

DABNEY S. LANCASTER COMMUNITY COLLEGE

*We care about people and their Education.*

**ACADEMIC CATALOG 1988-1990**





**DABNEY S. LANCASTER**  
COMMUNITY COLLEGE

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**ACADEMIC  
CATALOG  
and  
STUDENT  
HANDBOOK  
1988-90**

**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

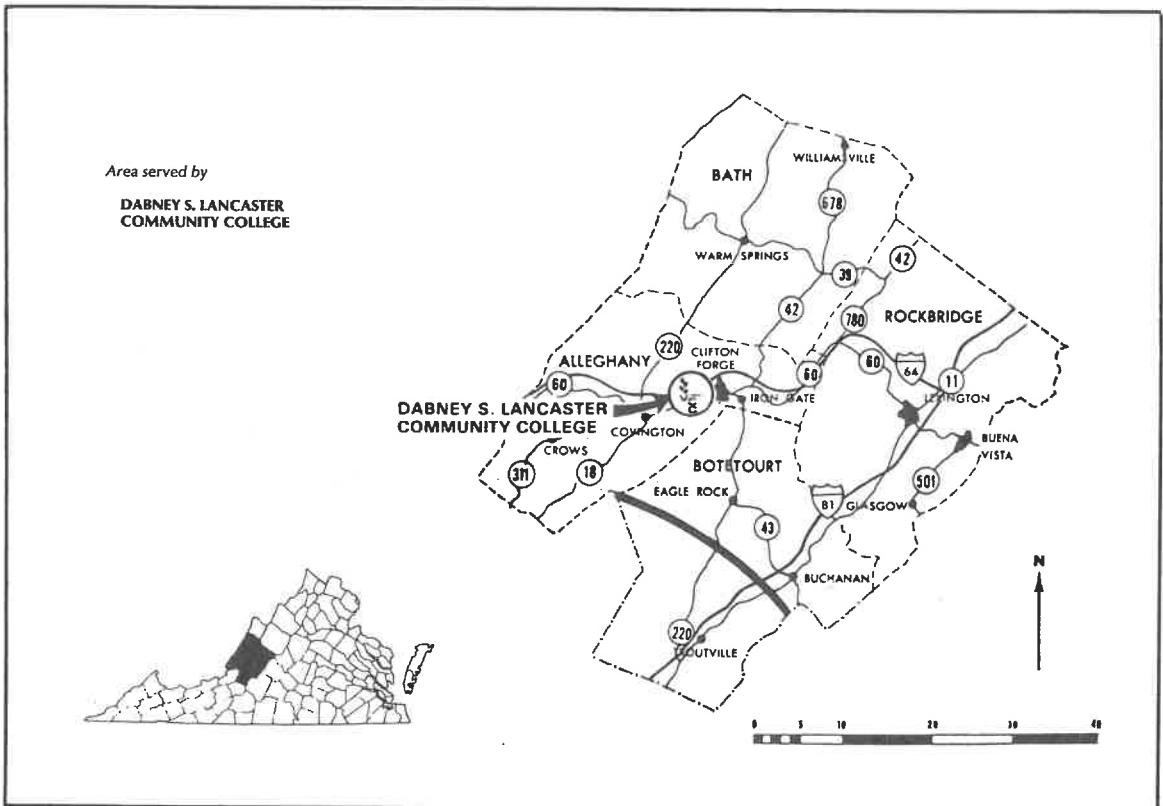
Sun.: 2:00 pm - 6:00 pm



**P.O. Box 1000 ROUTE 60 WEST  
CLIFTON FORGE, VIRGINIA 24422-1000  
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# CALENDAR

## SUMMER SESSION, 1988

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

REGISTRATION - Monday, May 23 through Friday, June 10

### REGULAR SUMMER SESSION (8 Weeks)

CLASSES BEGIN.....Monday, June 13  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Monday, June 20  
 INDEPENDENCE DAY HOLIDAY (No classes).....Monday, July 4  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Monday, July 18  
 LAST DAY OF CLASSES.....Thursday, August 11  
 FINAL EXAMS.....Friday, August 12

### FIRST SUMMER SESSION (4 weeks)

CLASSES BEGIN.....Monday, June 13  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Thursday, June 16  
 INDEPENDENCE DAY HOLIDAY (No classes).....Monday, July 4  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Thursday, June 30  
 LAST DAY OF CLASSES.....Tuesday, July 12  
 FINAL EXAMS.....Wednesday, July 13

### SECOND SUMMER SESSION (4 weeks)

CLASSES BEGIN.....Thursday, July 14  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Monday, July 18  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Friday, July 29  
 LAST DAY OF CLASSES.....Thursday, August 11  
 FINAL EXAMS.....Friday, August 12

4 Calendar

**FALL SEMESTER, 1988**

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

REGISTRATION - Monday, July 25 - Wednesday, August 24  
 OPEN REGISTRATION - Monday, August 22; Tuesday, August 23; Wednesday, August 24

CLASSES BEGIN.....Thursday, August 25  
 LABOR DAY HOLIDAY (No classes).....Monday, September 5  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND....Wednesday, September 7  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY.....Friday, October 28  
 THANKSGIVING HOLIDAYS (No classes).....Thursday, November 24 - Friday, November 25  
 LAST DAY OF CLASSES.....Friday, December 9  
 FINAL EXAMS.....Monday, December 12 - Friday, December 16  
 CHRISTMAS BREAK (No classes).....Monday, December 19 - Tuesday, January 10

**SPRING SEMESTER, 1989**

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

REGISTRATION - Monday, December 5 - Tuesday, January 10  
 OPEN REGISTRATION - Monday, January 9 - Tuesday, January 10

CLASSES BEGIN.....Wednesday, January 11  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Tuesday, January 24  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY.....Tuesday, March 21  
 SPRING BREAK.....March 22-31  
 SNOW MAKE-UP DAYS AND/OR BREAK.....March 22-23-24  
 LAST DAY OF CLASSES.....Friday, May 5  
 FINAL EXAMS.....Monday, May 8 - Friday, May 12  
 GRADUATION.....Saturday, May 13

**SUMMER SESSION, 1989**

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

REGISTRATION - Monday, May 1 - Friday, May 19  
 OPEN REGISTRATION - Thursday, May 18 - Friday, May 19

CLASSES BEGIN.....Monday, May 22  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Wednesday, May 31  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Friday, June 30  
 INDEPENDENCE DAY HOLIDAY (No classes).....Monday, July 3 -  
 Tuesday, July 4  
 LAST DAY OF CLASSES.....Tuesday, August 1  
 FINAL EXAMS.....Wednesday, August 2

**FIRST SUMMER SESSION**

CLASSES BEGIN.....Monday, May 22  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Friday, May 26  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Friday, June 9  
 LAST DAY OF CLASSES.....Thursday, June 22  
 FINAL EXAMS.....Friday, June 23

**SECOND SUMMER SESSION**

CLASSES BEGIN.....Monday, June 26  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Friday, June 30  
 INDEPENDENCE DAY HOLIDAY (No classes).....Monday, July 3 -  
 Tuesday, July 4  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Monday, July 17  
 LAST DAY OF CLASSES.....Tuesday, August 1  
 FINAL EXAMS.....Wednesday, August 2

### FALL SEMESTER, 1989

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

REGISTRATION - Monday, July 24 - Friday, August 25  
 OPEN REGISTRATION - Monday, August 21 - Friday, August 25

CLASSES BEGIN.....Monday, August 28  
 LABOR DAY HOLIDAY (No classes).....Monday, September 4  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Friday, September 8  
 MID-SEMESTER BREAK.....Monday, October 16  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Tuesday, October 31  
 THANKSGIVING HOLIDAYS (No classes).....Thursday, November 23 -  
 Friday, November 24  
 LAST DAY OF CLASSES.....Thursday, December 14  
 FINAL EXAMS.....Friday, December 15 - Wednesday, December 20  
 CHRISTMAS BREAK (No classes).....Thursday, December 21 -  
 Tuesday, January 9

### SPRING SEMESTER, 1990

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

REGISTRATION - Monday, December 4 - Tuesday, January 9  
 OPEN REGISTRATION - Monday, January 8 - Tuesday, January 9

CLASSES BEGIN.....Wednesday, January 10  
 LAST DAY TO ADD/DROP OR RECEIVE REFUND.....Tuesday, January 23  
 LAST DAY TO WITHDRAW WITHOUT ACADEMIC  
 PENALTY.....Tuesday, March 20  
 SPRING BREAK.....March 21-30  
 SNOW MAKE-UP DAYS AND/OR BREAK.....March 21-22-23  
 LAST DAY OF CLASSES.....Friday, May 4  
 FINAL EXAMS.....Monday, May 7 - Friday, May 11  
 GRADUATION.....Saturday, May 12





Dr. John F. Backels  
President, DSLCC

## **PRESIDENT'S MESSAGE**

At Dabney S. Lancaster Community College, we care about people and their education. The focus of the College is YOU, the student.

During the past 20 years, more than 20,000 different area residents have enrolled in credit courses. We are proud of those who came to DABNEY to improve, enrich and change their lives. These individuals came here because of the dedicated faculty who have helped students reach their goal of achieving their potential through college prep courses, the transfer curriculum, the occupational/technical degrees and the certificate programs.

We are excited by the increasing numbers of adults who come to the College for help in updating their professional skills. We are equally pleased to serve area businesses and industries with their educational and training needs.

Thank you for wanting to know about DSLCC. I feel confident you will find the pages of this catalog useful.

All of us look forward to helping you whenever we can.

*John F. Backels*

**DABNEY S. LANCASTER COMMUNITY COLLEGE BOARD**

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- Mr. Briscoe B. Brown Rockbridge County  
Vice Chairperson
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- Mr. Michael D. Wolfe Alleghany County
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- Mrs. Patricia S. Weidman Botetourt County
- Mr. C. Mayo Rowsey Buena Vista
- Mrs. Barbara W. Rice Clifton Forge
- Mr. Ronald G. Arritt Covington
- Mr. Greg C. Raetz Lexington
- Mr. Fred M. Spence Rockbridge County



Fitzgerald



Brown



Collins



Wolfe

**PRESIDENT OF THE COLLEGE**

Dr. John F. Backels



Landes



Weidman

**STATE BOARD FOR COMMUNITY COLLEGES**

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- Mrs. Anita O. Poston, Vice-Chairperson
- Dr. Johnas F. Hockaday, Secretary

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- Mrs. Doreen S. Williams



Rowsey



Rice



Arritt



Raetz



Spence

**VIRGINIA COMMUNITY COLLEGE SYSTEM**

Dr. Johnas F. Hockaday, Chancellor

## 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 and newest building contains laboratories, classrooms and the library.

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 films, video cassettes, recordings, filmstrips, computer software 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 educa-

## 10 General Information

tion 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 and semiprofessional and skilled workers for employment 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 college 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.

### QUARTER TO SEMESTER CONVERSION

Beginning with the 1988 summer term, Virginia community colleges will conduct courses and award credits based on the semester system rather than the quarter system. In an effort to make the transition a smooth one, some of the "most asked" questions have been addressed in the following information. For more specific information contact the college counseling office.

#### Why is the change taking place?

All other public institutions of higher education in Virginia are either on, or are moving to, a semester calendar. The Virginia Community College System has also adopted the semester calendar, effective with the 1988 summer session. This change is being made in order to make it easier to transfer credits from community colleges to four-year colleges, to provide a better framework for instruction in career and technical programs and to make starting and ending dates more compatible for students' work schedules and for summer and between-semester employment opportunities.

#### Will credits be lost?

Credits earned through the quarter system will be translated to semester credits. No credits earned through the quarter system will be lost. It is essential, however, for students to contact the counseling office or academic advisor for specific program completion requirements.

**How do quarter credits calculate as equivalent credits on the semester system?**

Each credit earned on the quarter system is equivalent to two-thirds credit on the semester system. For example, a three-credit course on the quarter system is equivalent to a two-credit course on the semester system.

**Will 97 or more credits still be needed to graduate?**

The 97 credits are required for programs on the quarter system. For most degree programs under the semester system, a minimum of 65 credits will be needed to graduate.

**Will college records and transcripts be changed?**

Semester courses will be listed with three-letter course prefixes to distinguish them from quarter courses which are listed with a four-letter prefix. For example, ENGL (quarters) will equate to ENG (semesters). Records and transcripts will reflect all courses taken on the quarter system as well as those taken on the semester system.

**Will the semester conversion affect transferability?**

Community college students planning to transfer to a four-year college or university will find that semester credits transfer easily because most four-year institutions operate on the semester system. It will still be essential to have a carefully planned program to insure appropriate courses are selected. Academic advisors or counselors will be able to assist in the planing process.

**Does the conversion mean an increase in cost?**

The semester system divides the academic year into two terms whereas the quarter system divides the academic year into three terms. The total cost for the year will be the same but will be made in two rather than three payments.

**How does the conversion change the college calendar?**

One semester is normally 16 weeks in length (15 instructional weeks and one examination week). The fall semester will begin the last week in August and conclude in December. The spring semester will begin in mid-January and run through the first half of May. A summer session will also be available.

**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.

**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. A completed College Health Form;
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 a health certificate (form to be furnished by the College) and any additional information required by the College for admission to a specific program or curriculum.

All curricular students entering the College will be required to take the DSLCC Placement Test Series. The test series is normally administered at the College prior to registration.

### 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.

### ADMISSION TO NONCREDIT COMMUNITY SERVICE COURSES

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

**VETERAN'S, NATIONAL GUARD,  
GAA 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 quarter 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 \$7,500 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.



## 14 Admissions

### 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 Committee of the College 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.





### WAVIER 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 for a considerable number of 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 chairman. 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 to attest to 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

## 16 Admissions

request advanced placement. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCA 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. 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. 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.

