

ACADEMIC CATALOG 1990 - 1992



THERE'S A PLACE FOR YOU AT



DABNEY S. LANCASTER COMMUNITY COLLEGE

P.O. BOX 1000 ROUTE 60 WEST
CLIFTON FORGE, VIRGINIA 24422-1000
PHONE (703) 862-4246 (703) 463-4289 (V/TDD)

ACADEMIC CATALOG and STUDENT HANDBOOK 1990-1992



Administrative Office Hours

Mon.-Thurs.: 8:00 am - 5:00 pm

Fri.: 8:00 am - 3:30 pm

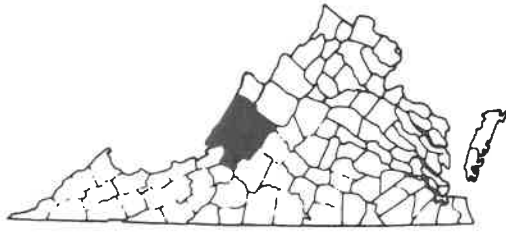
Learning Resource Center Hours

Mon.-Thurs.: 8:00 am - 9:00 pm

Fri.: 8:00 am - 3:30 pm

Sun.: 2:00 pm - 6:00 pm

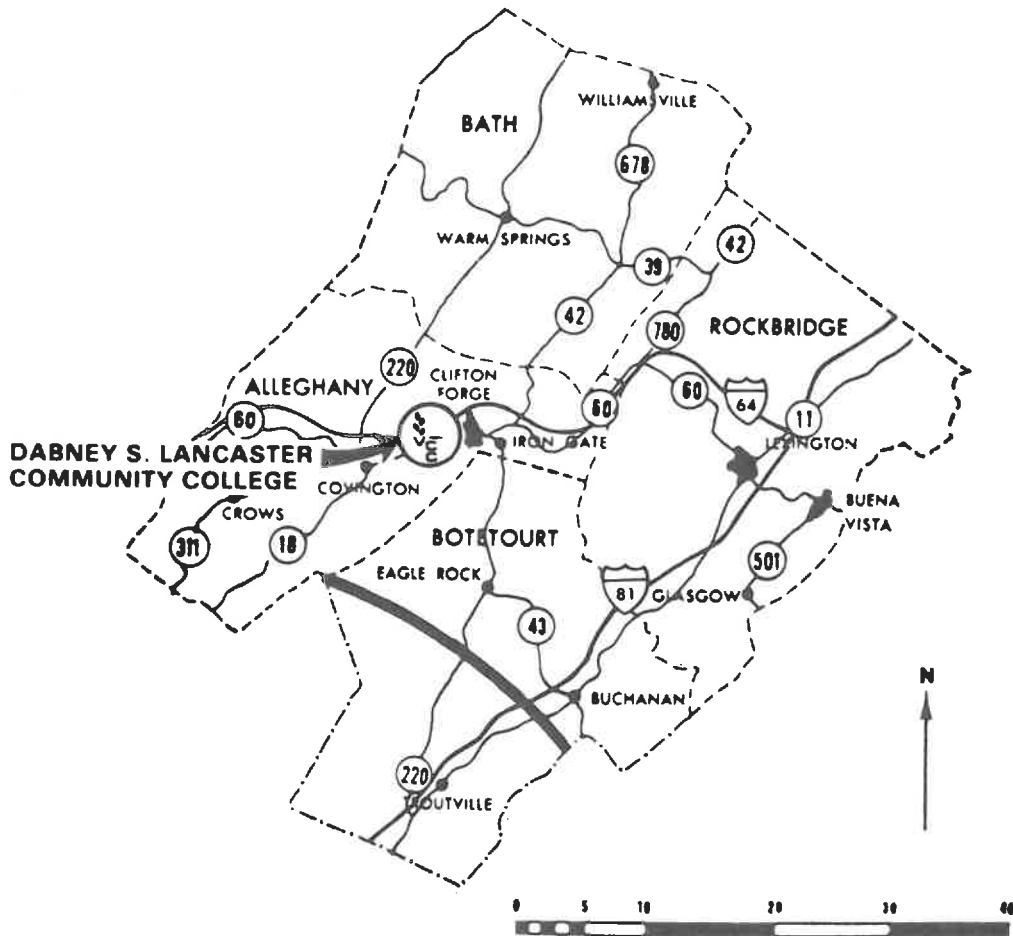
The statements and provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provisions, schedules, programs, courses, or fees as might be required. Any changes made will be made known to the student through the Fall, Spring or Summer schedules or through supplements to this catalog.



Area served by

**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

For Information Contact:
Dabney S. Lancaster Community College
Route 60 West
Clifton Forge, Virginia 24422
Telephone 703/862-4246
703/463-4289



CONTENTS

CALENDAR	5
GENERAL INFORMATION	9
ADMISSIONS	12
COSTS AND FINANCIAL AID	17
ACADEMIC AWARDS	21
ACADEMIC POLICIES AND PROCEDURES	23
PROGRAMS OF STUDY	29
Associate in Arts and Science	30
Associate in Applied Science	36
Certificate and Diploma Programs	48
Career Studies	56
DEVELOPMENTAL STUDIES	58
COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS	59
EXTENDED LEARNING SERVICES	59
Continuing Education/Community Service	59
Business and Industrial Training	60
SPECIAL PROGRAMS	60
Job Training Partnership Act (JTPA)	60
Single Parent/Teen Mother Programs	60
DESCRIPTION OF COURSES	60
STUDENT SERVICES AND POLICIES	78
STUDENT CODE AND CONSTITUTION	82
FACULTY, STAFF, ADMINISTRATION	88
WHO TO CONTACT WHEN YOU HAVE A QUESTION	92
INDEX	93

**DABNEY S. LANCASTER COMMUNITY
COLLEGE BOARD**

Mr. Lemuel W. Fitzgerald, Jr., Covington--Chairperson

Mr. Briscoe B. Brown, Rockbridge County--
Vice Chairperson

Mr. Michael M. Collins	Alleghany County
Mr. Michael D. Wolfe	Alleghany County
Miss Zona W. Landes	Bath County
Mrs. Patricia A. Weidman	Botetourt County
Mr. C. Mayo Rowsey	Buena Vista
Mrs. Barbara W. Rice	Clifton Forge
Mrs. Charlotte H. Martin	Covington
Mr. Greg C. Raetz	Lexington
Mr. Fred M. Spence	Rockbridge County



FITZGERALD



BROWN



COLLINS



WOLFE



LANDES



WEIDMAN



ROWSEY



RICE



MARTIN



RAETZ

PRESIDENT OF THE COLLEGE

Dr. John F. Backels

STATE BOARD FOR COMMUNITY COLLEGES

Mr. Lawrence H. Framme, III, Chairperson

Ms. Doreen S. Williams, Vice-Chairperson

Dr. Johnas F. Hockaday, Secretary

Mr. T. A. Carter, Jr.
Mr. William D. Dollan, III
Mr. George H. Gilliam
Mr. Irving M. Groves, Jr.
Ms. Evelyn M. Hailey
Mr. L. Jack Hite
Mr. George J. Kostel
Mr. Leonard W. Lambert
Mr. Robert E. Parker, Jr.
Ms. Anita O. Poston
Ms. Nellie B. Quander
Ms. Dorothy W. Schick
Mr. George J. Stevenson



SPENCE

VIRGINIA COMMUNITY COLLEGE SYSTEM

Dr. Johnas F. Hockaday, Chancellor

CALENDAR

SUMMER SESSION, 1990

MAY							JUNE							JULY							AUGUST								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5						1	2	1	2	3	4	5	6	7						1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31			

REGISTRATION - Tuesday, May 1, 1990

REGULAR SUMMER SESSION (12 weeks MTWT)

CLASSES BEGIN Monday, May 21
LAST DAY TO ADD/DROP OR RECEIVE REFUND Friday, June 1
INDEPENDENCE DAY HOLIDAY (No classes) Wednesday, July 4
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, July 6
LAST DAY OF CLASSES Thursday, August 9
FINAL EXAMS Friday, August 10

FIRST SUMMER SESSION (6 weeks MTWT)

CLASSES BEGIN Monday, May 21
LAST DAY TO ADD/DROP OR RECEIVE REFUND Friday, May 25
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, June 15
LAST DAY OF CLASSES Wednesday, June 27
FINAL EXAMS Thursday, June 28

SECOND SUMMER SESSION (6 weeks MTWT)

REGISTRATION - Monday, June 25 through Monday, July 2

CLASSES BEGIN Monday, July 2
INDEPENDENCE DAY HOLIDAY (No classes) Wednesday, July 4
LAST DAY TO ADD/DROP OR RECEIVE REFUND Friday, July 6
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, July 27
LAST DAY OF CLASSES Thursday, August 9
FINAL EXAMS Friday, August 10

SUMMER SESSION, 1991

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

REGISTRATION - Monday, May 6-Monday, May 20

REGULAR SUMMER SESSION (12 weeks MTWT)

CLASSES BEGIN Monday, May 20
LAST DAY TO ADD/DROP OR RECEIVE REFUND Friday, May 31
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Monday, July 5
INDEPENDENCE DAY HOLIDAY (No classes) Thursday, July 4
LAST DAY OF CLASSES Thursday, August 8
FINAL EXAMS Friday, August 9

FIRST SUMMER SESSION (6 weeks MTWT)

CLASSES BEGIN Monday, May 20
LAST DAY TO ADD/DROP OR RECEIVE REFUND Friday, May 24
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, June 14
LAST DAY OF CLASSES Wednesday, June 26
FINAL EXAMS Thursday, June 27

SECOND SUMMER SESSION (6 weeks MTWT)

REGISTRATION - Monday, June 24-Monday, July 1

CLASSES BEGIN Monday, July 1
LAST DAY TO ADD/DROP OR RECEIVE REFUND Monday, July 8
INDEPENDENCE DAY HOLIDAY (No classes) Thursday, July 4
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, July 26
LAST DAY TO CLASSES Thursday, August 8
FINAL EXAMS Friday, August 9

FALL SEMESTER, 1991

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

REGISTRATION - Monday, July 22-Friday, August 16
OPEN REGISTRATION - Monday, August 19-Friday, August 23

CLASSES BEGIN Monday, August 26
LABOR DAY HOLIDAY (No classes) Monday, September 2
LAST DAY TO ADD/DROP OR RECEIVE REFUND Monday, September 9
MID-SEMESTER BREAK Friday, October 11
MID-SEMESTER UNSATISFACTORY GRADE REPORTS Monday, October 14
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, October 25
THANKSGIVING HOLIDAYS (No night classes) November 26-28
THANKSGIVING HOLIDAYS (No day classes) November 27-29
LAST DAY OF CLASSES Friday, December 13
FINAL EXAMS December 16-19
CHRISTMAS BREAK (No classes) Friday, December 20-
Friday, January 10

SPRING SEMESTER, 1992

JANUARY	FEBRUARY	MARCH	APRIL	MAY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

REGISTRATION - Monday, December 2-Friday, January 3
OPEN REGISTRATION - Monday, January 6-Friday, January 10

CLASSES BEGIN Monday, January 13
LAST DAY TO ADD/DROP OR RECEIVE REFUND Monday, January 27
MID-SEMESTER UNSATISFACTORY GRADE REPORT Monday, March 2
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY Friday, March 13
SPRING BREAK March 16-20
SNOW MAKE-UP DAYS AND/OR BREAK March 16-17
LAST DAY OF CLASSES Friday, May 1
FINAL EXAMS May 4-7
GRADUATION Saturday, May 9

GENERAL INFORMATION

LOCATION AND FACILITIES

Dabney S. Lancaster Community College is located one mile west of downtown Clifton Forge on a 117-acre tract bounded by the Jackson River on three sides. Two buildings contain offices and classrooms. A third, houses the college center for student and community activities, food services and a bookstore. The fourth building contains laboratories, classrooms and the library. The newest building, the Virginia National Guard/DSLCC Armory and Convocation Center, is due to be completed in the fall of 1990. This building will be a joint-use facility between the Guard and DSLCC. It will contain an auditorium, classrooms, offices, and storage space.

The Learning Resources Center in Scott Hall is composed of the Library and the Audiovisual Department. Its goal is to provide a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction. Normal hours are from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 3:30 p.m. on Friday and 2 p.m. to 6 p.m. Sunday.

The Library contains a collection of over 39,000 well-chosen volumes to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to over 450 serials and has extensive holdings of video cassettes, recordings, filmstrips, computer software, films, and other nonprint materials. Equipment for the use of media is also available to viewers in the Library. Professional librarians are ready to assist with research, library orientations, and a variety of skill programs.

The Audiovisual Department is located adjacent to the Library. The Department supports modern, creative instruction through supplying a large variety of AV equipment and services to classrooms, library users and

nonprofit organizations. All media are acquired, cataloged and distributed by the department, and help is available for instructors who would like to create their own media. The Department also supports college public relations by producing television and radio shows in addition to providing photographic and related services as needed.

HISTORY

In September of 1964 students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute. This Branch College offered work in the first two years of programs offered at the parent institution as well as a certificate program in Secretarial Science. Later in 1965, a pre-college foundations program was added. This program 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 redesignated Dabney S. Lancaster Community College, honoring the prominent Virginia educator and long-time resident of the area served by the College.

PURPOSE

Dabney S. Lancaster Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of skills and knowledge along with an opportunity to increase an awareness of his or her role and responsibility in society. The College is devoted to serving the educational needs of the local community and assumes a responsibility to help meet the requirements for trained employees in its region through a cooperative effort with local industry, business, professions and government.

Educational opportunities are provided for adults as well as college-age youth. These include high quality instructional programs at the associate degree level and at the preparatory development level. A strong

guidance and counseling program along with a number of other student services are also provided to help each student make sound decisions regarding occupational, educational and personal-social plans.

ACADEMIC OFFERINGS

Dabney S. Lancaster Community College is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level.

1. **Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional, and skilled workers in industry, business, the professions and government. The curriculums are planned primarily to meet the occupational needs in the region served by the College.
2. **University Parallel-College Transfer Education.** The university parallel-college transfer program includes freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.
3. **General Education.** The programs in general education encompass the common knowledge, skills and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.
4. **Continuing Adult Education.** Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and non-credit work offered during the day and evening hours.
5. **Special Training Programs.** Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.
6. **Developmental Studies Program.** Developmental courses are offered to prepare individuals for admission to a

curriculum in the College. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in other College programs.

7. **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 encompass the common knowledge, skills and attitudes needed by each individual to be an effective person, worker, consumer, and citizen. In keeping with guidelines provided by the State Council of Higher Education for Virginia and the Virginia Community College System, as well as our own philosophy of education, DSLCC has prepared a set of objectives that outline specific skills which students should be prepared to master. Students nearing completion of their requirements for graduation will be assessed for achievement of the following objectives:

1. **Communication.** The ability to communicate effectively through speaking, active listening, reading, and writing.
2. **Learning Skills.** Develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.
3. **Critical Thinking.** The development of problem recognition and solving skills by using critical thinking; scientific principles/methods; and creativity.
4. **Personal Ethics.** The development of personal integrity by clarifying values; developing a code of ethics; maintaining a

considerate attitude towards others; and accepting the responsibility of becoming a contributing member of the community.

5. Interpersonal Skills and Human Relations. Develop interpersonal relationships by cooperating with others; maintaining a positive, accepting attitude; and recognizing worth and dignity of others.

6. Computational and Computer Skills. Develop the ability to understand and apply math to the activities of daily living and to know how to use computer applications.

7. Understanding Culture and Society. Develop understanding and appreciation of cultures and ideas by developing an appreciation of the arts; understanding of the uses and impact of science and technology on cultures; and learning differences and commonalities among all humans.

8. Understanding Science and Technology. The development of a responsibility toward the global environment by understanding the uses of science and technology; their impact on the environment; and one's personal contribution toward protecting the environment.

9. Wellness. Develop an understanding of the relationship between mind, body, and maintenance of health.

ACCREDITATION AND MEMBERSHIPS

The College is accredited by the Southern Association of Colleges and Schools, the State Board of Community Colleges and the State Department of Community Colleges in Virginia. The associate degree curriculums have also been approved by the State Council of Higher Education for Virginia.

The College is fully approved by the State Board of Education and is approved for listing in U.S. Office of Education directories.

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

The College is accredited by the National League for Nursing (NLN).

INSTITUTIONAL POLICY FOR EQUAL OPPORTUNITY

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and non-discrimination in the administering of all educational programs and supporting services. The College does not illegally discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age or handicap in violation of Section 504 of the Rehabilitation Act of 1973 or other nonmerit factors and complies with the Civil Rights Act of 1964. Dabney S. Lancaster Community College is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.



ADMISSIONS

GENERAL ADMISSION TO THE COLLEGE

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and is able to benefit from a program at the College may be admitted to the College as either a curricular or noncurricular student when the items listed below have been received by the Office of Admissions. The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students and/or DSLCC employees.

For all curricular students, the following items are required:

1. A completed "Application for Admission as a Curricular Student";
2. 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. All students planning to enter a curriculum at the College will be required to take the DSLCC Placement Test Series. The test series is normally administered at the College prior to registration at no cost to the student.
4. Completion of the DSLCC Placement Test Series. DSLCC placement test series may not be required if the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the placement test must be approved by the student's Student Services Counselor;
5. A completed state residency form, if applicable.

For all noncurricular students, the following items are required:

1. A completed official Application for Admission;
2. A completed Student Data Form;
3. A completed state residency form, if applicable.

After individuals have been admitted to the College as curricular students, they will meet with one of the College counselors (a) to discuss their educational interests and (b) to plan their application for admission to a specific curriculum or program at the College. They will be required to submit any additional information required by the College for admission to a specific program or curriculum.

ADMISSION TO SPECIFIC CURRICULUM

Admission to the College does not necessarily admit the student to a particular curriculum. In addition to the general admission requirements listed above, specific requirements are usually prescribed for each curriculum of the College. 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 to ensure that the student possesses the potential to meet program requirements.



The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed 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 NONCREDIT COMMUNITY SERVICE COURSES

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

VETERAN'S, NATIONAL GUARD, GGA ADMISSION

Most of the College programs are approved by the State Department of Education for payment of veteran's 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 his or her status.

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

SENIOR CITIZEN'S ADMISSION

Legal residents of Virginia who are 60 years of age or older may register for noncredit and audit courses, not exceeding three courses per semester, without payment of tuition or fees on a space available basis. Registration for credit courses without payment, either as a full-time or part-time

student, requires that taxable income not exceed \$10,000 during the preceding year.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

It is the policy of the College to admit qualified foreign students already residing in the service area. The College has not been authorized by the U.S. Immigration and Naturalization Service to process students applying from abroad or those requiring the College to initiate or maintain an F-1 Student Visa.

RESIDENCE REQUIREMENTS

State law does not permit discretion in determining Virginia residency status. Classification must be decided solely by reference to a student's domicile. Domicile is a technical legal concept and is determined objectively by established legal rules which must be applied impartially.

A counselor in Student Services is responsible for determining residency, and guidance should be sought where there is a question regarding a student's residency status. Applicants may be required to submit a residence affidavit to determine residency for tuition purposes.

The following general rules are among those used in determining residency: (1) the term residency means domicile when used in the context of college tuition requirements; (2) a person's domicile is the place where he or she resides with the unqualified intention of remaining permanently with no present intention of leaving; (3) persons must demonstrate that they have been domiciled in Virginia for the one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status; thus (a) parents of students under 18 years of age must have been domiciled in Virginia for that year; (b) 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; and (c) students residing in the country on a temporary 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 will be given to all qualified students who are residents of the political subdivisions supporting the College, provided 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.

TRANSFERRING FROM OTHER COLLEGES

Usually, a student eligible for re-entrance in 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 he or she completes an approved preparatory program at the College. The Admissions Office will decide on each case and usually shall impose special conditions for the admittance of such students, including placement of probation.

Each student transferring from another college should consult the counselors in Student Services for an assessment of credits in order to determine his or her standing before registering for classes. Generally, 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 his or her curriculum.

Students transferring within the Virginia Community College System transfer their entire permanent record, regardless of grades, to the receiving community college.

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

Dabney S. Lancaster Community College 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, students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course(s) in a program, allowing college credit for mastery of subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by exam. There is no credit-hour charge for credits earned in this manner.

1. **CLEP EXAMINATIONS for Advanced Standing.** The College Examination Program from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects, such as English Composition, American History, American Government, General Psychology, Biology or Chemistry, are available. Credit is awarded depending on the score attained. Students interested in participating in CLEP should contact their counselor and/or the appropriate division chairman. A fee equal to the fee charged by the Educational Testing Service will be charged for each CLEP examination.
2. **LOCALLY CONSTRUCTED EXAMINATIONS for Advanced Standing.** Tests prepared by DSLCC faculty are available 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 counselor and/or the appropriate division chairperson. There is a \$5.00 fee per examination for locally constructed tests. These fees are to cover the cost of the

test and/or the administrative costs associated with the credit-by-examination program.

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

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

3. CERTIFICATION OF COMPETENCY:

Students entering from secondary vocational programs may be eligible for advanced placement in certain occupational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Certain fundamental skills in typewriting, keyboarding, shorthand, technical drafting, small engine repair and welding are taught at the area vocational schools. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the counselors, respective program head or division chairperson.

4. SPECIALIZED TRAINING: Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies and Certified Professional Secretaries and Certified Legal Secretaries exams 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 the counselors, respective program head or division chairperson.

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 their records in jeopardy.

Usually registration takes place during the announced period at the beginning of each semester. Early registration is possible during announced periods in the preceding semester.

Students should follow established procedures for making any change in their programs after registration. Again, failure to do so could place their college records in jeopardy.



TRANSCRIPTS

A student may request that a copy of his or her Student Permanent Record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers or any person(s) designated by the student. The request must be made by the individual student in writing. There is no cost for this service.

Due to limitations on access to student information under the Family Educational

Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third-party requests cannot be honored.

RELEASE OF INFORMATION ON STUDENTS

All requests for official information on students should be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information available for the student's personal inspection and the student's personally authorized release, with very limited exceptions. Directory information (name, address, telephone number, date and place of birth, major field of study, awards received and previous institutions attended)

may be released, unless a student notifies the Admissions Office by the end of the first week of each semester of classes that such directory information should remain confidential. Emergency requests for information will be handled by the Coordinator of Admissions and Records in consultation with the Dean or another appropriate College official.

HOURS

Normal office hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Thursday and from 8:00 a.m. to 3:30 p.m. on Friday. Special activities are often scheduled on weekends.



COSTS AND FINANCIAL AID

GENERAL TUITION

**Tuition rates are subject to change.
Tuition rates do not include activity fees.**

A Virginia resident is one who has lived in, and 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.

Payment of tuition also enables the student to use the library, bookstore, and student lounge 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

House Bill 1591, passed in 1989 by the Virginia General Assembly, amended the Senior Citizens' Higher Education Act passed in 1973-74. This act grants free tuition and fees under certain conditions to legal residents of Virginia who are 60 years of age or older. Registration for credit courses either as a full-time or part-time student requires that taxable income does not exceed \$10,000 during the preceding year. Taxable income is not a consideration for noncredit and audit courses (not to exceed three courses per semester).

Children of Veterans Tuition Waiver

Section 23-7.1 of the Code of Virginia provides that free tuition and fees at state-supported institutions shall be granted to children of permanently disabled or deceased veterans of the armed forces of the United States. Eligibility of such children shall be determined by the Division of War Veterans' Claims, which shall certify in writing to the admitting institution that tuition and fees should be waived. For information contact the College's Office of Veterans Affairs.

Children of Law Enforcement Officers, Firefighters, and Members of Rescue Squads Tuition Waiver

Senate Bill 529 provides free tuition and fees to children of deceased law enforcement

officers and firefighters, as well as the children of rescue squad members killed in the line of duty. Children qualifying for this waiver should file an application with the DSLCC Financial Aid Office 8-10 weeks in advance of entering school.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period (refunds made in accordance with state policy). The refund will be at the full credit rate for those credits dropped. After the add/drop period has passed, there will be no refunds.

OTHER COSTS

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.

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, improper parking or other such infractions as determined by the local college administration with the approval of the State Department of 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.

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 the book 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 register for classes until all obligations are satisfied.

Testing Fees

Any student seeking to obtain college credit through institutional examination will be charged at a rate of \$5.00 per course examination. Payment must be made before the test is given.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. In addition, failure to meet financial obligations to the college may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation, and other collection procedures as may be 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 students' status and a service charge will be assessed for all returned checks.

Books and Materials

Students are expected to obtain the books, supplies, and consumable materials needed in their studies. It is estimated that these items will cost \$100-200 per semester for the average full-time student.

Financial Aid

The purpose of the College's Financial Aid Program is to provide the financial assistance to qualified students who, without such aid, would be unable to attend college. The Student Financial Aid Committee--composed of representatives of the administrative, counseling and instructional staff--is appointed by the President of the College for the purpose of providing information concerning aid programs, administering funds granted by donors, determining need, assessing applications and granting awards. Dabney S. Lancaster offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the College itself, and through area organizations, clubs, businesses and private citizens. To apply for financial aid, a student

first must apply for admission to Dabney S. Lancaster Community College. Certain loans and grants require other financial aid forms and students should check for further information from the College's Financial Aid Office. All students must complete the Federal Financial Aid form and a Dabney S. Lancaster local application, which are located in the College's Financial Aid Office. In order to receive aid for the upcoming semester, it is necessary that all applications be received six (6) weeks prior to the start of classes. There is no charge to apply.

Satisfactory Progress for Financial Aid Recipients

Any student who applies for financial assistance from any of the federal or state student financial assistance programs must be making satisfactory progress according to the policy established by Dabney S. Lancaster Community College before any aid is disbursed. Students should contact the College Financial Aid Officer for an explanation of the satisfactory progress policy for financial aid recipients.



