

**dabney s. lancaster  
community college**



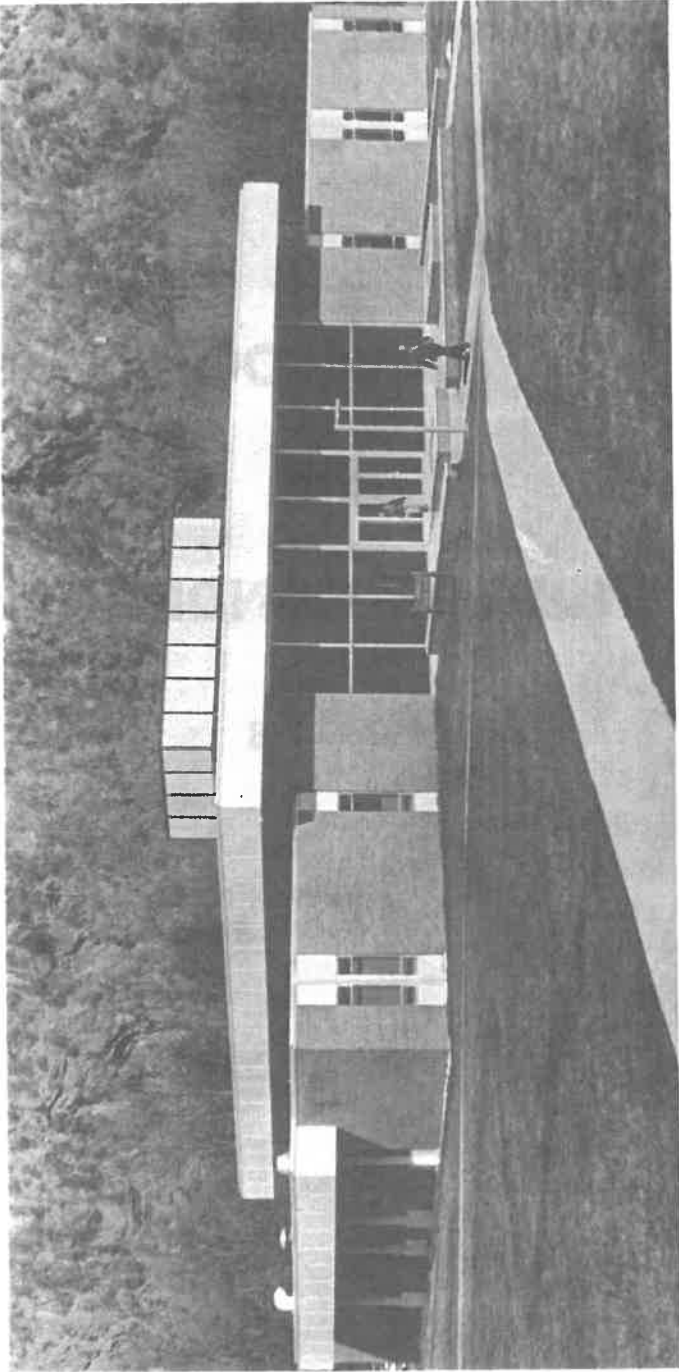
**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

**CATALOG  
and  
STUDENT HANDBOOK**

**1976 – 78**

CLIFTON FORGE, VIRGINIA 24422  
PHONE: 862-4246





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## CORRESPONDENCE DIRECTORY

For information, please address inquiries as indicated below:

Admissions .....	Student Services
Financial Aid, Scholarships .....	Director of Financial Aid
Financial Matters, Payments .....	Business Office
Counseling .....	Student Services
Instructional Matters .....	Dean of Instruction
Community Services .....	Director of Continuing Education
Records, Transcripts .....	Student Services
General Administrative .....	Office of the President

