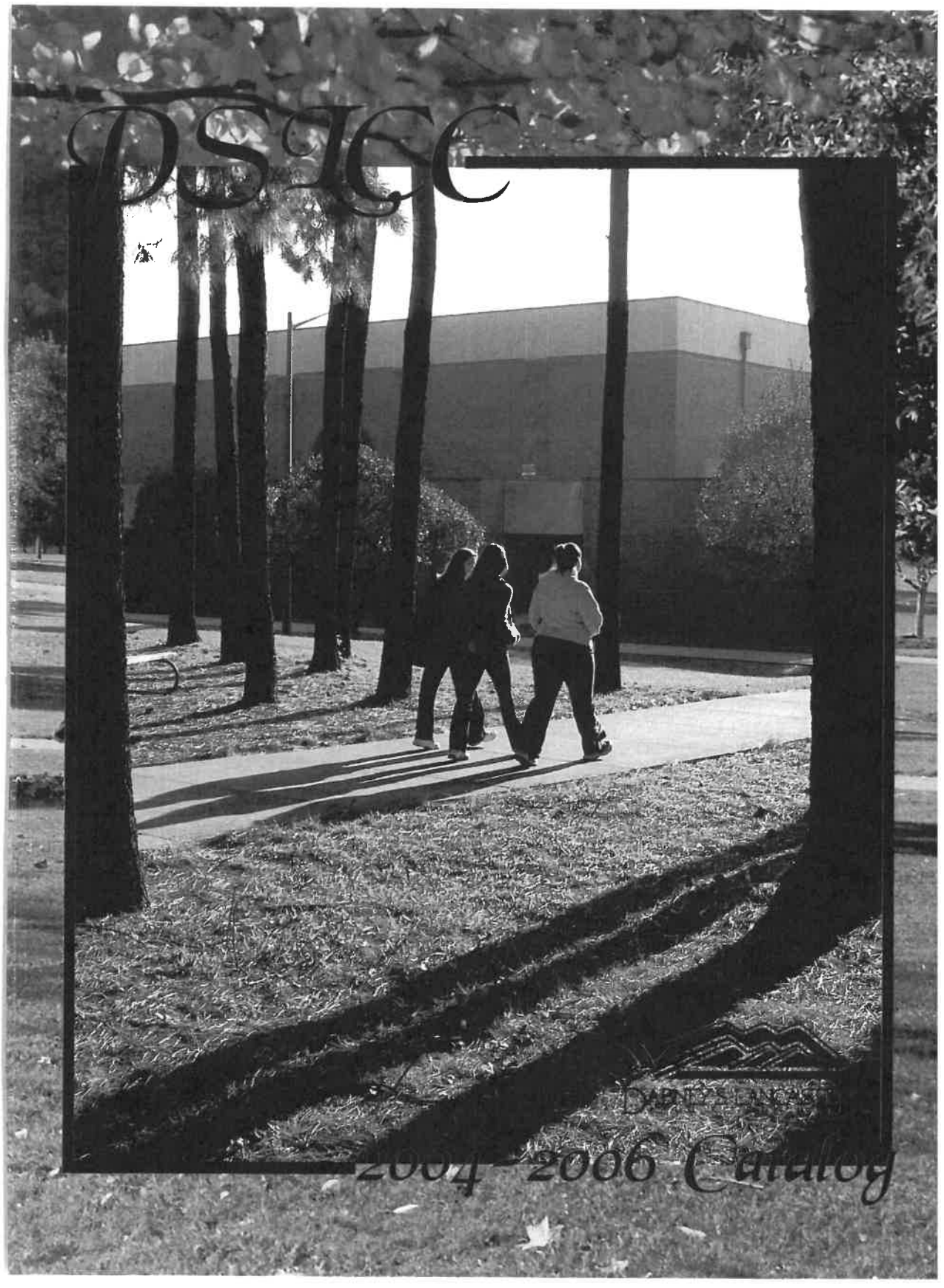
DSICC
2004-2006 Catalog

Dabney S. Lancaster Community College
2004-2006 Catalog and Student Handbook

Main Campus

P.O. Box 1000
1000 Dabney Drive
Clifton Forge, Virginia 24422
(Location: Interstate 64 at Exit 24)
540/863-2800
540/863-2913 (V/TDD)
1/877-73DSLCC (toll-free in the service region)
FAX: 540/863-2915

Rockbridge Regional Center

35 Magnolia Square Way, Suite 7
Lexington, Virginia 24450
(Location: Interstate 64 at Exit 55, then South on Route 11)
540/463-6673
FAX: 540/463-1775

Greenfield Education and Training Center

US 220
Fincastle, Virginia 24090
540/966-3984

DSLCC Web Site

www.dl.vccs.edu

Academic Calendar

Summer 2004

Ten-Week Session

Registration ..... April 5-June 1, 2004
Memorial Day (College Closed; No Classes) ..... May 31, 2004*
Classes Begin ..... June 1, 2004
Last Day to Add/Drop or Receive a Refund ..... June 14, 2004[1]
Independence Day (College Closed; No Classes) ..... July 5, 2004**
Last Day to Withdraw without Academic Penalty ..... July 9, 2004
Last Day of Classes ..... August 5, 2004
Final Exams ..... August 6, 2004

**Classes for the week of May 31-June 4 will be held Tuesday through Friday to compensate for the Memorial Day Holiday.*
***Classes for the week of July 5-9 will be held Tuesday through Friday to compensate for the Independence Day Holiday.*

First Five-Week Session

Registration ..... April 5-June 1, 2004
Memorial Day (College Closed; No Classes) ..... May 31, 2004*
Classes Begin ..... June 1, 2004
Last Day to Add/Drop or Receive a Refund ..... June 7, 2004[1]
Last Day to Withdraw without Academic Penalty ..... June 21, 2004
Last Day of Classes ..... July 1, 2004
Final Exams ..... July 2, 2004

**Classes for the week of May 31-June 4 will be held Tuesday through Friday to compensate for the Memorial Day Holiday.*

Second Five-Week Session

Registration ..... April 5-July 6, 2004
Independence Day (College Closed; No Classes) ..... July 5, 2004*
Classes Begin (Second 5-week session) ..... July 6, 2004
Last Day to Add/Drop or Receive a Refund ..... July 12, 2004[1]
Last Day to Withdraw without Academic Penalty ..... July 26, 2004
Last Day of Classes ..... August 5, 2004
Final Exams ..... August 6, 2004

**Classes for the week of July 5-9 will be held Tuesday through Friday to compensate for the Independence Day Holiday.*

Fall 2004

Registration by Appointment ..... April 5-August 13, 2004
Walk-in Registration Begins ..... August 16, 2004
Classes Begin ..... August 23, 2004
Last Day to Add without Permission of the Division Dean ..... August 30, 2003
Labor Day (College Closed; No Classes) ..... September 6, 2004
Last Day to Add/Drop or Receive a Refund ..... September 7, 2004[1]
Semester Break (No Classes) ..... October 12, 2004
Unsatisfactory Grade Reports ..... October 15, 2004
Last Day to Withdraw without Academic Penalty ..... October 25, 2004
Thanksgiving Holiday (No Classes) ..... November 24-26, 2004
Last Day of Classes ..... December 10, 2004
Reading Day/Make-up Day ..... December 13, 2004
Final Exams ..... December 14-17, 2004

[1] *Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.*

Spring 2005

Registration by Appointment	November 8-December 17, 2004
Walk-in Registration Begins	January 4, 2005
Classes Begin	January 10, 2005
Last Day to Add without Permission of Division Dean	January 17, 2005
Last Day to Add/Drop or Receive a Refund	January 24, 2005[1]
Unsatisfactory Grade Reports	February 28, 2005
Spring Break (No Classes)	March 7-11, 2005
Last Day to Withdraw without Academic Penalty	March 21, 2005
Fall Preregistration	April 4, 2005
Last Day of Classes	April 29, 2005
Reading Day/Make-up Day	May 2, 2005
Final Exams	May 3-11, 2005
Graduation	May 13, 2005

Summer 2005

Ten-Week Session

Registration	April 4-May 31, 2005
Memorial Day (College Closed; No Classes)	May 30, 2005
Classes Begin	May 31, 2005
Last Day to Add/Drop or Receive a Refund	June 10, 2005[1]
Last Day to Withdraw without Academic Penalty	July 8, 2005
Independence Day (College Closed; No Classes)	July 4, 2005*
Last Day of Classes	August 4, 2005
Final Exams	August 5, 2005

**Classes for the week of May 30-June 3 will be held Tuesday through Friday to compensate for the Memorial Day Holiday.*
***Classes for the week of July 4-8 will be held Tuesday through Friday to compensate for the Independence Day Holiday.*

First Five-Week Session

Registration	April 4-May 31, 2005
Memorial Day (College Closed; No Classes)	May 30, 2005*
Classes Begin	May 31, 2005
Last Day to Add/Drop or Receive a Refund	June 6, 2005[1]
Last Day to Withdraw without Academic Penalty	June 20, 2005
Last Day of Classes	June 30, 2005
Final Exams	July 1, 2005

**Classes for the week of May 30-June 3 will be held Tuesday through Friday to compensate for the Memorial Day Holiday.*

Second Five-Week Session

Registration	April 4-July 5, 2005
Independence Day (College Closed; No Classes)	July 4, 2005*
Classes Begin	July 5, 2005
Last Day to Add/Drop or Receive a Refund	July 11, 2005[1]
Last Day to Withdraw without Academic Penalty	July 25, 2005
Last Day of Classes	August 4, 2005
Final Exams	August 5, 2005

**Classes for the week of July 4-8 will be held Tuesday through Friday to compensate for the Independence Day Holiday.*

[1] *Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.*

Fall 2005

Registration by Appointment	April 4-August 5, 2005
Walk-in Registration Begins	August 8, 2005
Classes Begin	August 22, 2005
Last Day to Add without Permission of Division Dean	August 31, 2005
Labor Day (College Closed; No Classes)	September 5, 2005
Last Day to Add/Drop or Receive a Refund	September 6, 2005[1]
Semester Break (No Classes)	October 11, 2005
Unsatisfactory Grade Reports	October 14, 2005
Last Day to Withdraw without Academic Penalty	October 24, 2005
Thanksgiving Holiday (No Classes)	November 23-25, 2005
Last Day of Classes	December 9, 2005
Reading Day/Make-up Day	December 12, 2005
Final Exams	December 13-16, 2005

Spring 2006

Registration by Appointment	November 7-December 16, 2005
Walk-in Registration Begins	January 3, 2006
Classes Begin	January 9, 2006
Last Day to Add without Permission of Division Dean	January 16, 2006
Last Day to Add/Drop or Receive a Refund	January 23, 2006[1]
Unsatisfactory Grade Reports	February 27, 2006
Last Day to Withdraw without Academic Penalty	March 20, 2006
Spring Break (No Classes)	March 6-10, 2006
Summer Registration and Fall Preregistration Begins	April 3, 2006
Last Day of Classes	April 28, 2006
Reading Day/Make-up Day	May 1, 006
Final Exams	May 2-10, 2006
Graduation	May 12, 2006

[1] *Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.*

ibney S. Lancaster Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 66 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404-679-4501) to award the following degrees: Associate in Arts and ences (A.A.and S.) and Associate in Applied Science (A.A.S.).

LCC is one of 23 colleges within the Virginia Community College System. The associate degree curriculums have been approved by the State uncil of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community lleges.

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From the President

Students, Parents and Community Members,

Thank you for your interest in Dabney S. Lancaster Community College!

Whether your goal is to transfer to a four year school, earn a two year technical degree, upgrade current job skills or take a class simply for personal satisfaction, DSLCC's faculty and staff are here to provide our students with quality programs and services in a supportive learning environment.

This catalog is designed to provide a general overview of the college--its programs, services, policies and procedures. As part of our mission to best serve our community, I invite you to peruse our offerings and then schedule a visit to our Clifton Forge campus, the Rockbridge Regional Center in Lexington's Magnolia Square r the Greenfield Education and Training Center in Botetourt County to get a first-hand look at the ıany educational opportunities DSLCC can offer.

t DSLCC, we offer the quality you expect and the attention you deserve. As you take your first ep in higher education, please accept my personal best wishes for your every success.

ichard R. Teaff, Ph.D.
resident

.S. Visit our web site: www.dl.vccs.edu

General Information

eneral Information

The College

Dabney S. Lancaster Community College is a two-'ear public institution of higher education and a member)f the statewide Virginia Community College System. The College is supported by the Commonwealth of /irginia and the citizens of the counties of Alleghany, 3ath, Botetourt (northern portion) and Rockbridge as vell as the cities of Buena Vista, Covington and .exington and the town of Clifton Forge, but welcomes :tudents from other areas as well.

)SLCC operates under the policies of the State Board or Community Colleges and the Dabney S. Lancaster :ommunity College Board. The College is financed)rimarily by state funds and supported by contributions rom the service area counties and cities, the federal ;overnment, businesses, individuals and student tuition.

Location and Facilities

)SLCC's main campus is located one mile west of lowntown Clifton Forge on a 117 acre tract bounded)y the Jackson River on three sides. Backels and Varren Halls contain offices, classrooms and science aboratories. The Moomaw Center houses the college enter for student and community activities, food ervices and a bookstore. The Center for Continuing :ducation and Workforce Services is adjacent to the Moomaw Center and has classrooms, computer echnical laboratories and staff offices. Scott Hall ontains laboratories, classrooms and the Learning :esources Center. The Gary Lee Miller Armory/Hale :ollins Convocation Center is a joint-use facility for ne Virginia National Guard and DSLCC. It contains gymnasium, classrooms, offices and storage space.

'he DSLCC Rockbridge Regional Center is located in Magnolia Square in Rockbridge County. It houses ffices, general classrooms, a computer laboratory nd a classroom connected by interactive television) the main campus.

The Greenfield Education and Training Center is located on U.S. Route 220 in Botetourt County just south of Fincastle. DSLCC offers general academic courses at the site, as well as business training classes.

History

In September 1964, students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute. In the first two years, this branch college offered programs available at the parent institution as well as a certificate program in secretarial science. Later in 1965, a pre-college foundation program was added. This was expanded into the general community college program in 1966.

Beginning with the summer quarter in 1967, all programs of this community college came under the control of the Virginia State Board for Community Colleges. The College itself was renamed Dabney S. Lancaster Community College, honoring the prominent Virginia educator and longtime resident of the area served by the College.

Dr. Dabney S. Lancaster began his career as Associate Master of the Chamberlayne School for Boys (now St. Christopher's) in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. He became the chair of the State Council of Higher Education for Virginia in 1955. He retired to Bath County where he served on the Bath County School Board. Over his lifetime he served on the boards of Madison College (now James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.

DSLCC Mission Statement

DSLCC provides an opportunity for the extension of knowledge, skills, and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible, and respects each student's rights and responsibilities.

The College offers programs at the associate degree level as well as a full complement of credit and noncredit courses and resources tailored to the lifelong learning needs of local residents. On-site and long-distance options incorporate up-to-date technological support. Comprehensive guidance, counseling and tutoring services assist students in achieving their potential and in making sound educational, occupational and personal choices.

The College serves the diverse needs of the community, sponsoring a wide array of cultural events, offering training to meet changing workforce demands and providing facilities for research and recreation. In cooperation with local business, industry, government, professions and other educational institutions, DSLCC prepares students for a full range of academic choices and careers.

Mission of the VCCS

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth.

To achieve this mission, the principles that guide Virginia's community colleges are:

- to provide programs and courses of instruction, through the associate degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education and workforce development;
- to offer a comprehensive program of student development services;
- to provide a broad range of instructional technologies, methods, materials, facilities and instructional support services that accommodate students of varied backgrounds, interests and abilities;
- to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship and sets standards that support the highest level of performance;
- to serve as an important linkage between secondar education and four-year colleges and universities;
- to enrich local communities, by making availabl resources in people, facilities, libraries an programming;
- to take a leadership role in helping shape the futur direction of their communities;
- to enhance economic, cultural and educationa partnerships between the colleges and communitie they serve;
- to ensure a healthy and safe environment on eac campus; and
- to be fiscally responsible and accountable.

Academic Offerings

DSLCC is a comprehensive institution of highe education offering programs of instruction generall extending not more than two years beyond the hig school level.

Occupational-Technical Education: These program are designed to meet the increasing demand fo technicians as well as semiprofessional and skille workers in business, industry and government. Th curricula are planned primarily to meet the occupation needs in the region served by the College.

College Transfer Education: These programs incluc freshman and sophomore courses in arts and scienc and pre-professional programs meeting standarc acceptable for transfer to four-year institutions.

General Education: Courses in general educatic encompass the common knowledge, skills and attitud needed by each individual to be effective as a perso a worker, a consumer and a citizen.

Continuing Adult Education: Adult educatic programs are offered to enable the adults in the regi to continue their learning. This work includes bo credit and noncredit courses offered during the d and evening hours.

Special Training Programs: Special training provided where specific job opportunities are availab for new or expanding industries. It is coordinat

vith Virginia's economic expansion efforts and with he needs of employers.

Developmental Studies Program: Developmental courses are offered to prepare individuals for college-level work. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in college programs.

Specialized Regional and Community Services: The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the library, audiovisual center and recreational facilities.

General Education Objectives

All programs at DSLCC contain a general education component designed to provide knowledge, skills and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations for all graduates in nine areas.

Communication: Students will develop the ability to communicate effectively through speaking, active listening, reading and writing.

Learning Skills: Students will develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.

Critical Thinking: Students will develop problem cognition and solving skills by using critical thinking, scientific principles/methods and creativity.

Personal Ethics: Students will develop personal integrity by clarifying values, developing a code of ethics, maintaining a considerate attitude toward others and accepting the responsibility of becoming a contributing member of the community.

Interpersonal Skills and Human Relations: Students will develop interpersonal relationships by cooperating with others, maintaining a positive, accepting attitude and by recognizing the worth and dignity of others.

Computational and Computer Skills: Students will develop the ability to understand and apply math to the activities of daily living and to be proficient in the use of computers.

Understanding Culture and Society: Students will develop an understanding of and appreciation for cultures and ideas by developing a historical perspective and appreciation of the arts and by learning differences and commonalities among all humans.

Understanding Science and Technology: Students will develop a responsibility toward the global environment by understanding the uses of science and technology, their impact on the environment and one's personal responsibility toward protecting the environment.

Wellness: Students will develop an understanding of the relationship between mind, body and maintenance of health.

Students nearing the completion of the requirements for graduation must participate in activities that will assess their achievement of these objectives.

Accreditation and Memberships

Dabney S. Lancaster Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404/679-4501) to award the following degrees: Associate in Arts and Sciences (A. A. and S.) and Associate in Applied Science (A.A.S.).

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curricula have been approved by the State Council of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community Colleges.

The College is approved by the U.S. Department of Education for various federal funding programs including Veterans Administration educational assistance.

The College is an institutional member of the American Association of Community Colleges.

The College's Associate Degree Nursing program is certified by the Virginia State Board of Nursing and the National League for Nursing Accrediting Commission, Inc., which may be reached at 800/669-1656 and the Forestry Technology program is recognized by the Society of American Foresters.

Institutional Policy for Equal Opportunity

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and nondiscrimination in the administering of all educational programs and supporting services. In accordance with the Americans with Disabilities Act of 1990, the College does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender, age, handicap or other non-merit factors and complies with the Civil Rights Act of 1964. DSLCC is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.

DSLCC Educational Foundation

The DSLCC Educational Foundation, Inc., is a nonprofit organization which acts as the sponsoring agency for soliciting financial support for the College.

The board is composed of representatives of the counties, cities and towns which are served by the College. They volunteer their expertise and service on behalf of the College and the community.

Gifts and contributions to the Foundation are tax deductible for the donor and can be made in the form of money, negotiable securities, equipment, supplies, real estate or buildings. Donors can name the Foundation in estate planning and as beneficiary to insurance policies. Memorial funds can be established through the Foundation on behalf of individuals and families.

DSLCC Statement of Values

From the 2002-2006 DSLCC Master Plan

The heart and soul of this College is learning and personal growth, both of which require high personal commitment on the part of everyone at the institution. Both are dependent upon quality educational programs, appropriate services and consistently high quality performances by students, faculty, staff and administrators. The College values a job well done and believes that each individual must strive for excellence. The highest level of professionalism, competence and productivity is the standard for employees of the College. Responsible participation and high achievement are standards for DSLCC students. The College is committed to providing the following:

- comprehensive educational programs
- dedicated, caring, knowledgeable and qualified staff, faculty and administrators
- general education courses that enable students to understand their culture and environment, to develop skills needed for analysis and communication and that promote personal civic and social responsibility
- an environment conducive to scholarly activity
- high quality academic advising, guidance, counseling, career awareness and selection and placement assistance
- resources necessary for quality teaching and learning
- opportunities for personal and professional development
- the free interchange of ideas, beliefs and cultures
- assessment activities which assure improvement in institutional effectiveness
- staff, faculty and administrators to serve as role models in the College, the community and the professions
- comprehensive academic programs which integrate liberal arts and technology education
- opportunities for recognizing outstanding achievement

We value the flexibility and diversity of human resources and realize that there are varied approaches in carrying out the College's mission. We promote innovation and responsible experimentation.

General Admission to DSLCC

mission

Any person who has a high school diploma or ıe equivalent or who is 18 years of age and is able to enefit from a program at the College, may be dmitted. The College reserves the right to evaluate pecial cases and to refuse admission to applicants /hen considered necessary and in the best interest of ıe College. Students may be denied admission if ıere is reason to believe that they present a danger to ıemselves, other students and/or DSLCC employees.

How to Apply

ıll degree or certificate seeking students must follow ıis procedure:

1. Submit a completed Application for Admission, including completed state residency information.
2. Forward official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the registrar.
3. Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section on this page.) The test is normally administered prior to registration. The DSLCC placement test series may not be required if the student has completed appropriate English and mathematics courses at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services advisor.

\fter individuals have been admitted to the College as legree or certificate seeking students, they will meet vith a College advisor (a) to discuss their educational nterests, (b) to plan their application for admission o a specific curriculum or program at the College and (c) to schedule courses based on placement test scores. Admitted applicants will be required to submit any additional information required by the College for admission to a specific program or curriculum.

For all non-degree or non-certificate seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed items are required:

1. An official Application for Admission
2. A state residency form, if applicable

NOTE: Placement tests may be required for certain courses. Check with an advisor in Student Services for more information.

SAT and ACT Scores

Students who have taken the ACT or SAT tests within two years prior to entry to DSLCC and have obtained scores that meet or exceed those listed in the table below may request an exemption from the placement test. Students requesting an exemption should contact Student Services.

SAT/ACT SECTION	SAT	ACT
Verbal	480	20
Math	440	18
Math*	480	20

*if you are planning to take precalculus or higher math.

These scores may exempt the student from **taking the placement test**. These scores do not exempt the student from having to successfully complete the prerequisite courses for a specific math course.

Admission to a Curriculum

Admission to the College does not necessarily admit the student to a particular curriculum. In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College, in order to ensure that the student possesses the potential to meet program requirements. Among the items generally considered in determining the eligibility of a student for admission to a curriculum

in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test.

The specific requirements for each curriculum are listed in the ***Programs of Study*** section of this catalog. Persons who do not initially meet the requirements for a specific curriculum or course may be eligible for entrance at a later time after completing the appropriate developmental studies.

Admission to Courses

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the ***Course Description*** or ***Programs of Study*** sections.

Admission to Non-Credit Community Service Courses

Persons applying for noncredit courses do not necessarily have to meet College admission requirements.

Admission of Veterans/National Guard

Many of the College's programs are approved by the State Department of Education for payment of veterans' benefits. Requests for benefits should be directed to the Veterans' Affairs Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer to monitor the veteran's academic program and to inform the Veterans' Administration promptly of such matters as attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in status.

Veteran students are reminded that in order to receive benefits for a course, the course must be applicable to their approved program of study, as outlined in this catalog. All veterans must fill out the Veterans' Request for Certification Form each semester they register in order to continue to receive benefits.

Admission of Senior Citizens

Legal residents of Virginia who are 60 years of age o older may register for credit and audit courses, n exceeding three courses per semester, on a spac available basis, without payment of tuition or fee Registration for credit courses without payment, eith as a full-time or part-time student, requires that taxab income not exceed $15,000 the preceding year.

A nonpaying senior citizen may be dropped from course if space is needed for a paying student.

Admission of International Students

It is the policy of the College to admit qualified foreig students. A qualified foreign student is one who ca document Resident Alien Status or one who possesse and maintains an F-1 Student Visa.

Admission of High School Students

Under certain conditions, students enrolled in hig school who have reached junior status, are at least l years old and meet all course prerequisites, may b admitted to DSLCC. These students are not eligibl for financial aid. High school students are considere under one of the following admission programs.

Co-Attendance: With written permission of parent principal and the high school counselor, students ma enroll in specific college level courses.

Dual Enrollment: Courses under this program ar taught to qualified high school students, usually durin school hours, and fulfill high school graduatio requirements. Students must meet DSLCC Admissio and Placement Requirements.

Details are available in Student Services.

Admission of Home Schooled Students

SLCC will consider the admission of "home schooled udents" who are at least 16 years old and comply th the following procedures:

1. Applicants must provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian. Such documentation must be provided to the College advisor prior to admission.
2. An applicant whose home schooling does not require a home schooled agreement must be 18 years of age and able to demonstrate the ability to benefit from a program at the College as determined by an appropriate score on the placement test.
3. Applicants must submit a college application and meet with a college advisor for course approval and to make plans concerning enrollment in college courses.
4. Applicants must complete placement testing in mathematics, English and reading or present acceptable SAT or ACT scores.

Residency Requirements

ate law does not permit discretion in determining irginia residency status. Classification must be ecided solely by reference to a student's domicile. omicile is a technical legal concept and is determined jectively by established legal rules which must be plied impartially. Mere physical presence or aintenance of a residence does not confer domiciliary atus.

domicile officer in Student Services is responsible r determining residency and guidance should be ught where there is a question regarding a student's sidency status. Applicants must submit a residence fidavit to determine residency for tuition purposes.

he following general rules are used in determining sidency: (1) the term residency means domicile when sed in the context of college tuition requirements; (2) person's domicile is the place where he or she resides ith the unqualified intention of remaining permanently; (3) persons must demonstrate that they have been domiciled in Virginia for one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status. ***Two*** of the following documents must be presented as evidence of the one-year residency status:

- current year Virginia income tax statement
- Virginia driver's license
- Virginia vehicle registration
- Virginia voter registration card

Parents of students 18 years of age or less must have been domiciled in Virginia for one year. After age 19 residency is normally determined by the individual student's domicile and not the parents' because the age of majority in Virginia is 18 unless the student, regardless of age, is a "dependent student" as defined for income tax purposes, in which case the student may claim the domicile of either parent. Students residing in the country on a temporary or education visa are not considered permanent residents of Virginia. These are general rules, to which there are exceptions and qualifications.

When enrollments must be limited for any curriculum or course, first priority is given to qualified students who are residents of the political subdivisions supporting the College, if such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the College; (2) other Virginia residents; (3) out-of-state and foreign students.

Disabled Students

Students with current documentation regarding a disability that would affect academic progress should advise the Director of Student Services of requirements for auxiliary aids, readers, interpreters, taped materials and other services.

Transferring from Other Colleges

Usually, a student eligible to return to the college from which he or she is transferring is eligible for admission to DSLCC.

If a person is ineligible to return to a particular curriculum in a previous college, generally he or she will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until they complete an approved preparatory program at DSLCC. The Vice President for Instruction and Student Services or a designee will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on academic probation.

Each student transferring credits from another college must have an official copy of the transcript from each previously attended college sent to the DSLCC registrar prior to consulting an advisor in Student Services for an assessment of credits. At the discretion of the registrar, students transferring credits to DSLCC from other Virginia community colleges may not be required to provide a transcript, as course and enrollment history may be available via DSLCC's computerized files. DSLCC only accepts credit from regionally accredited colleges. No credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in the chosen curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The student will be informed of the amount of credit which will transfer as soon as possible, but no later than the end of the first academic term in which they are enrolled.

Waiver of Requirements

Students who have reason to believe that previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact Student Services to determine procedures before registering for classes.

Advanced Standing Information

DSLCC adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, curriculum students may receive advanced standing for demonstrated proficiency within a particular progran or course sequence. Advanced standing is th administrative placement of a student beyond the basi course(s) in a program, allowing college credit fo mastery of subject matter and/or other appropriat training, upon the submission of transcripts showin previous academic study, evidence of occupationa experience or credit by exam. There is no credit-hou charge for credits earned in this manner.

Credits earned by examination may be applied towar meeting degree and/or certificate requirements, bu neither grades nor grade points will be awarded. A "credit-by-examination" notation will be included o a student's official transcript for each course complete in this manner.

It should be noted that, although an increasing numbe of colleges are accepting credits earned by examinatio for transfer purposes, not all colleges have adopte this policy. It is the responsibility of the student t acquire information on transfer policies at th institution he or she plans to attend.

Advanced placement may be attained in the followin ways:

Certification of Competency: Students entering fron a secondary vocational program may be eligible fo advanced placement in certain vocational-technica programs based on certification of a competency (skill level by the previous vocational teacher. Certai fundamental skills in typewriting, keyboarding, technica drafting and welding are taught at the area vocationa schools. Advanced placement is based on informa as well as formal articulation agreements with loca educational agencies in the DSLCC service area Students interested in this method of advance placement should contact the advisor, respectiv program head or division dean.

CLEP Examinations for Advanced Standing: Th College Level Examination Program from th Educational Testing Service has been approved fo obtaining credit by examination. Many subjects, suc as English Composition, American History, Americai Government, General Psychology, Biology an

Chemistry, are available. Credit is awarded depending on the score attained. Students interested in participating in CLEP should contact their advisor and/or the appropriate division dean. A fee equal to the fee charged by the Educational Testing Service will be charged for each CLEP examination.

Credit for Military Service Experience and Education: Credit may be allowed for courses you completed in military service schools if such credit is recommended in the American Council on Education's *Guide to the Evaluation of Educational Experience in the Armed Services* and if the work is applicable to the student's program of study. To receive this credit, the student must submit the appropriate documentation and an evaluation request to the records office. Veterans may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification. This waiver carries no credit, so the student must substitute elective credits to meet the total requirements for their curriculum.

Locally Constructed Examinations for Advanced Standing: Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their advisor and/or the appropriate division dean. There is no fee for locally constructed tests.

Specialized Training: Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries' exam and Certified Legal Secretaries' exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request advanced placement. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact an advisor, respective program head or division dean.

Advanced Placement Credit: Students who have completed advanced work while in high school may apply to the College Entrance Examination Board to take one or more tests offered through the Advanced Placement program. The Board reports the results of the examination to the college. DSLCC awards credit for a grade of 3 or higher, with the final determination of credit hours awarded made on the basis of the exam taken.

Transfer Between Curricula

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with an advisor to arrange for testing in English, mathematics and reading prerequisite skills, if needed. No changes in program or curriculum may be made without the recommendation of an advisor or, in select programs, the division dean.

Transfer to Other Institutions

Depending on the program of study, DSLCC students may transfer credits to a four year institution. A student who is interested in transferring to another college should work closely with that college's advisor to ensure that DSLCC courses will transfer. Students should become familiar with the requirements of their chosen major at the four-year college and should work with the DSLCC transfer advisor in choosing courses. DSLCC maintains a file of catalogs of many four year institutions. While the transfer advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

Associate in Arts and Sciences Programs

The Associate in Arts and Sciences Degree Programs are designed for students who plan to complete a baccalaureate degree program at a four year institution. The transfer advisor in Student Services will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

Associate in Applied Science Programs

The Associate in Applied Science Degree Programs are designed as two year programs. However, many four-year institutions do accept credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after enrolling in an A.A.S. program should work closely with their advisor to identify four year institutions that will accept these credits and to ensure that they enroll in general education courses which are transferable.

Articulation and Transfer Agreements

DSLCC and the Virginia Community College System have established articulation and transfer agreements with several colleges and universities. These agreements may enable students in certain programs who have planned to transfer to a four year college or university to transfer upon graduation to these schools without losing credits. In addition, the College transfer advisor works closely with four year colleges and universities to stay current in the requirements of those schools, so that DSLCC students can be advised to take appropriate elective courses for the most efficient transfer of credits.

In recent years, graduates transferred to:

Bluefield College
Davis and Elkins College
James Madison University
Old Dominion University
Radford University
Roanoke College
University of Virginia
Virginia Tech

Guaranteed Admissions Agreements

Ferrum College, James Madison University, Radford University and Roanoke College: Dabney S. Lancaster Community College has entered into Guaranteed Admissions Agreements with Ferrum College, James Madison University, Radford University, and Roanoke College. These agreements entitle students to certain benefits, which may include:

- Status as a junior similar to students wh began as freshmen (native students)
- Equal access to financial aid, scholarship and housing availability
- Equal access to junior level classes which ma have enrollment limits
- Access to academic advisors during th freshman and sophomore years at DSLCC
- Admission to certain student activities

Under the terms of these Guaranteed Admission Agreements, students must follow certain guidelines such as adhering to the institution's deadline fo declaring their intention to enroll and maintaining specified grade point average.

Students interested in participating in the Guarantee Admissions Agreements should contact DSLCC' transfer advisor for details and requirements, whic vary by institution.

Additional Guaranteed Admissions Agreements ar currently under development. Contact the transfe advisor for more information.