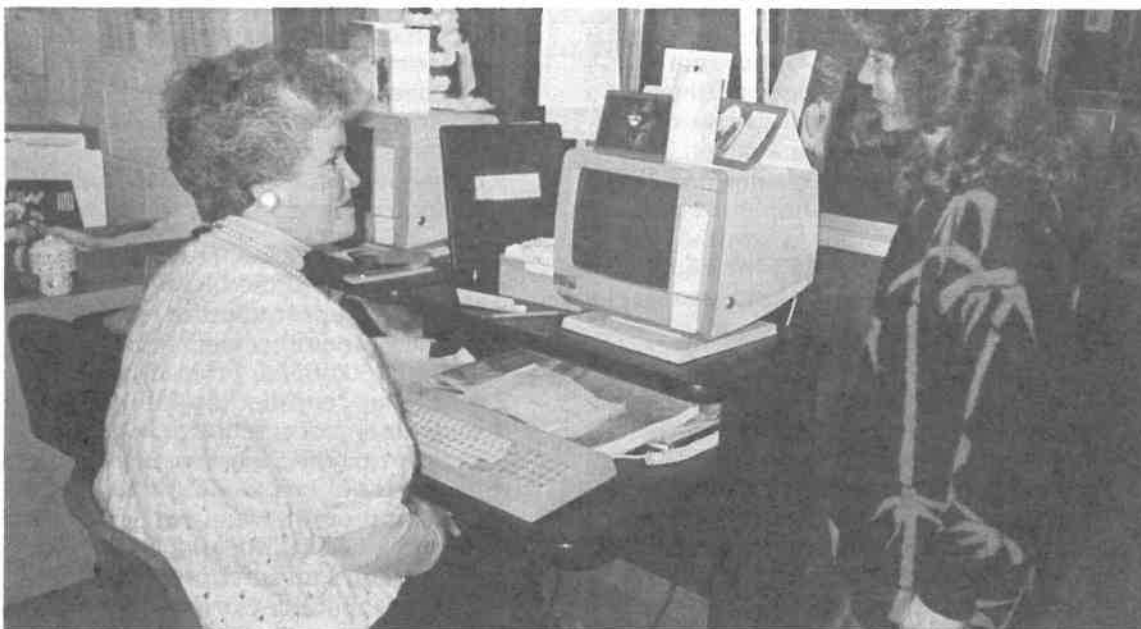
Due to limitations on access to student information under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third-party requests cannot be honored.

### 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.



## COST AND FINANCIAL AID

### GENERAL TUITION

The tuition per credit for students is as follows:

	1988-89	1989-90
Virginia Resident	\$ 25.95	
Out-of-State Resident	\$127.00	

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 Wavier

House Bill 853 passed by the 1973-74 Virginia General Assembly 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 \$7,500 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 Wavier

Section 23-7.1 of the Code of Virginia provides that free tuition 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 should be waived. For information contact the College's Office of Veterans Affairs.

### 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. Student Activity Fee is .40 per credit hour.

#### Graduation Ceremony

Application for graduation must be submitted to the Admissions and Records Office prior to the first day of classes of the Spring Semester immediately preceding graduation. All graduating students are expected to attend graduation unless officially excused for good reason by the Dean.

#### 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

## 18 Costs and Financial Aid

is thirty days overdue, the borrower is considered delinquent and cannot check out any 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 electing to obtain college credit through institutional examination will be charged at a rate of \$5.00 per examination. Payment must be made before credit is granted.

### Parking Fees

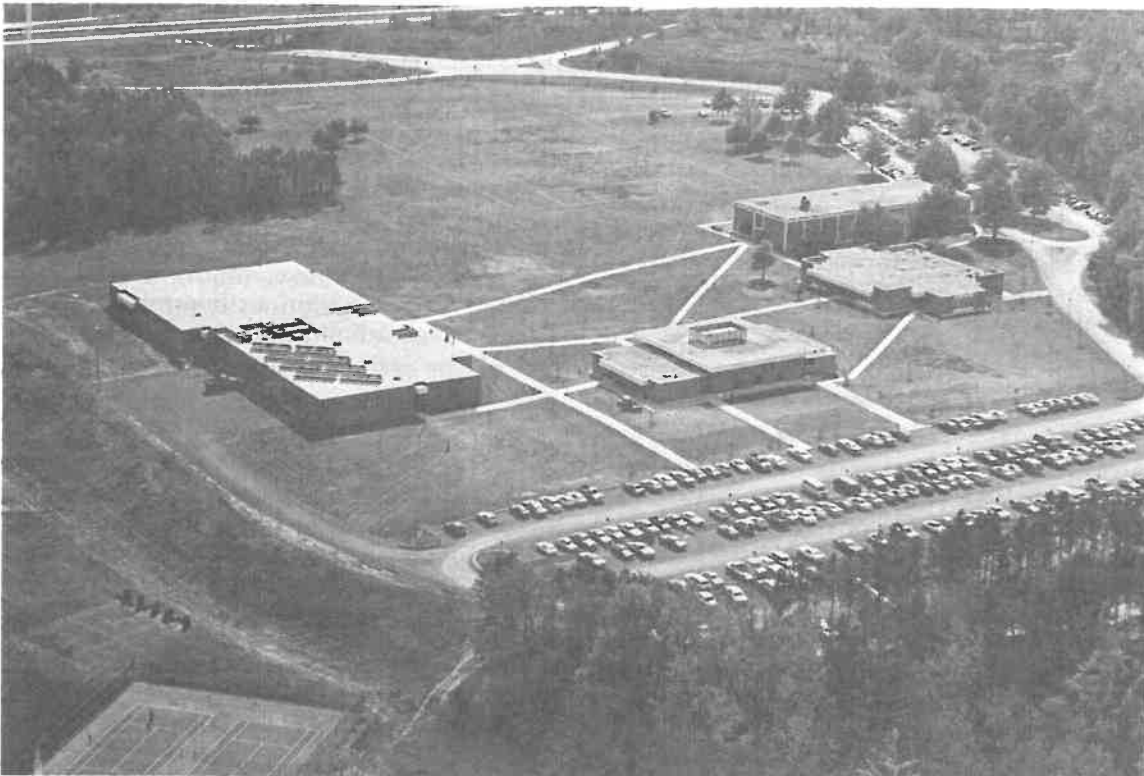
All student vehicles parked on campus require a registration decal.

### 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. There is no charge to apply.



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**FINANCIAL AID PROGRAMS**

<b>Aid Program</b>	<b>Who May Apply</b>	<b>Amount of Aid (Subject to change)</b>	<b>Eligibility</b>	<b>How to Apply</b>	<b>Additional Information</b>
PELL Grants (formerly Basic Educational Opportunity Grant)	All students who are U.S. citizens or lawful permanent citizens	Range: \$150 to \$1,650	All undergraduates who show a demonstrated need, as determined by the Office of Education	File an Application for Federal Student Aid (AFSA) or a College Scholarship Service Financial Aid Form (FAF) and a DSLCC Application for Student Financial Aid (DSLCC/AFSA)	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Must apply each year.
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: \$200 to \$2,000 per academic year	All undergraduates who show a demonstrated need as determined by the Office of Education	File a completed AFSA (or FAF) and 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)	Full-time students who are Virginia residents	Range: \$400 up to \$1,000	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 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.
Guaranteed Student Loans (GSL)	All students who are U.S. citizens or lawful permanent residents	Maximum of \$2,500 per year	All undergraduates who show a demonstrated need, as determined by the Office of Education	File a GSLO 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.
Virginia Education Loan Authority (VELA)	All students who are Citizens or lawful permanent residents.	Maximum of \$2,500 per year	Eligibility determined by VELA	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.

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Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
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	Applications must be received by the College prior to graduation from high school.
Veterans Educational Benefits	All veterans	Varies	Eligibility determined by Veterans Administration	File a VA application with the DSLCC 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, books and supplies	Student must be a Virginia resident 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.

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.

### 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 contract the College Financial Aid Officer for an explanation of the satisfactory progress policy for financial aid recipients.



## ACADEMIC AWARDS

### Degrees and Certificates

Dabney S. Lancaster Community College offers the following degrees 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 a community college 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 Community College.
3. **Certificates** are awarded to students who complete an approved curriculum with a minimum of 30 semester hours.
4. **Career Studies** certificates are awarded to students completing approved curriculum with a minimum of 12 to 15 semester hours.

### Associate Degree Requirements

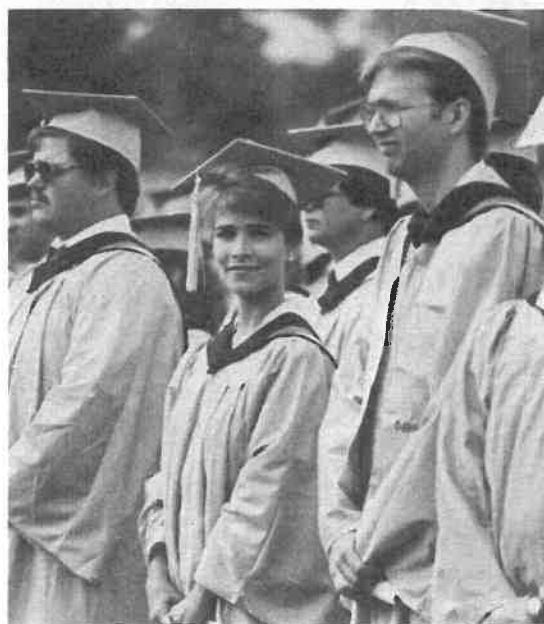
To be awarded an Associate Degree from the College, a student must:

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 percent, excluding those received through credit by examination, must be acquired at the College.
4. Have completed the general education requirements (course work in Economics, English, Government, Health, Orientation, Physical Education and Psychology) for an associate degree;

5. Have earned a grade point average of at least 2.0 on all studies attempted which are applicable toward graduation in his or her particular curriculum;
6. Have filed an application for graduation in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all materials, including library books;
8. Have attended graduation exercises.

### Certificate 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. 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.



## 22 Academic Awards

### Credits

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

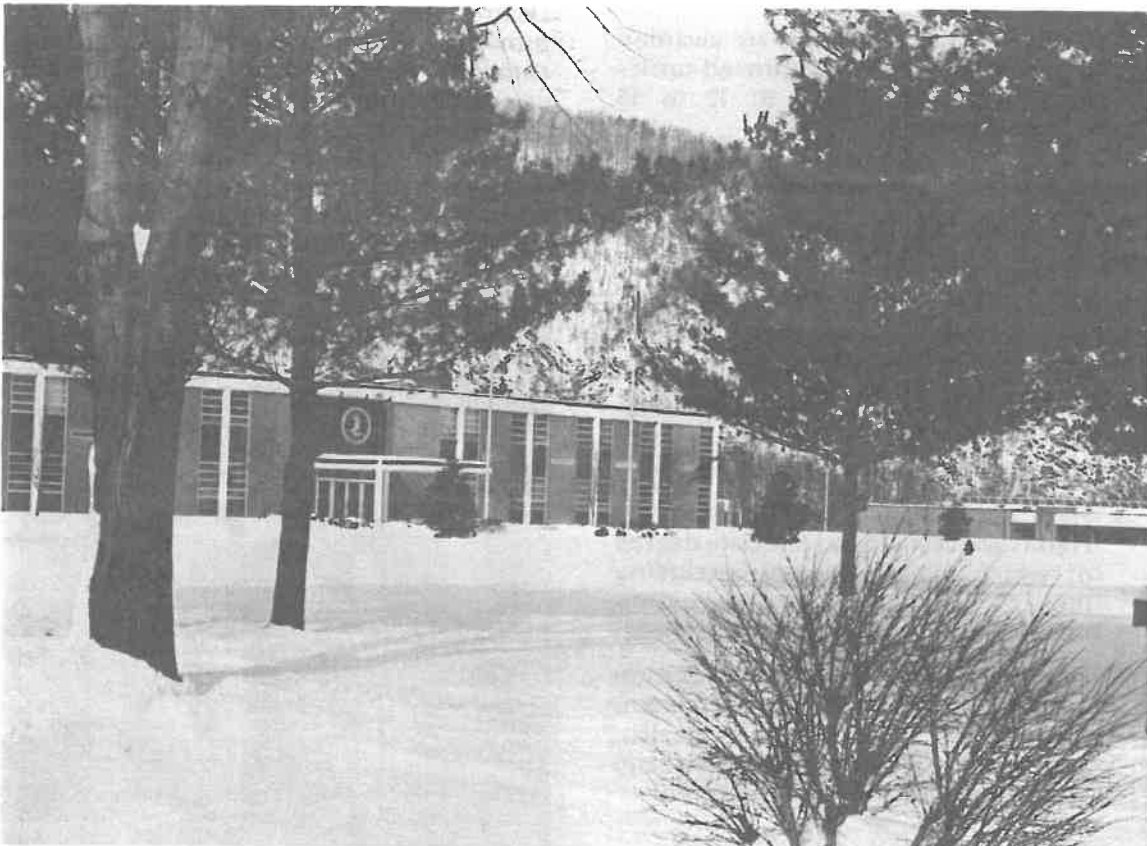
1. One hour of lecture plus an average of two hours of out-of-class study, or
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study, or
3. Three hours of laboratory or shop study.
4. Fixed credit and variable hours with behavioral objectives are assigned to

each developmental course (courses numbered 01-09).

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 which do not carry regular academic credit. Permanent records are maintained for individuals earning these 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. If students do not bring up their GPA they face dismissal.

#### Academic Probation

Any student who fails to maintain a cumulative grade point-average of 1.5 will be placed on academic probation until such time as his or her average is 1.5 or better. The statement "Placed on Academic Probation" will be placed on his or her permanent record. A person on probation is ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. A student on academic probation is required to consult with his or her counselor or adviser. A student pursuing a degree program is cautioned that, although an average between 1.5 and 1.99 may not

result in formal academic probation, a minimum of 2.0 in his or her curriculum is necessary to receive an associate degree. Part-time students shall be placed on probation only after they have attempted 12 semester credit hours.

When a student receives two U grades in one semester or a U grade in each of two consecutive semesters, he or she will be placed on academic probation.

#### Academic Suspension

Students will be placed on academic suspension whenever one or more of the following conditions arise:

1. When a student on academic probation fails to attain a grade-point average of 1.5 for the next semester in which he or she is in attendance after being placed on probation.
2. When a student record indicates three quarters or two semesters of withdrawals, either student- or instructor-initiated, from two or more courses after the third week of the semester, whether at the developmental or college level.
3. When a student receives a total of three U grades in a single or in consecutive semester, if he or she has previously been on academic probation.

A student who has been informed that he or she is on academic suspension may submit an appeal in writing to an Admissions Committee (to be chaired by the responsible division chairperson) for consideration of his or her case. A suspended student may be readmitted after termination of the suspension period and upon formal written petition. Part-time students can be placed on suspension only after they have attempted the equivalent of 24 semester hours.

Academic suspension normally will be for one semester unless the student reapplies and is accepted for readmission in another curriculum of the College.

The statement "Placed on Academic Suspension" will be recorded on the student's permanent record.

## 24 Academic Policies & Procedures

### Academic Dismissal

Students who have been placed on academic suspension must achieve a 2.0 grade-point average each term after their reinstatement. Students remain on probation until their overall grade-point average is raised to 1.5. Failure to attain a 1.5 average in each subsequent semester will result in Academic Dismissal. Academic Dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission. The statement "Placed on Academic Dismissal" will be placed on the student's permanent record. Part-time students can be dismissed only after they have attempted the equivalent of twenty-four semester hours.

### 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 over 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 academic 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 demand 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 preparatory for admission to an occupational/

technical or college transfer program and has been coded developmental.

**Full-Time Student**

As 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**

As 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**

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 their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Dean of Instruction and the class instructor.

**FACULTY ADVISING**

After entry into a program, most students are assigned a faculty adviser who will oversee progress, offer consultation on academic problems, and ensure that they meet graduation and/or transfer requirements.

