to Electronics		3
____ ETM 1010C	Mechanical Measurement & Instrumentation		3
____ ETI 1420C	Manufacturing Processes & Materials		3
____ ETI 1110C	Introduction to Quality Assurance		3
____ ETI 1701C	Industrial Safety		3
		TOTAL	**18**

SUBSTATION AND RELAY TECHNOLOGY SPECIALIZATION

____ ETP 1700C	Introduction to the Electric Utility Industry		3
____ ETP 1138C	Electric Utility Print Reading		3
____ ETP 2122C	High Voltage Transformers		2
____ ETP 2161C	High Voltage Circuit Breakers		3
____ PHY 1057C	Physics for Engineering w/Lab		3
____ ETP 2260C	Protective Relay 1		3
____ ETP 2261C	Protective Relay 2		3
____ ETP 2270C	Substation Systems		2
____ ETP 2931C	Capstone in Protective Relay		2
		TOTAL	**24**
		PROGRAM TOTAL	**60**

Engineering Technology is a very high demand applied technical field and typically involves the implementation and maintenance of energy, manufacturing, construction or transportation systems. The Engineering Technology Substation and Relay Technology specialization degree program will prepare students for careers that involve a wide variety of technology processes. The program is comprised of two parts, the Engineering Support Specialist Certificate and the Engineering Substation and Relay Technology Specialization. The Engineering Support Specialist is the general preparation for all engineering technologists, and is comprised of courses in both theoretical and applied technical content. The common technical core consists of 18 semester hours of technical core courses from the following areas: instrumentation and measurement, manufacturing processes and materials, quality, computer-aided drafting, electronics, and safety. The total Associate in Science degree program consists of 60 credit hours.

The 18 credit hour technical core has been defined to align with the Manufacturing Skills Standards Council's (MSSC) skills standards. MSSC skill standards define the knowledge, skills, and performance needed by today's frontline manufacturing workers. After completing this core and the General Education requirements, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification.

The Engineering Substation and Relay Technology Specialization program is specific to Lake-Sumter State College and is designed to place students into the role of a Substation and Protective Relay Technician in electrical utilities or co-generation facilities. The specialty core is comprised of 24 semester hours which includes specialization coursework covering theory of three phase power, protective relaying, power transformers, high voltage breakers, electrical utilities systems and documentation.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

PROGRAM CONTACT INFORMATION
Energyprograms@lssc.edu   352-568-0001 Ext 1025

[1] Students may be required to enroll in college developmental math, writing, and/or reading courses based on placement test scores.

Course Placement
☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING ☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options
MATH ☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)

ENVIRONMENTAL SCIENCE TECHNOLOGY
ASSOCIATE IN SCIENCE DEGREE (220)

GENERAL EDUCATION COURSES   **Credits**

____	ENC 1101	College Composition I[1]	3
____	ENC 2210	Technical & Professional Writing[1]	3
____	SPC 2608	Public Speaking	3
____	PHI 2630	Contemporary Ethics	3
____	ECO 2013	Principles of Economics I[1](Macroeconomics)	3
____	MAC 1105	College Algebra[1]	3
____	MAC 1114	Trigonometry[1]	3
____	CHM 1025C	General Chemistry with Lab[1]	5
____	BSC 1010C	General Biology I with Lab[1]	4
		TOTAL	**30**

PROGRAM CORE COURSES

____	EVR 1001C	Environmental Sustainability w/Lab	3
____	EVR 1328C	Nat. Resource Conservation & Mgmt w/Lab	3
____	EVR 1858	Environmental Regulation & Compliance	3
____	GIS 2040C	Intro to Geographic Information Systems w/Lab	3
____	EVS 2893C	Environmental Sampling & Analysis I w/Lab	3
____	EVS 2790	Health Effects of Environmental Pollutants	3
____	EVR 2949	Cooperative Internship in Environmental Science	3

REQUIRED SUPPORTING COURSES

	GLY 1030	Environmental Geology[1] or	
____	ESC 1000	Earth Science Survey[1]	3
	OCE 1000	Introduction to Marine Science or	
____	PSC 1515	Energy & the Environment[1]	3
____	PCB 2030C	General Ecology w/Lab[1]	4
____	BSC 2250C	Field Biology of Florida w/Lab	3
		PROGRAM TOTAL	**64**
____	Computer Proficiency		

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.

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II

☐ MAT 1033 Intermediate Algebra (Required if checked)

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 preservation of endemic species. The program provides access to a comprehensive base of knowledge, skills and supporting laboratory, field, and classroom experience 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
EnvironScience@lssc.edu   352-435-6421

[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.

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.

GENERAL EDUCATION COURSES   Credits

____ ENC 1101   College Composition I[1].....................................3
____ Select from Area II: Humanities[2]................................3
____ Select from Area III: Social & Behavorial Sciences[2] 3
____ MAC 1105 or MGF 1106[1]...3
____ BSC 2085C   Human Anatomy & Physiology I w/Lab[1]...............4
____ BSC 2086C   Human Anatomy & Physiology II w/Lab........ 4

TOTAL.....20

PROGRAM CORE COURSES

____ CGS 1100   Business Computer Applications 3
____ HSC 1531   Medical Terminology I 2
____ HSC 1532   Medical Terminology II 2
____ HIM 1211   Basic Health Information Technology..............1
____ HIM 1003   Foundations of Health Information
                    Management[3]..3
____ HIM 1433   Concepts of Disease.....................................3
____ HIM 1800C   Professional Practice Experience I 2
____ HIM 1512   Medical Office Management [1] 3
____ HIM 1273   Medical Insurance & Coding I [1] 3
____ HIM 2012   Medicolegal Aspects of Records[3]...................2
____ HIM 2112   Electronic Health Records & Informatics.........3 F
____ HIM 2410   ICD Coding I...3
____ HIM 2442   Pharmacology & Laboratory Analysis..............1 F
____ HIM 2253C   CPT Coding & Reimbursement 3
____ OST 2336   Business Communications.............................3
____ HIM 2214   Healthcare Statistics.......................................2 S
____ 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
____ CET 2660   Network Security Fundamentals.....................3
     HIM 2810   PPE II: Medical Coding   or
____ HIM 2815   PPE: Healthcare Informatics..........................2

PROGRAM TOTAL....70

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. Technicians must be familiar with electronic health record (EHR) computer software, data security, and analyzing electronic data to improve healthcare information. Health information technicians use EHR software to maintain data 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
HIT@lssc.edu   325-435-6414

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)

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[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] These courses require demonstration of Computer Proficiency as a prerequisite.

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.

PREREQUISITE COURSES[3]   Credits

____	ENC	1101	College Composition I[1]............................	3
____			Select from Area II: Humanities[2]............................	3
____	PSY	2012	Introduction to Psychology............................	3
____	DEP	2004	Psychology of Human Development...............	3
____	MTB	1370	Math for Health Related Professions	1
____	BSC	2085C	Human Anatomy & Physiology I w/Lab	4
____	BSC	2086C	Human Anatomy & Physiology II w/Lab	4
____	MCB	2010C	Microbiology w/Lab	4
____	HUN	1201	Nutrition and Diet Therapy	3
			TOTAL 28	

_____ **Math**: If not exempt from the placement test and developmental coursework, then completion of all required developmental courses that are indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level course work in mathematics with grades of "C" or higher·

_____ **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.

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.

LSSC offers a Limited Access Associate in Science Degree in Nursing.

Graduates obtain licensure through successful completion of NCLEX-RN.

ACCREDITATION: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 407-975-5000 - LSSC Program of Associate Degree Nursing

Program tracks available:

BRIDGE- applicants hold current FL LPN licensure or paramedic certification.

GENERAL- applicants do not possess above licensure or certification.

• Preferred Option: See NURSING RN, GENERAL TRACK (234)

• Compressed Option: see Nursing Information Packet at www.lssc.edu/academics/nursing Future Students

Additional pre-application requirements posted at above web address

Direct questions about program requirements to LSSC Nursing Department. Direct questions about degree requirements to LSSC Academic Advising.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING
Leesburg Campus	352-365-3574
South Lake Campus	352-243-5722
Sumter Center	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 |

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[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.
[2] Any humanities course from the approved list of Associate in Arts General Education courses.
[3] All prerequisite courses must be completed with a C or higher.

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)

Academic Programs

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.

PREREQUISITE COURSES[3]   Credits

____	ENC 1101	College Composition I[1]	3
____	Select from Area II: Humanities[2]		3
____	PSY 2012	Introduction to Psychology	3
____	DEP 2004	Psychology of Human Development	3
____	MTB 1370	Math for Health Related Professions	1
____	BSC 2085C	Human Anatomy & Physiology I w/Lab	4
____	BSC 2086C	Human Anatomy & Physiology II w/Lab	4
____	MCB 2010C	Microbiology w/Lab	4
____	HUN 1201	Nutrition and Diet Therapy	3
		TOTAL	**28**

____ **Math**: If not exempt from the placement test and developmental coursework, then completion of all required developmental courses that are indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level course work in mathematics with grades of "C" or higher.

____ **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.

NURSING PROGRAM COURSES YEAR ONE

____	NUR 1020	Nursing Foundations	6	F
____	NUR 1020L	Clinical Nursing I	4	F
____	NUR 1820	Management of Care I	1	F
____	NUR 1211	Alterations in Health First Year	7	S
____	NUR 1211L	Clinical Nursing II	4	S

NURSING PROGRAM COURSES YEAR TWO

____	NUR 2220	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 1823	Management of Care II	1	S
____	NUR 2801L	Clinical Practicum	3	S
		PROGRAM TOTAL	**72**	

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)

LSSC offers a Limited Access Associate in Science Degree in Nursing.

Graduates obtain licensure through successful completion of NCLEX-RN.

ACCREDITATION: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 407-975-5000 - LSSC Program of Associate Degree Nursing

Program tracks are available:

BRIDGE- applicants hold current FL LPN licensure or paramedic certification.

GENERAL- applicants do not possess above licensure or certification.

- Preferred Option: See NURSING RN, GENERAL TRACK (234)

- Compressed Option: see Nursing Information Packet at www.lssc.edu/academics/nursing Future Students

Additional pre-application requirements posted at above web address

Direct questions about program requirements to LSSC Nursing Department. Direct questions about degree requirements to LSSC Academic Advising.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING
Leesburg Campus	352-365-3574
South Lake Campus	352-243-5722
Sumter Center	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

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[1] Students may be required to take college developmental math, writing, and/or reading courses based on placement test scores.

[2] Any humanities course from the approved list of Associate in Arts General Education courses.

[3] All prerequisite courses must be completed with a C or higher.

Academic Programs

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 - PREFERRED & COMPRESSED OPTIONS	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 pre-admission testing section of Nursing Information Packet; study for each section. 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. (Testing provided by LSSC Learning Centers)	Prior to testing: review pre-admission testing section of Nursing Information Packet; study for each section. 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. (Testing provided by LSSC Learning Centers)
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 sealed transcripts from LPN school or paramedic program must be attached to nursing program application
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 at www.lssc.edu/academics/nursing. See future students page.	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 at www.lssc.edu/academics/nursing. See future students page.
COMPLETION OF PREREQUISITE COURSES	Consult Nursing Information Packet to review course completion requirements for preferred and compressed options.	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.

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.

GENERAL EDUCATION COURSES   Credits

____	ENC	1101	College Composition I[1]	3
	ENC	1102	Composition: Literature or	
____	ENC	2210	Technical & Professional Writing.......................	3
____			Select any SLS course	3
____			Select from Area II: Humanities[2]	3
	MGF	1106	Liberal Arts Math or	
____	MGF	1107	Explorations in Math	3

Select one:

____	ECO	2013	Principles of Economics I (Macroeconomics)	
____	PSY	2012	Introduction to Psychology	
____	SYG	2000	Introduction to Sociology	3

TOTAL 18

PROGRAM CORE COURSES

____	CGS	1100	Business Computer Applications	3
____	OST	1100	Keyboarding & Document Formatting................	3
____	OST	1110	Advanced Document Formatting.......................	3
____	OST	1330	Business English[1]...	3 F
____	CTS	1205	Microsoft Excel..	3
____	CTS	1831	Web Authoring I...	3
____	MNA	1100	Human Relations in Business & Industry...........	3
	APA	1002	Small Business Accounting[3] or	
____	ACG	2021	Financial Accounting[3]	3
____	OST	2857	Microsoft Office - Advanced.............................	3 S
____	OST	2336	Business Communications	3
____	GEB	1011	Introduction to Business....................................	3
____	OST	2501	Office Management...	3 SM
____	MAN	2021	Principles of Management	3

Professional Electives (3 credits) [4]

_____ 3

PROGRAM TOTAL.....60

Professional Electives

ACG 2071	Management Accounting[4]..	3
BUL 2241	Business Law	3
CET 1171	IT Fundamentals..	3
ECO 2023	Principles of Economics II (Microeconomics)[4]	3
CTS 1101	Introduction to Windows...	1
SPC 2608	Public Speaking	3
OST 2949	Internship in Office Administration	2-3
	Foreign Language[4]..	4

The Office Administration – A.S.degree program prepares students for transferring 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

Academic Programs

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH	English & Reading: Compressed and Modularized options ☐ **ENC 0015** Dev. Writing I ☐ **ENC 0025** Dev. Writing II
READING	☐ **REA 0007** Dev. Reading I ☐ **REA 0017** Dev. Reading II
MATH	Mathematics: Modularized and Contextualized options ☐ **MAT 0018** Dev. Math I ☐ **MAT 0028** Dev. Math II ☐ **MAT 0027*** Dev. Math II for Liberal Arts * For **Non-Stem Majors** **Stem Majors** = Science, Technology, Engineering & Math ☐ **MAT 1033** Intermediate Algebra (Required if checked)

[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 a Bachelor's degree should choose ACG 2021.

[4] Students who intend to pursue a Bachelor's degree should choose from indicated electives.