Old Dominion University: DSLCC and Old Dominior University have signed a Guaranteed Admissions Agreement. Under this program, arts and sciences students who sign the agreement, maintain a 2.0 GPA and graduate from one of the transfer programs a DSLCC will be guaranteed automatic admission as juniors at ODU. After graduation from DSLCC, students can go on to Norfolk or remain at DSLCC and take ODU classes.

DSLCC students will be treated the same as students who start at ODU. They will register for classes at the same time as other students, have the same opportunities to get into competitive majors and have the same opportunities for housing.

Students interested in this program should contact the DSLCC transfer advisor to learn the program details, fill out the proper forms and determine which classes are best suited for this program.

Transcripts

student may request that a copy of his/her Student ermanent Record from DSLCC be forwarded to other ducational institutions, state or federal agencies, nployers or any person(s) designated by the student. he request must be made by the student in writing. here is no cost for this service. Request forms may e obtained from Student Services or the Registrar's ffice or on the web at www.dl.vccs.edu/sservice/ pforms/Transcript_Request.htm.

ax requests are honored and must have the full name f the requestor, the Social Security number, complete ddress where the transcript is to be sent and the udent's signature authorizing transcript release. The x request should be directed to the Registrar's Office.

ue to student information limitations under the Family ducational Rights and Privacy Act of 1974 (Public aw 93-380), telephone and third-party requests for anscripts cannot be honored.

uring periods when the registrar receives a high volume f transcript requests, typically at the beginning and nd of a semester, there will be a three (3) day waiting eriod on requests. Students with immediate needs ill be addressed on a case-by-case basis.

Release of Student Information

ll requests for official information about students hould initially be referred to the registrar. Student ecords are treated as confidential information as rovided by the Family Rights and Privacy Act of 1974, ec. 438, Pub.L. 90-247 as amended. Information rom student records cannot be released (with very imited lawful exceptions) except to the student who nay authorize release.

he colleges of the VCCS will share student education ecords in accordance with current and any future mendments to the Family Educational Rights and rivacy Act regulations. Specifically, colleges must eceive permission from the student to share nformation, except for a situation where the student eeks or intends to enroll at another college within the CCS. The ability to disclose personal data for this situation is allowed under 34 CFR 99.31(a)(2) and 99.34(FERPA). Colleges will insure that all data transfers among colleges of the VCCS, related to this policy, are based on business processes approved by the Chancellor.

Employees of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These persons may include faculty, academic advisors and personnel in the Offices of Admissions and Records, Advising, Financial Aid, Veterans' Affairs and Special Services.

Directory information including name, participation in officially recognized activities and sports, address, telephone number, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, degrees and awards received and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this directory information be kept confidential by notifying the registrar each semester by the last day to add/drop.

Emergency requests for information will be handled by the registrar after consultation with another appropriate college official.

Students have the right to inspect, review and challenge the information contained in their own records.

Retention of Student Records

The College retains student records in accordance with the policies established by the State Library of Virginia. The College will retain on a permanent basis an official record of a student's academic history (transcript).

The College also will maintain a separate student academic folder which may include, but not be limited to, the following: application forms, standardized test results, drop/add forms and faculty grade reports. Information contained in the student academic folder will be retained in accordance with the aforementioned policy and may be destroyed three years from the date of the student's separation from the College.

Tuition and Fees

General Tuition: Tuition rates are subject to change and do not include student activity fees or technology fees.

A Virginia resident is one who has lived in, is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements.)

Payment of tuition also enables the student to use the Learning Resources Center, bookstore, student center and other facilities of the College. There are no special laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory or shop equipment, supplies, library books and materials) that they may damage or lose.

Senior Citizen Tuition Waiver/Credit Courses: By action of the Virginia General Assembly, senior citizens in Virginia may be eligible for free tuition and fees. Under this provision, senior citizens who are legal residents of Virginia, 60 years of age or older and whose taxable income does not exceed $15,000 during the preceding year, may register for credit courses on a credit or audit basis without paying tuition; those with a taxable income of $15,000 or more may take a course without payment on an audit basis only. This tuition waiver is on a space available basis only.

Senior Citizen Tuition Waiver/Non-Credit Courses: Senior citizens who have reached 60 years of age, have had their legal domicile in Virginia for one year and have an annual income of $15,000 or less shall be admitted to noncredit courses at no tuition on a space available basis after all tuition-paying students have been accommodated. Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. Senior citizens whose annual income is greater than $15,000 are not eligible for the waiver.

Veterans: Veterans who wish to receive education benefits must contact the Financial Aid Office located in Student Services. The Veterans' Tuition Waiver provides free tuition and fees at state supported institutions for the children of permanently disabled or deceased veterans of the United States Armed Forces.

Requests for applications should be directed to the DSLCC Financial Aid Office.

Dependents of Firefighters/Police Officers Killed in the Line of Duty: DSLCC provides free tuition to children and spouses of law enforcement officers, firefighters, correctional and jail personnel, Virginia National Guard members or rescue squad members who have been killed in the line of duty. In addition, the College provides free tuition under the Virginia War Orphans Education Program. One of the applicant's parents must have served in a branch of the Armed Forces of the United States and must have been killed or permanently disabled due to injury or disease, a prisoner of war or missing in action during a time of war or armed conflict. Additional qualifications apply and are available from the Financial Aid Office.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. Refunds are made in accordance with state policy. Tuition refunds are processed after the end of the add/drop period. Exceptions must be approved by the Vice President for Instruction and Student Services. These refunds are disbursed by the Commonwealth of Virginia Treasury Department and are mailed directly to the student's address of record.

For information on refunds for students on financial aid, see ***Refund and Repayment Policy*** under the Student Financial Aid section.

Other Costs

Capital Fee: A capital fee is charged for all out-of-state students and out-of-state contract students.

Special Items: Some programs may require students to purchase additional program-related items.

Student Activity Fee: A student activity fee will be charged in addition to tuition and must be paid by all students. This fee is refundable during the add/drop period.

Technology Fee: A technology fee is charged to all students for each credit hour taken. Monies collected are used to purchase new technology equipment for academic purposes.

Fines

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, etc.) are expected to pay charges for such losses. In addition, students are expected to pay fines for overdue library books or other such infractions as determined by DSLCC with the approval of the State Board for Community Colleges.

Transcripts, certificates, diplomas or degrees will not be issued, nor will a student be permitted to register until all of the student's accounts at the business office, bookstore or library have been paid in full.

Fines for illegal parking in fire lanes, handicapped parking spaces or "No Parking" designated areas will be imposed by the Alleghany County Sheriff's Department.

Library Fine Policy

Fines of 5¢ per day, including weekends and holidays, are levied on overdue books from the circulating collection. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out more library materials until he or she has paid the fine and has returned or paid for the book. Fines charged cannot exceed the cost of the book. Fines of 25¢ per hour, including the hours that the library is closed, are levied on overdue reserve material. Students may not graduate or register for classes until all obligations are satisfied.

Books and Materials

Students are expected to obtain the books, supplies and materials needed in their studies.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. Failure to meet financial obligations to the College also may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts. Library fines and returned checks similarly affect student status. A service charge of $10 will be assessed for all returned checks.

Student Financial Assistance

Financial Aid: The purpose of the College's financial aid program is to provide financial assistance to qualified students who, without such aid, would be unable to attend college.

DSLCC offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the College itself, area organizations, clubs, businesses and private citizens.

How and When to Apply for Financial Aid: The best time to apply for financial aid is during the months of January and February preceding anticipated fall semester entrance into the College. The DSLCC priority application deadline for campus-based aid is March 15. Students who wish to be considered for campus-based funds must apply by this deadline. Eligible students who apply after March 15 may receive an award of campus-based aid if funds are still available. Awards are given on a first-come, first-served basis until the funding is exhausted.

Spring entrants should apply for financial aid before November 15 to allow ample time for financial aid to be processed. Students may apply after this date; however, financial aid may not be processed in time to be available at the start of the semester.

Students interested in applying for financial aid must do <u>all</u> of the following:

1. Apply as a curricular student to DSLCC.
2. Complete the Free Application for Federal Student Aid (FAFSA) and send it to the processing center using one of the following methods:
   - Complete and mail the FAFSA paper form. These applications are available in the financial aid office.

   -OR-

   - Complete the electronic FAFSA directly on the web. This newest electronic option permits students to access the FAFSA on the Internet and enter data and submit the FAFSA on the web. Students are encouraged to first apply for a PIN number which becomes an electronic signature. Otherwise, a signature page must be printed, signed and mailed when doing the electronic application. This can be used on a home computer. At DSLCC, computers in the Learning Resources Center, Student Services and at the Rockbridge Regional Center offer FAFSA on the web. The address is ***www.fafsa.ed.gov*** on the web.

     Students are encouraged to utilize the electronic option. This method is simple and user friendly, reduces errors and most importantly, greatly reduces processing time.

     When the FAFSA has been processed, the student will receive a Student Aid Report (SAR) by mail. Schools listed by Title IV code (004996 for DSLCC) on the FAFSA will receive an electronic version of the SAR. Students do not need to submit a SAR to the financial aid office.
3. Contact the Financial Aid Office when the SAR is received to be certain the school received the electronic report. This also is a good time to determine if additional information is required for the completion of the student file.
4. Complete the DSLCC Financial Aid Application and return it to the DSLCC Financial Aid Office.

Ability to Benefit Procedure

Students without a high school diploma or GED mus demonstrate the ability to benefit from a course c study to receive financial aid. In order to show a ability to benefit, a student must receive a passin score on a DSLCC Placement Test as established b the U.S. Department of Education. Test results wi serve as official documentation of the student's abilit to benefit.

Students not eligible for financial aid because the cannot demonstrate the ability to benefit may enrol at their own expense.

Satisfactory Progress for Financial Aid Recipients

Federal regulations require that students receivin federal financial aid make satisfactory academi progress in accordance with the standards set by th College. Exclusive of developmental studies, degre seeking students may receive financial aid for no mor than 150 percent of the time frame for progra completion. These limitations include all terms o enrollment, not only those terms when aid was awarde or received. Developmental study courses are limite to one academic year, 30 semester hours, o enrollment.

Student aid recipients will also be required to maintain a minimum cumulative grade point average (GPA) and credit completion rates. GPA requirements will be evaluated after each term and credit completion rates will be evaluated after each academic year.

For further information on the DSLCC Satisfactory Academic Progress Standards or to obtain a copy of these standards, contact the Financial Aid Office.

The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the President for the purpose of reviewing student appeals concerning financial aid matters.

Refund and Repayment Policy

Complete withdrawals require returning Title IV financial aid. Financial aid students who withdraw om ALL classes after beginning attendance MUST eturn the unearned portion of Title IV funds. If the ithdrawal occurs after all aid has been disbursed to ie student, the unearned portion must be returned to ie school within 45 days. After 45 days, students ho do not return the required funds must be reported o the U.S. Department of Education. They are eported as having an overpayment which makes them ieligible to receive financial aid until the overpayment s repaid to the Department of Education. Students hould be aware that they will be billed for unpaid uition and/or books as a result of the return.

inancial aid students must be aware that financial aid ill not pay for classes that the student never attends. f a student signs up for classes, but never begins ttendance, financial aid cannot be used and the tudent is responsible for the tuition and fees unless hey withdraw during the add/drop period.

inancial aid students who do not begin attendance in ll classes will have their financial aid adjusted. The djustment will be based on the enrollment level using he classes that were attended. The student will be esponsible for paying any difference that results from he adjustment.

Financial Aid Disbursements

Disbursements of financial aid awards (minus ppropriate tuition, fees and bookstore charges), excluding loans, are usually available during the fifth veek of classes each semester. Financial Aid checks vill be mailed to the address listed in the Student nformation System.

Bookstore Charges

Eligible financial aid grant recipients may choose to charge textbooks and/or supplies in the DSLCC Bookstore up to the amount of the grant award minus appropriate tuition and fee charges. Charges may be made during the first two weeks of classes each semester.

Veterans' Services

Applications for VA benefits and assistance in applying are available from the College's Financial Aid Office. All students receiving VA benefits must be enrolled in an approved curriculum that leads to a certificate or degree.

All students receiving VA benefits must report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College's Financial Aid Office. These changes may affect a student's VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans' Administration for payment of benefits.

In addition to monthly benefits, the Veterans' Administration will pay for tutorial assistance. Veteran students are urged to visit the Achievement Center, which provides free tutoring to s-tudents.

Veterans' educational benefits will be suspended when the veteran student fails to maintain minimum standards of academic progress. A copy of the *Veterans' Standards of Academic Progress Policy* may be obtained from the College's Financial Aid Office.

DSLCC is designated as an institutional member of Service Opportunity Colleges (SOC). The SOC, composed of over 1,000 colleges and universities, functions in cooperation with the Department of Defense and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

HOPE Scholarship Tax Credit

This tax credit can be taken by eligible students for tuition paid during the freshman and sophomore years, to a maximum of $1500. To obtain additional information about the requirements for claiming this tax credit, contact Student Services or visit the financial aid page of the DSLCC web site at ***www.dl.vccs.edu***. To determine specifically if you qualify, you must seek the advice of a tax expert.

Scholarships

Each year, the DSLCC Educational Foundation awards approximately $60,000 in scholarships to qualified students from the college's service area.

*Educational Foundation Scholarships**

The following scholarships are offered to graduating high school seniors:

Tim Backels Scholarship
BARC Electric Co-Op Scholarship
Edward Pennell Brooks OCC Scholarship
Marjorie G. Carte Scholarship
Elizabeth Cooke Memorial Scholarship
DSLCC Honors Scholarship
Mr. and Mrs. J.L. Davis Memorial Scholarship
Julia E. Edmunds Scholarship
T. Kenneth and Karin R. Ellis Scholarship
GAMI Scholarship
(Great American Management and Investment)
Barry Hillsman Loan Fund/Forestry Scholarship
Master Trooper Jerry L. Hines Scholarship
Mark W. Lockhart Memorial Scholarship
Josh Patterson Forestry Scholarship
Dabney S. Lancaster Memorial Scholarship
LIFT Scholarship
(Leadership Incentive for Tomorrow)
MGW Communications Scholarship
Marion and Cecil May Scholarship
NTELOS Scholarship (CFW Communications)
Katherine V.H. Perret and Horace E. Perret-Gentil Scholarship
TAPPI Scholarship
(Technical Association of the Pulp and Paper Industry)
Veterans of Foreign Wars Scholarship
(Curtis A. Smith, 116 Infantry, Post 1033)
Virginia Firefighters Foundation Scholarship
MeadWestvaco Scholarship
L. Paul Wiggins Memorial Scholarship
Jesse A. Wright Memorial Scholarship

The following scholarships are offered to current DSLCC students:

First Citizens Bank Small Business/Entrepreneurial Scholarship
Former Agents of the FBI Foundation Scholarship
Linda Rose Part-Time Scholarship

The Foundation offers the following scholarships to students who have finished all classes required for admission into the Nursing program and who will be entering the first or second years of the Nursing program:

*Nursing/Medical Arts Scholarships**

Alleghany Regional Hospital Book Scholarship
Alleghany Regional Hospital Nursing Scholarship
Betty Andrews Memorial Nursing Scholarship
Tammy Caul Carter Book Scholarship
Madge Chandler Carr Book Scholarship
George N. Chucker Scholarship
Raymond L. Claterbaugh, Sr. Memorial Scholarship
Ethel Mae Grimes Dorsey Memorial Scholarship
Durvin Family Scholarship for Nurses
Madonna Hepler Nursing Scholarship
Martha Hudson Memorial Nursing Scholarship
Walter L. and Marie P. Johnson Memorial Nursing Scholarship
Louise Kern Lemon Nursing Scholarship
Betsy P. Saville Memorial Nursing Scholarship
Mae S. Tucker Memorial Nursing Scholarship
Lydia M. Woods Memorial Nursing Scholarship

*Not all scholarships are awarded every year.

Additional scholarships may be offered through civic and business organizations. For more information on scholarships, qualifications and how to apply, contact the DSLCC Educational Foundation by calling 540/863-2835 or 2837 or by stopping by the Development Office located inside the main entrance to Backels Hall.

Student Financial Assistance Programs

Aid Program	Who May Apply	Amount of Aid *Subject to Change*	Eligibility	How to Apply	Additional Information
Federal Pell Grant	All students who are U.S. citizens or lawful permanent residents.	$400-$4050	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a Free Application for Federal Student Aid (FAFSA) and a DSLCC Financial Aid Application. Must apply each academic year.	Other sources of aid may be added to this. This a non-repayable grant.
Federal Work Study (FWS)	All students who are U.S. citizens or lawful permanent residents.	Varies, depending on need.	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA and a work study application.	The FWS program provides an opportunity for students to work part-time while attending college.
Federal Supplemental Educational Opportunity Grant (FSOEG)	All students who are U.S. citizens or lawful permanent residents.	$100-$4000 per academic year.	All undergraduates who demonstrate financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA.	This is a non-repayable grant for students with exceptional financial need.
Commonwealth Award (COMA)	Virginia residents attending at least half time.	Varies, depending on need.	Virginia residents with remaining need as approved by SCHEV.	File a FAFSA and a DSLCC/FAA.	The VSFAP/COMA is a non-repayable state funded financial aid program.
Virginia Guarantee Assistance Program (VGAP)	Virginia residents who are high school graduates attending college for the first time, full-time.	Varies, depending on need.	Dependent Virginia residents with a high school GPA of 2.5.	File a FAFSA, a DSLCC/ FAA and a verification of high school GPA.	VSFAP/VGAF is a non-repayable state funded financial aid program.
College Scholarship Assistance Program (CSAP)	Virginia residents attending at least half time.	$400-$2000 per academic year	All Virginia residents who show a demonstrate financial need.	File a FAFSA and a DSLCC/FAA.	CSAP is a non-repayable program for undergraduates who demonstrate exceptional financial need.
Part-Time Tuition Assistance Program (PTAP)	Virginia residents enrolled for 3-5 credits per semester.	Maximum of tuition charges ***(does not include fees).***	All undergraduates who show a demonstrated financial need.	File a FAFSA and DSLCC/FAA.	This is a non-repayable, state funded program.
Higher Education Teacher Assistance Program (HETAP)	All students who enroll in the Education Program.	$1000	All undergraduates who demonstrate financial need.	File a FAFSA and DSLCC/FAA.	This is a non-repayable, state funded program.
Educational Foundation Scholarships	High School graduates and second-year nursing students.	Maximum of tuition and fees.	Based on academic achievement and extracurricular activities.	File an application with the Development Office.	Apply in April preceding the year for which the student will enroll.
Veterans Educational Benefits	All Veterans.	Varies.	Determined by Veterans Administration.	File a VA application with the DSLCC Veteran Affairs Office.	May also apply for VA work-study and financial aid.

Federal Stafford Loans	All students who are US citizens or have full permanent residency.	Varies.	All students.	File FAFSA and DSLCC/FAA, Loan request and promisory note.	Repayment begins six months after enrollment ceases.
Virginia War Orphans Education Act	A child of a Virginian who, as a member of the armed forces, was killed or disabled in action.	Tuition and fees.	Must be a Virginia resident between the ages of 16-25 and meet criteria.	File an application with the DSLCC Veterans Affairs Office.	Processing takes 8-10 weeks. Students should file early.
Children of Deceased Police Officers, Firefighters and Rescue Squad Members	A child of a Virginia police officer, firefighter or rescue squad member killed in the line of duty.	Tuition and fees.	Must be a Virginia resident between the ages of 16-25 and meet criteria.	File an application with the DSLCC Financial Aid Office.	Processing takes 8-10 weeks. Students should file early.

NOTE: All selected applicants and those students applying for educational student loans must provide a copy of their parent's and/or their own Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority deadline for student aid applications is March 15.

Academic Awards

)abney S. Lancaster Community College offers the ollowing degrees or certificates for students who uccessfully complete approved programs at the College.

ademic Awards

\ssociate in Arts and Sciences (A.A. and S.): warded to students majoring in one of the transfer urricula (Business Administration, Education, General tudies and Science) who plan on transferring to a our-year college or university after completing their espective program.

\ssociate in Applied Science (A.A.S.): awarded to tudents majoring in one of the occupational-technical urricula and who may either plan to obtain full-time mployment immediately upon graduation from)SLCC or transfer to an appropriate bachelor's degree rogram.

Certificates: awarded to students who complete an pproved curriculum with a minimum of 30 semester ours.

Career Studies Certificates: awarded to students ompleting approved curricula with nine to 29 semester ours.

Associate Degree Requirements

To be awarded an associate degree from the College, a student must have

1. completed the required semester hours in the degree program, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
2. fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog.
3. been recommended for graduation by the appropriate instructional authority in the curriculum.
4. completed the general education requirements (course work in English, Health, Mathematics/ Science, College Success Skills, Physical Education, Humanities and Social Science) for an associate degree.
5. earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
6. filed a Graduation Credentials Checklist with an advisor by November 1 and an Application for Graduation in the Office of Student Services before February 1.
7. resolved all financial obligations to the College and returned all materials, including library books.
8. completed all required assessment projects including a test(s) of competency in general education.
9. attended graduation exercises.

Certificate Requirements

DSLCC offers several certificate programs, which are described by category in this catalog. To be awarded a certificate, the student must have completed all academic requirements for the particular certificate and also have completed numbers six through nine above.

A student may enroll in a certificate program with that certificate as a goal or may, with the approval of the Vice President for Instruction, be awarded a certificate as part of a degree program when the portion of study completed is equivalent to a certificate program offered at DSLCC.

Continuing Education Units

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Continuing Education and Workforce Services Division.

Academic Policies and Procedures

Credits: A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, out-of-class study, laboratory, shop study or a combination thereof as follows:

1. One hour of lecture plus an average of two hours of out-of-class study.
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study.
   -or-
3. Three hours of laboratory or shop study.

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-99). Varying credit is granted for all supervised study, seminar and project and coordinated internship courses.

Grading System for Curriculum Students

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. An I is an interim grade. Grades of P, R, S, W and X carry no credits.

Usually, if a student transfers to a four-year college or university, only grades of A, B and C will be accepted for credit in courses equivalent to those offered at the four year college or university.

The quality of performance in any academic course is reported by a letter grade, the assessment of which is the responsibility of the instructor. These grades denote the quality of study and are assigned quality points as follows:

A-Excellent	4 grade points per credit
B-Good	3 grade points per credit
C-Average	2 grade points per credit
D-Poor	1 grade point per credit
F-Failure	0 grade points per credit
P-Passing	0 grade points per credit
S-Satisfactory	0 grade points per credit

Re-enroll (R): This grade is to be used for developmental courses (numbered 01-99) or special courses as approved by the Vice President for Instruction and Student Services. The "R" grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Vice President of Instruction and Student Services keeps a list of courses in which the "R" grade may be used and must approve each course eligible for an "R" grade. When students re-enroll for a course, they must pay for the course again. No credit is awarded until the course objectives are finished.

Incomplete (I): No credit is awarded; the grade denotes that the student did not complete the class for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must be completed by the date designated by the instructor but no later than the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. Students must complete at least 80 percent of the course requirement to be eligible for an "I" grade. With mitigating reasons, the Vice President for Instruction and Student Services may approve the extension of an "I" grade.

Withdrawal (W): A grade of "W" conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file.

Audit (X): A student who audits earns no credit. Permission of the instructor or other appropriate administrator is required to audit a course. An auditing

student may be dropped from the course if that student's place is needed for a student taking the course for credit. Full tuition and fees apply.

Pass (P) and Unsatisfactory (U): Grades of Pass (P) or Unsatisfactory (U) may be used as a grading option in Developmental Studies and special interest classes. Permission of the division dean or another appropriate academic administrator is required.

Pass grades in courses numbered 10-299 carry academic credit but are not included in grade point average calculations.

A maximum of seven (7) credit hours in courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma or certificate.

Satisfactory (S): A grade of "S" is assigned for satisfactory completion of each course in Developmental Studies numbered 01-99.

Developmental Studies

Developmental studies are classes in basic reading, writing and mathematics. Instructors of these classes give much personal attention to students and frequently work one-on-one with them during class times and office hours.

The Achievement Center provides facilities for extra support of students in developmental studies classes. The A-Center has an impressive collection of reading, writing and math software in a computer lab staffed at specified hours by an assistant. Computers in the Achievement Center also have word processing programs for writing papers. The A-Center offers a blend of modern technology and a genuine concern for the individual student who needs additional support.

Grading Developmental Courses

Courses numbered 01-99

Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental studies shall be graded with an R and will be able to re-enroll in the course to complete the instructional objectives.

Students not making satisfactory progress in developmental studies shall be graded Unsatisfactory and advisors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student's curriculum may be computed for graduation.

When a course is repeated, only the last grade earned is counted by DSLCC in computing the curriculum GPA for graduation purposes. The grades, credits completed, credits attempted and quality points for previous enrollments are no longer used by DSLCC but remain on the student's transcript.

Grade Reports

Final grade reports are available at the end of each semester. All final grades are part of the student's permanent record and will be recorded on his or her official transcript.

Appealing Final Grade

Students must seek to resolve all grade problems with their instructors. If such problems cannot be resolved at that level, students may further appeal a grade through the Grade Appeals Committee if they believe it has been awarded in other than the prescribed manner. Grounds for the appeal are limited to the following:

1. A computational error in the grade
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice
3. Computation of grade in a manner other than that used for other students in the class

Grade appeals are resolved in this manner:

1. The grade appeal must be submitted in writing to the division dean within two (2) weeks of the availability of the grade report and must indicate clearly the reason for the grade appeal.
2. A committee of three faculty members: one appointed by the division dean from outside the division; one by the student; and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Vice President for Instruction. The committee does not have the authority to change a grade.
3. The decision of the Vice President for Instruction may be further appealed to the President, whose decision is final.

Auditing

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition fees. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change from audit to credit must do so within the official add/drop period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. Permission of the instructional division dean and the Vice President for Instruction is required to audit a course. A student auditing a course may be dropped from the course if that student's place is needed for a student taking the course for credit.

Repeating a Course

Normally, a student is limited to two (2) enrollments in the same credit course. The limitation also includes students receiving grades of R, W or X. A student desiring to take a course more than twice should formally request permission through an advisor in Student Services. This request will be forwarded to the Vice President for Instruction and Student Services or a designee.

Classification of Students

Curricular Student: A curricular student is one who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

Non-Curricular Student: A non-curricular student is one who is not formally admitted to one of the curricula, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job, (2) desiring skills for new job, (3) career exploration, (4) personal satisfaction and general knowledge, (5) transient student, (6)non-degree transfer student, (7) high school student, (8) general or curricular requirements pending and (9) auditing a course.

Full-Time Student: A full-time student is carrying twelve or more credits of course work.

Part-Time Student: A part-time student is carrying less than twelve credits of course work.

Freshman: Students are classified as freshmen until they have completed 30 credits in a designated curriculum.

Sophomore: Students are classified as sophomores after they have completed more than 30 course credits in a designated curriculum. Transferred credits are included, providing they apply toward meeting the requirements of the student's curriculum.

Academic Standing

President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.91 and have no I's, D's or F's will be on the President's List for that semester.

Vice President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.25 or higher and have no I's, D's or F's will be on the Vice President's List for that semester.

Graduation Honors

Appropriate honors are awarded for degrees and certificates based upon the student's cumulative grade point average as follows:

3.8 grade point average—Summa Cum Laude (with highest honors)

3.5 grade point average—Magna Cum Laude (with high honors)

3.2 grade point average—Cum Laude (with honors)

Academic Warning

Any student who fails to maintain a grade point average of 2.0 for any semester or who fails any course will receive an Academic Warning.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.5 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry less than a normal course load the following semester and must consult with their advisor about appropriate courses and academic support. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.5 shall be placed on suspension only after they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement "Academic Suspension" shall be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Director of Student Services for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Director of Student Services.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the college after academic suspension shall be academically dismissed. Students who have returned from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement, at which time they will be placed on academic probation.

Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Director of Student Services. The statement "Academic Dismissal" shall be placed on the student's permanent record.

Readmission Procedures

Students seeking to appeal their academic suspension status or gain readmission after their suspension period must complete the following procedures:

1. Make an appointment with the program advisor and obtain an application for reinstatement
2. Submit a completed application for reinstatement to the Director of Student Services
3. Attend a personal interview or appeal before a committee, at the Director's discretion

The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract. Students who are denied readmission may appeal to the Vice President for Instruction and Student Services.

Academic dismissal is permanent. Students who believe that they have extenuating circumstances may appeal by using the aforementioned proceedings. It should be noted that without clear documentation of special circumstances, appeals of dismissal may be denied without an interview or appearance before a committee.

Academic Renewal

Students whose past academic record may indicate a lack of academic progress and who have not enrolled in the College for five consecutive years, may adjust their grade point average by applying for Academic Renewal. Students interested in Academic Renewal should contact Student Services for more information.

Registration

Students must follow the regular registration procedures as described in the current schedule of classes published each semester. Failure to do so could place a student's academic records in jeopardy.

Registration takes place at the beginning of each semester and during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration. Failure to do so could place academic records in jeopardy.

Academic Advising

Upon full admission to a specific curriculum, most students are assigned an academic advisor. That person oversees the student's academic progress, offers consultation on academic schedules, registration and dropping classes and assists the student to meet graduation and/or transfer requirements.

Course Load

The normal academic load carried by students is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a B average or higher and must have the approval of both the Vice President for Instruction and the appropriate advisor.

Students who have received academic warning or academic probation may be required to take less than the normal semester course load. Since the maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per semester.

Addition of a Course

In most cases a student may not enter a new class after the add/drop period of a semester. Any request for entry after that period must be approved by the instructor and the Vice President for Instruction.

Attendance

Regular class attendance is required. If absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

Frequent unexplained absences may result in dismissal from a course. Instructors may establish a definitive attendance policy for their courses.

Examinations

All students are expected to take course examinations at the regularly scheduled times. No exceptions will be made without the permission of the Vice President for Instruction and the class instructor.

Withdrawal from Class

A student may withdraw from a course without academic penalty within the first 60 percent of the semester. Otherwise, the student will receive a grade of "F." Students must withdraw using correct procedures. They must contact instructors prior to requesting withdrawal. Forms are available from Student Services.

A student may be withdrawn administratively for prolonged absence from a course. (See Administrative Withdrawal).

Administrative Withdrawal

As announced by each instructor at the beginning of each course and specified in the course of study, a student can be withdrawn from a course on the written recommendation of the instructor for prolonged, consecutive, unexcused absences. An absence of two

weeks is considered prolonged. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period, the student's name will be removed from the class roll. The student may appeal his or her removal to the Vice President for Instruction within one week of the effective date.

Withdrawal from the College

A student who wishes to withdraw from the College must contact Student Services to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice his or her return to this or another college.

Cancellation of Classes

Students registered for classes which are cancelled due to lack of enrollment or other reasons must contact Student Services to be sure they are dropped from the class.

Graduation

A Graduate Credentials Checklist must be filed with an advisor by November 1 of the year prior to a student's anticipated graduation. An Application for Graduation must be picked up in Student Services and completed by February 1 of the year of anticipated graduation. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Vice President for Instruction and Student Services.

Scholastic Dishonesty

The value of the College's degrees and certificates depends on the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty:
   (a) Copying from another student's paper.
   (b) Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
   (c) Collaboration with another student during the examination.
   (d) Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
   (e) Substituting for another person during an examination or allowing such substitutions for one's self.
   (f) Bribery of any person to obtain examination information.

3. Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's own in written work offered for credit.

   It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books, web pages or pamphlets without credit.

4. Collusion, collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit.

   Examples of collusion include extensive use of another's ideas for preparing a creative assignment or undue assistance in the preparation or editing of written materials. Collusion may be specifically approved in advance by the instructor.

Catalog Requirements

The catalog to be used to determine graduation requirements is the one in effect at the time of initial enrollment in the curriculum from which the student is graduating. However, the student may elect to meet the requirements as published in a subsequent catalog. The graduation requirements as stated in this catalog shall remain in effect for no more than six (6) years.

Assessment

Students may be required to participate in one or more tests, projects or capstone courses designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of academic programs. Program assessment test results will remain confidential and will be used for the sole purpose of improvement of the College. Students may have access to their own test scores upon request. Occupational competency and performance evaluations must be successfully completed for graduation.

VCCS Computer Competency Policy

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate proficiency in specific computer competencies defined within programs and by individual institutions.

Windows-Be able to use the components of the desktop. Be able to create folders and subfolders, copy, move and/or delete files and folders, format floppy disks and use copy disk. Understand the use of the systems tools and their importance.

Word-Be able to create, open, modify and sav documents. Use formulas, functions, page setup format (columns, rows, text and numbers) and print

Excel-Be able to create, open, modify and sav worksheets. Be able to use formulas, functions, pag setup, format (columns, rows, text and numbers) an print.

Access-Be able to create, open, modify and save database. Be able to sort various fields, create query, form, report and print.

PowerPoint-Be able to create a slide presentatior containing text, graphics, sound, animations anc transitions. Be able to show and print a presentation

Internet and E-mail-Be able to access the World Wide Web and use a browser. Be able to perform a search to find specific information and be able to communicate through an E-mail program.

Computer Concepts-Be able to define a computer, hardware and software. Have a basic understanding of input/output devices, peripheral devices, operating systems, productivity software and computer storage. Be familiar with computer terminology. Be able to use prompts, wizards and graphical user interfaces.

Students may also prove their computer competencies by passing the credit-by-exam for ITE 101.