FINANCIAL AID PROGRAMS

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
PELL Grants (formerly Basic Educational Opportunity Grant)	All students who are U.S. citizens or lawful permanent citizens	Range: \$200 to \$2,300	All undergraduates who show a demonstrated need, as determined by the Office of Education Application for Student Financial Aid (DSLCC/AFSA)	File an Application for Federal Student Aid (AFSA) or a College Scholarship Service Financial Aid Form (FAF) and a DSLCC/AFSA. Must apply each year.	Eligibility requirements and award amounts may vary year to year depending on government appropriations.
College Work Study	All students who are citizens or lawful permanent residents	Varies,-- depending on need	All undergraduates who show a demonstrated need, as determined by the Office of Education	File completed AFSA (or FAF) and DSLCC/AFSA in the DSLCC Office of Financial Aid after January 1 each year	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Supplemental Educational Opportunity Grant (SEOG)	All students who are U.S. citizens or lawful permanent residents	Range: \$100 to \$4,000 per academic year	All undergraduates who show a demonstrated need as determined by the Office of Education	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Virginia College Scholarship Assistance Program (CSAP)	Half-time students who are Virginia residents	Range: \$400 up to \$2,000 per academic year	All undergraduates who show a demonstrated need, as determined by the State Council of Higher Education in Virginia	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Stafford Loan (Guaranteed Student Loan or GSL)	All students who are U.S. citizens or lawful permanent residents	Maximum of \$2,625 per year	All undergraduates who show a demonstrated need, as determined by the Office of Education	File a GSL application with DSLCC Financial Aid Office. GSL applications available through local banks. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Supplemental Loans for Students (SLS)	All students who are U.S. citizens or lawful permanent residents	Maximum of \$4,000 per year	All independent undergraduates who show a demonstrated need, as determined by the Office of Education. Eligibility for the SLS must be determined prior to applying.	File a SLS application with DSLCC Financial Aid Office. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Parent Loan for Undergraduate Students (PLUS)	All students who are U.S. citizens or lawful permanent residents	Maximum of \$4,000 per year	All natural parents or legal guardians of dependent undergraduate, graduate or professional students.	File a PLUS application with the DSLCC Financial Aid Office. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.

FINANCIAL AID PROGRAMS CONTINUED

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
Edvantage Loan	All students who are U.S citizens or lawful permanent residents. At least one borrower on the loan must be a Virginia resident	Range \$1,000 to \$15,000 per year.	All students who are pursuing a degree or certificate at an approved college or university and shows a demonstrated need determined by the Office of Education. Eligibility for a GSL must be determined before an Edvantage Loan is certified.	File an Edvantage Loan application with the DSLCC Financial Aid Office. Edvantage Loan applications are available from the State Dept. of Education. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Virginia Education Loan Authority (VELA)	All students who are Citizens or lawful permanent residents.	Maximum of \$2,625 per year	Eligibility determined by VELA. VELA is the Lender of Last Resort (LLR).	File a VELA application with the DSLCC Financial Aid Office. Same as GSL 2nd year students only.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Short-Term Loans (Very limited)	Any Dabney S. Lancaster Community College student	Varies	Emergency need for tuition or help	File an application with DSLCC Financial Aid Office	Repayment must be made within 30 days of receipt of the loan.
State Law Enforcement Officer's Education Program (SLEOEP)	All law enforcement personnel of Virginia	Tuition for certain courses	Applicants must be full-time employees of a Va. Law Enforcement agency	File a SLEOEP application with the Financial Aid Office	Payments are made at the end of each academic term
DSLCC Honors	High school honor graduates	Maximum of tuition and fees	Based on academic achievement and extra curricular activities	File an application through high school guidance departments from high school.	Applications must be received by the College prior to graduation
Veterans Educational Benefits	All veterans	Varies	Eligibility determined by Veterans Administration	File a VA application with the DSLCC Financial Aid Office.	In addition to monthly benefits, veterans may apply for VA Work-Study and Pell Grants through the Financial Aid Office
Local Scholarships	Any accepted Dabney S. Lancaster student	Varies	Determined by need. In some cases special guidelines must be met.	File a completion AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Funded by the College and/or local civic clubs and private donors.
Virginia War Orphans Education Act.	Any son or daughter of a Virginian who as a member of the armed forces was killed or disabled in action	Tuition and fees	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the Director of War Claims, Commonwealth of Virginia.	Should file well in advance of entering school. About 8-10 weeks required for processing.
Children of Deceased Law Enforcement Officers, Fire fighters and Members of Rescue Squads	Any son or daughter of a Virginia law enforcement officer, a firefighter, or member of squad	Tuition and fees	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the DSLCC Financial Aid Office.	Should file well in advance of entering school. About 8-10 weeks required for processing.

NOTE: All applicants must be prepared to present a copy of their parent's and/or their own income tax return for the prior year.

ACADEMIC AWARDS

Degrees, Diplomas, and Certificates

Dabney S. Lancaster Community College offers the following degrees, diplomas, or certificates for students who successfully complete approved programs at the College.

1. **Associate in Arts and Sciences (A.A.&S.)** is awarded to students majoring in one of the transfer curriculums (Business Administration, Education, General Studies, Liberal Arts, Science) who may plan on transferring to a four-year college or university after completing their respective program.
2. **Associate in Applied Science degree (A.A.S)** is awarded to students majoring in one of the occupational-technical curriculums and who may plan to obtain full-time jobs immediately upon graduation from the DSLCC.
3. **Certificates** are awarded to students who complete an approved curriculum with a minimum of 30 semester hours.
4. **Diplomas** are awarded to students who complete an approved curriculum of at least 60 semester hours or approximately two (2) years duration.
5. **Career Studies certificates** are awarded to students completing approved curriculums with a minimum of 12 to 15 semester hours.

Associate Degree Requirements

To be awarded an Associate Degree from the College, a student must:

1. Have fulfilled all of the course requirements of his or her particular curriculum as outlined in the College catalog;
2. Have been recommended for graduation by the appropriate instructional authority in his or her curriculum;
3. Have completed at least 65 semester credits applicable to an associate degree



of which twenty-five percent, excluding those received through credit by examination, must be acquired at the College.

4. Have completed the general education requirements (course work in English, Health, Mathematical Science, Orientation, Physical Education and Social Science) for an associate degree;
5. Have earned a grade point average of at least 2.0 on all studies completed which are applicable toward graduation in his or her particular curriculum;
6. Have filed a Graduate Credentials Checklist with a faculty advisor in early December and an Application for Graduation in the Office of Admissions and Records in early March;
7. Have resolved all financial obligations to the College and returned all materials, including library books;
8. Have attended graduation exercises.

Certificate or Diploma Requirements

When a student successfully completes a program of instruction which does not lead to an associate degree, he or she may be awarded a certificate or diploma. Also, if he or she pursues a degree program but is unable to complete the degree requirements, he or she may, upon the recommendation of the appropriate instructional division and the Dean of Instruction, be issued a certificate, provided the portion of study successfully completed is equivalent to an approved certificate program offered at the College.

Credits

A credit is equivalent to one collegiate semester hour. Usually, one credit is given for approximately three hours of work each week per semester. This may consist of the following:

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;
3. Three hours of laboratory or shop study;
4. Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-09); or
5. Varying credit is granted for all supervised study, seminar and project and coordinated internship courses.

Continuing Education Units (CEU)

CEU's are granted for participation in continuing education experiences provided by the College and do not carry regular academic credit. Permanent records are maintained for individuals earning CEU credits. Further information concerning CEU's may be obtained from the Extended Learning Office.



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC STANDING

President's Honor List

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

Dean's List

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

Graduation Honors

Appropriate honors are awarded for degrees, diplomas 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 1.50 shall be on academic probation until such time as their cumulative average is 1.50 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, persons on probations are ineligible for appointive or elective office in student organizations unless special permission is granted by the Dean of Student Services or by another appropriate college administrator. Students may be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their counselor. 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 1.50 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 students reapply and are accepted for readmission to another curriculum of the college. The statement "Academic Suspension" shall be placed on the student's permanent records. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Chairman of the Admissions Committee for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Chairman of the Admissions Committee.



Academic Dismissal

Students who do not maintain at least a 2.00 GPA for the semester of reinstatement to the college when on academic suspension shall be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 GPA for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until cumulative GPA reaches 1.50 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 Admissions Committee of the College. The statement "Academic Dismissal" shall be placed on the student's permanent record.

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 Dean of Instruction.

ATTENDANCE

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in dismissal from a course. 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.

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 Dean of Instruction within one week of its effective date.

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. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the official add 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 and the Dean of Instruction is required to audit a course.

CANCELLATION OF CLASSES

Students registered for classes which are canceled due to lack of enrollment or other reasons must follow procedures for withdrawal from a class.

CLASSIFICATION OF STUDENTS

Curricular Student

A student who has satisfied all College Admission requirements and has been admitted to one of the curriculums of the College.

Non-Curricular Student

A student who is not formally admitted to one of the curriculums or developmental studies, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job; (2) developing 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.

Developmental Student

A developmental studies student is one enrolled in developmental courses preparing for admission to an occupational/technical or college transfer program and has been coded developmental.

Full-Time Student

A student is considered a full-time student if he or she is carrying twelve or more credits of course work.

Part-Time Student

A student is considered a part-time student if he or she is carrying less than twelve credits of course work.

Freshman

A student is classified as a freshman until he or she has completed 30 credits in his or her designated curriculum.

Sophomore

A student is considered a sophomore after he or she has completed more than 30 course credits in his or her designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

COMMENCEMENT

A Graduate Credentials Checklist should be completed and submitted with a faculty advisor at the beginning of December prior to graduation. An Application for Graduation should be filed the beginning of March prior to graduation in the Admissions and Records Office. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Dean of Instruction.

COURSE LOAD

The normal academic load of 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 the Dean of Instruction and his or her adviser.

If the student has received academic warning or academic probation, he or she 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.

EXAMINATIONS

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

ACADEMIC ADVISING

Upon full admission to a specific curriculum, most students are assigned a counselor/faculty adviser who will oversee progress, offer consultation on academic schedules and assist the student to meet graduation and/or transfer requirements.

GRADING SYSTEM FOR CURRICULUM STUDENTS

The grades of A, B, C, D, and P are passing grades. Grades of F and U are failing grades. An I is an interim grade. Grades of R, W, and X are final grades carrying 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 assignment of which is the responsibility of the instructor. These grades denote the character 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

R Re-enroll

No credit is awarded until the course objectives are finished. To be used for developmental courses (numbered 01-09) or special courses as approved by the Dean of 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 Dean keeps a list of courses in which the R grade may be used and must approve each course eligible for an R grade.

I Incomplete

No credit: used 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 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 to receive the I grade.

W Withdrawal

No credit: a grade of W 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 the 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.

X Audit

No credit: permission of the instructor or other appropriate administrator is required to audit a course.

P Pass and U Unsatisfactory

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

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

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

GRADING DEVELOPMENTAL STUDIES (01-09)

A grade of P (Passing) is assigned for

satisfactory completion of each course in Developmental Studies numbered 01 thru 09.

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 U (Unsatisfactory), and counselors 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 if needed for graduation. When a course is repeated, only the highest grade earned is counted in computing the curriculum GPA for graduation purposes.

Grade Report

Final grade reports are mailed at the end of each semester to the student's residence as shown on his or her records. All final grades are a part of the student's permanent record and will be recorded on his or her official transcript.

Appealing Final Grade

Students are encouraged to resolve grade conflicts with their instructors. If such conflicts cannot be resolved at that level, students may appeal a grade to 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. An error in the numerical computation of 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 the other students in the class.

The Grade Appeals Committee is formed according to the grievance procedures listed in the Student Handbook.

The grade appeal must be submitted in writing and must indicate clearly the reason for the grade appeal within two (2) weeks of receiving the grade report. The committee will determine the facts of the case, which are then to be forwarded to the Dean of Instruction. The committee does not have the authority to change a grade. The decision of the Dean of Instruction may be further appealed to the President, whose decision is final.

WITHDRAWAL FROM A CLASS

A student may withdraw from a course without academic penalty within the first 8 weeks of a semester. Otherwise, the student will receive a grade of F. Students must withdraw using correct procedures. Contact your instructor prior to requesting withdrawal. Forms are available from counselors/advisors.

A student may be withdrawn administratively for prolonged absence from a course. See explanation of this procedure under Attendance.

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.

Dabney S. Lancaster Community College 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 students enrolled in its courses.

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

SCHOLASTIC DISHONESTY

Since the value of the College's degrees and certificates depends on the academic integrity of the work done by each student, 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 a quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination. This includes 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 and footnotes 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 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.) Collusion may be specially approved in advance by the instructor. 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.

TRANSFER BETWEEN CURRICULUMS

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 the counseling department or faculty adviser for assistance and to arrange for testing in English, mathematics, and reading prerequisite skills if needed. No changes in program or curriculum can be made without the recommendation of a counselor and the approval of the instructional division to which the student wishes to transfer.

TRANSFER TO OTHER INSTITUTIONS

If students plan to transfer to a four-year college or university, it is their responsibility to acquaint themselves with the requirements of the department of the intended major field in the school to which transfer contemplated and to be guided by the college or university in selecting courses. The College maintains a file

of catalogs of many other colleges and universities. The Counseling Center will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

UNSCHEDULED CLOSINGS

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made through announcements over local radio stations. In the absence of any announcement, the College is open and students are expected to be in attendance. Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas but are not general enough to bring about the closing of the College. The College will not be responsible for injury due to inclement weather. In the event that a student must miss a class for any reason, it is his or her obligation to contact the instructor as soon as possible and arrange for appropriate makeup work.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College must contact a counselor 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.



PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAM

Associate in Arts and Science (A.A.&S.)

Length: 65-70 semester hours

Majors: Business Administration
Education
General Studies
Administration of Justice
Liberal Arts
Science

OCCUPATIONAL TECHNICAL PROGRAMS

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

Length: 65-70 semester hours

Major: Administration of Justice
Business Management
Computer Information Systems
Electronics
Forestry
Mechanical Design
Nursing
Office Technology
Pulp and Paper Technology

CERTIFICATE AND DIPLOMA PROGRAMS

Length: 30-35 semester hours (Certificate)
60 semester hours (Diploma)

Administration of Justice (Diploma)
Business and Industry Training (BAITS)
Banking
Clerk-Typist
Electronics
Heavy Equipment
Law Enforcement
Microcomputer Operations
Office Management
Pulp and Paper Technology
Steno-Clerical
Welding

CAREER STUDIES

Length: 12-15 semester hours

Basic Banking
Business/Industrial Supervision
Certified Professional Secretary
Exam Review
Computer Aided Design
Computer Programming
Data Entry Operations
Electronics:
Communications
Digital
Industrial
Institutional Food Service
Photography
Pulp and Paper Technology
Real Estate Broker
Retail Merchandising
Secretarial Skills Review
Small Business Management
Welding
Women's Studies
Word Processing

DEVELOPMENTAL STUDIES

In addition to the admission requirements established for the College, entry into degree and certificate programs requires proficiency in high school English, mathematics or reading. Students whose test scores indicate a need for further preparation will be placed in developmental studies courses until they are able to meet entry requirements.

COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

EXTENDED LEARNING SERVICES

Continuing Education/Community Service
Business and Industrial Training

SPECIAL PROGRAMS

JTPA
Single Parent/Teen Mother

ASSOCIATE IN ARTS AND SCIENCES (A.A.&S)

Length: 4 semesters (2 years)

Purpose

The Associate in Arts and Sciences curriculum is 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 provided and should be included in each student's program.

Admission Requirements

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
- 2 to 4 units of college preparatory mathematics depending on major
- 1 unit of laboratory science
- 1 unit of social science

Program Requirements

Specific course requirements for the Associate in Arts and Sciences degree are intended to provide a balanced foundation in general education. Approximately one-third of the program consists of elective courses which the student would choose in accordance with the course of study he or she plans to pursue at a four-year college or university. The following is a list of Humanities Electives and Social Science Electives from which to choose:

HUMANITIES ELECTIVES

ART 101,102	Art Appreciation	3
ENG 241,242	American Literature I, II	3
ENG 243,244	English Literature I, II	3
FRE 101,102	Beginning French I, II	4
FRE 201,202	Intermediate French I, II	4
MUS 121,122	Music Appreciation I, II	3
PHI 101,102	Intro. to Philosophy I, II	3
SPA 101,102	Beginning Spanish I, II	4
SPA 201,202	Intermediate Spanish I, II	4
SPD 100	Public Speaking	3
SPD 141,142	Theatre Appreciation I, II	3

SOCIAL SCIENCE ELECTIVES

HIS 111,112	History of World Civ. I, II	3
HIS 121,122	History of the U.S. I, II	3
PLS 211,212	U.S. Government I, II	3
PSY 201,202	Intro. to Psychology I, II	3
SOC 201,202	Intro. to Sociology I, II	3

Each major option is detailed below.

BUSINESS ADMINISTRATION

The Business Administration program is the first two years of a four-year discipline that combines a 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, and it is not intended to prepare students for clerical or similar occupations.

Once students transfer, they will be expected to choose a number of courses in

one of the business areas such as the following:

- Accounting
- Economics
- Finance, Insurance, and Business Law
- Management
- Marketing

All students in business, whether at a community college or four-year college or university, will generally take the following courses for the first two years.

BUSINESS ADMINISTRATION

First Semester (Fall)

ENG 111	English Comp. I	3
SPD 100	Public Speaking*	3
STD 100	Orientation	1
HIS 121	American History I -or-	3
HIS 101	History of Western Civ. I	3
BIO 101	General Biology I w/lab -or-	4
CHM 111	College Chemistry I w/lab	4
ECO 201	Principles of Economics I	3
Elective	Humanities Elective	3-4
		<u>17-18</u>

*May be taken any semester instead of a humanities course

Second Semester (Spring)

ENG 112	English Comp. II	3
HIS 122	American History II -or-	3
HIS 102	Hist. of Western Civ. II	3
BIO 101	General Biology II w/lab -or-	4
CHM 112	College Chemistry II w/lab	4
ECO 202	Principles of Econ. II	3
Elective	Humanities Elective	3-4
		<u>16-17</u>

Third Semester (Fall)

ACC 211	Principles of Accounting I	3
ACC 213	Accounting Lab I	1
ENG 241	American Literature I -or-	3
ENG 243	English Literature I	3
HLT 105	CPR -or-	1
HLT 106	First Aid and Safety	2
PED	Elective	1
MTH 171	Pre-Calculus I -or-	3
MTH 173	Calculus I	5
Elective	Humanities Elective	3-4
Elective	Social Science Elective	3
		<u>17-21</u>

Fourth Semester (Spring)

ACC 212	Principles of Accounting II	3
ACC 214	Accounting Lab II	1
ENG 242	American Literature II -or-	3
ENG 244	English Literature II	3

HLT 105	CPR -or-	1
HLT 106	First Aid and Safety	2
PED	Elective	1
MTH 172	Pre-Calculus II -or-	3
MTH 173	Calculus II	5
Elective	Humanities Elective	3-4
Elective	Social Science Elective	3
		<u>17-21</u>
Other as approved by adviser		
Minimum credit hours for degree		67

EDUCATION

The Education program represents the first two years of a challenging and intensive quest for a four-year college or university degree in Education. The curriculum provides for initial professional education program training leading to a career in teaching at the kindergarten, elementary, middle school, secondary, and/or post-secondary levels. After completing the first two years at DSLCC, the student should be able to transfer into the third year of a four-year college or university education discipline designed to prepare students to teach in varied educational settings and to confront effectively the many critical individual barriers to learning.

EDUCATION

First Semester (Fall)

ENG 111	English Comp. I	3
SPD 100	Public Speaking*	3
HIS 111	History of World Civ. I -or-	3
HIS 121	U.S. History I	3
MTH 151	Liberal Arts Math I -or-	3
MTH 171	Pre-Calculus I	4
BIO 101	General Biology I w/lab -or-	4
CHM 111	College Chemistry I w/lab	4
STD 100	Orientation	1
Elective	Humanities Elective	3-4
		<u>17-18</u>
*May be taken any semester		

Second Semester (Spring)			
ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	3
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	3
CHM	172	Pre-Calculus II	3
BIO	101	General Biology II w/lab -or-	4
CHM	112	College Chemistry II w/lab	4
Elective		Humanities Elective	3-4
			<u>16-17</u>

Third Semester (Fall)			
ENG	241	American Literature I -or-	3
ENG	243	English Literature I	3
ECO	211	Principles of Econ. I	3
PSY	201	Intro. to Psychology I	3
HLT	105	CPR -or-	1
HLT	106	First Aid and Safety	2
PED		Elective	1
Elective		Humanities Elective	3-4
Elective		Social Science Elective	3-4
			<u>16-18</u>

Fourth Semester (Spring)			
ENG	242	American Literature II -or-	3
ENG	244	English Literature II	3
ECO	212	Principles of Econ. II	3
PSY	202	Intro. to Psychology II	3
HLT	105	CPR -or-	1
HLT	106	First Aid and Safety	2
PED		Elective	1
Elective		Humanities Elective	3-4
Elective		Social Sciences Elective	3
			<u>16-18</u>

Minimum credit hours for degree 65

GENERAL STUDIES

First Semester (Fall)			
ENG	111	English Comp. I	3
SPD	100	Public Speaking*	3
HIS	101	History of Western Civ. I -or-	3
HIS	121	U.S. History I	3
MTH	151	Liberal Arts Math I -or-	3
MTH	171	Pre-Calculus I	3
BIO	101	General Biology I w/lab -or-	4
CHM	111	College Chemistry I w/lab	4
STD	100	Orientation	1
Elective		Humanities Elective	3-4
			<u>17-18</u>

*May be taken any semester instead of a humanities course

Second Semester (Spring)			
ENG	112	English Comp. II	3
HIS	102	Hist. of Western Civ. II -or-	3
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	3
MTH	172	Pre-Calculus II	3
BIO	102	General Biology II w/lab -or-	4
CHM	112	College Chemistry II w/lab	4
Elective		Humanities Elective	3-4
			<u>16-17</u>

Third Semester (Fall)			
ENG	241	American Literature I -or-	3
ENG	243	English Literature I	3
HLT	105	CPR -or-	1
HLT	106	First Aid and Safety	2
PED		Elective	1
Elective		Humanities Elective	6
Elective		Social Science Elective	6
			<u>16-17</u>

Fourth Semester (Spring)			
ENG	242	American Literature II -or-	3
ENG	244	English Literature II	3
HLT	105	CPR -or-	1
HLT	106	First Aid and Safety	2
PED		Elective	1

GENERAL STUDIES

The General Studies student will take the core requirements. The remaining hours of general electives (up to 30) will be chosen from the Humanities, Social Sciences, Natural Sciences and Mathematics.

Elective	Humanities Elective	6-8
Elective	Social Science Elective	6
		<u>16-19</u>
Minimum credit hours for degree		65

ADMINISTRATION OF JUSTICE

Within the General Studies (A.A. and A.S.) degree program and beyond the minimum General Education requirements set by the State Board for Community Colleges of Virginia in Humanities, Social Sciences, Natural Sciences, and Mathematics plus Health, Physical Education or Recreation and Orientation, students may elect courses in the Administration of Justice discipline to fulfill elective course requirements. Students are cautioned that they are responsible for working with the potential receiving institution to confirm the application of these elective courses to their program of study at the transfer institution.

Students must complete a minimum of 18 semester hours in ADJ courses to qualify for this option and should elect no more than 24 semester hours total in Administration of Justice. Once the student has qualified for the ADJ option, they may choose additional courses in General Education or ADJ.

ADMINISTRATION OF JUSTICE

First Semester (Fall)

ENG 111	English Comp. I	3
*ADJ/Free	Electives	6
STD 100	Orientation	1
MTH 151	Math for Liberal Arts I	3
PLS 211	U.S. Government I	3
		<u>16</u>

Second Semester (Spring)

ENG 112	English Comp. II	3
*ADJ/Free	Electives	6
MTH 152	Math for Liberal Arts II	3
PLS 212	U.S. Government II	3
PED/HLT	Requirement	1
		<u>16</u>

Third Semester (Fall)

BIO/CHEM	Requirement	4
HIS 111	World History -or-	3
HIS 121	American History	3
PED	Requirement	1
*ADJ/HUM	Electives	6
SOC 201	Introduction to Sociology I	3
		<u>17</u>

Fourth Semester (Spring)

BIO/CHEM	Requirement	4
HUM	Requirement	3
*ADJ/HUM	Electives	6
SOC 202	Introduction to Sociology II	3
		<u>16</u>

Minimum credit hours for degree 65

*See the Administration of Justice courses listed under Course Description section. All electives must be approved by Counselor/Advisor.

LIBERAL ARTS

The Liberal Arts program provides the most flexibility in curriculum of any program offered at either the community college or four-year college/university level. This curriculum serves as an excellent framework for the integration of many, if not all, of the major areas of academic study. For the student who wishes a broad, critically challenging education in the major academic fields in order to define more specifically his or her ultimate career choices, the diversity found within the Liberal Arts program is ideal. After completing the first two years at DSLCC, the student will be able to transfer into the final two years at a four-year college or university feeling comfortable that he or she possesses initial breadth, flexibility, and intellectual rigor.

LIBERAL ARTS

First Semester (Fall)

ENG 111	English Comp. I	3
SPD 100	Public Speaking*	3

HIS 101	History of Western Civ. I -or-	3	Elective	Humanities Elective	3-4
HIS 121	U.S. History I	3			
MTH 151	Liberal Arts Math I -or-	3	Elective	Social Science Elective	3
MTH 171	Pre-Calculus I	3			<u>18-20</u>
STD 100	Orientation	1	Minimum credit hours for degree		69
FRE 101	Beginning French I -or-	4	<hr/>		
SPA 101	Beginning Spanish I	4			
Elective	Humanities Elective	<u>3</u>			
		17			

*May be taken any semester instead of a humanities course

Second Semester (Spring)

ENG 112	English Comp. II	3			
HIS 102	Hist. of Western Civ. II -or-	3			
HIS 122	U.S. History II	3			
MTH 152	Liberal Arts Math II -or-	3			
MTH 172	Pre-Calculus II	3			
HLT 105	CPR -or-	1			
HLT 106	First Aid and Safety	2			
PED	Elective	1			
FRE 102	Beginning French II or-	4			
SPA 102	Beginning Spanish II	4			
Elective	Humanities Elective	<u>3-4</u>			
		17-19			

Third Semester (Fall)

ENG 241	American Literature I -or-	3			
ENG 243	English Literature I	3			
BIO 101	General Biology I w/lab -or-	4			
CHM 111	College Chemistry I w/lab	4			
FRE 201	Intermediate French I -or-	4			
SPA 201	Intermediate Spanish I	4			
Elective	Social Science Elective	<u>6-7</u>			
		17-18			

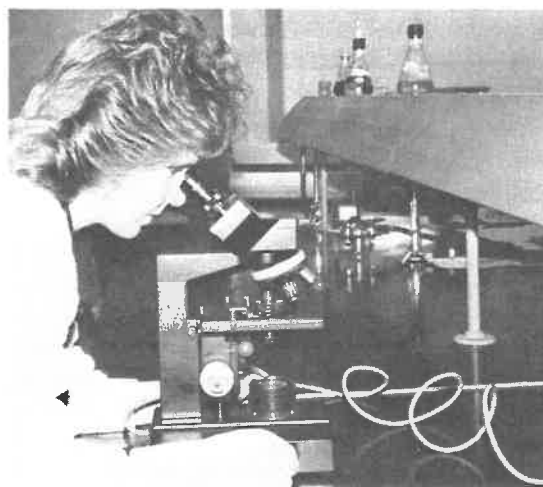
Fourth Semester (Spring)

ENG 242	American Literature II -or-	3			
ENG 244	English Literature II	3			
BIO 102	General Biology II w/lab -or-	4			
CHM 112	College Chemistry II w/lab	4			
HLT 105	CPR -or-	1			
HLT 106	First Aid and Safety	2			
PED	Elective	1			
FRE 202	Intermediate French II -or-	4			
SPA 202	Intermediate Spanish II	4			

Elective	Humanities Elective	3-4
Elective	Social Science Elective	3
		<u>18-20</u>
Minimum credit hours for degree		69

SCIENCE

The Science program represents the first two years of an intensive pursuit of a four-year college or university degree in one of the many natural sciences. The first two years of courses listed below will provide an opportunity for students to engage in the study of initial courses in mathematics and sciences which lead to the more advanced third and fourth year courses to be taken when the student transfers into the third year of a four-year college or university. Also during the first two years, the student will complete humanities and social science requirements and electives, freeing up his or her final two years for intensive study of his or her chosen specialty.