BUSINESS DEVELOPMENT & ENTREPRENEURSHIP
TECHNICAL CERTIFICATE (342)

PROGRAM CORE COURSES   **Credits**

____	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
____	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 information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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 Center	352-568-0001

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

PROGRAM CONTACT INFORMATION
BusinessAdmin@lssc.edu   LE 352-323-3644
                            SU 352-568-0001 Ext 1007

Academic Programs

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH   English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING   ☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options
MATH   ☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

BUSINESS SPECIALIST
TECHNICAL CERTIFICATE (346)

PROGRAM CORE COURSES

			Credits
____	GEB 1011	Introduction to Business	3
____	MAN 2021	Principles of Management	3
____	MAR 2011	Principles of Marketing	3
____	ACG 2021	Financial Accounting	3

PROGRAM TOTAL....12

This program is designed to prepare students for entry-level positions in a variety of business environments, or to provide supplemental training for person previously or currently employed in management and supervisory occupations.

The program also provides supplemental training for persons previously or currently working in business.

The certificate is upward compatible with the A.S. degree in Business Administration.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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 Center	352-568-0001

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

PROGRAM CONTACT INFORMATION

BusinessAdmin@lssc.edu   LE 352-323-3644
SU 352-568-0001 Ext 1007

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

BUSINESS OPERATIONS
TECHNICAL CERTIFICATE (347)

PROGRAM CORE COURSES

			Credits
____	CGS 1100	Business Computer Applications	3
____	GEB 1011	Introduction to Business	3
____	MAN 2021	Principles of Management	3
____	MAR 2011	Principles of Marketing	3
____	ACG 2021	Financial Accounting	3
____	ACG 2071	Management Accounting	3

PROGRAM TOTAL...18

This certificate is designed to prepare students with the skills and knowledge needed for employment in entry level supervisory positions, customer relations representation, event coordinators, and business office specialists. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills at a higher level.

The certificate is upward compatible with the A.S. degree in Business Administration.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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 Center	352-568-0001

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

PROGRAM CONTACT INFORMATION
BusinessAdmin@lssc.edu   LE 352-323-3644
SU 352-568-0001 Ext 1007

Academic Programs

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

BUSINESS MANAGEMENT

TECHNICAL CERTIFICATE (348)

PROGRAM CORE COURSES			Credits
____	CGS 1100	Business Computer Applications	3
____	ACG 2021	Financial Accounting	3
____	GEB 1011	Introduction to Business..................................	3
____	MAN 2021	Principles of Management	3
____	MAR 2011	Principles of Marketing....................................	3
____	SBM 2000	Small Business Management	3
____	ACG 2071	Management Accounting	3
____	MNA 1100	Human Relations in Business...........................	3

PROGRAM TOTAL....24

This program is designed to prepare students for employment in supervisory and management positions. The content includes instruction in planning, organizing, leading and controlling a business. Emphasis is place on selected theories of management and decision-making and the knowledge and understanding necessary for managing people and functions. Students will gain proficiency on the management and operational skills necessary to be self-employed entrepreneurs or effective middle management staff. This program will also enhance the knowledge and competencies of those previously employed.

The certificate is upward compatible with the A.S. degree in Business Administration.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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 Center	352-568-0001

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

PROGRAM CONTACT INFORMATION
BusinessAdmin@lssc.edu   LE 352-323-3644
SU 352-568-0001 Ext 1007

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

CHILD CARE CENTER MANAGEMENT
TECHNICAL CERTIFICATE (323)

PROGRAM CORE COURSES   Credits

____	EEC	2732	Health, Safety, & Nutrition for Young Children ..3
____	EEC	1523	Managing Child Care Programs........................3
____	EEX	2758	Families, Professionals, and Exceptionalities...3
____	EEC	1601	Guiding and Observing Young Children............3

PROGRAM TOTAL......12

The Child Care Center Management Certificate prepares students for employment as a center manager/director in child development centers with children from birth through age eight. Students complete 12 credit hours in early childhood education or related topics. These courses provide students with knowledge, field experiences, and application of skills. 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. Field experiences are part of each course in this certificate program.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

For information about career options, visit www. lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
ECE@lssc.edu	LE 352-323-3649
	SL 352-536-2245

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II
Mathematics:Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

CHILD DEVELOPMENT EARLY INTERVENTION
TECHNICAL CERTIFICATE (322)

PROGRAM CORE COURSES | Credits

____	EEC	1001	Introduction to Early Childhood Education........3
____	EEC	1000	Child Growth and Development.......................3
____	EEC	1601	Guiding & Observing Children's Behavior.........3
____	EEX	2010	Introduction to Special Needs..........................3
____	EEC	2732	Health, Safety, & Nutrition for Young Children ..3
____	EEC	2262	Curriculum - Activities in Early Childhood 3
____	LIN	2740	Applied Linguistics...3
____	EEX	2758	Families, Professionals, and Exceptionalities ...3
____	EEX	2080L	Teaching the Exceptional Learner....................3
____	EEX	2821L	Special Education Practicum 3
____	EDF	2085	Teaching Diverse Populations..........................3
____	EME	2040	Technology for Educators 3

PROGRAM TOTAL.......36

The Child Development Early Intervention Certificate prepares students for working with young children with special needs and their families as paraprofessionals in the school system or in early childhood centers. Students complete 36 credit hours that provide students with knowledge, field experiences, and application of skills. Field experiences are part of each course in this certificate program.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
ECE@lssc.edu	LE 352-323-3649
	SL 352-536-2245

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH — English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH — Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

DIGITAL FORENSICS
TECHNICAL CERTIFICATE (392)

PROGRAM CORE COURSES   Credits

____	CET	1171	Microcomputer Hardware...................................3
____	CGS	1100	Business Computer Applications 3
____	CET	1485	Networking Essentials.......................................3
____	CET	2180	A+ Advanced Hardware 3
____	CET	1179C	A+ Software 3
____	CAP	2140	Digital Forensics I..3
____	CAP	2141	Digital Forensics ll...3
____	CET	2660	Network Security Fundamentals......................3

PROGRAM TOTAL 24

For Gainful Employment Disclosures please visit:
http://www.lssc.edu/finaid/Pages/Gainful%20Employment/
GainfulEmploymentInformation.aspx.

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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
CIT@lssc.edu	352-536-2149

Academic Programs

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

ELECTRICAL DISTRIBUTION TECHNOLOGY

BASIC CERTIFICATE (390)

BASIC CERTIFICATE COURSES   **Credits**

____	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 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:
http://www.lssc.edu/finaid/Pages/Gainful%20Employment/
GainfulEmploymentInformation.aspx.

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, visit www. lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
Energyprograms@lssc.ed   352-568-0001 Ext 1025

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH	English & Reading: Compressed and Modularized options ☐ **ENC 0015** Dev. Writing I ☐ **ENC 0025** Dev. Writing II
READING	☐ **REA 0007** Dev. Reading I ☐ **REA 0017** Dev. Reading II
MATH	Mathematics: Modularized and Contextualized options ☐ **MAT 0018** Dev. Math I ☐ **MAT 0028** Dev. Math II ☐ **MAT 0027*** Dev. Math II for Liberal Arts * For **Non-Stem Majors** **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

ELECTRICAL DISTRIBUTION TECHNOLOGY

ADVANCED CERTIFICATE (391)

ADVANCED CERTIFICATE
Prerequisite: Basic Certificate (390)

ADVANCED CERTIFICATE COURSES   **Credits**

____	CGS	1100	Business Computer 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 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 LSSC. 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:
http://www.lssc.edu/finaid/Pages/Gainful%20Employment/
GainfulEmploymentInformation.aspx.

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 they 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING
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South Lake Campus	352-243-5722
Sumter Center	352-568-0001

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

PROGRAM CONTACT INFORMATION
Energyprograms@lssc.edu 352-568-0001 Ext 1025

Academic Programs

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math
☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

ENGINEERING TECHNOLOGY SUPPORT SPECIALIST
TECHNICAL CERTIFICATE (395)

ENGINEERING TECHNOLOGY CORE COURSES **Credits**

____ ETD 1320C Introduction to AutoCAD 3
____ ETI 1084C Introduction to Electronics...............................3
____ ETM 1010C Mechanical Measurement & Instrumentation....3
____ ETI 1420C Manufacturing Processes & Materials 3
____ ETI 1110C Introduction to Quality Assurance 3
____ ETI 1701C Industrial Safety 3

TOTAL.....18

The Engineering Technology Support Specialist Technical Certificate is an applied engineering technical certificate with specialties in a variety of technical areas. It is designed to meet business needs for highly skilled, technically competent people in a variety of positions requiring specific skills, technical knowledge and the ability to adapt.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu   352-323-3603

PROGRAM CONTACT INFORMATION

Energyprograms@lssc.edu   352-568-0001 Ext 1025

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

HEALTHCARE INFORMATICS SPECIALIST
TECHNICAL CERTIFICATE (332)

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

This 24-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.

PROGRAM CORE COURSES   Credits

____	HIM	1211	Basic Health Information Technology	1	
____	HIM	1003	Foundations of Health Information Management[1,2]	3	
____	HSC	1531	Medical Terminology I	2	
____	HSC	1532	Medical Terminology II	2	
____	HIM	2012	Medicolegal Aspects of Records[1,2]	2	
____	HIM	2112	Electronic Health Record & Informatics...........	2	F
____	CET	2660	Network Security Fundamentals......................	3	
____	HIM	2815	PPE Healthcare Informatics............................	2	
____	HIM	2214	Healthcare Statistics[1,2]	2	S
____	HIM	1273	Medical Insurance & Coding I[1]........................	3	
____	CTS	1101	Introduction to Microsoft Windows..................	1	

PROGRAM TOTAL.....24

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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
HIT@lssc.edu   352-435-6414

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics:Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

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[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.

INFANT & TODDLER SPECIALIZATION

TECHNICAL CERTIFICATE (324)

PROGRAM CORE COURSES   Credits

____	EEC	2732	Health, Safety, & Nutrition for Young Children ..3
____	EEC	1003	Infant & Toddler Curriculum and Group Care....3
____	EEX	2758	Families, Professionals, and Exceptionalities ...3
____	EEX	2010	Introduction to Special Education 3

PROGRAM TOTAL 12

The Infant and Toddler Specialization Certificate prepares those wishing to specialize in infant and toddler care. Students complete 12 credit hours of educational theory and practical application necessary for nurturing infants and toddlers (ages birth to 3-years of age) and for providing a developmentally appropriate environment. Field experiences are part of each course in this certificate program.

Students seeking field experiences in a public school must satisfy a level 2 security background check conducted by the school district in accordance to the Jessica Lunsford Act.

For information about career options, visit www.lssc. edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
ECE@lssc.edu	LE 352-323-3649
	SL 352-536-2245

Course Placement

☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

MATH
Mathematics: Modularized and Contextualized options
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

INFORMATION TECHNOLOGY ANALYSIS
TECHNICAL CERTIFICATE (381)

PROGRAM CORE COURSES			Credits
____ CET	1171	Microcomputer Hardware	3
____ CGS	1100	Business Computer Applications	3
____ CTS	1831	Web Authoring I	3
____ CET	1485	Networking Essentials	3
____ CET	2180	A+ Advanced Hardware	3
____ CET	1179C	A+ Software	3
____ OST	2336	Business Communications[1]	3
____ CET	2660	Network Security Fundamentals	3
____ CIS	2321	System Analysis & Design[2]	3

PROGRAM TOTAL....27

The purpose of this certificate program is to prepare students for employment as a:

- Microcomputer Support Specialist
- Help Desk Specialist
- User Support Specialist
- Applications System Specialist
- Information Systems Specialist
- Technical Support Specialist
- Computer Repair Technician
- Computer Salesperson
- Office Systems Support Specialist
- Software Tester

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+, Security+, and Network+ certification exams.

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.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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Sumter Center	352-568-0001

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

PROGRAM CONTACT INFORMATION
CIT@lssc.edu	352-536-2149

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

[1] The prerequisite for OST 2336 is OST 1330 or ENC 1101.
[2] The prerequisite for CIS 2321 is C or higher in CGS 2034.

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.

GENERAL EDUCATION COURSES   Credits

____	BSC	2085C	Human Anatomy & Physiology I with Lab[1] 4
____	BSC	2086C	Human Anatomy & Physiology II with Lab 4

TOTAL.......8

PROGRAM CORE COURSES

____	HIM	1003	Foundations of Health Information Management[1,2] 3
____	HIM	1273	Medical Insurance & Coding I[1] 3
____	HSC	1531	Medical Terminology I 2
____	HSC	1532	Medical Terminology II 2
____	HIM	1433	Concepts of Disease 3
____	HIM	2442	Pharmacology & Laboratory Analysis .... 1 F
____	HIM	2214	Healthcare Statisics[1] .... 2 S
____	HIM	2012	Medicolegal Aspects of Records[1,2] 2
____	HIM	2410	ICD Coding I 3
____	HIM	2412	ICD Coding II 3
____	HIM	2253C	CPT Coding & Reimbursement 3
____	HIM	2810	Professional Practice Experience II 2

PROGRAM TOTAL....37

Note: All credit hours from this certificate articulate into the A.S. degree in Health Information Technology at Lake-Sumter State College.

For Gainful Employment Disclosures please visit:
http://www.lssc.edu/finaid/Pages/Gainful%20Employment/
GainfulEmploymentInformation.aspx.

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.

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 information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
HIT@lssc.edu   352-435-6414

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH
English & Reading: Compressed and Modularized options
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options
MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

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[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.

MEDICAL OFFICE MANAGEMENT

TECHNICAL CERTIFICATE (331)

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

GENERAL EDUCATION COURSE   **Credits**

____ ENC 1101   College Composition I[1]...................................3

PROGRAM CORE COURSES

____ CGS 1100   Business Computer Applications 3

____ 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

____ HIM 1003   Foundations of Health Information Technology[1,2] ..3

____ HIM 2012   Medicolegal Aspects of Records[1,2].................2

____ HIM 1273   Medical Insurance & Coding I[1].........................3

____ HIM 1512   Medical Office Management[1] 3

____ HIM 2112   Electronic Health Records & Informatics 3   F

____ OST 2336   Business Communications..............................3

____ OST 2949   Internship in 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, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING

Leesburg Campus   352-365-3574

South Lake Campus   352-243-5722

Sumter Center   352-568-0001

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu   352-323-3603

PROGRAM CONTACT INFORMATION

HIT@lssc.edu   352-435-6414

For Gainful Employment Disclosures please visit:
http://www.lssc.edu/finaid/Pages/Gainful%20Employment/
GainfulEmploymentInformation.aspx.