DSLCC requires courses in each associate degree curriculum which give students the opportunity to master the above skills.

Student Support Services

tudent Support Services is a grant program funded y the U.S. Department of Education through Title IV f the Higher Education Act of 1965 under the TRIO rograms (Student Support Services is one of seven). loused in The Achievement Center, the program rovides academic and personal support services to ligible students in an effort to retain, graduate, and assist the college student in chieving their personal and career goals. Student upport Services include:

udent Services

- career and academic advising for students needing assistance with college or career planning, resume writing, job interviewing skills, and interest inventories
- computer lab usage for word processing needs (reports, essays, and resumes), skill-building tutorial programs (math, reading, and writing), and Internet access (class research, college or career searches, and interest inventories)
- cultural activities, such as reduced-priced or free tickets and transportation to concerts, plays, museums, and historic sites around the region
- mentoring and personal advising for students struggling with academic issues
- specialized services, such as tutoring, note-taking assistance, modified test administration, taped texts, test readers, and scheduled computer usage for students with documented physical or learning disabilities
- study skills instruction in note taking, test taking, time management, and stress management
- transfer assistance in choosing a school, selecting courses, completing admissions applications, financial aid forms, and touring four-year college campuses in the nearby area
- free tutorial services for students needing help with their course work (group and individual sessions are available)

Career Exploration and Job Placement

The College offers career exploration and job placement services. Occupational information is available for those individuals who wish to select or change a career. Notices of job openings are posted and employment needs of area employers are on file. Special tests and inventories are available for students who desire help in determining their future occupational and educational plans.

Career Exploration and Job Placement Services are located in the Office of Student Services in Backels Hall or in the Achievement Center. Individuals are encouraged to visit these areas and make use of the services available.

Counseling and Advising

DSLCC will make referrals in special circumstances to the Alleghany Highlands Community Service Board for personal counseling services to students at DSLCC. The CSB will accept referrals from DSLCC only in writing from the Vice President for Instruction and Student Services or the Director of Student Services.

DSLCC will pay the CSB for up to three one-hour counseling sessions. If the CSB therapist believes that additional sessions are needed, the CSB will contact the Vice President for Instruction and Student Services or the Director of Student Services to obtain written authorization for additional sessions.

DSLCC also has advisors to assist students in making intelligent decisions regarding their vocational, educational and personal/social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information and information regarding financial assistance or employment.

The advising available provides individual attention and supplementation to the instructional program of the College.

The College cooperates with the high schools in the region to provide pre-college advising to those students planning to attend the College. Students in the vicinity

will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. A College representative will respond to requests for information from anyone in the community.

Student Activities

Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the Moomaw Center planned for students' leisure time on campus include tournaments, lectures, dances and holiday celebrations. DSLCC has an active Student Senate. Programming provided by the Student Activities Office enhances general education goals of the College, especially wellness information and multicultural events.

Intramural and/or Club Sports: Students at DSLCC are welcome to participate in a variety of club and intramural sports, including flag football, baseball, volleyball and softball. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Orientation: An orientation program is required to acquaint new curriculum students with the procedures and policies of the College. It consists of a one credit semester course in college survival skills required of all curriculum-placed entering students.

Student Government: The Student Senate serves as a vital link of communication among students, administration and faculty. It works to provide the legislative leadership necessary for the welfare of the students and DSLCC. The Senate has the responsibility of initiating new policies, services and activities for the benefit of the students.

Veterans' Affairs

The Financial Aid Office is prepared to provide veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits and counseling and referrals to outside agencies.

Academic Services

Distance Education: Responding to the increasin needs of its students, DSLCC plays an active role i using cutting edge innovations to reach a variety students in a variety of environments. Through th Virginia Distance Education Network, the Learnin Resources Program brings media based, independe learning courses from all VCCS campuses to provic breadth and depth to DSLCC's curriculum. By studyin at home and testing at convenient locations, studen can attain their educational goals within the flexibili of their personal schedules.

DSLCC broadcasts courses over state-of-the a telecommunications equipment to reach off-campu sites and participates in the VCCS statewid compressed video network. This classroo environment allows an instructor to teach to multipl sites at the same time, which in turn affords the stude all the benefits of asynchronous learning without som of the long-distance travel inconvenience.

The DSLCC computer network has become an integr part of distance education. Students are given th opportunity to participate in web-based learning eith in an entirely distance learning format or as supplement to traditional courses. Through the us of the Virginia Community College Syste implementation of an Enterprise Blackboard cours management system, students can be given th opportunity to complete course work synchronous or asynchronously. DSLCC continues to see opportunities to advance and enhance distance learnin formats.

A closed circuit system and facilities are also availabl to receive teleconferences, international televisio broadcasts and telecourses via satellite, providin global access and perspective to an ever-changin world.

Learning Resources Center: Located in Scott Hal the LRC is composed of the Library and the Audi Visual Department. Its goal is to provide a variety informational services to students, faculty and th community in a modern, comfortable setting wit

:ate-of-the-art materials, equipment and services; it lso provides leadership and assistance in the use of :chnology to improve the quality of instruction. lormal hours are from 8:00 am to 9:00 pm, Monday ırough Thursday; 8:00 am to 5:00 pm on Friday; ıd 2:00 pm to 6:00 pm Sunday.

he LRC contains a collection of over 47,000 volumes) support DSLCC's curriculum as well as provide for wide range of interests. It subscribes to over 450 :rials and has extensive holdings of video cassettes, ɔmputer software, compact discs and other non-rint materials. Equipment for the use of media is ailable to viewers in the library. A professional staff ready to assist with research, library orientations ıd a variety of skill programs, including training on ıe World Wide Web via Internet.

he Audio-Visual Department is located adjacent to ıe library. The department supports modern, creative ıstruction through supplying a large variety of AV ıuipment and services to classrooms, library users ıd nonprofit organizations. All media are acquired, ıtaloged and distributed by the department and help available for instructors who would like to create ıeir own media.

udio-Visual materials and testing services for ndependent learning" and distance education courses -e also available. The LRC coordinates :leconferencing and instruction via satellite, interactive deo, compressed video or other telecommunication ɔrmats.

Special Programs

ooperative Education and Coordinated ıternships: The concept of learning through paid or ɔlunteer work in community organizations related to student's area of study is an integral part of the ırriculum offerings at DSLCC. Cooperative ducation may serve as elective courses in the :spective degree or certificate program or may be a ·ogram requirement. Depending on the nature and ımber of hours per week involved in the paid nployment or volunteer service, students may earn ɔm one to five college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective faculty advisor.

Foreign Travel Program: DSLCC often has students who wish to expand their education by experiencing other cultures and other people, and has had a number of faculty and staff traveling to these destinations. While keeping the costs reasonable, each year the College will offer a trip to places outside our own boundaries, hearing and speaking other languages, eating different foods and seeing first hand the wonders each destination offers. Please note that the following is a PLANNED trip and may be postponed or cancelled at the discretion of the College or the travel industry or due to national and/or international events.

Summer 2004 in Costa Rica: In Central America, participants will find one of the most socially progressive countries in the world, Costa Rica. With 25 percent of the country given over to environmental preserves, Costa Rica enjoys moderate summertime temperatures and a wealth of rarely seen wildlife. This tour will have participants climbing to the lip of thermally active volcanoes, riding through rain forests, zip-lining through forest canopies, attacked by swarms of hummingbirds, waking up to howler monkeys and enjoying a laid back beach resort during the final two evenings.

For additional information, tour brochures and applications, please call Chuck Bartocci at 540/863-2892 or e-mail him at cbartocci@dl.vccs.edu.

Auxiliary Services

Bookstore: Textbooks and school supplies are sold in the bookstore, located in the Moomaw Center. Miscellaneous items are also in stock, including DSLCC clothing and gift items.

Students may purchase computer software through the bookstore at special academic pricing during enrollment and up to six months after graduation.

Bookstore Return and Exchange Policy

1. The original sales receipt is required for all refunds and exchanges.
2. No refund will be given if the shrink-wrap is removed from the text.

Food Service: Snacks, hot meals and a variety of sandwiches are available in the grill in the Moomaw Center. Vending machines for snacks and drinks are located in Moomaw Center and in the Armory/ Convocation Center.

Continuing Education and Workforce Services

The Continuing Education and Workforce Services Division administers programs at DSLCC to provide continuing educational opportunities and experiences for all college area residents. The division offers a variety of educational opportunities and experiences and is committed to providing a comprehensive workforce services program for business and industry that includes world-class training to develop the workforce for today and the future. The facilities and personnel of the College are also available to provide specialized services to help meet the cultural and educational needs of the service region.

Continuing Education: Continuing Education at DSLCC is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as non-credit courses and specialized services providing for the educational needs of the region. These services are offered in formalized classroom instruction, conferences, workshops and seminars and are held on-campus or at convenient off-campus locations.

Workforce Development: DSLCC offers a comprehensive package of workforce services designed to enhance the ability of business and industry to gain and maintain the competitive edge in the marketplace. These services range from training needs assessment to training delivery and evaluation and are offered both for credit and non-credit. DSLCC can customize training programs to fit the needs of individuals and organizations and can be offered at the business sit or one of the College's training centers. DSLCC i committed to developing partnerships with business government and the community to promote th economic vitality of the region and improve the overal quality of life.

Non-Credit Program: DSLCC offers a wide variet of non-credit classes, seminars, workshops an activities for individuals seeking to enhance occupational skills or enrich personal and professiona development. Also, through a wide variety o recreational offerings, area residents have th opportunity to start new hobbies, learn new skills i sports camps and participate in activities for persona enjoyment. From gaining skills in riding motorcycle and horses to learning how to quilt and garden mor effectively, people of all ages can benefit. The non credit program is offered on a self-supporting basis For current non-credit classes, call 540/863-2869.

Economic Development: DSLCC plays an active rol in economic development by collaborating with loca and state economic development offices to recrui new business and industry to the service region an encourage the expansion of existing business an industry. As a partner in economic development DSLCC is focused on the goal of enhancing productivit and employment in the College's service area b providing a comprehensive workforce services program.

The Entrepreneur Resource Center: The Entrepreneur Resource Center at DSLCC supports the creation of job opportunities by providing individuals with the skills to establish their own businesses. Support is also provided to existing businesses that are currently established in the region. The ERC, in partnership with the James Madison University Small Business Development Center, was formed to bring the activities of a SBDC closer to the residents of Alleghany, Bath, Botetourt and Rockbridge Counties. The ERC works with the U.S. Small Business Administration, Service Corps of Retired Executive, the Virginia Workforce Centers and local government and civic organizations.

Miscellaneous Information

Accident and Health Insurance: Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

DSLCC does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of enrolled students.

Students are encouraged and may be required to obtain accident or health insurance or to provide certified proof of such coverage before participating in certain classes and activities.

Bulletin Boards: Glass-enclosed bulletin boards are official bulletin boards. All notices posted must have the approval of the President or, in his absence, the Vice President for Instruction and Student Services. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

Children: Children are not permitted to accompany their parents to classes and are not to be left unattended on campus. Arrangements should be made for off-campus child care.

HIV/AIDS Policy: Discrimination against persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated. Students, staff and faculty who are HIV positive or who have AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role.

Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of an advisor in Student Services, who will refer the person to an appropriate community agency. Information concerning an individual's HIV status will not be provided to anyone without the expressed written permission of the individual.

Inclement Weather Policy: Decisions concerning the closing or late opening of DSLCC due to inclement weather will be made by a college official early each day. The following radio and TV stations will be contacted as soon as it is decided to close school or delay opening (in all probability, prior to 6:30 am for day classes and 3:30 pm for night classes):

Radio Stations
WKEY/WIQO-Covington
WXCF-Clifton Forge
WSLC 610 AM/WSLQ 99 FM-Roanoke
WSLW/WKCJ-White Sulphur Springs, WV
WXLK 92 FM-Roanoke
WRON FM 98-AM 140-Ronceverte, WV
WVTF (NPR) 89.1 FM-Roanoke

Television Stations
WDBJ 7-Roanoke
WSLS 10-Roanoke

Students are urged to listen for information concerning school closing. Each student must ultimately decide whether it is possible or safe to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

Day Classes: During inclement weather the College either will be closed or on a delayed class snow schedule. If newscasts state that DSLCC is opening on a delayed schedule, the following schedule will be observed:

Monday, Wednesday and Friday Classes

Regular Schedule	*Snow Schedule*
8:00-8:50 am	10:00-10:40 am
9:00-9:50 am	10:45-11:25 am
10:00-10:50 am	11:30 am-12:10 pm
11:00-11:50 am	12:15-12:55 pm
12:00-12:50 pm	1:00-1:40 pm

1:00-1:50 pm	1:45-2:25 pm
2:00-2:50 pm	2:30-3:10 pm
3:00-4:15 pm	3:15-4:15 pm
4:30-5:45 pm	4:30-5:45 pm

Tuesday and Thursday Classes

Regular Schedule	*Snow Schedule*
8:00-9:15 am	10:00-11:10 am
9:30-10:45 am	11:15 am-12:25 pm
11:00 am-12:15 pm	12:30-1:45 pm
12:30-1:45 pm	1:50-3:05 pm
2:00-3:15 pm	3:10-4:20 pm
3:30-4:45 pm	4:25-6:00 pm

Evening Classes: Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will be made between 3:00 and 3:30 pm and will be announced on the radio and television.

Lost and Found: Found items should be turned into Student Services where they may be cliamed for up to two weeks before being discarded.

Parking Regulations: Parking space is provided for the students subject to the following regulations:

1. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
2. All motorized vehicles shall be operated in compliance with Virginia state law.
3. The maximum safe speed on campus is indicated by speed limit signs.
4. Illegal parking will be monitored by the Alleghany County Sheriff's Department and ticketed as appropriate.

Photographs: Photographs taken of individual students or groups of students in buildings or outdoors on campus may be used by the College for release to newspapers or other media and for reproduction in the College's publications. If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Officer within 24 hours after the photograph is taken.

Room Use: In order to avoid confusion in the use rooms for extracurricular activities, all student grou requesting facilities should make application throu the Student Activities Office. The request shou include the name of the group, time, room numb and any special facilities required. There is no char for campus and course-related usage.

Sexual Harassment and Assault: DSLCC will n tolerate sexual harassment or sexual assault in any forn Sexual assault is a flagrant violation of the values an behavioral expectations for the college community an all reported violations will be investigated. Sexu assault is punishable through civil and crimin proceedings, as well as through college disciplina processes.

Since sexual harassment and assault may involv students, staff and faculty, specific policies have bee developed that affect each group. These policies ca be found in the this catalog, in the Personnel Handboo and the VCCS Policy Manual (Sec. 3.11). For mor information on these policies, contact the Director c Student Services.

Smoking: Smoking is prohibited by state law in a buildings on campus.

Substance Abuse: Unauthorized manufacture distribution and/or possession of alcoholic beverages illegal drugs or controlled substances are prohibite from campus or campus-related functions by bot state and federal laws. Students who violate state o federal laws may be referred by college authorities fo criminal prosecution.

Whether or not a criminal charge is brought, a studen is subject to college discipline for illegall manufacturing, distributing, possessing or using an alcoholic beverage, illegal drug or controlle substance. Any student found to have engaged ir such conduct is subject to the entire range of sanction specified by the College, including suspension o expulsion.

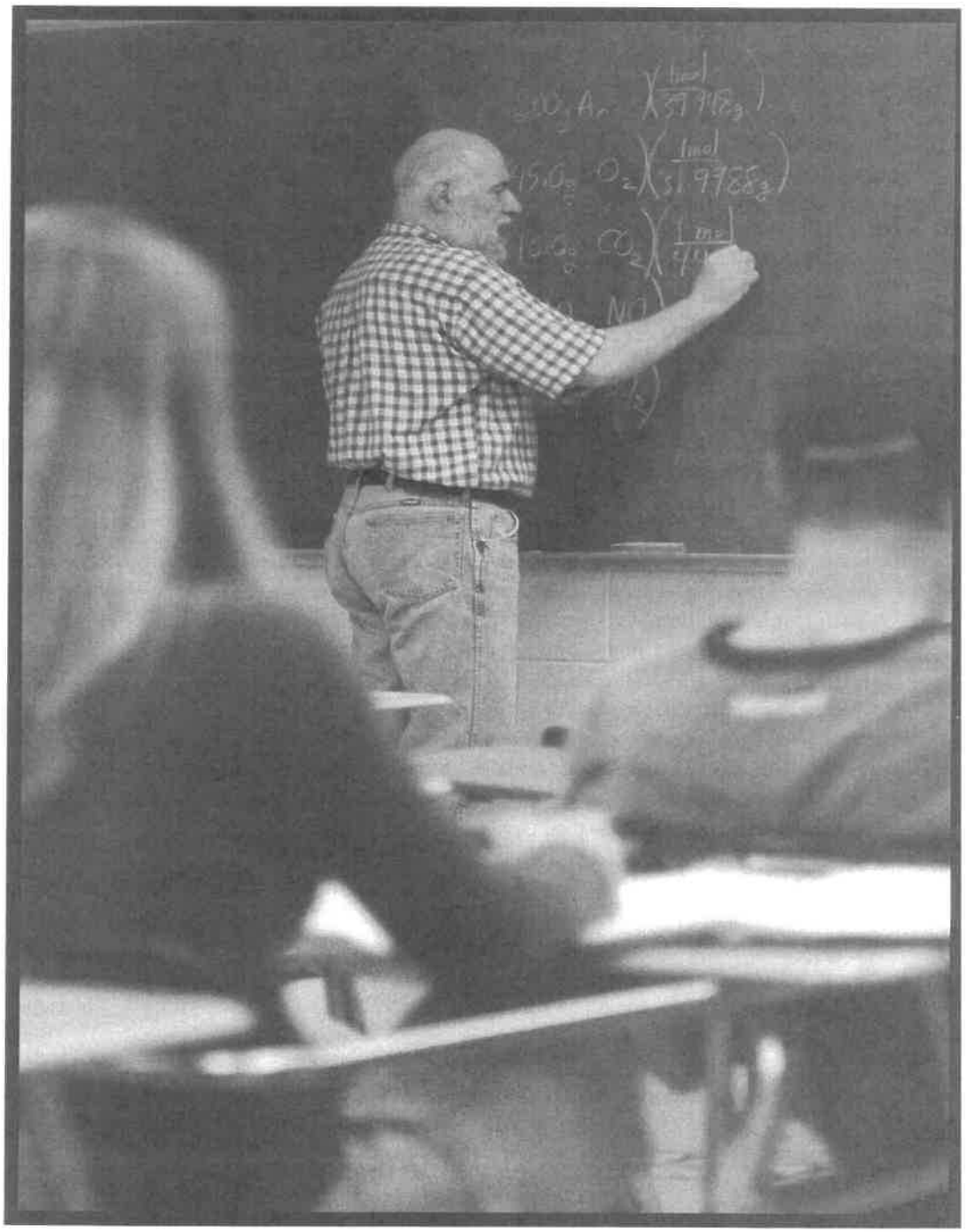
:lephones: Pay telephones for student use are located Moomaw Center, Scott Hall, Backels Hall and the rmory/Convocation Center. Office telephones should ɔt be used by students. Student cell phones must be rned off during class and in the Learning Resources enter. Students should be courteous to others in eir use of cell phones at all times.

itle IV Crime Statistics Reporting Requirement: he following information is applicable to the Campus ecurity Act section of Title IV of the Higher Education ct of 1965. This information sets forth the provisions f compliance of this act to strengthen the security ɔncerns applicable to campus life at DSLCC.

he College administration is concerned with the well eing and safety of all students and will strictly enforce egulations necessary for the protection of all. Specific olicies and crime figures are found on the DSLCC eb site at www.dl.vccs.edu/sservice/CrimeAct.htm. lpon request to the Vice President of Finance and dministration or the Director of Student Services, a opy of the policy and statistics will be provided.

Weapons Policy: Firearms and other dangerous weapons are not permitted on campus unless secured in a locked vehicle. Under no circumstances are such items to be removed from a vehicle and carried on the grounds or into the buildings.

Written Student Complaints: DSLCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be considered confidential and shall be shared only on a "need to know" basis. If the student does not consider the response and disposition concerning the complaint to be adequate, it may be appealed first to the appropriate Vice President and then to the President, whose decision is final.



Transfer Programs

Two-Year Associate Degree

Associate in Arts and Sciences

The Associate in Arts and Sciences (A.A. and S.) curricula are designed for students who plan to complete a baccalaureate degree program at a four-year college or university. Courses permitting concentration in areas of particular interest are included in each student's program. The Associate in Arts and Sciences programs each take four semesters or two years of full-time study.

In addition to admission requirements established by the College, satisfactory completion of the following high school units or their equivalent is required:

4 units of English
3-4 units of college preparatory mathematics, depending on major
1 unit of laboratory science
1 unit of social science

Specific course requirements for the Associate in Arts and Sciences degree are intended to provide a balanced transferrable foundation in general education. Approximately one-third of the program consists of elective courses which the student chooses in accordance with the course of study he or she plans to pursue at a four-year school. Students planning to transfer to a particular institution should work with both the DSLCC transfer advisor and an advisor at the four year college or university of their choice to assure that all courses taken at DSLCC are necessary and transferable to their chosen four year major.

The specific curricula for the Business Administration, Education, Engineering, General Studies and Science programs are located on the following pages.

The following is a list of typical Humanities Electives and Social Science Electives from which to choose:

Humanities Electives

ART	201, 202	History of Art I, II
ENG	150	Children's Literature
ENG	211, 212	Creative Writing I, II
ENG	215, 216	Creative Writing: Fiction I, II
ENG	217, 218	Creative Writing: Poetry I, II
ENG	219	Creative Writing: Drama
ENG	241, 242	American Literature I, II
ENG	243, 244	English Literature I, II
ENG	261, 262	Advanced Creative Writing I, II
ENG	273, 274	Women in Literature I , II
FRE	101, 102	Beginning French I, II
FRE	201, 202	Intermediate French I, II
GER	101, 102	Beginning German I, II
GER	201, 202	Intermediate German I, II
MUS	221, 222	History of Music I, II
PHI	101	Introduction to Philosophy
PHI	111, 112	Logic I, II
PHI	220	Ethics
REL	200, 210	Survey Old/New Testament
REL	231, 232	Religions of the World I, II
SPA	101, 102	Beginning Spanish I, II
SPA	201, 202	Intermediate Spanish I, II
SPD	151, 152	Film Appreciation I, II

Social Science Electives

ECO	201, 202	Principles of Economics I, II
HIS	111, 112	History of World Civilization I, II
HIS	121, 122	U.S. History I, II
PLS	135	American National Politics
PLS	136	American State and Local Politics
PSY	200	Principles of Psychology
PSY	215	Abnormal Psychology
PSY	216	Social Psychology
PSY	230	Developmental Psychology
PSY	235	Child Psychology
PSY	236	Adolescent Psychology
PSY	237	Adult Psychology
SOC	200	Principles of Sociology
SOC	215	Sociology of the Family
SOC	268	Social Problems

Additional "Distance Learning" Humanities and Social Science electives may be offered.

Business Administration

The Business Administration program is the first two years of a four-year discipline that combines an intensive general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program. It is not intended to prepare students for clerical or similar occupations.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in one of the following fields:

Accounting
Economics
Finance
Management
Marketing

First Semester (Fall)

ECO	201	Principles of Economics I	
ENG	111	English Composition I	
HIS	111	History of World Civilization I	-o
HIS	121	United States History I	
MTH	163	Pre-Calculus I	
			-o
MTH	173	Calculus with Analytic Geometry I	
PED	EEE	Elective	
STD	100	College Success Skills	
			14-1

Second Semester (Spring)

ECO	202	Principles of Economics II	
ENG	112	College Composition II	
HIS	112	History of World Civilization II	-o
HIS	122	United States History II	
ITE	115	Basic Computer Literacy	
MTH	164	Pre-Calculus II	
			-o
MTH	174	Calculus with Analytic Geometry II	
			-o
MTH	240	Statistics	
			13-1

Third Semester (Fall)

ACC	211	Principles of Accounting I	
BIO	101	General Biology I	-o
CHM	111	College Chemistry I	-o
PHY	201	General College Physics I	-o
PHY	241	University Physics I	
ENG	241	Survey of American Literature I	-o
ENG	243	Survey of English Literature I	
PED	***	Elective	
SOC	***	Elective[1]	
SPD	110	Introduction to Speech Communications	

Fourth Semester (Spring)

ACC	212	Principles of Accounting II	
BIO	102	General Biology II	-o
CHM	112	College Chemistry II	-o
PHY	202	General College Physics II	-o
PHY	242	University Physics II	
ENG	242	Survey of American Literature II	-o
ENG	244	Survey of English Literature II	
HUM	EEE	Electives[1]	
			1

Minimum credit hours for degree: 62

[1] *A list of humanities/social science electives is on page 42.*

Education

he Education program represents the first two years f a four-year college or university degree in education. his curriculum provides a concentrated general ducation background in a program leading to a career ı teaching at the kindergarten, elementary, middle chool, secondary and/or post-secondary levels. After ompleting the first two years at DSLCC, the student ill be able to transfer into the third year of a four- ear college or university education discipline designed ı prepare students to teach in varied educational ettings.

ransfer Major Objectives: Students who transfer fter completing this program may wish to pursue censure in one of the following fields:

Early Childhood Education
Elementary Education
Secondary Education

First Semester (Fall)

BIO	101	General Biology I	-or-
CHM	111	College Chemistry I	-or-
PHY	201	General College Physics I	-or-
PHY	241	University Physics I	4
ENG	111	English Composition I	3
HIS	111	History of World Civilization I	-or-
HIS	121	United States History I	3
MTH	151	Math for the Liberal Arts I	-or-
MTH	163	Pre-Calculus I	3
			-or-
MTH	173	Calculus with Analytic Geometry I	5
PED	EEE	Elective	1
STD	100	College Success Skills	1
			15-17

Second Semester (Spring)

BIO	102	General Biology II	-or-
CHM	112	College Chemistry II	-or-
PHY	202	General College Physics II	-or-
PHY	242	University Physics II	4
ENG	112	English Composition II	3
HIS	112	History of World Civilization II	-or-
HIS	122	United States History II	3
MTH	152	Math for the Liberal Arts II	-or-
MTH	164	Pre-Calculus II	3
			-or-
MTH	174	Calculus with Analytic Geometry I	5
			-or-
MTH	240	Statistics	3
SPD	110	Introduction to Speech Communications	3
			16-18

Third Semester (Fall)

ENG	241	Survey of American Literature I	-or-
ENG	243	Survey of English Literature I	3
ECO	201	Principles of Economics I	3
HLT	EEE	Elective	1
HUM	EEE	Elective[1]	3
ITE	115	Basic Computer Literacy	3
PSY	200	Principles of Psychology	3
			14-16

Fourth Semester (Spring)

ENG	242	Survey of American Literature II	-or-
ENG	244	Survey of English Literature II	3
HUM	EEE	Electives[1]	6
SOC	EEE	Electives[1]	6
			15

Minimum credit hours for degree: 62

A list of humanities/social science electives is on page 42.

General Studies

The General Studies program provides the first two years of many four year college or university liberal arts majors. A challenging core of requirements is augmented by selected general electives which will be chosen from the humanities, social sciences, natural sciences and mathematics. After completing the first two years at DSLCC, the student will be able to transfer into the third year of a four year college or university liberal arts major.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in one of the following fields:

Criminal Justice
Economics
English
Foreign Language
Government
History
Humanities
Journalism
Philosophy
Political Science
Pre-Law
Psychology
Sociology

First Semester (Fall)

BIO	101	General Biology I	-o
CHM	111	College Chemistry I	-o
PHY	201	General College Physics I	-o
PHY	241	University Physics I	
ENG	111	College Composition I	
HIS	111	History of World Civilization I	-o
HIS	121	United States History I	
MTH	151	Math for the Liberal Arts I	-o
MTH	163	Pre-Calculus I	
		-or-	
MTH	173	Calculus with Analytic Geometry I	
PED	***	Elective	
STD	100	College Success Skills	
			15-1

Second Semester (Spring)

BIO	102	General Biology II	-o
CHM	112	College Chemistry II	-o
PHY	202	General College Physics II	-o
PHY	242	University Physics II	
ENG	112	English Composition II	
HIS	112	History of World Civilization II	-o
HIS	122	United States History II	
MTH	152	Math for the Liberal Arts II	-o
MTH	164	Pre-Calculus II	
		-or-	
MTH	174	Calculus with Analytic Geometry I	
		-or-	
MTH	240	Statistics	
SPD	110	Introduction to Speech Communications	
			16-1

Third Semester (Fall)

ENG	241	Survey of American Literature I	-or
ENG	243	Survey of English Literature I	
HLT	EEE	Elective	
HUM	EEE	Elective[1]	
ITE	115	Basic Computer Literacy	
SOC	EEE	Electives[1]	6
			14-16

Fourth Semester (Spring)

ENG	242	Survey of American Literature II	-or-
ENG	244	Survey of English Literature II	3
HUM	EEE	Electives[1]	6
SOC	EEE	Electives[1]	6
			15

Minimum credit hours for degree: 62

[1]*A list of humanities/social science electives is on page 42.*

Science

he Science program represents the first two years of four year college or university degree in one of the ıany natural sciences. In this program a student will ngage in the rigorous study of initial courses in ıathematics and sciences which lead to the more dvanced courses to be taken when the student transfers ıto the third year of a four year college or university. ılso during the first two years, the student will omplete humanities and social science requirements nd electives, allowing more time in his or her final ıo years for intensive study in a science major.

ransfer Major Objectives: Students who transfer fter completing this program may wish to major in ıne of the following fields:

Agriculture
Biology
Chemistry
Environmental Protection
Forestry
Geology
Mathematics
Nursing
Pharmacology
Physical Therapy
Physics
Pre-Dental
Pre-Medicine

First Semester (Fall)

BIO	101	General Biology I	-or-
CHM	111	College Chemistry I	-or-
PHY	201	General College Physics I	-or-
PHY	241	University Physics I	4
ENG	111	English Composition I	3
HIS	111	History of World Civilization I	-or-
HIS	121	United States History I	3
MTH	163	Pre-Calculus I	3
			-or-
MTH	173	Calculus with Analytic Geometry I	5
PED	***	Elective	1
STD	100	College Success Skills	1
			15-17

Second Semester (Spring)

BIO	102	General Biology II	-or-
CHM	112	College Chemistry II	-or-
PHY	202	General College Physics II	-or-
PHY	242	University Physics II	4
ENG	112	College Composition II	3
HIS	112	History of World Civilization II	-or-
HIS	122	United States History II	3
HLT	***	Elective	1
MTH	164	Pre-Calculus II	3
			-or-
MTH	174	Calculus with Analytic Geometry II	5
			-or-
MTH	240	Statistics	3
			14-16

Third Semester (Fall)

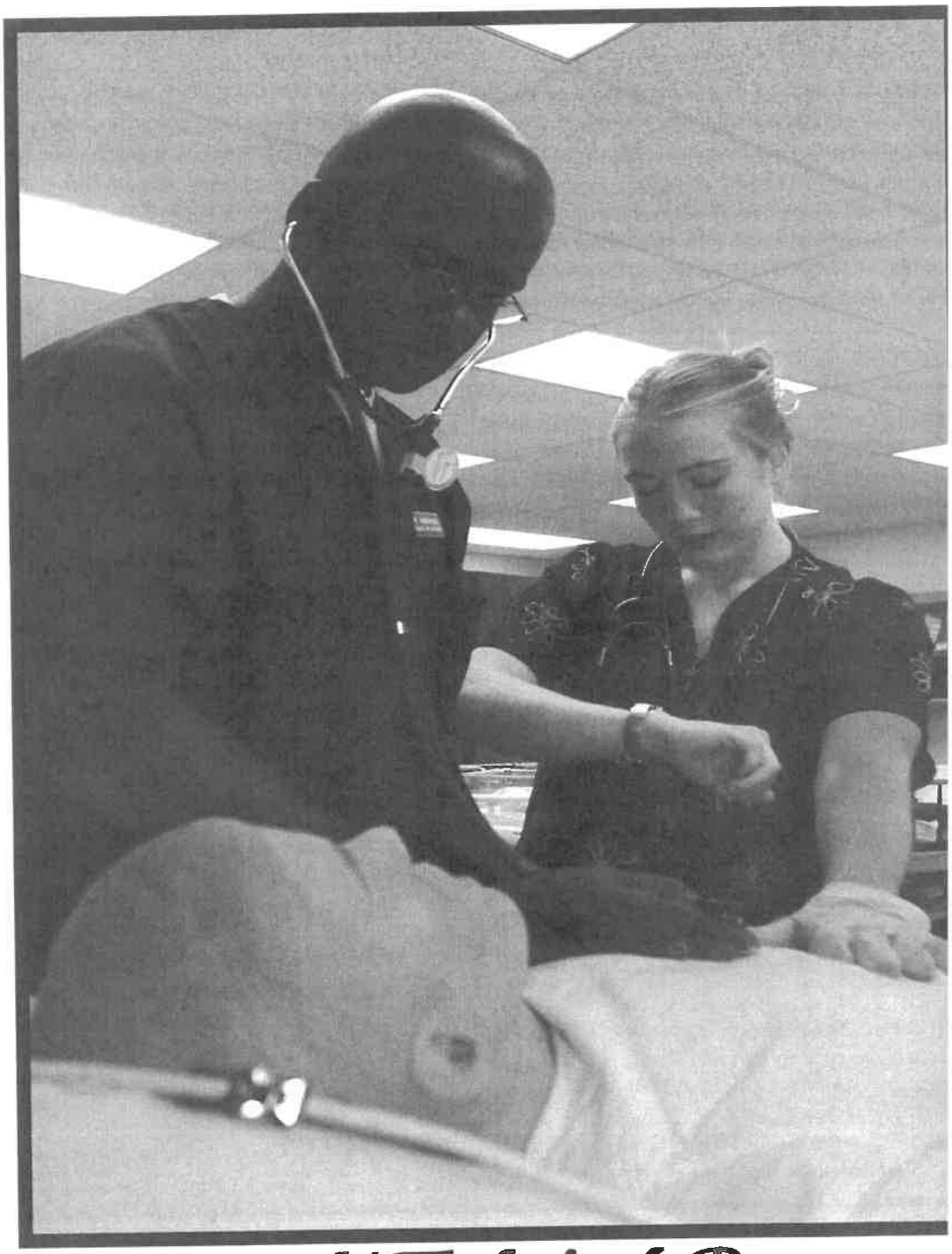
BIO	101	General Biology I	-or-
CHM	111	College Chemistry I	-or-
PHY	201	General College Physics I	-or-
PHY	241	University Physics I	4
ENG	241	Survey of American Literature I	-or-
ENG	243	Survey of English Literature I	3
HUM	***	Elective[1]	3
ITE	115	Basic Computer Literacy	3
SPD	110	Intro to Speech Communications	3
			14-16

Fourth Semester (Spring)

BIO	102	General Biology II	-or-
CHM	112	College Chemistry II	-or-
PHY	202	General College Physics II	-or-
PHY	242	University Physics II	4
ENG	242	Survey of American Literature II	-or-
ENG	244	Survey of English Literature II	3
HUM	***	Elective[1]	3
SOC	***	Electives[1]	6
			16

Minimum credit hours for degree: 61

[1] *A list of humanities/social science electives is on page 42.*



Occupational/Technical Program

Two-Year Associate Degr

Occupational and Technical Programs

Associate in Applied Science (A.A.S.) Degree Programs

)abney S. Lancaster Community College awards ıssociate in Applied Science degrees in seven ccupational/technical areas. The Associate in ıpplied Science degree programs are designed rimarily for immediate employment and are based pon occupational needs and trends within the service ·ea of the College. The semester credit hours required ı most programs range from 63 to 72 credit hours.

ach A.A.S. program contains a general education ɔmponent which includes courses in written and oral ɔmmunications, health or physical education, social :iences, humanities and mathematics, as well as an ·ientation to the higher education environment. Each :gree program includes one or more courses which ıpport computer competency.

udents may aspire to transfer to a four-year stitution. Students planning to transfer should work th their advisor and faculty advisor to substitute ınsferable arts and sciences courses.