**GRADING SYSTEM**

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W, S 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 only for developmental courses (numbered 01-09) or other courses as approved by the Dean of Instruction and Student Affairs to permit re-enrollment for the completion of course objectives. The R grade will be given in only those courses in which the student can enroll the following semester and complete the rest of the objectives without taking the entire course over. The Dean will keep a list of courses in which the R grade may be used. The Division Chairmen must approve each R grade that is given.

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### **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, W) 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.

### **S Satisfactory**

No grade-point credit; applies only to Developmental Studies, non-credit courses and certain contract courses at the discretion of the college.

### **U Unsatisfactory**

No grade point credit; applies only to Developmental Studies and non-credit courses.

### **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 the documentation must be 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. Permission of the division chairman or grading option. Permission of the division chairman or another appropriate academic administrator is required.

Pass grades carry academic credit but are not included within grade-point average calculations.

A maximum of ten (10) credit hours from courses for which the P grade has been awarded may be applied toward completion of a degree, diploma, or certificate.

### **GRADING DEVELOPMENTAL STUDIES**

A grade of S (Satisfactory) may be assigned for satisfactory completion of each course in Developmental Studies (courses numbered 01-09).

Students making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies shall be graded with an R (re-enroll) and will be able to retake 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. When the permanent record must reflect the full cumulative 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 last grade earned is counted in computing the curriculum GPA.

### **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. These 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 in writing and must indicate clearly the reason for the grade appeal. 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.

#### ACCIDENT AND HEALTH INSURANCE

Certain courses at the College include 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 absolute integrity of the work done by each student for these degrees and certificates, 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.

### TESTING

The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. This test battery is administered by the College prior to registration at no cost to the student. In addition, other tests may be required.

### TRANSCRIPTS

Students desiring transcripts sent to other institutions or to business firms should complete forms for this purpose obtainable from the Office of Admissions and Records. Transcripts are provided at no cost to the students.

### TRANSFERRING FROM OTHER COLLEGES

For the most part, students who transfer from other colleges and who can re-enter the last college of attendance can also be admitted to DSLCC.

It is the role of the college to help students succeed in a program from which they can profit. The counselors shall decide on each case and may put special conditions on the admission of each student, including placement.

Students who transfer from other colleges should consult the counseling center for an assessment of credits to determine where they stand before they register for classes. As a rule, no credit will be given for courses with grades lower than C. Transfer students may be asked to repeat courses if it is clearly in their best interest to do so in order to make good progress in their program of study.

### 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. 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 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 except under mitigating circumstances, which must be documented. A copy of this document must be placed in the student's academic file. A student may be withdrawn administratively for prolonged absence from a course. See explanation of this procedure under Attendance.

### 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 doubt and prejudice his or her return to this or another college.

## PROGRAMS OF STUDY

### COLLEGE TRANSFER PROGRAM

#### Associate in Arts and Sciences (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

\*Pending approval

### CERTIFICATE PROGRAMS

**Length:** 30-35 semester hours

Business and Industry Training (BAITS)  
Banking  
Clerk-Typist  
Electronics  
Heavy Equipment  
Law Enforcement  
Microcomputer Operations  
Office Management  
Steno-Clerical  
Welding

### CAREER STUDIES

**Length:** 12-15 semester hours

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

### COMMUNITY SERVICE PROGRAM

### CONTINUING EDUCATION

### COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

### DEVELOPMENTAL PROGRAM

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.

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## 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
- 4 units of college preparatory mathematics
- 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 from in accordance with the course of study he or she plans to pursue at a four-year college or university. Each major option is detailed below.

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### 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	3	3
HIS 101	History of Western Civ. I	3	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
ECO 201	Principles of Economics I	3	

#### HUMANITIES

ART 101	Art Appreciation I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			

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\*May be taken any semester instead of a humanities course



Second Semester (Spring)			
ENG 112	English Comp. II	3	
HIS 122	American History II	3	3
HIS 102	Hist. of Western Civ. II	3	
BIO 101	General Biology II w/lab	4	4
CHM 112	College Chemistry II w/lab	4	
ECO 202	Principles of Econ. II	3	
<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
			16-17

Third Semester (Fall)			
ACC 211	Principles of Accounting I	3	
ACC 213	Accounting Lab I	1	
ENG 241	American Literature I	3	3
ENG 243	English Literature I	3	
HLT 105	CPR	1	1-2
HLTH 106	First Aid and Safety	2	
PED	Elective	1	
MTH 171	Pre-Calculus I	3	3-5
MTH 173	Calculus I	5	
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 241	American Literature I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	
PLS 211	U.S. Government I	3	3
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			
			17-21

Fourth Semester (Spring)			
ACC 212	Principles of Accounting II	3	
ACC 214	Accounting Lab II	1	
ENG 242	American Literature II	3	3
ENG 244	English Literature II	3	
HLT 105	CPR	1	1-2
HLTH 106	First Aid and Safety	2	
PED	Elective	1	
MTH 172	Pre-Calculus II	3	3-5
MTH 173	Calculus II	5	

<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 102/ or 202	Beginning French II Intermediate French II		
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	
PLS 212	U.S. Government II	3	3
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			
			17-21
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 101	History of Western Civ. I	3	3
HIS 121	U.S. History I	3	
MTH 151	Liberal Arts Math I	3	3
MTH 171	Pre-Calculus I	4	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
STD 100	Orientation		1
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
*May be taken any semester			17-18

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Second Semester (Spring)			
ENG 112	English Comp. II	3	
HIS 102	Hist. of Western Civ. II	3	3
HIS 122	U.S. History II	3	
MTH 152	Liberal Arts Math II	3	3
CHM 172	Pre-Calculus II	3	
BIO 101	General Biology II w/lab	4	4
CHM 112	College Chemistry II w/lab	4	
<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
			16-17

<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U. S. History II	3	
PLS 212	U. S. Government II	3	3
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			
			16-18
Minimum credit hours for degree		65	

Third Semester (Fall)			
ENG 241	American Literature I	3	3
ENG 243	English Literature I	3	
ECO 211	Principles of Econ. I		3
PSY 201	Intro. to Psychology I		3
HLT 105	CPR	1	
HLTH 106	First Aid and Safety	2	1-2
PED	Elective	1	
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 241	American Literature I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	
PLS 211	U.S. Government I	3	3
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			
			16-18

Fourth Semester (Spring)			
ENG 242	American Literature II	3	3
ENG 244	English Literature II	3	
ECO 212	Principles of Econ. II		3
PSY 202	Intro. to Psychology II		3
HLT 105	CPR	1	
HLTH 106	First Aid and Safety	2	1-2
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.

<i>GENERAL STUDIES</i>			
First Semester (Fall)			
ENG 111	English Comp. I	3	
SPD 100	Public Speaking	3*	
HIS 101	History of Western Civ. I	3	3
HIS 121	U.S. History I	3	
MTH 151	Liberal Arts Math I	3	3
MTH 171	Pre-Calculus I	3	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
STD 100	Orientation		1
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
			17-18

\*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	3	3
HIS 122	U.S. History II	3	
MTH 152	Liberal Arts Math II	3	3
MTH 172	Pre-Calculus II	3	
BIO 102	General Biology II w/lab	4	4
CHM 112	College Chemistry II w/lab	4	
<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
			16-17

Third Semester (Fall)			
ENG 241	American Literature I	3	3
ENG 243	English Literature I	3	
HLT 105	CPR	1	
HLT 106	First Aid and Safety	2	1-2
PED	Elective	1	
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 241	American Literature I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	6
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
ECO 201	Principles of Econ I	3	
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	
PLS 211	U.S. Government I	3	6
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			
			16-17



Fourth Semester (Spring)			
ENG 242	American Literature II	3	3
ENG 244	English Literature II	3	
HLT 105	CPR	1	
HLTH 106	First Aid and Safety	2	1-2
PED	Elective	1	
<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
FRE 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	6-8
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
ECO 202	Principles of Econ. II	3	
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	
PLS 212	U.S. Government II	3	6
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			
			16-19
Minimum credit hours for degree			65

### ADMINISTRATION OF JUSTICE

The Administration of Justice Program is now an option within the General AA/S Degree Program. Those individuals who do not aspire to earn a bachelor's degree may be allowed to waive the transfer mathematics requirement.

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 courses, training is given to develop professional competence in the fields of law enforcement administration, the juvenile justice system, criminal investigation, criminal law and legal evidence. The program is primarily applicable to the preparatory student but the experienced officer may receive advanced placement in some courses based upon certification of previous training through Virginia law enforcement training agencies.

The program provides transfer courses for a student whose ultimate goal is a Bachelor of Science or equivalent degree. By combining the courses in Administration of Justice with

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transfer courses, a student may complete a program which is acceptable to four-year institutions.

**Occupational Objectives:**

- Commercial and Industrial Security Officer
- City, State and 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. Each student is urged to consult the counseling office in planning a program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Arts and Sciences Degree with an major in Administration of Justice.

**ADMINISTRATION OF JUSTICE**

**First Semester (Fall)**

ENG 111	English Comp. I	3	
SOC 201	Intro. to Sociology I	3	
STD 100	Orientation	1	
HLT 106	First Aid and Safety	2	
SPD 100	Public Speaking	3*	
MTH 120	Intro. to Math	3	3**
MTH 151	Liberal Arts Math I	3	
MTH 171	Pre-Calculus I	3	
ADJ 105	Juvenile Justice Systems	3	
ADJ 107	Survey of Criminology	3	
ADJ 110	Intro. to Law Enforcement	3	
ADJ 111/	Law Enfor. Org. & Admin. I	3	3-6
ADJ 112	Law Enfor. Org. & Admin. II		
ADJ 211/	Criminal Law I	3	
ADJ 212	Criminal Law II		
ADJ 225	Courts & Admin. of Just.	3	
ADJ 236/	Prin. of Criminal Invest.	3	
ADJ 237	Advanced Criminal Invest.		
Other as approved by adviser			

*HUMANITIES*

ART 101	Art Appreciation I	3	
FRE 101/	Beginning French I	4	
or 201	Intermediate French I		3-4
MUS 121	Music Appreciation I	3	
PHI 101	Intro. to Philosophy I	3	
SPA 101/	Beginning Spanish I	4	
or 201	Intermediate Spanish I		
SPD 100	Public Speaking	3	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
			18-22

**Second Semester (Spring)**

ENG 112	English Comp. II	3	
SOC 202	Intro. to Sociology II	3	
PED	Elective	1	
MTH 152	Liberal Arts Math II	3	0-3*
MTH 172	Pre-Calculus I	3	
ADJ 105	Juvenile Justice Systems	3	
ADJ 107	Survey of Criminology	3	
ADJ 110	Intro. to Law Enforcement	3	
ADJ 111/	Law Enfor. Org. & Admin. I	3	6-9
ADJ 112	Law Enfor. Org. & Admin. II		
ADJ 211/	Criminal Law I	3	
ADJ 212	Criminal Law II		
ADJ 225	Courts & Admin. of Just.	3	
ADJ 236/	Prin. of Criminal Invest.	3	
ADJ 237	Advanced Criminal Invest.		
Other as approved by adviser			

*HUMANITIES/SOCIAL SCIENCES*

ART 102	Art Appreciation II	3	
FRE 102/	Beginning French I	4	
or 202	Intermediate French II		3-4
MUS 122	Music Appreciation II	3	
PHI 102	Intro. to Philosophy II	3	
SPA 102/	Beginning Spanish II	4	
or 202	Intermediate Spanish II		
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
ECO 202	Principles of Econ. II	3	
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	
PSY 202	Intro. to Psychology II	3	
Other as approved by adviser			

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**Third Semester (Fall)**

PLS 211	U.S. Government I	3	
BIO 101	General Biology I w/lab	4	0-4*
CHM 111	College Chemistry I w/lab	4	
ADJ 105	Juvenile Justice Systems	3	
ADJ 107	Survey of Criminology	3	
ADJ 110	Intro. to Law Enforcement	3	
ADJ 111/	Law Enfor. Org. & Admin. I	3	9-12
ADJ 112	Law Enfor. Org. & Admin. II		
ADJ 211/	Criminal Law I	3	
ADJ 212	Criminal Law II		
ADJ 225	Courts & Admin. of Just.	3	
ADJ 236/	Prin. of Criminal Invest.	3	
ADJ 237	Advanced Criminal Invest.		
Other as approved by adviser			

HUMANITIES/SOCIAL SCIENCES

ART 101	Art Appreciation I	3	
FRE 241	American Literature I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
ECO 201	Principles of Econ. I	3	
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	
PLS 211	U.S. Government I	3	
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			

15-23

Fourth Semester (Spring)

PLS 212	U.S. Government II	3	
BIO 102	General Biology II w/lab	4	0-4*
CHM 112	College Chemistry II w/lab	4	
ADJ 105	Juvenile Justice Systems	3	
ADJ 107	Survey of Criminology	3	
ADJ 110	Intro. to Law Enforcement	3	
ADJ 111/ ADJ 112	Law Enfor. Org. & Admin. I Law Enfor. Org. & Admin. II	3	9-12
ADJ 211/ ADJ 212	Criminal Law I Criminal Law II	3	
ADJ 225	Courts & Admin. of Just.	3	
ADJ 236/ ADJ 237	Prin. of Criminal Invest. Advanced Criminal Invest.	3	
Other as approved by adviser			

HUMANITIES/SOCIAL SCIENCES

ART 102	Art Appreciation II	3	
FRE 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 102/ 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 142	Theatre Appreciation II	3	
ECO 202	Principles of Econ. II	3	
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	
PLS 212	U.S. Government II	3	
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			

15-23

\*May be taken any semester instead of a humanities course  
\*\*Math and science requirements waived if not planning to attend a four-year college or university.