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

ENGLISH   English & Reading: Compressed and Modularized options
     ☐ **ENC 0015** Dev. Writing I
     ☐ **ENC 0025** Dev. Writing II

READING   ☐ **REA 0007** Dev. Reading I
     ☐ **REA 0017** Dev. Reading II

     Mathematics: Modularized and Contextualized options

MATH   ☐ **MAT 0018** Dev. Math I
     ☐ **MAT 0028** Dev. Math II
     ☐ **MAT 0027*** Dev. Math II for Liberal Arts
     * For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

     ☐ MAT 1033 Intermediate Algebra (Required if checked)
     ☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
     ☐ ENC 1101 (Required if checked)
     ☐ SLS 1501 Foundations of Success Seminar (Required if checked)

[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.

OFFICE SUPPORT

TECHNICAL CERTIFICATE (341)

PROGRAM CORE COURSES   Credits

____	CGS	1100	Business Computer Applications 3
____	OST	1100	Keyboarding & Document Formatting.............3
____	OST	1330	Business English[1]....................................3 F
____	OST	2336	Business Communications.............................3

PROGRAM TOTAL....12

This 12-credit hour certificate program is designed to prepare students for employment in entry-level office support positions or to assist those desiring to upgrade their technical office skills.

All credits may be applied toward the Office Administration Associate in Science degree or toward the Office Specialist Certificate or toward the Office Management Certificate at LSSC.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
OfficeAdmin@lssc.edu	352-323-3626

Academic Programs

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

[1]   Students may be required to take college developmental math, writing and/or reading courses based on placement test scores.

OFFICE SPECIALIST

TECHNICAL CERTIFICATE (340)

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

PROGRAM CORE COURSES   Credits

____	CGS	1100	Business Computer Applications 3
____	OST	1100	Keyboarding & Document Formatting.............3
____	OST	1110	Advanced Document Formatting 3
____	OST	1330	Business English[1]...3 F
____	OST	2336	Business Communications.............................3
____	OST	2501	Office Management.......................................3 SM

PROGRAM TOTAL....18

This 18-credit hour certificate program is designed to prepare students for employment in office positions or to assist those desiring to upgrade their technical office skills.

All credits may be applied toward the Office Administration Associate in Science degree or toward the Office Management Certificate at LSSC.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

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

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

PROGRAM CONTACT INFORMATION
OfficeAdmin@lssc.edu	352-323-3626

Course Placement

☐ Exempt (Optional) ☐ Non-Exempt (Required)

English & Reading: Compressed and Modularized options

ENGLISH
☐ **ENC 0015** Dev. Writing I
☐ **ENC 0025** Dev. Writing II

READING
☐ **REA 0007** Dev. Reading I
☐ **REA 0017** Dev. Reading II

Mathematics: Modularized and Contextualized options

MATH
☐ **MAT 0018** Dev. Math I
☐ **MAT 0028** Dev. Math II
☐ **MAT 0027*** Dev. Math II for Liberal Arts
* For **Non-Stem Majors**   **Stem Majors** = Science, Technology, Engineering & Math

☐ MAT 1033 Intermediate Algebra (Required if checked)
☐ MAC 1105, MGF 1106 or MGF 1107 (Required if checked)
☐ ENC 1101 (Required if checked)
☐ SLS 1501 Foundations of Success Seminar (Required if checked)

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[1] Students may be required to take college developmental math, writing and/or reading courses based on placement test scores.

OFFICE MANAGEMENT

TECHNICAL CERTIFICATE (358)

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

PROGRAM CORE COURSES   **Credits**

____	CGS	1100	Business Computer Applications 3	
____	OST	1100	Keyboarding & Document Formatting.............3	
____	OST	1110	Advanced Document Formatting 3	
____	OST	1330	Business English[1] 3	F
____	CTS	1205	Microsoft Excel...3	
	APA	1002	Small Business Accounting[2] or	
____	ACG	2021	Financial Accounting[2]....................................3	
____	OST	2857	Microsoft Office - Advanced............................3	S
____	OST	2336	Business Communications.............................3	
____	OST	2501	Office Management..3	SM

PROGRAM TOTAL....27

This 27 credit hour certificate program is intended for professionals in the field or for those desiring preparation for employment in office support positions.

All credits may be applied toward the Office Administration Associate in Science degree at LSSC.

For information about career options, visit www.lssc.edu/careers.

Students must complete 25% of each program's total credit hours at LSSC.

ACADEMIC ADVISING

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

CAREER DEVELOPMENT SERVICES

Careers@lssc.edu	352-323-3603

PROGRAM CONTACT INFORMATION

OfficeAdmin@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]   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 2021

Academic Programs

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.

Lake-Sumter State College (LSSC) and Valencia College (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 Semester) for qualified LSSC students. VC's Dental Hygiene A.S. Degree Program is a selective admission program, with limited enrollment. 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 Associate Vice President of Baccalaureate & Workforce 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.

PREREQUISITE COURSES   Credits

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	2085C	Human Anatomy & Physiology I with Lab	4
____	BSC	2086C	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

For further details on VC's Dental Hygiene program consult the Dental Hygiene Program Guide at http://www.valenciacollege.edu/west/health/admissionupdates.cf. Students interested in the LSSC-VC Dental Hygiene Linkage program are encouraged to contact the office of the Associate Vice President of Baccalaureate & Workforce Programs at 352-365-3552 for program information and application deadlines.

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

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

CONTACT FOR PROGRAM & APPLICATION INFORMATION
DentalHygiene@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[1].
- 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. For information about taking the TEAS at VC, consult the information found at http://valenciacollege.edu/assessments/teas. 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.

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.

Course Placement
☐ Exempt (Optional)   ☐ Non-Exempt (Required)

ENGLISH	English & Reading: Compressed and Modularized options ☐ **ENC 0015** Dev. Writing I ☐ **ENC 0025** Dev. Writing II
READING	☐ **REA 0007** Dev. Reading I ☐ **REA 0017** Dev. Reading II
MATH	Mathematics: Modularized and Contextualized options ☐ **MAT 0018** Dev. Math I ☐ **MAT 0028** Dev. Math II ☐ **MAT 0027*** Dev. Math II for Liberal Arts * For **Non-Stem Majors** **Stem Majors** = Science, Technology, Engineering & Math ☐ **MAT 1033** Intermediate Algebra (Required if checked)

For information about career options, visit www.lssc.edu/careers.

_____

[1] If not exempt from the placement test and developmental coursework, then completion of all required developmental courses that are indicated by the placement test scores. Test scores may be exempt if the applicant has transferable, college-level coursework with grades of "C" or above.

Valencia College reserves the right to deny unqualified students admission to the program.

BAS

BACHELOR OF APPLIED SCIENCE DEGREE

DEGREE REQUIREMENTS

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

Admission Requirements for Bachelor of Applied Science in Organizational Management

- Completion of an Associate in Arts (A.A.) from a regionally accredited college or university, or
- Associate in Science (A.S.) degree, including a minimum of 18 semester credit hours of LSSC's current General Education core requirements from a regionally accredited college or university, or
- Students who have completed equivalent coursework from a regionally accredited college or university with a minimum of 60 transferable semester credit hours, including 18 semester credit hours of LSSC's current 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.
- Completion of all developmental (college preparatory) coursework as required by placement testing.
- Eligibility for Gordon Rule mathematics courses through placement testing or the successful completion of required prerequisite coursework.
- Minimum cumulative grade point average of 2.0 on a 4.0 scale in all post-secondary coursework.

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 and Associate Vice President of Baccalaureate & Workforce Programs.
- For coursework taken at post-secondary institutions outside the United States, see *Evaluating Coursework from International Institutions* in this catalog.

Application Process

1. Visit www.lssc.edu/bp for program information or contact the Office of Baccalaureate Programs at 352-435-5033 to make an appointment to discuss your eligibility for the BAS in Organizational Management program.
2. If all Admissions Requirements are met, submit the *LSSC Admission Application* by the posted deadline with all of the following:
   - designated application fee
   - official high school transcript or GED scores, sent directly to the LSSC Admissions and Records Office
   - official transcripts from all previously attended post-secondary institutions, sent directly to the LSSC Admissions and Records Office,
   - the Florida Residency Affidavit and required documentation.
3. Once all transcripts have been received and evaluated, students receive written notification of acceptance status from the Office of Baccalaureate Programs, along with information regarding the next steps in the enrollment process.

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:

- Meet in person for academic advising to determine needed coursework to complete the specific bachelor's degree.
- Participate in *Baccalaureate Welcome & Orientation* held prior to the first class.
- Enroll in the program's Cornerstone course in the first semester of the program. For the BAS 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 every semester prior to registration to assure proper course planning throughout the program of study and timely completion of all graduation requirements.

BAS

Graduation Requirements for BAS 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 AA 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, technical, and professional support coursework. At least 18 of these semester credit hours must be designated as approved Professional Support Courses with a grade of C or higher.
- 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 BAS in Organizational Management, CGS 1100, Business Computer Applications, is the prerequisite or co-requisite for the Cornerstone course and satisfies 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:

1. Two sequential high school credits in one language.
2. Two sequential college-credit courses in a foreign language or American Sign Language.
3. Minimum designated College Level Examination Program (CLEP) scores in Spanish, French, or German.
4. 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 additional information in *Coursework from International Institutions*.

- 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 www.lssc.edu/bp or 352-435-5033.
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BAS

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. See *Admission Requirements for BAS in Organizational Management.*

BAS in ORGANIZATIONAL MANAGEMENT PROGRAM	**Credits[1]**

GENERAL EDUCATION COURSES 36
PROFESSIONAL SUPPORT, TECHNICAL, ELECTIVE COURSES...... 42

OM PROGRAM CORE COURSES (3000 - 4000 Level)

____	MAN	3240	Organizational Behavior (Cornerstone)[2] 3
____	GEB	3213	Advanced Business Communications[3]..............3
____	GEB	3452	Legal & Ethical Environment of Business[3] 3
____	ACG	3024	Accounting for Managers[3,4]................................3
____	ISM	3011	Intro to Information Systems Management[3].........3
____	MAR	3802	Marketing for Managers[3]..3
____	MAN	3353	Management Theory & Applications[3] 3
____	MAN	4303	Leadership & Management Practices[3] 3
____	FIN	3400	Financial Management[3] 3
____	MAN	4301	Human Resource Management[3] 3
____	MAN	4720	Strategic Management[3].....................................3
____	MAN	4900	Organizational Management Capstone[3] 3

OM PROGRAM ELECTIVE COURSES*

____ _____	_____	3
____ _____	_____	3

OM PROGRAM UPPER-DIVISION COURSES...............................42

PROGRAM TOTAL...120

*OM PROGRAM ELECTIVE COURSES
 Select 2 of the following courses - 6 credits

MAN	3860	Management of Not-for-Profit Organizations[3]...3
ENT	4004	Entrepreneurship[3] 3
GEB	4525	Organizational Development[3] 3
MAN	4940	Internship in Organization Management[3,5] 3
MNA	4037	Introduction to Project Management[3]...............3
_____	_____	[6.] 3

Professional Support Course
Lower-Division Professional Support Courses (if not used for A.A. Degree may be selected from a list found at www.lssc.edu/bp; college-level foreign language, and additional upper-division OM courses. Other relevant professional support courses 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 and Associate Vice President.

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 BAS 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 in Organizational Management (BAS-OM) 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.

Designed for the working adult, the BAS-OM is an evening program. Classes meet on the Leesburg Campus.

For information about career options with this major, visit:

www.lssc.edu/academics/cds then click on "BAS-OM Career Information"

BACCALAUREATE ACADEMIC ADVISOR
Caitlin Moore   Office: LE - SSB 116
 MooreC@lssc.edu   352-435-6335

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

BACCALAUREATE PROGRAM INFORMATION
OBP@lssc.edu   352-435-5033

BAS

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1. Semester Credit Hours
2. Pre- or co-requisite: CGS 1100 and Admission to BAS-OM program.
3. See Course Description for pre- and co-requisites.
4. Students who enter the program with a C or higher in both ACG 2021/2022 and ACG 2071 may select an additional OM Elective course in place of ACG 3024.
5. May be repeated one time for credit.
6. Any LSSC 3000 or 4000 level MAN, MNA, or GEB courses not required in program.

COURSES

- Florida's Statwide Course Numbering System
- eLearning
- Course Prefixes
- Course Descriptions

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 by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online 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 *Exceptions to the General Rule for Equivalency.*

For example, a freshman composition skills course is offered by 84 different public and non-public 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 or state 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 non-public 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 tthe 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.

1. Courses not offered by the receiving institution.

2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

3. 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.

4. Applied academics for adult education courses.

5. Graduate courses.

6. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

7. 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 Non-regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all non-public 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

Lake-Sumter State College offers many course delivery options, designed to fit the learning and scheduling needs of all students:

Online – Courses where 80-100% of course instruction occurs online, usually through the Blackboard 9.1 learning management system, located at http://lssc.blackboard.com.

Hybrid – Courses where 30-79% of course instruction occurs online, usually through Blackboard 9.1 (http://lssc.blackboard.com). Students will meet in class according to a schedule set by the instructor, but will complete many, if not most, assignments online.

Technology Enhanced – Traditional, seated courses that use Blackboard 9.1 or other technology to enhance the course.

Instructors teaching online and hybrid courses post their syllabi on their faculty websites at least 30 days prior to the start date of their courses. Syllabi contain information about the course, including course objectives, grading policies and a comprehensive course calendar. Students can access faculty websites at www.lssc.edu/faculty/Pages.