Students entering from high school vocational education programs may receive advanced placement (See Advanced Placement). In addition, several programs are Tech Prep Associate Degree (A.A.S.) majors which allow entering students credit for course work previously completed, as stipulated in the official Tech Prep curriculum agreement with feeder high schools. The College is a member of the Tech Prep Educational Consortium of Western Virginia with eight area school divisions.

The major components of the A.A.S. Degree Programs are built upon the knowledge, skills and attitudes that students need to perform successfully in their chosen field. Careful attention should be paid to academic standards which are needed to progress in each of the degree programs, including sequenced courses and prerequisites or corequisites.

TECH PREP

Tech Prep offers a secondary/postsecondary educational career path that provides avenues for students to obtain a technical education, beginning in high school and continuing through college.

Tech Prep links academic and technical studies and uses input from business, industry, government and the community to build a curriculum that leads to successful employment. Tech Prep students may be eligible to earn credit for work completed in high school under existing articulation agreements.

If you are interested in DSLCC Tech Prep options, you should consult your high school counselor, a DSLCC admissions advisor or the Tech Prep Office at 540/863-2923.

Administration of Justice

Related Certificates

Corrections *63*
Law Enforcement *65*

Purpose: The degree program in Administration of Justice is designed to prepare individuals for careers in law enforcement and related occupations. Supported by general education, enrollees develop professional competence in the areas of law enforcement administration, police science, the prevention and control of juvenile delinquency, criminal investigation and in-depth drug awareness. The program is primarily for the preparatory student but the experienced officer may receive advanced placement. Students who provide documentation of graduation from accredited law enforcement and correctional academies may be eligible for advanced placement according to the guidelines established by the VCCS articulation agreements with the Virginia State Police and other accredited Department of Criminal Justice Services academies.

Admission Requirements: In addition to general requirements for admission to the College, applicants are advised that virtually all criminal justice agencies set physical and behavioral standards and investigate the moral character of all applicants prior to employment.

Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading or math) need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the transfer advisor.

Program Requirements: Approximately two-thirds of the program consists of courses in law enforcement, with remaining courses in related areas, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Upon satisfactory completion of th curriculum with an overall grade point average of 2.(in all applicable courses, individuals will be awarde the A.A.S. Degree with a major in Administration o Justice.

First Semester (Fall)

ADJ	100	Survey of Criminal Justice	3
ADJ	201	Criminology	3
ADJ	247	Criminal Behavior	3
ENG	111	College Composition I	3
PED	***	Requirement	1
STD	100	College Success Skills	
SOC	200	Principles of Sociology	3
			17

Second Semester (Spring)

ADJ	105	Juvenile Justice System	3
ADJ	228	Narcotics and Dangerous Drugs	3
ENG	112	College Composition II	3
ITE	115	Basic Computer Literacy	3
HLT/PED		Requirement	1
SOC	268	Social Problems	3
			16

Third Semester (Fall)

ADJ	211	Criminal Law, Evidence and Procedures I	3
ADJ	236	Principles of Criminal Investigation	3
HUM	***	Requirement[1]	3
MTH	120	Introduction to Mathematics	3
SOC	***	Requirements[1]	3
EEE	***	Free Elective	2
			17

Fourth Semester (Spring)

ADJ	***	Elective	3
ADJ	212	Criminal Law, Evidence and Proc II	3
ADJ	237	Advanced Criminal Investigation	3
SOC	***	Social Science Elective[1]	3
		PSY 200 Recommended	
EEE	***	Free Elective	3
			15

Minimum credit hours for degree: 65

[1] *A list of humanities/social science electives is on page 42.*

Administrative Support Technology

Related Certificate

Clerical Support 62

Related Career Studies

Medical Coding 72
Office User 73
Word Processing 74

Purpose: With the constant growth of business, industry and government offices in our area, there is a continuing demand for qualified men and women in office technologies. This degree program is designed to prepare individuals for full-time employment upon graduation or to upgrade skills of those who are seeking promotion or specialization.

Admission Requirements: In addition to the general requirements of the College, entry into this program requires proficiency in writing and reading skills. Students not proficient in these skills will be required to enroll in appropriate developmental classes. Students who have had training in keyboarding, computer use or other skill areas may be granted advanced placement or elective course credit. Students wishing to transfer should contact the program advisor and the transfer advisor.

Program Requirements: This curriculum combines instruction in general education and those subjects required for competency as an administrative office assistant. Students must receive a grade of "C" or better in Keyboarding I or repeat the course to earn a grade of "C" or better before continuing to the next sequenced course. The student should consult with the faculty advisor in planning a program and approving electives. Upon completion of the program and maintaining an overall grade point average of 2.0 in all applicable classes, the student will be awarded the Associate in Applied Science Degree with a major in Administrative Support Technology.

First Semester (Fall)

AST	101	Keyboarding I	3
AST	107	Editing/Proofreading	3
BUS	121	Business Mathematics I	3
ENG	111	College Composition I	3
ITE	115	Basic Computer Literacy	3
STD	100	College Success Skills	1
			16

Second Semester (Spring)

AST	102	Keyboarding II	3
BUS	236	Communication in Management	3
HLT/PED		Elective	1
HUM	***	Elective[1]	3
MTH	120	Introduction to Mathematics	3
SPD	110	Speech Communications[2]	3
			16

Third Semester (Fall)

ACC	211	Principles of Accounting I	3
AST	142	Word Processing[3]	3
AST	243	Office Administration I	3
ITE	140	Spreadsheet Software	3
SOC	***	Elective[1]	3
			15

Fourth Semester (Spring)

AST	137	Records Management	3
AST	244	Office Administration II	3
AST	253	Advanced Desktop Publishing I	3
PED	***	Elective	1
SOC	***	Elective[1]	3
EEE	***	Free Elective	3
			16

Minimum credit hours for degree: 63

[1] *A list of humanities/social science electives is on page 42*
[2] *Upon approval of the advisor, students may also choose either ENG 112 or ENG 115 to satisfy degree requirements.*
[3] *Prerequisite 25 wpm.*

Students wishing to transfer should contact the program head and the transfer advisor.

Business Management

Related Certificates

Banking 61
Office Management 67

Related Career Studies

Basic Banking 70
Bus/Industrial Supervision .. 70
Small Bus Management 74

Purpose: With the constant development of business and industry in Virginia, there is a demand for qualified personnel to assist in this economic growth. The program leading to an Associate in Applied Science Degree with a major in Business Management is designed for persons who seek full-time employment immediately upon completion of the program. Both persons seeking their first job in a business and those seeking promotion will benefit from the program.

The required courses in this program are offered on a rotating basis during evening hours so employed persons can complete all degree requirements.

Admission Requirements: In addition to the admission requirements established for the College, entry into this program requires proficiency in English, mathematics and reading. Students who do not meet entry requirements or whose test scores indicate a need for further preparation, will be placed in prerequisite skills courses.

Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading and math) need three years to complete the degree requirements. Students wishing to transfer should contact the program head and the transfer advisor.

Program Requirements: Students must achieve an overall grade point average of 2.0 in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate in Applied Science Degree with a major in Business Management.

First Semester (Fall)

BUS	100	Introduction to Business
BUS	121	Business Mathematics I
ENG	111	College Composition I
ITE	115	Basic Computer Literacy[1]
MKT	100	Principles of Marketing
STD	100	College Success Skills

Second Semester (Spring)

BUS	122	Business Mathematics II
BUS	200	Principles of Management
ENG	112	College Composition II
HLT/PED		Elective
HUM	***	Elective[2]
SPD	110	Speech Communications

Third Semester (Fall)

ACC	211	Principles of Accounting I
BUS	201	Organizational Behavior
BUS	241	Business Law I
ECO	201	Principles of Economics I
MTH	120	Introduction to Mathematics
PED	***	Requirement

Fourth Semester (Spring)

ACC	212	Principles of Accounting II
BUS	236	Communication in Management
ECO	202	Principles of Economics II
FIN	215	Financial Management
EEE	***	Restrictive Elective(s)[3]

Minimum credit hours for degree: 65

[1]Proficiency testing available first week of classes.
[2]A list of humanities/social science electives is on page 42.
[3]Approval of Program Head required.

Students wishing to transfer should contact the program head and the transfer advisor.

General Business Management: All courses prefixed ACC, AIR, AST, BUS, DRF, ECO, ETR, ENV, FIN, FOR, IND, IST, MKT, PPT, SAF or WEL may qualify as career-related electives with approval of the advisor/advisor. Cooperative Education 197 and 297 and Coordinated Internship 190 or 290 are acceptable electives, with a maximum of seven credit hours applicable toward the degree. Enrollment is subject to approval of the instructor for Cooperative Education and the advisor.

orestry Technology

rpose: Forestry and forest-related industries are vital the economy of Virginia, where 60 percent of the al land area is forested. The use of these resources forest industries and land management agencies quires forest technicians trained in forest anagement, protection, timber harvesting and lization.

iis program, the only one of its kind in Virginia, is signed for persons who seek full-time employment forestry occupations. Graduates from the program ll be qualified for positions in forestry, urban tree re and as forest products technicians. This program recognized nationally by the Society of American resters.

dmission Requirements: In addition to the general dmission requirements for the College, entry into the rogram requires proficiency in English, mathematics nd reading. The applicants should have completed t least one unit of algebra and one unit of high school eometry or its equivalent. One unit of biology is elpful. Students whose records or test scores indicate need for prerequisite skills courses will be placed in hese courses until such deficiencies are eliminated. Any student who needs prerequisite math courses should anticipate a three-year program of study.

This program serves residents throughout the Commonwealth. Students may complete preliminary general education studies at another Virginia community college and transfer to DSLCC to complete the forestry courses needed for the A.A.S. Degree. Two years at DSLCC will still be necessary to complete the forestry courses.

Transfer to the DSLCC forestry technology program necessitates close coordination of required courses or their equivalent with the DSLCC counselors/forestry advisors. To enter the DSLCC forestry technology program, admission should be requested in the fall semester of the student's first year at his/her local community college. Students wishing to transfer should contact the program advisor and the transfer advisor.

Program Requirements: The first year of the forestry technology curriculum provides general education as well as basic forestry subjects.

During the summer, students are required to complete approximately 225 clock hours of paid work/field experience or 180 hours of volunteer experience. The College will assist with placement; however, the student is ultimately responsible for locating and retaining the position as a volunteer or paid employee. The employment must be approved by a forestry instructor and registration must be completed prior to beginning the assignment.

Students must achieve an overall grade point average of 2.0 in the curriculum's required courses to be awarded a degree. Upon successful completion of the program, the student will be awarded the Associate in Applied Science Degree in Forestry Technology.

First Semester (Fall)

ENG	111	College Composition I	3
FOR	105	Forest and Wildlife Ecology	4
FOR	115	Dendrology	4
HLT	106	First Aid and Safety	2
MTH	115	Technical Mathematics I	-or-
MTH	163	Pre-Calculus I	3
STD	100	College Success Skills	1
			17

Second Semester (Spring)

FOR	125	Forest Fire Control	1
FOR	201	Forest Mensuration I	4
ITE	115	Basic Computer Literacy	3
SOC	***	Electives[1]	6
SPD	110	Speech Communications	3
			17

Summer Session

FOR	290/297	Co-Op Education	3

Third Semester (Fall)

FOR	202	Forest Mensuration II	4
FOR	227	Timber Harvesting	5
FOR	245	Forest Products	2
FOR	246	Urban Forestry	4
HUM	***	Elective[1]	3
			18

Fourth Semester (Spring)

BUS	111	Principles of Supervision I	3
FOR	135	Wildlife and Fisheries Mgmt	4
FOR	215	Applied Silviculture	4
FOR	229	Sawmilling	5
			16

Minimum hours for degree: 71

[1]*Students considering transfer to a bachelor degree program may need to take specific social science electives. Contact the program head and the transfer advisor. A list of social science/ humanities electives is on page 42.*

Information Systems Technology

Related Certificate

Microcomp Operations 66

Related Career Studies

Networking Technologies 72
Office User 73
PC Repair 73

Purpose: The global shift toward information Technologies has produced a critical shortage of technicians skilled in the computer and networking technologies. Data suggest that the IT industry will grow at an unprecedented rate during the next century thus further exacerbating the shortage of qualified Information Technology service technicians. The Information Systems Technology with concentration in Computer and Networking Technology Degree program will provide students the opportunity to develop computer and networking skills required for the following IT industry certifications:

- ♦ IC^3
- ♦ CompTIA A+
- ♦ CompTIA Network+
- ♦ Microsoft Certified Professional
- ♦ Microsoft Certified Systems Administrator
- ♦ Cisco Certified Network Associate

Students will be prepared for full-time employment upon mastering the Computer Networking curriculum. The curriculum is delivered by means of modern state of the art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site.

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the IST–Computer and Networking Technology Program. Students are expected to be proficient in basic English and Mathematics. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

Program Requirements: The IST Degree with concentration in Computer and Networking Technology is a two-year, four semester program. The curriculum consists of course content in general education, basic electronics and computer and networking technologies. Several of the courses will include online components. In these courses students will access the curriculum and take assessments in the form of quizzes, tests and exams via the Internet. Some courses may substitute an industry certification exam for the course final exam.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Note: High school students interested in a career in the IT industry should check with their counselor for the availability of articulation and dual enrollment opportunities for these studies. The Computer and Networking Technology Degree program is designed to provide students the opportunity to develop the necessary skills for entry level employment in the Information Technology industry, immediately upon successful completion of the program.

First Semester (Fall)

ENG	111	College Composition I	3
ITE	115	Basic Computer Literacy	3
ITN	101	Intro to Network Concepts	3
ITN	154	Networking Fundamentals	4
MTH	120	Introduction to Math[2]	3
STD	100	College Survival Skills	1
			17

Second Semester (Spring)

ENG	115	Technical Writing	3
ITE	121	Operating System Fundamentals	3
ITE	122	Personal Computer Hardware/Lab	3
ITN	110	Windows 2000 Professional/	
ITN	114	Windows XP Professional	4
ITN	155	Introductory Routing	4
			17

Summer Semester

ITN	296/ 297	Co-Op Education	3

Third Semester (Fall)

ITN/ITP/ITE/IT		Career Elective[3]	3
ITN	111/115	Windows 2000/2003 Server	3
ITN	112/116	Windows 2000/2003 Network Infrastructure Administration[4]	4
ITN	156	Basic Switching and Routing-Cisco	3
SOC	***	Social Sciences Elective[1]	1
			17

Fourth Semester (Spring)

HLT/PED		Health/Phys Ed Elective	3
HUM	***	Humanities Elective	3
ITN/ITP/ITE/IT		Career Elective[3]	3
ITN	113/118	Windows 2000/2003 Directory Services Infrastructure Administration[4]	4
ITN	157	WAN Technologies	4
SOC	***	Social Sciences Elective[1]	17

Minimum hours for degree: 72

[1]A list of social science/humanities electives is on page 42.
[2]Higher math may be substituted for this requirement at th discretion of the program head.
[3]Acceptable career electives include: ITP 120; ITD 110; and IT 124. Other electives may be accepted at the discretion of th program head.
[4]As new technologies become available, the courses offered t meet this requirement are subject to change. Please contac the program head for current/future semester availability.

Nursing

The LPN to RN Ladder Program
Level I: Licensed Practical Nursing

Related Certificate
Advanced Health Care 61
Related Career Studies
Introductory Health Care 72

Accreditation: The Practical Nursing Program is accredited by the Virginia State Board of Nursing.

Purpose: The three semester program leading to a Certificate in Practical Nursing is designed to prepare students to deliver safe and competent nursing care to patients with usual or expected outcomes. Practical nurses work under the supervision of practitioners with higher degrees in acute and non-acute care settings. After successful completion of Level I, students will be eligible to take the National Council Licensing Examination leading to licensure as a licensed practical nurse (LPN). Students may also choose to continue into Level II of the program and earn an Associate in Applied Science Degree and be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN).

Occupational Objectives: Employment opportunities for the licensed practical nurse include staff positions with hospitals, physicians' offices and nursing homes.

Level II: Associate in Applied Science in Nursing Degree

Accreditation: The Associate Degree Nursing Program is accredited by the Virginia State Board of Nursing and the National League for Nursing Accrediting Commission, Inc., which may be reached at 800/669-1656.

Purpose: This portion of the LPN to RN Ladder Program is designed for students who have already earned a Certificate in Practical Nursing and who wish to continue their education for an additional two semesters to earn an Associate in Applied Science Degree. Students will be prepared to serve as qualified members of the health team, rendering safe, direct patient care as beginning practitioners of nursing in a variety of health care settings. After successful completion of the program, students will be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN). Students wishing to transfer should contact the program advisor and the transfer advisor.

Occupational Objectives: Employment opportunities for the registered nurse include staff positions with hospitals, nursing homes, physicians' offices, community agencies, schools, industry and home health care providers.

Admission Requirements for the LPN to RN Ladder: Early application is suggested since space is limited. Applications for the new class beginning in the fall semester may be made to the nursing department beginning in November of the preceding year.

In addition to requirements for general admission to the College, entry into the nursing curriculum is based on the following requirements:

1. Applicants must have graduated from high school or hold a GED.
2. Applicants must have taken high school courses in biology, algebra and chemistry. High school records of achievement must reflect a "C" average in academic subjects.
3. Students' DSLCC records must show a GPA of 2.0 or higher.
4. Students must achieve satisfactory placement test scores in reading, writing, basic math and algebra. Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program. All developmental courses must be completed prior to applying to the program. Students must complete physical and dental examinations following admission. Immunization and laboratory testing are included. Applicants must be free of any physical or psychosocial problems which adversely affect their performance as practitioners of nursing.

5. Applicants must satisfy the point system qualification. Students are admitted based on a point system. Information on the point system may be obtained in the nursing office or in Student Services. Preference is given to residents of the service region.
6. Students must have no legal impediment. The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54-367.32 of the Code of Virginia. Any student entering the nursing program who has committed any illegal offenses other than minor traffic violations should discuss these matters with the Nursing Program Head for clarification prior to admission.
7. Students must hold current CPR certification by the end of the first semester.

Admission with Advanced Standing: Admission for former nursing students, transfers and others with previous nursing experience is considered for advanced placement on an individual basis. LPN's may apply to the LPN Bridge Program.

Program Requirements: It is the responsibility of the student to refer to the Nursing Student Handbook for clarification of nursing program policies and legal limitations for licensure.

The student must complete all support courses either preceding or concurrently with the appropriate nursing course as indicated in the curriculum plan. This requirement does not apply to electives.

A student receiving a final grade lower than a "C" in any nursing course, biology courses, psychology courses or in nutrition will be ineligible to continue in the nursing courses.

The student is required to complete a plan of courses and learning experiences provided at the College and selected community agencies, such as special and general hospitals, nursing homes, clinics, physicians' offices and comparable facilities. The nursing faculty will observe and evaluate the student's suitability for nursing and direct patient care.

Transportation to and from institutions and clinical agencies is each student's personal responsibility.

Clinical Contracts: Individual contracts are in effect with each affiliate clinical agency and these contracts differ in requirements made of students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.
2. Proper uniform must be worn.
3. Students must adhere to published policies of the hospitals.
4. Immunizations must be current.
5. The student releases the hospital, its agents and employees from liability for injury or death to themselves or damage to their property arising out of agreement or use of the hospital's facilities.
6. The student releases the hospital and DSLCC from medical expenses arising from injuries that occur during clinical rotations.

Contracts for each agency are available in the nursing office and may be reviewed by students upon request.

Program Cost: In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories.

LPN Certificate Program

First Semester (Fall)

BIO	141	Anatomy and Physiology	4
ENG	111	College Composition I	3
NUR	105	Nursing Skills	2
NUR	135	Drug Dosage and Calculations	1
PNE	186	Nursing Concepts I	6
STD	100	College Success Skills	1
			17

Second Semester (Spring)

BIO	142	Anatomy and Physiology II	4
NUR	137	Principles of Pharmacology	2
PNE	187	Nursing Concepts II	9
PSY	230	Developmental Psychology	3
			18

Third Semester (Summer)

BIO	149	Microbiology for Allied Health	1
ENG	112	College Composition II	3
HLT	138	Principles of Nutrition	1
PNE	188	Nursing Concepts III	6
PNE	145	Trends in Practical Nursing	1
			12

Students will be granted a certificate in practical nursing and will be eligible to take boards for PN licensure at this point.

Associate in Applied Science

First Semester (Fall)

HUM	***	Elective[1]	3
NUR	205	Introduction to Second Level Nursing	6
NUR	226	Health Assessment	2
			11

Second Semester (Spring)

NUR	208	Acute Med-Surg Nursing	6
NUR	254	Dimensions of Professional Nursing	1
ITE	115	Basic Computer Literacy	3
SOC	***	Elective[2]	3
			13

Total Semester Hours: 69-71
Nursing Credits: 42
Support Course Hours: 27-29

[1]*PHI 220 Recommended*
[2]*PSY 200, PSY 215 or SOC 200 Recommended.*

Students will be granted an A.A.S. in nursing and will be eligible to take boards for RN licensure at this point.

Accelerated Bridge for LPNs

Prerequisites

STD	100	College Success Skills	1
BIO	141	Anatomy and Physiology I	4
BIO	142	Anatomy and Physiology II	4
BIO	149	Microbiology for Allied Health	1
ENG	111	College Composition I	3
ENG	112	College Composition II	3
HLT	138	Principles of Nutrition	1
NUR	135	Drug Dosage and Calculations	1
NUR	137	Principles of Pharmacology	2
PSY	230	Developmental Psychology	3
			23

One Week Summer Bridge Course

NUR	115	LPN Transition	2

Fourth Semester (Fall)

HUM	***	Elective[1]	3
NUR	205	Introduction to Second Level Nursing	6
NUR	226	Health Assessment	2
			11

Fifth Semester (Spring)

ITE	115	Basic Computer Literacy	3
NUR	208	Acute Med-Surg Nursing	6
NUR	254	Dimensions of Professional Nursing	1
SOC	***	Elective[2]	3
			13

[1]*PHI 200 Recommended*
[2]*PSY 200, PSY 215 or SOC 200 Recommended*

Technical Studies in Welding

Related Certificate
Welding 68
Related Career Studies
Welding 74

The A.A.S. degree in Technical Studies has been developed in cooperation with various firms and the community colleges.

This is a unique degree proposal, in as much as it will provide a structure for developing major areas of study identified by local industry and formal experiential learning experiences into a cohesive degree program to meet immediate and often short-term education and training needs.

Program Goals

1. To provide a mechanism for quick responses to business and industry for short-term education and training.
2. To provide a mechanism to meet employer needs for customized program design.
3. To provide a framework for students to be able to complement training and experience with formal education.

General Education			**18 credit**
ENG	101	Practical Writing I	-or
ENG	111	College Composition I	
HLT	106	First Aid and Safety	
HUM	***	Elective	
CHM	100	Introduction to Chemistry	-or
CHM	111	College Chemistry I	-or
ENV	220	Environmental Problems	-or
MTH	103	Applied Technical Math I	-or
MTH	115	Technical Mathematics I	-or
PHY	***	Elective	
SOC	***	Electives[1]	
STD	100	College Success Skills	

Technical Foundations			**18-19 credit**
AST/IST		Elective	
BUS	200	Principles of Management	-or
BUS	201	Organizational Behavior	-or
BUS	205	Human Resource Management	-or
BUS	206	Public Relations in Management	-or
BUS	207	Interviewing/Counsel Skills for Business	
BUS	209	Continuous Quality Improvement	-or
WEL	146	Welding Quality Control	
ENG	115	Technical Writing	
IND	106	Industrial Engineering Technology	-or
IND	165	Principles of Industrial Technology	3-
ITE	115	Basic Computer Literacy	

Content Skills and Knowledge **22 credit**

Courses selected from the welding certificate.

Work-based learning **6-9 credit**

Total credit hours for degree: 64-68

[1] *ECO 201 recommended*

Certificate Programs

n addition to Associate in Applied Science Degree Programs, DSLCC offers Certificate Programs which provide entry-level job skills based upon local employment needs. The Certificate Programs are also appropriate for employed individuals who wish to upgrade their present job skills or prepare for promotion.

Many Certificate Programs are related to an Associate in Applied Science Degree Program, while others are self-contained. When the program is part of an Associate in Applied Science Degree Program, credits will be applied toward the degree program requirements, should the student pursue further study. ***Other Certificate Programs may qualify for the Associate in Applied Science Degree in Technical Studies. Students should see their advisor to see if their Certificate Program can be applied toward the Technical Studies program.***

The DSLCC Continuing Education and Workforce Services Division provides certificates which are not related to associate degree programs. These programs are designed to provide students with specific work-related skills. The College works with local employers to design programs which will lead to employment in local businesses and industries.

A certificate program requires a minimum of 30 semester credit hours. The majority of the courses relate specifically to employment skills, but each Certificate Program contains a general education component that includes a course in English.

Advanced Health Care

Related Assoc Degree
Nursing 56
Related Career Studies
Introductory Health Care 72

Purpose: The Certificate in Health Care includes courses which are valuable for those who plan to enter a health care career. These courses would also prove useful for those students who wish to pursue a nursing degree since many of them are required in that curriculum as well.

Admissions Requirements: In addition to the general admission requirements of the College, entry into the health care curriculum is based on the following requirements:

1. Graduation from high school or GED
2. High school courses in biology, algebra and chemistry
3. GPA of 2.0 or higher
4. Satisfactory scores on placement tests in reading, algebra, basic math and writing

Students not achieving satisfactory scores may enroll in additional courses to correct deficiencies.

Program Requirements: A student must achieve a grade of "C" or better in health, psychology and biology.

First Semester

BIO	141	Anatomy and Physiology I	4
ENG	111	English Composition I	3
HLT	105	CPR	1
HLT	106	First Aid and Safety	2
HLT	121	Drug Use and Abuse	3
HLT	143	Medical Terminology I	3
			16

Second Semester

BIO	142	Anatomy and Physiology II	4
PSY	230	Developmental Psychology	3
HLT	144	Medical Terminology II	3
HLT	138	Principles of Nutrition	1
			-or-
HLT	230	Principles of Nutrition/Human Dev	3
HUM	***	Elective	3
NUR	135	Dosage and Calculations	2
			15-17

Total credits required for certificate: 31-33

Banking

Related Assoc Degree
Business Management 51
Related Certificate
Office Management 67
Related Career Studies
Basic Banking 70
Bus/Industrial Supervision .. 70
Small Bus Management 74

Purpose: This program is designed to provide skills for entry-level bank employees who are seeking advancement. It can also serve the educational needs of those seeking to enter the banking field as a career.

Admissions Requirements: In addition to the admission requirements of the College, entry into this certificate curriculum requires a strong background in mathematics. In order to succeed in the program, students should also possess a proficiency in math, writing and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate prerequisite skills courses.

Program Requirements: The program of study includes mathematics, accounting, business law and English. Additionally, courses are included which relate specifically to banking and economics. Students must achieve an overall GPA of 2.0 in all applicable courses to receive the Banking Certificate.

First Semester (Fall)

ACC	211	Principles of Accounting I	3
BUS	121	Business Mathematics I	3
BUS	241	Business Law	3
ECO	201	Principles of Economics I	3
ENG	111	College Composition I	3
FIN	110	Principles of Banking	3
			18

Second Semester (Spring)

BUS	122	Business Mathematics II	3
BUS	236	Communication in Management	3
ECO	202	Principles of Economics II	3
IST/FIN/BUS		Elective	3
ITE	115	Basic Computer Literacy	3
			15

Minimum credit hours for certificate: 33

Business and Industrial Communications

Purpose: The program is designed to emphasize areas of business in which communication skills are paramount. Employers have stressed the need for strong employee communication skills in order to perform needed team functions and to advance in job responsibilities.

Related Career Studies
Business Communications .. 70

Admission Requirements: Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require prerequisite skills courses.

Program Requirements: The program requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Certificate is awarded upon completion of the program with an overall 2.0 GPA.

Core Component[1]

BUS	100	Introduction to Business	3
BUS	110	Business Protocol	-or-
BUS	201	Organizational Behavior	3
BUS	236	Communication in Management	3
ENG	101	Practical Writing I	-or-
ENG	111	English Composition I	3
SPD	110	Speech Communication	3

Technical Components

BUS	209	Continuous Quality Improvement	3
ITE	115	Basic Computer Literacy	3
IND	137	Team Concepts/Problem Solving	3
EEE	***	Restrictive Electives[2]	6

Minimum credit hours for certificate: 30

[1]*Completion of the core component results in the award of a Career Studies Certificate in Business Communications.*

[2]*Students will select six (6) credit hours of electives approved for the program. Other courses may be substituted as restrictive electives on a case-by-case basis after the review and recommendation of the advisory committee. The restrictive electives should be selected to provide training that will fill gaps in the individual's knowledge required to maintain job level or advancement.*

Clerical Support

Purpose: This program is designed to provide entry level employment skills for occupations in clerical support areas.

Related Assoc Degree
Admin Support Tech 50
Related Career Studies
Word Processing 74

Admissions Requirements: In addition to the general admission requirements of the College, this program requires proficiency in mathematics, writing and reading of English. Students not proficient in these areas will be required to enroll in prerequisite skills courses. Students who have some training in keyboarding, computer use or other clerical skill areas may be granted advanced placement or elective course credit.

Program Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, needed to function in an office. Upon completion of the program and maintaining an overall GPA of 2.0 in all applicable classes, the student will be awarded the Clerical Support Certificate.

First Semester (Fall)

ACC	211	Principles of Accounting I	3
AST	101	Keyboarding I	3
AST	107	Editing/Proofreading	3
ENG	111	College Composition I	3
ITE	115	Basic Computer Literacy	3
			15

Second Semester (Spring)

AST	102	Keyboarding II	3
AST	137	Records Management	3
AST	142	Word Processing[1]	3
BUS	236	Communication in Management	3
EEE	***	Social Science Elective[2]	3
			15

Minimum credit hours for certificate: 30

[1]*Prerequisite 25 wpm*

[2]*A list of humanities/social science electives is on page 42.*

Corrections

Purpose: These programs are designed for those who desire to upgrade skills in their occupational speciality or to acquire a certificate prior to a degree after high school.

Related Assoc Degree
Administration of Justice 49
Related Certificate
Law Enforcement 65

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Program Requirements: The Certificate in Corrections includes basic courses in writing skills, social sciences and first aid or emergency skills as well as specialized coursed in administration of justice. Upon successful completion of the program, the student will be awarded a Certificate in Corrections. At least 50 percent of the required courses must be DSLCC course credits. Students must achieve an overall GPA of 2.0 in all applicable courses.