SCIENCE

First Semester (Fall)

ENG 111	English Comp. I	3
SPD 100	Public Speaking*	3
HIS 101	History of Western Civ. I -or-	3
HIS 121	U.S. History I	3

MTH 171	Pre-Calculus I -or-	3
MTH 173	Calculus I	5
BIO 101	General Biology I w/lab -or-	4
CHM 111	College Chemistry I w/lab	4
STD 100	Orientation	1
Elective	Humanities Elective	3-4
		<u>17-20</u>

*May be taken any semester instead of a humanities course

ENG 243	English Literature I	3
BIO 101	General Biology I w/lab -or-	4
CHM 111	College Chemistry I w/lab	4
HLT 105	CPR -or-	1
HLT 106	First Aid and Safety	2
PED	Elective	1
Elective	Humanities Elective	3-4
Elective	Social Science Elective	3
		<u>14-16</u>

Second Semester (Spring)

ENG 112	English Comp. II	3
HIS 102	Hist. of Western Civ. II -or-	3
HIS 122	U.S. History II	3
MTH 172	Pre-Calculus II -or-	3
MTH 174	Calculus II	5
BIO 102	General Biology II w/lab -or-	4
CHM 112	College Chemistry II w/lab	4
Elective	Humanities Elective	3-4
		<u>16-19</u>

Third Semester (Fall)

ENG 241	American Literature I -or-	3
---------	----------------------------	---

Fourth Semester (Spring)

ENG 242	American Literature II -or-	3
ENG 244	English Literature II	3
BIO 102	General Biology II w/lab -or-	4
CHM 112	College Chemistry II w/lab	4
HLT 105	CPR -or-	1
HLT 106	First Aid and Safety	2
PED	Elective	1
Elective	Humanities Elective	3-4
Elective	Social Science Electives	3
		<u>14-16</u>

Minimum credit hours for degree 61



ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Dabney S. Lancaster Community College awards Associate in Applied Science degrees in several occupational technical areas. The Associate in Applied Science degree programs are designed primarily for immediate employment and are based upon employment needs and trends within the service area of the respective community college. The semester credit hours required in each program ranges from 65 to 72 credit hours for those having a summer school required component such as forestry and nursing.

Each curriculum contains a general education component which would include skills in written and oral communications, health and physical education, social sciences such as economics, psychology and political science and a mathematics requirement as well as an orientation to the higher education environment. It is intended that the general education requirements provide personal development in civic, consumer, environmental and social responsibilities.

Students entering from high school (secondary) vocational education programs may receive advanced placement through a written articulation agreement. (See Advanced Placement) Students, in certain programs, may aspire to transfer to a four-year institution in later years. In these instances, working with the counselor and faculty advisors, students will be allowed to substitute transfer oriented general education courses for those identified in the AAS degree curriculums listed.

The technical major components of the AAS degree programs are built upon learning outcomes for those knowledge skills and attitudes that students need to function within their respective career choices. Careful attention should be paid to those academic standards which are needed to progress in each of the degree programs, including successful completion of certain sequenced courses as well as prerequisites or co-requisites required in conjunction with a given course.

ADMINISTRATION OF JUSTICE (Pending State Board Approval)

The program in Administration of Justice has been designed to prepare individuals for career services in law enforcement and related occupations. Supported by broad, 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 traffic control. The program is primarily for the preparatory student but the experienced officer may receive advanced placement based upon certification of previous training through other Virginia law enforcement training agencies.

Students whose ultimate goal is a baccalaureate degree must complete the General Studies (AA/AS) degree requirements which provide an option in Administration of

Justice and transfer level general education courses.

Occupational Objectives:

- Commercial or Industrial Security Officer
- City, State or Federal Law Enforcement Officer
- County Sheriff's Deputy
- Private or Government Investigator

Admission Requirements: In addition to general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set height and physical standards and investigate the moral character of all applicants. The physical standards are good condition, weight in proportion to height, normal hearing and normal vision (minimum acuity 20-40 uncorrected).

Program Requirements: Approximately one-half 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 the curriculum, individuals will be awarded the Associate in Applied Science Degree with a major in Administration of Justice.

First Semester (Fall)			
ENG	101	Practical Writing I	3
ADJ	105	Juvenile Justice System	3
ADJ	110	Introduction to Law Enforcement	3
STD	100	Orientation	1
MTH	120	Introduction to Math	3
ECO/PLS/		Requirement	2
HLT	106	First Aid and Safety	2
			<u>17</u>

Second Semester (Spring)			
ENG	102	Practical Writing II	3
ADJ	201	Criminology	3
ADJ	228	Narcotics & Dangerous Drugs	3
CIS		Elective	3-4
ECO/PLS/		Requirement	2
PSY		Requirement	1
PED		Requirement	1
			<u>15-16</u>

First Semester (Fall)			
ADJ/Free		Elective	3
ADJ	111	Law Enforcement Organization and Administration	3
ECO/PLS/		Requirement	2
PSY		Requirement	2
ADJ	211	Criminal Law, Evidence and Procedures I	3
ADJ	236	Prin. of Criminal Investigation	3
SOC	201	Introduction to Sociology I	3
			<u>17</u>

Second Semester (Spring)			
ADJ/Free		Elective	6-7
ADJ	212	Criminal Law, Evidence and Procedures II	3
ADJ	237	Adv. Criminal Investigation	3
SOC	202	Introduction to Sociology II	3
			<u>15-16</u>

Minimum Credit Hours for Degree 65

BUSINESS MANAGEMENT

Purpose: With the rapid development of business and industry in Virginia, there is a demand for qualified personnel to assist business management 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 in business immediately upon completion of the program. Both persons who are seeking their first employment in a business and those seeking promotion may benefit from the program.

The required courses in this program are offered on a rotating basis in evening hours in order for employed persons to complete all degree requirements after work hours.

Occupational Objectives:

- Assistant Buyer
- Management Trainee
- Manager of Small Business
- Manufacturer's Representative
- Retail Manager
- Salesman
- Supervisor

Admission Requirements: In addition to the admission requirements established for the College, entry into the Management 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 or math) need three years to complete the degree requirements.

Program Requirements: Students must achieve an overall grade of C (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the

Business Technology Associate in Applied Science Degree with a major in Management.

First Semester (Fall)

*BUS 100	Introduction to Business	3
BUS 150	Principles of Management	3
ENG 101	Practical Writing I	3
MTH 120	Introduction to Mathematics	3
STD 100	Orientation	1
BUS 115	Organizational Behavior	3
		<hr/> 16

*Recent secondary graduates who have completed a General Business course or curriculum or individuals who have extensive business experience may request waiver of BUS 100.

Second Semester (Spring)

¹ BUS 121	Business Math I	3
² CIS 150	Introduction Micro. Software	4
ECO 202	Principles of Economics II	3
ENG 102	Practical Writing II	3
HLT/PED	Requirement	1
PED	Requirement	1
PLS/PSY	Requirement	2
		<hr/> 17

¹Prerequisite MTH 120 or equivalent.

²Prerequisite: 25 WPM keyboarding skills.

First Semester (Fall)

ACC 211	Principles of Accounting I	3
ACC 213	Accounting Lab I	1
BUS 122	Business Math II	3
BUS 241	Business Law	3
MKT 100	Principles of Marketing	3
Free Elective		3
		<hr/> 16

Second Semester (Spring)

ACC 212	Principles of Accounting II	3
ACC 214	Accounting Lab II	1
BUS 165	Small Business Management	3
BUS 236	Communications in Mgmt.	3
PLS/PSY	Requirement	2
Career Electives(s)		4
		<hr/> 16

Minimum credit hours for degree 65

General Business Management

All courses prefixed with ACC, BUS, CIS, ECO, MKT, IND, or OFT qualify as career-related electives with the approval of the adviser/counselor.

Cooperative Education 197 and 297 and Coordinated Internship 190 or 290 are acceptable electives, with a maximum of seven (7) credit hours applicable toward the degree program. Enrollment is subject to approval of Coordinator of Cooperative Education and the adviser/counselor.

DSLCC has an advanced placement agreement with certain local businesses and industries to apply apprenticeship training courses to the AAS Business Management curriculum. Consult with the counseling staff, respective program head or division chairman for additional information.

COMPUTER INFORMATION SYSTEMS

Purpose: This curriculum is designed to provide the basic knowledge and skills for data processing occupations as identified in the Data Processing Management Association's model curriculum. With the rapid development of computer information systems' occupations in business, government and industry in Virginia, there is an increasing demand for qualified personnel to provide information for management decision making. This program is designed to serve the needs of those seeking initial employment within the data processing field plus upgrading and in-service training for those employed in related occupations.

Occupational Objectives:

- Computer Programming Maintainer
- Computer Programming Trainee
- Microcomputer Operator

Admission Requirements: In addition to the admission requirements established for the College, this program requires a strong aptitude or background in mathematics. Students should also possess proficiency in writing and reading skills. Students who lack proficiency in these areas will be required to enroll in appropriate prerequisite skills' courses. Should students be unable to complete the math studies by the close of the first semester, they should anticipate extending

their studies an additional year. Students who do not have basic keyboarding skills with proficiency of 25 words per minute will be required to enroll in the appropriate class to accomplish this proficiency prior to moving into the second semester of study.

Program Requirements: The curriculum includes technical courses in data processing, accounting, business math and a core of general education. Students must receive an overall C average in all degree requirements in order to receive the AAS degree in Computer Information Systems. Students will be expected to achieve a C average in each course that is a prerequisite for computer programming language courses, beginning with CIS 125--Computer Program Design. The first year of the curriculum includes general education courses and introductory courses in data processing and computer programming concepts. The second year expands into computer programming languages and computer information systems development and culminates in computer program applications. The programming option will be available only if there are enough interested students to make a class.

**COMPUTER INFORMATION SYSTEMS
Option: Business Applications**

First Semester (Fall)		
CIS 110	Fundamentals of Computer Information Systems	3
CIS 125	Computer Program Design	4
BUS 150	Intro. to Business Mgmt.	3
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
STD 100	Orientation	1
		17

Second Semester (Spring)		
¹ BUS 121	Business Mathematics I	3
CIS 228	Micro. Oper. Sys. & Hardware	3
² CIS 150	Intro. to Micro. Software	4
ENG 102	Practical Writing II	3
HLT/PED	Requirement	1
ECO/PLS/PSY	Requirement	2
		16

First Semester (Fall)		
ACC 211	Principles of Accounting I	3
ACC 213	Lab for ACC 211	1
BUS 122	Business Math II	3
CIS 225	CIS Development	3
*CIS	Elective	3
ECO/PLS/PSY	Requirement	2
		15

Second Semester (Spring)		
ACC 212	Principles of Accounting II	3
ACC 214	Lab for ACC 212	1
*CIS	Electives	6
CIS 286	Comp. Program Applications	4
PED	Requirement	1
ECO/PLS/PSY	Requirement	2
		17

Minimum credit hours for degree 65

¹Prerequisite: MTH 120 or equivalent
²Prerequisite: 25 wpm keyboarding skills

***ELECTIVES TO BE CHOSEN FROM
FOLLOWING COURSES:**

CIS 121	Computer Programming: Basic I	4
CIS 157	Microcomputer Spreadsheet Software	3
CIS 158	Microcomputer Data Base Management Software	3
CIS 159	Microcomputer Business Graphics Software	3
CIS 165	Microcomputer Communications Software	3
CIS 166	Microcomputer Integrated Software	4

**COMPUTER INFORMATION SYSTEMS
Option: Programming**

First Semester (Fall)		
BUS 150	Principles of Management	3
CIS 110	Fundamentals of Computer Information Systems	3
CIS 125	Computer Program Design	4
ENG 101	Practical Writing I	3
MTH 120	Introduction to Mathematics	3
STD 100	Orientation	1
		17

Second Semester (Spring)		
¹ BUS 121	Business Mathematics I	3
² CIS 131	Computer Prog.: COBOL I	4
CIS 205	Job Control Language	3
ENG 102	Practical Writing II	3
ECO/PLS/PSY	Requirement	2
HLT/PED	Requirement	1
		16

First Semester (Fall)		
ACC 211	Principles of Accounting I	3
ACC 213	Lab for ACC 211	1
BUS 122	Business Mathematics II	3
CIS 225	CIS Development	3
CIS 231	Computer Prog.: COBOL II	4
ECO/PLS/PSY	Requirement	2
		16

Second Semester (Spring)		
ACC 212	Principles of Accounting II	3
ACC 214	Lab for ACC 212	1
CIS	Elective	4
CIS 286	Computer Prog. Applications	4
ECO/PLS/		
PSY	Requirement	2
FREE	Elective	1
PED	Requirement	1
		<u>16</u>

Minimum credit hours for degree 65

¹Prerequisite: MTH 120 or equivalent
²Prerequisite: 25 wpm keyboarding skills

***ELECTIVES TO BE CHOSEN FROM FOLLOWING COURSES:**

CIS 141	Computer Programming: Pascal	4
CIS 151	Computer Programming: Fortran	4
CIS 162	Computer Programming: Assembler	4
CIS 171	Computer Programming: RPG	4
CIS 175	Computer Programming: Ada	4

ELECTRONICS

Purpose: The rapid growth of electronics and related industries in Virginia has created a steady demand for qualified electronic technicians. This degree program is designed to train persons for full-time employment immediately upon completion. Finally, the program helps employed electricians and electronics technicians in local industry to upgrade and keep up-to-date their skills in this rapidly changing field through continuous evening courses and special offerings on site. Evening courses in electronics are scheduled each semester to meet the needs of those employed full time who cannot attend day classes.

Occupational Objectives:

- Communications Technician
- Electronics Technician
- Industrial Electronics Technician
- Laboratory Technician

Admission Requirements: In addition to the admission requirements of the College, entry into the Associate in Applied Science program with a major in Electronics requires

proficiency in reading, English and mathematics, including one unit of algebra and one unit of geometry or the equivalent. Students who enter with less than one unit of each should anticipate enrolling in the summer session prior to starting the program. Failure to do this will extend their studies one year to succeed in the math-based electronics courses. Students who do not meet these requirements, or whose test scores indicate a need for further preparation, will be placed in prerequisite skills' courses.

Program Requirements: The first year of the Electronics program is designed to establish a general base in mathematics, electronic circuits, and networks. The second year expands to a number of important areas of electronics, such as computers, control circuits, measurements and communications. Approximately one-half of the program will include courses in electronics technology, with the remaining courses in related subjects, general education and electives. Each student is advised to consult with his or her faculty adviser in planning a program and selecting electives.

Upon completion of the program the student will be awarded the Associate in Applied Science Degree with a major in Electronics.

NOTE: A number of colleges award baccalaureate degrees in technology which can be a continuation of studies beyond the AAS degree. Students interested in such a program should advise and consult their counselor/advisor early in their studies.

First Semester (Fall)

ECO/PLS/		
PSY	Requirement	2
ENG 101	Practical Writing I	3
ETR 113	DC & AC Fundamentals I	4
ETR 123	Electronic Application I	2
MTH 111	Technical Math I	3
HLT/PED	Requirement	1
STD 100	Orientation	1
		<u>16</u>

Second Semester (Spring)

ENG 102	Practical Writing II	3
ETR 114	DC & AC Fundamentals II	4
ETR 144	Devices & Applications	4
MTH 112	Technical Math II	3
MTH 195	Topics in Technical Math	3
		<u>17</u>

First Semester (Fall)

ECO/PLS/			
PSY		Requirement	2
ELE	211	Electrical Machines I	3
ETR	203	Electronic Devices	4
ETR	279	Digital Systems I	4
PED		Requirement	1
PHY	131	Applied Physics I	3
			<hr/> 17

Second Semester (Spring)

ECO/PLS/			
PSY		Requirement	2
ELE		Elective*	3
ETR	280	Digital Systems II	4
ETR	241	Electronic Communication I	4
PHY	132	Applied Physics II	3
			<hr/> 16

*Requires adviser approval.

Minimum credit hours for degree 66

FORESTRY

Purpose: Forestry and forest-related industries are vital to the economy of Virginia, where 60% of the total land area is forested. The use of these resources by forest industries, as well as in recreation and wildlife preservation, requires forest technicians trained in forest management, protection, timber harvesting and utilization.

This program is designed for persons who seek full-time employment in forestry occupations upon completion of the program. Graduates from the program will be qualified to work in positions in forestry management, urban tree care or as wood products technicians in timber harvesting or sawmill operations. This program meets the Society of American Foresters' criteria for national recognition.

Occupational Objectives:

- Company Logger
- Fire Control Officer
- Forest Technician
- Forestry Aide
- Lumber Grader
- Recreation Aide
- Sawmill Operator

Scaler

Surveying Aide

Tree Care Technician

Admission Requirements: In addition to the general admission requirements for the College, entry into the program requires proficiency in English, mathematics and reading. The applicants should have completed one unit of algebra, one unit of high school geometry or equivalent. One unit of biology is helpful. Students whose records or test scores indicate a need for prerequisite skills' courses will be placed in these 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. Students seeking this route must complete all non-forestry courses listed, prior to entering the summer session. Transfer students must complete the technical math courses before transferring to DSLCC. Failure to do so will add an additional year of study to the program.

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

Program Requirements: The first year of the forestry curriculum provides general education as well as basic forestry subjects leading to the study of entry-level job skills in forestry.

During the summer, students are required to complete approximately 300 clock hours of work/field experience. The College will assist with placement; however, the student is ultimately responsible for locating a position as a volunteer or paid employee. The employment must be approved by a forestry instructor.

Upon successful completion of the program, the student will be awarded the Associate in Applied Science Degree in Forestry Technology.



First Semester (Fall)			
FOR	202	Forest Mensuration II	4
FOR	227	Timber Harvesting	5
FOR	135	Wildlife and Fisheries Management	4
FOR	246	Urban Forestry	4
			17

Second Semester (Spring)			
FOR	229	Sawmilling	5
FOR	215	Applied Silviculture	4
CIS	110	Fund. of Comp. Info. Systems	3
BUS	111	Principles of Supervision	3
FOR	245	Forest Products	2
			17

Minimum hours for degree 72

MECHANICAL DESIGN

Purpose: There is a need for qualified designers to work with engineers in industry and with civil agencies. The Associate in Applied Science Degree curriculum in Mechanical Design Technology is designed to prepare persons for full-time employment immediately upon completion of the program. In addition students have the option of transferring credits earned in the A.A.S. degree program to certain four-year colleges and universities toward a B.S. degree (see note below). The mechanical design technician is concerned with: properties of materials; operation and layout of machines; and designs, specifications and drawings used to describe structures and products. A graduate of this program is capable of skillfully accomplishing neat and accurate detail and assembly drawings manually and on computer-aided-design equipment.

Occupational Objectives:

- Detail Drafter
- Fixture Designer
- Machine Design Drafter
- Mechanical Designer
- Structural Design Drafter

NOTE: A number of colleges have bachelor degree programs in engineering technology which continue from the Mechanical Design A.A.S. degree. Students interested in such

First Semester (Fall)			
ECO/PLS/		Requirement	2
PSY	101	Practical Writing I	3
MTH	111	Technical Mathematics I	3
STD	100	Orientation	1
FOR	105	Forest and Wildlife Ecology	4
FOR	115	Dendrology	4
			17

Second Semester (Spring)			
MTH	112	Technical Mathematics II	3
ENG	102	Practical Writing II	3
ECO/PLS/		Requirement	4
PSY		Requirement	2
FOR	201	Forest Mensuration I	4
FOR	125	Forest Fire Control	1
			17

Summer Session			
FOR	290/297	Co-op Education	4

programs should consult with a counselor/adviser early in their program at DSLCC.

Admission Requirements: In addition to the admission standards established for the College, entry into the Engineering Technology Associate in Applied Science with a major in Mechanical Design requires proficiency in reading, English and mathematics, including one unit of algebra and one unit of geometry or equivalent. Students who are not proficient in these subject areas will be required to correct deficiencies in prerequisite skills' courses before entering the curriculum.

Program Requirements: Approximately one-half of the program will include courses in mechanical design and related technologies, with the remaining courses in general education and electives. Instruction will include both theoretical concepts and practical applications needed for future success in mechanical design technology. Each student is advised to consult with the faculty adviser and the counseling department in planning a program and selecting electives. Upon completion of the program, the graduate will be awarded the Engineering/Industrial Technology Associate in Applied Science Degree with a major in Mechanical Design.

MTH 111	Technical Math I	3
ECO/PLS/PSY	Requirement	4
HLT/PED	Requirement	2
STD 100	Orientation	1
		16

Second Semester (Spring)

ENG 102	Practical Writing II	3
DRF 142	Industrial Drafting Tech. II	3
DRF 155	Fund. of Arch. Drafting	3
ECO/PLY/PSY	Requirements	2
MTH 112	Technical Math II	3
MTH 195	Topics in Tech. Math	2
		16

First Semester (Fall)

EGR 130	Statics & Strength of Materials for Engineering Technology	5
DRF 211	Advanced Drafting Tech. I	3
DRF 231	Computer Aided Drafting I	3
IND 113	Materials & Processes of Manufacturing	2
PHY 131	Applied Physics I	3
		16

Second Semester (Spring)

DRF 212	Advanced Drafting Tech. II	3
DRF 232	Computer Aided Drafting II	3
DRF 298	Projects in Mech. Design	2
MEC 215	Adv. Jig and Fixture Design	2
PHY 132	Applied Physics II	3
	*Career Elective	4
		17

Minimum credits for degree **65**

*All electives must be approved by your faculty/counselor adviser.

First Semester (Fall)		
ENG 101	Practical Writing I	3
DRF 141	Industrial Drafting Tech. I	3



NURSING

Accreditation: The Associate Degree Nursing Program has been accredited by the Virginia State Board of Nursing and the National League for Nursing.

Purpose: The two-year Associate Degree Program is designed to prepare selected students to qualify as contributing members of the health team, rendering safe direct patient care as beginning practitioners of nursing in a variety of health service facilities. At the successful completion of the program, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (R.N.).

Occupational Objectives: Employment opportunities for the Registered Nurse include staff positions with hospitals, nursing homes, health departments, physicians' office, schools, industry and home health care providers.

Admission Requirements: Students majoring in Nursing are admitted annually in August. Early application is suggested since space is limited.

This program is open to both male and female applicants. Marital status is not a factor.

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

1. Graduation from high school or GED.
2. High school courses in biology and chemistry. High school record of achievement must reflect a C average in academic subjects, excluding foreign languages.
3. Students with college credit must have a GPA of 2.0 or higher.
4. Completion of physical and dental examinations, with all problems corrected. Immunization as prescribed, TB testing, VDRL and urinalysis are to be included. Applicants must be free of any physical or psycho-social

problem which might adversely affect their performance as practitioners of nursing.

5. Two personal interviews are required. The first interview is with the nursing counselor from Student Services. Qualified applicants are also interviewed by the program head of the Nursing Department or her delegate following the completion of all other pre-admission requirements.
6. Students will take the following tests:
 - Math pretest
 - CGP - reading and sentence
 - SSHA - study skills
 - 16 PF - personality

Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program.

Admission With Advanced Standing: Admission for licensed practical nurses, former nursing students, transfers and others with previous nursing experience is considered on an individual basis for advanced placement.

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

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.



First Semester (Fall)

STD	100	Orientation	1
NUR	111	Nursing I	5
NUR	230	Pharmacology	3
BIO	140	Anatomy & Physiology	6
			<u>15</u>

Second Semester (Spring)

ENG	111	English Composition I	3
PSY	201	Introduction to Psychology	3
BIO	150	Microbiology	3
NUR	112	Nursing II	6
			<u>15</u>

Third Semester (Summer)

ENG	112	English Composition II	3
SOC	201	Principles of Sociology	3
PED		Elective	1
NUR	211	Nursing III	6
			<u>13</u>

Fourth Semester (Fall)

PSY	238	Life Span Human Devel.	3
*		Elective	3
NUR	212	Nursing IV	8
			<u>14</u>

Fifth Semester (Spring)

PED		Elective	1
HLT	298	Role Transition Seminar	2
NUR	213	Nursing V	8

* Elective 2
13

*Electives are limited to PSY 202, SOC 202, ECO 121, PLS 131, CSC 100, HLT 105, or HLT 230

Total Minimum for Degree	70
Nursing Credits	36
General Education Credits	34

OFFICE SYSTEMS TECHNOLOGY

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 persons for full-time employment upon graduation or to upgrade those who are seeking promotion or specialization. Career opportunities available through this program include: executive, legal or medical secretary, word processing specialist and other technical office occupations.

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 shorthand, typewriting, computers or other skill areas may be granted advanced placement.

Program Requirements: This curriculum combines instruction in many subject areas required for competency as a secretary and within areas of specialization, such as legal, executive or medical secretaries. Courses are also required which develop students as mature, responsible employees. Students must receive a grade of C or better in typewriting and shorthand or repeat the course to earn a grade of C or better before continuing in the sequence. In the second year, students may elect courses in either Computer Information Systems, Business, Legal or Medical Secretarial Skills. The student should consult with the counselor or faculty adviser in planning a program and for approval of electives. Upon completion of the program and maintaining an overall C (2.0 GPA) in all required classes, students will be awarded the Associate in Applied Science Degree with a major in Office Systems Technology.

First Semester (Fall)

ECO/PLS/			
PSY	Requirement		2
ENG 101	Practical Writing I		3
OFT 106	Business English Skills Review		3
OFT 111	Keyboarding /Typing I		3
OFT 121	Shorthand I		4
PED/HLT	Requirement		1
STD 100	Orientation		1
			<u>17</u>

Second Semester (Spring)

ECO/PLS/			
PSY	Requirement		2
ENG 102	Practical Writing II		3
OFT 112	Keyboarding Typing II		3
OFT 122	Shorthand II		4
OFT 155	Beginning Machine Transcription		3
OFT 231	Microcomputer Office Application I		3
			<u>18</u>

First Semester (Fall)

CIS 150	Introduction to Microcomputer Software		4
---------	--	--	---

MTH 120	Introduction to Math		3
OFT 251	Office Sys. & Procedures I		3
OFT 137	Filing/Record Management		3
OFT 216	Word Processing Equipment Operations		3
			<u>16</u>

Second Semester (Spring)

ACC 115	Applied Accounting		3
ECO/PLS/			
PSY	Requirement		2
OFT 236	Word Processing Operation & System Operation -or-		3
OFT 232	Microcomputer Office Application II		
OFT 252	Office Sys. & Procedures II		3
PED/HLT	Elective		1
Career Elective			3
			<u>15</u>

Minimum credit hours for degree 66

Career-related electives may be selected from Computer Information Systems (CIS), Business Management (BUS), Accounting (ACC), etc. All electives must be approved by the student's adviser/counselor prior to enrolling.