If you experience technical difficulties while taking online, hybrid or technology-enhanced courses, please email helpdesk@lssc.edu from your Lakehawk Mail account. Be sure to give a detailed description of your issue, along with the Course Reference Number (CRN) and instructor's name. If you have issues accessing LakeHawk Mail, please call 352-435-6500 for assistance. If you have trouble using Blackboard, please try using the support tools at www.lssc.edu/dl/Pages/Student-Support.aspx.

LSSC also offers student support services for students taking eLearning courses, such as online tutoring in all subject areas, online library research help, online academic advising services and online career advising services. Visit the following websites for more information:

Online Tutoring:
- Online Academic Advising: http://lssc.edu/advising
- Online Career Advising: http://lssc.edu/careers
- Online Library Research Assistance: http:// lssc.edu/library

Courses

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 in the Course Descriptions section of this catalog.

SUBJECT	PREFIXES	SUBJECT	PREFIXES
Accounting	ACG, APA		
American Literature	AML	Humanities	HUM
Anthropology	ANT	Information Systems Management	ISM
Art	ART	International Relations	INR
Art Education	ARE	Journalism	MMC
Art History	ARH	Legal Assisting	PLA
Astronomy	AST	Leisure Activities	LEI
Biology	BSC, MCB	Library Information Studies	LIS
Botany	BOT	Linguistics	LIN
Business	GEB, SBM	Literature	AML, ENL, LIT
Business Law	BUL	Management	MAN, MNA,
Business Math	QMB		SBM, ENT
Chemistry	CHM	Marketing	MAR
Computer Applications	CAP	Mathematics	MAC, MAE, MAP,
Computer Engineering Technology	CET		MAT, MGF, MTB, STA
Computer General Studies	CGS	Meteorology	MET
Computer Information Systems	CIS	Microbiology	MCB
Computer Programming	COP	Music	MUE, MUH, MUL,
Computer Technology & Skills	CTS		MUN, MUT, MVB,
Creative Writing	CRW		MVK, MVS, MVV, MVP
Criminal Justice	CCJ, CJC, CJE,	Nursing	NUR
	CJJ, CJL, SCC	Nutrition	HUN
Customer Service	MNA	Oceanography	OCE
Developmental Courses	ENC, MAT, REA	Office Systems Technology	OST
Digital Media-Graphic Arts	CAP, GRA	Oral Interpretation of Literature	ORI
Early Childhood Education	EEC, EEX	Philosophy	PHI
Earth Science	ESC	Photography	PGY
Economics	ECO	Physical Education	PEL, PEM, PEN,
Education	EDF, EEX		PEO, PET, LEI
	EME, MUE	Physical Sciences	AST, CHM, ESC, GIS,
Electrical Distribution Technology	ETP		GLY, MET, PHY, PSC,
Engineering Technology	EET, ETI, ETM	Physics	PHY
English	AML, CRW, ENC,	Political Science	INR, POS
	ENL, LIT	Psychology	DEP, PSY, SOP
Environmental Science	EVR, EVS, GIS	Public Health	HSC
Exceptional Child Education	EEX	Reading	REA
Film	FIL, RTV	Religion	REL
Finance	FIN	Sign Language	ASL
Fire & Emergency Services	FES	Small Business Management	SBM
Fire Science	FFP	Sociology	SYG
French	FRE	Spanish	SPN
Geography	GEO, GIS	Speech Communications	SPC
Geology	ESC, GLY	Sports and Fitness	PET, SPM
Government	INR, POS	Statistics	STA
Health Information Technology	HIM	Student Life Skills	SLS
Health Sciences	HSC	Television	RTV
History	AMH, EUH, HIS	Theater	THE, TPA, TPP
Horticulture	HOS	Western Civilization	EUH
Human Services	HUS	Zoology	ZOO

Courses

CODE DESCRIPTIONS

The following codes (attributes) are used in the course descriptions to describe the areas which a course will satisfy at LSSC:

COMM*

(Communications) course contains an oral or written communication component that is designed to provide knowledge and training related to communication skills and presentation techniques. Courses marked with this code satisfy a communication requirement in the Associate in Arts degree under Area I.

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 in Arts degree under Area IV as well as in other degree programs which state, "Elective – General Education: Mathematics." A minimum grade of "C" is required.

GRW*

(Gordon Rule Writing) course satisfies the Gordon rule writing requirement in the Associate in Arts degree. Gordon rule writing courses have at least 60% of the overall grade comprised of multiple assignments demonstrating college level writing.

HUMN*

(Humanities) course satisfies a humanities requirement in the Associate in Arts degree under Area II as well as in other degree programs which state, "Elective - General Education: Humanities."

NATS*

(Natural Sciences) course satisfies a natural sciences requirement in the Associate in Arts degree under Area V and satisfies a requirement in program areas that state "Elective-General Education: Natural Sciences."

SBEH*

(Social & Behavioral Sciences) course satisfies a social & behavioral sciences requirement in the Associate in Arts degree under Area III 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.

Courses

COURSE DESCRIPTIONS

Course	Credits	(Class hours per week / Lab hours per week)	Course	Credits	(Class hours per week / Lab hours per week)

ACG 2021   3   (3 / 0)
FINANCIAL ACCOUNTING
- **Prerequisite: C or higher in MAT 1033 or appropriate placement score, and successful completion of all developmental writing and reading courses indicated through placement testing.**

Students will be introduced to the field of financial accounting. The course emphasizes the analysis of business transactions and the study of the accounting cycle. Topical areas in the course include accrual-based accounting concepts, internal controls, financial statement preparation, and accounting elements of a corporate business entity. Ethical accounting standards are embedded throughout the course materials.

ACG 2071   3   (3 / 0)
MANAGEMENT ACCOUNTING
- **Prerequisite: C or higher in ACG 2021**

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)**

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, GRW**

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, GRW, 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 Code: GRW**

An examination of the major political, economic, social, cultural, military, and diplomatic developments which have shaped the evolution of the modern American nation since 1945. Included in the course will be such topics as post-World War II Europe, the Cold War, the McCarthy Era, the self-satisfied fifties, the reform driven turbulence of the sixties, the disillusioned seventies, and the search for answers beginning in the eighties.

AML 2010
AMERICAN LITERATURE TO 1865   3   (3 / 0)
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Codes: CULD, GRW**

This course examines literature of the United States written from the Exploration and Discovery Period to the Civil War. Readings are 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.

AML 2020   3   (3 / 0)
AMERICAN LITERATURE FROM 1865 TO PRESENT
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

This course examines literature of the United States written from 1865 to the present. Readings are drawn from a mixture of canonical and marginal figures, and 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.

AML 2264   3   (3 / 0)
SURVEY OF AMERICAN LITERATURE: SOUTHERN WOMEN WRITERS
- **Prerequisite: C or higher in ENC 1102**
- **Satisfies Codes: CULD, GRW**

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.

ANT 2000 3 (3 / 0)
INTRODUCTION TO ANTHROPOLOGY
- Prerequisite: C or higher in ENC 1101
- Satisfies Codes: GENE, SBEH, GRW

An introduction to the fundamental principles, concepts, methods, and theories in anthropology. The course includes a brief introduction to the sub-disciplines of anthropology: cultural anthropology, physical anthropology, archaeology, and linguistics.

ANT 2100 3 (3 / 0)
INTRODUCTION TO WORLD ARCHAEOLOGY
Pre-requisite: none

Introduction to the fundamental principles of archaeological research including methods, theories, and cross-disciplinary collaboration. Includes the study of the intellectual history of archaeology, excavation and laboratory methods, the production of data and analysis, and approaches used to synthesize and interpret data. Case studies from across the world are included to complement the general focus on the archaeology of the Americas

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 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 2200 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 APPRECIATION
- Prerequisite: None
- Satisfies Codes: CULD, GENE, HUMN

An analysis and evaluation of art forms from Pre History to the Twentieth century and their correlation with the development of modern art. Familiarization with the basic tools and principles of art.

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

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

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

Emphasis will be on compositional drawing including still life, landscape, and perspective with special attention given to creative problems and developing a creative view.

ART 2254C 3 (3 / 0)
FIGURE DRAWING & ILLUSTRATION
- **Prerequisites: ART 1300C & ART 1301C or documented consent of instructor**

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 Semester**

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: ART 1300C or ART 1301C**
- **Open to beginning painters**

An extension of ART 2540C with an opportunity for creative development in watercolor techniques.

Courses

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 CODE DESCRIPTIONS section.

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: GRA 1190C, 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 Cooperative 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.

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, NATS**
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: GENE, NATS**
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.

Courses

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 CODE DESCRIPTIONS section.

BSC 1005   3   (3 / 0)
INTRODUCTION TO LIFE SCIENCE
• Prerequisite: None
• Satisfies Codes: GENE, NATS

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: GENE, NATS

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: GENE, NATS

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 2085C   4   (3 / 2)
HUMAN ANATOMY & PHYSIOLOGY I WITH LAB
• Prerequisite: Successful completion of all developmental course work in math, writing, and reading courses indicated through placement testing
• C or higher in BSC 1010C is strongly suggested
• Satisfies Codes: GENE, NATS

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 2086C   4   (3 / 2)
HUMAN ANATOMY & PHYSIOLOGY II WITH LAB
• Prerequisite: C or higher in BSC 2085C
• Satisfies Codes: GENE, NATS

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.

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

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 1485 or 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 creating reports to present for the court cases. 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, e-mail 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, e-mail 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.

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 CODE DESCRIPTIONS section.

Courses

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)
IT FUNDAMENTALS
- **Prerequisite: None**

This course compares and contrasts common OS and their functions and features. Identifies common programs, applications and their purpose, and emphasizes use of software management best practices. Identifies virtualization, cloud computing, Web application, VoIP, Telepresence, gesture based interaction, explains basic software features and functions of wireless devices, identifies basic wired and wireless peripherals and their purpose, compares and contrasts common computer connector types, identifies the purpose of internal computer components, defines basic security threats, explains use of security best practices, and use of Web-browsing best practices, teaches how to set up and configure a basic SOHO router, compares and contrasts cellular, wireless, and wired data connections, compares and contrasts different methods of sharing and storage, teaches appropriate steps to set up a basic workstation, explains the basic methods of navigating an OS, implementing basic support concepts,basic backup concepts, describes the importance and impact of various environmental and safety concepts. In this course, students learn how to build a computer system from a scratch. This course contains hands-on exercises. CompTIA IT Fundamentals Certification Exam Objectives are used.

CET 1179C   3   (3 / 0)
A+ SOFTWARE
- **Prerequisite: C or higher in CET 1171 and CET 2180 or documented consent of instructor.**

This course prepares students for A+220-902 exam. Students will have the knowledge how to install operating systems based on customer requirements, install, configure and maintain software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills. Students will also learn how to provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment.

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.

Courses

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 CODE DESCRIPTIONS section.

CET 2180   3   (3 / 0)
A+ ADVANCED HARDWARE
- **Prerequisite: C or higher in CET 1171 or documented consent of instructor.**

Prepares students for A+220-901 exam. Students will have the knowledge required to assemble components based on customer requirements, install, configure and maintain devices for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware issues while applying troubleshooting skills. Students will also learn how to provide appropriate customer support; understand the basics of printers, laptops, and deployment.

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.

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.

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.

CHM 1020C   3   (2 / 2)
CHEMISTRY FOR LIBERAL ARTS WITH LAB
- **Prerequisite: C or higher in MAT 1033**
- **Satisfies Codes: GENE, NATS**

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, NATS**

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**

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 and C or higher in MAC 1105 or appropriate math placement score**
- **Satisfies Codes: GENE, NATS**

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.

Courses

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, NATS**

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**

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**

This course is a continuation of CHM 2210C 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**
- **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: C or higher in CGS 2034**

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.

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 or Co-requisite: BSC 2085C (if prerequisite, then C or higher required)**

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.

Courses

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See CODE DESCRIPTIONS section.

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.

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 2364   **3   (3 / 0)**
OBJECT ORIENTED PROGRAMMING CONCEPTS
  • **Prerequisite: C or higher in COP 1000**
As an intermediate level computer programming course, students will build upon their programming knowledge and skills by using an appropriate object oriented programing language to plan, code and debug computer programs. Course topics include string operations and manipulation, dictionaries, sets, classes and objects, inheritance, recursion, and graphical user interface (GUI) programming.

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 Code: GRW**
A course for student writers who have mastered English fundamentals. The emphasis for this course will be training in writing prose and poetry expressive of their individual interests and talents.

CRW 2002   **3   (3 / 0)**
CREATIVE WRITING II
  • **Prerequisite: CRW 2000**
  • **Satisfies Code: GRW**
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.

Courses

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 CODE DESCRIPTIONS section.

CTS 1205 3 (3 / 0)
MICROSOFT EXCEL
- **Prerequisite: CGS 1100**
  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.

CTS 1831 3 (3 / 0)
WEB AUTHORING I
- **Prerequisite: C or higher in CGS 1100**

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.

CTS 1832 3 (3 / 0)
WEB AUTHORING II
- **Prerequisite: CTS 1831**

This course is a continuation of skills and concepts introduced in CTS 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: 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: 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**

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.

Courses

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See CODE DESCRIPTIONS section.

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DEP 2302 3 (3 / 0)
ADOLESCENT PSYCHOLOGY
- **Prerequisite: PSY 2012**
- **Satisfies Code: 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.

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**

An introduction to the economic system and economic analysis, with emphasis on demand and supply, relative prices, the allocation of resources, and the distribution of goods and services; the theory of consumer behavior and theory of the firm; and competition and monopoly, including the application of microeconomic analysis to contemporary problems.

ECO 2949 1-3 (1-3 / 0)
COOPERATIVE EDUCATION INTERNSHIP IN ECONOMICS

Refer to Cooperative Education for additional information.

EDF 2005 3 (3 / 0)
INTRODUCTION TO EDUCATION
- **Prerequisite: 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 1001, 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.

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.