Occupational Related

ADJ	100	Survey of Criminal Justice	3
ADJ	140	Introduction to Corrections	3
ADJ	145	Corrections in the Community	3
ADJ	146	Adult Correctional Facilities	3
ADJ	147	Local Adult Detention Facilities	3
ADJ	241	Correctional Law	3
ADJ	246	Correctional Counseling	3
EEE	***	Career Electives[1]	3
			24

General Education

ENG	***	Requirement (ENG 100, 101 or 111)	3
SOC	***	Elective[1]	3
HLT	106	First Aid and Safety	2
			8

[1]Recommended Electives

ADJ	236	Principles of Criminal Investigation	3
ADJ	245	Management of Correctional Facilities	3
ADJ	248	Probation, Parole and Treatment	3

Minimum credit hours for certificate: 32

Culinary Arts

Purpose: This curriculum is designed to enable graduates to gain employment in the culinary arts area and/or enter chef training programs in this expanding industry.

Related Certificate
Hospitality Services 64
Related Career Studies
Hospitality Management 71

Admission Requirements: The general admission requirements for admission of the College apply to the program.

Program Requirements: The curriculum provides a concentration of technical courses in the culinary arts area and a general education requirement that includes courses in English and social sciences. Students must achieve an overall GPA of 2.0 in all applicable courses to receive a Culinary Arts Certificate.

Core Curriculum

ENG	***	Elective	3
HRI	115	Food Svc Mngr Sanitation Certification	1
HRI	119	Applied Nutrition for Food Service	3
HRI	128	Principles of Baking	3
HRI	140	Fund of Quality for the Hosp Industry	3
HRI	158	Sanitation and Safety	3
HRI	218	Fruit, Vegetable and Starch Preparation	3
HRI	219	Stock, Soup and Sauce Preparation	3
HRI	220	Meat, Seafood and Poultry Preparation	3
HRI	228	Food Production Operations	3
IND	137	Team Concepts and Problem Solving	3
ITE	115	Basic Computer Literacy	3
SOC	***	Elective[1]	3
			37

[1]A list of humanities/social science electives is on page 42.

Some culinary arts courses may be available at the Greenfield Education and Training Center in Botetourt County. Call 540/863-2902 for specific information.

Electronics

Related Career Studies

Electronics *71*

Purpose: This program is designed for entry/advancement in the electronics field. It provides a foundation for success and builds on the knowledge and skills of residential or industrial electricians. The program also prepares students for CompTIA A+ Repair Certification.

Admission Requirements: In addition to the general admission requirements for the College, students will be evaluated on an individual basis for entry into this program. Students who have some previous training in electricity/electronic troubleshooting or the use of electronic instruments may be granted advanced standing upon demonstration of proficiency.

Program Requirements: This program includes basic courses in technical math, English and social sciences, as well as specialized courses in electricity/electronics. The program assists students in meeting the entry skill job requirements and providing the theory needed to advance to a higher-level electronics program. Students must achieve an overall GPA of 2.0 in all applicable courses to receive the Electronics Certificate.

First Semester (Fall)

ENG	111	College Composition I	3
ETR	279	Digital Principles	4
ITE	121	Operating Systems Fundamentals	3
MTH	115	Technical Mathematics I	3
SOC	***	Elective[1]	3
STD	100	College Success Skills	1
			17

Second Semester (Spring)

ENG	112	College Composition II	-or-
ENG	115	Technical Writing	3
ETR	115	DC and AC Circuits	3
ETR	280	Digital Logic Circuits	4
ITE	115	Basic Computer Literacy	3
ITE	122	PC Hardware	3
			17

Minimum credit hours for certificate: 34

Hospitality Services

Related Certificates

Culinary Arts *63*
Massage Therapy *66*

Related Career Studies

Golf Operations *71*
Hospitality Management *71*
Massage Therapy *72*
Recreational Leadership *73*
Turf Management *74*

Purpose: This 30 credit hour porgram is designed to provide a foundation that prepares students for the hospitality field, as well as specific specialized areas.

Admission Requirements: The general admission requirements of the College apply to the program. For some specializations, students may be required to work outdoors in all seasons.

Curriculum Requirements: The curriculum requires completion of selected specialized courses. A student may select one of the following four specializations: Golf Operations, Hospitality Management, Recreational Leadership and Turf Management. A certificate is awarded upon completion of the program with an overall 2.0 grade point average. *Students may also elect to complete only the courses (12 credit hours) required in one of the four specializations and receive a career studies certificate.*

Foundation Courses

BUS	100	Introduction to Business	3
BUS	117	Human Relations/Leadership Develop	3
ENG	111	College Composition	3
HRI	140	Fund of Quality for the Hosp Industry	3
ITE	115	Basic Computer Literacy	3
SOC	***	Social Science Elective	3
			18

Golf Operations Specialization

BUS	190	Internship in Golf Operations	3
BUS	195	Intro to Golf Facility Management	3
HRI	235	Marketing of Hospitality Services	3
HRT	190	Internship in Turf Care	3
			12

[1] *A list of humanities/social science electives is on page 42.*

Hospitality Management Specialization

HRI	154	Principles of Hospitality Management	3
HRI	190	Internship in Lodging	3
HRI	235	Marketing of Hospitality Services	3
HRI	290	Internship in Guest Services	3
			12

Recreational Leadership Specialization

HLT	105	CPR	1
HLT	106	First Aid and Safety	2
RPK	120	Outdoor Recreation	3
RPK	190	Internship in Outdoor Activities *(Horseback Riding, Canoeing/Kayaking, Tennis and Cycling)*	3
RPK	290	Internship in Program Planning, Organizing, Group Leadership and Recreational Backpacking	3
			12

Turf Management Specialization

HRT	110	Principles of Horticulture	3
HRT	190	Internship in Irrigation, Tools and Equip	3
HRT	201	Landscape Plants I	3
HRT	290	Internship in Turf Care and Pest Mgmt	3
			12

Law Enforcement

Related Assoc Degree
Administration of Justice 49
Related Certificate
Corrections 63

Purpose: These programs are designed for those who desire to upgrade skills in their occupational speciality or to acquire a certificate prior to a degree after high school.

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Program Requirements: The Certificate in Law Enforcement include basic courses in writing skills, social sciences and first aid or emergency skills as well as specialized coursed in administration of justice. Upon successful completion of the program, the student will be awarded a Certificate in Law Enforcement. At least fifty percent of the required courses must be DSLCC course credits. Students must achieve an overall GPA of 2.0 in all applicable courses to receive the Law Enforcement Certificate.

Occupational Related

ADJ	100	Survey of Criminal Justice	3
ADJ	211	Criminal Law, Evidence and	
ADJ	212	Procedures I-II	6
ADJ	228	Narcotics and Dangerous Drugs	3
ADJ	236	Principles of Criminal Investigation	3
ADJ	237	Advanced Criminal Investigation	3
EEE	***	Career Electives	6
			24

General Education

ENG	***	Requirement	3
HLT	106	First Aid and Safety	2
SOC	***	Elective[1]	3
			8

Minimum credit hours for certificate: 32

[1] *A list of humanities/social science electives is on page 42.*

Massage Therapy

Related Certificate
Hospitality Services 64

Related Career Studies
Hospitality Management 71
Massage Therapy 72

Purpose: This program is designed to enable graduates to qualify for national certification in Massage Therapy as well as obtain course work that will prepare graduates to operate and manage their own business in massage therapy and bodywork.

National Certification: Graduates of the program meet the educational requirements to take the National Certification Examination in Massage Therapy and Bodywork. The National Certification Board for Massage Therapy requires applicants have at least 500 in-class clock hours[1] of formal training. Passage of the exam will allow graduates to become licensed as Massage Therapists by the Commonwealth of Virginia.[2]

Admission Requirements: Students must meet the general admission requirements of the College.

[1] *One (1) in-class clock hour equals 50 minutes of supervised instruction.*

[2] *Each applicant's official transcript must include:*

a. *At least 100 in-class clock hours in Anatomy/Physiology.*
b. *At least 200 in-class clock hours in Massage and/or Bodywork theory and Application. This must include at least two (2) in-class clock hours of Ethics.*
c. *The remainder of the in-class clock hours must be in a related field that completes the applicant's massage and/or bodywork program of study.*

AST	206	Professional Development	3
BUS	116	Entrepreneurship	3
BUS	121	Business Mathematics I	3
ENG	111	English Composition I	3
HLT	105	CPR	1
HLT	106	First Aid and Safety	2
HLT	117	Individual Health Awareness	3
HLT	170	Introduction to Massage	1
HLT	180	Therapeutic Massage I	3
HLT	280	Therapeutic Massage II	3
HLT	281	Therapeutic Massage III	3
PTH	151	Musculoskeletal Structure/Function	4
			32

Some massage therapy courses may be available at the Greenfield Education and Training Center in Botetourt County. Call 540/863-2902 for specific information.

Microcomputer Operations

Related Assoc Degree
Information Systems Tech.... 54

Related Career Studies
Networking Technologies 72
Office User 73
PC Repair 73
Web Page Design 74

Purpose: The global shift toward Information Technologies has produced a critical shortage of technicians skilled in the computer and networking technologies. Data suggest that the IT industry will grow at an unprecedented rate during the next century thus further exacerbating the shortage of qualified Information Technology service technicians. The Information Systems Technology with concentration in Computer and Networking Technology Degree program will provide students the opportunity to develop computer and networking skills required for the following IT industry certifications:

- IC[3]
- CompTIA A+
- CompTIA Network+
- Microsoft Certified Professional
- Microsoft Certified Systems Administrator
- Cisco Certified Network Associate

Students will be prepared for full-time employment upon mastering the Computer Networking curriculum. The curriculum is delivered by means of modern state of the art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site.

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the IST–Computer and Networking Technology program. Students are expected to be

proficient in basic English and Mathematics. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

Program Requirements: The curriculum consists of course content in general education, basic electronics and computer and networking technologies. Several of the courses will include online components. In these courses students will access the curriculum and take assessments in the form of quizzes, tests and exams via the Internet. Some courses may substitute an industry certification exam for the course final exam.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Curriculum

ENG	111	College Composition I	3
ITD	110	Web Page Design I	3
ITE	115	Basic Computer Literacy	3
ITE	121	Operating System Fundamentals	3
ITE	122	Personal Computer Hardware	3
ITE	124	Introduction to Unix Operating System	3
ITN	101	Networking Technologies	3
ITN	110/114	Windows 2000 Professional/XP Pro[2]	4
ITN	111/115	Windows 2000/2003 Server[2]	4
ITN	112/116	Windows 2000/2003 Network Infrastructure Administration (NIA)[2]	3
ITN	113/118	Windows 2000/2003 Directory Services Infrastructure Administration (DSIA)[2]	3
ITN	154	Networking Fundamentals-Cisco	4
ITN	155	Introductory Routing-Cisco	4
ITN	156	Basic Switching and Routing-Cisco	4
ITN	157	WAN Technologies-Cisco	4
SOC	***	Elective	3

Minimum credit hours for certificate: 54

[1]*A list of humanities/social science electives is on page 42.*
[2]*As new technologies become available, the courses to meet this requirement are subject to change. Please contact the program head for current/future course availability.*

Office Management

Purpose: The Office Management program is designed to train individuals for entry-level office supervision positions. It is also designed to assist those already employed to increase job skills for promotional purposes.

Related Assoc Degree
Business Management 51
Related Certificate
Banking 61
Related Career Studies
Basic Banking 72
Bus/Ind Supervision 72
Small Bus Management 75

Admission Requirements: In addition to the general entry requirements of the College, this program requires that the students have basic skills in mathematics, reading and writing. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses.

Program Requirements: This program includes general education courses in addition to courses in accounting, computers, math and business. Students must receive an overall grade point average of 2.0 in all applicable courses in order to receive the Certificate of Office Management.

First Semester (Fall)

ACC	211	Principles of Accounting I	3
BUS	100	Introduction to Business	3
BUS	121	Business Mathematics I	3
ENG	111	College Composition I	3
ITE	115	Basic Computer Literacy	3
			15

Second Semester (Spring)

AST/IST/BUS		Elective	3
BUS	122	Business Mathematics II	3
BUS	200	Principles of Management	3
BUS	236	Communication in Management	3
SOC	***	Elective[1]	3
			15

Minimum credit hours for certificate: 30

[1]*A list of humanities/social science electives is on page 42.*

Pulp and Paper Technology

DSLCC offers a wide range of courses to individuals seeking a greater understanding of the papermaking process. DSLCC offers classes and training programs for individuals that are new to the industry, as well as those that are experienced in the papermaking business. Individuals interested in pursuing a formal program should contact Chuck Bartocci, Program Head for Pulp and Paper Technology.

MeadWestvaco Pre-Employment Training Program

To be considered for employment with MeadWestvaco, it is necessary for candidates to complete a Pre-Employment Training Class offered by DSLCC. Individuals must first meet the prerequisites for the class through placement testing or previous completion of appropriate course work. The PETC covers information relevant to the papermaking process and work in an industrial environment.

Individuals who successfully complete the PETC will be awarded three college credits and be referred to the local Virginia Workforce Center for registration. The VWC will forward candidate information to MeadWestvaco for consideration in the MeadWestvaco selection process.

Welding

Related Assoc Degree
Tech Studies in Welding 59
Related Career Studies
Welding 74

Purpose: With the trend toward a global economy and the introduction of new exotic materials with welding processes and procedures to weld them, there is a demand for highly skilled, highly trained welders possessing decision making and hands-on skills. The program is designed to prepare welders for this exciting challenge and certification tests.

Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of applied mathematics, a moderate level of dexterity and average mechanical aptitude. Persons who have completed a high school welding program or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

Program Requirements: Students must achieve an overall 2.0 GPA in the curriculum's applicable courses to be awarded a Welding Certificate.

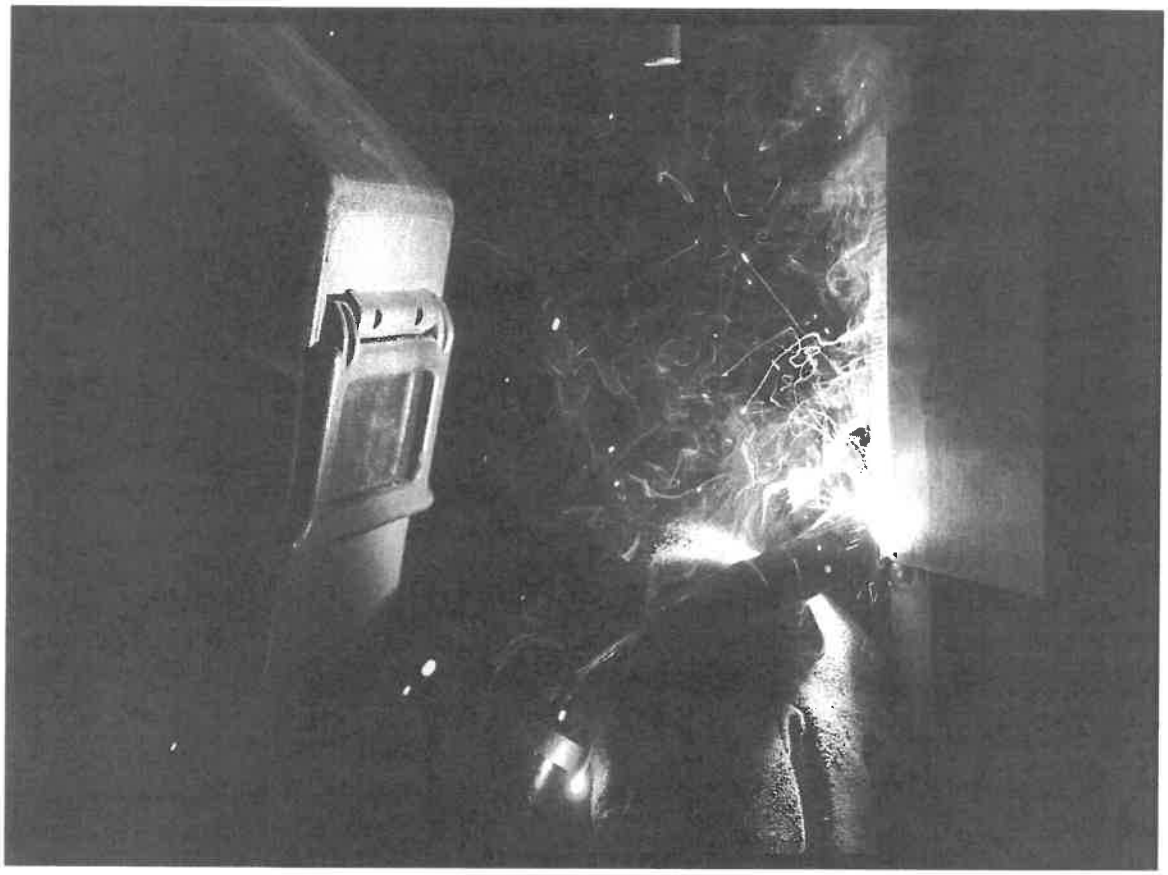
First Semester (Fall)

HLT	106	First Aid and Safety	2
MAC	111	Machine Tool Theory/Comp	-or-
MTH	103	Applied Technical Math I	3
WEL	117	Oxy Fuel Welding and Cutting	3
WEL	123	Shielded Metal Arc Weld (Basic)	3
WEL	130	Inert Gas Welding I	3
WEL	145	Welding Metallurgy	3
			17

Second Semester (Spring)

DRF	166	Welding Blueprint Reading	2
ENG	100	Basic Occupational Communications	3
WEL	124	Shielded Metal Arc Welding (Advanced)	3
WEL	126	Pipe Welding I	3
WEL	135	Inert Gas Welding II	2
			13

Minimum credit hours for certificate: 30



Career Studies Certificates

The Career Studies Certificate Program is a response to the nontraditional, short-term program educational needs of many adults. Many of the courses are offered during evening hours so that it is possible for an individual to earn a certificate while remaining employed. Career Studies Certificates require between nine and 29 semester credit hours. While some career studies certificates are related to certificate or Associate in Applied Science Programs, others are self-contained.

The DSLCC Continuing Education and Workforce Services Division provides career studies certificates which are not related to associate degree programs. These programs are designed to provide students with specific work-related skills. The College works with local employers to design programs which will lead to employment in local businesses and industries.

Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require prerequisite skills courses.

Program Requirements: The program requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon completion of the program with an overall GPA of 2.0 and may be earned in more than one option.

Basic Banking

Related Assoc Degree
Business Management 51
Related Certificates
Banking 61
Office Management 67
Related Career Studies
Bus/Ind Supervision 70
Small Bus Management 74

Curriculum

ACC	211	Principles of Accounting I	3
BUS	121	Business Math I	3
ECO	201	Principles of Economics I	3
FIN	110	Principles of Banking	3
			12

Business Communications

Related Certificate
Bus/Industrial Comm 62

Curriculum

BUS	100	Introduction to Business	3
BUS	110	Business Protocol	-or-
BUS	201	Organizational Behavior	3
BUS	236	Communication in Management	3
ENG	101	Practical Writing I	-or-
ENG	111	English Composition I	3
SPD	110	Speech Communication	3
			15

Business/Industrial Supervision

Related Assoc Degree
Business Management 51
Related Certificates
Banking 61
Office Management 61
Related Career Studies
Basic Banking 70
Small Bus Management 74

Curriculum

BUS	111	Principles of Management	3
BUS	236	Communication in Management	3
HLT	105	CPR	1
HLT	106	First Aid and Safety	2
BUS/IND		Career Elective	3
			12

Child Care

Curriculum

CHD	118	Language Arts for Young Children	3
CHD	120	Introduction to Early Childhood Ed	3
CHD	125	Creative Activities for Children	3
CHD	205	Guiding the Behavior of Children	3
EDU	235	Health, Safety and Nutrition Education	3
			15

Electronics

Related Certificate

Electronics 64

Curriculum

Core

ETR	115	DC and AC Fundamentals I	3
ETR	279	Digital Principles	4
ETR/ELE		Electives: See Options	6-10
		Minimum Credits	**13-17**

Computer Options

ETR	149	PC Repair	3
ETR	285	Fundamentals of Microcomputer Repair	4
ETR	267	Microprocessor Applications I	3

Digital Options

ETR	267	Microprocessor Applications I	3
ETR	280	Digital Systems II	4

Industrial Options

ELE	131	National Electric Code	3
ELE	239	Programmable Controllers	3

Golf Operations

Related Certificate

Hospitality Services 64

Related Career Studies

Hospitality Management 71
Recreational Leadership 73
Turf Management 74

Curriculum

BUS	190	Internship in Golf Operations	3
BUS	195	Intro to Golf Facility Management	3
HRI	235	Marketing of Hospitality Services	3
HRT	190	Internship in Turf Care	3
			12

Heating, Ventilation, Air Conditioning and Refrigeration

Curriculum

AIR	111	Air Cond and Refrigeration Controls I	3
AIR	121	Air Cond and Refrigeration I	3
AIR	134	Circuits and Controls	3
AIR	154	Heating Systems I	3
AIR	155	Heating Systems II	3
			15

Hospitality Management

Related Certificates

Culinary Arts 63
Hospitality Services 64
Massage Therapy 66

Related Career Studies

Golf Operations 71
Massage Therapy 72
Recreational Leadership 73
Turf Management 74

Curriculum

HRI	154	Principles of Hospitality Management	3
HRI	190	Internship in Lodging	3
HRI	235	Marketing of Hospitality Services	3
HRI	290	Internship in Guest Services	3
			12

Introductory Health Care

Related Assoc Degree
Nursing 56
Related Certificate
Advanced Health Care 61

Curriculum

BIO	141	Anatomy and Physiology I	4
HLT	105	CPR	1
HLT	106	First Aid and Safety I	2
HLT	121	Drug Use and Abuse	3
HLT	143	Medical Terminology I	3
HLT	138	Principles of Nutrition	1
		-or-	
HLT	230	Principles of Nutrition/Human Dev	3
			16

Massage Therapy

Related Certificates
Hospitality Services 64
Massage Therapy 66

Curriculum

AST	206	Professional Development	3
HLT	105	CPR	1
HLT	170	Introduction to Massage	1
HLT	180	Therapeutic Massage I	3
HLT	280	Therapeutic Massage II	3
HLT	281	Therapeutic Massage III	3
PTH	151	Musculoskeletal Structure and Function	4
			18

Some massage therapy courses may be available at the Greenfield Education and Training Center in Botetourt County. Call 540/863-2902 for specific information.

Medical Coding

Related Assoc Degree
Admin Support Tech 50
Related Certificate
Clerical Support 62
Related Career Studies
Word Processing 74

Curriculum

AST	137	Records Management	3
HIT	253	Health Records Coding	4
HLT	143	Medical Terminology I	3
HLT	144	Medical Terminology II	3
ITE	115	Basic Computer Literacy	3
			16

Networking Technologies

Related Assoc Degree
Info Systems Technology 54
Related Certificate
Microcomp Operations 66
Related Career Studies
Office User 73
PC Repair 73
Web Page Design 74

Curriculum

ITE	115	Basic Computer Literacy	3
ITN	154	Networking Fundamentals	4
ITN	155	Introductory Routing	4
ITN	156	Basic Switching and Routing	4
INT	157	WAN Technologies	4
			19

Office User

Related Assoc Degrees
- Admin Support Tech 50
- Info Systems Technology 54

Related Certificate
- Clerical Support 62

Related Career Studies
- Medical Coding 72
- Networking Technologies 72
- PC Repair 73
- Web Page Design 74
- Word Processing 74

Curriculum

AST	142	Word Processing	3
AST	253	Advanced Desktop Publishing I	3
ITE	140	Spreadsheet Software	3
ITE	150	Desktop Database Software	3
			12

PC Repair

Related Assoc Degree
- Info Systems Technology 54

Related Certificate
- Microcomp Operations 66

Related Career Studies
- Networking Technologies 72
- Office User 73
- Web Page Design 74

Curriculum

ITE	115	Basic Computer Literacy	3
ITE	121	Operating System Fundamentals	3
ITE	122	Personal Computer Hardware	3
ITN	101	Networking Technologies	3
			12

Pharmacy Technician

Curriculum

BUS	201	Organizational Behavior	
HLT	121	Drug Use and Abuse	
HLT	143	Medical Terminology	
HLT	290	Pharmacy Tech Lab and Clinical Practice	
ITE	115	Basic Computer Literacy	
NUR	135	Drug Dosage and Calculations	
NUR	137	Pharmacology	
			19-2

Recreational Leadership

Related Certificates
- Hospitality Services 64

Related Career Studies
- Golf Operations 71
- Hospitality Mangement 71
- Turf Management 74

Curriculum

HLT	105	CPR	
HLT	106	First Aid and Safety	2
RPK	120	Outdoor Recreation	3
RPK	190	Internship in Outdoor Activities *(Horseback Riding, Canoeing/Kayaking, Tennis and Cycling)*	3
RPK	290	Internship in Program Planning, Organizing, Group Leadership and Recreational Backpacking	3
			12

Small Business Management

Curriculum

ACC	211	Principles of Accounting I	3
BUS	165	Small Business Management	3
ITE	115	Basic Computer Literacy	3
MKT/BUS		Electives	6
			15

Turf Management

Related Certificate
- Hospitality Services 64

Related Career Studies
- Golf Operations 71
- Hospitality Management 71
- Recreational Leadership 73

Curriculum

IRT	110	Principles of Horticulture	3
IRT	190	Internship in Irrigation, Tools and Equip	3
IRT	201	Landscape Plants I	3
IRT	290	Internship in Turf Care and Pest Mgmt	3
			12

Welding

Related Assoc Degree
- Technical Studies 59

Related Certificate
- Welding 68

Curriculum

DRF	166	Welding Blueprint Reading	2
WEL	117	Oxy Fuel Welding and Cutting	3
WEL	123	Shielded Metal Arc Welding-Basic	-or-
WEL	124	Shielded Metal Arc Welding-Advanced	3
WEL	126	Pipe Welding I	3
WEL	130	Inert Gas Welding I	3
WEL	145	Welding Metallurgy	3
			17

Web Page Design

Related Assoc Degree
- Info Systems Technology 54

Related Certificate
- Microcomputer Op 66

Related Career Studies
- Networking Technologies 72
- PC Repair 73
- Word Processing 76

Curriculum

AST	253	Advanced Desktop Publishing	3
ITD	110	Web Page Design I	3
ITD	210	Web Page Design II	3
ITD	212	Interactive Web Design	3
ITE	115	Basic Computer Literacy	3
			15

Word Processing

Related Assoc Degree
- Admin Support Tech 50

Related Certificate
- Clerical Support 62

Related Career Studies
- Networking Technologies 72
- Office User 73
- Web Page Design 74

Curriculum

AST	142	Word Processing[1]	3
AST	253	Advanced Desktop Publishing	3
ITE	115	Basic Computer Literacy	3
			9

[1]*Prerequisite: 25 wpm keyboarding skills*

Course Numbers: Courses numbered 01-09 are in the developmental program. The credits earned in these courses are not applicable toward certificate programs or an associate degree. Students may retake these courses two (2) semesters until the course objectives are completed. Permission of the Vice President for Instruction is required to re-enroll beyond the two semester limit.

Courses numbered 10-99 are basic occupational courses for certificate programs and not applicable toward an associate degree.

Courses numbered 100-199 are freshman level courses applicable toward an associate degree or certificate program.

Courses numbered 200-299 are sophomore level courses applicable toward an associate degree program.

Course Credits: The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester hour.

Course Hours: The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice and cooperative work experience) are indicated for each course in the course description.

The number of lecture and laboratory hours in cla each week are also called "contact hours" becau the time is spent under the direct supervision of faculty member. In addition to the lecture an laboratory hours in class each week as listed in th course description, each student also must spend son time on out-of-class assignments under his or her ow direction. Usually a student may expect to spend tw to three hours on out-of-class work each week fc each hour spent in class.

Prerequisites: If any prerequisites are required to enro in a course, they will ***usually*** be identified in the cours description. Courses in special sequences (usuall identified by the numerals I-II) require that pric courses or their equivalent be completed befor

Course Descriptions

enrolling in the advanced courses in the sequence When corequisites are required, this means that tw courses identified in the description must be taken a the same time.

Courses Offered: The following is a listing of course which may be offered during any calendar year Additional courses may be offered as demand dictates Many courses (required or electives) are offered in th evening program.

Accounting

ACC 105 Office Accounting (3 cr)
Presents practical accounting. Covers the accounting cycle—journals, ledgers, working papers, closing of books—payrolls, financial statements, accounting forms and practical procedures. Lecture 3 hours per week

ACC 211 Principles of Accounting I (3-4 cr)
Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination and financial analysis. Includes an introduction to cost and managerial accounting. A laboratory co-requisite (ACT 213) may be required as identified by the college. Prerequisite MTH 03. Lecture 3-4 hours per week.

ACC 212 Principles of Accounting II (3-4 cr)
Continues Accounting Principles 211 with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. Prerequisite MTH 03. A laboratory co-requisite (ACT 214) may be required as identified by the college. Lecture 3-4 hours per week.

ACC 213 Principles of Accounting Lab I (1 cr)
Provides problem-solving experience to supplement instruction in ACC 211. Co-requisite: ACC 211 may be required. Laboratory 2 hours per week.

ACC 214 Principles of Accounting Lab II (1 cr)
Provides problem-solving experience to supplement instruction in ACC 212. Co-requisite: ACC 212 may be required. Laboratory 2 hours per week.

ACC 215 Computerized Accounting (3-4 cr)
Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or corequisite ACC 211 or equivalent. Lecture 3-4 hours per week.

Administration of Justice

ADJ 100 Survey of Criminal Justice (3 cr)
Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary and corrections. Lecture 3 hours per week.

ADJ 105 The Juvenile Justice System (3 cr)
Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, retention methods and current trends. Prerequisites ENG 01 and 05. Lecture 3 hours per week.

ADJ 127 Firearms and Marksmanship (3 cr)
Surveys lethal weapons in current use and current views on weapon types and ammunition design. Examines the legal guidelines as to use of deadly force, safety in handling of weaponry and weapon care and cleaning; marksmanship instruction under standard range conditions. Prerequisite: permission of instructor. Lecture 2 hours per week. Laboratory 3 hours per week.

ADJ 128 Patrol Administration and Operations (3 cr)
Studies the goals, methods and techniques of police patrol with focus on the norms which govern work behavior in a police career. Examines the responsibilities of administrators and field supervisors of patrol in the local and state law enforcement agencies. Lecture 3 hours per week.

ADJ 135 Teaching Defensive Tactics (2 cr)
Presents the goals, methods, and liability issues associated with the teaching of defensive tactics. Lecture 2 hours per week.

ADJ 138 Defensive Tactics (2 cr)
Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restraint and transport of those in custody. Lecture 2 hours per week.

ADJ 140 Introduction to Corrections (3 cr)
Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week.

ADJ 145 Corrections and the Community (3 cr)
Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week.

ADJ 146 Adult Correctional Institutions (3 cr)
Describes the structures, functions, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week.

ADJ 147 Local Adult Detention Facilities (3 cr)
Studies security procedures in adult detention facilities, the criteria for effective supervision of inmates, the correctional aspects of inmate discipline, and the handling of "special

inmates." Presents concepts, programs, and planning considerations for jail management and the operation of adult detention facilities. Lecture 3 hours per week.

ADJ 190 Coordinated Internship (1-3 cr)
Allows the student to be placed in a criminal justice agency (police, courts, corrections) for a practical exposure and experience with a working department. Usually requires 12 credit hours of ADJ prior to placement. See the ADJ advisor.

ADJ 195 Special Topics in Criminal Justice (3 cr)
Considers contemporary issues, problems and controversies in modern law enforcement. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 198 Techniques of Interviewing (3 cr)
This course will provide the student with essential skills and techniques necessary to obtain quality information from victims, witnesses and suspects, regarding criminal activity. Emphasis will be placed upon locations and settings for interviews, kinesics, proxemics and paralinguistics of both the interviewer and interviewee.

ADJ 201 Criminology (3 cr)
Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr)(3 cr)
Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various U. S. court systems with focus on the Virginia jurisdiction. Prerequisites ENG 01 and 05. Lecture 3 hours per week.

ADJ 216 Organized Crime and Corruption (3 cr)
Addresses judicial efforts against and involvement in corruption, drug, vice and white-collar crimes, both individual and organized. Lecture 3 hours per week.

ADJ 225 Courts and the Administration of Justice (3 cr)
Studies court systems with emphasis on the technical procedures required, from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws and procedures. Prerequisite ADJ 130 or divisional approval. Lecture 3 hours per week.

ADJ 228 Narcotics and Dangerous Drugs (3 cr)
Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 236 Principles of Criminal Investigation (3 cr)
Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 237 Advanced Criminal Investigation (3 cr)
Introduces specialized tools and scientific aids used in criminal instruction. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ENG 01, ENG 04 and ADJ 236 or permission of instructor. Lecture 3 hours per week.

ADJ 241 Correctional Law (3 cr)
Studies the legal rights and obligations of the convict-probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory and regulatory provisions). Lecture 3 hours per week.

ADJ 245 Management of Correctional Facilities (3 cr)
Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week.

ADJ 246 Correctional Counseling (3 cr)
Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week.

ADJ 247 Criminal Behavior (3 cr)
Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Prerequisites ENG 01 and 04. Lecture 3 hours per week.

ADJ 248 Probation, Parole and Treatment (3 cr)
Surveys the philosophy, history, organization, personnel and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients. Lecture 3 hours per week.

Administrative Support Technology

AST 101 Keyboarding I (3 cr)
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation. Lecture 3 hours per week.