Minimum credit hours for degree 64

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	3	3
HIS 121	U.S. History I	3	
MTH 151	Liberal Arts Math I	3	3
MTH 171	Pre-Calculus I	3	
STD 100	Orientation	1	
FRE 101	Beginning French I	4	4
SPA 101	Beginning Spanish I	4	
ART 101	Art Appreciation I	3	
MUS 121	Music Appreciation I	3	
PHI 101	Intro. to Philosophy I	3	3
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			

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	3	3
HIS 122	U.S. History II	3	
MTH 152	Liberal Arts Math II	3	3
MTH 172	Pre-Calculus II	3	
HLT 105	CPR	1	
HLT 106	First Aid and Safety	2	1-2
PED	Elective	1	
FRE 102	Beginning French II	4	4
SPA 102	Beginning Spanish II	4	

HUMANITIES

ART 102	Art Appreciation II	3	
FRE 101/ or 201	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 101/ or 201	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			

17-19

**36 (A.A.&S.) Associate in Arts and Sciences**

<b>Third Semester (Fall)</b>			
ENG 241	American Literature I	3	3
ENG 243	English Literature I	3	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
FRE 201	Intermediate French I	4	4
SPA 201	Intermediate Spanish I	4	
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
ECO 201	Principles of Econ. I	3	
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	3
PLS 211	U.S. Government I	3	
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			
		17-18	

<b>Fourth Semester (Spring)</b>			
ENG 242	American Literature II	3	3
ENG 244	English Literature II	3	
BIO 102	General Biology II w/lab	4	4
CHM 112	College Chemistry II w/lab	4	
HLT 105	CPR	1	
HLT 106	First Aid and Safety	2	1-2
PED	Elective	1	
FRE 202	Intermediate French II	4	4
SPA 202	Intermediate Spanish II	4	
<i>HUMANITIES</i>			
ART 102	Art Appreciation II	3	
ENG 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 101/ or 201	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 101/ or 201	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
<i>SOCIAL SCIENCES</i>			
ECO 202	Principles of Econ. II	3	
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	3
PLS 212	U.S. Government II	3	
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			
		18-20	
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**

<b>First Semester (Fall)</b>			
ENG 111	English Comp. I		3
SPD 100	Public Speaking		3*
HIS 101	History of Western Civ. I	3	3
HIS 121	U.S. History I	3	
MTH 171	Pre-Calculus I	3	3-5
MTH 173	Calculus I	5	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
STD 100	Orientation		1
<i>HUMANITIES</i>			
ART 101	Art Appreciation I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			
		17-20	

\*May be taken any semester instead of a humanities course

<b>Second Semester (Spring)</b>			
ENG 112	English Comp. II		3
HIS 102	Hist. of Western Civ. II	3	3
HIS 122	U.S. History II	3	
MTH 172	Pre-Calculus II	3	3-5
MTH 174	Calculus II	5	
BIO 102	General Biology II w/lab	4	4
CHM 112	College Chemistry II w/lab	4	

*HUMANITIES*

ART 102	Art Appreciation II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			
			16-19

**Third Semester (Fall)**

ENG 241	American Literature I	3	3
ENG 243	English Literature I	3	
BIO 101	General Biology I w/lab	4	4
CHM 111	College Chemistry I w/lab	4	
HLT 105	CPR	1	
HLT 106	First Aid and Safety	2	1-2
PED	Elective	1	

*HUMANITIES*

ART 101	Art Appreciation I	3	
FRE 241	American Literature I	3	
ENG 243	English Literature I	3	
FRE 101/ or 201	Beginning French I Intermediate French I	4	
MUS 121	Music Appreciation I	3	3-4
PHI 101	Intro. to Philosophy I	3	
SPA 101/ or 201	Beginning Spanish I Intermediate Spanish I	4	
SPD 141	Theatre Appreciation I	3	
Other as approved by adviser			

*SOCIAL SCIENCES*

ECO 201	Principles of Econ I	3	
HIS 101	Hist. of Western Civ. I	3	
HIS 121	U.S. History I	3	
PLS 211	U.S. Government I	3	3
PSY 201	Intro. to Psychology I	3	
SOC 201	Intro. to Sociology I	3	
Other as approved by adviser			

14-16

**Fourth Semester (Spring)**

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

*HUMANITIES*

ART 102	Art Appreciation II	3	
FRE 242	American Literature II	3	
ENG 243	English Literature II	3	
FRE 102/ or 202	Beginning French II Intermediate French II	4	
MUS 122	Music Appreciation II	3	3-4
PHI 102	Intro. to Philosophy II	3	
SPA 102/ or 202	Beginning Spanish II Intermediate Spanish II	4	
SPD 141	Theatre Appreciation II	3	
Other as approved by adviser			

*SOCIAL SCIENCES*

ECO 202	Principles of Econ. II	3	
HIS 102	Hist. of Western Civ. II	3	
HIS 122	U.S. History II	3	
PLS 212	U.S. Government II	3	3
PSY 202	Intro. to Psychology II	3	
SOC 202	Intro. to Sociology II	3	
Other as approved by adviser			

14-16

Minimum credit hours for degree 61



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

Dabney S. Lancaster Community College awards seven Associate and Applied Science degrees within the occupational technical areas. The Associate and 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 71 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 the intent that the general education requirements provide personal development in civic, consumer, environmental and social responsibilities.

Students entering high school (secondary) vocational education programs may receive advanced placement through a written articulation agreement. (See advanced placement section.) **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 in the catalog.**

The technical major and specialization 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 areas. 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 sequence courses as well as prerequisites or co-requisites required in conjunction with a given course.

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### 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.

The program can provide general education transfer courses for a student whose ultimate goal is a Bachelor in Science or equivalent degree. By combining the basic and courses in Administration of Justice with

transfer courses in the general studies area, a student can complete a program which is acceptable to four-year institutions maintaining a degree program in Administration of Justice.

#### 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. Each student is urged to consult with the counseling office in planning a program and selecting electives. Upon satisfactory completion of the four-semester program, the graduate will be awarded the Associate in Applied Science Degree with a major in Administration of Justice.

**First Semester (Fall)**

<sup>1</sup> 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
<sup>2</sup> ECO/PLS/PSY	Requirement	2
HLT 106	First Aid and Safety	2
		<u>17</u>

**Second Semester (Spring)**

<sup>1</sup> ENG 102	Practical Writing II	3
ADJ 107	Survey of Criminology	3
ADJ 225	Courts & the Adm. of Justice	3
CIS 150	Intro. Micro-software	4
<sup>2</sup> ECO/PLS/PSY	Requirement	2
PED	Requirement	1
		<u>16</u>

**First Semester (Fall)**

	Elective	3
ADJ 111	Law Enforcement Organization and Administration I	3
<sup>2</sup> ECO/PLS/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)**

	Elective	3
ADJ 112	Law Enforcement Organization and Administration II	3
ADJ 212	Criminal Law, Evidence and Procedures II	3
ADJ 237	Advanced Criminal Investigation	3
SOC 202	Introduction to Sociology II	3
		<u>15</u>

Minimum Credit Hours for Degree 65

<sup>1</sup>Students seeking a bachelor's degree should complete ENG 111-112—English Composition I, II.

<sup>2</sup>Students seeking a bachelor's degree should complete PLS 211-212—U. S. Government I, II.

**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 a Business Technology Associate in Applied Science Degree with a major in Management is designed for persons who seek full-time employment in business immediately upon completion of the College curriculum. Both persons who are seeking their first employment in a managerial position and those presently in management who are 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 high school 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 developmental studies courses.

Students enrolled in developmental classes through the first two semesters should anticipate enrolling in a minimum course load and/or attending summer school 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:** The first two semesters of the program in Management are similar. In the second year the student pursues an area of interest in general management, industrial management or data processing. Students must achieve an overall

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

grade of C (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the four-semester program, 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
		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)		
<sup>1</sup> BUS 121	Business Math I	3
<sup>2</sup> 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
		17

<sup>1</sup>Prerequisite MTH 120.

<sup>2</sup>Prerequisite: 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 I	3
MKT 100	Principles of Marketing	3
Free Elective(s)		3
		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 Management	3
PLS/PSY	Requirement	2
Career Electives(s)		4
		16

Minimum credit hours for degree 65

**General Business Management**

All courses prefixed with ACC, BUS, CIS, 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 10 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 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 electronic data processing 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 already 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 a proficiency in writing and reading skills. Students who are not proficient in these areas will be required to enroll in appropriate developmental studies. Should students be unable to complete the developmental math studies by the close of the first quarter, they should anticipate extending their studies an additional year. Students who do not have a basic knowledge of the typewriter keyboard 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 general education. Students must receive an overall C average in all degree requirements in order to receive the AAS degree in Data Processing. 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.

**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	Introduction to Business Management	3
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
STD 100	Orientation	1
		<u>17</u>

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

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
		<u>15</u>

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

Minimum credit hours for degree 65

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

CIS 121	Computer Programming: Basic I	4
CIS 221	Computer Programming: Basic II	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	3
ENG 101	Practical Writing I	3
MTH 120	Introduction to Mathematics	3
STD 100	Orientation	1
		<u>16</u>

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

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
		<u>16</u>

Second Semester (Spring)		
ACC 212	Principles of Accounting II	3
ACC 214	Lab for ACC 212	1
*CIS	Electives	8
CIS 286	Computer Program Applications	4
PED	Requirement	1
		<u>17</u>

Minimum credit hours for degree 65

**\*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:** With the rapid growth of the electronics and manufacturing industries in Virginia and steady demand for qualified electronic technicians in the local area, there is a need for trained personnel to meet these requirements. The Associate in Applied Science degree program with a major in Electronics is designed to train persons for full-time employment immediately upon completion of the program. The program also 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 high school English, mathematics and science, 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 to complete these requirements. 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 developmental studies courses.

**Program Requirements:** The curriculum in Electronics combines instruction in the many subject areas required for competence as a technician in industry. The first year of the Electronics program is designed to establish a general base in mathematics and 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.

### 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 113	Engineering Technical Math I	5
STD 100	Orientation	1
		17

### Second Semester (Spring)

ENG 102	Practical Writing II	3
ETR 114	DC & AC Fundamentals II	4
ETR 144	Devices & Applications	4
PED	Requirement	1
MTH 114	Engineering Technical Math II	5
		17

### First Semester (Fall)

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

### Second Semester (Spring)

ECO/PSL/PSY	Requirement	2
*ELECTIVE	Elective	3
ETR 280	Digital Systems II	4
ETR 241	Electronic Communication I	4
PHY 132	Applied Physics II	3
		16

\*Requires adviser approval.

Minimum credit hours for degree 67

## 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.

**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 high school English, mathematics and reading. The applicants should have completed one unit of algebra, one unit of high school geometry or equivalent and one unit of biology. Students whose records or test scores indicate a need for developmental studies will be placed in these courses until such deficiencies are eliminated. Any student who needs developmental math beyond the first term should anticipate a three-year program of study.

This program serves residents throughout the Commonwealth. It is possible to 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 plus BIO 101-102-103 or equivalent prior to entering the summer session. The requirement that transfer students complete the technical math courses before entering the forestry program is mandatory. 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 summer session, admission

should be requested at the local community college during the fall semester of the first year.

**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 session, 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 placement is subject to approval by a forestry instructor and the Cooperative Education Coordinator.

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

First Semester (Fall)		
ENG 101	Practical Writing I	3
MTH 113	Engineering Technical Mathematics I	5
STD 100	Orientation	1
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
		17

Second Semester (Spring)		
ENG 102	Practical Writing II	3
ECO/PLS/PSY	Requirement	6
HLT/PED	Requirement	2
FOR 201	Forest Mensuration I	4
FOR 125	Forest Fire Control	1
		16

Summer Session		
FOR 290/297	Co-op Education	4



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

First Semester (Fall)		
FOR 202	Forest Mensuration II	4
FOR 227	Timber Harvesting	5
FOR 135	Wildlife and Fisheries Management	4
FOR 215	Applied Silviculture	4
		17
Second Semester (Spring)		
FOR 229	Sawmilling	5
FOR 246	Urban Forestry	4
CIS	Elective	3
BUS 111	Principles of Supervision	3
FOR 245	Forest Products	2
		17
Minimum hours for degree		71

### 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 technology which continue from the community college A.A.S. degree. Students interested in such programs should consult with an adviser 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 high school 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 a developmental studies program 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 related subjects, 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.

First Semester (Fall)		
ENG 101	Practical Writing I	3
DRF 141	Industrial Drafting Tech. I	3
MTH 113	Engineering Technical Math	5
ECO/PLS/PSY	Requirement	4
STD 100	Orientation	1
		16

Second Semester (Spring)		
ENG 102	Practical Writing II	3
DRF 142	Industrial Drafting Techniques	3
DRF 155	Fundamentals of Architectural Drafting	3
ECO/PLY/PSY	Requirements	2
PED/HLT	Requirements	2
*Elective		3
		16

First Semester (Fall)		
EGR 130	Statics & Strength of Materials for Engineering Technology	5
DRF 211	Advanced Drafting Techniques I	3
DRF 231	Computer Aided Drafting I	3
IND 111	Materials & Processes of Industry	3
PHY 131	Applied Physics I	3
		17

Second Semester (Spring)		
DRF 212	Advanced Drafting Techniques II	3
DRF 232	Computer Aided Drafting II	3
DRF 298	Projects in Mechanical Design	2
MEC 215	Advanced Jig and Fixture Design	2
PHY 132	Applied Physics II	3
*Career Elective		3
		16
Minimum credits for degree		65

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

**NURSING**

**Accreditation:** The Associate Degree Nursing Program has been accredited by the Virginia State Board of 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' offices, 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.

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
		<hr/>
		15



**Second Semester (Spring)**

ENG 111	English Composition I	3
PSY 201	Introduction to Psychology	3
BIO 150	Microbiology	4
NUR 112	Nursing II	6
		16

**Third Semester (Summer)**

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

**Fourth Semester (Fall)**

PSY 238	Developmental Psychology	3
*	Elective	2
NUR 212	Nursing IV	8
		13

**Fifth Semester (Spring)**

PED 234	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 120, PLS 130, 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 Business Management, 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 Services Technology.