Courses

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 2217   3   (3 / 0)
INTRO TO LANGUAGE & EMERGENT LITERACY
- **Prerequisite: C or higher EEC 1001, 1000, 2200 or documented consent of instructor**
- **Co-requisites: EEC 1001, 1000, 2200**

Course establishes an understanding of emergent literacy foundations and sequences development across multiple domains and influential factors. Emphasis is on building rapport with families, integrating children's cultures/languages, analyzing developmental stages, and adapting assessments to promote optimal progress of young children's language and literacy development. Course exceeds DCF's required hours in emergent literacy for young children.

EEC 2262   3   (3 / 0)
CURRICULUM- ACTIVITIES IN EARLY CHILDHOOD
- **Prerequisite: C or higher EEC 1001, EEC 1000, EEC 2200 or documented consent of instructor**
- **Co-requisites: EEC 1001, EEC 1000, EEC 2200**

Upon completion of this course, students will understand how to guide and encourage learning by ensuring the environment is rich with materials and equipment that invite active exploration. Students will learn to prepare learning centers and to choose and construct learning materials. Student will become adept at implementing a variety of developmentally, culturally and linguistically appropriate practices and creative teaching/learning strategies to promote learning for all children from infancy through third grade. This course requires 15 field experience hours in early childhood care and education settings.

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.

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 CODE DESCRIPTIONS section. ━━

Courses

EEC 2940 3 (0 / 10)
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.

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.

EEX 2080L 3 (3 / 0)
TEACHING SPECIAL NEEDS LEARNERS
- **Prerequisite or Co-requisite: EEX 2010 (if prerequisite, then C or higher required) or documented consent of instructor**

A course designed to provide students with strategies and methods to teach learners with special needs. This course will provide practical, relevant teaching approaches derived from learning theory, research and experience. Effective teaching methods, appropriate curricula for special needs learners and teaching activities will be discussed.

EEX 2758 3 (3 / 0)
FAMILIES, PROFESSIONALS, AND EXCEPTIONALITIES
- **Prerequisite: C or higher in EEC 1001 or documented consent of instructor**
- **Co-requisite: EEC 1001**

This course is a study of the theory, research, and best practices as they relate to the family-professional partnerships in both general and exceptional student education. The focus is on a family systems perspective and emphasizes the importance of parent/family and professional collaboration with a multicultural approach. In addition to class meetings, a minimum of ten (10) hours of field experience is required.

EEX 2821L 3 (0 / 10)
SPECIAL EDUCATION PRACTICUM
- **Prerequisite: C or higher in EEX 2010, EEX 2758, and EEX 2080L or documented consent of instructor**

Observation and participation field experience in a special education/rehabilitation setting under supervision. Weekly seminars with the course instructor will be held for informative and evaluative purpose.

EME 2040 3 (3 / 0)
TECHNOLOGY FOR EDUCATORS
- **Prerequisites: EDF 2005 or EEC 2200, and 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 and composition instruction. Classes are small to allow for individualized help. This course may not be used to satisfy any degree program at LSSC. 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 with instructor/Department Chair approval.

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 stresses grammar, usage, vocabulary development, and mechanics of expression, moving from sentence structure to paragraph writing to essay writing. The course includes a computer-lab component and information regarding student success. This course may not be used to satisfy any degree program at LSSC. Students must earn a "C" or higher for entry into ENC 1101.

ENC 1101 3 (3 / 0)
COLLEGE COMPOSITION I
- **Prerequisite: Successful completion of all developmental writing and reading courses if indicated through placement testing and/or advising.**
- **Recommend CGS 1100 as a co-requisite or prerequisite.**
- **Satisfies Codes: GENE, GRW, COMM**

This foundational 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 Gordon Rule (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 research project is required.

Courses

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 CODE DESCRIPTIONS section.

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ENC 1101H   3   (3 / 0)
HONORS COLLEGE COMPOSITION I
- **Prerequisite: Admission to the course by the Honors Selection Committee**
- **Satisfies Codes: GENE, GRW, COMM**

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, GRW, COMM**

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, GRW, COMM**

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 & PROFESSIONAL WRITING
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW, COMM**

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, resume, 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 1101**
- **Satisfies Codes: CULD, GENE, GRW, COMM**

This course builds upon the expository skills acquired in the composition sequence, but focuses on argumentation with emphasis placed on logical development of ideas supported by research. In addition to written exposition, the course includes a substantive unit on oral skills and oral communication.

ENL 2012   3   (3 / 0)
ENGLISH LITERATURE THROUGH 18TH CENTURY
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Codes: CULD, GRW**

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 or ENC 2210 or ENC 2300**
- **Satisfies Codes: CULD, GRW**

A survey course designed to introduce students to the major British writers and their works of three periods: Age of Romanticism; Victorian Age; Modern Age. 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.

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 a business as well as on analyzing business situations to recognize strengths, weaknesses, opportunities, and threats (SWOTs).

ENT 4004   3   (3 / 0)
ENTREPRENEURSHIP
- **Prerequisite: C or higher in MAN 3353**

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.

ESC 1000   3   (3 / 0)
EARTH SCIENCE SURVEY
- **Prerequisite: None**
- **Satisfies Codes: GENE, NATS**

A systematic survey of the earth and its properties, including the physical processes presented in a conceptual manner.

ETD 1320C 3 **(2 / 2)**
INTRODUCTION TO AutoCAD
   • Prerequisite: None
Students read prints, use AutoCAD terminology, and apply the AutoCAD workspace including setting up coordinate systems to prepare simple 2-dimensional drawings and sketches, working in multiple 2 dimensional layers. They add text and dimensions to drawings and sketches, and apply the most commonly used drafting and editing tools. Students also apply geometric terms and constructions to create multiview drawings. Students will also create and print drafted documents and objects.

ETI 1084C 3 **(2 / 2)**
INTRODUCTION TO ELECTRONICS
   • Prerequisite: None
This course provides an introduction to the application of electricity and electronics, including electric and electronic components, circuits, and devices. This course in the fundamentals of DC and AC electric circuit theory provides the student with a study of computer electronics, the methods of analyzing circuits, the use of circuit models to solve electrical problems, and the application of circuit techniques to semiconductor and discrete components.

ETI 1110C 3 **(2 / 2)**
INTRODUCTION TO QUALITY ASSURANCE
   • Prerequisite: None
This course provides a survey of the skills that are necessary to ensure that production and manufacturing systems meet quality system requirements as defined by businesses and customers. This course prepares students for an assessment leading to the Manufacturing Skill Standard Council Certified Production Technician designation (MSSC-CPT).

ETI 1420C 3 **(2 / 2)**
MANUFACTURING PROCESSES AND MATERIALS
   • Prerequisite: None
This course introduces students to the various functions of manufacturing, industry, and production processes. This course prepares students for an assessment leading to the Manufacturing Skill Standards Council Certified Production Technician designation (MSSC-CPT).

ETI 1701C 3 **(2 / 2)**
INDUSTRIAL SAFETY
   • Prerequisite: None
This course covers the historical aspects of industrial safety. It also reviews the Occupational Safety and Health Administration (OSHA) Laws and Regulations. This course prepares students for an assessment leading to the Manufacturing Skill Standard Council Certified Production Technician designation (MSSC-CPT).

ETM 1010C 3 **(2 / 2)**
MECHANICAL MEASUREMENT AND INSTRUMENTATION
   • Prerequisite: None
This course provides the foundation for both mechanical and electronic measurement techniques encountered in the advanced manufacturing environment. The course integrates conceptual measurements with various mechanical and electronic measuring instruments and their usage.

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
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.

Courses

ETP 1130C 3 (1 / 2)
POLE CLIMBING ROPES & RIGGING
   • **Prerequisite: None**
This Electrical Distribution Technology course is a key to beginning a career as an electric utility line worker in the commercial power industry. The student will master the art of climbing wooden poles and developing confidence working safely high above the ground. Proficiency is to be demonstrated in understanding, application, care, and maintenance of pole climbing equipment. Training will include the demonstration of a working knowledge of physical tasks associated with the responsibilities of an apprentice line worker position. The course will cover safe work practices, basic power line construction techniques, and the application of ropes, slings, and rigging equipment for assembly of overhead electric systems.

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, handholes, 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 1138C 3 (2 / 2)
ELECTRIC UTILITY PRINT READING
   • **Prerequisite: C or higher in ETP 1700C**
The student will learn the importance of engineered documentation from the initial design concept, construction sequencing, and archiving documentation for the future care and maintenance of an existing electrical utility system. This course will cover AC/DC control diagrams, system 1 line, system 3 line, zones of protection, equipment wiring prints, logic diagrams, and miscellaneous drawings. Concepts will include a basic understanding of electrical prints/schematics and their importance to the electrical power utility.

ETP 1140C 3 (3 / 0)
ELECTRICAL DISTRIBUTION STRUCTURES
   • **Prerequisite: ETP 1100C 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 1700C 3 (2 / 2)
INTRODUCTION TO THE ELECTRIC UTILITY INDUSTRY
   • **Prerequisite: None**
Students will study the history and importance of the electric power utility industry. This course includes instruction with regard to electrical utility safety, human performance and utility regulation. The students will learn the basics of utility electric transformers, breakers, switches, generating plants, substations, power lines, and miscellaneous utility infrastructure and operational protocol.

ETP 2020 3 (3 / 0)
AMERICAN POWER SYSTEMS
   • **Prerequisite: Consent of Instructor**
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 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
   • **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 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.

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See CODE DESCRIPTIONS section.

Courses

ETP 2120C 3 (3 / 0)
BASIC TRANSFORMER
   • **Prerequisite: ETP 1101C**
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 2122C 2 (1 / 2)
HIGH VOLTAGE TRANSFORMERS
   • **Prerequisite: C or higher in ETP 1138C**
The student will learn the operation details of high voltage transformers.

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 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 2161C 3 (2 / 2)
HIGH VOLTAGE CIRCUIT BREAKERS
   • **Prerequisite: C or higher in ETP 1138C**
The student will learn the operation details of high voltage circuit breakers.

ETP 2260C 3 (2 / 2)
PROTECTIVE RELAY 1
   • **Prerequisite: C or higher in ETP 1138C**
This course is designed to provide students with an explanation of the history and philosophy of protective relays. Student will explore the differences between electromechanical and microprocessor based relays, electrical power fuses, fuse curves, and protection coordination in power systems. The different types of protective relays are also discussed and identified. Participants will also learn about current and potential instrument transformers

ETP 2261C 3 (2 / 2)
PROTECTIVE RELAY 2
   • **Prerequisite: C or higher in ETP 2260C**
   • **Co-requisites: ETP 2270C and ETP 2931C**
Students will be introduced to the principles of operating over-current, line distance, reactance and differential relays. The course will involve discussions on distribution feeder, power transformers, substation bus, and generator protection. Students will participate in the operations of supervisory control and data acquisition (SCADA) equipment and programmable logic controllers (PLC). An introduction to microprocessor relay logic and program calculations is also covered.

ETP 2270C 2 (1 / 2)
SUBSTATION SYSTEMS
   • **Prerequisite: C or higher in ETP 2260C**
   • **Co-requisites: ETP 2261C and ETP 2931C**
This course will introduce students to the grounding and ground field principles associated with substation technologies. Students will be given a basic understanding of the DC current battery systems and battery charges. Substation control house design is explored and an understanding of Mobile Substation and applications is also discussed. Participants will explore the operation of miscellaneous alarm and control circuits.

ETP 2931C 2 (1 / 2)
CAPSTONE IN PROTECTIVE RELAY
   • **Prerequisite: C or higher in ETP 2260C**
   • **Co-requisites: ETP 2261C and ETP 2270C**
This capstone project is a requirement for the completion of the Engineering Technology Substation and Relay Technology Specialization A.S. degree. Participants will be required to demonstrate their ability to engineer control house relay panel drawings in CAD and properly apply those drawings to the construction and wiring of a relay panel. Students must be able to functionally test and commission protective relays in a simulated environment and document print red-lining for archival.

EUH 1000 3 (3 / 0)
WESTERN CIVILIZATION I
   • **Prerequisite: C or higher in ENC 1101**
   • **Satisfies Code: CULD, GRW**
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 Code: CULD, GRW**
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.

Courses

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 CODE DESCRIPTIONS section.

EVR 1001C   3   (2 / 2)
ENVIRONMENTAL SUSTAINABILITY W/LAB
- **Prerequisite: None**
- **Satisfies Codes: GENE, NATS**

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.

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**

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   (3 / 0)
ENVIRONMENTAL REGULATION AND COMPLIANCE
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**

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.

EVR 2949   3   (3 / 0)
COOPERATIVE EDUCATIONAL INTERNSHIP IN ENVIRONMENTAL SCIENCE
- **Prerequisite: A minimum of 30 total credit and 12 credits in EVS and/or EVR courses or consent of instructor**

This course provides practical experience to further develop knowledge and skills in a field setting. Students are assigned to a participating organization upon approval of the program manager.

EVS 2790   3   (3 / 0)
HEALTH EFFECTS OF ENVIRONMENTAL POLLUTANTS
- **Prerequisites: BSC 1010C, EVR 1328C or consent of instructor**

This course examines the major groups of pollutants common in societies at various levels of economic development. Sources of pollutants, levels in the environment, and risk assessment of their impacts on living systems will be studied. Topics include ecological, occupational, community and psychological impacts as well as the effects of climate change and population pressure on human and ecological health.

EVS 2893C   3   (2 / 2)
ENVIRONMENTAL SAMPLING & ANALYSIS I W/LAB
- **Prerequisite: Successful completion of all developmental math, writing, and reading courses indicated through placement testing**

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 the 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.

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 CODE DESCRIPTIONS section.

Courses

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 use.

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.

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

This 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

This 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 the materials.

FFP 2521   3   (3 / 0)
CONSTRUCTION DOCUMENTS & PLANS REVIEW I
• Prerequisite: None

Topics 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.

Courses

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 CODE DESCRIPTIONS section.

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. Topics 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 on 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 Code: GRW**

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.

FIL 2837   **3**   **(3 / 0)**
SCIENCE FICTION CINEMA
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Code: GRW**

This course examines science fiction cinema in its historical, cultural, and artistic contexts. The focus is on narrative and thematic implications of selected films, as well as the artistic choices of the creative team. We focus on the tropes of science fiction—aliens, technology, the future—to guide the critique of issues of identity, power, equality, and gender.