PULP AND PAPER TECHNOLOGY

(Pending Approval)

Purpose: This Associate in Applied Science Degree Program has been developed to prepare you for entry into the paper and allied products industry. The number of employees in this field has increased 23.3% since 1975 and it was the 8th largest employer among Virginia industries in 1984, according to a study completed by the Tayloe Murphy Institute at the University of Virginia. The introduction of high technology into paper and allied products processing has mandated training and education of new employees in the entire system of pulp and paper processing.

Upon completion of this program, the student will be considered an industrial technician and will be welcomed by such industrial giants as Westvaco, Chesapeake, Union Camp and many smaller allied product plants.

Occupational Objectives:

Pulp and Paper Industry Technician

Admission Requirements: Students must complete all requirements for General Admission to the College. This includes submitting the Application for Admission, official high school transcripts (college transcripts if applicable), and completion of the Comparative Guidance Placement (CGP) test.



Program applicants will be interviewed by the Vocational Counselor or the Pulp and Paper Technology Program Head. Admission with advanced standing for those employees of pulp and paper industries is considered on an individual basis.

Program Requirements: Students must achieve an overall grade of C (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the program, the student will be awarded the Associate in Applied Science Degree with a major in Pulp and Paper Technology.

First Semester (Fall)

ENG 101	Practical Writing I	3
MTH 111	Technical Math I	3
STD 100	Orientation	1
IND 171	Intro. to Pulp and Paper I	4
CHM 100	Intro. to Chemistry	3
ECO/PLS/ PSY	Requirement	2
		16

Second Semester (Spring)

ENG 102	Practical Writing II	3
MTH 112	Technical Math II	3
PHY 130	Survey of Applied Physics	3
IND 172	Intro. to Pulp and Paper II	5
PED	Requirement	1
		15

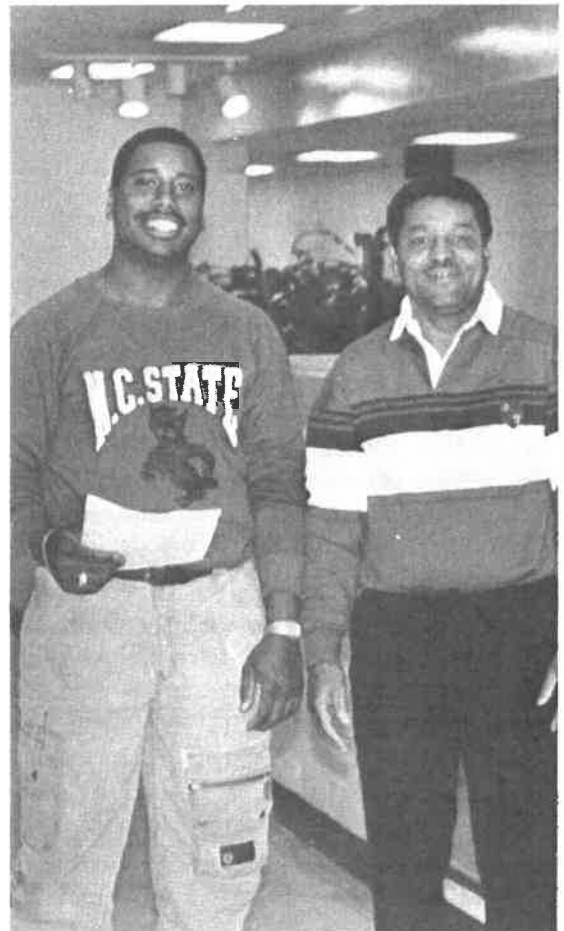
First Semester (Fall)

ECO/PLS/ PSY	Requirement	2
IND 275	P & P Mill Maintenance	3
IND 276	Processes of Pulping	3
MTH 146	Intro. to Elementary Statistics	3
HLT 106	First Aid/Safety	2
CIS/FREE	Elective(s)	4
		17

Second Semester (Spring)

ECO/PLS/ PSY	Requirement	2
ENV 195	Topics in Env. Protection	3
IND 230	Applied OPC	3
IND 277	Papermaking Processes	3
IND 278	Instruments & Controls	3
IND 279	Convert. & Printing	3
		17

Minimum credit hours for degree 65



CERTIFICATE AND DIPLOMA PROGRAMS

In addition to associate degree programs, Dabney S. Lancaster Community College offers certificate and diploma programs which provide entry-level job skills based upon local employment needs. The certificate/diploma programs are also appropriate for employed individuals who wish to upgrade their present job skills or prepare for promotion to a higher level.

The credit hours completed in all certificate programs are applicable to a related degree program under which each certificate is organized and will be credited toward the degree program requirements should the student decide to return for further study.

A certificate program requires a minimum of 30 semester hours although most programs require slightly more for completion. Each certificate is equivalent to approximately one-half the length and depth of an associate degree program. A diploma program is an expanded curriculum (60 or more semester credit hours) with a major in an occupational area. Both certificate and diploma curriculums contain a general education component of at least 15%, which may include courses in English skills, social sciences, health and physical education or mathematics. The remainder of the courses relate specifically to employment skills.

ADMINISTRATION OF JUSTICE DIPLOMA

Purpose: The diploma program in Administration of Justice has been designed to prepare individuals for careers in law enforcement and related occupations. Supported by broad, general education courses, enrollees develop professional competence in the areas of law enforcement administration, and police science in general. They also develop knowledge and skills in the prevention and control of juvenile delinquency, criminal investigation, drug abuse recognition and prevention. The program is primarily for the preparatory student but experienced officers may receive advanced placement based upon certification of previous training through other Virginia law enforcement training agencies.

In addition, this program is the second step in a career ladder concept which will allow those students who complete the Law Enforcement Certificate to add to their job skills and potential for supervisory law enforcement positions.

Occupational Objectives: Commerical or Industrial Security Officer; City, State or Federal Law Enforcement Officer; County Sherrif's Deputy; Private or Government Investigator.

Admission Criteria: In addition to general admission requirements to the College, entry into this program requires proficiency in the use of written and oral English (communications) skills, mathematics and reading. Students who seek admission to the program and who do not possess minimal level skills as determined by interview and skills testing, will be required to enroll in appropriate prerequisite skills' courses until the deficiencies are raised to entry level.

First Semester (Fall)			
ENG	101	Practical Writing I	3
ADJ	105	Juvenile Justice System	3
ADJ	110	Intro. to Law Enforcement	3
STD	100	Orientation	1
MTH	120	Intro. to Math	3
ECO/PLS/ PSY		Requirement	2
HLT	106	First Aid and Safety	2
			17

Second Semester (Spring)			
ENG	102	Practical Writing II	3
ADJ	201	Criminology	3
ADJ	228	Narcotics & Dang. Drugs	3
CIS		Elective	3-4
ECO/PLS/ PSY		Requirement	2
PED		Requirement	1
			15-16

First Semester (Fall)

ENG 101	Practical Writing I	3
ADJ 105	Juvenile Justice System	3
ADJ 110	Intro. to Law Enforcement	3
STD 100	Orientation	1
MTH 120	Intro. to Math	3
ECO/PLS/ PSY	Requirement	2
HLT 106	First Aid and Safety	2
		<u>17</u>

Second Semester (Spring)

ADJ/Free	Elective	6-7
ADJ 212	Criminal Law, Evidence and Procedures II	3
ADJ 237	Adv. Criminal Investigation	3
SOC 202	Intro. to Sociology II	3
		<u>15-16</u>
Minimum credit hours required		65

**BUSINESS AND INDUSTRY TRAINING
SITE (BAITS) CERTIFICATE**

Purpose: To provide specialized individual career orientation and on-the-job training. To allow students to acquire job skills in nontraditional occupations and to assess their interests and capabilities under realistic work settings while learning from professional business people.

Occupational Objectives: Varied.

Admission Requirements: Regular admission to the College.

Program Requirements: A program of study on campus is developed to relate to an occupational area. A contractual agreement is made between the College, the student and business or training site.

First Semester

STD 196	On-Site Training	5
*Career Electives		<u>11</u>
		16

Second Semester

STD 196	On-Site Training	5
*Career Electives		<u>11</u>
		16

Minimum credit hours for certificate 32

*All electives must be approved by your faculty/ counselor adviser

BANKING CERTIFICATE

Purpose: This program is designed to provide upgrading 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.

Occupational Objectives: Bank Teller, Head Cashier, Head Teller, others as appropriate.

Admissions Requirements: In addition to the admission requirements of the College, entry into this certificate curriculum requires a strong aptitude or 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 the banking and finance field. Students completing this program who are bank employees may receive credit through the American Institute of Banking. All students completing the program with an overall grade of C, will receive the DSLCC Banking Certificate.

First Semester (Fall)

ENG 101	Practical Writing I	3
FIN 109	Intro. to Data Processing -or-	3
CIS 110	Fund. of Computer Systems	
FIN 125	Law and Banking -or-	3
BUS 241	Business Law	
FIN 110	Principles of Banking	3
MTH 120	Introduction to Mathematics	3
ECO 201	Principles of Economics I -or-	3
ECO 202		
		<u>18</u>

Second Semester (Spring)

ACC 115	Applied Accounting	3
FIN 240	Money and Banking -or-	3
BUS 121	Business Mathematics I	
ECO 230	Survey of Money and Banking	3
BUS 236	Communications in Mgmt.	3
CIS/FIN/ BUS	Elective	3
		<u>15</u>

Minimum credit hours for certificate 33

CLERK-TYPIST CERTIFICATE

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

Occupational Objectives: Clerk-Typist, File Clerk, Bookkeeper, Receptionist, Word Processing Clerk.

Admissions Requirements: In addition to the general admission requirements of the College, entry into this program requires proficiency in mathematics, plus writing and reading of English. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills' courses. Students who have had some training in typewriting, business machines or other skill areas may be granted advanced standing upon demonstration of proficiency.

Program Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, needed to function in a modern office. Students must receive C or better in the typewriting class before proceeding to the next level. Students must achieve an overall grade-point average of (2.0) in all required courses to receive the Clerk-Typist Certificate.

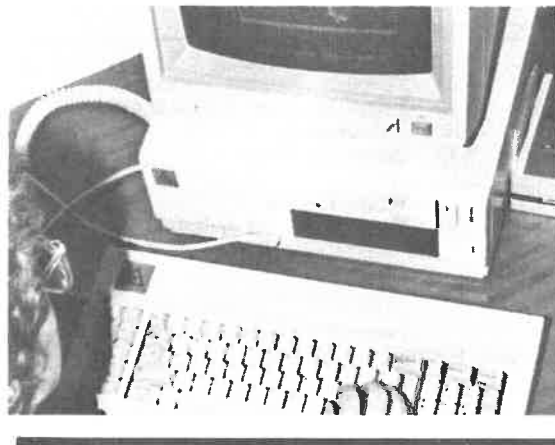
First Semester (Fall)

ENG 101	Practical Writing I	3
OFT 111	Keyboarding & Typing I	3
OFT 106	Business English Skills Review	3
OFT 137	Filing & Records Mgmt.	3
OFT 216	Word Processing Equip. Oper.	3
		15

Second Semester (Spring)

ACC 115	Applied Accounting	3
ECO/PLS/PSY	Requirement	2
OFT 112	Keyboarding & Typing II	3
OFT 130	Office Procedures	3
OFT 155	Beginning Machine Transcription	3
OFT 231	Micro. Office Appl. I -or-	3
OFT 236	Word Processing Operation & System Operation	3
		17

Minimum credit hours for certificate 32



ELECTRONICS CERTIFICATE

Purpose: This program is designed for entry and for advancement in electronics-related occupations. The curriculum provides the foundation for electronics courses needed for success in these occupations and builds on the knowledge and skills of residential or industrial electricians. All courses are available, usually two per semester, on a rotating basis over several years.

Admission Requirements: In addition to the general requirement for admission to the College, entry into this program requires proficiency in math and in the reading and writing of English. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses. 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: The Certificate in Electronics includes basic courses in technical mathematics, English and social sciences, as well as specialized courses in electricity/electronics. The program of study is designed to assist students in meeting both the entry skill requirements of the job and providing the theory needed to advance to a higher-level electronics program. Upon successful completion of the program, the student will be awarded the Certificate of Electronics.

First Semester (Fall)		
ENG	Requirement	3
ETR 113	DC/AC Fundamentals I	4
ETR 123	Electrical Applications I	2
MTH 111	Technical Math I	3
ETR/ELE	Elective	3
		15

Second Semester (Spring)		
ECO/PSY/		
PLS	Requirement	2
ETR 114	DC/AC Fundamentals II	4
ETR 144	Devices & Applications	4
MTH 112	Technical Math II	3
MTH 195	Topics in Tech. Math	3
		16

Minimum credit hours for certificate 31

HEAVY EQUIPMENT CERTIFICATE

Purpose: The growth and demand of the construction industry in Virginia and nationally has created a need for qualified heavy equipment operators and related occupations. The need for both men and women operators is constant. The successful completion of the program may provide full-time employment throughout the area, region, and nation.

Occupational Objectives: Apprentice Level Equipment Operator for Dozer, Truck Loader, Backhoe, Dump Truck, Fuel & Lubrication Technician

Admission Requirements: Each student must demonstrate satisfactory aptitude for equipment operation work as measured by assessment



procedures. In addition to the general admission requirements of the College, an applicant must have attained reading, English, and mathematics scores at a level equal to seventh grade. Prerequisite skills' courses are available for anyone not meeting the English and mathematics requirements. Each student must have a valid motor vehicle operator's license.

Program Requirements: The curriculum requires the student to master entry-level equipment operation and maintenance skills plus demonstrate basic math and communication skills of construction professionals. The student must receive an overall grade-point average of C (2.0) in all required courses to receive the certificate. A student receiving less than a C in a required HVEQ course may not continue in the next sequenced course without departmental approval.

First Semester (Fall)		
HLT 106	First Aid & Safety	2
HVE 100	Fundamental Shop Procedures	2
HVE 105	Heavy Equipment Annual Main. Sched. & Serv.	6
HVE 135	Heavy Equipment Familiarization Operation	6
		16

Second Semester (Spring)		
ENG	Requirement	3
HVE 125	Transportation, Electrical & Fuel Systems	5
HVE 161	Heavy Equipment Operations	7
ECO/PSY/		
PLS	Requirement	2
		17

Minimum credit hours for certificate 33

LAW ENFORCEMENT EVENING CERTIFICATE PROGRAM

Purpose: This program is designed for employed personnel in law enforcement and associated fields who desire to upgrade skills in their occupational speciality; hence, all courses are offered through evening hours, over several years.

Occupational Objective: Entry-level law enforcement officer or promotion to the next level within the specific occupation.

Admission Requirements: In addition to the general requirements for admission to the College, applicants should be employed in law enforcement or a related field. Applicants who do not meet these qualifications should have previous occupational experience in the law enforcement area.

Advanced placement may be available on an individual basis for those officers who have received training through other Virginia law enforcement training agencies. See section on advanced placement.

Program Requirements: The Certificate in Law Enforcement includes basic courses in writing skills, social sciences, and first aid or emergency skills as well as specialized courses in administration of justice. Upon successful completion of the program, the student will be awarded the Certificate in Law Enforcement. At least 50% of the required courses must be DSLCC course credits with at least a 2.0 GPA, or C, average in all courses applicable toward the Certificate.

Course Requirements: The courses listed below are recycled every 2 to 3 years through the evening offerings. Students need to enroll as the courses are scheduled into the evening offerings.

General Education

ENG 101	Practical Writing I	3
SOC SCI	Requirement	2
HLT 106	First Aid & Safety	2
		<u>7</u>

Occupational Related

ADJ 110	Intro. to Law Enforcement	3
ADJ 111	Law Enforcement & Admin. I	6
ADJ 211	Criminal Law, Evidence and	6
ADJ 212	Procedures I-II	
ADJJ 228	Narcotics & Dangerous Drugs	3
ADJ 236	Principles of Criminal	
	Investigation	3
ADJ	Electives	6
		<u>27</u>

Minimum credit hours for certificate 34

**MICROCOMPUTER
OPERATIONS CERTIFICATE**

Purpose: This curriculum is designed to train individuals in entry-level employment skills for data entry occupations.

Occupational Objectives:

Data Entry Clerk
Microcomputer Operator

Admission Requirements: In addition to the admission requirements of the College, entry into this certificate program requires aptitude or background in mathematics in order to succeed in the program. Students should also possess a proficiency in writing and reading of English.

Students who are not proficient in these areas will be required to enroll in appropriate developmental skills' courses. Should students be unable to upgrade their math studies before the close of the fall semester, they should anticipate extending their program of studies an additional year. Students who do not have a basic knowledge of the typewriter keyboard with proficiency at 25 wpm will be required to enroll in an appropriate class to accomplish this proficiency.

Program Requirements: The curriculum includes technical courses utilizing computer software, accounting, business math and general education. Students must receive an overall C average to receive the Certificate in Microcomputer Operations.

First Semester (Fall)

CIS 110	Fundamentals of Computer	
	Information (Systems)	3
MTH 120	Introduction to Math	3
ENG 101	Practical Writing I	3
CIS 101	Data Entry Operations I	4
*CIS 150	Intro. to Micro. Software	4
		<u>17</u>

*Prerequisite: 25 wpm Keyboarding Skills

Second Semester (Spring)

ECO/PSY/		
PLS	Requirement	2

ACC 115	Applied Accounting	3
CIS 102	Data Entry Operations II	4
*CIS/OFT	Micro. Software Electives	6
		<u>13</u>

¹See notation in Bus. Mgmt. AAS Degree Program
²Prerequisite 25 WPM Keyboarding Skills

*Electives may include:

CIS 157	Microcomputer Spreadsheets	
CIS 158	Microcomputer Data Base Management	
OFT 231	Microcomputer Office Appl. I	
CIS 197	Cooperative Education	

Others subject to adviser approval

Minimum credit hours for certificate 32

Second Semester (Spring)

ACC 115	Applied Accounting	3
BUS 111	Principles of Supervision	3
BUS 121	Business Math I	3
BUS 236	Communications in Mgmt.	3
CIS/OFT/ BUS	Elective	3
		<u>15</u>

Minimum credit hours for certificate 33

OFFICE MANAGEMENT CERTIFICATE

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. Career possibilities available through this program include bookkeeper, night auditor, office assistant and office supervisor.

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 basic courses in the humanities and social sciences in addition to courses in accounting, computers, math and business. Students must receive an overall 2.0 or C average in all required courses in order to receive the Certificate of Office Management.

First Semester (Fall)

¹ BUS 100	Intro. to Business	3
² CIS 150	Introduction to Microcomputer Software	4
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
OFT 137	Filing and Records Mgmt.	3
ECO/PSY/ PLS	Requirement	2
		<u>18</u>

PULP AND PAPER TECHNOLOGY EVENING CERTIFICATE PROGRAM

Purpose: This program is designed for employed personnel in the pulp and paper manufacturing industry and related fields who desire to upgrade skills in their occupational speciality; hence, all required courses will be offered through evening hours over several years. Day courses will also be available for more rapid completion of the program.

Admission Requirements: In addition to the general requirements for admission to the College, applicants should be employed in pulp and paper manufacturing or a closely related field. Preparatory students (those not employed in a related field) must complete the introductory pulp and paper courses prior to enrolling in any of the second semester courses.

Program Requirements: The curriculum includes basic courses in practical writing skills, social sciences, and First Aid, and CPR as well as specialized courses in pulp and paper technology. Students must attain a 2.0 GPA, C average, in all courses applicable toward the certificate in order to receive the certificate.

General Education

ENG 101	Practical Writing I	3
ECO/PSY/ PLS	Requirement	2
HLT 105	CPR	1
HLT 106	First Aid & Safety	8
		<u>8</u>

Occupational Related

IND	171	Intro. to Pulp and Paper I	4
IND	172	Intro. to Pulp and Paper II	4
IND	173	Intro. to Pulp and Paper III	4
IND	275	P & P Mill Maintenance	3
IND	276	Processes of Pulping	3
IND	277	Papermaking Processes	3
IND		Elective	3
			<u>24</u>
Minimum credit hours for certificate			32

Program Requirements: The Steno-Clerical Arts Certificate combines instruction in general education, basic skills and specific office skills necessary for employment. Students who receive a grade lower than C in shorthand or typing will be required to repeat the course to earn a grade of C or better before moving to the next course in the sequence. Students must achieve an overall grade-point average of 2.0, or C, in all required courses to receive the Certificate in Steno-Clerical Arts.

STENO-CLERICAL ARTS CERTIFICATE

Purpose: With the rapid growth of industry and business in our local area, there is a steady demand for clerk-stenographers. This program is designed to train persons for full-time employment as an entry-level stenographer, receptionist or secretary.

Admissions Requirements: In addition to the general admission requirements of the College, entry into this program requires proficiency in mathematics, writing and reading. Students not proficient in these areas will be required to enroll in appropriate developmental classes. Students who have had some training in shorthand, typewriting and other skill areas may be granted advanced standing upon demonstration of proficiency.

First Semester (Fall)

ENG	101	Practical Writing I	3
OFT	111	Keyboarding & Typing I	3
OFT	106	Business English Skills Review	3
OFT	121	Shorthand I	4
OFT	137	Filing & Record Management	3
			<u>16</u>

Second Semester (Spring)

ACC	115	Applied Accounting	3
ECO/PLS/PSY		Requirement	2
OFT	112	Keyboarding & Typing II	3
OFT	122	Shorthand II	4
OFT	130	Office Procedures	3
OFT	231	Microcomputer Office Applications I -or-	3
OFT	236	Word Processing Operations and System Operation	3
			<u>18</u>

Minimum credit hours for certificate 34



WELDING CERTIFICATE

Purpose: With the continued growth of industry in Virginia and nationwide, there is a great demand for trained welders. The program is designed to prepare students to work as welders in industry and prepare for the welder certification test.

Occupational Objectives: Welder

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 Description: The curriculum provides an introduction to various types of equipment

and materials used in welding. The curriculum includes mathematics, blueprint reading, communication skills, safety and numerous skill areas of welding, i.e., gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, pipe welding, oxyacetylene and plasma cutting.

First Semester (Fall)

HLT 106	First Aid & Safety	2
WEL 18	Oxyacetylene Welding and Cutting	3
WEL 21	Arc Welding I	3
DRF 166	Weld Blueprint Reading	2
WEL 41	Welding Test I	2
WEL 30	Inert Gas Welding	3
ECO/PSY/PLS	Requirement	2
		17

Second Semester (Spring)

ENG	Requirement	3
WEL 22	Arc Weld II	3
WEL 42	Welding Test II	2
WEL 126	Pipe Welding	3
WEL 130	Inert Gas Welding	3
WEL 145	Metallurgy for Welding	3
		17

Minimum credit hours for certificate 34



CAREER STUDIES

Length: Each of these certificate programs requires the equivalent of 12-18 semester credit hours or 4 to 6 courses.

Purpose: Career Studies are designed for employed people in mid-career or re-entering a field of work who wish to expand or review career skills. Many of the courses are offered during evening hours so that it is possible for a part-time student to earn a certificate within a reasonable amount of time.

Program Options:

<ul style="list-style-type: none"> Basic Banking Business/Industrial Supervision Computer Aided Design Certified Professional Secretary Exam Review Computer Programming Data Entry Operations Electronics: <ul style="list-style-type: none"> Communications Digital Industrial 	<ul style="list-style-type: none"> Institutional Food Service Photography Pulp and Paper Technology Real Estate Broker Retail Merchandising Secretarial Skills Review Small Business Management Welding Women's Studies Word Processing
---	---

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. The student is expected to select one of the program options during registration.

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

Program Conditions: These options are developed and implemented as community needs are identified and institutional resources permit. These courses are offered when all of the following conditions are met: (1) justifiable student enrollment, (2) adequate facilities available, (3) qualified instructors available, and (4) adequate financial resources available.