AST 102 Keyboarding II (3 cr)
Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite AST 101. Lecture 3 hours per week.

AST 107 Editing/Proofreading Skills (3 cr)
Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization and other usage problems. Prerequisite ENG 01. Lecture 3 hours per week.

AST 117 Keyboarding for Computer Usage (1 cr)
Teaches the alphabetic and numeric keys; develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats. Lecture 1 hour per week.

AST 132 Word Processing I (1 cr)
Introduces students to a word processing program to create, edit, save and print documents. Lecture 1 hour per week.

AST 133 Word Processing II (1 cr)
Presents formatting and editing features of a word processing program. Lecture 1 hour per week.

AST 137 Records Management (3 cr)
Teaches filing and records management procedures for hard copy, electronic and micrographic systems. Identifies equipment, supplies and solutions to records management problems. Lecture 3 hours per week.

AST 141 Word Processing (Specify Software) (2-4 cr)
Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus, and advanced editing and formatting features of word processing software. Prerequisite AST 101 or equivalent. A labaoratory co-requisite (AST 144) may be required. Lecture 2-4 hours per week.

AST 142 Word Processing (3 cr)
Teaches advanced software applications. Prerequisite AST 141 or equivalent. Lecture 3 hours per week.

AST 147 Introduction to Presentation Software (1-2 cr)
Introduces presentation options including slides, transparencies and other forms of presentations. Lecture 1-2 hours per week.

AST 150 Desktop Publishing I (1 cr)
Presents desktop publishing features including page layout and design, font selection and use of graphic images.

AST 206 Professional Development (3 cr)
Develops professional awareness in handling business and social situations. Emphasizes goal setting, critical thinking, decision making and employment skills. Lecture 3 hours per week.

AST 236 Specialized Software Applications (Specify Software) (2-4 cr)
Teaches specialized integrated software application on the microcomputer. Emphasizes document production to meet business and industry standards. Prerequisite AST 101 or equivalent. A laboratory co-requisite (AST 237) may be required. Lecture 2-4 hours per week.

AST 243 Office Administration I (3 cr)
Develops an understanding of the administrative support role and the skills necessary to provide oral and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem solving and job performance skills in a business office environment. Prerequisite AST 102, IST 114. Lecture 3 hours per week.

AST 244 Office Administration II (3 cr)
Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, individual issues and career development. Prerequisite AST 243 or equivalent. Lecture 3 hours per week.

AST 253 Advanced Desktop Publishing (Specify Software) (3 cr)
Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets and graphics. Prerequisite AST 142 or equivalent and experience in using a word processing package. Lecture 3 hours per week.

AST 260 Presentation Software (2-4 cr)
Teaches creation of slides including use of text, clip art and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and handouts. Incorporates use of sound and video clips. A laboratory co-requisite (AST 261) may be required. Lecture 2-4 hours per week.

Air Conditioning and Refrigeration

AIR 111-112 Air Conditioning and Refrigeration Controls I-II (2-3 cr)(2-3 cr)
Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Lecture 1-2 hours per week; laboratory 2-3 hours per week.

AIR 121-122 Air Conditioning and Refrigeration I-II (3-4 cr)(3-4 cr)
Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week; laboratory 2 hours per week.

AIR 123-124 Air Conditioning and Refrigeration III-IV (3 cr)(3 cr)
Explores psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct design, air distribution and air comfort requirements. Prerequisite AIR 122. Lecture 2 hours per week; laboratory 2 hours per week.

AIR 134-135 Circuits and Controls I-II (3-4 cr)(3-4 cr)
Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning systems. Lecture 2-3 hours per week; laboratory 2-6 hours per week.

AIR 154-155 Heating Systems I-II (3-4 cr)(3-4 cr)
Introduces types of fuels and their characteristics of dombution; types, components and characteristics of burners and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Lecture 2-3 hours per week; laboratory 2-6 hours per week.

Art

ART 121-122 Drawing I-II (3-4 cr)(3-4 cr)
Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture 1-2 hours per week. Studio instruction 4 hours per week.

ART 134 Three Dimensional Design (3 cr)
Explores the concepts of three dimensional design applicable to all fields of Visual Art. Covers tools and techniques. Uses computers as appropriate for research. Lecture 1 hour per week; laboratory 4 hours per week.

ART 201-202 History of Art I-II (3 cr)(3 cr)
Studies the historical conflict of the art of the ancient, medieval, renaissance and modern worlds. Includes research project. Prerequisite ENG 01 and 04; corequisites ENG 03 and 05. Lecture 3 hours per week.

ART 288 Thesis: Illustration (3-4 cr)
Focuses on an individual comprehensive portfolio project culminating in a formal presentation. Recommended for final semester with approval of instructor. Lecture 2 hours per week. Studio instruction 3-4 hours per week.

Astronomy

NAS 130 Elements of Astronomy (4 cr)
Covers the history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Prerequisite ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week; recitation and laboratory 3 hours.

NAS 131-132 Astronomy I-II (4 cr)(4 cr)
Studies the major and minor bodies of the solar system, stars and nebulae of the milky way and extra galactic objects. Examines life and death of stars origin of the universe, history of astronomy and instruments and techniques of observation. Prerequisite ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Biology

BIO 100 Basic Human Biology (3 cr)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues and selected human systems. Prerequisites ENG 01 and 04. Corequisite ENG 05. Lecture 3 hours per week.

BIO 101-102 General Biology I-II (4 cr)(4 cr)
Explores fundamental characteristics of living matter from the molar level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites ENG 01, ENG 04 and MTH 03. Corequisites ENG 03 and 05 lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 141-142 Human Anatomy and Physiology I-II (4 cr)(4 cr)
Integrates anatomy and physiology of cells, tissues organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. Lecture 3 hours per week; laboratory 2-3 hours per week.

BIO 149 Microbiology for Allied Health (1 cr)
Studies the characteristics of microorganisms that are especially important to programs in the allied health fields. This course also emphasizes these characteristics in regard to individual and community health. Prerequisites: ENG 03, ENG 05, MTH 04 and NAS 05. Lecture 1 hour per week.

BIO 150 Introductory Microbiology (4 cr)
Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites ENG 03, ENG 05, MTH 04 and NAS 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 275 Marine Ecology (4 cr)
Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

BIO 276 Freshwater Ecology (4 cr)
Applies ecosystem concepts to freshwater habitats. Includes laboratory and field work. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Building

BLD 101 Construction Management I (3 cr)
Presents overviews of all phases of construction project management. Introduces students to philosophy, responsibilities, methodology, and techniques of the construction process. Introduces topics related to the construction and design industries, organizations, construction contracts, bidding procedures, insurance, taxes, bonding, cost accounting, business methods, including basic computer usage, safety and general project management procedures. Lecture 3 hours per week.

BLD 111 Blueprint Reading and the Building Code (3 cr)
Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state and national building codes.

BLD 180 Virginia Contractor License Review (2 cr)
Reviews the necessary material and prepares individuals planning to take the Virginia Class A or Class B Contractor License Examination. Lecture 2 hours per week.

Business

BUS 100 Introduction to Business (3 cr)
Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance and risk management. Develops business vocabulary. Lecture 3 hours per week

BUS 110 Business Protocol (3 cr)
Presents basic business etiquette, customs and protocol for individuals desiring to succeed in the global business environment. Presents information on new manners relating to diversity, plurality, family values, sexual freedom, substance abuse, hiring and firing practices. Discusses dress, language, communication traditions, socializing, traveling and meeting protocol. Lecture 3 hours.

BUS 111 Principles of Supervision I (3-4 cr)
Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation and effective employee/supervisor relationships. Lecture 3-4 hours per week.

BUS 116 Entrepreneurship (3 cr)
Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 117 Human Relations and Leadership Development (3 cr)
Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week.

BUS 121 Business Mathematics I (3 cr)
Applies mathematical operations to business and problems. Reviews operations, equations, percents, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup and markdown. Lecture 3 hours per week.

BUS 122 Business Mathematics II (3 cr)
Applies mathematical operations to business processes and problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds and amortization. Lecture 3 hours per week.

BUS 125 Applied Business Mathematics (3 cr)
Applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest annuities, sinking funds, and amortization. Lecture 3 hours per week.

BUS 165 Small Business Management (3 cr)
Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

BUS 200 Principles of Management (3 cr)
Teaches management and the management functions of planning organizing, leading and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 201 Organizational Behavior (3 cr)
Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavioral patterns, conflict management and resolution, group functioning and process, the psychology of decision making and the importance of recognizing and managing change. Lecture 3 hours per week.

BUS 205 Human Resource Management (3 cr)
Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits and labor relations. Lecture 3 hours per week.

BUS 206 Public Relations in Management (3 cr)
Presents public relations as a management responsibility and introduces the theory of public relations. Focuses on public relations techniques and their application to gaining and maintaining understanding and support for an organization from the employee, community, customer, supplier and stockholder. Uses lectures, demonstrations and case problems. Lecture 3 hours per week.

BUS 207 Interviewing and Counseling Skills for Business (3 cr)
Examines various types of interviewing situations that generally arise in the workplace such as hiring orienting, coaching, motivating, problem solving, disciplining, appraising performance and terminating an employee. Includes variables that affect interviews and increase confidence in this type of interpersonal communication. Prerequisite BUS 115. Lecture 3 hours per week.

BUS 209 Continuous Quality Improvement (3 cr)
Presents the different philosophies in quality control. Introduces students to process improvement, team development, consensus building and problem solving strategies. Identifies methods for process improvement in manufacturing and service organizations, which includes statistical process control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 221 Business Statistics I (3 cr)
Focuses on statistical methodology in the collection organization, presentation and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions. Prerequisite MTH 163 or division approval. Lecture 3 hours per week.

BUS 222 Business Statistics II (3 cr)
Continues study of inferential statistics and application of statistical techniques and methodology in business. Includes analysis of variance, regression and correlation measurement of business and economic activity through the use of index numbers, trend, cyclical and seasonal effects and the Chi-Square distribution and other non-parametric techniques. Prerequisite BUS 221 or division approval. Lecture 3 hours per week.

BUS 236 Communication in Management (3 cr)
Introduces the functions of communication in management with emphasis on gathering organizing and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week.

BUS 241 Business Law I (3 cr)
Presents a broad introduction to legal environment of U.S. business. Develops basic understanding of contract law, agency and government regulation. Lecture 3 hours per week.

BUS 285 Current Issues in Management (3 cr)
Designed as a capstone course for management majors, the course is designed to provide an integrated perspective of the current issues and trends in business management. Contemporary issues will be explored in a highly participatory class environment. Lecture 3 hours per week.

Chemistry

CHM 100 Introduction to Chemistry (3 cr)
Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic principles. Lecture 2 hours per week; laboratory 2 hours per week.

CHM 101-102 General Chemistry I-II (4 cr) (4 cr)
Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours per week; laboratory 3 hours per week.

CHM 111-112 College Chemistry I-II (4 cr)(4 cr)
Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Prerequisites ENG 04 and MTH 03. Corequisite ENG 05. Lecture 3 hours per week; laboratory 3 hours per week.

CHM 241-242 Organic Chemistry I-II (3 cr)(3 cr)
Introduces fundamental chemistry of carbon compounds, including structure, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. Prerequisite CHM 112 or divisional approval. Corequisites CHM 243-244. Lecture 3 hours per week.

CHM 243-244 Organic Chemistry Laboratory I-II (1 cr)(1 cr)
Is taken concurrently with CHM 241 and CHM 242. Prerequisites CHM 112 or division approval. Laboratory 3 hours per week.

Child Care

CHD 118 Language Arts for Young Children (3 cr)
Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading and stresses the use of audiovisual materials. Lecture 2 hours per week; laboratory 2 hours per week.

CHD 120 Introduction to Early Childhood Education (3 cr)
Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten and primary programs. Investigates classroom organization and procedures and uses of classroom time and materials, approaches to education for young children, professionalism and curricular procedures. Lecture 3 hours per week.

CHD 125 Creative Activities for Children (3 cr)
Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours per week; laboratory 2 hours per week.

CHD 205 Guiding the Behavior of Children (3 cr)
Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for engineering pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

Drafting

DRF 111-112 Technical Drafting I-II (3 cr)(3 cr)
Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, developments, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing and preparation of working and detail drawings. Lecture 2 hours per week; laboratory 3 hours per week.

DRF 166 Welding Blueprint Reading (2 cr)
Teaches welding procedures and applications. Stresses structural steel, design, layout. Explains industrial symbols. Lecture 1 hour per week; laboratory 3 hours per week.

DRF 201 Computer Aided Drafting and Design I (3-4 cr)
Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Lecture 2-3 hours. Laboratory 2-3 hours.

DRF 202 Computer Aided Drafting and Design II (3-4 cr)

Teaches production drawings and advanced operations in computer aided drafting. Lecture 2-3 hours. Laboratory 2-3 hours.

Economics

ECO 201 Principles of Economics I: Macroeconomics (3 cr)

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and instruments. Prerequisites ENG 01 and 04 and MTH 03; Corequisite ENG 03 and 05. Lecture 3 hours per week.

ECO 202 Principles of Economics II: Microeconomics (3 cr)

Introduces the basic concepts of microeconomic. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits and production and distribution. Prerequisites ENG 01 and 04 and MTH 03; Corequisite ENG 03 and 05. Lecture 3 hours per week.

Education

EDU 120 Introduction to Early Childhood Education (3 cr)

Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten and primary program. Investigates classroom organization and procedures, use of classroom time and materials, approaches to education for young children, professionalism and curriculum procedures. Lecture 3 hours per week.

EDU 200 Introduction to Teaching as a Profession (3 cr)

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours per week; laboratory 2 hours per week.

EDU 235 Health, Safety and Nutrition Education (3 cr)

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Variable lecture/laboratory hours per week.

Electrical Technology

ELE 115 Basic Electricity (2-3 cr)

Covers basic circuits and theory of fundamental concepts of electricity. Presents a practical approach to discussion of components and devices. Prerequisite: MTH 02 or equivalent. Lecture 2-3 hours per week.

ELE 131 National Electrical Code I (3 cr)

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods, including state and local regulations. Lecture 3 hours per week.

ELE 239 Programmable Controllers (3 cr)

Deals with installation, programming, interfacing and concepts of troubleshooting programmable controllers. Co/Prerequisite ELE 211 or equivalent or permission of instructor. Lecture 2 hours per week; laboratory 2 hours per week.

Electronics

ETR 115 DC and AC Circuits (3-4 cr)

Studies current flow in direct and direct and alternating current circuits with emphasis upon practical problems. Reviews mathematics used in circuit calculations. Introduces concepts of resistance, capacitance, inductance and magnetism. Focuses on electronics/circuits application. Lecture 3-4 hours per week.

ETR 141-142 Electronics I-II (3 cr)(3 cr)

Introduces electronic devices as applied to basic electronic circuits and systems. Lecture 3 hours per week. Must be taken in sequence.

ETR 166 Fundamentals of Computer Technology (3-4 cr)

Introduces computer use and literacy. Includes operating systems, high level language programming, word processors, spreadsheets and other generic software. Uses engineering terms, standards and methods. Lecture 2-3 hours per week. Laboratory 0-3 hours per week.

ETR 185 Semiconductor Manufacturing Technology Fundamentals (3 cr)

Introduces integrated circuits and the semiconductor industry. Covers management and trends, business and corporate structure, product development and typical fabrication process overviews such as oxidation, photolithography etching, diffusion, manufacturing environment, measurement and quality and statistical process control. Lecture 3 hours per week.

ETR 260 Electronic Circuits and Instrumentation (4-5 cr)

For Non-Electrical/Electronic Majors

Covers electronic circuits, devices and instrumentation, A.C. and D. C. circuit theory, electronic circuits involving amplifiers, oscillators and their applications. Includes troubleshooting practices. Lecture 3-4 hours per week; laboratory 3 hours per week.

ETR 261-262 Microprocessor Application I-II (3-4 cr)(3-4 cr)

Teaches the fundamentals of microprocessors including architecture, internal operations, memory, I/O devices machine level programming and interfacing. Emphasizes instrumentation and microprocessor. Lecture 2-3 hours per week; laboratory 3 hours per week.

ETR 267-268 Microprocessor Applications I and II (3 cr)(3cr)

Includes interfacing the CPU to peripheral equipment, displays, control circuits and systems. Teaches sequential operation, the programming, and analysis of microprocessor and complementary chips. Emphasizes instrumentation and microprocessor. May require preparation of a report as an out-of-class activity. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 279 Digital Principles, Terminology and Applications (4 cr)

Studies digital principles, terminology and applications covering number systems, arithmetic, Boolean algebra, Karnaugh maps and advanced logic circuits such as A/D, D/A displays and others. Prerequisite ETR 113 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

ETR 280 Introduction to Digital Logic Circuits and Computers (4 cr)

Studies digital logic, Boolean algebra and arithmetic circuits, using standard integrated circuits and the functional block approach. May include the study of registers, encoding and decoding and multiplexing. Introduces concepts of computers, the internal option and control language. Prerequisite ETR 279 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

Engineering

EGR 124 Introduction to Engineering and Engineering Methods (3 cr)

Introduces the engineering profession, professionalism and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN or C++ and elementary numerical methods. Lecture 3 hours per week.

English

ENG 01 Preparing for College Writing I (3 cr)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising and editing. Variable hours per week.

ENG 03 Preparing for College Writing II (3 cr)

Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Prerequisite ENG 01. Variable hours per week.

ENG 04 Reading Improvement I (3 cr)

Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques and ways to control reading pace. Variable hours per week.

ENG 05 Reading Improvement II (3 cr)

Helps students read critically and increase application of reading. Guides students in making inferences, drawing conclusions and developing relationships between generalizations and supporting details. Prerequisite ENG 04. Variable hours per week.

ENG 50 Reading and Writing for Teacher Entrance Exams (1-2 cr)

Provides students with review and practice for the reading and writing portions of the licensure examination required of all beginning teachers in Virginia. Emphasizes critical thinking, reading for comprehension, the writing process, and test-taking. Prerequisite: ENG 111 suggested. Lecture 1-2 hours per week.

ENG 100 Basic Occupational Communication (3 cr)

Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Prerequisite ENG 01 and 04. Lecture 3 hours per week.

ENG 107 Critical Reading (3 cr)
Helps students refine their reading processes. Emphasizes applying and synthesizing ideas. Includes ways to detect organization, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions and other advanced comprehension strategies. Prerequisite ENG 05. Lecture 3 hours per week.

ENG 111 College Composition I (3 cr)
Introduces students to the writing process and the fundamentals of the academic essay. Teaches students to refine topics; develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes. May include writing activities such as personal essays, arguments, summaries and paraphrases, documented essays and electronic communication. Lecture 3 hours per week.

ENG 112 College Composition II (3 cr)
Continues to develop college writing, increasing the emphasis on argumentative and critical essays and on scholarly research papers that demonstrate appropriate location and evaluation of sources and are edited for effective style and usage. Requires students to read and write about the human experience in a variety of genres and media that may include fiction, poetry, drama, expository essays, creative nonfiction, hypertext and multimedia. Prerequisite ENG 111. Lecture 3 hours per week.

ENG 115 Technical Writing (3 cr)
Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisites ENG 05 and 111. Lecture 3 hours per week.

ENG 135 Applied Grammar (3 cr)
Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling and mechanics. Prerequisites ENG 05 and 111. Lecture 3 hours per week.

ENG 136 Analytical Reading and Logical Thinking (3 cr)
Focuses on analytical reading and logical thinking skills required for problem solving and reading across the curriculum. Includes analytical reading, problem solving, word analysis, structural analysis, and orthography. Lecture 3 hours per week.

ENG 150 Children's Literature (3 cr)
Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Prerequisites ENG 05 and 111. Lecture 3 hours per week.

ENG 210 Advanced Composition (3 cr)
Helps students refine skills in writing nonfiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 211-212 Creative Writing I-II (3 cr)(3 cr)
Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama and essays. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 215-216 Introduction to Fiction I-II (3 cr)(3 cr)
Introduces the fundamentals and techniques of writing short and long fiction. English 112 or divisional approval are prerequisites. Lecture 3 hours per week.

ENG 217-218 Creative Writing-Poetry I-II (3 cr)(3 cr)
Introduces the fundamentals and techniques of writing poetry. English 112 or divisional approval are prerequisites. Lecture 3 hours per week.

ENG 219 Creative Writing-Drama (3 cr)
Introduces the fundamentals and techniques of writing plays. English 112 or divisional approval are prerequisites. Lecture 3 hours per week.

ENG 241-242 Survey of American Literature I-II (3 cr)(3 cr)
Examines American literary works from Colonial times to the present, emphasizing the ideas and characters of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 243-244 Survey of English Literature I-II (3 cr)(3 cr)
Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characters of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 261-262 Advanced Creative Writing I-II (3 cr)(3 cr)
Guides the student in imaginative writing in selected genres on advanced level. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 273-274 Women in Literature I-II (3 cr)(3 cr)
Examines literature by and about women. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 276 Southern Literature (3 cr)
Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

Environmental Science

ENV 220 Environmental Problems (3 cr)
Studies the relationship of man to his environment; ecological principles, population dynamics, topics of current importance including air, water and noise pollution; poisoning and toxicity, radiation, conservation and management of natural resources. Lecture 3 hours per week.

Finance

FIN 107 Personal Finance (3 cr)
Presents a framework of personal money management concepts, including establishing values and goals, developing sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement and estate planning. Lecture 3 hours per week.

FIN 110 Principles of Banking (3 cr)
Presents nearly every aspect of banking, providing a comprehensive introduction to the diversified services and operations of the banking industry. Focuses on new trends gaining attention in banking circles. Recommended for all banking students. (AIB approved.) Lecture 3 hours per week.

FIN 115 Personal Investments (2-3 cr)
Examines personal financial investments, money management and risk reward strategies. Covers most widely employed investment instruments, including current information on stocks, bonds, mutuals, real estate, limited partnerships and tax sheltering devices. Lecture 2-3 hours per week.

FIN 215 Financial Management (3 cr)
Introduces basic financial management topics including statement analysis, working capital, capital budgeting and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis and Cost of Capital computations. Uses problems and cases to enhance skills in financial planning decision making. Lecture 3 hours per week.

FIN 240 Money and Banking (3 cr)
Introduces the concept of money supply and the role of banks as money creators and as participants in the nation's payments mechanism. Explores the working of fiscal and monetary policy, the functions and powers of the Federal Reserve system and various monetary theories. Also highlights major trends and issues in banking and international banking. (AIB approved.) Lecture 3 hours per week.

Forestry

FOR 105 Forest and Wildlife Ecology (4 cr)
Studies the interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, survey of populations, communities and ecosystems. Prerequisites ENG 01, ENG 04. Corequisites ENG 03, ENG 05. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 115 Dendrology (4 cr)
Studies classification, identification and silvical characteristics of trees and shrubs botanically and commercially important to the forests of eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Prerequisites ENG 01, ENG 04. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 125 Forest Fire Control (1 cr)
Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention, presuppression and suppression and forest fire control organizations. Lecture 1 hour per week.

FOR 135 Wildlife and Fisheries Management (4 cr)
Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 201 Forest Mensuration I (4 cr)
Teaches principles of forest measurements including basic elements of property boundary, location, forest mapping, techniques of tree measurement and saw log and pulp wood scaling. Prerequisites ENG 05 and MTH 115 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 202 Forest Mensuration II (4 cr)
Teaches principles of timber cruising, including both fixed and variable size plot techniques. Utilizes aerial photographs and global positioning system (GPS) to locate land features, cruise tracts, timber types and plot sample locations. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 215 Applied Silviculture (4 cr)
Focuses on theory and practices involved in controlling the forest establishment, composition and growth. Laboratory emphasizes observation and application of various silviculture

procedures, including site preparation, regeneration and intermediate treatments. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 226 Woodlot Management (2 cr)
Applies the principles and practices of forestry to the establishment and management of the public or private woodlot. Lecture 2 hours per week.

FOR 227 Timber Harvesting (5 cr)
Teaches harvesting methods, including physical layout, economics, contracts, water management, protection consideration, equipment operation and maintenance and woods safety. Prerequisite FOR 201. Lecture 3 hours per week; laboratory 6 hours per week.

FOR 229 Sawmilling (5 cr)
Studies arrangement, installation and safe operation of a sawmill. Introduces the basic principles of hardwood lumber and log grades. Prerequisite FOR 227. Lecture 3 hours per week; laboratory 6 hours per week.

FOR 245 Forest Products (2 cr)
Introduces forest products. Teaches tree growth, structure and composition of wood for use in wood products. Emphasizes the relationship between wood and water. Prerequisite FOR 201. Lecture 2 hours per week.

FOR 265 Urban Forestry (4 cr)
Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours per week; laboratory 3 hours per week.

FOR 290 Coordinated Internship in Forestry (3 cr)
Supervised on-the-job training without pay in selected business, industry or service organizations coordinated by the college. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, FOR 125. 180 hours total for the term.

FOR 297 Cooperative Education in Forestry (3 cr)
Supervised on-the-job training with pay in selected business, industry or service organizations coordinated by the college. Permission of the instructor is required. Laboratory 40 hours per week. Prerequisite FOR 201, FOR 125. 225 hours total for the term.

French

FRE 101-102 Beginning French I-II (4 cr)(4 cr)
Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 201-202 Intermediate French I-II (4 cr)(4 cr)
Continues to develop understanding, speaking, reading and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Lecture 4 hours per week. May include one additional hour of oral practice per week.

Geography

GEO 200 Introduction to Physical Geography (3 cr)
Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week.

Health

HLT 105 Cardiopulmonary Resuscitation (CPR) (1 cr)
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression. Teaches responses to choking, life-threatening emergencies and sudden illness. Prerequisites ENG 01 an d 04. Corequisites ENG 03 and 05. Lecture 1 hour per week.

HLT 106 First Aid and Safety (2 cr)
Focuses on the principles and techniques of safety and first aid. Prerequisites ENG 01 an d 04. Corequisites ENG 03 and 05. Lecture 2 hours per week.

HLT 109 CPR Recertification (1 cr)
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies and sudden illness. Lecture 1 hour per week.

HLT 110 Concepts of Personal and Community Health (3 cr)
Studies the concepts related to the maintenance of health, safety and the prevention of illness at the personal and community level. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 2 hours per week.

HLT 116 Introduction to Personal Wellness Concepts (2-3 cr)
Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2-3 hours per week.

HLT 121 Drug Use and Abuse (3 cr)
Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological and psychological effects of drugs. Lecture 3 hours per week.

HLT 138 Principles of Nutrition (1 cr)
Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Lecture 1 hour per week.

HLT 143-144 Medical Terminology I-II (3 cr)(3 cr)
Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HLT 145 Ethics for Health Care Personnel (2 cr)
Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 2 hours per week.

HLT 155 Current Issues and Health Care (2 cr)
Focuses on current issues in the health care industry. Lecture hours per week.

HLT 170 Introduction to Massage (1 cr)
Introduces the student to the field of massage therapy. Student practices basic Swedish massage strokes, aromatherapy, effleurage, petressage and friction, as well as indications and contraindication for massage. Laboratory 3 hours per week.

HLT 180 Therapeutic Massage I (3 cr)
Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interviews, client-therapist relationship, draping, good body mechanics and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the student for their student clinic experience. Lecture hour per week; laboratory 6 hours per week.

HLT 230 Principles of Nutrition and Human Development (3 cr)
Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control and the nutritional needs of an individual. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HLT 261-262 Basic Pharmacy I-II (3 cr)(3 cr)
Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws and drug classifications. Lecture 3 hours per week.

HLT 263-264 Basic Pharmacy I-II Lab (1 cr)(1 cr)
Provides practical experience to supplement instruction in HLT 261-262. Should be taken concurrently with HLT 261-262, in appropriate curricula, as identified by the college. Laboratory 3 hours per week.

HLT 280 Therapeutic Massage II (3 cr)
Relates human anatomy and physiology to massage and bodywork. Training continues with various joint movements that may be integrated into a massage session and with an introduction to sports massage. Hands-on skills include a system of body mobilization techniques, as well as various stretching techniques. Sports massage is taught as an application for physically active clients and includes principles of health related fitness, core exercises, pre-and post-event massage and hydrotherapy. Lecture 1 hour per week; laboratory 6 hours per week.

HLT 281 Therapeutic Massage III (3 cr)
Introduces the concept of consultation, client management, session design and integration of specific therapeutic approaches into a full-body session. Students learn to give specific therapeutic attention to the regions of the back, neck and torso. Using knowledge of muscle anatomy, students perform more advance massage techniques to address hypertonicity, chronic ischemia, trigger points, fibrotic tissue, adhesions and scar tissue. Myofascial technique forms of deep-tissue massage are added to the students' skill base. Includes common clinical applications in the body regions covered and the integration of specific techniques into a full-body session. Lecture 1 hour per week; laboratory 6 hours per week.

Health Care Technology

HCT 110 Therapeutic Communication In the Health Care Setting (3 cr)
Develops therapeutic relationship, communication and culture, problem solving electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Lecture 3 hours per week.

Health Information Technology

HIT 253 Health Records Coding (4-5 cr)
Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 3-4 hours; laboratory 0-3 hours.

History

HIS 111-112 History of World Civilization I-II (3 cr)(3 cr)
Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 cr)(3 cr)
Surveys United States history from its beginning to the present. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

HIS 251-252 History of Middle East Civilization I-II (3 cr)(3 cr)
Surveys intellectual, cultural, social, economic and religious patterns in the civilizations of the Middle East. Covers Semitic, Indo-European, and Tarkic-speaking peoples from pre-Islamic to the present. Lecture 3 hours per week.

HIS 255 History of Chinese Culture and Institutions (3 cr)
Examines traditional Chinese social, political, economic, and military institutions. Also examines major literary, artistic and intellectual achievements from pre-historic times to the present. Lecture 3 hours per week.

Horticulture

HRT 110 Principles of Horticulture (3 cr)
Introduces concepts of plant growth and development. Covers horticultural practices, crops and environmental factors affecting plant growth. Lecture 3 hours per week.

HRT 125 Chemicals in Horticulture (3 cr)
Emphasizes basic chemical principles and their application to horticulture. Introduces principles of inorganic and organic chemicals. Studies chemical activities of insecticides, fungicides, herbicides, fertilizers, and growth regulators. Lecture 2 hours; laboratory 2 hours.

HRT 201 Landscape Plants I (3 cr)
Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Lecture 2-3 hours per week; laboratory 2 hours per week.

HRT 207 Plant Pest Management (3 cr)
Teaches principles of plant pest management. Covers morphology and life cycles of insects and other small animal pests and plant pathogens. Lab stresses diagnosis, chemical and non-chemical control of specific pests, and pesticide safety. Lecture 2 hours per week; laboratory 2 hours per week.

HRT 269 Professional Turf Care (3 cr)
Covers turfgrass identification selection, culture, propagation, and pest control. Surveys commercial turf care operations and use of common equipment. Lecture 2 hours; laboratory 2 hours.

Hotel-Restaurant-Institutional Management

HRI 115 Food Service Managers Sanitation Certification (1 cr)
Presents an accelerated survey of principles and applications of sanitary food service, designed to promote the skills of managers in food service establishments licensed by the Commonwealth of Virginia. (Upon successful completion of the course, a certificate of achievement is awarded by the Educational Foundation of the National Restaurant Association and the student's name is entered in the Foundation Registry.) Lecture 1 hour per week.

HRI 119 Applied Nutrition for Food Service (3cr)
Studies food composition, nutrition science and application of nutrition principles by the food service professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Lecture 3 hours per week.

HRI 128 Principles of Baking (3 cr)
Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries and confections. Prerequisite: HRI 159 or equivalent. Lecture 2 hours per week; laboratory 3 hours per week.

HRI 140 Fundamentals of Quality for the Hospitality Industry (3 cr)
Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer's perspective. Lecture 3 hours per week.

HRI 154 Principles of Hospitality Management (3 cr)
Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food and beverage operations and focusing on industry opportunities and future trends. Lecture 3 hours per week.

HRI 158 Sanitation and Safety (3 cr)
Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of food borne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

HRI 159 Introduction to Hospitality Industry Computer Systems (4 cr)
Studies computer applications in food service and lodging management. Provides laboratory practice in use of the computer, using application software. Lecture 3 hours per week; laboratory 2 hours per week.

HRI 218 Fruit, Vegetable and Starch Preparation (3 cr)
Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables and their by-products and to select appropriate uses as meal components. Lecture 2 hours per week; laboratory 3 hours per week.

HRI 219 Stock, Soup and Sauce Preparation (3 cr)
Instructs the student in the preparation of sticks, soups and sauces. Promotes the knowledge/skills to prepare stocks, soups and sauces and to select appropriate uses as meal components. Lecture 2 hours per week; laboratory 3 hours per week.

HRI 220 Meat, Seafood and Poultry Preparation (3 cr)
Provides the study and preparation of meat, poultry, shellfish, fish and game. Promotes the knowledge/skills required to select appropriate use of these foods as meal components. Lecture 2 hours per week; laboratory 3 hours per week.

HRI 228 Food Production Operations (3 cr)
Teaches management principles as applied to a food production setting. Integrates skills areas including planning organizing, coordination, checking, insuring, training, establishing standards, assisting and controlling. Promotes the knowledge/skills required to manage food production operations in a commercial and/or institutional kitchen. Lecture 3 hours per week.

HRI 235 Marketing of Hospitality Services (3 cr)
Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical sales/marketing exercise and computer applications. Lecture 3 hours per week.