FIN 2100   **3**   **(3 / 0)**
PERSONAL FINANCE
- **Prerequisite: None**

This course is a survey of the problems and techniques of personal financial planning. Topics 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 and ACG 3024**

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 capital, 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: C or higher in FRE 1120**

This is a continuation of FRE 1120—Elementary French I. 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 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. This course explores various business areas including economics, management, marketing, accounting, and finance. This course is designed to help prepare students for future business courses and assist students in deciding whether to choose business as a career.

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 CODE DESCRIPTIONS section.

Courses

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 3213   3   (3 / 0)
ADVANCED BUSINESS COMMUNICATIONS
  • Prerequisite or Co-requisite: MAN 3240 (if prerequisite C or higher)
This course is designed to help students develop the writing, verbal, and interpersonal skills that are 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)
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: C or higher in MAN 3353, GEB 3213, & GEB 3452
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 projects 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).

GEO 1000   3   (3 / 0)
INTRODUCTION TO GEOGRAPHY
  • Prerequisite: None
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
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
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
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
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.

Courses

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**

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 GRA 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 Semester**

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 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 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 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
- **Prerequisites or Co-requisites: 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.

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 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 2085C**
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**
  • **Co-requisite or Prerequisite: BSC 2086C**
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.

Courses

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See CODE DESCRIPTIONS section.

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 Health Information Management and technology regulatory requirements, organizational behavior, and medical business operations. The student will apply knowledge related to healthcare record documentation guidelines, clinical classification systems, health services organization and delivery systems, the legal knowledge of database theory and design, data security, and integrity, data mining and analysis to present workflow and process re/design methods that support optimal 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 or Prerequisite: 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 1211 and HIM 1212**

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. In a simulated lab environment, the students will also apply skills and knowledge to implement, deploy, and support Health IT systems in the healthcare field.

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.

<div style="margin-left:-90deg">Courses</div>

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, turf grasses, 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.

HSC 1531   **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 2017   **3**   **(3 / 0)**
CAREERS IN PUBLIC HEALTH
- **Prerequisite: Successful completion of all developmental course work in writing and reading indicated through placement testing**

The course will provide student with an overview of careers in the field of public health and actively engage them in the process of exploring occupations in public health. Students will complete self-assessments on their interests, skills, personality, and work values. This information will be applied to occupation and career goals. Representatives from both the college and the community from different branches of public health will speak about their education and career path.

HSC 2106   **3**   **(3 / 0)**
CONTEMPORARY HEALTH SCIENCE
- **Prerequisite: C or high in ENC 1101**

This course is specifically designed for students with an interest in health and wellness. Students will learn how to research and critically analyze individual health concerns, as they exist in contemporary society. The course prepares students to recognize potential health threats and factors that may impact their personal health, safety, and environment.

HSC 2130   **3**   **(3 / 0)**
HEALTH BEHAVIOR AND DECISION-MAKING
- **Prerequisite: C or high in ENC 1101**

This course explores the fundamental relationship between sexuality, decision making, and health outcomes from a public health perspective. Students explore sexuality issues and learn tools that promote sexual health and healthy relationships.

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 2020   **3**   **(3 / 0)**
INTRODUCTION TO HUMANITIES: ANTIQUITY THROUGH THE 21ST CENTURY
- **Prerequisite: None**
- **Satisfies Codes: GENE, HUMN, CULD**

This course focuses on the major artistic, literary, musical, and intellectual developments of western civilization from its beginnings in antiquity through the present.

Courses

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 CODE DESCRIPTIONS section.

HUM 2461   3   (3 / 0)
LATIN AMERICAN HUMANITIES
- **Prerequisite: ENC 1101 or higher**
- **Satisfies Codes: GRW**

HUM 2461 is an introductory survey of humanities of Latin America within the context of history and cultural studies. This 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**

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.

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 are 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 from 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: None**
- **Satisfies Code: CULD**

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.

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.

Courses

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 2740   3   (3 / 0)
APPLIED LINGUISTICS
- **Prerequisite: C or higher in ENC 1101 and ENC 1102 or documented consent of instructor**

Linguistics deals with the description and analysis of the constituents of language and languages, including meaning, structure, and processes, with the use and misuse of language and languages, as well as with its interaction with cognate disciplines including, but not limited to anthropology, classics, communications studies, computer science, education, English language and literature, English as a second/foreign language, mathematics, neurology, and related sciences of the brain, psychology, and sociology. This course is required for the Florida Department of Education ESOL endorsement.

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 2000   3   (3 / 0)
INTRODUCTION TO LITERATURE
- **Prerequisite: C or higher in ENC 1101**
- **Satisfies Codes: GENE, GRW, HUMN**

This course is designed to enhance personal appreciation of literature, hone critical thinking skills, and provide instruction in the MLA research paper. Introduction to Literature presents the major literary forms, skills in reading and writing about literature, their distinctive characteristics and conventions, principal literary themes, and different critical approaches. This introductory course prepares students for further literary study. This course includes reading, speaking, and writing competencies.

LIT 2090   3   (3 / 0)
CONTEMPORARY LITERATURE: SURVEY
- **Prerequisites: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

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 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

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 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

This course examines major works from the Ancient, Medieval, and Renaissance periods. In addition to studying these texts and their authors, this course traces the development of the major literary forms, including drama, poetry, essays, and novels. The historical and cultural achievements that influenced the advancement of these forms will also be addressed.

LIT 2120   3   (3 / 0)
EUROPEAN LITERATURE 1650 TO PRESENT
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

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 2311   3   (3 / 0)
SCIENCE FICTION LITERATURE
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

The course explores the emergence of science fiction, especially from the nineteenth century to the present with some attention to the cultural and historical issues that shaped its development. The course provides an awareness of and appreciation for major themes, works, and writers through in-depth study of specific texts.

LIT 2380   3   (3 / 0)
WOMEN IN LITERATURE
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Code: GRW**

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 part of and counter to the mainstream tradition.

Courses

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 CODE DESCRIPTIONS section.

LIT 2930   3   (3 / 0)
SELECTED TOPICS IN LITERATURE
- **Prerequisite: C or higher in ENC 1102 or ENC 2210 or ENC 2300**
- **Satisfies Codes: CULD, GRW**
- **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, Comedy in Literature, Shakespeare's Tragic Vision, African-American Literature, Native American Literature, and Myths, Legends, and Folktales.

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.

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 I). 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   4   (4 / 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 MAC 2311.) Note: A graphing calculator is required.

MAC 2313   4   (4 / 0)
CALCULUS WITH ANALYTIC GEOMETRY III
- **Prerequisite: C or higher in MAC 2312**
- **Satisfies Code: GRMT**

This is the third course in a three-semester sequence. (Topics are listed under MAC 2311.) Note: A graphing calculator is required.

Courses

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
- **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 and CGS 1100**
- **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 the individual (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: C or higher in MAN 3240**

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 NOT-FOR-PROFIT ORGANIZATIONS
- **Prerequisite: C or higher in MAN 3353**

This course introduces students to management functions and processes specific to the not-for-profit organization context. The characteristics of not-for-profit organizations and their relationships to government and business are explored. Other topics include laws and regulations, governance, resource acquisition and resource management, marketing, and measuring effectiveness and accountability.

MAN 4301   3   (3 / 0)
HUMAN RESOURCE MANAGEMENT
- **Prerequisite: C or higher in MAN 3353**

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.

MAN 4303   3   (3 / 0)
LEADERSHIP & MANAGEMENT PRACTICES
- **Prerequisite: C or higher in MAN 3353**

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: Successful completion of all OM core courses except MAN 4900 and documented consent of Program Manager**

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 MANAGEMENT CAPSTONE
- **Prerequisite: Successful completion of all OM core courses except MAN 4720 and documented consent of Program Manager**

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 managers. The OM Research Project centers on showcasing students' ability to select and examine a management-related issue and present solutions or significant findings.

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 CODE DESCRIPTIONS section.

Courses

MAN 4940   3 (3 / 0)

INTERNSHIP IN ORGANIZATIONAL MANAGEMENT
- **Prerequisite: C or higher in MAN 3353, GEB 3213 and GEB 3452 and documented consent of Program Manager**
- **May be repeated one time for credit**

This course provides practical experience to further develop knowledge and skills in a management setting. Students work in a participating organization upon approval of the Program Manager and are required to complete 150 hours at the work site in addition to completing course requirements.

MAP 2302   3 (3 / 0)

DIFFERENTIAL EQUATIONS
- **Prerequisite: C or higher in MAC 2312**
- **Satisfies Code: 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 will receive a grade of either "Satisfactory" or "Unsatisfactory."

MAT 0019   1 (1 / 0)

DEVELOPMENTAL MATH I MODULES
- **Documented consent of instructor**
- **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 introduced.

MAT 0027   4 (4 / 0)

DEVELOPMENTAL MATHEMATICS II FOR LIBERAL ARTS
- **Prerequisite: "Satisfactory" grade in MAT 0018 or MAT 0019 or appropriate placement score.**
- **Developmental Course**
- **College credit not awarded toward degree**

This course provides instruction in developmental algebra concepts that serve as a foundation for college-level liberal arts math. These concepts are presented in the context of real world problems. The emphasis is on the development of skills that promote mathematical literacy. Topics include numeracy, descriptive statistics, interpreting and representing data in graphs, polynomial manipulation, dimensional analysis, rate of change, and basic equation solving.

This course is intended for non-STEM majors who, following successful completion, may directly enroll in MGF 1106 or MGF 1107.

MAT 0028   4 (4 / 0)

DEVELOPMENTAL MATHEMATICS II
- **Prerequisite: "Satisfactory" grade in MAT 0018 or MAT 0019 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".

MAT 0055   1 (1 / 0)

DEVELOPMENTAL MATH II MODULES
- **Prerequisite: Documented consent of instructor.**
- **Developmental Course**
- **College credit not awarded toward degree.**

This course includes operations with integers, decimals and fractions; solving linear equations, linear inequalities, word problems and simple quadratic equations; operations with exponents; factoring; and graphing lines.

MAT 1033   3 (3 / 0)

INTERMEDIATE ALGEBRA
- **Prerequisite: "Satisfactory" grade in MAT 0028 or MAT 0055 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.

Courses

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 CODE DESCRIPTIONS section.

MAT 1100   3   (3 / 0)
INTERMEDIATE MATH FOR LIBERAL ARTS
- Prerequisite: Satisfactory grade in MAT 0027, MAT 0028 or MAT 0055 or appropriate placement score
- This course does not satisfy the Gordon Rule requirements
- Counted as elective college credit only

This course reinforces elementary algebra and quantitative reasoning skills and is designed to be a foundation for students preparing to take MGF 1106 or MGF 1107. Topics include linear equations and inequalities; scientific notation; dimensional analysis; graphs and functions; rates, ratios and proportions; basic geometry; set theory; and an introduction to probability and statistics. Emphasis will be placed on the application of concepts and using technology appropriately. Students who already have credit for MAT 1033 need not take this course.

MCB 1278C   3   (2 / 2)
INTRODUCTION TO EPIDEMIOLOGY WITH LAB
- Prerequisite: None

Epidemiology is a core science of public health that studies health-related events in populations to assess, monitor and protect the health of the community. This course provides a foundation in epidemiologic principles and practice and scientific method for community assessment, surveillance and disease outbreak investigation. The lab component provides practical experience in biological laboratory techniques and tools used in the field.

MCB 2010C   4   (3 / 2)
MICROBIOLOGY WITH LAB
- Prerequisites: C or higher in BSC 2085C Successful completion of all developmental math, writing and reading courses indicated through placement testing. BSC 1010C strongly suggested prior to taking this course
- Satisfies Codes: GENE, NATS

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

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

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 MAT 1100, or S in MAT 0027 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 MAT 1100, or S in MAT 0027 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 Code: GRW

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.

Courses

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 CODE DESCRIPTIONS section.

MMC 2946　　　　3　(0 / 6)
COMMUNICATIONS PRACTICUM
　• **Prerequisites: None**
This course provides hands on experience for qualified students with local or college media under the supervision of professional media specialists and communications faculty. It provides practical instruction in newspaper journalism, public relations, radio and television, advertising, or related fields.

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 4037　　　　3　(3 / 0)
INTRODUCTION TO PROJECT MANAGEMENT
　• **Prerequisite: C or higher in MAN 3353**
Introduction to project management including: overview and concepts of project management (principles, body of knowledge, strategies); planning successful projects (defining, specifying, delivery options, scheduling, budgeting); implementing (organizing the team, work assignments, team building, effective leadership); executing (performance measurement, maintaining the schedule, adjustments/ mid-course corrections, record keeping, status reporting, communications, managing conflict, time management); and closeout (performance measurement, contract documentation, data transfer, lessons learned, administrative closure).

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
　• **Satisfies Code: CULD**
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 Code: CULD**
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**
A general survey of the world's great music and its composers, with an emphasis upon the development of intelligent listening. Designed for non-music majors.

MUL 2010　　　　3　(3 / 0)
MUSIC APPRECIATION
　• **Prerequisite: None**
　• **Satisfies Codes: CULD, GENE, HUMN**
This course is an introduction to various music elements, practices and styles found primarily in Western Art Music. This course is intended for non-music majors and music majors; no prior musical experience is necessary for success in this class.

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.

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**

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**

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.

     MVS 1316   Guitar
     MVV 1311   Voice
     MVK 1311   Piano
     MVK 1313   Organ
     MVP 1311   Percussion

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 2326   Guitar
     MVV 2321   Voice
     MVK 2321   Piano
     MVK 2323   Organ
     MVP 2321   Percussion

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 1020   6   (6 / 0)
NURSING FOUNDATIONS
- **Prerequisite: Admission to Nursing Program**
- **Co-requisites: NUR 1020L, NUR 1820, BSC 2086C (if not previously completed)**
- **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. Students will be introduced to the health/illness continuum as they focus on health promotion and community care issues, disaster preparedness and end of life care.