**First Semester (Fall)**

CIS 150	Introduction to Microcomputer Software	4
MTH 120	Introduction to Math	3
OFT 251	Office Systems & Procedures I	3
OFT 137	Filing/Record Management	3
OFT 216	Word Processing Equipment Operations	3
		<hr/> 16

**Second Semester (Spring)**

ACC 115	Applied Accounting	3
ECO/PLS/PSY	Requirement	2
OFT 236	Word Processing Operation & System Operation	4
OFT 252	Office Systems & Procedures II	3
PED/HLT		1
Career Elective		3
		<hr/> 16

**First Semester (Fall)**

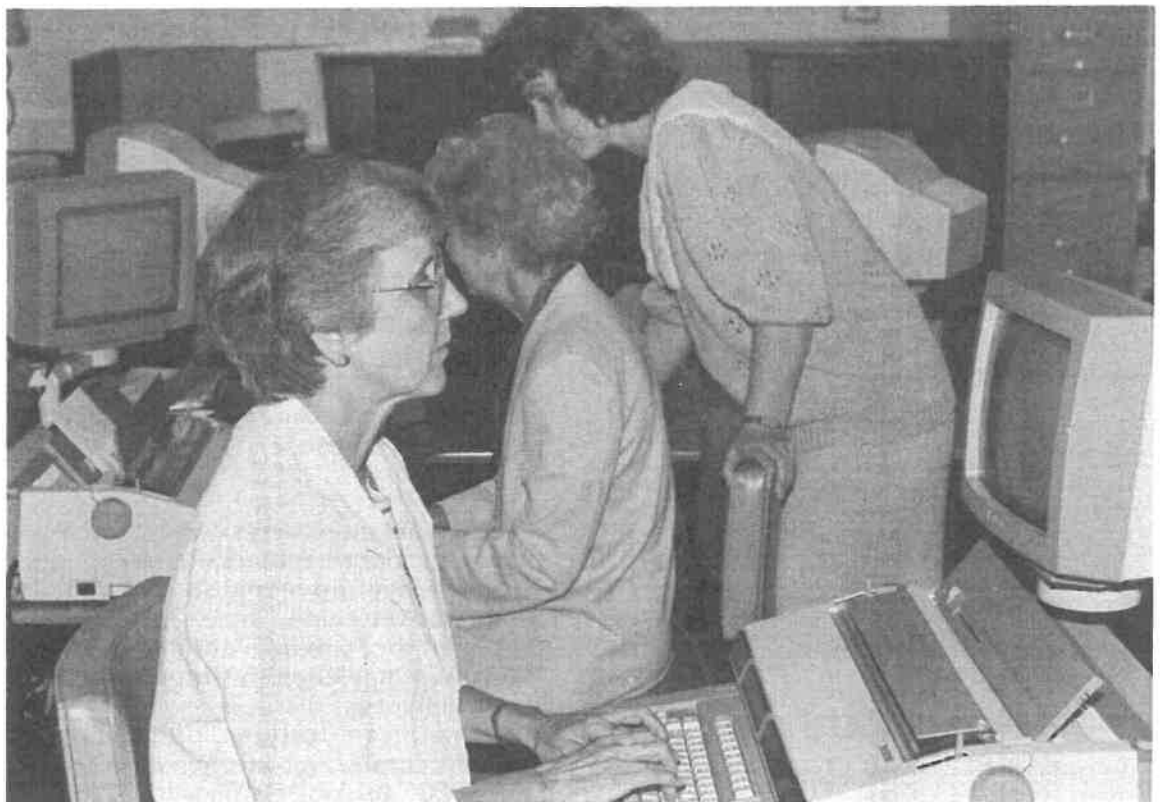
ECO/PLS/PSY	Requirement	2
ENG 101	Practical Writing I	3
OFT 106	Business English Skills Review	3
OFT 111	Keyboarding /Typing I	3
OFT 121	Shorthand I	3
PED/HLT	Requirement	1
STD 100	Orientation	1
		<hr/> 16

**Second Semester (Spring)**

ECO/PLS/PSY	Requirement	2
ENG 102	Practical Writing II	3
OFT 112	Keyboarding Typing II	3
OFT 122	Shorthand II	3
OFT 155	Beginning Machine Transcription	3
OFT 231	Microcomputer Office Application	3
		<hr/> 17

Minimum credit hours for degree 65

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.



## CERTIFICATE PROGRAMS

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

A certificate program requires a minimum of 30 semester hours although some may require slightly more for completion. Each certificate is equivalent to approximately one-half the length and depth of an associate degree program. The certificate 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 balance of courses relate specifically to employment skills.

### 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		9
		18

#### Second Semester

STD 196	On-Site Training	5
*Career Electives		9
		14

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 writing and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate developmental study classes.

**Program Requirements:** The program of study includes mathematics, accounting, business law and English. Additionally, courses are included which related 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 will receive the DSLCC Banking Certificate.

First Semester (Fall)		
ENG 101	Practical Writing I	3
FIN 109	Introduction to Elec. Data Processing or equivalent	3
FIN 127	Law and Banking or Equivalent	3
FIN 110	Principles of Banking	3
MTH 200	Introduction to Mathematics	3
ECO 201	Principles of Economics I	3
		18
Second Semester (Spring)		
ACC 115	Applied Accounting	3
BUS 121	Business Mathematics I	3
ECO 230	Survey of Money and Banking	3
BUS 236	Communications in Management	3
CIS/FIN/BUS	Elective	3
		15
Minimum credit hours for certificate		33

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 & Record Management	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 Applications	3
		17
Minimum credit hours for certificate		32

### CLERK-TYPIST CERTIFICATE

**Purpose:** This program is designed to provide entry level employment skills for the following:

- Clerk-Typist
- File Clerk
- Office Machines Operator
- Payroll Clerk
- Receptionist
- Shipping Clerk
- Word Processing Clerk

**Admissions Requirements:** In addition to the general admission requirements of the College, entry into this program requires proficiency in writing and reading of English. Students not proficient in these areas will be required to enroll in appropriate developmental studies classes. 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.

### 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 developmental studies classes. 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.

## 50 Certificate Programs

First Semester (Fall)		
ENG	Requirement	3
ETR 113	DC/AC Fundamentals I	4
ETR 123	Electrical Applications I	2
MTH 113	Engineering Technical Math I	5
ETR/ELE	Elective	3
		<hr/> 17
Second Semester (Spring)		
ECO/PSY/PLS	Requirement	2
ETR 114	DC/AC Fundamentals II	4
ETR 144	Devices & Applications	4
MTH 114	Engineering Technical Math II	5
		<hr/> 15
Minimum credit hours for certificate		32

### 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  
Construction Tradesman  
Equipment Mechanic  
Oiler

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

ment 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. Developmental 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 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 Maintenance Scheduling & Service	6
HVE 135	Heavy Equipment Familiarization Operation	6
		<hr/> 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
		<hr/> 17
Minimum credit hours for certificate		33



**LAW ENFORCEMENT CERTIFICATE  
EVENING 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
		<hr/>
		7

**Occupational Related**

ADJ 110	Introduction to Law Enforcement	3
ADJ 111-112	Law Enforcement and Administration I-II	6
ADJ 211-212	Criminal Law, Evidence and Procedures I-II	6
ADJ 225	Courts and the Administration of Justice	3
ADJ 236	Principles of Criminal Investigation	3
ADJ	Electives	6
		<hr/>
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 study classes. Should students be unable to complete any developmental 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 prior to moving into the second semester.

**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.

## 52 Certificate Programs

### 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	Introduction to Micro. Software	4
		17

\*Prerequisite: 25 wpm Keyboarding Skills

### Second Semester (Spring)

ECO/PSY/PLS		2
ACC 115	Applied Accounting	3
CIS 102	Data Entry Operations II	4
*CIS/OFT	Micro. Software Electives	6
		15

\*Electives may include:

CIS 157	Microcomputer Spreadsheets	
CIS 158	Microcomputer Data Base Management	
OFT 216	Processing Procedures	
CIS 197	Cooperative Education	

Others subject to adviser approval

Minimum credit hours for certificate 32

### First Semester (Fall)

<sup>1</sup> BUS 100	Introduction to Business	3
<sup>2</sup> CIS 150	Introduction to Microcomputer Software	4
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
OFT 230	Introduction to Office Automation	3
ECO/PSY/PLS	Requirement	2
		18

<sup>1</sup>See notation in Bus. Mgmt. AAS Degree Program

<sup>2</sup>Prerequisite 25 WPM Keyboarding Skills

### Second Semester (Spring)

ACC 115	Applied Accounting	3
BUS 111	Principles of Supervision	3
BUS 121	Business Math I	3
BUS 236	Communications in Management	3
CIS/OFT/BUS	Elective	3
		15

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, and in the reading and writing of English. Students not proficient in these areas will be required to enroll in appropriate developmental classes.

**Program Requirements:** This program includes basic courses in the humanities and social sciences in addition to courses in accounting, data processing, 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.

## 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 the writing and reading of English. 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.

**Program Requirements:** The Steno-Clerical Arts Certificate combines instruction in basic skills, general education 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 higher class 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.

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	3
OFT 137	Filing & Record Management	3
		15

Second Semester (Spring)		
ACC 115	Applied Accounting Requirement	3
OFT 112	Keyboarding & Typing II	3
OFT 122	Shorthand II	3
OFT 130	Office Procedures	3
OFT 216	Word Processing Equipment Operations	3
- or -		
OFT 231	Microcomputer Office Applications	3
		17

Minimum credit hours for certificate 32

### WELDING CERTIFICATE

**Purpose:** With the continued growth of industry in Virginia and nationwide, there is a great demand for trained welders. The welding certificate program is designed to prepare persons for full-time employment in several different welding occupations or specialities.

**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 program is designed to prepare students to work as welders in industry and prepare for the

welder certification test. It 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., overhead arc welding, gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, pipe, oxyacetylene and plasma welding.

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
DRF 167	Advanced Blueprint Reading	2
WEL 42	Welding Test II	2
WEL 126	Pipe Welding	3
WEL 199	Advanced Welding Tech.	1
WEL 130	Inert Gas Welding	3
		17

Minimum credit hours for certificate 34



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## CAREER STUDIES

**Length:** Each of these certificate programs requires the equivalent of 12-15 semester credit hours or 4 to 5 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"> <li>Basic Banking</li> <li>Business/Industrial Supervision</li> <li>Computer Aided Design</li> <li>Certified Professional Secretary Exam Review</li> <li>Computer Programming</li> <li>Data Entry Operations</li> <li>Electronics:               <ul style="list-style-type: none"> <li>Communications</li> <li>Digital</li> <li>Industrial</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Institutional Food Service</li> <li>Photography</li> <li>Real Estate Broker</li> <li>Retail Merchandising</li> <li>Secretarial Skills Review</li> <li>Small Business Management</li> <li>Welding</li> <li>Women's Studies</li> <li>Word Processing</li> </ul>
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**Admission Requirements:** Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require developmental studies. 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. Normally, the 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.

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#### Basic Banking

BUS 121	Business Math I	3
FIN 110	Principles of Banking	3
ECO 201	Principles of Economics	3
ECO 230	Survey of Money & Banking	3
		12

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#### Business/Industrial Supervision

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



<b>Computer Aided Design</b>		
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
		<hr/> 15

<b>Certified Professional Secretary Exam Review</b>		
ACC 115	Applied Accounting	3
BUS 150	Prin. of Business Management	3
ECO 201	Principles of Economics	3
OFT	Elective	3
		<hr/> 12

<b>Computer Programming</b>		
CIS 110	Fundamentals of Computer Information Systems	3
CIS 125	Computer Programming Design	3
CIS	Programming Elective	6
		<hr/> 12

<b>Data Entry Operations</b>		
CIS 110	Fundamentals of Computer Information Systems	3
CIS 101	Data Entry Operations I	4
CIS 102	Data Entry Operations II or equivalent	4
CIS	Software Elective	3
		<hr/> 14

<b>Electronics</b>		
Core		
ETR 113	DC and AC Fundamentals	4
ETR 123	Electronic Applications	2
ETR	Electives	1-5

Options		
<i>Digital</i>		
ETR 279	Digital Systems I	4
ETR 280	Digital Systems II	4

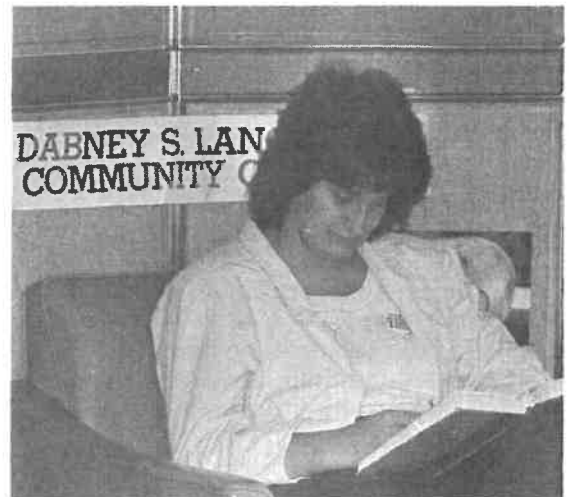
Communications		
ETR 241	Electronics Communications	4

Industrial		
ELE 211	Electrical Machines I	3
ELE 212	Electrical Machines II	3
		<hr/> 15

<b>Institutional Food Service</b>		
BUS 111	Principles of Supervision	3
HLT 138	Principles of Nutrition	3
HRI 158	Sanitation and Safety	3
HRI/HLT	Elective	3
		<hr/> 12

<b>Photography</b>		
ART 131	Fundamentals of Design	4
PHT 100	Introduction to Photography	2
*PHT	Electives	6
		<hr/> 12

*Select from the following:		
PHT 107	Nature Photography	3
PHT 207	Color Slide Workshop	3
PHT 211-212	Color Photography	6



## 56 Career Studies Programs

### Real Estate Broker

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

### Retail Merchandising

MKT 115	Retail Organization and Management	3
MKT 116	Retail Math or equivalent	3
MKT 227	Merchandise 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	1-3
OFT	Electives	5-3
		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

### Welding

DRF 166	Welding Blueprint Reading	2
	- or -	
DRF 167	Advanced Blueprint Reading	(2)
WEL 21	Arc Welding I	3
	- or -	
WEL 22	Arc Welding II	(3)
WEL 41	Welding Test I	2
WEL 126	Pipe Welding	3
WEL 130	Inert Gas Welding	3
WEL 199	Advanced Welding Techniques	1
		14

### Women's Studies

BUS 157	Women in Management	3
STD 105	Personal Development from Women's Perspective	2
PSY 207	Psychology of Assertiveness	3
BUS/PSY/STD	Electives	4
		12

### Word Processing

OFT 216	Word Processing Equipment Oper.	3
OFT 231	Microcomputer Office Applications I	3
OFT 236	Word Processing Operation and Systems Management	4
OFT	Elective	3
		13

\*\*Prerequisite: 25 wpm keyboarding skills

# COMMUNITY SERVICE PROGRAM

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 Dabney S. Lancaster Community College. These offerings are supported entirely by the fees paid by the participants. Twenty percent of the fee is reimbursed to the College to offset administrative overhead costs. Some of the community services available through the College are:

- Continuing Adult Education
- Speakers Bureau to provide speakers for local organizations
- Workshops, Seminars, and Informal Discussion Groups
- Public Affairs Lectures and Forums
- Conferences, Institutes, and Meetings
- Special Community Research and Development Projects
- Cultural Events and Trips
- Films and Exhibits

College facilities are available for use by:

- Upper Division and Graduate Level Programs
- Community Organizations and Projects

Special campus services available for use by local citizens:

- Library
- Learning Laboratory (Programmed Materials)
- Audiovisual Equipment
- Counseling Center
- Recreational Facilities

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## CONTINUING EDUCATION PROGRAM

A vital purpose and important function of Dabney S. Lancaster Community College is to provide continuous educational opportunities and experiences for all college area residents. Programs of vocational, avocational and hobby or recreational natures will be administered to provide opportunities for adults to continue their previous educational endeavors, to update their knowledge or skills, and, in general, to fulfill their lives. It shall be the aim and purpose of the Office of Continuing Education to provide a general educational program which will enable adults to better understand themselves and to develop their individual potentials in a changing society.

Continuing Education is intended to provide flexible learning experiences as daily lives and needs rapidly change in our society. The program does not lend itself to a stabilization in purpose or program, but is ever changing to serve college area residents in the best possible manner as considered feasible or timely.