<p>Basic Banking</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>*BUS 121</td><td>Business Math I</td><td style="text-align: right;">3</td></tr> <tr><td>FIN 110</td><td>Principles of Banking</td><td style="text-align: right;">3</td></tr> <tr><td>ECO 201</td><td>Principles of Econ. I or II</td><td style="text-align: right;">3</td></tr> <tr><td>FIN 240</td><td>Money & Banking</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"></td><td style="text-align: right; border-top: 1px solid black;">12</td></tr> </table> <p>*Prerequisite: MTH 120 or equivalent</p>	*BUS 121	Business Math I	3	FIN 110	Principles of Banking	3	ECO 201	Principles of Econ. I or II	3	FIN 240	Money & Banking	3			12	<p style="text-align: center;">Certified Professional Secretary Exam Review</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ACC 211</td><td>Prin. of Accounting I</td><td style="text-align: right;">3</td></tr> <tr><td>ACC 213</td><td>Prin. of Accounting Lab</td><td style="text-align: right;">1</td></tr> <tr><td>BUS 150</td><td>Prin. of Business Mgmt.</td><td style="text-align: right;">3</td></tr> <tr><td>ECO 201</td><td>Principles of Economics I</td><td style="text-align: right;">3</td></tr> <tr><td>BUS 241</td><td>Business Law</td><td style="text-align: right;">3</td></tr> <tr><td>PSY 100</td><td>Prin. of Applied Psychology</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"></td><td style="text-align: right; border-top: 1px solid black;">16</td></tr> </table>	ACC 211	Prin. of Accounting I	3	ACC 213	Prin. of Accounting Lab	1	BUS 150	Prin. of Business Mgmt.	3	ECO 201	Principles of Economics I	3	BUS 241	Business Law	3	PSY 100	Prin. of Applied Psychology	3			16
*BUS 121	Business Math I	3																																			
FIN 110	Principles of Banking	3																																			
ECO 201	Principles of Econ. I or II	3																																			
FIN 240	Money & Banking	3																																			
		12																																			
ACC 211	Prin. of Accounting I	3																																			
ACC 213	Prin. of Accounting Lab	1																																			
BUS 150	Prin. of Business Mgmt.	3																																			
ECO 201	Principles of Economics I	3																																			
BUS 241	Business Law	3																																			
PSY 100	Prin. of Applied Psychology	3																																			
		16																																			
<p>Business/Industrial Supervision</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>BUS 111</td><td>Principles of Supervision</td><td style="text-align: right;">3</td></tr> <tr><td>BUS 236</td><td>Communications in Mgmt.</td><td style="text-align: right;">3</td></tr> <tr><td>HLT 105</td><td>CPR</td><td style="text-align: right;">1</td></tr> <tr><td>HLT 106</td><td>First Aid and Safety</td><td style="text-align: right;">2</td></tr> <tr><td>BUS/IND</td><td>Career Elective</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"></td><td style="text-align: right; border-top: 1px solid black;">12</td></tr> </table>	BUS 111	Principles of Supervision	3	BUS 236	Communications in Mgmt.	3	HLT 105	CPR	1	HLT 106	First Aid and Safety	2	BUS/IND	Career Elective	3			12	<p style="text-align: center;">Computer Aided Design</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CIS</td><td>Elective</td><td style="text-align: right;">3</td></tr> <tr><td>DRF 141</td><td>Industrial Drafting Tech. I or equivalent</td><td style="text-align: right;">3</td></tr> <tr><td>DRF 142</td><td>Industrial Drafting Tech. II or equivalent</td><td style="text-align: right;">3</td></tr> <tr><td>DRF 231</td><td>CAD I</td><td style="text-align: right;">3</td></tr> <tr><td>DRF 232</td><td>CAD II</td><td style="text-align: right;">3</td></tr> <tr><td colspan="2"></td><td style="text-align: right; border-top: 1px solid black;">15</td></tr> </table>	CIS	Elective	3	DRF 141	Industrial Drafting Tech. I or equivalent	3	DRF 142	Industrial Drafting Tech. II or equivalent	3	DRF 231	CAD I	3	DRF 232	CAD II	3			15
BUS 111	Principles of Supervision	3																																			
BUS 236	Communications in Mgmt.	3																																			
HLT 105	CPR	1																																			
HLT 106	First Aid and Safety	2																																			
BUS/IND	Career Elective	3																																			
		12																																			
CIS	Elective	3																																			
DRF 141	Industrial Drafting Tech. I or equivalent	3																																			
DRF 142	Industrial Drafting Tech. II or equivalent	3																																			
DRF 231	CAD I	3																																			
DRF 232	CAD II	3																																			
		15																																			

Computer Programming			
CIS	110	Fundamentals of Computer Information Systems	3
CIS	125	Comp. Programming Design	4
CIS		Programming Electives	8
			15

Data Entry Operations			
CIS	110	Fundamentals of Computer Information Systems	3
¹ CIS	101	Data Entry Operations I	4
CIS	102	Data Entry Operations II or equivalent	4
CIS		Software Elective	3
			14

¹Prerequisite: 25 wpm keyboarding skills

Electronics

Core			
ETR	113	DC and AC Fundamentals	4
ETR	123	Electronic Applications	2
ETR/ELE		Electives: See Options	1-9

Options

Digital			
ETR	279	Digital Systems I	4
ETR	280	Digital Systems II	4

Communications			
ETR	241	Electronics Communications	4

Industrial

ELE	211	Electrical Machines I	3
ELE	212	Electrical Machines II	3
			15

Institutional Food Service

BUS	111	Principles of Supervision	3
HLT	138	Principles of Nutrition	3
HRI	158	Sanitation and Safety	3
HRI/HLT		Elective	3
			12

Photography

ART	131	Fundamentals of Design	4
PHT	100	Introduction to Photography	2
*PHT		Electives	6
			12

*Select from the following:
PHT 107 Nature Photography 3

PHT	207	Color Slide Workshop	3
PHT	211-	Color Photography	6
PHT	212	Color Photography	

Pulp and Paper Technology

IND	171	Pulp and Paper Oper. I	4
IND	172	Pulp and Paper Oper. II	4-5
*IND	173	Pulp and Paper Oper. III	4
			12

*Students who complete IND 172 with 5 credits may substitute a technical elective, subject to the approval of the Program Head.

Real Estate Broker

REA	215	Real Estate Brokerage	3
REA	216	Real Estate Appraisal	3
REA	217	Real Estate Finance	3
REA		Elective	3
REA	245	Real Estate Law or equivalent	3
			15

Retail Merchandising

MKT	115	Retail Organization and Management	3
MKT	116	Retail Math or equivalent	3
MKT	227	Merch. Buying & Control	3
MKT	228	Promotion or equivalent	3
			12

Secretarial Skills Review

OFT	100	Office Skills Review	3
OFT	130	Office Procedures	3
OFT	106	Business English Skills Review	3
OFT		Electives	3
			12

Small Business Management

ACC	115	Applied Accounting	3
BUS	165	Small Business Management	3
*CIS	150	Intro. to Micro-Software	3
MKT/BUS		Electives	6
			15

*Prerequisite: 25 wpm keyboarding skills

Welding

DRF	166	Welding Blueprint Reading	2
WEL	21	Arc Welding I -or-	3
WEL	22	Arc Welding II	
WEL	41	Welding Test I	2
WEL	126	Pipe Welding	3
WEL	130	Inert Gas Welding	3
WEL	145	Metallurgy for Welding	3
			16

Women's Studies

BUS	157	Women in Management	3
STD	105	Personal Development from	

	Women's Perspective	1-2
PSY 207	Psychology of Assertiveness	3
BUS/PSY/ STD	Electives	4
		<u>11-12</u>

Word Processing

*OFT 216	Word Processing Equipment Operations	3
*OFT 231	Microcomputer Office Applications I	3
*OFT 236	Word Processing Operation & Systems Operation	3
*OFT 232	Microcomputer Office Applications II	3
		<u>12</u>

*Prerequisite: 25 wpm keyboarding skills



DEVELOPMENTAL STUDIES

Developmental Studies at Dabney S. Lancaster Community College is an integral part of the degree and certificate programs. Specifically instituted for those students who have known limited educational success, the program is designed to capitalize on overall abilities and to bolster the student's academic background. The main thrust of the developmental courses is to draw on the student's past successes, often in non-classroom experiences, so that his or her interests and abilities can be fully called into play and employed in new educational experiences. In keeping with this plan of positive reinforcement, the student's courses are highly individualized, attuned simultaneously to what the student had achieved in the past and what he or she hopes to achieve in the future.

Individualization demands facilities in order to carry out program objectives. A central part of Developmental Studies is the Achievement Center, equipped with the latest communications equipment. Computers, controlled readers, tachistoscopes, tape recorders and videotape recorders are some of the equipment available to the developmental studies student. A proper blend of modern equipment and methods, combined with a genuine concern for individuals, is the appropriate approach for

today's student. Productive relationships between instructor and student are the backbone of the Developmental Studies at Dabney S. Lancaster Community College.

A staff of full-time faculty members, dedicated to the concepts of developmental studies and trained in the most modern techniques, provides instruction in reading, math and English. Individual and group counseling, guest speakers, field trips, class discussions and panel discussions are also parts of Developmental Studies.

A student in Developmental Studies may fall into one of several categories. He or she may be taking a full schedule of developmental courses or taking only one. He or she may be enrolled in any one of the diploma or certificate programs or may be working toward fulfilling requirements for entry into a program. Developmental Studies is available for night students as well as day, part-time and full-time students. Students progress at their own rate and may complete the program of studies whenever they demonstrate mastery of the subject.

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 U,

and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student.

COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

The concept of learning through paid or volunteer work in community organizations related to a student's area of study is an integral part of the curriculum offerings at Dabney S. Lancaster Community College. Cooperative Education may serve as an elective course in the respective degree or certificate program or may be a requirement as in the Forestry Degree and BAITS Certificate programs. Depending on the

nature and number of hours per week involved in the paid employment or volunteer service, students may earn from 1 to 5 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 counselor/adviser and the Coordinator of Cooperative Education.

EXTENDED LEARNING SERVICES

CONTINUING EDUCATION/ COMMUNITY SERVICES

The Extended Learning Services Division administers the Continuing Education/Community Services program at DSLCC to provide continuous educational opportunities and experiences for all college area residents. Continuing Education/Community Services have become increasingly important in the wake of the growing demand for workforce retraining and lifelong learning in an information age. The programs encompass the functions which go beyond traditional transfer, vocational, and general education to effect lifelong learning of the general citizenry.

Continuing Education/Community Service programs can include credit and non-credit programs, cultural events, workshops, seminars and special community projects. Also, the facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by DSLCC.

Courses and workshops often result from requests by individuals or groups within the college service area. Non-credit offerings are supported entirely by the fees paid by the participants. Thirty percent of the fee is reimbursed to the college to offset administrative overhead costs such as use of facilities and utilities.



BUSINESS AND INDUSTRY TRAINING

DSLCC is dedicated to working with business, industry, and government in its service region to provide up-to-date training, information resources, and support services to the existing business community as well as potential business and industry. Instruction is designed to assist in gaining skills necessary

for entering employment and/or in retraining persons to provide a "state-of-the-art" workforce. DSLCC offers to the business community many different credit training programs than can culminate with the award of a Career Studies' Certificate in a specialized area. Also, many individual courses have been developed based upon particular requests of business and industry to meet their specific training needs.

SPECIAL PROGRAMS

JOB TRAINING PARTNERSHIP ACT (JTPA)

JTPA is a federally funded program designed to provide the necessary money to assist in job training for those who are unemployed or underemployed. Eligible applicants can receive assistance with the costs of tuition, books, supplies, and transportation. Also, since this is a job training program, participants are assisted in searching for and obtaining employment.

JTPA offers training in the one-year Certificate programs as well as the Geriatric Nursing Assistant and the General Educational Development Test (GED).

SINGLE PARENT/TEEN MOTHER PROGRAM

DSLCC was awarded a grant through the Virginia Department of Education to assist single parents and teen mothers to complete or further their education. The programs are designed to assist students who want to finish high school and take the GED test, as well as help those students who wish to enroll at DSLCC. Child care stipends, tuition, books, supplies, and support services are all part of the services offered under these programs.

EXPLANATION AND DESCRIPTION OF COURSES

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 re-enroll in the same course two (2) times in order to achieve the exit level skills or the course objectives. A third time must have the approval of the Dean of Instruction and Student Services.

Courses numbered 10-99 are basic occupational courses for certificate programs.

The credits earned in these courses are not applicable toward an associate degree.

Courses numbered 100-199 are freshman-level courses applicable toward degree, diploma, or certificate programs.

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

COURSE CREDITS

The credit for each course is indicated after the title in the course description. One credit equals one collegiate semester hour.

COURSE CONTACT 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 class each week are also called "contact hours" because the time is spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually each credit per course requires an average of three hours of in-class and out-of-class work each week.

PREREQUISITES

If any prerequisites are required to enroll in a course, these prerequisites will be identified in the course description. Courses in special sequences (usually identified by the numerals I-II) require that prior courses or their equivalent be completed before enrolling in the advanced courses in the sequence. When corequisites are required, this means that two courses identified in the description must be taken at the same time.

COURSES OFFERED

The following is a listing of courses generally offered during any calendar year. Additional courses may be offered as demand dictates. Many courses (required or electives) are offered in the evening program. The decision to offer an evening course is sometimes necessary to generate sufficient enrollment by combining day and evening students into one section of the course.

ACCOUNTING

ACC 115 APPLIED ACCOUNTING (3 CR.)
Presents practical accounting procedures for retail stores, professional individuals in firms, and personal service occupations. Covers the accounting cycle, journals, ledgers, working papers, and preparation of financial statements and payrolls, and checking account management. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ACC 211-212 PRINCIPLES OF ACCOUNTING HI (3 CR.) (3 CR.)
Presents accounting principles and their application to various businesses. Covers income determination, asset valuation, and financial reporting. Studies services, merchandising, and manufacturing operation, including internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. Corequisite ACC 213-214. Lecture 3 hours per week.

ACC 213-214 PRINCIPLES OF ACCOUNTING LABORATORY HI (1 CR.) (1 CR.)
Provides problem-solving experiences to supplement instruction in ACC 211-212. Must be taken concurrently with ACC 211-212. Laboratory 2 hours per week.

ADMINISTRATION OF JUSTICE

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, rehabilitation methods and current trends. Lecture 3 hours per week.

ADJ 110 INTRODUCTION TO LAW ENFORCEMENT (3 CR.)
Studies the philosophy and history of law enforcement, presenting an overview of the crime problem and policy response issues. Surveys the jurisdictions and organizations of local, state, and federal law enforcement agencies. Examines the qualification requirements and career opportunities in the law enforcement profession. Lecture 3 hours per week.

ADJ 111 LAW ENFORCEMENT ORGANIZATION & ADMINISTRATION (3 CR.)
Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

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. Lecture 3 hours per week.

ADJ 211-212 CRIMINAL LAW, EVIDENCE AND PROCEDURES HI (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. 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. Lecture 3 hours per week.

ADJ 229 LAW ENFORCEMENT AND THE COMMUNITY (3 CR.)

Considers current efforts by law enforcement personnel to achieve an effective working relationship with the community. Surveys and analyzes various interactive approaches of law enforcement agencies and the citizenry they serve. 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. Lecture 3 hours per week.

ADJ 237 ADVANCED CRIMINAL INVESTIGATION (3 CR.)

Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ADJ 236 or divisional approval. Lecture 3 hours per week.

AGRICULTURE

AGR 137 HORSE GENETICS, BUSINESS MANAGEMENT, AND MARKETING (3 CR.)

Teaches fundamental principles of horse genetics and selection; production, performance and business records; and marketing practices related to the horse industry. Lecture 3 hours per week.

AGR 219 ADVANCED HORSE MANAGEMENT (2 CR.)

Studies the diseases and unsoundness of the horse, equine nutritional requirements, and stable management. Includes equine behavior and training, broodmare and foal management, and other relevant topics. Lecture 2 hours per week.

ARTS

ART 101-102 HISTORY AND APPRECIATION OF ART I-II (3 CR.) (3 CR.)

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

ART 120 BEGINNING DRAWING (2 CR.)

Introduces principles and practices of the various media used in drawing. Lecture 1 hour. Studio instruction 2 hours. Total 3 hours per week.

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. Variable hours per week.

ART 221-222 DRAWING III-IV (3-4 CR.) (3-4 CR.)

Introduces advanced concepts and techniques of drawing as applied to the figure, still life and landscape. Gives additional instruction in composition, modeling, space and perspective. Encourages individual approaches to drawing. Variable hours per week.

ART 241-242 PAINTING I-II (3-4 CR.) (3-4 CR.)

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite: ART 122 or divisional approval. Variable hours per week.

ART 243-244 WATERCOLOR I-II (4 CR.) (3 CR.)

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite divisional approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

AUTOMOTIVE

AUT 135 CONSUMER AUTO REPAIR (2 CR.)

Introduces basic study and practice of home maintenance and repair of automotive vehicles. Includes basic theory of the automobile, hand tool selection and use, and repair tasks able to be accomplished in the home garage without power equipment. Designed for non-automotive degree and certificate students only. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

AUT 156 SMALL GASOLINE ENGINES (2 CR.)

Studies small gasoline engine operating principles, construction, design, variety, and their many purposes. Gives instruction on two-cycle and four-cycle small gas engines, their construction, design, fuel systems, ignition system, and lubricating systems. Demonstrates disassembly, reconditioning, overhaul and reassembly in the lab. Lecture 1 hour. Laboratory 3 hours. Total 4 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. Lecture 3 hours per week.

BIO 101-102 GENERAL BIOLOGY I-II (4 CR.) (4 CR.)

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 115 WILD MUSHROOM IDENTIFICATION (2 CR.)

Provides familiarity with potential value of wild mushrooms as nutritional source and as food delicacy. Includes positive identification of the several deadly mushrooms, recognition of various toxic, hallucinogenic species and edible mushrooms found in this area. Includes field trips. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

BIO 140 HUMAN ANATOMY AND PHYSIOLOGY (6 CR.)

Provides comprehensive and systematic study of anatomy and physiology of the normal human body. Lecture 5 hours. Recitation and laboratory 3 hours. Total 8 hours per week.

BIO 150 INTRODUCTORY MICROBIOLOGY (4 CR.)

Studies the general characteristics of micro-organisms. Emphasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 215 PLANT LIFE OF VIRGINIA (3 CR.)
Focuses on identification and ecological relationships of the native plants of Virginia. Emphasizes shrubs, vines, weeds, wildflowers, ferns, and mushrooms. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.

BIO 270 GENERAL ECOLOGY (4 CR.)
Studies interrelationships between organisms and their natural and cultural environments with emphasis on populations, communities, and ecosystems. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

BIO 277 REGIONAL FLORA (3 CR.)
Stresses family characteristics of vascular plants, including identification and classification of local flora. Lecture 2 hours. Recitation and laboratory 3 hours. Total 5 hours per week.

BIO 285 BIOLOGICAL PROBLEMS IN CONTEMPORARY SOCIETY (3 CR.)
Discusses major biological problems facing society, which may include environmental and health concerns such as pollution, bioengineering, drug abuse, conservation, famine and others. Lecture 3 hours per week.

BUSINESS MANAGEMENT AND ADMINISTRATION

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, finance, marketing, production, and risk and human resource management. Lecture 3 hours per week.

BUS 111 PRINCIPLES OF SUPERVISION (3 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 hours per week.

BUS 115 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 behavior 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 121 BUSINESS MATHEMATICS I (3 CR.)
Applies mathematics to business processes and problems such as checkbook records and bank reconciliation, simple interest notes, present value, bank discount notes, wage and payroll computations, depreciation, sales and property taxes, commercial discounts, markup and markdown, and inventory turnovers and valuation. Lecture 3 hours per week. Prerequisite MATH 120 or equivalent.

BUS 122 BUSINESS MATHEMATICS II (3 CR.)
Applies mathematical operations to business problems, such as distribution of profit and loss in partnerships,

insurance, distribution of corporate dividend, overhead, financial statements and ratios, sinking funds, compound interest, amortization, annuities, present value, basic statistics, break-even analysis, and multiple payment plans. Lecture 3 hours per week.

BUS 150 PRINCIPLES OF MANAGEMENT (3 CR.)
Teaches management and the management functions of planning, organizing, directing 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 157 WOMEN IN MANAGEMENT (3 CR.)
Introduces responsibilities, functions and decisions required in or preparing for a management position, and impact of these decisions on women. Presents a comprehensive view of how women may establish and maintain their effectiveness as managers at all levels within an organization. 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 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 236 COMMUNICATIONS 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 (3 CR.)
Presents a broad introduction to legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

CHEMISTRY

CHM 05 DEVELOPMENTAL CHEMISTRY FOR HEALTH SCIENCES (1-5 CR.)
Introduces basic principles of inorganic, organic, and biological chemistry. Emphasizes applications to the health sciences. Laboratory is optional. Variable hours per week.

CHM 100 INTRODUCTION TO CHEMISTRY (3 CR.)
Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic/organic principles. Lecture 2 hours. Laboratory 2 hours. Total 4 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. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 125 CHEMISTRY FOR NURSES (3 CR.)
Introduces the basic concepts of general, organic, and biological chemistry necessary for practicing nurses. Lecture 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 divisional approval.

CIVIL ENGINEERING TECHNOLOGY

CIV 100 INTRODUCTION TO SURVEYING (2 CR.)
Introduces surveying equipment and operations, including distance measurement, leveling, traversing, traverse calculations and topography. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

COMPUTER INFORMATION SYSTEMS

CIS 101-102 DATA ENTRY OPERATIONS I-II (4 CR.) (4 CR.)
Teaches skills necessary for data entry operators in the current business data processing environment. Develops skills on various data entry input devices: card data records, key-to-diskette, and computer terminals. Includes familiarization with terms and skills necessary to develop entry formats from source documents. Prerequisite 25 wmp keyboarding skills. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 110 FUNDAMENTALS OF COMPUTER INFORMATION SYSTEMS (3 CR.)
Provides a technical approach to concepts and terminology of computer information systems. Includes the study of computer information systems: hardware, software, methods of data processing, functions, capabilities and limitations of computer systems. Exposes students to techniques used in system development. May include "hands on" experience. Lecture 3 hours per week. Total 3 hours per week.

CIS 116 COMPUTER & INFORMATION SYSTEMS (1 CR.)
Introduces terminology, concepts and methods of using computers in information systems. Is a computer literacy course, not intended for computer information system majors. Lecture 1 hour. Laboratory 1 hour. Total 2 hour per week.

CIS 121 COMPUTER PROGRAMMING: BASIC I (4 CR.)
Teaches writing BASIC programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 125 COMPUTER PROGRAM DESIGN (4 CR.)
Teaches design of programming solutions to common processing problems in information systems. Surveys methods and styles of structured modular design, using recognized design tools. May include "hands on" experience. Co-requisite MTH 120 or equivalent. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 131 COMPUTER PROGRAMMING: COBOL I (4 CR.)
Teaches writing COBOL programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 141 COMPUTER PROGRAMMING: PASCAL (4 CR.)
Teaches writing PASCAL programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 150 INTRODUCTION TO MICROCOMPUTER SOFTWARE (4 CR.)
Provides a working introduction to microcomputer software, fundamentals, and applications. Includes operating systems, word processing, spreadsheet and database software. Prerequisite 25 wmp keyboarding skills. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 151 COMPUTER PROGRAMMING: FORTRAN (4 CR.)
Teaches writing FORTRAN programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 155 MICROCOMPUTER WORD PROCESSING SOFTWARE (3 CR.)
Provides hands-on introduction to microcomputer word processing software. Teaches creation, modification, reformatting, and printing of text. Offers a working knowledge of a commercial word processing package. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 157 MICROCOMPUTER SPREADSHEET SOFTWARE (3 CR.)
Provides hands-on introduction to microcomputer spreadsheet software. Includes creating a spreadsheet for data analysis, integrating information from a data base, displaying results in graphic format, techniques for "what if" analyses, and introduction to macros. Offers a working knowledge of a commercial spreadsheet package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CIS 158 MICROCOMPUTER DATA BASE MANAGEMENT SOFTWARE (3 CR.)
Provides hands-on introduction to microcomputer software for database management. Teaches planning, defining, and using a data base; performing queries; producing reports; working with multiple files; and concepts of data base programming. Offers a working knowledge of a commercial data base package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CIS 159 BUSINESS GRAPHICS SOFTWARE (3 CR.)
Provides a working knowledge of several microcomputer business graphics packages. Includes techniques for evaluation and selection of graphics software. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CIS 165 MICROCOMPUTER COMMUNICATION SOFTWARE (3 CR.)
Provides a working knowledge of commercially available microcomputer communications software. Includes techniques for evaluating and selecting communications software packages. Surveys fundamental telecommunications terminology for microcomputer communications packages. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CIS 166 MICROCOMPUTER INTEGRATED SOFTWARE (4 CR.)
Provides hands-on introduction to integrated software packages for microcomputers. Teaches integration of spreadsheet data base management with word processing and telecommunication software. Includes import/export facilities. Offers working knowledge of an integrated software package. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 171 COMPUTER PROGRAMMING: RPG (4 CR.)
Teaches writing RPG programs from stated problems or specifications, applying methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 175 COMPUTER PROGRAMMING: ADA (4 CR.)
Teaches writing ADA programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 205 JOB CONTROL LANGUAGE (4 CR.)
Focuses on task flow, job flow and operating systems communication through use of Job Control Language. Teaches the JCL statements, catalog procedures, symbolics and load module/file interfaces. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 225 COMPUTER INFORMATION SYSTEM DEVELOPMENT (3 CR.)
Presents a structured approach to defining needs, creating specifications, and implementing new information systems. Emphasizes business-oriented, computer-based systems. Defines common processes and procedures. Includes data modeling, report generation, life cycle methodology, and traditional and structured tools for development. Prerequisite CIS 110 or divisional approval. Lecture 3 hours per week.

CIS 228 MICROCOMPUTERS: OPERATING SYSTEMS, ARCHITECTURE, AND HARDWARE (3 CR.)
Focuses on microcomputer architecture, operating systems, internal functions, and peripheral equipment interfaces. Teaches memory segmentation, instruction and data formats, and interaction with user software. Lecture 3 hours per week.

CIS 231 COMPUTER PROGRAMMING: COBOL II (4 CR.)
Emphasizes advanced structured programming techniques and procedures for more complex problems. Prerequisite CIS 131 or divisional approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

CIS 286 COMPUTER PROGRAMMING APPLICATIONS (4 CR.)
Uses a previously mastered higher level language to

develop a computerized solution to business applications. Requires the implementation of valid techniques used in systems analysis, programming, and documentation. Prerequisite CIS 231 or equivalent. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

COMPUTER SCIENCE

CSC 100 INTRODUCTION TO COMPUTER USAGE (1 CR.)
Teaches fundamental skills of computer operation. Examines hardware (processor, keyboard, disk drive, and printers) and operating system and editors. Lecture 1 hour per week.

DECORATING

DEC 100 INTRODUCTION TO INTERIOR DECORATING (3 CR.)
Presents the elements and principles of residential design with emphasis on space planning, color, lighting, materials, furnishings and costing. Lecture 3 hours per week.

DRAFTING

DRF 141-142 INDUSTRIAL DRAFTING TECHNIQUES I-II (3 CR.) (3 CR.)
Introduces industrial drafting techniques, including history of the graphic language, fundamentals of lettering, care and use of drafting instruments, reproduction and control of drawing. Teaches basic geometric construction, sketching and shape description, multiview projection, sections and conventions, auxiliary views and revolutions. Explains threads, fasteners, springs, dimensioning, tolerancing, pictorial drawing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 155 FUNDAMENTALS OF ARCHITECTURAL DRAFTING (3 CR.)
Introduces fundamentals of architectural drafting and planning of functional buildings. Presents architectural lettering, symbols, and dimensioning, and working drawings including site plans, floor plans, elevations, sections, and details. Prerequisite divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 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. Laboratory 3 hours. Total 4 hours per week.

DRF 211 ADVANCED TECHNICAL DRAFTING I (3 CR.)
Teaches use of drafting equipment, with possible CAD applications, emphasizing knowledge and skill required for industrial drawing. May include piping, gearing, geometric and positional tolerances, drawing layout and lettering of all types. Prerequisite DRF 142. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 212 ADVANCED TECHNICAL DRAFTING II**(3 CR.)**

Teaches concepts of sheet metal fabrication including radii fillets and tolerances, electrical and electronics symbols and drawing, and advanced design drafting techniques. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 231 COMPUTER-AIDED DRAFTING I**(3 CR.)**

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Prerequisite divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 232 COMPUTER-AIDED DRAFTING II**(3 CR.)**

Teaches advanced operation in computer-aided drafting. Prerequisite DRF 231. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

DRF 298 PROJECT IN MECHANICAL DESIGN**(2 CR.)**

A special project in mechanical design service as a culmination of skills acquired in the AAS degree program curriculum. Nature and extent of the project to be developed jointly with the instructor. Lecture 2 hours.