NUR 1020L   4   (0 / 12)
CLINICAL NURSING I
- **Prerequisite: Admission to Nursing Program**
- **Co-requisites: NUR 1020, NUR 1820, BSC 2086C (if not previously completed)**

This is the first in a series of clinical courses and it complements Nursing Foundations. 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 in the lab under the supervision of lab/clinical faculty. Skills related to safety, aseptic technique, meeting client basic human needs, and safe administration of medication will be practiced and tested. Clinical rotations will include application of knowledge and skills.

Courses

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 CODE DESCRIPTIONS section.

NUR 1211   7   (7 / 0)
ALTERATIONS IN HEALTH FIRST YEAR
- **Prerequisite: NUR 1020, NUR 1020L, NUR 1820, and C or higher in BSC 2086C**
- **Co-requisites: NUR 1211L, DEP 2004 (if not previously completed)**

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 1211L   4   (0 / 12)
CLINICAL NURSING II
- **Prerequisite: NUR 1020, NUR 1020L, NUR 1820, and C or higher in BSC 2086C**
- **Co-requisites: NUR 1211, DEP 2004 (if not previously completed)**

This is the second in a series of clinical courses and complements Alterations in Health I. Emphasis will be on nursing care of the client with alterations in hematological, immune, gastrointestinal, hepatic, mobility, sensory, and integumentary systems. Students will use the nursing process and techniques of therapeutic communication as they asses 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. Clinical rotations will provide opportunities for students to care for medical/surgical clients in both the acute care and mental health settings as well as peri-operative setting.

NUR 1242   4   (4 / 0)
ALTERATIONS IN HEALTH II
- **Prerequisites: NUR 1234, NUR 1234L, NUR 1022, NUR 1820**

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 1022, NUR 1234L, NUR 1820, BSC 2086C**

This is the second in a series of clinical courses and complements Alterations in Health I. Emphasis will be on nursing care of the client with alterations in hematological, immune, gastrointestinal, hepatic, mobility, sensory, and integumentary systems. Students will use the nursing process and techniques of therapeutic communication as they asses 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. Clinical rotations will provide opportunities for students to care for medical/surgical clients in both the acute care and mental health settings as well as peri-operative setting.

NUR 1820   1   (1 / 0)
MANAGEMENT OF CARE I
- **Prerequisite: Admission to the Nursing Program**
- **Co-requisites: NUR 1020, NUR 1020L, BSC 2086C (if not previously completed)**

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 2220, NUR 2220L, NUR 2463, and C or higher in MCB 2010C**
- **Co-requisites: NUR 2224, NUR 2224L, Humanities (if not previously completed)**

This course builds on concepts learned in 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 to nursing care. The course will emphasize preparation of the student to function as a Registered Nurse and member of a health care delivery team.

This course is designated as a Hybrid Course and requires 30% online classroom activity and utilizes multiple areas of asynchronous online environments including: Lake-Sumter State College Website, including the Blackboard Learning Environment (BB) and Faculty Webpages.

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.

Courses

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See CODE DESCRIPTIONS section.

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 2220   4   (4 / 0)
ALTERATIONS IN HEALTH III
- **Prerequisites: NUR 1242, 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
- **Prerequisite: NUR 1242, NUR 1242L, DEP 2004**
- **Co-requisite: NUR 2220, NUR 2463, MCB 2010C (if not previously completed)**

This course is the third in a series of clinical courses and complements Alterations in Health II 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 2220, NUR 2220L, NUR 2463**
- **Co-requisites: NUR 2224L, NUR 1823, Humanities (if not previously completed)**

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
- **Prerequisite: NUR 2220, NUR 2220L, NUR 2463, and C or higher in MCB 2010C**
- **Co-requisite: NUR 2224, NUR 1823, Humanities (if not previously completed)**

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 1242, NUR 1242L, DEP 2004**
- **Co-requisites: NUR 2220, NUR 2220L, MCB 2010C (if not previously completed**

This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence.

NUR 2601   4   (4 / 0)
ALTERATIONS IN HEALTH II TRANSITION
- **Prerequisites: NUR 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.

Courses

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 CODE DESCRIPTIONS section.

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
- **Prerequisite: NUR 2601 & NUR 2601L or NUR 2224 & NUR 2224L, NUR 1823 for General Track students only.**

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**

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 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 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)**
INTERNSHIP IN OFFICE ADMINISTRATION
- **Prerequisites: C or higher in CGS 1100 or documented consent of instructor**

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. This course is designed to be an exit internship for the Office Administration 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 Internship Handbook 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 CODE DESCRIPTIONS section.

Courses

PCB 2030C   4   (3 / 2)
GENERAL ECOLOGY WITH LAB
   • Prerequisite: None

General Ecology presents the basic concepts of ecology with balanced treatment of plant and animal examples. Topics include the interactions among individuals of a population. Interactions in their abiotic environment and interactions with other species. Also, discussed are growth, regulation, diversity, and stability of populations, and the interactions among populations at the community and ecosystems levels. Laboratories include field and laboratory work and statistical analyses of data.

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.

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 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 examination 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.

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.

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 CODE DESCRIPTIONS section.

Courses

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 2210   3   (3 / 0)
SPORT PSYCHOLOGY
- **Prerequisite: None**

This course develops an understanding of the mental aspects of sport performance and learning skills that can be used to enhance sport performance.

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.

PHH 2702   3   (3 / 0)
AMERICAN PHILOSOPHY
- **Prerequisite: PHI 2010, PHI 2630, AMH 2010, AMH 2020, AML 2010, or AML 2020**

A thematic and chronological survey of philosophy, religious, and scientific developments in American thought, with primary focus on the pluralistic American philosophical tradition.

PHI 2010   3   (3 / 0)
INTRODUCTION TO PHILOSOPHY
- **Prerequisite: C or higher in ENC 1101 or documented consent of instructor**
- **Satisfies Codes: GENE, GRW, 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, GRW, 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.

Courses

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 CODE DESCRIPTIONS section.

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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, NATS**

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 1057C   3   (2 / 2)
PHYSICS FOR ENGINEERING W/LAB
- **Prerequisite: C or higher in PHY 1020C**

This course provides students with fundamentals of electricity and electronics. The course is intended for beginning students who have little or no experience and/or knowledge about the field of electronics. Basic algebra and trigonometry are reviewed as algebraic equations and right-angle trigonometry problems occur throughout the course.

PHY 2048C   5   (4 / 2)
PHYSICS WITH CALCULUS I WITH LAB
- **Prerequisite: C or higher in MAC 2311**
- **Satisfies Codes: GENE, NATS**

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, NATS**

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, NATS**

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, NATS**

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**

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.**
- **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.

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.

Courses

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 CODE DESCRIPTIONS section.

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.

POS 2041   3   (3 / 0)
AMERICAN NATIONAL GOVERNMENT
- **Prerequisite: C or higher in ENC 1101 or documented consent of instructor**
- **Satisfies Codes: GENE, SBEH, GRW**

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**

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**

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 placement te**st

This is a preparatory reading course for students who need help with vocabulary, comprehension, and critical reading skills instruction. Classes are small to allow for individualized help. This course may not be used to satisfy any degree program at LSSC. Attendance in Learning Center is required. Students who pass REA 0007 with a grade of "C" or higher must take REA 0017 as the next course in the sequence or may bypass REA 0017 with instructor/Department Chair approval.

REA 0017   4   (4 / 0)
DEVELOPMENTAL READING II
- **Prerequisite: C or higher in REA 0007 or appropriate placement test score or documented consent of instructor**
- **Developmental course**
- **College credit not awarded toward degree**

This course builds on REA 0007 and includes a study of literal and inferential comprehension skills, organizations of informational patterns, and vocabulary development. Classes are small to allow for individualized help. This course may not be used to satisfy any degree program at LSSC. Attendance in Learning Center is required.

In addition to tuition and fees that are charged per credit hour, some courses require additional fees to cover actual costs. See the online Class Schedule at www.lssc.edu for current fees on applicable courses and sections.

See CODE DESCRIPTIONS section.

Courses

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

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 2510   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 2600   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.

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
- Satisfies Codes: GENE, COMM

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 and listen more deeply for the real problems rather than surface issues. Students will also be exposed to a variety of communication models and demonstrate knowledge of the most appropriate model for a given situation.

SLS 1401   3   (3 / 0)
CAREER PLANNING
- Prerequisite: None
- Satisfies Codes: GENE, COMM

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
- Satisfies Codes: GENE, COMM
- 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.

Courses

SLS 2264   3   (3 / 0)
LEADERSHIP DEVELOPMENT STUDIES
 • **Prerequisite: None**
 • **Satisfies Codes: GENE, COMM**
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   3   (3 / 0)
SERVICE LEARNING
 • **Prerequisites: None**
 • **Satisfies Codes: GENE, COMM**
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 Codes: GENE, COMM**
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.

Courses

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**

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**

A descriptive and statistical analysis of the American marriage process, including mate selection, family formation, modern marital problems, divorce, and remarriage.

THE 1000   3   (3 / 0)
THEATRE APPRECIATION
- **Prerequisite: None**
- **Satisfies Codes: GENE, HUMN**

An introduction to the history, theory, and styles of the written drama, acting, and design from the Greek to contemporary.

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 Code: CULD, GRW**

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.

Courses

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 CODE DESCRIPTIONS section.

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, makeup, costuming, and acting styles and performance.

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: GENE, NATS**

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.

Courses

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 CODE DESCRIPTIONS section.

DIRECTORIES

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Glossary

GLOSSARY

Associate in Arts (A.A.) Degree – A 60 credit hour college-level 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 include greater scope and depth than certificate programs.

Associate in Science (A.S.) Degree – Career path degree programs designed to prepare students for immediate employment in a specific field. Articulated A.S. to B.S. or BAS degree programs are designed 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 of excellence and is recognized by appropriate accrediting agencies.

Add/Drop – A designated time period during which students can make adjustments to their schedules without penalty or cost.

Advanced Placement (AP) – College credits awarded based on scores earned on subject–matter tests administered by the College Entrance Examination Board prior to enrollment at LSSC.

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

Articulation Agreement – A written agreement between institutions that provides students with a non-duplicated sequence of courses leading to a degree or certificate.

Articulation Agreement for the A.A. Degree – Agreements 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 course attempt in which a student registers and receives a grade including withdrawals.

Bachelor of Applied Science (B.A.S.) – A baccalaureate degree designed to accommodate the unique demands for entry and advancement within specific workforce sectors.

Banner – LSSC's 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.

Blackboard – LSSC's learning management system which offers tools to facilitate computer-accessed learning including student-instructor and student-student interaction, and assessment activities.

Career Education Programs – Degree and certificate programs offering courses designed to prepare students for specialized occupations. At LSSC, these include the A.A.S. and A.S. degrees, and technical certificate programs.

Career Pathways – High School career-technical certificate programs that allow students to earn college credits based on their high school curriculum and academic performance.

Catalog – A printed and online resource detailing academic policies and procedures, college and degree requirements, and course descriptions. It is published yearly and is subject to change.

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 CLEP exams.

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.

Compressed – A course where content is delivered in a shorter and more intensive format allowing for sequential courses to be offered in the same semester.

Computer Proficiency – A demonstration of specific technical skills by passing an institutional computer proficiency exam, passing the institutional Credit by Exam for designated courses, or by successfully completing a designated course.

Conferral Date – The last day of the semester in which a student satisfactorily completes all degree or certificate requirements. This date is posted on the student's official college transcript.

Contextualized – A course format that includes significant references to real world events and practices.

Continuous Enrollment – Unbroken enrollment in any two of the three regular semesters (fall, spring, summer).

Cooperative Education (Co-op) – Courses in which students gain academic credit as well as work experience related to their academic program.

Co-requisite – A course required to be taken at the same time as another course.

Course Load – The number of credit hours in which a student is enrolled during a semester or term. A full-time course load is 12 or more credit hours; part-time is between 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.

Glossary

Credit by Examination – College credit for specific courses granted by successful completion of local or national exams.

Credit Hour or Semester Hour –Synonymous terms generally indicating the number of hours a course meet per week. Most lecture courses are three credit hours and generally meet three hours each week. Laboratories usually generally meet more than the number of credit hours assigned.

Degree Audit – A report that identifies the student's primary program of study, lists the program requirements and summarizes the progress toward completion of a specific degree or certificate.

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. 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).

Drop – Procedure students use at specified times 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. Students drop classes themselves via LOIS. Once the drop period has ended, students may exit a course only 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 both high school and college credit.

Early Admissions – An accelerated full-time dual enrollment program with specific eligibility criteria.

Early College – A dual enrollment program offered at the Villages Charter High School.

eLearning – A department responsible for supporting students and faculty in fully online, hybrid, and technology enhanced courses.

Electives – A broad grouping of courses that meet degree requirements. 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 transfer into a specific major.

Enrollment Verification – Verification of current and past term enrollment requested through LOIS.

Exempt Status (Developmental Education) – Status of a student who entered 9th grade in a Florida public school since the 2003-2004 school year and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the U.S. Armed Services will not be required to complete placement testing and developmental education courses.

Exit Tests – Tests used to move from developmental to college-level classes.

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.

Fee – A financial charge for courses or services.

First-Time-in-College student (FTIC) – A term used to define first time college students following the completion of a high school diploma, GED or home education program.

Florida Statutes – A collection of state laws organized by subject area that are created, amended, or repealed on an annual basis.

FLVC.ORG – A website providing information about Florida postsecondary 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.

Freshman – A generic term used for a student who is enrolled with 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 AE; six or more credit hours in Summer A or B.

Fully Online – A course, generally offered in Blackboard that may include publisher materials selected by the instructor, in which all or most of the assignments are completed online. The fully online class may meet in-person less than 20% of the total course hours. **Note**: Additional fees apply.

General Education Courses – Basic liberal arts courses required as the foundation of 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 – A Florida Rule (6A-10.030) requiring that all A.A. or bachelor's degree students earn a "C" or higher in prescribed writing and mathematics coursework before completing an LSSC degree and prior to entering upper level courses.