Continuing Education programs are provided when there is community need or when sufficient interest is expressed. Courses and services "designed with you in mind"

may be initiated on requests from individuals and groups. Dabney S. Lancaster Community College cooperates with public schools, senior colleges, all religious groups, health and welfare groups, civic clubs, community clubs, law enforcement agencies, fire service groups, rescue and other emergency care units, business and industrial groups and adult education agencies to provide educational services as stated under the philosophy of the program for greater numbers of people.

Facilities and personnel of the College also are available, when feasible, to provide any specialized services to assist in meeting cultural and educational needs of the region served by the community college.

These services can include credit and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars and special community projects. These are designed to provide those cultural and educational opportunities for citizens of the region, indicated as needed or desired. Individuals and groups are invited to make requests for these services. Full consideration will be given to each request as received.

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## COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

The concept of experiential learning related to a student's area of study is an integral part of the curriculum offerings at Dabney S. Lancaster Community College. It may take the form of an elective course within 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.

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## 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 not attained proficiency in high school English, mathematics or reading, 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 has 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 only some of the equipment available to the developmental studies student. A proper blend of modern equipment and methods,

combined with a genuine concern for individuality, 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.



## 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-take these courses in subsequent semesters as necessary until the course objectives are completed.

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 an associate degree or certificate program.

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



### COURSE CREDITS

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

### COURSE HOURS

The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice and cooperative work experience) are indicated for each course in the course description. The number of lecture and laboratory hours in 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 a course after 5:00 p.m. 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 I-II (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 I-II (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 107 SURVEY OF CRIMINOLOGY (3 CR.)

Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. 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 111-112 LAW ENFORCEMENT ORGANIZATION & ADMINISTRATION I-II (3 CR.) (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. Prerequisite for ADJ 112: divisional approval or ADJ 111. Lecture 3 hours per week.

### ADJ 166 FISH AND GAME REGULATIONS (3 CR.)

Surveys state and federal laws regulating inland fishing, water fowl and game animals. Lecture 3 hours per week.

### ADJ 211-212 CRIMINAL LAW, EVIDENCE AND PROCEDURES I-II (3 CR.) (3 CR.)

Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various U. S. court systems with focus on the Virginia jurisdiction. Lecture 3 hours per week.

### ADJ 225 COURTS AND THE ADMINISTRATION OF JUSTICE (3 CR.)

Studies court systems with emphasis on the technical procedures required from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws, and procedures. Prerequisite divisional approval. 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 107 MUSEUM SURVEY (1 CR.)**

Assigns visits to museums and art galleries locally and statewide. Requires completion of a critical paper on selected exhibited works. Laboratory 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 231-232 SCULPTURE I-II (3-4 CR.) (3-4 CR.)**

Introduces sculptural concepts and methods of production in traditional and contemporary media. Includes clay, plaster, wood, stone, metal, plastics and terra cotta. May include field trips. Prerequisite divisional approval. 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.

**ART 245 PORTRAIT PAINTING (3 CR.)**

Explores portrait painting as representational and abstract art. Emphasizes analytical study of the head using a variety of mediums. Prerequisite ART 121. Lecture 2 hours. Studio instruction 3 hours. Total 5 hours per week.

**ART 246 FIGURE PAINTING (3 CR.)**

Concentrates on the human figure as subject matter for painting. Emphasizes composition as it relates to figure study. Explores formal and informal approaches to include representation and abstraction using various painting media. Prerequisite ART 121. Lecture 2 hours. Studio instruction 3 hours. Total 5 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 275 MARINE ECOLOGY (4 CR.)**

Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

## 62 Biology

### **BIO 276 FRESHWATER ECOLOGY (4 CR.)**

Applies ecosystem concepts to freshwater habitats. Includes laboratory and field work. Prerequisite BIO 101-102 or divisional approval. Lecture 3 hours. 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 116 ENTREPRENEURSHIP (3 CR.)**

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

### **BUS 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 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. 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 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. 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 I (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. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 151 COMPUTER PROGRAMMING: FORTRAN I (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 2 hours. Laboratory 2 hours. Total 4 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.

## 64 Computer Information Systems

### **CIS 161 COMPUTER PROGRAMMING: ASSEMBLER I (4 CR.)**

Teaches writing ASSEMBLER 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 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 I (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 221 COMPUTER PROGRAMMING: BASIC II (4-CR.)**

Emphasizes advanced structure programming techniques and procedures for more complex problems. Prerequisite CIS 121 or divisional approval. 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 233-234 EDUCATIONAL COMPUTER APPLICATIONS I-II (3 CR.) (3 CR.)**

Emphasizes computer assisted instruction (CAI), specialized software, and their incorporation in the classroom. Requires developing a lesson using CAI and an authoring language. Includes a discussion of microcomputer hardware. Designed for individuals who need to locate, evaluate, and use educational software. Lecture 3 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. Lecture 3 hours. Laboratory 2 hours. Prerequisite CIS 231, divisional approval required. 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, prings, 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 167 ADVANCED BLUEPRINT READING (2 CR.)**

Focuses on the use of industrial prints; production drawing, operation sheets and tool drawings; dimensioning and tolerances; assembly detail drawings. 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 I-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 109 METHODS IN MOVEMENT AND MUSIC EDUCATION FOR YOUNG CHILDREN (3 CR.)**

Emphasizes theory and practice in movement and music education and the integration of these skills in a curriculum. Designed for teachers and aides in child care, preschool, nursery, or primary schools. Variable lecture/laboratory hours per week.

**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 117 INTRODUCTION TO READING METHODS (3 CR.)**

Introduces current practices of teaching reading in the elementary school. Familiarizes students with materials currently in use, emphasizes observation of various reading techniques and trends in the classroom. Lecture 2 hours. Laboratory 2 hours per week. Total 4 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 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 CR.)**

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

## 66 Education

### EDU 125 CREATIVE ACTIVITIES FOR CHILDREN

(3 CR.)

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours. Laboratory 2 hours. 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 155 PARENT EDUCATION

(3 CR.)

Focuses on an introduction to effective parent/child communication and interaction, with special emphasis on listening skills, responsibility, encouragement, growth, problem-solving process, and discipline. Lecture 3 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 217 DEVELOPMENT AND CARE OF CHILDREN

(3 CR.)

Focuses on the development and care of children from prenatal to preschool with emphasis on physical, psychological and social environment as related to the overall development of the child. Lecture 3 hours per week.

## ELECTRICAL TECHNOLOGY

### ELE 111 HOME ELECTRIC POWER

(3 CR.)

Teaches fundamentals of residential power distribution, circuits, enclosures, protective devices, transformers. Studies various charts and tables of the National Electrical Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### ELE 123 ELECTRICAL APPLICATIONS

(2 CR.)

Provides laboratory and shop assignments related to fundamental principles of electricity with emphasis on measurements and evaluation of electrical components, devices and circuits. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

### ELE 138 NATIONAL ELECTRICAL CODE

(2 CR.)

Teaches purpose and interpretation of the National Electrical Code as well as familiarization with various charts, code rulings and wiring methods. Lecture 2 hours per week.

### ELE 146 ELECTRIC MOTOR CONTROL

(4 CR.)

Studies solid-state devices with application and emphasis in control of power. Includes diodes, SCR's, photoelectric controls, timing, circuits, voltage regulation and three-phase rectifiers. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### ELE 211-212 ELECTRICAL MACHINES I-II

(1-4 CR.) (1-4 CR.)

Studies the construction, theory of operations and applications of DC and AC machines. Variable hours per week. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

### ELE 239 PROGRAMMABLE CONTROLLERS

(2 CR.)

Deals with installation, programming, interfacing, and concepts of troubleshooting programmable controllers. Lecture 2 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.

### 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.

## 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 01 PREPARING FOR COLLEGE WRITING I (1-6 CR.)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curriculums. Guides students through the process of starting, composing, revising, and editing. 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 101-102 PRACTICAL WRITING I-II (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 106 SPEED READING (3 CR.)

Emphasizes reading faster with comprehension. Includes controlling pace through scanning for specific details, skimming for main ideas, and reading quickly but completely. Presents common ways reading material is organized and techniques for processing information rapidly. Lecture 3 hours per week.

### ENG 111-112 COLLEGE COMPOSITION I-II (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 150 CHILDREN'S LITERATURE (3 CR.)

Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests, and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Lecture 3 hours per week.

### ENG 211-212 CREATIVE WRITING I-II (3 CR.) (3 CR.)

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

### ENG 241-242 SURVEY OF AMERICAN LITERATURE I-II (3 CR.) (3 CR.)

Examines American literary works from Colonial times to the present, emphasizing the ideas and 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 I-II (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 253-254 SURVEY OF AFRO-AMERICAN LITERATURE (3 CR.)

Examines selected works by black American writers from the Colonial period to the present. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

### ENG 261-262 ADVANCED CREATIVE WRITING I-II (3 CR.) (3 CR.)

Guides the student in imaginative writing in selected genres on advanced level. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

### ENG 273-274 WOMEN IN LITERATURE I-II (3 CR.) (3 CR.)

Examines major writers in English literary history. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

### ENG 276 SOUTHERN LITERATURE (3 CR.)

Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

### ENG 277 LITERATURE OF VIRGINIA (3 CR.)

Examines literature written by Virginia authors. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

**ENG 278 APPALACHIAN LITERATURE (3 CR.)**

Examines selected works of outstanding authors of the Appalachian region. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 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. Prerequisite divisional approval. 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. Prerequisite divisional approval. 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. Prerequisite divisional approval. 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. Prerequisite divisional approval. 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 INTRODUCTION 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. 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 127 LAW AND BANKING APPLICATIONS (3 CR.)**

Introduces the laws pertaining to secured transactions, letters of credit, and the bank collection process. Focuses on check losses and a range of legal issues related to collateral and default. Lecture 3 hours per week.

**FIN 246 PUBLIC RELATIONS IN BANKING (3 CR.)**

Introduces public relations and marketing functions in a bank setting. Provides brief overview of public relations, its importance to the banking industry and the banking industry's marketing techniques in today's environment. 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. 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. 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, FOR 115, MTH 113. 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. Corequisite 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.

**FRENCH****FRE 101-102 BEGINNING FRENCH I-II (4 CR.) (4 CR.)**

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

**FRE 201-202 INTERMEDIATE FRENCH I-II (4 CR.) (4 CR.)**

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

**HEALTH****HLT 100 FIRST AID AND CARDIOPULMONARY RESUSCITATION (3 CR.)**

Focuses on the principles and techniques of safety and first aid. Lecture 3 hours per week.

**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 (3 CR.)**

Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 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. Lecture 3 hours per week.

**HLT 138 PRINCIPLES OF NUTRITION (2 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 I-II (3 CR.) (3 CR.)**

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week. Lecture 3 hours per week.

## 70 Health

### **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 2 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. Prerequisite HVE 100 or departmental approval. 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 101-102 HISTORY OF WESTERN CIVILIZATION I-II (3 CR.) (3 CR.)**

Examines the development of Western civilization from ancient times to the present. The first semester ends with the seventeenth century; the second semester continues through modern times. Lecture 3 hours per week.

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

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

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

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

### **HIS 126 WOMEN IN WORLD HISTORY (3 CR.)**

Studies the role of women and attitudes toward women from ancient times to the present. Lecture 3 hours per week.

### **HIS 127 WOMEN IN AMERICAN HISTORY (3 CR.)**

Studies the role of women and attitudes toward women in American society from Colonial times to the present. Lecture 3 hours per week.

### **HIS 156 LOWER SHENANDOAH VALLEY HISTORY (3 CR.)**

Studies the history and culture of the Lower Shenandoah Valley from the wilderness era to the present. Lecture 3 hours per week.

### **HIS 157 HISTORY OF THE SOUTHERN APPALACHIAN REGION (3 CR.)**

Surveys the historical developments in the southern Appalachian region from the frontier era to the present. Lecture 3 hours per week.

### **HIS 263-264 HISTORY OF THE SOUTH I-II (3 CR.)**

Studies the political, religious, economic, and social factors influencing the development of the American South from Colonial times to the present. Lecture 3 hours per week.



**HIS 268 THE AMERICAN CONSTITUTION (3 CR.)**

Analyzes the origin and development of the United States Constitution. Includes the evolution of civil liberties, property rights, contracts, due process, judicial review, federal-state relationships, and corporate-government relations. Lecture 3 hours per week.

**HIS 269 CIVIL WAR AND RECONSTRUCTION (3 CR.)**

Studies factors that lead to the division between the states. Examines the war, the home fronts, and the era of Reconstruction. 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.

**HIS 281-282 HISTORY OF VIRGINIA I-II (3 CR.) (3 CR.)**

Examines the cultural, political, and economic history of the Commonwealth from its beginning to the present. 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 170 INTRODUCTION TO CAFETERIA MANAGEMENT (3 CR.)**

Surveys the management functions of planning, organizing, staffing, directing, and controlling and their application to public school cafeterias. Uses case study method to analyze cafeteria management problems. Lecture 3 hours per week.

**HRI 215 FOOD PURCHASING (3 CR.)**

Presents the method and procedures for purchasing food for hotels, restaurants and institutions. Deals with

markets, federal and trade grades, governmental regulations, packaging, comparative price buying, yields and quality control. Lecture 3 hours per week.

**HRI 235 MARKETING OF HOSPITALITY SERVICES****(3 CR.)**

Studies principles and practices of marketing the services of the hotel and restaurant industry. Emphasizes the marketing concept with applications leading to customer satisfaction. Reviews methods of external and internal stimulation of sales. May include a practical sales/marketing exercise and computer applications. Lecture 3 hours per week.

**HRI 248 MAINTENANCE AND ENGINEERING IN THE HOSPITALITY INDUSTRY (3 CR.)**

Covers common mechanical problems and proper steps for corrections. Deals with electrical systems and acoustics, plumbing, heating, ventilation, refrigeration and air conditioning, and elevators. Covers selection of and decorating with paints, structured maintenance, landscaping and contracts, fire prevention and protection, and kitchen equipment. Gives special consideration to problems in food service engineering and swimming pool maintenance, communications, and sign systems. 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 111 MATERIALS AND PROCESSES OF INDUSTRY (3 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 155 WORK SIMPLIFICATION (1 CR.)**

Studies principles and practices of motion and time as applied to industry. May include the application and influence on methods, materials handling, and time study procedures. Lecture 1 hour 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.

## 72 Industrial Engineering

### IND 225 PRODUCTION PLANNING (3 CR.)

Studies fundamentals of production planning and control. May include preparation for an analysis of production, forecasting, operation planning, scheduling, and dispatching using modern techniques. Lecture 3 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.

## MARKETING

### MKT 100 PRINCIPLES OF MARKETING (3 CR.)

Presents principles, methods and problems involved in the distribution and marketing of goods and services to industrial and ultimate consumers. Introduces various marketing middlemen: wholesaler, retailer, broker and agent, including cooperative and trade associations, shippers, stores and facilitators. Discusses present-day problems and associations, shippers, stores, and facilitators. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social and ethical considerations in marketing. Lecture 3 hours per week.