HRI 255 Human Resource Management and Training for Hospitality and Tourism (3 cr)
Prepares the students for interviewing, training and developing employees. Covers management skills (technical, human and conceptual) and leadership. Covers the establishment and use of effective training and evaluative tools to improve productivity. Emphasizes staff and customer relations. Lecture 3 hours per week.

Humanities

HUM 201 Survey of Western Culture I (3 cr)
Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval and Early Renaissance. Lecture 3 hours per week.

HUM 202 Survey of Western Culture II (3 cr)
Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic and Modern. Lecture 3 hours per week.

HUM 210 Introduction to Women's Studies (3 cr)
Introduces interdisciplinary and cross-cultural theories that explore gender, race and class issues relating to women's lives, past and present. Prerequisite: ENG 112. Lecture 3 hours per week.

HUM 241-242 Interdisciplinary Principles of the Humanities I-II (3 cr) (3 cr)
Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Lecture 3 hours per week.

HUM 260 Survey of Twentieth-Century Culture (3 cr)
Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. Lecture 3 hours per week.

Industrial Engineering

IND 106 Industrial Engineering Technology (3 cr)
Introduces basic skills required for a career in industrial engineering technology. Includes basic statistics for engineering technicians, the SI system, graphic analysis and careers as an industrial engineering technician. Lecture 3 hours per week.

IND 113 Materials and Processes of Industry (2 cr)
Studies industrial/engineering materials and contemporary processes for the manufacture of products. Investigates materials' nature, structure and properties. Examines processes and their effects on materials. Corequisite MTH 03 or equivalent. Lecture 2 hours per week.

IND 121 Industrial Supervision I (3 cr)
Introduces the concept of the Supervisor as a Leader. Discusses the role of the Industrial Supervisor in the face of technology advances. Discusses the role of the Industrial Supervisor in leading organizational change and helping employees through transitions. Defines Leadership styles and the selection of the appropriate style. Introduces the Industrial Supervisor as a motivator in terms of job satisfaction, morale, job design competition, communication and promotions. Presents ethical behavior and dilemmas in organizations. Lecture 3 hours per week.

IND 137 Team Concepts and Problem Solving (3 cr)
Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week.

IND 165 Principles of Industrial Technology I (4 cr)
Introduces principle concepts of technology involving mechanical, fluid, electrical and thermal power as they relate to force, work and rate. Lecture 3 hours per week; laboratory 2 hours per week.

IND 230 Applied Quality Control (3 cr)
Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining and interpreting of control charts and review of basic metrology. Lecture 2 hours per week; laboratory 2 hours per week.

IND 237 Fundamentals of ISO 9000 (3 cr)
Presents the basics of ISO 9000 standards. Focuses on the latest improvements of the standards and the redesigned quality concepts set forth by the International Organization for Standardization (ISO). Includes a historical overview of the evolution of quality systems and explains the purpose of ISO quality systems certification. Discusses implementation approaches. Lecture 3 hours per week.

Information Systems Technology

Information Technology Design and Database

ITD 110 Web Page Design I (3-4 cr)
Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course content includes headings, lists, links, images, image maps, tables, forms and frames. Prerequisite is ITE 115. Lecture 3 hours per week; laboratory 0-2 hours per week

ITD 210 Web Page Design II (3-4 cr)
Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Prerequisite is ITD 110. Lecture 3 hours per week; laboratory 0-2 hours per week

ITD 212 Interactive Web Design (3-4 cr)
Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector based application. This course emphasizes the importance of usability, accessibility, optimization and performance. Prerequisite is ITD 110. Lecture 3 hours per week; laboratory 0-2 hours per week

Information Technology Essentials

ITE 101 Introduction to Microcomputers (1-2 cr)
Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture 1-2 hours per week.

ITE 102 Computers and Information Systems(1-2 cr)
Introduces terminology, concepts and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 1-2 hours per week.

ITE 115 Basic Computer Literacy (3-4 cr)
Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Prerequisites ENG 03, 05. Lecture 3 hours per week; laboratory 0-2 hours per week.

ITE 121 Operating System Fundamentals (3-4 cr)
Provides instruction in concepts of various operating systems. Course topics include OS fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting, and networks. This course covers A+ certification software objectives. Lecture 3 hours per week; laboratory 0-2 hours per week

ITE 122 PC Hardware (3-4 cr)
Gives an overview of instruction in concepts and functions of PC hardware components including installation, upgrade, and repair of personal computers. Course topics include troubleshooting problems, preventive maintenance, and storage management. This course covers A+ certification hardware objectives. Lecture 3 hours per week; laboratory 0-2 hours per week.

ITE 124 Introduction to Unix Operating System (3-4 cr)
Provides an introduction to the UNIX operating system and provides instruction in login procedures, file creation, UNIX file structure, I/O controls, common shells and shell programming.

ITE 127 Microcomputer Software: Beginning Windows (1-2 cr)
Imparts first-time users with sufficient information to make practical use of the Windows software package. This course also presents the basics of the features and applications included in the Windows operating system package. Lecture 1-2 hours per week.

ITE 227 Microcomputer Software: Intermediate Windows (1-2 cr)
Imparts more in-depth instruction into the Windows package software with software installation, PIF file overview, and object linking and embedding. Lecture 1-2 hours per week.

ITE 140 Spreadsheet Software (3-4 cr)
Covers the use spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics will include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers, and filter data. This course covers MOS Excel objectives. Prerequisites ENG 03, 04. Corequisites ENG 05, ITE 115. Lecture 3 hours per week; lab 0-2 hours per week

ITE 150 Desktop Database Software (3-4 cr)
Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisites ITE 115. Lecture 3 hours per week; laboratory 0-2 hours per week.

ITE 151 Microcomputer Software: Database Management (1-2 cr)
Presents first-time users with sufficient information to make practical use of database management software using the basics of building databases. This course covers specific business applications.

Information Technology Networking

ITN 101 Introduction to Network Concepts (3-4 cr)
Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Course content emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Course content also includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3 hours per week; laboratory 0-2 hours per week

ITN 110 Windows 2000 Professional (3-4 cr)
Introduces an overview of instruction in installation, configuration, administration, and troubleshooting of Windows 2000 Professional as a desktop operating system in a networked data communications environment. Lecture 3 hours per week; laboratory 0-2 hours per week

ITN 111 Windows 2000 Server (3-4 cr)
Covers basic instruction in various network protocols, name resolution services, remote access, security, and print installation, configuration, administration, monitoring, and troubleshooting of Windows 2000 Server in an Active Directory domain environment. Maps to MCSE. Lecture 3 hours per week; laboratory 0-2 hours per week

ITN 112 Windows 2000 Network Infrastructure Administration (NIA) (3-4 cr)
Provides extensive instruction for the technical knowledge required for installation, configuration, administration, monitoring, and troubleshooting of Windows 2000 Server services such as NDS, DHCP, WINS, RRAS, NAT, and Certificate Authority to support the network infrastructure. Maps to MCSE. Lecture 3 hours per week; laboratory 0-2 hours per week

ITN 113 Windows 2000 Directory Services Infrastructure Administration (DSIA) (3-4 cr)
Emphasizes instruction in installation, configuration, and administration, monitoring, and troubleshooting of Windows 2000 Active Directory components, DNS, Group Policy objects, RIS, and security. Maps to MCSE. Lecture 3 hours per week; lab 0-2 hours per week

ITN 115 Windows XP Professional (3-4 cr)
Consists of instruction in installation, configuration, administration, and troubleshooting of Windows XP Professional as a desktop operating system in a networked data communications environment. CISCO Semester I and maps to CCNA 5. Lecture 3 hours per week; laboratory 0-2 hours per week

ITN 154 Networking Fundamentals-Cisco (3-4 cr)
Provides introduction to networking using the OSI reference model. Course content includes data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. Lecture 3 hours per week; laboratory 0-2 hours per week .

ITN 155 Introductory Routing-Cisco (3-4 cr)
Features an introduction to basic router configuration using Cisco IOS software. Course content includes system components, interface configuration, ip network design, troubleshooting techniques, configuration and verification of IP addresses, and router protocols. CISCO Semester 2 and maps to CCNA. Lecture 3 hours per week; laboratory 0-2 hours per week.

ITN 157 WAN Technologies-Cisco (3-4 cr)
Concentrates on an introduction to Wide Area Networking (WANs). Course content includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. CISCO Semester 4 and maps to CCNA. Lecture 3 hours per week; laboratory 0-2 hours per week.

ITN 296 On-Site Training (discipline) (Variable cr)
Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

ITN 297 Co-Op Education (discipline) (Variable cr)
Provides on-the-job training for pay in approved business, industrial and service firms. Applies to all occupational-technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. Variable hours per week.

Information Technology Programming

ITP 120 Java Programming I (3-4 cr)
Entails instruction in fundamentals of object-oriented programming using Java. This course emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 3 hours per week; laboratory 0-2 hours per week

ITP 175 Concepts of Programming Languages (3-4 cr)
Presents instruction in the fundamental concepts of computer programming languages. Emphasis is given into the architectural reasons behind programming language constructs. Provides a better understanding of how and why programming languages work the way they do. Corequisites ITE 115, MTH 151 or 115. Lecture 3 hours per week; laboratory 0-2 hours per week

ITP 258 Systems Development Project (3-4 cr)
Provides instruction in application of life cycle system development methodologies using a case study which incorporates feasibility study system analysis, system design, program specification, and implementation planning. Course project assignment(s) will have students perform as members of system development teams.

Japanese

JPN 101-102 Beginning Japanese I-II (4-5 cr)(4-5 cr)
Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

Latin

LAT 101-102 Elementary Latin I-II (3 cr)(3 cr)
Teaches Latin grammar and composition. Introduces the translation of Latin literature, with special selections from Caesar and other writers. Lecture 3 hours per week.

LAT 201-202 Intermediate Latin I-II (3 cr)(3 cr)
Introduces the reading of classical Latin with a review of Latin grammar, forms and syntax. Prerequisites two years high school Latin or one year college Latin. Lecture 3 hours per week.

Legal Administration

LGL 110 Introduction to Law and the Legal Assistant (3 cr)
Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant and other areas of interest. Lecture 3 hours per week.

LGL 116 Domestic Relations and Consumer Law (3 cr)
Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions and applicable tax consequences. Focuses on separation and

pre-nuptial agreements, pleadings and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

LGL 117 Family Law (3 cr)
Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings and rules of procedure. May include specific federal and Virginia consumer laws. Lecture 3 hours per week.

Machine Technology

MAC 111-112 Machine Trade Theory and Computation I-II (3 cr)(3 cr)
Covers shop theory and mathematics dealing with fractional and precision measuring tools. Includes layout, bandsaws, drill presses, the twist drill, thread cutting, taper turning, vertical and horizontal milling machines, lathe tool bit geometry, the engine lathe and other lathe operations. Lecture 3 hours per week.

MAC 150 Introduction to Computer Aided Manufacturing (3 cr)
Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedure using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2-D and 3-D CAD-CAM integration and code-to-machine transfer. Lecture 2 hours per week; laboratory 2 hours per week.

Marketing

MKT 100 Principles of Marketing (3 cr)
Presents principles, methods and problems involved in the marketing of goods, services and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sales of products, pricing, promotion and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical and international considerations in marketing. Lecture 3 hours per week.

MKT 216 Retail Organization and Management (3 cr)
Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations and security. Examines the retailing mix, the buying or procurement process, pricing and selling. Studies retail advertising, promotion and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

Mathematics

MTH 02 Arithmetic (3 cr)
Covers arithmetical principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms and applications. Develops the mathematical proficiency necessary for selected curriculum entrance Credits not applicable toward graduation. Lecture 3 hours per week.

MTH 03 Algebra I (3 cr)
Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 03 and Arithmetic or equivalent. Lecture 3 hours per week.

MTH 04 Algebra II (3 cr)
Expands upon the topics of Algebra I including rational expressions, radicals and exponent, quadratic equations, systems of equations and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 04 and Algebra I or equivalent. Lecture 3 hours per week.

MTH 06 Basic Geometry (3 cr)
Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 06 and Algebra I or equivalent Lecture 3 hours per week.

MTH 21 Survey of Technical Mathematics I (2-5 cr)
Provides a foundation in mathematics with emphasis in arithmetic, algebra, geometry, and trigonometry. Presents applications directed to specialty options. Prerequisite: a placement recommendation for MTH 21. Lecture 2-5 hours per week.

MTH 50 Mathematics for Teacher Entrance Exams (1-2 cr)
Provides participants with review and practice for the mathematics portion of the licensure examination required of all beginning teachers in Virginia. Test-taking strategies are emphasized throughout. Prerequisite: MTH 02 or equivalent. Lecture 1-2 hours per week.

MTH 103-104 Applied Technical Math I-II (3 cr)(3 cr)
Presents a review of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas. Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.

MTH 115-116 Technical Mathematics I-II (3 cr)(3 cr)
Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. Prerequisites: a placement recommendation for MTH 115 and Algebra I and Geometry or Algebra I and Algebra II or equivalent. Lecture 3 hours per week.

MTH 120 Introduction to Mathematics (3 cr)
Introduces number systems, logic, basic algebra and descriptive statistics. Prerequisites: a placement recommendation for MTH 120 and one unit of high school mathematics or equivalent. (Intended for occupational/technical programs.) Lecture 3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 cr)
Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 152 Mathematics for the Liberal Arts II (3 cr)
Presents topics in functions, cominatorics, probability, statistics and algebraic systems. Prerequisites: a placement recommendation for MTH 152 and Algebra I, Algebra II and Geometry or equivalent. Lecture 3 hours per week.

MTH 157 Elementary Statistics (3 cr)
Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression and categorical data analysis. (Credit will not be awarded for both MTH 157 and MTH 240 or Bus 221.) Prerequisites: Algebra I, Algebra II and Geometry and a placement recommendation for MTH 157. Lecture 3 hours per week.

MTH 163 Pre-Calculus I (3 cr)
Presents college algebra, matrices and algebraic, exponential and logarithmic functions. Prerequisites: a placement recommendation for MTH 163 and Algebra I, Algebra II and Geometry or equivalent. (Credit will not be awarded for both MTH 163 and MTH 166.) Lecture 3 hours per week.

MTH 164 Pre-Calculus II (3 cr)
Presents trigonometry, analytic geometry and sequences and series. Prerequisite: MTH 163 or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week.

MTH 173 Calculus with Analytic Geometry (5 cr)
Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics, including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.) Lecture 5 hours per week.

MTH 174 Calculus with Analytic Geometry (5 cr)
Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar and parametric graphing, indefinite and definite integrals, methods of integration and power series along with applications. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 173 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 273.) Lecture 5 hours per week.

MTH 240 Statistics (3 cr)
Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing and correlation and regression. Prerequisite: a placement recommendation for MTH 240 and MTH 163, MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

MTH 273 Calculus I (4 cr)
Presents topics in differential calculus of one variable including the theory of limits, derivatives, differentials, definite and indefinite integrals and applications to algebraic and transcendental functions. Designed for mathematical, physical, and engineering science programs. Prerequisites: a placement recommendation for MTH 273 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.) Lecture 4 hours per week.

MTH 274 Calculus II (4 cr)
Covers vectors in three dimensions, definite integrals, methods of integration, indeterminate forms, partial differentiation, and multiple integrals. Designed for mathematical, physical, and engineering science programs. Prerequisite: MTH 273 or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture 4 hours per week.

Mechanical Engineering

MEC 116 Jig and Fixture Design (3 cr)
Focuses on fundamentals of the construction and design of various types of jigs and fixtures, including milling, reaming, tapping and drilling fixtures. Studies preparation of complete working drawings from layouts, for interchangeable manufacture, computation of fits, limit dimensions, tolerances, tool drawing principles and methods, fundamentals of cutting tools and gauges. Lecture 1-2 hours per week; laboratory 3 hours per week.

MEC 161 Basic Fluid Mechanics Hydraulics/Pneumatics (3-4 cr)
Introduces theory, operation and maintenance of hydraulic/pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernouli's equation. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

MEC 162 Applied Hydraulics and Pneumatics (2-3 cr)
Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Lecture 1-3 hours per week; laboratory 0-3 hours per week.

MEC 215 Advanced Jig and Fixture Design (2 cr)
Applies the principles, practices, tools and commercial standards of jig and fixture designs. Emphasizes problem-solving and independent design. Lecture 1 hour per week; laboratory 3 hours per week.

MEC 225 Metallurgy (3 cr)
Teaches fundamentals of metallurgy, grain size, effect on carbon content and hardness testing devices. Tests different alloys to determine the effect of heat treatment. Lecture 2-3 hours per week; laboratory 0-2 hours per week.

MEC 226 Practical Metallurgy (3 cr)
Studies metals and their structure. Focuses on effects of hardening, tempering and annealing upon the structure and physical properties of ferrous and non-ferrous metals. Covers the equipment and processes in heat treating. Lecture 3 hours per week.

MEC 266 Applications of Fluid Mechanics (3-4 cr)
Teaches theory of hydraulic and pneumatic circuits including motors, controls, actuators, valves, plumbing, accumulators, reservoirs, pumps, compressors and filters. Lecture 3-4 hours per week.

Music

MUS 221-222 History of Music I-II (3 cr)(3 cr)
Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama and literature. Develops techniques for listening analytically and critically to music. Prerequisites ENG 01 and 04. Corequisites: ENG 03 and 05. Lecture 3 hours per week.

Natural Science

NAS 05 Sciences I (3 cr)
Focuses on the basic principles of chemistry, physics and biology. Prerequisites ENG 01 and 04. Lecture 2 hours per week; recitation and laboratory 2 hours per week.

NAS 130 Elements of Astronomy (3 cr)
Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Prerequisite ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week. Recitation and laboratory 3 hours.

NAS 131-132 Astronomy I-II (4 cr)(4 cr)
Studies the major and minor bodies of the solar system, stars and nebulae of the Milky Way and extra galactic objects. Examines life and death of stars origin of the universe, history of astronomy and instruments and techniques of observation. Prerequisites: ENG 05 and MTH 03. Lecture 3 hours per week; recitation and laboratory 3 hours per week.

Nursing

NUR 27 Nurse Aide (4 cr)
Teaches care of older patients with emphasis on the social, emotional and spiritual needs of geriatric patients; procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care; nutrition and patient feeding; death and dying. Variable hours per week.

PNE 145 Trends in Practical Nursing (1 cr)
Studies the role of the Licensed Practical Nurse. Covers legal aspects organizations and opportunities in practical nursing. Assists students in preparation for employment. Prerequisites PNE 186, NUR 105, 136. Lecture 1 hour per week.

PNE 186 Nursing Concepts I (6 cr)
Introduces principles of nursing including concepts of health, wellness, illness and the nursing process. Develops nursing skills to meet the multidimensional needs of individuals across the life span. Includes computer skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites ENG 03, ENG 107, MTH 02 and MTH 03 (grade of "R.") Lecture 5 hours per week; laboratory 3 hours per week.

PNE 187 Nursing Concepts II (9 cr)
Explores the use of the nursing process to meet the multidimensional needs of individuals and developing families. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisites PNE 186, NUR 105, ENG 111, NUR 135. Corequisite: NUR 137. Lecture 5 hours per week; laboratory 12 hours per week.

PNE 188 Nursing Concepts III (6 cr)
Teaches nursing care of individuals and/or families experiencing alterations in health, utilizing the nursing process. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite PNE 187 and NUR 137. Lecture 3 hours per week; laboratory 9 hours per week.

NUR 105 Nursing Skills (2 cr)
Develops nursing skills for the basic needs of individuals and introduces related theory. Provides supervised learning experiences in cooperating agencies. Prerequisites ENG 03, ENG 107, MTH 02 and MTH 03 (grade of "R.") Corequisite: PNE 186. Laboratory 6 hours per week.

NUR 115 LPN Transition (2 cr)
Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Lecture 1 hour per week; laboratory 3 hours per week.

NUR 135 Drug Dosage Calculations (1 cr)
Teaches apothecary, metric and household conversion and reading of drug orders and labels. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates and pediatric dosages. Prerequisites MTH 02 and MTH 03 (grade of "R.") Lecture 1 hour per week.

NUR 137 Principles of Pharmacology (2 cr)
Teaches principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems and basic computer applications. Lecture 2 hours per week.

NUR 205 Introduction to Second Level Nursing (6 cr)
Teaches principles and concepts of nursing care for individuals, families and/or groups in the community and hospital setting. Focuses on health team membership and various nursing care delivery systems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college laboratories and/or cooperating agencies. Prerequisite: PNE 188. Lecture 3 hours per week; laboratory 9 hours. Total 12 hours per week.

NUR 208 Acute Medical Surgical Nursing (6 cr)
Focuses on the use of nursing process to provide care to individuals/families with acute medical or surgical problems or to prevent such problems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in cooperating agencies. Prerequisite NUR 205. Lecture 3 hours per week; laboratory 9 hours per week.

NUR 226 Health Assessment (2 cr)
Teaches the systematic approach to obtaining a health history and performing a physical assessment. Prerequisite PNE 186. Lecture 1 hour per week; laboratory 3 hours per week.

NUR 254 Dimensions of Professional Nursing (2 cr)
Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts and leadership styles. Prerequisites PNE 188, NUR 137. Lecture 1 hour per week.

Philosophy

PHI 101 Introduction to Philosophy I (3 cr)
Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. Lecture 3 hours per week.

PHI 220 Ethics (3 cr)
Provides a systematic study of representative ethical systems. Prerequisites ENG 03 and 05. Lecture 3 hours per week.

Physical Education

PED 103 Aerobic Fitness (1 cr)
Develops cardiovascular fitness through activities designed to evaluate and sustain heart rates appropriate to age and physical condition. Variable hours per week.

PED 109 Yoga (1-2 cr)
Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours per week; laboratory 0-2 hours per week.

PED 111 Weight Training I (1 cr)
Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 116 Lifetime Wellness and Fitness (1-2 cr)
Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 1-2 hours per week; laboratory 0-2 hours per week.

PED 123 Tennis I (1 cr)
Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology and etiquette. Variable hours per week.

PED 129 Self-Defense (1-2 cr)
Examines history, techniques and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 1-2 hours per week; laboratory 0-2 hours per week.

PED 133 Golf I (1 cr)
Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use and strategy. Variable hours per week.

PED 135 Bowling I (1 cr)
Teaches basic bowling skills and techniques, scoring, rules, etiquette and terminology. Variable hours per week.

PED 139 Ice Skating (1 cr)
Introduces the skills of figure skating with emphasis on form. Includes equipment selection and safety. Variable hours per week.

PED 148 Snowboarding (1 cr)
Teaches the basic skills of snowboarding, selection and use of equipment, terminology, and safety rules. Laboratory 2 hours per week.

PED 154 Volleyball (1 cr)
Introduces skills, techniques, strategies, rules and scoring. Laboratory 2 hours per week.

PED 180 Orienteering (1 cr)
Teaches a brief history of the sport, equipment use, map reading, compass uses and techniques and types of orienteering. Variable hours per week.

PED 181 Downhill Skiing I (1 cr)
Teaches the basic skills of downhill skiing, selection and use of equipment, terminology and safety rules. Includes field experience. Variable hours per week

Physical Therapy

PTH 151 Musculoskeletal Structure and Function (4-5 cr)
Studies the human musculoskeletal system. Covers terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation and emphasizes types of contraction. Lecture 2-3 hours per week; laboratory 2-6 hours per week.

Physics

PHY 131-132 Applied Physics I-II (3 cr)(3 cr)
Emphasizes application of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, and electricity and magnetism. Prerequisites high school algebra, geometry and trigonometry, or equivalent or divisional approval. Lecture 2 hours per week; laboratory 2 hours per week.

PHY 201-202 General College Physics I-II (4 cr)(4 cr)
Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisite MTH 163 or equivalent. Lecture 3 hours per week; laboratory 3 hours per week.

PHY 241-242 University Physics I-II (4 cr)
Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. Prerequisite for PHY 241–MTH 173 or MTH 273 or divisional approval. Prerequisite for PHY 242–MTH 174 or MTH 274 or divisional approval. Lecture 3 hours per week; laboratory 3 hours per week.

Political Science

PLS 135 American National Politics (3 cr)
Teaches political institutions and processes of the national government of the United States. Focuses on Congress, the Presidency and the Courts and on their interrelationships. Gives attention to public opinion, suffrage, elections, policy, political parties, interest groups, civil rights, domestic policy and foreign relations. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PLS 136 State and Local Politics (3 cr)
Teaches structure, power and functions of state and local government in the United States. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

Psychology

PSY 200 Principles of Psychology (3 cr)
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motion, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PSY 215 Abnormal Psychology (3 cr)
Explores historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisites PSY 200, ENG 03 and ENG 05. Lecture 3 hours per week.

PSY 216 Social Psychology (3 cr)
Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. Prerequisites ENG 01 and 04 and PSY 200. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PSY 230 Developmental Psychology (3 cr)
Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive and psychosocial growth. Prerequisites ENG 01 and 04 and PSY 200. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PSY 235 Child Psychology (3 cr)
Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Prerequisites ENG 01 and 04 and PSY 200. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PSY 236 Adolescent Psychology (3 cr)
Studies development of the adolescent. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. Prerequisites ENG 01 and 04 and PSY 200. Corequisites ENG 03 and 05. Lecture 3 hours per week.

PSY 237 Adult Psychology (3 cr)
Studies development of the adult personality. Investigates physical, intellectual, social and emotional aspects of aging from early adulthood to death. Prerequisites ENG 01 and 04 and PSY 200. Corequisites ENG 03 and 05 Lecture 3 hours per week.

Pulp and Paper Technology

PPT 171 Introduction to Pulp and Paper Technology I (4 cr)
Provides an introduction to the processes of a pulp and paper mill and the operations of its systems and equipment. Integrates industrial safety, mathematics, plant science, chemistry and blueprint reading into the process. Provides a basic understanding of instrumentation and control; introduces aspects of the environmental protection. Presents a brief historical overview of paper and packaging as well as future industry trends. Lecture 3 hours per week; laboratory 2 hours per week.

PPT 172 Pulp and Paper Operation II (4-5 cr)
Provides fundamental skills in the operation of various types of equipment used in the pulp and paper operations, including the utilization of compressors, pumps, valves, heat exchanges, electrical equipment, drive components and hand tools. Prerequisite PPT 171. Lecture 3-4 hours per week; laboratory 2 hours per week.

PPT 250 Paper Recycling Technologies (3 cr)
Provides an introduction to the processes of paper recycling found in various pulp and paper operations. Integrates industrial safety, additives, wet-end chemistry and specialized equipment in the different recycling processes. Provides a basic understanding of instrumentation and control; introduces aspects of environmental protection. Prerequisite: PPT 171. Lecture 3 hours per week.

PPT 275 Pulp and Paper Mill Maintenance (3 cr)
Provides the student with a knowledge of the maintenance crafts and trades necessary to keep a modern paper mill operational. Presentations will include lubrication, vibration analysis and predictive maintenance. Topical reading from trade journals will serve as resource material. Field trips will focus on the paper mill maintenance department and its scope of responsibilities. Prerequisite PPT 171. Lecture 3 hours per week.

PPT 276 Processes of Pulping (3 cr)
An in-depth view of the varied pulping and recovery processes. Topics will include the Kraft, NSSC, Groundwood Processes; as well as specialized technologies such as solvent pulping. Wood types as they affect pulping will be illustrated. Several liquor recovery cycles will be presented. Prerequisite PPT 171, 173. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 277 Papermaking Processes (3 cr)
Designed to provide an in-depth understanding of the papermaking process. Topics will include stock preparation, headbox operations, the "wet end", size press and on-machine coating areas. Off machine super calendering, coating and rewinding will also be presented. Prerequisite PPT 171. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 278 Instruments and Controls (3 cr)
Surveys of various instruments and controls in the pulp and paper processing mill. Introduces the topics of control loops, modes of signal transmission and will discuss the three types of controller adjustments. Interaction between controller and control element will be discussed and analyzed. Prerequisite PPT 171. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 279 Converting and Printing Processes (3 cr)
This course focuses on the end-user of paper products. Three major printing processes will be studied, as well as problems and testing methods common to the printing industry. Packaging industry equipment will be introduced, with special emphasis on the corrugator. Lecture 2 hours per week; laboratory 2 hours per week.

PPT 280 Recycling (3 cr)
Provides an introduction to the processes of paper recycling found in various pulp and paper operations. Integrates industrial safety, additives, wet-end chemistry and specialized equipment in the different recycling processes. Provides a basic understanding of instrumentation and control; introduces aspects of environmental protection. Prerequisite PPT 171. Lecture 3 hours per week.

Real Estate

REA 100 Principles of Real Estate (4 cr)
Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments and concepts, real estate mathematics, financing, agency, appraisal, fair housing and management of real estate. Lecture 4 hours per week.

Recreation and Parks

RPK 120 Outdoor Recreation (4 cr)
Includes history and philosophy of conservation, preservation, and the development of outdoor recreation in the United States. Emphasizes development of practical skills in planning, instructing, and managing outdoor recreation programs and facilities, including youth resident camps, R.V. campgrounds, as well as resources in the urban setting. Lecture 2 hours per week; laboratory 3 hours per week.

Religion

REL 200 Survey of the Old Testament (3 cr)
Surveys books of the Old Testament with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

REL 210 Survey of the New Testament (3 cr)
Surveys books of the New Testament with special attention upon placing the writing within their historical and geographical setting. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

REL 225 Selected Topics in Biblical Studies (3 cr)
Examines a selected body of literature, a specific book of the Bible or a pervasive theme. Lecture 3 hours per week.

REL 231-232 Religions of the World I-II (3 cr)(3 cr)
Studies religions of the world with attention to origin, history and doctrine. Prerequisites: ENG 03 and ENG 04. Corequisite: ENG 05. Lecture 3 hours per week.

Safety

SAF 126 Principles of Industrial Safety (3 cr)
Teaches principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 3 hours per week.

SAF 127 Industrial Safety (2 cr)
Provides basic understanding of safety and health in an industrial situation. Includes hazardous materials, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the apprentice to protect himself/herself and others. Lecture 2 hours per week.

Sign Communication

SCM 100 Introduction to American Sign Language (3 cr)
Teaches the fundamentals of finger spelling, American sign language structure and sign language vocabulary. Develops skills for communication with the hearing impaired. Introduces the non-language aspects of communications, including eye movement, facial expression and body posture. Explores and develops skills in gesture pantomime and body language. Lecture 2-3 hours per week; laboratory 0-2 hours per week.

SCM 110 Intermediate American Sign Language (3 cr)
Provides students with additional American sign language vocabulary. Teaches idiomatic expressions, colloquialisms and receptive skills. Prerequisite: SCM 100 or consent of the instructor. Lecture 2-3 hours per week; laboratory 0-2 hours per week.

Sociology

SOC 200 Principles of Sociology (3 cr)
Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification and social institutions. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

SOC 215 Sociology of the Family (3 cr)
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

SOC 268 Social Problems (3 cr)
Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars and disarmament. Prerequisites ENG 01 and 04. Corequisites ENG 03 and 05. Lecture 3 hours per week.

Speech and Drama

SPD 110 Introduction to Speech Communications (3 cr)
Examines the elements affecting speech communication at the individual, small group and public communication levels with emphasis on practice of communication at each level. Prerequisites ENG 03 and 04. Corequisite ENG 05. Lecture 3 hours per week.

SPD 151-152 Film Appreciation I-II (3 cr)(3 cr)
Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Prerequisites ENG 03 and 04. Corequisite ENG 05. Lecture 3 hours per week.

Student Development

STD 100 College Success Skills (1 cr)
Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

STD 105 Personal Development from a Woman's Perspective (2 cr)
Addresses the psychological and educational adjustment needs of the female college student. Covers three segments: personal development, career education and study skills. Emphasizes the special needs of the reentry woman. Provides education and support for the individual. Lecture 2 hours per week.

STD 107 Career Education (1-3 cr)
Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision making to career choice. Lecture 1-3 hours per week.

Telecommunications Management

TEL 150 Internetworking I (3 cr)
Introduces the functions of each layer of the ISO/OSI reference model, data link and network addresses, data encapsulation, different classes of IP addresses and subnetting and the functions of the TCP/IP network-layer protocols. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

TEL 151 Internetworking II (3 cr)
Teaches features of the Cisco ISO software, including log in, context-sensitive help, command history and editing, loading software, configuring and verifying IP addresses, preparing the initial configuration of a router and adding routing protocols to the router configuration. Prerequisite: TEL 150. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

TEL 200 Telecommunications Administration (3 cr)
Studies administrative issues affecting telecommunications managers. Integrates the technical and behavioral aspects of telecommunications and studies the effects on business. Includes

budgeting, planning, project management, developing requests for proposals, contract negotiation, financial analysis, decision making, and human resource management. Lecture 3 hours per week.

TEL 250 Internetworking III (3 cr)
Studies the advantages of LAN segmentation using bridges, routers and switches, Fast Ethernet configuring access lists. Covers Spanning Tree Protocol and Virtual LANs Prerequisite: TEL 151. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

TEL 251 Internetworking IV (3 cr)
Focuses on the differences between the following WAN services: LAPB, Frame Relay, ISDN/LAP HDLC, PPP and DDR. Prerequisite: TEL 250. Lecture 2-3 hours per week; laboratory 2-3 hours per week.

Welding

WEL 116 Welding I (Oxyacetylene) (2 cr)
Teaches oxygenacetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and curtting procedures. Lecture 1 hour per week; laboratory 3 hours per week.