ECONOMICS**ECO 120 SURVEY OF ECONOMICS****(2-3 CR.)**

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economics. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 2-3 hours per week.

ECO 201-202 PRINCIPLES OF ECONOMICS II**(3 CR.) (3 CR.)**

Introduces macroeconomic and microeconomic principles and considers their bearing on present conditions. Describes structural and functional aspects of the economy. Analyzes the organization of business, labor, and governmental institutions and their economic stability and growth. Presents measures of economic activity. Discusses private enterprise, economic growth and stabilization policies, monetary and fiscal policy. Considers international economic relationships and alternative economic systems. Lecture 3 hours per week.

ECO 230 SURVEY OF MONEY AND BANKING**(3 CR.)**

Reviews history of American banking institutions, principles, and practices. Emphasizes the relationship of finances to business structure, operation, and organization. Prerequisite divisional approval. Lecture 3 hours per week.

EDUCATION**EDU 110 INTRODUCTION TO CHILD CARE****(3 CR.)**

Prepares students for participation in child-care setting. Stresses adjusting to institutional life, family and cultural background factors, and understanding physical, social, and emotional needs of children. Lecture 3 hours per week.

EDU 118 METHODS AND MATERIALS IN THE 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 audio-visual materials. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EDU 145 METHODS AND MATERIALS FOR TEACHING ART, MUSIC, AND MOVEMENT TO CHILDREN**(3 CR.)**

Provides experiences in developing the content, methods, and materials for directing children in art, music, and movement activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 146 METHODS AND MATERIALS FOR TEACHING MATH, SCIENCE, AND SOCIAL STUDIES TO CHILDREN**(3 CR.)**

Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 156 SINGLE PARENT FAMILIES**(3 CR.)**

Discusses issues surrounding single-parent families and the causal factors, including: separation, divorce, death and teenage pregnancies. Explores the effects on both the parent and the child. Familiarizes students with services available in the community which support the single-parent family. Lecture 3 hours per week.

EDU 165 OBSERVATION AND PARTICIPATION IN EARLY CHILDHOOD/PRIMARY SETTINGS**(3 CR.)**

Observes and participates in early childhood settings such as child care centers, pre-schools, montessori schools or public school settings. Kindergarten through 3rd grade. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 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. Describes symptoms and reporting procedures for child abuse. Variable lecture/laboratory hours per week.

EDU 270 ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS**(3 CR.)**

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

ELECTRICAL TECHNOLOGY**ELE 211-212 ELECTRICAL MACHINES II****(3 CR.) (3 CR.)**

Studies the construction, theory of operations and applications of DC and AC machines. Lecture 2 hours per week. Laboratory 3 hours per week.

ELECTRONICS

ETR 113-114 D.C. AND A.C. FUNDAMENTALS (4 CR.) (4 CR.)

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 123 ELECTRONIC APPLICATIONS I (2 CR.)

Provides laboratory and shop assignment/jobs as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ETR 144 DEVICES AND APPLICATIONS (4 CR.)

Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers and their parameters, fets, and op amps. May include UJT's, oscillators, RF amplifiers, thermionic devices, and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 203 ELECTRONIC DEVICES (4 CR.)

Studies active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers, thermionic devices, and other devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENGINEERING

EGR 130 STATICS AND STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY (5 CR.)

Presents principles and applications of free-body diagrams of force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems in friction, centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of connections, shear and bending in statically determinate beams, and axially loaded columns. Lecture 5 hours.

ENGLISH

ENG 03 PREPARING FOR COLLEGE WRITING HI (1-6 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. Variable hours per week.

ENG 04 READING IMPROVEMENT I (1-6 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 (1-6 CR.)

Helps students read critically and increase appreciation of reading. Guides students in making inferences, drawing conclusions, and detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and basic library skills. Variable hours per week.

ENG 21 INDUSTRIAL COMMUNICATION I (2-5 CR.)

Improves basic writing skills, providing practice in organizing and writing basic forms of technical

communications, and reviews grammatical usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Lecture 2-5 hours per week.

ENG 100 BASIC OCCUPATIONAL COMMUNICATIONS (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.) Lecture 5 hours per week.

ENG 101-102 PRACTICAL WRITING HI (3 CR.) (3 CR.)

Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. 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, may include comprehensive library skills. Lecture 3 hours per week.

ENG 111-112 COLLEGE COMPOSITION HI (3 CR.) (3 CR.)

Develops writing ability for study, work, and other areas based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revision, and editing. Supports writing by integrating, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Lecture 3 hours per week.

ENG 211-212 CREATIVE WRITING HI (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 241-242 SURVEY OF AMERICAN LITERATURE (3 CR.) (3 CR.)

Examines American literary works from Colonial times to the present, emphasizing the ideas and characteristics 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 HI (3 CR.) (3 CR.)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics 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 HI (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.

ETR 241 ELECTRONIC COMMUNICATIONS I (4 CR.)
Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Lecture 3 hours. Laboratory 3 hours. Total 6 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. Lecture 3 hours. Laboratory 3 hours. Total 6 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 operation and control language. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ENVIRONMENTAL SCIENCE

ENV 40 BASIC CERTIFICATION PREPARATION-WASTEWATER (1 CR.)
Reviews materials which are normally associated with the Wastewater Treatment Plant Operator's Class IV or Class III certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Laboratory 2 hours per week.

ENV 47 BASIC CERTIFICATION PREPARATION-WATER (1 CR.)
Reviews materials which are normally associated with the Water Treatment Plant Operator's Class III or Class IV certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review the required materials and to prepare the trainee to complete the water operator examinations. Laboratory 2 hours per week.

ENV 146 ADVANCED CERTIFICATION PREPARATION-WASTEWATER (1 CR.)
Reviews the materials associated with the Wastewater Treatment Plant Operator's Class II or Class I certification examinations. Consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the wastewater operator's examination. Laboratory 2 hours per week.

ENV 147 ADVANCED CERTIFICATION PREPARATION-WATER (1 CR.)
The advanced certification examination program is a workshop to review the additional materials associated with Water Treatment Plant Operator Class II or Class I certification examinations. The program consists of lecture, audio-visual, and workshop sessions to review the required material and to prepare the trainee to complete the water operator's examination. Laboratory 2 hours per week.

FINANCIAL SERVICES

FIN 107 PERSONAL FINANCE (3 CR.)
Presents a framework of personal money management

concepts, including establishing values and goals, determining 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 109 INTRO. TO ELECTRONIC DATA PROCESSING (3 CR.)
Examines the application of basic data processing principles to the financial services industry; computer fundamentals, applications, terminology and concepts; technological trends in computer systems, software, hardware, systems analysis and design. Lecture 3 hours per week.

FIN 110 PRINCIPLES OF BANKING (3 CR.)
Presents aspects 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 116 CREDIT AND COLLECTION PRINCIPLES (3 CR.)
Explores functions of credit in business and commercial operations and instruments and documents used. Classifies credit into retail and commercial categories and addresses the importance of each in the economy. Examines primary functions in evaluation of credit applications. Considers major sources of credit information and emphasizes importance of data derived from financial statements. Describes organization and function of credit, collection procedures and personnel development. Lecture 3 hours per week.

FIN 125 LAW AND BANKING: PRINCIPLES (3 CR.)
Presents a banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Includes summaries of law pertaining to contracts, real estate, and bankruptcy. Highlights legal implications of consumer lending, sources and applications of banking law, torts and crimes, real and personal property, and a complete glossary of legal terminology related to banking. (AIB Approved). Lecture 3 hours per week.

FIN 245 RETAIL BANKING SERIES (3 CR.)
Focuses on developing the successful bank manager as a staff leader, financial expert, and sales manager. Consists of separate sections on retail management, sales management, and financial performance of banks. (AIB Approved). Lecture 3 hours per week.

FIN 256 MARKETING FOR BANKERS (3 CR.)
Focuses on understanding the basic concepts necessary to successfully market bank products and services. Develops an understanding of the functions of public relations, advertising, sales promotion, selling, and distribution. Highlights customer motivation and buying behavior, the marketing management process and marketing and the wholesale side of 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. Co-requisite MTH 111 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 115 DENDROLOGY (4 CR.)
Studies 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. Lecture 3 hours. Laboratory 3 hours. Total 6 hours.

FOR 125 FOREST FIRE CONTROL (1 CR.)
Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention 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. Laboratory 3 hours. Total 6 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 FOR 105 and MTH 111. Lecture 3 hours. Laboratory 3 hours. Total 6 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 to locate land features, cruise tracts, timber types, and plot sample locations. Prerequisite FOR 201. Lecture 3 hours. Laboratory 3 hours. Total 6 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. Prerequisites FOR 105 and FOR 115. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

FOR 227 TIMBER HARVESTING (5 CR.)
Teaches harvesting methods, including physical layout, economics, contracts, silvicultural water management, protection consideration, and woods safety. Co-requisite FOR 202. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

FOR 229 SAWMILLING (5 CR.)
Studies arrangement, installation, and operation of a small sawmill consisting of head saw, edger, and trimmer for the production of quality hardwood and softwood lumber. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

FOR 245 FOREST PRODUCTS (2 CR.)
Introduces forest products. Lecture 2 hours per week.

FOR 246 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. Laboratory 3 hours. Total 6 hours per week.

FOR 290 COORDINATED INTERNSHIP IN FORESTRY (4 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. 320 hours total for the term.

FOR 297 COOPERATIVE EDUCATION IN FORESTRY (4 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. 320 hours total for the term.

FRENCH

FRE 101-102 BEGINNING FRENCH HI (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 HI (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.

HEALTH

HLT 105 CARDIOPULMONARY RESUSCITATION (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 106 FIRST AID AND SAFETY (2 CR.)
Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (2 CR.)
Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 2 hours per week.

HLT 116 PERSONAL WELLNESS (3 CR.)
Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes nutrition, weight control, stress, conditioning, and drugs. Lecture 3 hours per week.

HLT 122 INTRODUCTION TO ALCOHOL ABUSE AND CONTROL (1 CR.)
Explores the physiological, psychological, sociological effects of alcohol. Studies why people drink, disease concepts, alcohol tolerance curves, and alcohol's effect on the operation of a motor vehicle. Lecture 1 hour per week.

HLT 135 CHILD HEALTH AND NUTRITION (3 CR.)
Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health growth and development.

HLT 138 PRINCIPLES OF NUTRITION (3 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 2 hours per week.

HLT 143-144 MEDICAL TERMINOLOGY 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. Lecture 3 hours per week. Lecture 2 hours per week.

HLT 155 CURRENT ISSUES AND HEALTH CARE**(2 CR.)**

Focuses on current issues in the health care industry. Lecture 2 hours per week.

HLT 200 HUMAN SEXUALITY**(3 CR.)**

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

HLT 215 PERSONAL STRESS AND STRESS MANAGEMENT**(3 CR.)**

Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and coping skills for handling stress. Lecture 3 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. Lecture 3 hours per week.

HLT 298 ROLE TRANSITION FOR HEALTH PROFESSIONS**(2 CR.)**

Draws upon the individual student's clinical experience. Emphasis is placed upon such issues as ethics, liability, and professional values. Lecture 3 hours per week.

HEAVY EQUIPMENT TECHNOLOGY**HVE 100 FUNDAMENTAL SHOP PROCEDURES****(2 CR.)**

Teaches the practical use and care of hand tools, measuring tools, power tools, shop equipment, use of fasteners, fluids and lubricants, hoses and scales, electrical connectors; use of service manuals and parts catalogs; practice of shop safety procedures. Requires preparation and submittal of unit reports. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

HVE 105 HEAVY EQUIPMENT ANNUAL MAINTENANCE SCHEDULING AND SERVICE**(6 CR.)**

Trains students to schedule, perform and prepare unit reports on maintenance procedures as suggested by equipment manufacturers' service and operations manuals. Teaches proper service techniques, troubleshooting and diagnostic procedures used with each system in the vehicle. Small gasoline engines may be used to train students in fundamental two and four stroke cycle engine component functions. Lecture 2 hours. Laboratory 8 hours. Total 10 hours per week.

HVE 125 TRANSPORTATION ELECTRICAL AND FUEL SYSTEMS**(5 CR.)**

Introduces electrical and fuel systems found on construction equipment, road vehicles, and agriculture equipment. Stresses function, construction, operation, troubleshooting procedures, and servicing of the charging, cranking, ignition and fuel systems. Provides experience in disassembly, testing, and assembly of the

various units comprising the electrical and fuel systems. Requires preparation and submittal of unit reports. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

HVE 135 HEAVY EQUIPMENT FAMILIARIZATION AND OPERATION**(6 CR.)**

Studies performance of basic shop and safety procedures; maintenance, startup and fundamental operation of common heavy equipment. Teaches practical use and care of hand tools, power tools, safety equipment, diagnostic and measuring tools; use of fasteners; selection and use of lubricants, fuels, bearings. Teaches use of service and operator's manuals and parts catalogs. Requires preparation and submission of unit reports. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

HVE 161 HEAVY EQUIPMENT OPERATION I**(7 CR.)**

Concentrates on supervised operation of heavy-terrain equipment. Emphasizes student command of the various controls and respect for the capabilities and dangers inherent in the operation of the machines. Lecture 2 hours. Laboratory 15 hours. Total 17 hours per week.

HISTORY**HIS 111-112 HISTORY OF WORLD CIVILIZATION II****(3 CR.) (3 CR.)**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Lecture 3 hours per week.

HIS 121-122 UNITED STATES HISTORY II**(3 CR.) (3 CR.)**

Surveys United States history from its beginning to the present. Lecture 3 hours per week.

HIS 277 THE AMERICAN EXPERIENCE IN VIETNAM**(3 CR.)**

Analyzes U.S. involvement in Vietnam from World War I through the Nixon and Ford years. Includes Roosevelt's plan of trusteeship, the Geneva Conference, the U.S. military role, and the search for peace. Lecture 3 hours per week.

HOTEL-RESTAURANT INSTITUTIONAL MANAGEMENT**HRI 155 HOTEL-MOTEL ORGANIZATION AND MANAGEMENT****(3 CR.)**

Studies the past, present, and future of the hospitality industry, organization as a modern tool of management, and the organization of hotel operations. Lecture 3 hours per week.

HRI 156 RESTAURANT-INSTITUTIONAL ORGANIZATION AND MANAGEMENT**(3 CR.)**

Analyzes the nature and scope of departmental functions in the food service industry. Emphasizes operational practices and problems. 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 cause and prevention of foodborne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week.

HRI 160 EXECUTIVE HOUSEKEEPING (3 CR.)
Studies the housekeeping department with emphasis on organization, staffing and scheduling, staff development, work methods improvements, equipment, cleaning materials and cleaning procedures; maintenance and refurbishing; room design and safety engineering. Lecture 3 hours per week.

HRI 265 HOTEL FRONT OFFICE OPERATIONS (3 CR.)
Analyzes hotel front office positions and the procedures involved in reservation registration, accounting for and checking out guests, and principles and practices of night auditing. Covers the complete guest operation in both traditional and computerized operations. Lecture 3 hours per week.

HRI 275 HOSPITALITY LAW (3 CR.)
Studies the laws applicable to the ownership and operation of food and lodging operations. Includes duties to guests, ejection of undesirables, liabilities for personal injuries, damage, arrest and detention of offenders. Lecture 3 hours per week.

INDUSTRIAL ENGINEERING

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. Lecture 3 hours per week.

IND 150 INDUSTRIAL MANAGEMENT (3 CR.)
Studies planning, organizing, directing, and controlling industrial activities. May include research, product design, methods and time management, quality assurance or other functions. Lecture 3 hours per week.

IND 216 PLANT LAYOUT AND MATERIALS HANDLING (3 CR.)
Examines arrangement and layout of physical facilities. Explains material handling and modern techniques for efficient utilization of space. Lecture 2 hours. Laboratory 2 hours. Total 4 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. Laboratory 2 hours. Total 4 hours per week.

INDUSTRIAL TECHNOLOGY

IND 171 INTRODUCTION TO PULP AND PAPER TECHNOLOGY (3 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. A brief historical overview of paper and packaging will be presented, as well as future industry trends. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

IND 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. Lecture 3-4 hours. Laboratory 2 hours. Total 5-6 hours per week.

IND 173 PULP AND PAPER OPERATION III (4 CR.)
Introduces the fundamentals of fluid, power, electrical, water and mechanical systems and specialized Kraft pulping basics and procedures. Traces the pulp processing from stock preparation to the papermaking operations, bleaching and provides aspects of process operations troubleshooting. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

IND 275 PULP AND PAPER MILL MAINTENANCE (3 CR.)
Provide 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. Lecture 3 hours. Total 3 hours per week.

IND 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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 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 calendaring, coating and rewinding will also be presented. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 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. Laboratory 2 hours. Total 4 hours per week.

MATHEMATICS

MTH 02 BASIC ARITHMETIC (1-5 CR.)
Covers arithmetical principles and computations. Develops the mathematical proficiency necessary for selected curriculum entrance. Variable 4 hours per week.

MTH 03 BASIC ALGEBRA I (1-5 CR.)

Develops mathematical proficiency necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination. Variable hours per week.

MTH 04 BASIC ALGEBRA II (1-5 CR.)

Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance. Prerequisite satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Variable hours per week.

MTH 06 BASIC GEOMETRY (1-5 CR.)

Develops the mathematical proficiency in geometry necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Variable hours per week.

MTH 111-112 TECHNICAL MATHEMATICS HI (3 CR.) (3 CR.)

Teaches algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Lecture 3 hours per week.

MTH 120 INTRODUCTION TO MATHEMATICS (3 CR.)

Introduces number systems, logic, basic algebra, systems of equations, and descriptive statistics. Prerequisites satisfactory score on an appropriate proficiency examination. Lecture 3 hours per week.

MTH 151-152 MATHEMATICS FOR THE LIBERAL ARTS I-II (3 CR.) (3 CR.)

Covers the basic concepts and methods of mathematics, computer science, and statistics. Presents topics including number theory, logic, functions, elementary computer concepts, problem-solving, probability, and statistics. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 and either MTH 04 or MTH 06 or equivalent. Lecture 3 hours per week.

MTH 171-172 PRE-CALCULUS MATHEMATICS HI (3 CR.) (3 CR.)

Presents the concepts and methods necessary for the study of calculus including algebra, analytic geometry, and the study of algebraic, exponential, logarithmic, and trigonometric functions. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 and 04, and MTH 06 or equivalent. Lecture 3 hours per week.

MTH 173-174 CALCULUS WITH ANALYTIC GEOMETRY HI (5 CR.) (5 CR.)

Presents analytic geometry and calculus, including functions, limits, derivatives, differentials, indefinite integrals, definite integrals, and applications. Prerequisites satisfactory score on an appropriate proficiency examination and four units of high school mathematics, including two units of algebra, one unit of geometry and one-half unit of trigonometry or equivalent. Lecture 5 hours per week.

MECHANICAL ENGINEERING**MEC 215 ADVANCED JIG AND FIXTURE DESIGN (2 CR.)**

Applies the principles, practices, tools, and commercial standards of jig and fixture designs. Employs lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MUSIC**MUS 121-122 MUSIC APPRECIATION HI (3 CR.) (3 CR.)**

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

NATURAL SCIENCE**NAS 01 NATURAL SCIENCE (1-5 CR.)**

Seeks to develop a basic understanding of the fundamental principles of the sciences, and may be used to prepare students for the Graduate Equivalency Diploma (GED) examination. Permits re-enrollment. Laboratory may be required. Variable hours per week.

NAS 05-06 SCIENCES HI (3 CR.) (3 CR.)

Focuses the basic principles of chemistry, physics, and biology. Lecture 2 hours per week. Recitation and laboratory 2 hours. Total 4 hours per week.

NURSING**NUR 27 GERIATRIC NURSE'S AIDE (3-4 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 lecture/laboratory hours per week.

NUR 111 NURSING I (5 CR.)

Introduces nursing principles, concepts and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals. May include math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 6 hours. Total 9 hours per week.

NUR 112 NURSING II (6 CR.)

Focuses on the nursing care of individuals and/or families experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 9 hours. Total 12 hours per week. Pre-requisites BIO 140, NUS 111, NUR 230.

NUR 211 NURSING III (6 CR.)

Emphasizes the nursing area of individuals/families in various stages of development experiencing problems related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 9 hours, Total 12 hours per week. Pre-Requisites BIO 140, NUR 111, NUR 230

NUR 212-213 NURSING IV-V (8 CR.) (8 CR.)
Emphasizes the nursing area of individuals/families in various stages of development experiencing problems related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week. Pre-requisites BIO 150, NUR 112, NUR 211

NUR 230 PHARMACOLOGY FOR NURSES (3 CR.)
Introduces the general principles of drug action, pharmacology of the major drug classes, and specific agents within each class and routine mathematical calculations necessary to alter dosages for pediatrics, geriatrics, and certain disease states. Covers body systems, toxicology of drugs, and administration of medications. Lecture 3 hours per week.

OFFICE SYSTEMS TECHNOLOGY

OFT 100 OFFICE SKILLS REVIEW (3 CR.)
Provides the opportunity to review office skills such as keyboarding, typewriting, shorthand, machine transcription and other selected office topics based on individual needs. Lecture 3 hours per week.

OFT 105 PERSONAL KEYBOARDING/TYPEWRITING (2 CR.)
Teaches touch keyboarding/typewriting, using correct techniques. Introduces business letters and manuscript/report formats. Lecture 2 hours per week.

OFT 106 BUSINESS ENGLISH SKILLS REVIEW (3 CR.)
Provides the opportunity to review such business English skills as grammar, punctuation, letterwriting, and other selected business English topics based on individual needs. Lecture 3 hours.

OFT 111 KEYBOARDING/TYPEWRITING I (3 CR.)
Introduces the keyboard with emphasis on good techniques, machine mastery, letter formats and styles, tabulations, centering and reports. Lecture 3 hours per week.

OFT 112 KEYBOARDING/TYPEWRITING II (3 CR.)
Continues skill building through production typing with emphasis on employment competencies. Prerequisite OFT 111. Lecture 3 hours per week.

OFT 117 KEYBOARDING FOR COMPUTER USAGE (2 CR.)
Develops keyboarding proficiency in the operation of computers with emphasis on speed, accuracy, and use of special keys. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

OFT 121 SHORTHAND I (4 CR.)
Focuses on shorthand theory, reading and writing skills, development of general business vocabularies, word usage, and general business dictation. Lecture 3 hours. Lab 2 hours. Total 5 hours per week.

OFT 122 SHORTHAND II (4 CR.)
Develops speed in typical business dictation with emphasis on transcription accuracy from shorthand notes. Prerequisite Shorthand I or equivalent. Lecture 3 hours. Lab 2 hours. Total 5 hours per week.

OFT 130 OFFICE PROCEDURES (3 CR.)
Introduces general functions and duties performed in the office. Prerequisite OFT 112 or divisional approval. Lecture 3 hours per week.

OFT 137 FILING AND RECORDS MANAGEMENT (3 CR.)
Introduces indexing principals, filing procedures and systems, including electronics and micrographics. Teaches selection of equipment and supplies and solving records management problems. Lecture 3 hours per week.

OFT 155 BEGINNING MACHINE TRANSCRIPTION (3 CR.)
Introduces machine transcription. Teaches listening techniques, introduces machine transcription. Emphasizes grammar, punctuation, and correct word usage. Provides practice in transcribing machine dictation. Prerequisite OFT 112 or divisional approval. Lecture 3 hours.

OFT 216 WORD PROCESSING EQUIPMENT OPERATION (3 CR.)
Teaches use and operation of word/information processing equipment. Incorporates specific advanced applications. Lecture 3 hours.

OFT 231 MICROCOMPUTER OFFICE APPLICATION I (3 CR.)
Teaches beginning business applications of microcomputer software packages. Prerequisite OFT 111 or equivalent. Lecture 3 hours per week.

OFT 232 MICROCOMPUTER OFFICE APPLICATION II (3 CR.)
Teaches advanced business applications of microcomputer software packages. Lecture 3 hours.

OFT 236 WORD PROCESSING OPERATION AND SYSTEM OPERATION (4 CR.)
Focuses on advanced application and uses of word/information processing equipment. Teaches system supervision and operation. Prerequisite OFT 216. Lecture 3 hours.

OFT 251-252 OFFICE SYSTEMS AND PROCEDURES (3 CR.) (3 CR.)
Teaches office protocol, solutions to office problems, managerial functions, and other topics associated with office technology. Prerequisite OFT 112 or divisional approval. Lecture 3 hours per week.

OFT 261 LEGAL OFFICE PROCEDURES (3 CR.)
Teaches topics associated with procedures used in law offices and courts. Prerequisite OFT 251 or divisional approval. Lecture 3 hours per week.

OFT 271 MEDICAL SECRETARIAL PROCEDURES (3 CR.)
Covers medical office procedures, filing and record keeping, medical vocabulary, preparation of medical reports, and special correspondence requirements. Prerequisite OFT 251. Lecture 3 hours.

PHILOSOPHY

PHI 101-102 INTRODUCTION TO PHILOSOPHY HI (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.

PHOTOGRAPHY

PHT 100 INTRODUCTION TO PHOTOGRAPHY (2 CR.)

Introduces principles of photography with outside shooting assignments related to lecture topics. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

PHYSICAL EDUCATION AND RECREATION

PED 103-104 AEROBIC FITNESS (1-2 CR.) (1-2 CR.)

Develops cardiovascular fitness through activities designed to evaluate and sustain heart rates appropriate to age and physical condition. Variable hours per week.

PED 105-106 AEROBIC DANCE HI (1-2 CR.) (1-2 CR.)

Focuses on physical fitness through dance exercises. Emphasizes the development of cardiovascular endurance, muscular endurance, and flexibility. Variable hours per week.

PED 111-112 WEIGHT TRAINING HI (1-2 CR.) (1-2 CR.)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

PED 123-124 TENNIS HI (1-2 CR.) (1-2 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 126 ARCHERY (1-2 CR.)

Teaches skills and techniques of target archery. Focuses on use and maintenance of equipment, terminology, and safety. Variable hours per week.

PED 128 HORSEBACK RIDING (1-2 CR.)

Presents riding seats and preparation of riding, care and grooming of a horse, selection, use and care of equipment, and safety. Prerequisite appropriate riding skills or instructor's permission for advanced course. Variable hours per week.

PED 133-134 GOLF HI (1-2 CR.) (1-2 CR.)

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Variable hours per week.

PED 135-136 BOWLING HI (1-2 CR.) (1-2 CR.)

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

PED 137-138 MARTIAL ARTS (1-2 CR.) (1-2 CR.)

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical

fitness. Presents a brief history of development of martial arts theory and practice. Lecture 1-2 hours. Laboratory 1-2 hours. Total 1-3 hours per week.

PED 139 ICE SKATING (1-2 CR.)

Introduces the skills of figure skating with emphasis on form. Includes equipment selection and safety. Variable hours per week.