### MKT 110 PRINCIPLES OF SELLING (3 CR.)

Presents fundamental aspects of personal selling, sales, ethics, and selling methods. Emphasizes professional sales techniques. Examines organization necessary for a well-coordinated sales effort, including the training of sales personnel for maximum efficiency in selling and organization of the sales division within the business enterprise. Introduces sales management in planning, organizing, directing and controlling the total sales effort. Lecture 3 hours per week.

### MKT 115 RETAIL ORGANIZATION AND MANAGEMENT (3 CR.)

Examines the organization of the retail establishment to accomplish its goals in an effective and efficient manner. Includes study of site location, internal layout, store operations, and security. Examines the retailing mix, the buying or procurement process, pricing, and selling. Studies retail advertising, promotion and publicity as a coordinated effort to increase store traffic. Lecture 3 hours per week.

### MKT 116 RETAIL MATHEMATICS (3 CR.)

Introduces students to the specialized mathematics of retailing in making business decisions, writing purchase orders, terms of purchase, calculating mark-up, pricing merchandise, planning and control, inventory valuation, and preparing monthly operating statements. Prerequisite BUS 121 or equivalent. Lecture 3 hours per week.

### MKT 220 PRINCIPLES OF ADVERTISING (3 CR.)

Emphasizes the role of advertising in the marketing of goods and services. Discusses the different uses of advertising; types of media; how advertising is created; agency functions and legal, social and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing and selection of media. Lecture 3 hours per week.

### MKT 227 MERCHANDISE BUYING AND CONTROL (3 CR.)

Studies the merchandising cycle. Explores techniques used in the development of buying resources, merchandising plans, model stock, unit control, and inventory systems. Highlights merchandise selection, policy pricing strategies, and inventory control methods. Lecture 3 hours per week.

### MKT 228 PROMOTION (3 CR.)

Presents an overview of promotion activities, including advertising, visual merchandising, publicity and sales promotion. Focuses on coordinating these activities into an effective campaign to promote sales for a particular product, business, institution or industry. Emphasizes budgets, selecting media, and analyzing the effectiveness of the campaign. Lecture 3 hours per week.

## MATHEMATICS

### MTH 01 DEVELOPMENTAL MATHEMATICS (1-5 CR.)

Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional, and transfer program. Topics may include arithmetic, algebra, geometry, and trigonometry. Variable 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 74 BASIC MATHEMATICS FOR INDUSTRIAL TRADES I (4 CR.)

Teaches basic properties in mathematics, measurements, conversions and reductions of English and metric measurements. Includes a brief introduction to algebra, plane geometry, and solid geometry. Includes practical applications. Lecture 4 hours per week.

### MTH 113-114 ENGINEERING TECHNICAL MATHEMATICS I-II (5 CR.) (5 CR.)

Presents algebra, geometry, trigonometry, and an introduction to calculus. Includes solution of linear and quadratic equations, trigonometric curve sketching, logarithms, ratio, proportion, variation, vectors, and the binomial theorem. Prerequisites MTH 03, MTH 04, MTH 06 or equivalent. Lecture 5 hours per week.

### MTH 115-116 TECHNICAL MATHEMATICS I-II (3 CR.) (3 CR.)

Designed for the technical student. Teaches analytical geometry of the straight line, basic algebra through exponentials and logarithms, curve sketching, numerical

trigonometry, vectors and complex numbers. Introduces analytical trigonometry and calculus. Prerequisites satisfactory score on appropriate mathematics proficiency examinations, one unit of high school algebra and one unit of high school geometry 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 I-II (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 I-II (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.

**MTH 241-242 STATISTICS I-II (3 CR.) (3 CR.)**

Covers descriptive statistics, elementary probability, distributions, sampling distributions, estimation, hypothesis testing, regression, correlation, analysis of variance and non-parametric methods. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 160 or equivalent or consent of division. Lecture 3 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 109 MUSIC FOR CHILDREN (3 CR.)**

Selects and develops a repertoire of songs, musical games, rhythms, and movement activities for the 2-5-year-old. Develops skills on keyboard, autoharp, or musical instruments appropriate for use in early childhood education. Lecture 3 hours, Laboratory 1 hour. Total 4 hours per week.

**MUS 121-122 MUSIC APPRECIATION I-II (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.

**MUS 125 AMERICAN MUSIC (3 CR.)**

Presents the development of music in the United States from early colonists to the present, in light of philosophical, political, geographical, and sociological developments. Lecture 3 hours per week.

**MUS 141-142 CLASS PIANO I-II (2 CR.) (2 CR.)**

Offers the beginning piano student activities in learning musical notation, in accomplishing sight reading skills, and in mastering techniques of keyboard playing. Presents appropriate literature. Open to all students and may be used to fulfill applied minor instrument requirement of music major. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**MUS 163-164 GUITAR THEORY AND PRACTICE I-II (3 CR.) (3 CR.)**

Studies the fundamentals of sound production, music theory, and harmony as they apply to guitar. Builds proficiency in both the techniques of playing the guitar and in the application of music fundamentals to these techniques. Presents different types of guitars and related instruments. Emphasizes music as entertainment and as a communication skill. Lecture 2 hours per week. Laboratory 3 hours. Total 5 hours per week.

**MUS 221-222 HISTORY OF MUSIC I-II (3 CR.) (3 CR.)**

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama, and literature. Develops techniques for listening analytically and critically to music. Lecture 3 hours per week.

**MUS 226 TWENTIETH CENTURY MUSIC AND MUSIC CULTURES (3 CR.)**

Examines the twentieth century in all its social, political, and cultural ramifications as a point of departure. Includes a study of both Western and non-Western folk, popular, and classical music of the twentieth century. Lecture 3 hours per week.

**MUS 241-242 ADVANCED CLASS PIANO I-II**  
(2 CR.) (2 CR.)

Teaches advanced applications of keyboard fundamentals and technical skills. Includes exercises in intervals, triads, all major and minor scales, and simple and compound meters. Uses advanced repertoire. Lecture 1 hour. Laboratory 2 hours. Total 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 I-II** (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.

**NAS 130 ELEMENTS OF ASTRONOMY** (4 CR.)

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture 3 hours per week. Recitation and laboratory 3 hours. Total 6 hours per week.

**NAS 205 CURRENT SCIENCE ISSUES** (2 CR.)

Explores emerging issues and problems related to science from an interdisciplinary approach. Seminar 2 hours per week.

**NAS 215 MAN IN HIS ENVIRONMENT** (6 CR.)

Analyzes ecological and technological forces at work in today's world, including air and water pollution, pesticides, and land use. Lecture 4 hours per week. Recitation and laboratory 6 hours per week. Total 10 hours per week.

**NURSING****NUR 25 NURSING ASSISTANT** (3 CR.)

Teaches fundamentals of patient care with laboratory experience in foods and fluids, elimination, moving patients, morning, afternoon and evening care, care of hospital equipment, means of providing special comforts and safety, and admission and discharge procedures. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

**NUR 26 NURSING ASSISTANT ADVANCED** (3 CR.)

Focuses on theory and laboratory experiences in asepsis, sterile techniques, tube feedings, and other skills required by nursing assistants in geriatric and psychiatric facilities. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**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 135 DRUG DOSAGE CALCULATIONS** (2 CR.)

Teaches apothecary, metric, household conversion; reading of drug orders and labels. Provides a practical approach to learning to prepare dosages and solution, including calculating intravenous flow rates and pediatric drugs. Lecture 2 hours per week.

**NUR 211 NURSING III** (6 CR.)

Pre-Requisites BIO 140, NUR 111, NUR 230 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.

**NUR 212-213 NURSING IV-V** (8 CR.) (8 CR.)

Pre-requisites BIO 150, NUR 112, NUR 211 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.

**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 MANAGEMENT****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 116 AUTOMATED KEYBOARDING/TYPEWRITING EQUIPMENT (1 CR.)**

Develops proficiency in the operation of automated keyboarding/typewriting equipment. May use self-instructional materials. Prerequisite divisional approval. Laboratory 2 hours per week.

**OFT 121 SHORTHAND I (3 CR.)**

Focuses on shorthand theory, reading and writing skills, development of general business vocabularies, word usage, and general business dictation. Lecture 3 hours.

**OFT 122 SHORTHAND II (3 CR.)**

Develops speed in typical business dictation with emphasis on transcription accuracy from shorthand notes. Prerequisite Shorthand I or equivalent. Lecture 3 hours.

**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 principles, 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. Prerequisite OFT 111 or equivalent. Lecture 3 hours.

**OFT 230 INTRODUCTION TO OFFICE AUTOMATION (3 CR.)**

Introduces principles, methods, and techniques involved in office automation technology. Emphasizes word processing and microcomputer equipment and software. Studies automated office personnel, proce-

dures, ergonomics, and career opportunities. Lecture 3 hours per week.

**OFT 231 MICROCOMPUTER OFFICE APPLICATION (3 CR.)**

Teaches advanced business applications of microcomputer software packages. Prerequisite OFT 111 or equivalent. Lecture 3 hours per week.

**OFT 236 WORD PROCESSING OPERATION AND SYSTEM OPERATION (4 CR.)**

Focuses on advanced applications and use of word/information processing equipment. Teaches system supervision and operation. Prerequisite OFT 216. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

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

**PHILOSOPHY**

**PHI 101-102 INTRODUCTION TO PHILOSOPHY I-II (3 CR.)**

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumption about meaning, knowledge, reality, and values. Lecture 3 hours per week.

**PHI 226 SOCIAL ETHICS (3 CR.)**

Provides a critical examination of moral problems and studies the application of ethical concepts and principles to decision-making. Topics may include abortion, capital punishment, euthanasia, man and the state, sexuality, war and peace, and selected issues of personal concern. Lecture 3 hours per week.

**PHI 231-232 THANATOLOGY: DIMENSIONS OF DEATH AND DYING I-II (3 CR.) (3 CR.)**

Surveys attempts to understand the meaning of death, and of ways of handling personal and social implications. Examines dying and death from a variety of perspectives, including psychological, sociological, cultural, and religious views. Lecture 3 hours per week.

**PHI 265 PHILOSOPHY OF RELIGION (3 CR.)**

Examines problems raised by arguments for and against the existence of God and discusses such topics as the nature of God, the nature of religious experience, the problem of evil, religious truth and language, immortality, miracles, spirituality, and the relation between philosophy and theology. Lecture 3 hours per week.

## 76 Philosophy

### **PHI 285 SELECTED PROBLEMS AND ISSUES IN PHILOSOPHY (3 CR.)**

Examines selected problems and issues of current interest in philosophy. May be repeated for credit. 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.

### **PHT 101-102 PHOTOGRAPHY I-II (3 CR.) (3 CR.)**

Teaches principles of photography and fundamentals camera techniques. Requires outside shooting and lab work. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

### **PHT 107 NATURE PHOTOGRAPHY (3 CR.)**

Teaches fundamentals of 35mm color slide photography of natural objects. Emphasizes selection of equipment and film, compositional theory, and the flash photography formula. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### **PHT 207 COLOR SLIDE WORKSHOP (3 CR.)**

Examines color transparency materials. Focuses on use of slides as personal expression and as a communication tool. Prerequisite PHT 102 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **PHT 211-212 COLOR PHOTOGRAPHY I-II (3 CR.) (3 CR.)**

Introduces theory, materials, and processes of modern color images. Includes additive and subtractive theory, color filtration, or negative and positive printing techniques. Prerequisite PHT 102 or equivalent. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **PHT 216 WILDLIFE PHOTOGRAPHY (3 CR.)**

An advanced course in the photography of natural objects. Emphasis will be placed on critiquing the student's photographic work. Offers seminars on specific subject areas such as animals, plants, birds, insects, and wilderness scenes. Prerequisite PHT 100 or divisional permission. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## **PHYSICAL EDUCATION AND RECREATION**

### **PED 103-104 AEROBIC FITNESS I-II (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 I-II (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 107-108 SLIMNASTICS I-II (1-2 CR.) (1-2 CR.)**

Provides the student with a full-body workout through flexibility, strength, and cardiovascular endurance exercises. Includes fitness evaluation, nutrition analysis, and weight control. Variable hours per week.

### **PED 110 PHYSICAL ACTIVITIES FOR CHILDREN (3 CR.)**

Includes methods and materials for teaching simple rhythms, recreational games, singing games, another

movement experiences. Emphasizes methods for pre-school through elementary age students. Lecture 2 hours. Laboratory 2 hours per week.

### **PED 111-112 WEIGHT TRAINING I-II (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 I-II (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 129 SELF-DEFENSE (1-2 CR.)**

Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense, emphasizing mental and physical discipline. Variable hours per week.

### **PED 133-134 GOLF I-II (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 I-II (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 150 SOCCER (1-2 CR.)**

Emphasizes soccer skills and techniques, strategies, rules, equipment and physical conditioning. 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, rules. Variable hours per week.

### **PED 160 MODERN DANCE (1-2 CR.)**

Teaches the basic techniques of creative dance. Skills include self-expression, contemporary routines, dance forms, and basic choreography. Variable hours per week.

**PED 169 SQUARE DANCE (1-2 CR.)**

Introduces the step and movement patterns, rhythmic patterns, and formation of the American square dance. Includes historical significance and development of dance patterns. Variable hours per week.

**PED 171-172 BALLROOM DANCE I-II (1-2 CR.) (1-2 CR.)**

Presents the basic step patterns, rhythmic patterns, and positions in ballroom dance. Includes techniques based upon traditional steps with basic choreographic patterns. Variable hours per week.

**PED 173 ROCK CLIMBING AND RAPPELLING (1-2 CR.)**

Presents techniques and skills of climbing and rappelling with emphasis on safety, equipment, and skills in know typing, terminology and physical conditioning. Variable hours per week.

**PED 174 SHOOTING AND FIREARM SAFETY (1-2 CR.)**

Teaches the basic techniques of shooting and firearm safety for both hunting and sport shooting. Emphasizes the selection and care of equipment, proper shooting forms, personal safety. 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 176 CAMPING (1-2 CR.)**

Introduces camping techniques; equipment, site selection and use; safety procedures; and camping ecology. 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 179 WILDERNESS SURVIVAL (1-2 CR.)**

Teaches techniques for outdoor survival, including construction of snares, finding edible plants and animals, recognition and prevention of hypothermia, and how to build shelters and fires. Emphasizes man's relationship to the outdoor environment. Variable hours per week.

**PED 181-182 DOWNHILL SKIING I-II (1-2 CR.) (1-2 CR.)**

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

**PED 183-184 OUTDOOR ADVENTURES I-II (1-2 CR.) (1-2 CR.)**

Introduces outdoor adventure activities with emphasis on basic skills, preparation, personal and group safety, equipment selection and use, ecology, and 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's responsibilities, field care of game, personal safety and conservation. Variable hours per week.