WEL 117 Oxy Fuel Welding and Cutting (3 cr)
Introduces the history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in different positions, brazing, hard and soft soldering. Discuss procedure in the use of tools and equipment. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 120 Introduction to Welding (2-3 cr)
Introduces history of welding processes. Covers types of equipment, and assembly of units. Stresses welding procedures such as fusion, non-fusion, and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours per week; laboratory 2-3 hours per week.

WEL 121 Arc Welding (2 cr)
Studies the operation of AC and DC power sources, weld heat, polarities, and electrodes for use in joining various alloys by the SMAW process. Covers welds in different types of joints and different welding positions. Emphasizes safety procedures. Lecture 1 hour per week; laboratory 3 hours per week.

WEL 123 Shielded Metal Arc Welding (Basic) (3 cr)
Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 124 Shielded Metal Arc Welding (Advanced) (3–4 cr)
Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours per week; laboratory 3-5 hours per week.

WEL 126 Pipe Welding I (3 cr)
Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 127 Pipe Welding II (3 cr)
Provides practice in the welding of pressure piping in the horizontal, vertical and fixed positions. Laboratory 9 hours per week.

WEL 130 Inert Gas Welding I (3 cr)
Introduces practical operation in use of inert-gas-shield arc welding and equipment, operations in safety practices in various positions, shielding gases, filler rods, process variations and their applications. Discusses manual, semiautomatic and automatic welding. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 135 Inert Gas Welding II (2 cr)
Continues practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operation, welding practice in the various applications, manual and semiautomatic welding. Lecture 1 hour per week; laboratory 3 hours per week.

WEL 141-142 Welder Qualification Tests I-II (3 cr)(3 cr)
Studies techniques and practices of testing welded joints through destructive and nondestructive tests, guiding, discoloration heat test, porous examinations, tensile, hammer and free bend tests. Also studies visual, magnetic and fluorescent tests. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 145 Welding Metallurgy (3 cr)
Studies steel classifications, heat treatment procedures, properties of ferrous and nonferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 3 hours per week.

WEL 146 Welding Quality Control (3cr)
Teaches techniques and practices of inspection and interpretation of tests and measurements. Includes radiographic tests of joints of unlimited thickness welded in 3G and 4G positions. Lecture 2 hours per week; laboratory 3 hours per week.

WEL 160 Gas Metal Arc Welding (3-4 cr)
Introduces semiautomatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes and gases. Lecture 2 hours per week; laboratory 3 hours per week.

NOTE: The following "General Usage Courses" apply to multiple curricula and all prefix sections. The titles and descriptions are generally applicable for such use.

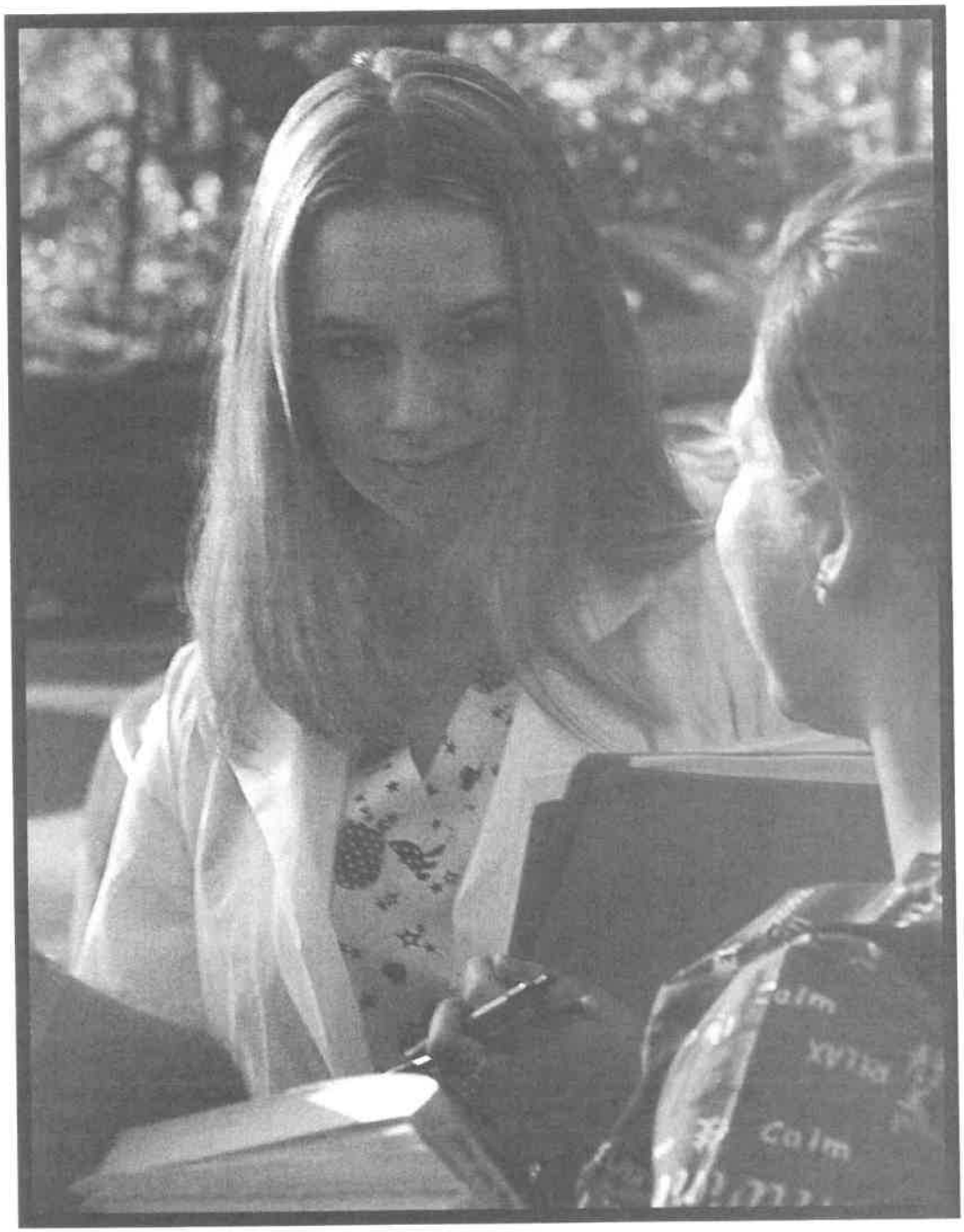
(Insert Appropriate Prefix) 90,190, 290 (1-5 cr)
Coordinated Practice or Internship in
(Insert Appropriate Discipline)
Includes supervised practice or on-the-job training in selected curriculums coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 95, 195, 295 (1-5 cr)
Topics in (Insert Appropriate Topic)
Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 97, 197, 297 (1-5 cr)
Cooperative Education in
(Insert Appropriate Discipline)
Supervises an on-the-job training for pay in approved business, industrial or service firm coordinated by the College's Cooperative Education office. Is applicable to all occupational-technical curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 98, 198, 298 (1-5 cr)
Seminar and Project in
(Insert Appropriate Discipline)
Requires completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 99, 199, 299 (1-5 cr)
Supervised Study in
(Insert Appropriate Discipline)
Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.



Student Policies and Procedures

Code for Student Rights, Responsibilities and Conduct

Preamble: The faculty, staff and administrators of Dabney S. Lancaster Community College are devoted to offering the highest quality education for all citizens of the service region and to developing the scholarly and human potential of each student. We also believe that the students at DSLCC are devoted to these principles and wish to pursue learning in an atmosphere which encourages serious study and human growth.

In attempting to foster this scholarly atmosphere, DSLCC adheres to the standards of the Virginia Community College System. This code for student rights, responsibilities and conduct is intended to clarify within the VCCS framework the standards of the College and the procedures guaranteeing students' rights.

Obligations of a Student: The attendance of a student at DSLCC is a voluntary entrance into the academic community. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. These obligations are appropriate for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and will act to discipline those persons whose behavior interferes with this obligation.

This code is established to assure that all students are familiar with the conduct and responsibilities expected of them as members of this community. In addition, students should be cognizant of college disciplinary procedures and their rights as DSLCC students.

Student Bill of Rights:

1. The faculty, staff and administration of DSLCC respect the students who enroll in the College. The following rights are guaranteed to students as part of membership in this learning community:

   A. Free inquiry, expression and assembly, except as noted in number 7 below.
   B. The free pursuit of educational goals
   C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.
   D. The right of appropriate disciplinary procedures when necessary

      No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing.

      A student, pending a hearing, may be suspended by the president or the president's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the college.

      Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

   E. The right of a hearing before a judicial body when a student is accused of violating institutional regulations

      The judicial body shall be composed of five voting members and one nonvoting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the division chairs as directed by the Vice President for Instruction and Student Services and the student members shall be appointed by the President of Student Government. The nonvoting member shall be an ad-hoc member and provide administrative and organizational support.

      Nothing in procedures D and E above should be construed to prevent the president from taking such official steps as deemed necessary. However, final action should be in accordance with the above procedures.

Definitions of Terms Used in this Code:

2. When used in this code,

   A. The term "creed" means personal beliefs.
   B. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
   C. The term "institution" means Dabney S. Lancaster Community College (DSLCC) and, collectively, those responsible for its control and operation.
   D. The term "instructor" means any person hired by DSLCC to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of his/her status in a particular situation shall be determined by the facts of the situation.

E. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
F. The term "may" is used in the permissive sense.
G. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in Section 10.
H. The term "shall" is used in the imperative sense.
I. The term "student" includes all persons taking courses at DSLCC both full-time and part-time.
J. The term "student press" means either a formally recognized organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

Access to Higher Education:

3. Within the limits of its facilities, DSLCC shall be open to all applicants who are qualified according to its admission requirements.

   A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.
   B. Under no circumstances may an applicant be denied admission because of race, creed, gender, national origin, disability or any other non-merit factor. Specific program admittance may be limited due to space, academic history and factors relevant to career job performance.

Classroom Expression:

4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order.

   A. Students are responsible for learning the content of any course for which they are enrolled.
   B. Requirements may include participation in classroom discussion and submission of written exercises.

5. Academic evaluation of student performances shall be neither prejudicial nor capricious.

6. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors, advisers and counselors is confidential and is not to be disclosed except with the student's permission or under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

Campus Expression:

7. Discussion and expression of all views are permitted within DSLCC subject only to reasonable restrictions to ensure that the mission of DSLCC is not disrupted and to maintain order..

8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities. (See sections 7 and 13.)

9. Organizations and groups may be established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.

10. The following regulations apply to organizations on campus.

    A. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.

       1. A group shall submit a list of officers, including an advisor selected from the faculty or staff and copies of the constitution and bylaws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.

       2. Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.

       3. All sources of outside funds shall be disclosed.

    B. Upon recognition of the organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
    C. Organizations of a continuing nature must annually institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16 and 17.
    D. Any organization may conduct on or off campus activities subject to the approval of the SGA and the appropriate college administrators.
    E. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.

11. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.

12. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.

13. Institution facilities may be assigned depending on availability to organizations, groups and individuals within the institution community for regular business meetings, for social programs and for programs open to the public.

    A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to insure proper maintenance.
    B. Preference shall be given to programs designed for audiences consisting primarily of members of the institutional community.
    C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
    D. The institution may delegate the assignment function to an administrative official.
    E. Charges may be imposed for any unusual costs for use of facilities.
    F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
    G. The individual, group or organization requesting space must inform DSLCC of the general purpose of any meeting open to persons other than members and must provide the names of outside speakers.
    H. Solicitation of funds on or off the college campus will be permitted only with prior approval.

14. The authority to allocate student activity funds or institutional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is assured.

    A. Approval of requests for funds is conditioned upon submission of budgets to and approval by this body.
    B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise organizations shall have independent control over the expenditure of allocated funds.

15. No individual, group or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group or organization.

Publications:

16. A student, group or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.

17. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.

    This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment and applicable regulations of the Federal Communications Commission.

18. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

19. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

Student Participation and Demonstration:

20. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance or those that are required by state or college policy.

21. On questions of educational policy, students are entitled to a participatory function.

    A. Faculty-student committees shall be created to consider questions of policy affecting student life.
    B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions and allocation of student funds.

22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.

23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications.

    A. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities or interrupt classes or damage property.
    B. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.

24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of noninterference.
25. Every student has the right to be interviewed on campus by any organization that has been approved to recruit at DSLCC.

    Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

Violation of Law and Institutional Discipline:

26. If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to DSLCC unless the student is incarcerated and unable to comply with academic requirements or the student represents a clear threat to any member of the college community.

    The institution may impose sanctions for grave misconduct off campus demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law.

27. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Sexual Harassment:

28. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical or written acts that may create a sexually uncomfortable atmosphere.

29. Complaints of unwelcome sexual advances or repeated sexual expressions creating a hostile environment, threats of penalties in order to gain sexual favors or promises seeking to induce sexual favors may be raised through the following procedures:

    A. A report of the incident should be made to the Director of Student Services if the accused is a student; if the accused is an employee, the report should be made to the employee's divisional supervisor. The director/supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.

    B. The director/supervisor will meet with the accused to review the incident and, based on the director's/supervisor's findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College's disciplinary process and/or involving law enforcement officials.

    C. If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person's supervisor, up to and including the president of the College or his designee.

Sexual Assault:

30. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

31. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should

seek legal advice. It should be noted, however, that the College's disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.

32. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

    A. The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.
    B. The College may close the disciplinary procedure to the College community.
    C. The College may involve law enforcement officials immediately upon notification that an incident has occurred.
    D. The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.
    E. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College's disciplinary procedures.

Privacy:

33. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.

34. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities.

Student Records:

35. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate student academic folder will be maintained which may include, but not be limited to, academic records, supporting documents and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.

36. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors and written correspondence shall constitute notice.

37. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.

    A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under Section I.E.

38. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.

    A. Race
    B. Religion
    C. Political or social views
    D. Membership in any organization other than honorary and professional organizations directly related to the educational process.

39. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

    A. Members of the faculty, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
    B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.
    C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.
    D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.
    E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.
    F. The Family Educational Rights and Privacy Act of 1974 provides for the denial of the release of information in Section B and C by written notification by the student. Notification shall be provided to the registrar at the beginning of each semester.

40. Upon graduation or withdrawal from DSLCC, the information contained in the student academic folder will be retained in accordance with the above policy and may be destroyed three years from the date of the student's separation from the College.

Sanctions:

41. The following sanctions may be imposed upon students:

    A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules.
    B. Warning: Notice orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
    C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
    D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.
    E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
    F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
    G. Expulsion: Termination of student status for an indefinite period.
    The conditions of readmission, if any, shall be stated in the order of expulsion.

42. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Forbidden Conduct:

43. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

    A. All forms of dishonestly including cheating, plagiarism, knowingly furnishing false information to the institution and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).
    B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities.
    C. Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.
    D. Theft from, damage to or misuse of institution premises or property or damage to property of a member of the institutional community on institution premises.
    E. Failure to comply with directions of institution officials acting in performance of their duties
    F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, computer usage and any other regulations which may be enacted.
    G. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, firearms or other weapons or controlled substances on campus or at campus sponsored activities. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution.
    H. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings:

44. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.

45. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.

46. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.

47. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.

48. Hearings shall be conducted in such manner as to do substantial justice.

    A. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.
    B. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The advisor has no procedural standing nor any right to be heard.

C. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publicity about a case shall be prohibited so far as possible until all proceedings have been completed.
D. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.
E. Production of records and other exhibits may be required.

49. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion as defined in 37.

50. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

51. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the president or his designee.
A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanctions.

Judicial Authority:

52. Appropriate judicial bodies as described in Section I.E. shall be formed to handle all questions of student discipline.

53. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.

54. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.

55. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

Executive Summary of Microcomputer Use Policy

Purpose: This document is a summary of the Dabney S. Lancaster Community College's full Internet and Microcomputer Use Policy. The full policy establishes rules and prohibitions that govern the appropriate use of the Dabney S. Lancaster Community College's microcomputer resources which support academic research and instructional activities. The resources are intended for the sole use of DSLCC faculty, staff, students and service area members. This policy must be read before users can operate any of the DSLCC microcomputer resources.

Acceptable and Unacceptable Use: DSLCC reserves the right to monitor its microcomputer resources to protect the integrity of the computing systems, to track problems and to insure equal and appropriate access to all microcomputer lab and Learning Resources Center users. Acceptable use of these facilities is categorized in a usage prioritization.

Acceptable Use:

Highest Priority-Education, research and administrative purposes of DSLCC, especially classes scheduled to meet in the microcomputer laboratories. Included are students completing work for credit classes and pursuing other DSLCC educational activities.

Lowest Priority-Recreational and personal purposes.

Unacceptable Use:

Because it is impossible to predict or anticipate all the ways in which individuals can misuse these microcomputer facilities, this policy focuses on a few simple and basic rules. They include the following:

1. Users are not allowed to eat or drink in the LRC or the microcomputer laboratories.
2. Users will not physically damage equipment or furniture of the computer stations located throughout DSLCC.
3. Users will not attempt to access, modify or delete files; modify system facilities; or subvert any restrictions associated with DSLCC equipment, software or data.
4. Users will utilize the DSLCC equipment, software and data only for the purposes for which they are intended.
5. Users under the age of 16 are not permitted to use unsupervised DSLCC computers unless they are accompanied by an adult.
6. Users may not use the DSLCC computer resources for the following:
   - Malicious or intentional misuse, including, but not limited to, harassment, unsolicited advertising, misrepresenting one's self in correspondence, distribution of viruses or worms or transmitting data that is prohibited by federal, state or local laws.
   - Activity not related to the mission of the institution.
7. Users may not attach personal computer equipment except headphones.
8. Users may not detach college equipment.
9. Users must abide by all copyright laws, license agreements and vendor restrictions.
10. Users will respect the privacy of others.

Violation of the Above Policies:

Violations will be handled following the Student Conduct Code or the State Standards of Conduct, whichever is appropriate.

Effective January 12, 1998

Constitution of the DSLCC Student Senate

We, the students of Dabney S. Lancaster Community College of the Virginia Community College System in order to promote cooperation among all students at this institution, to form an effective student government and to formulate those policies essential to the functioning of the government, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

Article I

Name and Purpose:

Section 1: This organization shall be known as the Student Senate of Dabney S. Lancaster Community College.

Section 2: The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of Dabney S. Lancaster Community College.

Article II

Membership and Voting:

Section 1: Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.

Section 2: The voting membership shall consist of all students enrolled in credit courses.

Article III

Student Senate:

Section 1: The Student Senate shall represent the student body.

Section 2: The Student Senate shall consist of a maximum of ten members elected at large from the student body. Five members shall constitute a quorum for conducting business.

Section 3: The term of office for the above members of the Senate shall be for one academic year (summer, fall and spring semesters) from the date of their election.

Section 4: The Student Senate shall elect by plurality vote the following officers, listed in order of presidential succession, from their number: president, vice president, recording secretary, corresponding secretary and treasurer. If none of these officers are present, a quorum of the Student Senate may elect a temporary presiding officer from their number.

Section 4a: An elected student must maintain a minimum semester and cumulative grade point average of 2.0.

Section 4b: Any student eligible to vote is eligible for membership on the Student Senate.

Article IV

Senate Elections and Qualifications:

Section 1: On the twelfth week after the beginning of each spring semester, a general election will be held for the purpose of filling five seats of the Student Senate. Only returning students may be elected at this time. Newly elected members shall be seated at the beginning of the summer semester and will serve until the end of the spring semester of the next year.

Section 2: The remaining five seats of the Senate shall be filled by members of the entering freshman class in a general election held during the fifth week of each fall semester. Those students elected at this time will be seated at the beginning of the sixth week and serve until the end of the following spring semester.

Section 3: General elections shall be held on a Monday and a Tuesday of the designated week.

Section 4: Persons receiving the most votes will be seated in order until all positions are filled.

Section 5: Any student eligible for Student Senate office may have his or her name placed on the ballot by presenting a petition with twenty-five names of student body members eligible to vote.

Section 6: The supervision of the Student Senate elections shall either be the responsibility of the Dean of Student Services or his or her designee and the present Student Senate.

Section 7: On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.

Section 8: In the event of a senate vacancy an ad hoc Nominating Committee, consisting of three senate members, shall accept recommendations from the student body and faculty for a candidate to fill the vacancy.

Section 8a: The Student Senate ad hoc Nominating Committee will nominate a recommended candidate to fill the unexpired senate term with the confirmation of two thirds of the Student Senate.

Section 8b: The remainder of the unexpired term will be filled by the endorsed student at the next meeting following confirmation.

Section 8c: All nominees must meet the eligibility standards as stated in Article III Section 4a.

Section 9: At least two weeks before an unexpired term is to be filled the number of vacancies shall be publicized to the student body.

Section 10: Student Senate members may not miss more than two meetings per semester without the approval of three fourths of the Senate.

Article V

Power of the Officers of the Student Senate:

Section 1: Power of the President

A: He or she shall have the power to appoint the chairperson and members of all Student Senate committees with the advice and majority vote of the Senate.

B: He or she shall have the power to appoint any student to all appropriate college committees with the advice and majority vote of the Senate.

C: He or she shall have the power to vote in case of a tie.

D: He or she shall call and preside at all meetings of the Student Senate.

E: He or she shall represent the student body at official functions of the college.

F: He or she shall be an ombudsman for the student body.

G: He or she shall serve as ex-officio member of all committees appointed through the Student Senate.

Section 2: The Vice President shall:

A: Assume all duties of the president during an absence of the president.

B: Become president if the office of president is vacated during the one year session and call for the election of a new vice-president at the first regular meeting.

: Receive the reports, budget and constitutions of all clubs and recommend to the Student Senate the recognition or removal of recognition of all student clubs.

Section 3: The Recording Secretary shall:

A: Keep a permanent record of all the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.

B: Keep the record of attendance of the Senate meeting.

Section 4: The Corresponding Secretary shall:

A: Publish all proceedings and required notices of the student body and of the Student Senate.

B: Conduct all external correspondence of the Student Senate.

Section 5: The Treasurer shall:

A: Receive and record such amounts that may be directed.

B: Report the financial position of the student body at all Student Senate meetings.

C: Serve as chairperson of the appropriations committee.

Article VI

Power of the Senate:

Section 1: The Student Senate shall approve all student organizations, their constitutions and their annual budget requests.

Section 2: The Student Senate shall receive and discuss grievances from the student body and represent these grievances to the faculty and to the administration.

Section 3: The Senate shall receive funds appropriated to the student body and budget the use of these funds.

Section 4: The Student Senate shall approve all presidential appointments by a majority vote.

Section 5: The Student Senate shall retain any powers that are not given to the officers of the Student Senate.

Article VII

Amendments and By-Laws:

Section 1: Amendments to the Constitution can originate either from the student body or the Student Senate, but must be ratified by a majority vote of the Student Senate and a two-thirds majority of the votes cast by the student body.

Section 2: An amendment must be published three weeks prior to a referendum vote of the student body.

Section 3: Bylaws can originate either from the student body or the Student Senate but must be ratified by a majority vote of the Student Senate and be a simple majority of the votes cast by the student body.

Article VIII

Ratification:

This Constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College and a two-thirds majority of the votes cast by the student body. Upon ratification, this constitution shall supersede any and all previous and existing constitutions of the Dabney S. Lancaster Community College's Student Senate.

Faculty and Staff

DSLCC Local Board

Robert E. Claytor, Chair
Rockbridge County
Joseph Broughman, Vice Chair
Covington
Richard R. Teaff, Secretary
President, DSLCC

Michael Wolfe
Alleghany County
Harriet Woodward
Alleghany County
Virginia Nowlin
Bath County
William Heartwell, III
Botetourt County
Dr. James Bradford, Jr.
Buena Vista
Kim Woodson
Covington
Frank Parsons
Lexington
William Thomas
Rockbridge County

State Board for Community Colleges

Robert Wrenn, Chair
Edward Fuhr, Vice Chair
Glenn DuBois, Secretary
Chancellor, VCCS

Shahnaz Ahmed
Linwood Cobb, III
Mark Fried
Marcia Gilliam
Mark Graham
Constance Kincheloe
Chris Lumsden
Bruce Meyer
Michael Mohler
Willis Morris
William Porter
Wilbur Thomas
Alan Toxopeus

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M.A., The Ohio State University
Ph.D., The Ohio State University

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M.S.N., Medical College of Georgia

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Kathie Clarke, Library Assistant
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Charles Bowen, Housekeeping Worker
Kathy Campbell, Housekeeping Supervisor
Charles Dean, Trades/Utilities Worker
George Dobbs, Mail/Housekeeping Worker
W.L. Dressler, Grounds Supervisor
Roger Hayslett, Housekeeping Worker
Linda Kemper, Housekeeping Worker
Allen McKinney, Trades/Utilities Worker
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Ted Wiseman, Carpenter

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Kathie Helms, Food Services Operator
Adell Pettrey, Food Production Worker

Jackson River Governor's School

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Tech Prep

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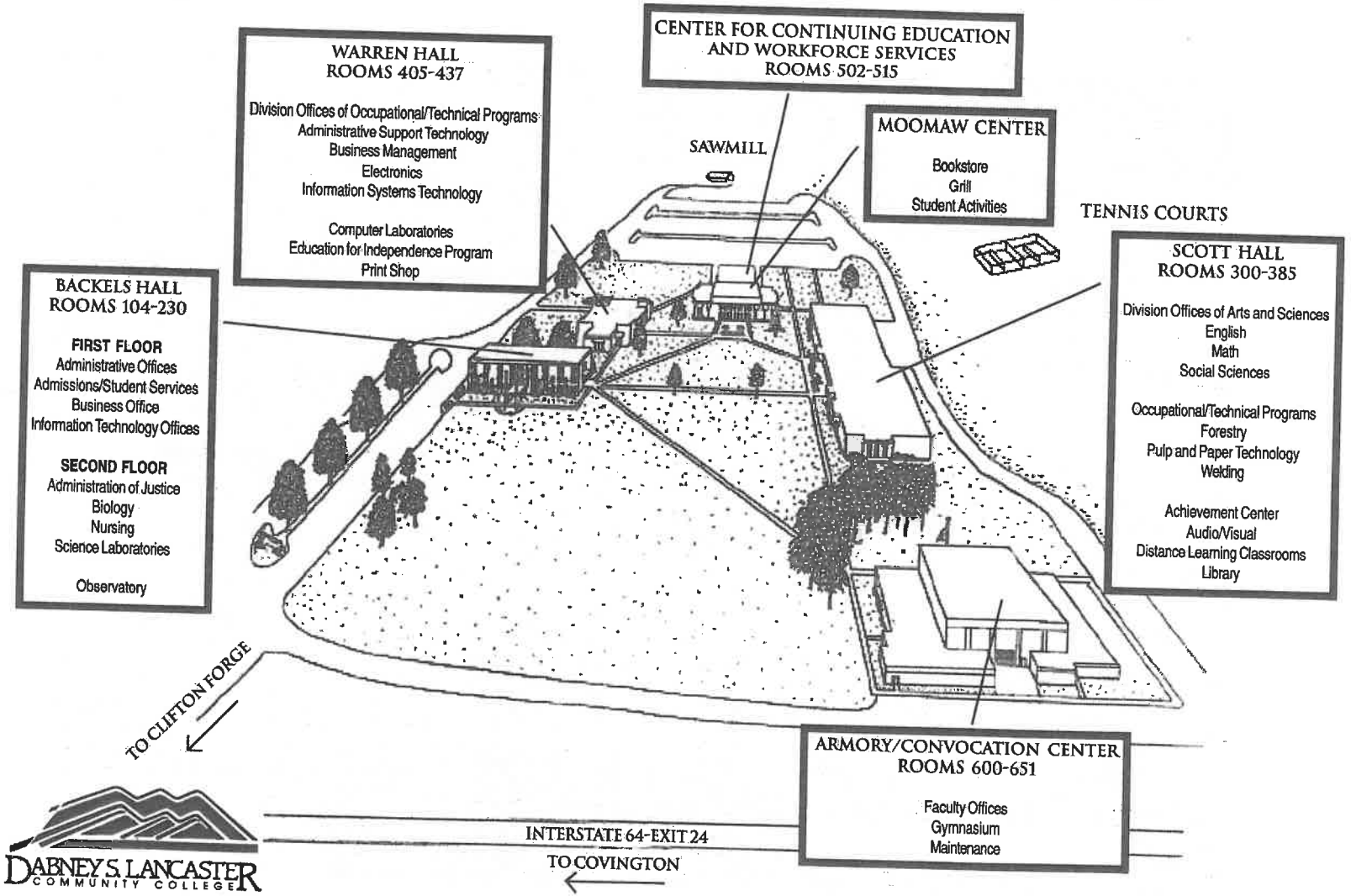
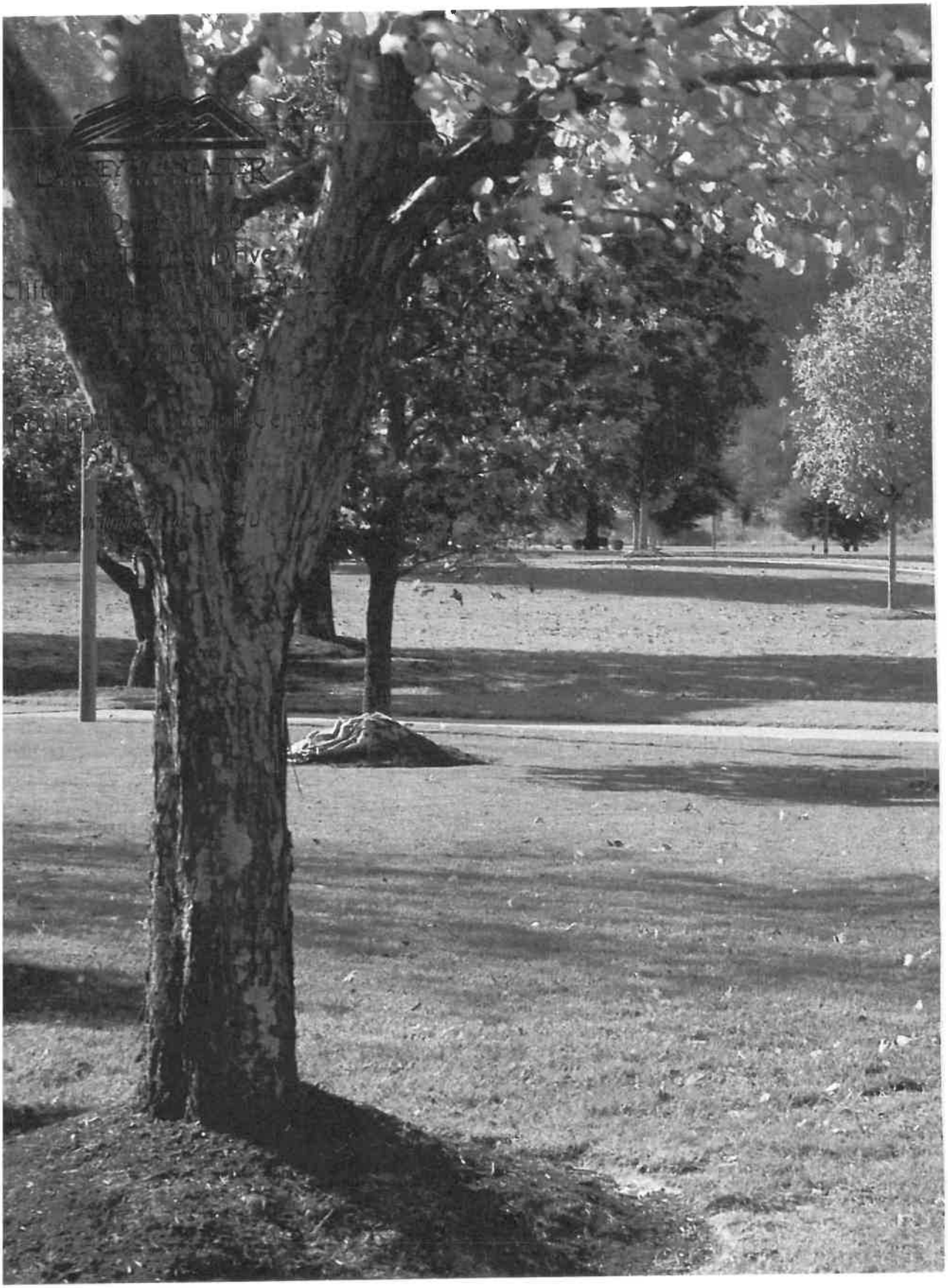
Education ..... AA&S
Electronics ..... C/CSC
Forestry Technology ..... AAS
General Studies ..... AA&S
Golf Operations ..... CSC
Heating, Ventilation, Air Conditioning and Refrigeration ..... CSC
Hospitality Management ..... CSC
Hospitality Services C
Information Systems Technology ..... AAS
Introductory Health Care ..... CSC
Law Enforcement C
Massage Therapy ..... C/CSC
Medical Coding ..... CSC
Microcomputer Operations C
Networking Technologies ..... CSC
Nursing ..... AAS/C
Office Management C
Office User ..... CSC
PC Repair ..... CSC
Pharmacy Technician ..... CSC
Recreational Leadership ..... CSC
Science ..... AA&S
Small Business Management ..... CSC
Turf Management ..... CSC
Web Page Design ..... CSC

Code:
AA&S ..... Associate in Arts and Sciences Degree
AAS ..... Associate in Applied Science Degree
C ..... Certificate
CSC ..... Career Studies Certificate

Dabney S. Lancaster Community College

Clifton Forge, Virginia 24422

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