Governing Catalog – The catalog in effect at the time of a student's initial enrollment in associate or bachelor's degree credit courses. This catalog determines graduation requirements provided the student has maintained continuous enrollment.

GPA (Grade Point Average) – A measure of the student's academic standing. GPA is calculated by the total quality points earned for college level courses taken at LSSC and transfer institutions divided by total attempted credit hours.

Grade – Alphabetical measures of academic success.

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 LSSC GPA.

Graduation Application – The application form that a student must submit to the Admissions and Records Office in order for LSSC to award a degree.

Grievance – A written claim by a student alleging improper, unfair, arbitrary, or discriminatory action involving the application of a specific LSSC Board Rule or LSSC Administrative Procedure.

Hold – A block on student access to transcripts, grades, diploma, or registration because of financial or other outstanding obligations to LSSC.

Hybrid, Mixed Course – A course with reduced seat time where a student does not always physically attend class with a faculty member at a campus: More than 30%, but less than 79% of work is done through the Blackboard learning system online. It may include publisher materials selected by the instructor.

Incomplete Grade – Grade (I) is given only when the student has been in attendance, has done satisfactory work for the majority of the current semester, and has furnished proof to the instructor that the work cannot be completed because of circumstances beyond the student's control. Students who do not finish the required work and submit it for a letter grade by the designated deadline will automatically receive an "IF" (Incomplete/Failure) grade in the course.

Initial Attendance Verification – Financial Aid and VA benefits may be negatively impacted if a student is reported as not-attending class during designated attendance verification periods by LSSC faculty.

Independent Study – An opportunity for students to earn college credit through non-classroom student-faculty interaction and course content. Special permission is required.

Junior – A generic term used for a student who has completed between 60-89 college-level credits toward a degree.

Late Registration – Registration immediately prior to the start of the semester in which the courses are taught. A late registration fee may be assessed.

Limited Access Program – An academic program to which admission is limited to students who have met specific course, grade, test score, or other designated requirements.

LINCCWeb – The Library Information Network for Community Colleges, www.linccweb.org, is the website which provides the catalog for LSSC 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.

Meta-Major – A set of broad content areas that students choose upon enrollment that includes a set of courses that meet academic requirements that are common across several disciplines and specific programs of study.

Modularized – A course format that targets students' areas of difficulty and produces an individual learning path for each student based on diagnostic testing.

New Student Orientation (NSO) – A required pre-registration program that provides necessary information and academic advising for first-time-in-college and dual enrollment students. LSSC's new student orientation program is "SOAR- Student Orientation, Advising and Registration".

Non-Credit – A course for which college credit is not granted.

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.

Non-Exempt Status (Developmental Education) – Status of students who do not meet the exemption criteria will follow LSSC's established placement testing and developmental education requirements. (See "Exempt Status")

Nursing Information Session – A required assembly of pre-nursing students to be completed prior to submitting the application to the Nursing program.

Office for Students with Disabilities (OSD) – The Office that coordinates services and support for qualified students in their transition to the college and ensures equal access to educational opportunities.

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 – Required for display on all student, faculty and staff vehicles parked on LSSC property. 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 AE semester; 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 non-exempt 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 or placement test score requirement that must be satisfactorily completed before a related higher-level course can be attempted.

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.

QEP – A program designed to improve student performance in developmental math 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 and used in the calculation of a student's GPA.

Regionally Accredited Institution – Colleges and universities accredited by any of the following six regional associations: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools and the Western Association of Schools and Colleges.

Registration – The process of reserving a seat for courses and class meeting days, times, instructors, campuses and formats. Students are responsible for knowing the registration dates each semester, completing their own registration online via LOIS, and paying tuition and fees by the established deadlines.

Residency – To qualify for in-state tuition and fees, students must sign an affidavit and supporting documentation confirming that they have resided in Florida for the 12 consecutive months prior to the start of classes for the semester in which they wish to enroll.

Returning Student – A student who has previously attended LSSC but has not been enrolled at LSSC for one year or more. Returning students must reapply using the free Admissions Application.

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.'

Satisfactory Academic Progress (SAP) – specific criteria that must be met in order to retain federal financial aid benefits.

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 or Early College program.

Semester – An academic period for which classes meet. Fall and spring semesters are approximately 16 weeks; summer AE semester is approximately 14 weeks; and summer A and B terms are approximately seven weeks each. Mini-terms, or mini-semesters, vary in length.

Senior – A generic term for a student who has completed 90 or more college-level credits toward a degree.

SGA (Student Government Association) – Official representatives of the student body to the administration in matters concerning student life.

SOAR – see "New Student Orientation".

Sophomore – A generic term for a student who has completed between 30-59 college-level credits toward a degree.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) – The accrediting body that guides curriculum requirements and faculty credentials for LSSC degrees, technical certificates, and academic programs.

Standards of Academic Progress – The College's minimum expectations of academic progress. Academic standings include good standing, probation, continued probation and suspension.

STEM – An acronym for "Science, Technology, Engineering and Mathematics".

Glossary

Student Government Association (SGA) – The official representatives of the student body to the college administration in matters concerning student life.

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.

Technical 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.

Technology-Enhanced Blackboard – Seated courses that 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.

Term – (See "Semester").

Third Attempt Rule – Governs the number of times students may attempt courses, developmental as well as college-level, pursuant to Florida statutes. 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," or "U".

Transcript – A student's official academic record of courses, grades, and test scores maintained by the LSSC Registrar. Students may view the contents on their transcript in LOIS and may request to have printed or electronic copies sent to other institutions or employers.

Transfer Student – A student who attended another college or university before attending LSSC.

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.

Tuition – A fee charged for each credit hour of instruction.

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 – A student's voluntary exit from a course(s). 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 withdraw from a course(s) via their LOIS account) by the posted deadline or a grade of "F" will be earned by the student.

X-ID – The LSSC identification number assigned by LSSC 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.

Glossary

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Using LSSC's Class Schedule

Access & utilize the online Class Schedule Search tool:
Explore what classes are being offered using a variety of search options, as desired
Develop a list of classes to determine a schedule of classes prior to registering in LOIS

SEARCH FOR CLASSES USING THE ONLINE CLASS SEARCH TOOL:

STEP 1
Go to www.lssc.edu

STEP 2
Click on the "Class Schedule" icon

STEP 3
Select your Campus

STEP 4
Select the Term

STEP 5
Type the course prefix & number (Ex. ENC 1101)

STEP 6
Click "Submit"

1

2

3

Campus: Any
Any
Term: Leesburg
South Lake
Discipline: Sumter
Off Campus
Instructor: Online

4
Term: Spring 2017

5

COURSE SCHEDULE
Discipline: All Disciplines
Instructor: Any
Beginning Hour: Any
Days To Include: Mon Tue Wed Thu Fri Sat
→ Course: ENC 1101 (Ex: ENC1101)
CRN #:
Instructional Method: Any
Open Classes Only:
Hide Classes which started more than 5 days ago:
Hide Classes with prerequisites:
Amount of Credits: Any
Submit Reset

6

Submit

tips & tricks

If a class section is full, look for a different section or go to your plan "B". WAIT LIST classes will have a wait list option, if they are full. To get on a list to be contacted if a seat becomes available, try to register for it in your LOIS account. If this section has room on the "wait list option", the option for you to be added to the list will pop up. Notification comes in Lakehawk mail, and you have only 24 hours to respond—check daily.

HOW TO READ A CLASS LISTING
This class:
- is titled "Foundations of Success Seminar" SLS 1051, CRN 10474
- Delivery method is seated (all classes are fully seated in the classroom, unless otherwise designated)
- is taught by instructor Jennifer Manson
- meets on Mondays and Wednesdays from 4:30 to 6:15 pm
- is offered between the dates of 9/12 and 12/10
- is offered at the South Lake-Clermont in BLDG 2, Room 104
- is a 3 credit course
- has no additional fees
- has 25 seats available

CRN #	Title			
Delivery Method	Course	Instructor	Days	Time
	Dates	Campus	Rm Credits	Fees Seats Available
10474	Foundations of Success Seminar [Course Details] [Text Book Information]			
	SLS1501	Manson, Jennifer	Mon Wed	4:30 PM - 6:15 PM
	9/12/2016 - 12/10/2016	South Lake-Clermont	BLDG2 3 104	$0 25

Note: Repeat your class searches as needed to develop a list of possible classes. Keep the Class Schedule browser window open and open a new browser window to log into LOIS. This will allow you to quickly refer back to the online course schedule if needed.

YOUR LOIS ACCOUNT LOIS, Lake-Sumter's Online Interactive Services program, is your student account. Use LOIS to register for classes; view any account holds; see your program or degree of study on record; do a degree audit, view personal information, and access your financial aid information. See side two for directions.

LAKEHAWK MAIL Lakehawk mail, your required college email, is used to receive formal communication from LSSC Offices (including Financial Aid), sync your Lakehawk Mail with any smart phone, communicate directly with your instructors, stay in contact with friends and classmates, stay up-to-date with course assignments & LSSC events, and receive LSSC severe weather alerts & safety notifications.

Lakehawk Mail

TO SET UP YOUR MANDATORY LAKEHAWK MAIL ACCOUNT
- Go to www.lssc.edu and go to your LOIS Account to look up your email address on the "personal" tab—write down your email address
- Go back to LSSC's home page and click on the Lakehawk Mail icon to read the first time login instructions
- Click "New Access Lakehawk Mail" to set up your account using your email address. Your password will be your birthdate in the format MMDDYYYY. For example, if your birthdate is May 18, 1990, your temporary password to login will be 05181990

Using LOIS Lake-Sumter's Online Interactive Services

First time Instructions (Steps 1-6)

Return log in to LOIS (Steps 1-4)

LOIS LOG IN STEPS:

STEP 1
Open a new browser window.
Go to www.lssc.edu

STEP 2
Click on the "LOIS" Icon to
enter the LOIS welcome screen

STEP 3
Enter your User ID
(X-ID, with a capital X)

STEP 4
Enter your PIN
(Your 6 digit date of birth,
MMSSYY
Ex: May 15, 1990 = 051590)

STEP 5
On the "Change PIN" screen:
Choose a new 6 digit PIN

STEP 6
Set up your security
question and answer

1 Lakehawk Mail

Blackboard

Class Schedule

2 LOIS

Campus Maps

3 & 4

User ID: [____]
PIN: [____]

Login   Forgot PIN?

Lookup XID   LOIS

Login Verification Change PIN

Your PIN must be six (6) numbers.

⊗ Your PIN has expired. Please change it now.

Re-enter Old PIN: [____]
New PIN: [____]   **5**
Re-enter new PIN: [____]

Login

Please Confirm your Pin:

Question: Not Selected
Answer: [____]
OR
Question: [____]   **6**
Answer: [____]

Submit   Reset

View registration status & register for classes

1. Click the "Student" tab and click "Registration" link
2. Click "Check Registration Status" link
3. Click "Register for Classes" link
4. Select term
5. In the Add or Drop Classes screen:
   enter CRN's and hit **Submit Changes**

LOIS

1

Personal Information | Student | Financial Aid

Search [____] Go

Student Services

Registration

Check Registration Status

2 By following this link, you
degree in a different area
Admissions Office. If you a
notify the Financial Aid Offic

Register for Classes **3**

Select Term **4**

Select a Term: Summer 2015

Submit

In this Registration area, you can
re classes begin. Can
h for available classes
 our classes, log back i
n academic advisor o

How To Drop A Class

1. Select the class that you want to drop
2. In the Action section, click on the black arrow
   at the right of the selected courses
3. Select "Dropped via Web"
4. Click "Submit Changes" & verify that the class
   was dropped and no error messages appear

Current Schedule

Status	Action	CRN	Subj Crse
Web registered	None ▼	30586	ENC 1101
Web registered	None		

Submit Changes

Add or Drop Classes

Add Classes Worksheet

CRNs

| 20538 | 20150 | | | **5** | |

Submit Changes   Class Search

Click here to print your schedule

Detail Schedule

tips & tricks

When you have finished making
adjustments to your schedule, click
"Detail Schedule" and print your
schedule.
Take this copy to the Bookstore to
help you select your textbooks and
to find the classroom locations.

Notes

Lake Sumter
State College

META MAJORS

Arts, Humanities, Communication & Design
Business
Education
Health Sciences
Industry, Manufacturing & Construction
Public Safety
Science, Technology, Engineering & Mathematics
Social & Behavioral Sciences and Human Services

BACCALAUREATE PROGRAM OF STUDY (B.A.S.)

Organizational Management

ASSOCIATE IN ARTS (A.A.)

General Studies

ASSOCIATE IN SCIENCE (A.S.)

Business Administration
Computer Information Technology
Criminal Justice Technology
Early Childhood Education
Environmental Science Technology
Engineering Technology Substation And Relay Technology Specialization*/**
Health Information Technology
Nursing
Office Administration

ASSOCIATE IN APPLIED SCIENCE (A.A.S)

Electrical Distribution Technology

TECHNICAL CERTIFICATES

Business Development and Entrepreneurship*
Business Management*
Business Operations*
Business Specialist*
Child Care Center Management*
Child Development Early Intervention*
Digital Forensics
Electrical Distribution Technology Basic
Electrical Distribution Technology Advanced
Engineering Technology Support Specialist*/**
Healthcare Informatics Specialization*
Infant and Toddler Specialization*
Information Technology Analysis*
Medical Information Coder/Biller
Medical Office Management
Office Management*
Office Specialist*
Office Support*

NON-DEGREE SEEKING & LINKAGE PROGRAMS

Employment related*
Nursing pre-requisites*
Personal Enrichment*
Transient student*
Dental Hygiene linkage to Valencia College*

*   program not eligible for financial aid
** program pending approval by the Southern Association
    of Colleges and Schools Commission on College

LSSC.edu

LEESBURG CAMPUS
9501 US Highway 441
Leesburg, FL 34788
352.787.3747

SOUTH LAKE CAMPUS
1250 N. Hancock Road
Clermont, FL 34711
352.243.5722

SUMTER CENTER
1405 County Road 526A
Sumterville, FL 33585
352.568.0001