**PED 187 BACKPACKING (1-2 CR.)**

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

**PED 215 OFFICATING SPORTS (1 CR.)**

Teaches the application of rules and techniques of officating team sports. Includes practical experience. Laboratory 2 hours per week.

**PED 245 ADVANCED LIFESAVING (2 CR.)**

Introduces basic swimming and non-swimming rescues, swimming approaches and carries, water survival, first aid and safety. Focuses on preparation of the American Red Cross Advanced Lifesaving Certificate. Prerequisite strong swimming skills. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**PHYSICS****PHY 131-132 APPLIED PHYSICS I-II (3 CR.) (3 CR.)**

Emphasizes application of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, and electricity and magnetism. Prerequisites high school algebra, geometry and trigonometry, or equivalent or divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**PHY 201-202 GENERAL COLLEGE PHYSICS I-II (4 CR.) (4 CR.)**

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Prerequisite MTH 165 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**PHY 221-222 ENGINEERING PHYSICS I-II (3 CR.) (3 CR.)**

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite divisional approval. Lecture 3 hours per week.

**PHY 241-242 UNIVERSITY PHYSICS I-II (4 CR.) (4 CR.)**

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite divisional approval. 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.

## 78 Political Science

### **PLS 131 BASICS OF AMERICAN POLITICS (2 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 hours per week.

### **PLS 211-212 U.S. GOVERNMENT I-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 108 PSYCHOLOGY OF AGING (3 CR.)**

Studies development of adult personality and the importance of social rules in that development. Uses a variety of activities. Increases understanding of aging as a continuing human process. Lecture 3 hours per week.

### **PSY 120 HUMAN RELATIONS (3 CR.)**

Introduces the theory and practice of effective human relations. Increases understanding of self and others and interpersonal skills needed to be a competent and cooperative communicator. Lecture 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 165 PSYCHOLOGY OF HUMAN SEXUALITY (3 CR.)**

Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Lecture 3 hours per week.

### **PSY 201-202 INTRODUCTION OF PSYCHOLOGY I-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 207 PSYCHOLOGY OF ASSERTIVENESS (3 CR.)**

Describes the principles and techniques of assertive behavior and their application to daily life. Provides opportunity to practice skills for effective communications and conflict resolution. 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 231-232 LIFE-SPAN HUMAN DEVELOPMENT I-II (3 CR.) (3 CR.)**

Investigates human behavior through the life cycle. Describes physical, cognitive, and psycho social aspects of human development from conception to death. 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.

### **PSY 245 EDUCATIONAL PSYCHOLOGY (3 CR.)**

Explores human behavior and learning in the educational context. Investigates the nature of various mental characteristics such as intelligence, interest, and knowledge. Examines their measurement and appraisal and their significance for educational goals. Prerequisites PSY 135, 201. Lecture 3 hours per week.

### **PSY 256 GROUP DYNAMICS (3 CR.)**

Studies the social and psychological principles that govern the behavior of the individual in a group setting. Examines motivation of individuals who form and join groups, performance and productivity of group members, group leadership, and majority/minority influence. Prerequisite PSY 201, 202, or divisional approval. Lecture 3 hours per week.

## **REAL ESTATE**

### **REA 100 PRINCIPLES OF REAL ESTATE (3 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 3 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, 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 covenancing 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 materials, 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.

**SOCIAL SCIENCE****SSC 100 THE INDIVIDUAL AND HIS/HER WORLD (4 CR.)**

Relates the individual to his total environment. Offers four course units: (1) the individual and his psychological and social environment; (2) the individual and his political environment; (3) the individual and his economic environment; and (4) the individual and ecology. Lecture 4 hours per week.

**SSC 105 CULTURAL AND SOCIAL STUDY OF WOMEN (3 CR.)**

Analyzes historical and contemporary social, cultural, political, and economic factors affecting the role of women. Uses selected literature about women in the modern world as a basis for study and discussion. Lecture 3 hours per week.

**SSC 201-202 CONTEMPORARY AMERICAN CIVILIZATION I-II (3 CR.) (3 CR.)**

Analyzes factors involved in the development of U.S. society and culture. Applies contents, methods, and insights of anthropology, economics geography, government/political science, history, psychology, and sociology in an integrated sequence of courses. Lecture 3 hours per week.

**SOCIOLOGY****SOC 200 PRINCIPLES OF SOCIOLOGY (3 CR.)**

Introduces fundamentals of social life. Presents significant research and theory in such areas as culture, social structure, socialization, deviance, social stratification, and social institutions. Lecture 3 hours per week.

**SOC 201-202 INTRODUCTION TO SOCIOLOGY I-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, community studies. Includes population, social change, and social institutions (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.

**SOC 226 HUMAN SEXUALITY (3 CR.)**

Studies sociological research and theory on sexuality. Includes anatomy and physiology, birth control, sexually transmitted diseases and sexual behavior. Also approved for offering as HLT 136. Lecture 3 hours per week.

**SOC 245 SOCIOLOGY OF AGING (3 CR.)**

Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. Lecture 3 hours per week.

**SOC 247 DEATH AND DYING (3 CR.)**

Studies theoretical, practical, and historical aspects of death. Focuses upon student's own ideas, feeling, and attitudes toward death and dying and the significance and consequences of those attitudes. Prerequisite divisional approval. Lecture 3 hours per week.

**SOC 268 SOCIAL PROBLEMS (3 CR.)**

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Lecture 3 hours per week.

**SPANISH****SPA 101-102 BEGINNING SPANISH I-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 I-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 principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

## 80 Speech and Drama

### **SPD 110 INTRODUCTION TO SPEECH COMMUNICATION (3 CR.)**

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

### **SPD 115 SMALL GROUP COMMUNICATION (3 CR.)**

Emphasizes the development of presentational ability in a group, decision-making, group maintenance, and leadership and participant skills. Incorporates a preliminary study of group dynamics. Lecture 3 hours per week.

### **SPD 126 INTERPERSONAL COMMUNICATION (3 CR.)**

Teaches interpersonal communication skills for both daily living and the world of work. Includes perception, self-concept, self-disclosure, listening and feedback, nonverbal communication, attitudes, assertiveness and other interpersonal skills. Lecture 3 hours per week.

### **SPD 130 INTRODUCTION TO THE THEATRE (3 CR.)**

Surveys the principles of drama, the development of theatre production, and selected plays to acquaint the student with various types of theatrical presentation. Lecture 3 hours per week.

### **SPD 131-132 ACTING I-II (3 CR.) (3 CR.)**

Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units, and performance of scenes. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

### **SPD 136 THEATRE WORKSHOP (1-6 CR.)**

Enables the students 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 141-142 THEATRE APPRECIATION I—II (3 CR.) (3 CR.)**

Aims to increase knowledge and enjoyment of theatre. Considers process, style, organization, written drama, and performed drama. Lecture 3 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 227 INDUSTRIAL AND ORGANIZATIONAL COMMUNICATION (3 CR.)**

Applies communication theory and principles to industrial and organizational settings. Lecture 3 hours per week.

### **SPD 231-232 HISTORY OF THEATRE I-II (3 CR.) (3 CR.)**

Analyzes and studies theatre history to include architecture, performers and performances, playwrights, stage, production methods, and audience from the Greek through modern drama. Lecture 3 hours per week.

### **SPD 233-234 REHEARSAL AND PERFORMANCE I-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 and placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

### **STD 105 PERSONAL DEVELOPMENT FROM A WOMAN'S PERSPECTIVE (2 CR.)**

Addresses the psychological and educational adjustment needs of the female college student. Covers three segments: personal development, career education, and study skills. Emphasizes the special needs of the re-entry woman. Provides education and support for the individual. Lecture 2 hours per week.

**NOTE: The following "General Usage Courses" apply to multiple curricula and all prefix sections. The titles and descriptions are generally applicable for such use.**

### **(INSERT APPROPRIATE PREFIX) 90, 190, 290 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.)**

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable Hours.

### **(INSERT APPROPRIATE PREFIX) 96, 196, 296 ON-SITE TRAINING IN (Insert appropriate discipline) (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 COOPERATIVE EDUCATION IN (Insert Appropriate Discipline) (1-5 CR.)**

Supervises in on-the-job training for pay in approved business, industrial and service firms 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 procedures in the use of tools and equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WELD 21-22 ARC WELDING I-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 operations 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 I-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. Total 4 hours per week.

**WEL 126 PIPE WELDING (3 CR.)**

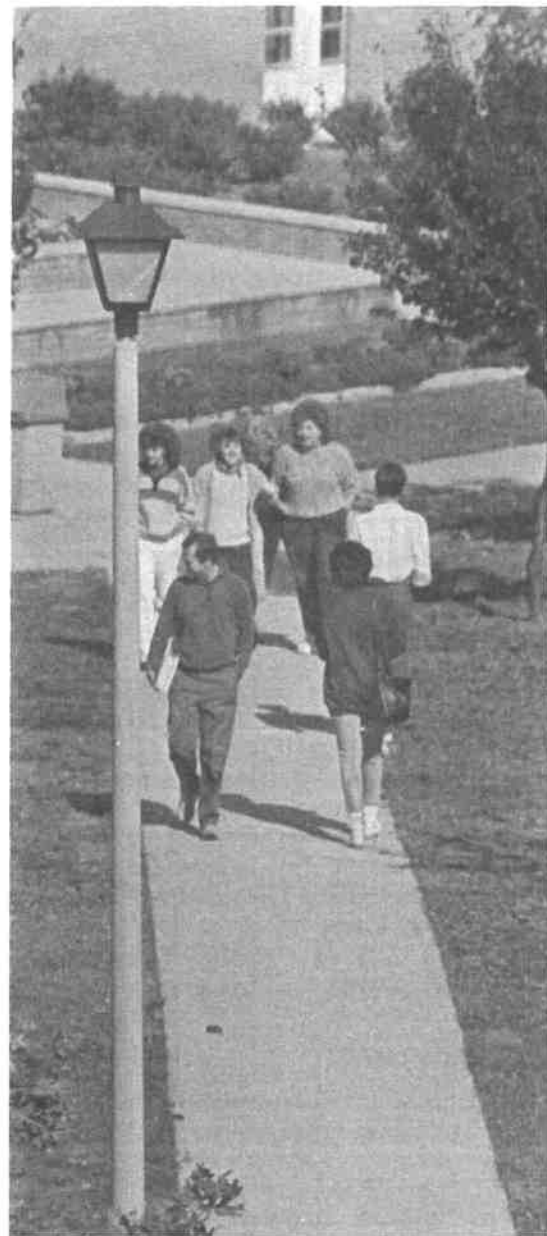
Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 130 INERT GAS WELDING (3 CR.)**

Introduces practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operations, welding practice in the various and applications, manual and semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 199 ADVANCED WELD-TECHNIQUES (1 CR.)**

Continued practice of study in pipe welding or other processes in preparation to sit for the weld certification test. Laboratory 2 hours. Total 2 hours per week.



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## 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 dean who, upon request, will set up a 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.

#### **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.

#### **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.

### **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, 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:

1. The term "creed" means personal beliefs.
2. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
3. The term "institution" means Dabney S. Lancaster Community College and, collectively, those responsible for its control and operation.
4. 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.
5. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
6. The term "may" is used in the permissive sense.
7. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in Section II.
8. The term "shall" is used in the imperative sense.
9. The term "student" includes all persons taking courses at the institution both full-time and part-time.
10. 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.
11. 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.

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- 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 many 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.
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.
  - 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;

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- 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;
  - 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 State 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 quarter/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 quarter/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 quarter/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 quarter/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 quarter/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 quarter/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 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.

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### 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 quarter/semester or a total of two (2) meetings per quarter/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.



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**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.**  
 Instructor.....Nursing  
 B.S., Lenoir Rhyne College, 1983
- Anderson, Cletus B.**  
 Assistant Professor.....Data Processing  
 B.S., Bemidji State University, 1957  
 M.A.T., Washington State University, 1967
- 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
- Barnes, John S.**  
 Assistant Professor.....Political Science  
 A.B., West Virginia University, 1967  
 A.M., West Virginia University, 1969
- Biggs, Machel C.**  
 Associate Professor.....Developmental  
 B.S., Emory and Henry College, 1959      Studies  
 M.S., Radford College, 1967      Mathematics
- 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,  
 B.S., Marshall University, 1954      Chairman,  
 M.Ed., Virginia Commonwealth      Business and  
 University, 1971      Technologies
- Claunch, Jon Edward**  
 Associate Professor.....Program Head,  
 B.S., Memphis State University, 1962      Mechanical  
 M.A., East Tennessee State, 1969      Design
- Claytor, Anita R.**  
 Instructor.....Project Director,  
 B.A., Roanoke College, 1969      Talent  
 M.Ed., University of      Search  
 Virginia, 1975
- Coleman, Judith D.**  
 Associate Professor.....Program Head,  
 R.N., Chesapeake and Ohio      Nursing  
 Hospital School of Nursing, 1971  
 B.S., Greensboro College, 1974  
 M.S.N., Medical College of Georgia, 1976
- Dennison, Alice**  
 Instructor.....Librarian  
 B.S., Radford University, 1974  
 M.S., Radford University, 1977  
 M.L.S., Florida State University, 1984
- Drewry, Robert M.**  
 Assistant Professor.....Dean of Financial  
 B.S., Virginia Commonwealth      and Administrative  
 University, 1964      Services
- Floyd, Debra J.**  
 Instructor.....Counselor  
 B.S., Radford University, 1980  
 M.S., Radford University, 1981
- 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  
 B.A., Greensboro College, 1964      Language  
 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,  
 B.S., Carnegie Institute of      Electronics  
 Technology, 1965  
 M.S., Carnegie Institute of  
 Technology, 1966
- Hileman, Charles F.**  
 Associate Professor.....Financial Aid  
 B.A., University of Virginia, 1951      Counselor  
 M.Ed., University of Virginia, 1962  
 Diploma of Advanced Graduate Studies,  
 University of Virginia, 1979
- Jamison, Doris H.**  
 Associate Professor.....Program Head,  
 B.S., Berea College, 1956      Secretarial  
 M.S., Appalachian State Teachers      Science  
 College, 1959
- Kenny, Candace E.**  
 Instructor.....Mathematics  
 B.S., James Madison University, 1972  
 M.S., Radford University, 1984
- King, Benjamin T.**  
 Associate Professor.....Dean of Instruction  
 B.A., University of Charleston, 1964      and Student  
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 Heavy Equipment



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**THE FOLLOWING LIST MAY BE OF HELP IN ANSWERING  
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It is the policy of the Virginia Community College System to maintain and promote equal employment and educational opportunity without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin, or other nonmerit factors.

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