PED 152 BASKETBALL (1-2 CR.)

Introduces basketball skills, techniques, rules, and strategies. Variable hours per week.

PED 156 SOFTBALL (1-2 CR.)

Emphasizes skills, techniques, strategies, and rules. Variable hours per week.

PED 175 HUNTER SAFETY (1-2 CR.)

Presents the basic techniques of gun handling, types of firearms and ammunition, game laws, safety principles, ethics, game and nature conservation. Variable hours per week.

PED 180 ORIENTEERING (1-2 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 177 BASIC CANOEING (1-2 CR.)

Introduces basic canoeing techniques, selection and care of equipment, terminology, safety procedures, and navigating currents. Variable hours per week.

PED 178 WHITEWATER CANOEING (1-2 CR.)

Introduces whitewater canoeing techniques, selection and care of equipment, terminology, safety procedures and rescues, and reading and navigating whitewater. Variable hours per week.

PED 181-182 DOWNHILL SKIING HI (1-2 CR.) (1-2 CR.)

Teaches the basic skills of downhill skiing, selection and use of equipment, terminology and safety rules. Includes field experience. Variable hours per week.

PED 185 CROSS-COUNTRY SKIING (1-2 CR.)

Presents cross-country skiing techniques with emphasis on ski touring, waxing, selection and use of equipment, and physical conditioning. Variable hours per week.

PED 186 BOW HUNTING (1-2 CR.)

Teaches bow hunting techniques, selection and use of tackle, game laws and hunter responsibilities, field care of game, personal safety, and conservation. Variable hours per week.

PED 187 BACKPACKING (1-2 CR.)

Focuses on the preparation of a backpacking trip, equipment and clothing selection, personal and group safety, ecology, and physical conditioning. Includes field experience. Variable hours per week.

PHYSICS

PHY 130 SURVEY OF APPLIED PHYSICS (3 CR.)

Surveys topics such as heat, electricity, and light with emphasis on practical applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

PHY 131-132 APPLIED PHYSICS HI (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. Laboratory 2 hours. Total 4 hours per week.

PHY 201-202 GENERAL COLLEGE PHYSICS 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 165 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

POLITICAL SCIENCE

PLS 130 BASICS OF AMERICAN POLITICS (2-3 CR.)
Teaches basics of the operations of Congress, the presidency, and the federal court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Lecture 2-3 hours per week.

PLS 211-212 U.S. GOVERNMENT II (3 CR.) (3 CR.)
Teaches structure, operation, and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

PSYCHOLOGY

PSY 01 PREPARATION FOR COLLEGE (2-3 CR.)
Teaches good habits of listening, studying and exam-taking. Especially recommended for students who are in academic difficulty after one semester of college. Students may re-register for the course in subsequent semesters as necessary until the course objectives are completed. Variable hours.

PSY 100 PRINCIPLES OF APPLIED PSYCHOLOGY (2-3 CR.)
Introduces the general principles of psychology as they are applied to work, relationships, and self. Includes perception, learning, development, motivation, emotion, therapy, communication, attitudes. Lecture 2-3 hours per week.

PSY 135 CHILD CARE PSYCHOLOGY (3 CR.)
Analyzes the development of the child from conception to adolescence with concentration on physical, cognitive, emotional, and social growth patterns. Includes theory, research and practical applications. Provides background for careers involving continuous work with children. Lecture 3 hours per week.

PSY 201-202 INTRODUCTION OF PSYCHOLOGY II (3 CR.) (3 CR.)
Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. 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. Prerequisite PSY 201. Lecture 3 hours per week.

PSY 238 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 psycho-social growth.

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, financing and management of real estate. Lecture 4 hours per week.

REA 110 REAL ESTATE SALES (3 CR.)
Focuses on the fundamentals of sales principles as they apply to real estate. Includes customer motives, needs, and abilities to buy real estate. Lecture 3 hours per week.

REA 215 REAL ESTATE BROKERAGE (3 CR.)
Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

REA 216 REAL ESTATE APPRAISAL (3 CR.)
Explores fundamentals of real estate evaluation: methods used in determining value; application of the valuation process and the principal techniques by simulations, working problems and reviewing actual appraisals. Includes review of the opportunities available in the appraisal field. Lecture 3 hours per week.

REA 217 REAL ESTATE FINANCE (3 CR.)
Presents principles and practices of financing real estate sales and properties. Analyzes various types of mortgage payments and contracts, financing of homes and industrial properties and buildings, loan applications, relationship between correspondent and investor, and construction loans. Lecture 3 hours per week.

REA 245 REAL ESTATE LAW (3 CR.)
Studies real estate law, including rights incidental to property ownership and management, agency contract and application to real estate transfer covenanting probate proceedings, trust transactions, and tax implications. Lecture 3 hours per week.

REA 247 REAL ESTATE INVESTMENTS (3 CR.)
Focuses on estate investments with emphasis on taxation, limited partnerships, syndications, exchanges and modern techniques of mortgage equity requirements and depreciation guidelines. Lecture 3 hours per week.

SAFETY

SAF 127 INDUSTRIAL SAFETY (2 CR.)
Provides basic understanding of safety and health in an industrial situation. Includes hazardous material, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the employee to protect himself/herself and others. Lecture 2 hours per week.

SOCIOLOGY

SOC 201-202 INTRODUCTION TO SOCIOLOGY II (3 CR.) (3 CR.)

Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, deviance, culture, and community studies. Includes population, social change, and social institution (family education, religion, political system, economic system). Lecture 3 hours per week.

SOC 215 SOCIOLOGY OF THE FAMILY (3 CR.)

Studies such topics as marriage and family in social and cultural context. Addresses the singles scene, dating and marriage styles, child-rearing, husband-and-wife interaction, single-parent families, alternative lifestyles. Lecture 3 hours per week.

SPANISH

SPA 101-102 BEGINNING SPANISH II (4 CR.) (4 CR.)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

SPA 201-202 INTERMEDIATE SPANISH II (4 CR.) (4 CR.)

Continues to develop understanding, speaking and writing skills. Spanish is used in the classroom. Prerequisite SPA 102 or equivalent. May include an additional hour of oral drill and practice per week. Lecture 4 hours per week.

SPEECH AND DRAMA

SPD 100 PRINCIPLES OF PUBLIC SPEAKING (3 CR.)
Applies theory and practice of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

SPD 136 THEATRE WORKSHOP (1-6 CR.)
Enables the student to work in various activities of play production. The student participates in performance, set design, stage carpentry, sound costuming, lighting, stage managing, props, promotion, or stage crew. May be repeated for credit. Variable hours per week.

SPD 145 STAGECRAFT (3 CR.)
Acquaints the student with fundamental methods, materials, and techniques of set construction for the stage. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

SPD 233-234 REHEARSAL AND PERFORMANCE II (1-4 CR.) (1-4 CR.)

Explores various aspects of the theatre through involvement in college theatre production. Variable hours per week.

STUDENT DEVELOPMENT

STD 100 ORIENTATION (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 hours per week.

STD 104 STUDY SKILLS (1-3 CR.)

Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1-3 hours 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. Cover three segments: personal development, career education, and study skills. Emphasizes the special needs of the re-entry woman. Provides education and support for the individual. Lecture 2 hours per week.

STD 106 PREPARATION FOR EMPLOYMENT (1-2 CR.)

Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations' techniques and communication skills in job search. Lecture 1-2 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.

STD 109 STUDENT LEADERSHIP DEVELOPMENT (1 CR.)

Provides opportunities for students to learn leadership theory and skills for application in campus organizations, committees and groups. Lecture 1 hour 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 COORDINATED PRACTICE IN (Insert Appropriate Discipline) (1-5 CR.)

Includes supervised practice in selected health agencies coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

(INSERT APPROPRIATE PREFIX) 90, 190, 290 COORDINATED INTERNSHIP IN (Insert Appropriate Discipline) (1-5 CR.)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

(INSERT APPROPRIATE PREFIX) 95, 195, 295 TOPICS IN: (Insert Appropriate Topic) (1-5 CR.)

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 CO-OPERATIVE EDUCATION IN (Insert Appropriate Discipline) (1-5 CR.)

Supervises an on-the-job training for pay in approved business, industrial and 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 SEMINAR AND PROJECT IN (Insert Appropriate Discipline) (1-5 CR.)

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 SUPERVISED STUDY IN (Insert Appropriate Discipline) (1-5 CR.)

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

WELDING

WEL 18 OXYACETYLENE 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. Laboratory 3 hours. Total 5 hours per week.

WEL 21-22 ARC WELDING II (3 CR.) (3 CR.)

Presents the operation of AC transformers and DC motor generator arc welding sets. Teaches 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, assessment of weld quality through visual inspection. Emphasizes safety procedures. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

WEL 30 INERT-GAS WELDING (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, semi-automatic and automatic welding. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

WEL 41-42 WELDING TESTS II (2 CR.) (2 CR.)

Teaches techniques and practices of testing welded joints, destructive and non-destructive tests, guiding, discoloration heat tests, porous examinations, tensile, hammer and free bend tests, visual, magnetic, fluorescent and radiographic tests. Lecture 1 hour. Laboratory 3 hours.

WEL 126 PIPE WELDING (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. Laboratory 3 hours. Total 5 hours per week.

WEL 130 INERT GAS WELDING (3 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 semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 145 WELDING METALLURGY (3 CR.)

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



STUDENT SERVICES AND POLICIES

ACTIVITIES

Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the College Center planned for students' leisure time on campus include activities such as craft demonstrations, billiard exhibitions, free feature-length films and tournaments in ping-pong, billiards and foosball. Well-known dance bands are presented on the weekends.

BOOKSTORE

Textbooks and school supplies are sold in the bookstore, located in Moomaw Center. Items of apparel for college students also are stocked.

BULLETIN BOARDS

The glass-enclosed bulletin boards are the official bulletin boards. All students, faculty members and staff are expected to read these daily.

All notices posted must have the approval of the President or, in his absence, the Dean of 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 College 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.

COLLEGE CENTER

Moomaw Center was completed in August of 1972 and houses the bookstore, snack bar, lounge, recreation area and meeting rooms. The Center serves as the locale for most student activities, cultural events and dramatic presentations.

COUNSELING

As a service to students and to the community, the College maintains a staff of professional counselors and faculty advisers in each instructional program.

The counseling department functions 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 counseling service 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 counseling 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 all youths and adults in the community.

FOOD SERVICE

Both snacks and hot meals are available daily from 8 a.m. to 8:30 p.m. Monday through Thursday and Fridays from 8 a.m. to 3:30 p.m. at the Grill in the College Center.

GRIEVANCES

In a matter of academic grievance, the student must consult the instructor involved. If further action is desired, the student should consult with the division head, who must, upon request, set up a committee to consider the matter. The committee will consist of three faculty members: one (outside the division) appointed by the division head, one by the student and one by the instructor involved. The decision of the committee may be appealed to the Dean of Instruction and Student Services and then to the President, whose decision is final.

In non-academic matters when a student's own efforts to solve a grievance fail, he or she will present the grievance, in writing, to the student senate at a regularly scheduled meeting. After investigation, the Student Senate will report its findings in writing to the student. If further action is required, the

student will be referred to the appropriate committee to consider the matter. The committee will consist of two faculty members (one appointed by the Dean and one appointed by the student) and the President of the Student Senate. The committee findings will be forwarded to the President, whose decision is final.

HIV/AIDS POLICY

DSLCC recognizes the concern of its students, staff and faculty about HIV/AIDS, and has adopted the following policies for the education and protection of the campus community.

The College is taking an active role in making available current information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of its community. DSLCC will have an educated constituency that is aware and supportive of the prevention, risk behaviors, coping strategies, and other related issues surrounding HIV. The HIV/AIDS Education Program has been developed to accomplish this task. Goals of the education program include information distribution about prevention, and the risk reduction of HIV and AIDS. Development of the skills and support needed to change risk behaviors are significant components of the program.

Another purpose of this campus-wide education program is to ensure the protection of the individual rights of all members of the campus community, and the preparation of individuals to act in a responsible manner. Discrimination of persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated.

Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of the Counseling Center and a variety of community agencies. Students, staff, and faculty who are HIV positive or who live with AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role. Confidentiality of any person with HIV

or AIDS will be protected. Information concerning an individual's HIV status will not be provided to faculty, administrators, or even parents, without the expressed written permission of that individual.

INTRAMURAL SPORTS AND/OR CLUB SPORTS

All participants in the intramural and club sports program will participate at their own risk and will be responsible for their own injuries. The Intramural Activities Handbook, containing information on all phases of the program, is available from the Coordinator of Student Activities Office in Moomaw Center.

JOB PLACEMENT

The College maintains a placement service in Student Services for students who wish to secure part-time or full-time employment while attending college, during vacation or after graduation. Occupational information on job requirements and opportunities is provided in Student Services. The College maintains continuous contact with the state employment service, businesses, industries, the professions and government for the latest information about jobs.

An effort is made to place students in job fields which relate to their college programs. Students who work more than 20 hours per week are expected to adjust their course loads accordingly.

ORIENTATION

An orientation program is offered to acquaint new students with the purposes and programs of the College. It begins before registration when the student meets with a counselor to discuss educational interests, to determine what additional tests may be needed and to plan admission to a specific curriculum at the College. The student also meets with a counselor to plan a program and course of studies.

A group orientation session is scheduled for new students in the fall prior to registration to acquaint them with the activities and services of the College. In addition, an orientation class is offered each semester to aid in personal and academic adjustment to college.

PARKING REGULATIONS

Parking space is provided for the students subject to the following regulations.

1. All motorized vehicles regularly operated on the campus by faculty, staff and students must be registered at the Business Office and be suitably marked with the registration decal.
2. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
3. All motorized vehicles shall be operated only on improved roadways and parking areas.
4. All motorized vehicles shall be parked on the improved parking area or other areas so designated.
5. The maximum safe speed on campus for all vehicles shall be 15 miles per hour.

ROOM USE

In order to avoid confusion in the use of rooms for extracurricular activities, all student groups requesting facilities should make application through the Student Services Office. The request should include the name of the group, time, room number and any special facilities required.

SEXUAL HARASSMENT

Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees.

Sexual harassment is defined as the unwelcomed 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.

Complaints of unwelcomed sexual advances or repeated sexual expressions creating a hostile environment, or threats of penalties in order to gain sexual favors, and of promises seeking to induce sexual favors may be raised through the following procedures:

1. A written complaint submitted with the respective supervisor, who must investigate and report to the student in writing any

findings within ten working days;

2. If not resolved satisfactorily, an appeal may be made to the Dean of Student Services by either party; and
3. A final appeal at the College can be made to the President within ten working days.

For more information on this policy, see the Dean of Instruction and Student Services.

SMOKING

Smoking is permitted in all areas where ash receptacles are located. It is not allowed in classrooms or laboratories.

SPECIAL SERVICES PROGRAM - THE ACHIEVEMENT CENTER

Individual tutoring, remedial work sessions, counseling aid and other helps are available for students who qualify under the Special Services Program. Students who have academic potential but lack adequate educational preparation or achievement and individuals with physical handicaps can secure help to assist them in attaining their post-secondary education.

STUDENT GOVERNMENT

The Student Senate serves as a vital link of communication between students, administration and faculty. It works to provide the legislative leadership necessary for the welfare of the students and Dabney S. Lancaster Community College. The Senate has the responsibility of initiating new policies, services and activities for the benefit of the students.

SUBSTANCE ABUSE

Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, or controlled substances are prohibited from campus by both state and federal laws. Students who violate state or federal laws may be referred by College authorities for criminal prosecution.

Whether or not a criminal charge is brought, a student is also subject to College discipline for illegally manufacturing, distributing, possessing or using any alcoholic

beverage, illegal drug, or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

TELEPHONES

Pay stations for the use of students are located in Moomaw Center and the Administration Building.

TESTING

A well-planned testing program for students is coordinated by Student Services. The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. The test battery is administered at the College prior to registration.

Special tests and inventories are also available in Student Services for students who desire help in determining their future occupational and educational plans.

TUTORING

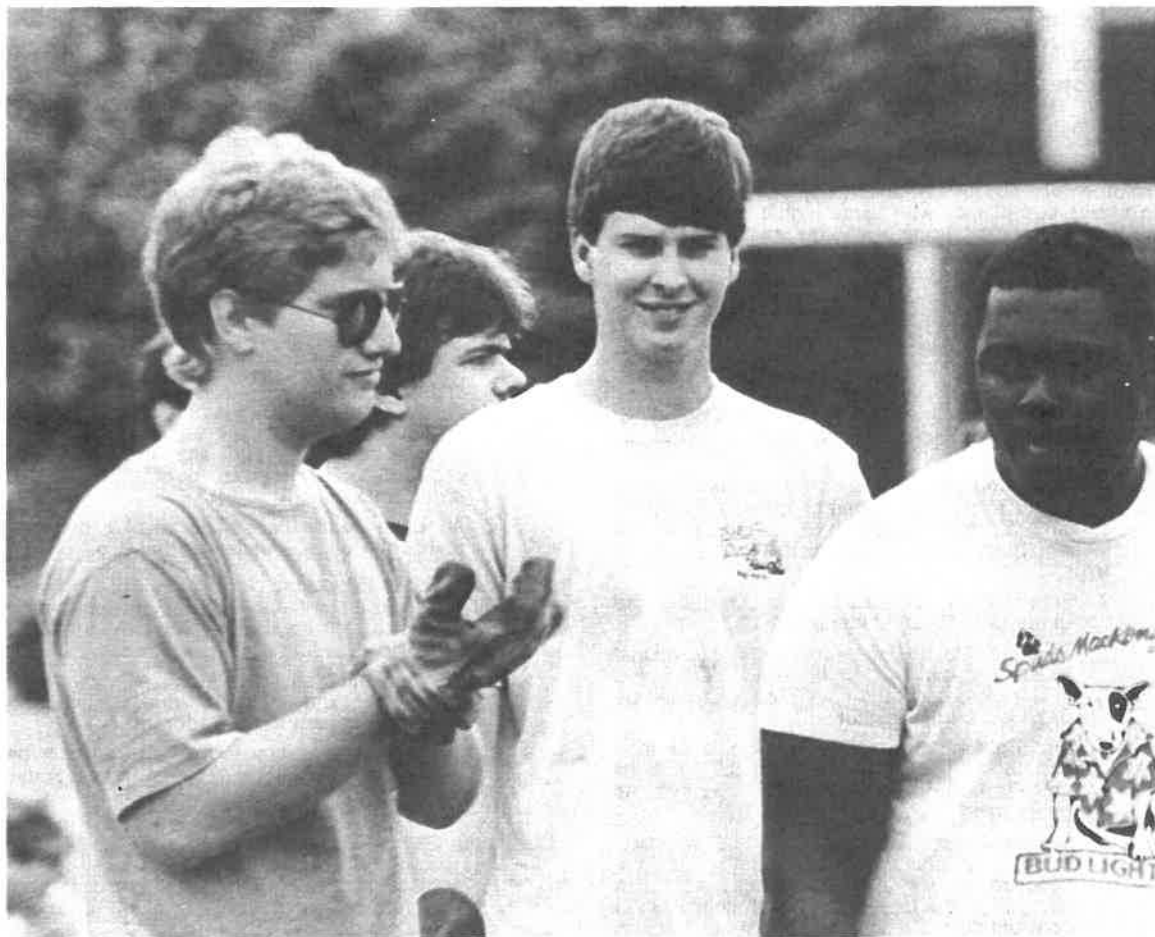
The program of tutoring services, ranging from preparation for an exam to long-term help in a difficult subject, is available through the Special Services Office.

VETERANS' AFFAIRS

A Veterans' Affairs Office is maintained to provide veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits, and counseling and referrals to outside agencies.

YOUNGSTERS

The college is not responsible for any unsupervised children on campus.



**DABNEY S. LANCASTER COMMUNITY COLLEGE
CODE FOR STUDENT RIGHTS, RESPONSIBILITIES AND
CONDUCT STUDENT DISCIPLINE
Cite as F.R.D. 133**

Preamble

With education the primary force, the means to provide the necessities of life and many luxuries to all our national population, and to many other peoples, has been created. This great progress has been accomplished by the provision to the educational community of general support, accompanied by diminishing interference in educational processes by political agencies outside the academic community.

If it is true, as it well may be, that men/women are in a race between education and catastrophe, it is imperative that educational institutions not be limited in the performance of their lawful missions by unwarranted judicial interference.

Obligations of a Student

Attendance at a tax supported educational institution of higher learning is not compulsory. The federal constitution protects the equality of opportunity of all qualified persons to attend. Whether this protected opportunity be called a qualified "right" or "privilege" is unimportant. It is optional and voluntary.

The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of a educational institution.

Short Title

1. These rules shall be known as the Dabney S. Lancaster Community College Code of Conduct.

Bill of Rights

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
 - A. Free inquiry, expression and assembly are guaranteed to all students.
 - B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
 - C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is guaranteed.
 - D. 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.

- E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before a judicial body.
- F. The judicial body shall be composed of (1) students, (2) faculty, or (3) one-half student and one-half faculty, at the option of the accused.

Definitions

3. 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 and, collectively, those responsible for its control and operation.
- D. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor". Determination of his status in a particular situation shall be determined by the surrounding facts.
- 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 II.
- H. The term "shall" is used in the imperative sense.
- I. The term "student" includes all persons taking courses at the institution both full-time and part-time.
- J. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
- K. All other terms have their natural meaning unless the context dictates otherwise.

Access to Higher Education

4. Within the limits of its facilities, the institution 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, ethnic background, sex or creed.

Classroom Expression

5. Discussion and expression of all views relevant to the subject matter is 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 of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
6. Academic Evaluation of student performances shall be neither prejudicial nor capricious.
 7. 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 without the student's permission or under legal compulsion.
 - A. 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

8. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to ensure that the mission of the institution is not disrupted and to maintain order.
 9. 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. (Section 14, infra).
 10. Organizations and groups may be established within the institution for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
 11. A. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized.
 1. Submission of a list of officers and copies of the constitution and by-laws 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 by-laws 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 organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
 - C. Groups of a continuing nature must institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16, and 17.
 - D. 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.
 - E. Any group which engages in illegal activities on campus may have sanctions imposed against it, including failure to gain recognition for a period not exceeding one year.
12. 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.
 13. 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.
 14. Institution facilities shall be assigned 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 may 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 the institution of the general purpose of any meeting open to persons other than members and the names of outside speakers.
 - H. The solicitation of funds on the college campus will be permitted only with prior approval of the college president.
 15. The authority to allocate study activity funds or institutional student fees for use by 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.
 - C. Any organization seeking access to institutional funds shall choose a faculty member to be a consultant on institution relations. Such a person may not have a veto power.
 16. No individual, group, or organization may use the institution 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

17. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the

operations of the institution.

18. 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.

A. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

19. 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.

20. 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.

21. 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.

22. 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.

23. The right of peaceful protest is granted. The institution retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.

24. Orderly picketing and other forms of peaceful protest are permitted on institution premises.

A. Interference with ingress to and egress from and movement within institution facilities, interruption of classes, or damage to property exceeds permissible limits.

B. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions.

25. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of non-interference.

26. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.

A. 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

27. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.

A. The institution may impose sanctions for grave misconduct 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, and;

B. Once a student is adjudged guilty in a court of law the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.

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.

36. Upon graduation or withdrawal from the institution, the records and files of former students shall continue to be subject to the provision of this Code of Conduct.

Sanctions

37. 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.

38. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Proscribed Conduct

39. 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 dishonesty 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 abuse of any person on institution premises or at institution sponsored or supervised functions;
 - D. Theft from or damage to institution premises or damage to property of a member of the institutional community on institution premises;
28. 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.)

Privacy

- 29. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
- 30. 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. Social morality on campus, not in violation of law, is of no disciplinary concern to the institution.

Student Records

- 31. 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 full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, and general educational records; records of discipline proceedings; psychiatric records; and financial aid records.
- 32. 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 and announcement of honors constitute notice.
- 33. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.
 - A. 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 47.
- 34. No record may be made in relation to any of the following matters except upon the express written request of the student.
 - A. Race;
 - B. Religion;
 - C. Political or social views; and
 - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.
- 35. 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 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.
- 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, and any other regulations which may be enacted;
- G. 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

- 40. 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.
- 41. 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.
- 42. 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.
- 43. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The institution shall have discretion to alter the calendar for good cause.
- 44. Hearings shall be conducted in such manner as to do substantial justice.
 - A. Hearings shall be private if requested by the accused student. If hearings involving 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 the institution.
 - C. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross-examination by the other parties.
 - D. Production of records and other exhibits may be required.
- 45. 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.
- 46. 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.
- 47. An appeal from a decision by the initial hearing board may be made by any party to the president within ten days of the decision.

- 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 sanction.

Judicial Authority

- 48. Appropriate judicial bodies shall be formed to handle all questions of student discipline.
- 49. The judicial bodies may formulate procedural rules

which are not inconsistent with the provision of this Code.

- 50. 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.
- 51. 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.

**CONSTITUTION
OF
DABNEY S. LANCASTER COMMUNITY COLLEGE
STUDENT SENATE**

We, the students of the 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 the Dabney S. Lancaster Community College.
- 2. The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of the 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.
- 2. All enrolled students carrying a minimum of 9 hours per semester are allowed to vote in Student Senate elections.

**ARTICLE III
Student Senate**

Section

- 1. The executive power of the student body shall be invested in the Student Senate.
- 2. The Student Senate shall be empowered to elect by plurality vote of the Student Senate the following officers, listed in order of presidential succession, from their number: president, vice-president, recording secretary, corresponding secretary, and treasurer.
- 3. The Student Senate shall consist of a minimum of five and a maximum of ten members elected at large from the student body.
- 4. The term of office for the above members of the Senate shall be for one calendar year from date of election.
 - A. An elected student must maintain a 2.0 average and remain enrolled as a full-time

student each semester to remain on the Senate.

- B. An election will be held within two weeks after a vacancy has been declared by the Student Senate.
- 5. A minimum of five Senate members constitute a quorum for carrying on business.

**ARTICLE IV
Senate Elections and Qualifications**

Section

- 1. On the fifth week after the beginning of each spring semester, an 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 sixth week and will serve until the spring semester of the next year.
- 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 third week of each fall semester. Those students elected at this time will be seated at the beginning of the fourth week, and serve until the fourth week of the fall semester of the next year.
- 3. The person or persons receiving the highest number of votes for the number of seats to be filled shall be declared elected to the offices.
- 4. On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.
- 5. The supervision of the Student Senate elections shall be the responsibility of the Dean of Student Services and the present Student Senate.
- 6. Any student eligible for Student Senate office may have his/her name placed on the ballot by presenting a petition with 15 names of student body members eligible to vote.
- 7. At least two weeks before an election the number of vacancies shall be publicized to the student body.

**ARTICLE V
Power of the Officers of the
Student Senate**

Senate

- 1. Power of the President:

- A. He/she shall have the power to appoint the chairperson and members of all committees with the advice and consent of the Senate.
 - B. He/she shall have the power to vote in case of a tie.
 - C. He/she shall call and preside at all meetings of the Senate.
 - D. He/she shall represent the student body at official functions of the college.
 - E. He/she shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
 - F. He/she shall serve as ex-officio member of all committees appointed through the Senate.
2. The Vice-President shall:
- A. Assume all duties of the president during absence of the president.
 - B. Become president if the office of president is vacated during the one-year session and for the election of a new vice-president at the first regular meeting of the Senate.
 - C. 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.
3. The Recording Secretary shall:
- A. Keep a permanent record of all of 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.
4. The Corresponding Secretary shall:
- A. Publish all proceedings and required notices of the student body and of the Senate.
 - B. Conduct all external correspondence of the Senate.
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 senate meetings.
 - C. Serve as chairperson of the appropriations committee.

**ARTICLE VI
Power of the Senate**

Section

- 1. The Senate shall approve all student organizations, their constitutions, and their annual budget requests.
- 2. The Senate shall receive and discuss grievances from the student body and represent these grievances to the faculty and to the administration.
- 3. The Senate shall receive funds appropriated to the student body and budget the use of these funds.

**ARTICLE VII
Amendments and By-Laws**

Section

- 1. Amendments to the Constitution can originate either from the student body or Senate but must be ratified by a majority vote of the Senate and a two-thirds majority of the votes cast by the student body.
- 2. An amendment must be published a month prior to vote by the student body.
- 3. By-laws can originate either from the student body or the Senate but must be ratified by a majority vote of the Senate and be a simple majority of the votes cast by the student body.
- 4. A by-law must be published two weeks prior to vote by the student body.

**ARTICLE VIII
Ratification**

Section

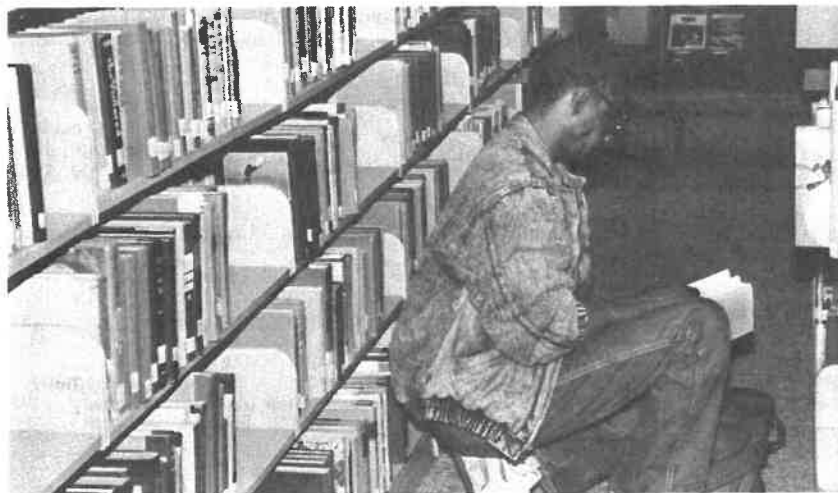
- 1. This constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College and a two-thirds majority vote of the voting members of the student body.

AMENDMENT I

No Student Senate member may miss two (2) meetings in a row per semester or a total of two (2) meetings per semester without approval of three-quarters (3/4) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable 3/4 vote of the majority.

AMENDMENT II

In order to run for re-election, a current Student Senate member must resign from his or her position before filing a new petition.



FACULTY

- Adams, Harold S.**
Professor Biology
B.S. Eastern Illinois University, 1963
M.S., University of Omaha, 1966
Ph.D., Virginia Polytechnic Institute
and State University, 1974
- Allison, Lisa L.**
Assistant Professor Nursing
B.S., Lenoir Rhyne College, 1983
- Anderson, Glenn E.**
Instructor English
B.A. William and Mary, 1979
M.A. University of Virginia, 1986
- Appel, Gary R.**
Instructor Heavy Equipment
A.B. Glenville State College, 1972
- Backels, John F.**
Professor President
B.S.F., University of Michigan, 1952
M.F., University of Michigan, 1953
M.B.A., University of Washington, 1958
Ed.D., Florida State University, 1968
- Bames, John S.**
Associate Professor Political Science
A.B., West Virginia University, 1967
A.M., West Virginia University, 1969
- Bartocci, Charles A.**
Instructor Pulp and Paper Technology
B.A. Western Michigan University, 1979
- Biggs, Machel C.**
Associate Professor Developmental Studies
Mathematics
B.S., Emory and Henry College, 1959
M.S., Radford College, 1967
- Burks, Eleanora B.**
Instructor Counselor
A.S., Dabney S. Lancaster Community College, 1970
B.S., Madison College, 1972
M.S., Madison College, 1972
- Carte, Marjorie G.**
Associate Professor Marketing,
Chairman; Business, Technologies
and Vocational Programs
B.S., Marshall University, 1954
M.Ed., Virginia Commonwealth
- Claunch, Jon Edward**
Associate Professor Program Head,
Mechanical Design
B.S., Memphis State University, 1962
M.A., East Tennessee State, 1969
- Claytor, Anita R.**
Instructor Project Director,
Talent Search
B.A., Roanoke College, 1969
M.Ed., University of Virginia, 1975
- Coleman, Judith D.**
Associate Professor Program Head,
Nursing
R.N., Chesapeake and Ohio
Hospital School of Nursing, 1971
B.S., Greensboro College, 1974
M.S.N., Medical College of Georgia, 1976
- Douglas, Renee M.**
Assistant Professor Administration
of Justice
B.A. Roanoke College, 1974
M.A. C.W. Post College, 1976
- Drewry, Robert M.**
Assistant Professor Dean of Financial
and Administrative Services
B.S., Virginia Commonwealth University, 1964
- Federici, Michael P.**
Instructor Political Science
B.S. Elizabethtown College, 1983
M.A. Catholic University, 1989
- Guth, James E.**
Professor Psychology
B.A., Union College, 1961
M.A., Western Michigan University, 1964
Ed.D., Auburn University, 1974
- Hanner, Jack B.**
Associate Professor Foreign Language
B.A., Greensboro College, 1964
M.A., Appalachian State University, 1969
- Hawse, Joan B.**
Instructor Nursing
A.A.S., Dabney S. Lancaster Community College, 1973
B.S., Radford University, 1987
- Herwald, Melvyn A.**
Assistant Professor Program Head,
Electronics
B.S., Carnegie Institute of Technology, 1965
M.S., Carnegie Institute of Technology, 1966
- Higgins, Lorri J.**
Assistant Instructor Computer Information
Systems
B.S. University of Virginia, 1988
- Hileman, Charles F.**
Associate Professor Counselor
B.A., University of Virginia, 1951
M.Ed., University of Virginia, 1962
Diploma of Advanced Graduate Studies,
University of Virginia, 1979
- Jamison, Doris H.**
Associate Professor Program Head,
Secretarial Science
B.S., Berea College, 1956
M.S., Appalachian State Teachers College, 1959
- Keener, Gary S.**
Instructor Coordinator of Extended
Learning Services
A.A. Louisburg College, 1971
B.B.A. James Madison University, 1973
M.Ed. Virginia Polytech Institute and State University
- Kenny, Candace E.**
Instructor Mathematics
B.S., James Madison University, 1972
M.S., Radford University, 1984
- King, Benjamin T.**
Associate Professor Dean of Instruction

and Student Services
 B.A., University of Charleston, 1964
 M.Ed., University of Virginia, 1967
 Ed.D., University of Virginia, 1973

Landess, Alice A.
 Assistant Professor Reading/English
 B.A., Furman University, 1953
 M.S., Old Dominion University, 1974

Makrevis, Celeste S.
 Assistant Professor Nursing
 A.A. University of Albuquerque, 1973
 B.S.N. University of the State of New York, 1982
 M.S. University of California, 1985

Martin, Donald E.
 Instructor Apprenticeship
 Training

McGrady, G. Milton
 Instructor Forestry
 A.A.S., Dabney S. Lancaster Community College, 1974
 B.A., Mary Baldwin College 1986

Mead, Margaret M.
 Assistant Professor Nursing
 B.S.N., Duke University, 1950
 M.S., Virginia Commonwealth University, 1975

Meyer, Robert P.
 Instructor Program Head,
 Welding

Olson, Bruce D.
 Associate Professor Health and
 Physical Education
 A.B., Elon College, 1964
 M.A., Appalachian State Teachers
 College, 1972

Reid, Laurel J.
 Instructor Director
 Learning Resources
 B.A., Alderson-Broadus College, 1969
 M.L.S., University of Pittsburgh, 1972

Rothe, G. Hans
 Assistant Professor Program Head,
 Data Processing
 B.S.C., University of Ottawa, 1954
 M.B.A., James Madison University, 1982

Scott, Michael R.
 Associate Professor English
 Chairman; Arts and Sciences,
 and Nursing
 B.A., Virginia Polytechnic Institute
 and State University, 1970
 M.A., Virginia Polytechnic Institute
 and State University, 1972

Silver, Sanford O.
 Assistant Professor Program Head
 A.S. Grand Rapids Junior College, 1950
 B.S., Michigan State University, 1952

Smith, S. Carolyn
 Assistant Professor Secretarial Science
 B.S., University of North Carolina
 at Greensboro, 1954
 M.Ed., University of North Carolina, 1959

Tillery, Ray W.
 Associate Professor Director,
 Student Services
 B.S., Bluefield State College, 1970

M.Ed., University of Virginia, 1973
 Ed.S., Murray State University, 1976

Whipple, Richard E.
 Associate Professor Program Head,
 Business Management
 B.S., State University of Business Iowa, 1950
 M.B.A., James Madison University, 1979

Williamson, Frank D.
 Associate Professor Business
 B.S., Concord College, 1955
 M.S., Virginia Polytechnic Institute and
 State University, 1969

STAFF

Adams, Linda Secretary, Single Parent/
 Teen Mother Program

Barnett, Susan Secretary, Financial Aid

Barnette, Janie Business Manager

Benson, William Enrollment & Student
 Services Specialist

Boone, Berlin Maintenance

Bowen, Charles Maintenance

Bryant, Jeanette Library Assistant

Cale, Nereida Secretary, Arts,
 Sciences, and Nursing

Cauley, Linda Institutional Research/
 Assessment Specialist

Chittum, Cicely Admissions and Records Clerk

Clemmer, Robert Enrollment/Student Services
 Specialist-Financial Aid

Craft, Judy Food Service

Cross, Joyce Federal Programs Accountant

Davis, Doreen Talent Search/Student
 Support Services

Davis, Libby Project Director, Student
 Support Services

Dressler, Leon Maintenance Supervisor

Emerson, Joyce Personnel Assistant

Fernandez, Donna Director, Single Parent/
 Teen Mother Program

Gillispie, Karen Student Services Office Asst.

Halleck, Charles Mail Clerk

Hartbarger, Lynn Learning Resources Assistant

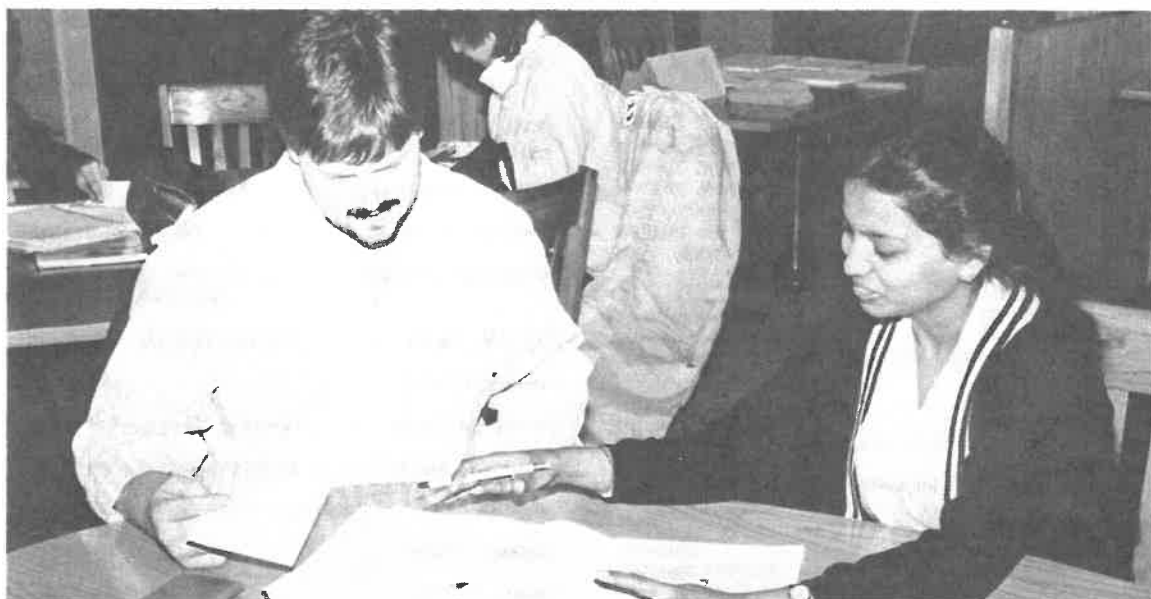
Haverlack, Sandy Coordinator/Counselor, JTPA

Hayslett, Linda Secretary, Planning & Development

Hayslett, Roger Maintenance

Hinkle, Carolyn Secretary, Library

Holloway, Dorothy	Maintenance	Nicely, Danny	Groundsman
Hurt, Barbara	Secretary, Dean of Financial and Administrative Services	Nicely, Kathleen	Secretary, Admissions
Johnson, Gail	Recruitment Specialist	O'Neill, Terry	Office Assistant, Library
Kelly, Susan	Secretary, Nursing	Peaco, Betty	Secretary, Dean of Instruction and Student Services
Kenny, Edward	Supervisor, Building and Grounds	Pegram, Donna	Food Service
Kern, Paige	Asst. Bookstore Manager	Pinckard, Thornton	Groundsman
Kitt, Carol	Food Service	Pleva, Karen	Outreach Counselor, Talent Search
Knick, Hattie	Bookkeeper, Business Office	Quinn, Marie	Teen Mother Counselor
London, Robert	Offset Operator	Rose, Linda	ADP Supervisor
Loving, Geraldine	Secretary, Business and Technologies	Seay, Nancy	Switchboard, Business Office
Martin, Sandra	Office Asst., Arts & Sciences	Shaffer, Victoria	Office Assistant, JTPA
Martyn, Wanda	Instructional Assistant- Biology	Simpson, Dreama	Audiovisual Clerk
Masters, Stephanie	Student Activities Building Manager	Smestad, Kathy	Secretary, Director of Student Services
Mattox, Ada	Tutor, Achievement Center	Sponaugle, Susan	Planning & Funding Specialist
McCoy, Robbin	Secretary, President	St. Clair, Jean	Geriatric Nursing Assistant
McCulley, George	ADP Technician	Vess, Mary	Personnel Assistant
McKenny, Amy	Instructional Assistant- Computer Lab	Walker, Helen	Clerical, Business Office
Montgomery, Robert	Maintenance	Wallace, Whitney	Information Officer
Mooney, Anne Marie	Outreach Counselor, Talent Search	Wilmer, Robin	Clerical, Business Office
Morgan, Helen	Maintenance	Wilson, Tammy	Office Assistant, Business and Technologies
		Wiseman, Theodore	Instructional Asst., Heavy Equipment



ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

John F. Backels President
Robbin McCoy Secretary, President
Whitney Wallace Public Information
Officer

OFFICE OF THE DEAN OF INSTRUCTION

Benjamin T. King Dean of Instruction
and Student Services
Betty Peaco Secretary, Dean of
Instruction and Student
Services
Linda Cauley Assessment Specialist
Gary Keener Coordinator,
Extended Learning Services

Division of Business Technologies

Marjorie Carte Division Chairperson
Geraldine Loving Secretary,
Division Chairperson
Gary Appel Program Head,
Heavy Equipment
Charles Bartocci Program Head,
Pulp and Paper Technology
Edward Claunch Program Head,
Mechanical Design
Renee Douglas Program Head,
Administration of Justice
Melvyn Herwald Program Head,
Electronics
Doris Jamison Program Head,
Secretarial Science
Robert Meyer Program Head,
Welding
Hans Rothe Program Head,
Data Processing
Sanford Silver Program Head,
Forestry
Richard Whipple Program Head,
Business Management

Division of Arts, Sciences and Nursing

Michael Scott Division Chairperson
Nettie Cale Secretary,
Division Chairperson
Judy Coleman Program Head,
Nursing

Office of Student Services and Admissions

Ray W. Tillery Director
Kathy Smestad Secretary,
Director of Student Services

Kathleen Nicely Admissions Secretary
Sandy Chittum Admissions and
Records Clerk
Eleanora Burks Counselor
Charles Hileman Counselor and
Veterans' Affairs
Robert Clemmer Financial Aid
Counselor
Susan Barnett Financial Aid Secretary
Stephanie Masters Student
Activities Director

Learning Resource Center

Laurel Reid Director
Carolyn Hinkle Secretary, Library
Jeanette Bryant Library Assistant
Lynn Hartbarger Audiovisual Librarian
Dreama Simpson Audiovisual Clerk

Special Programs

Donna Forbes Director,
Single Parent/Teen Mother
Linda Adams Secretary,
Single Parent/Teen Mother
Marie Quinn Counselor, Teen Mother
Sandy Haverlack Coordinator, JTPA
Victoria Shaffer Office Assistant, JTPA
Alice Landess Summer Youth
Libby Davis Achievement Center
Anita Claytor Talent Search
Doreen Davis Secretary

ADMINISTRATIVE SERVICES DEPT.

Robert Drewry Dean of Financial &
Administrative Services
Barbara Hurt Secretary, Dean of
Financial & Administrative Services
Janie Barnette Business Manager
Joyce Cross Federal Programs Accountant
Joyce Emerson Personnel Assistant
Mary Vess Payroll Technician
Hattie Knick Bookkeeper
Edward Kenny Supervisor,
Buildings and Grounds
Linda Rose Supervisor,
Administrative Data Processing
George McCulley Office Svcs. Specialist

OFFICE OF PLANNING AND DEVELOPMENT

Susan Sponaule Planning &
Development Specialist
Linda Hayslett Secretary,
Planning and Development

WHO TO CONTACT WHEN YOU HAVE A QUESTION AT DSLCC

QUESTION	WHO TO CALL	EXT			
Add or Drop a Class	Student Services	276	Parking Stickers Students Faculty/Staff	Stephanie Masters Mary Vess	227 223
Address Change	Student Services	276	Paychecks	Mary Vess	223
Admissions Info.	Student Services	276	Personal Crisis	Counseling Office	226
Business/Industry Training	Gary Keener	289	Photocopying	Bob London	267
Class Schedule Information	Student Services	276	Placement Student Job Academic Personnel	Eleanora Burks Counseling Joyce Emerson	259 276 270
College Catalog	Student Services	276	Reference Materials	Library	253
Course Information	Student Services	276	Refunds Tuition Vending	Student Services Robert Drewry	276 212
Credit by Exam	Student Services	276	Registration	Student Services	276
Dean of Administration and Finance	Robert Drewry	212	Scheduling Rooms Activities Classes	Stephanie Masters Betty Peaco	227 266
Division Chairpersons Arts, Sciences & Nursing	Michael Scott	282	Single Parent	Donna Fernandez-Forbes	307
Business & Technology Learning Resources Center	Marge Carte Laurel Reid	277 243	State Vehicles	Ed Kenny	211
Emergencies	Switchboard	0	Student Activities and Organizations	Stephanie Masters	227
Financial Aid	Robert Clemmer	263	Summer Session Info.	Student Services	276
Graduation Application to Graduate Commencement Exercises	Sandy Chittum Sandy Chittum	242 242	Summer Youth	Alice Landess	239
Grievances Student Vending	Ray Tillery Robert Drewry	265 212	Talent Search	Anita Claytor	250
International Student Affairs	Student Services	276	Teen Mother	Marie Quinn	304
Intramurals	Stephanie Masters	227	Testing Information	Counseling Office	276
Job Listings	Eleanora Burks	259	Text Books	Paige Kern - Bookstore	224
JTPA	Sandy Haverlack	283	Transcripts	Sandy Chittum	242
Lost & Found	Student Services	276	Tuition/Fees/Payments	Business Office	268
News Releases	Whitney Wallace	203	Use of Campus Facilities	Ed Kenny	211
			VCCA	Sandy Haverlack	283
			Veterans Affairs	Charles Hileman	226

TELEPHONE NUMBER (V/TDD): (703)862-4246 or (703)463-4289 in Rockbridge County

INDEX

- Absence 24
Academic Awards 21
Academic Honors 23
Academic Load 25
Academic Offerings 10
Academic Standing 23
Academic Warning 23
Accounting Courses 61
Accreditation 11
Achievement Center 80
Administration of Justice Courses 61
Administration of Justice Diploma 48
Administration of Justice Major 33, 36
Administrative Offices 91
Admissions 12
Advanced Standing 14
Advising 25
Agriculture Courses 62
AIDS Policy 79
Arts Courses 62
Associate in Applied Science 36
Associate in Arts & Science 30
Attendance 24
Auditing 24
Automotive Courses 62
- Banking Certificate 49
Basic Banking Studies 56
Biology Courses 62
Bookstore 78
Bulletin Boards 78
Business Administration Major 30
Business/Industrial Supervision
Studies 56
Business and Industrial
Supervision Certificate 49
Business & Industry Training 60
Business Management and
Administration Courses 63
Business Management Major 37
- Calendar of College Year 5
Cancellation of Classes 24
Career Studies 56
Certificates & Diplomas 48
Certified Professional Secretary
Exam Review 56
Cheating 27
Chemistry Courses 63
Civil Engineering Courses 64
Classification of Students 24
CLEP Examination 14
Clerk-Typist Certificate 50
College Board 4
College Center 78
Commencement 25
Computer Aided Design Studies 56
Computer Information System Major 38
Computer Information Courses 64
- Computer Programming Major 39
Computer Programming Studies 56
Constitution of Student Senate 86
Continuing Education/Community
Services 59
Continuing Education Units 22
Costs and Financial Aid 17
Cooperative Education and Coordinated
Internships 59
Course Addition 24
Course Descriptions 60
Course Load 25
Counseling 78
Credit by Examination 15
Credit Hours 22
- Data Entry Operations Studies 57
Dean's List 23
Decorating Courses 65
Degrees 21
Developmental Studies 58
Dismissal 24
Drafting Courses 65
Drafting Major - See Mechanical
Design Major
Dropping of Course - See Withdrawal
- Economics Courses 66
Education Courses 66
Education Major 31
Electrical Technology Courses 66
Electronics Certificate 50
Electronics Courses 67
Electronics Major 40
Electronics Studies 57
Engineering Courses 67
English Courses 67
Environmental Science Courses 68
Equal Opportunity Policy 11
Examinations 25
Extended Learning Services 59
- Faculty 88
Fees 17
Financial Aid 18
Financial Services Courses 68
Fines 17
Food Service 78
Foreign Students 13
Forestry Courses 68
Forestry Major 41
French Courses 69
- General Education Objectives 10
General Studies Major 32
Grade Appeal 26
Grade Point Average 26
Grading Developmental Studies 26
Grading System 25
Grievances 78

Health Courses 69
 Health Insurance 27
 Heavy Equipment Certificate 51
 Heavy Equipment Courses 70
 History Courses 70
 History of College 9
 HIV/AIDS Policy - See AIDS Policy
 Hotel-Restaurant-Institutional
 Management Courses 70
 Hours 16

 Industrial Engineering Courses 71
 Industrial Technology Courses 71
 Institutional Food Service Studies 57
 Intramural Sports 79

 Job Placement 79
 JTPA Program 60

 Law Enforcement Evening Certificate 51
 Liberal Arts Major 33
 Library Services 9
 Loans 19
 Locally Constructed Exams 14

 Mathematics Courses 71
 Mechanical Design Major 42
 Mechanical Engineering Courses 72
 Microcomputer Operations Certificate 52
 Music Courses 72

 Natural Science Courses 72
 Nursing Courses 73
 Nursing Major 44

 Office Management Certificate 53
 Office Systems Technology Courses 73
 Office Systems Technology Major 45
 Orientation Courses 76
 Orientation Program 79

 Parking Regulations 80
 Philosophy Courses 74
 Photography Courses 74
 Photography Studies 57
 Physical Education Courses 74
 Physics Courses 74
 Political Science Courses 75
 Prerequisites 61
 President's List 23
 Probation 23
 Programs of Study 29
 Psychology Courses 75
 Pulp and Paper Certificate 53
 Pulp and Paper Courses - See
 Industrial Technology Courses
 Pulp and Paper Major 46
 Pulp and Paper Studies 57

 Real Estate Broker Studies 57
 Real Estate Courses 75
 Refunds 17

 Registration 15
 Residence Requirements 13
 Retail Merchandising Studies 57
 Room Use 80

 Safety Courses 75
 Scholarships 19
 Scholastic Dishonesty 27
 Science Major 34
 Secretarial Skills Review Studies 57
 Senior Citizens 17
 Sexual Harassment 80
 Single Parent Program 60
 Small Business Management Studies 57
 Smoking 80
 Sociology Courses 76
 Spanish Courses 76
 Special Services Program 80
 Speech and Drama Courses 76
 Staff 89
 State Board for Community
 Colleges 4
 Steno-Clerical Arts
 Certificate 54
 Student Activities 78
 Student Activity Fee 17
 Student Code 82
 Student Development Courses 76
 Student Government 80
 Student Senate Constitution 86
 Substance Abuse 80
 Suspension 23

 Teen Mother Program 60
 Telephones 81
 Testing 81
 Transcripts 15
 Transfer Between Curriculums 28
 Transfer from Other Institutions 14
 Transfer Programs 30
 Transfer to Other Institutions 28
 Tuition 17
 Tutoring 81

 Veterans Information 13, 81

 Waiver of Requirements 14
 Weather Policy 28
 Welding Certificate 55
 Welding Studies 57
 Welding Courses 76
 Withdrawal from a Class 27
 Withdrawal from the College 28
 Women's Studies 57
 Word Processing Studies 58
 Work-Study Program 19

 Youngsters 81



A vertical line on the left side of the page.



DABNEY S. LANCASTER COMMUNITY COLLEGE
P.O. BOX 1000, ROUTE 60 WEST
CLIFTON FORGE, VIRGINIA 24422
(703) 862-4246 (703) 463-4289 (V/TDD)

SERVING THE COUNTIES OF ALLEGHANY, BATH, BOTETOURT, ROCKBRIDGE AND
THE CITIES OF BUENA VISTA, CLIFTON FORGE, COVINGTON AND LEXINGTON