Address: Box 610, Clifton Forge, Virginia 24422

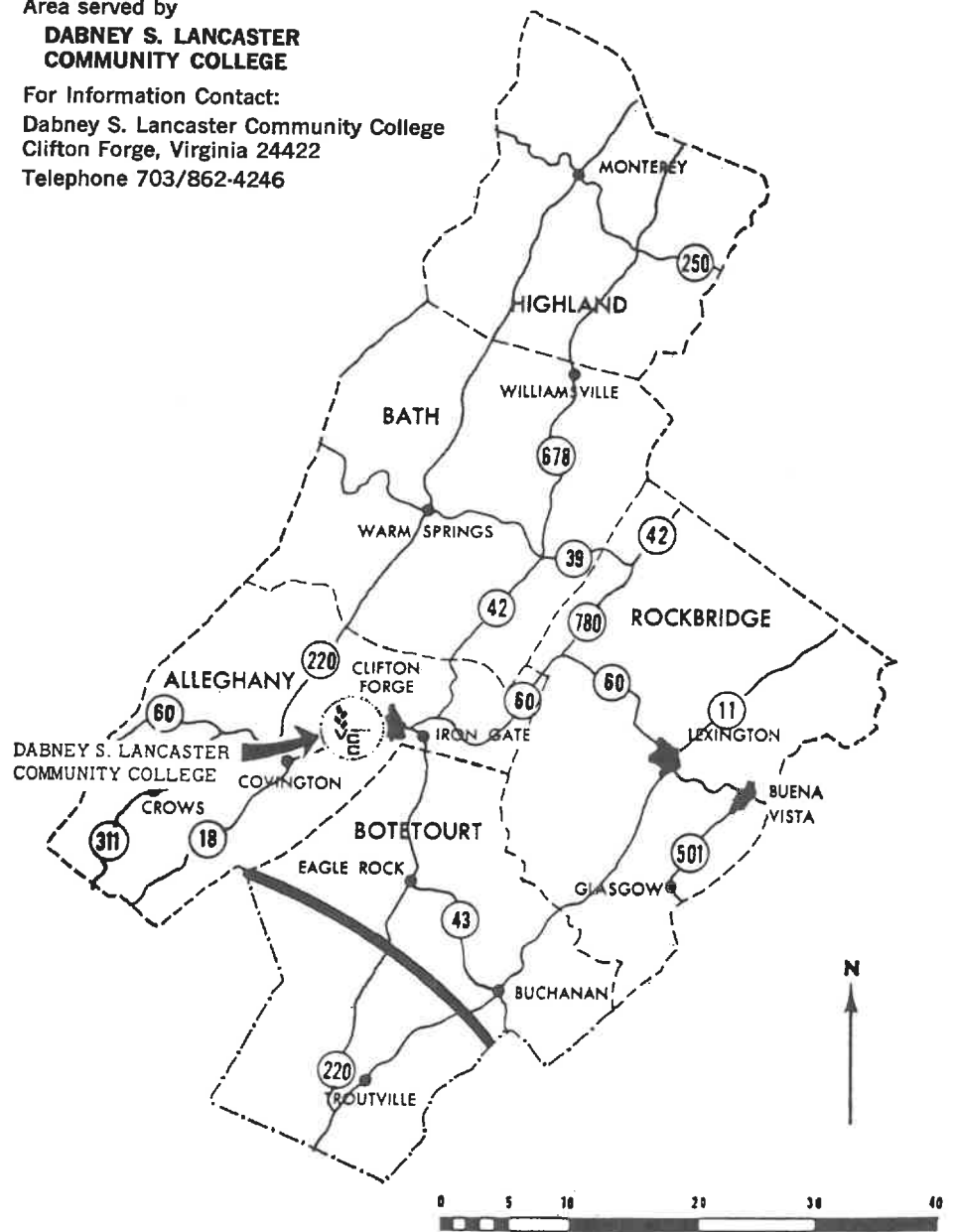
## VISITS TO THE COLLEGE

Visitors to the college campus are always welcome. Persons who desire interviews with members of the staff are urged to make appointments in advance.

Telephone (703) 862-4246

Area served by  
**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

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



# Part I

# General Information

## STATE BOARD FOR COMMUNITY COLLEGES

Dr. Daniel C. Lewis, Chairman

Mr. Gordon C. Willis, Vice-Chairman

Mr. Carl E. Bain	Mr. Eugene L. Newman
Mr. Thomas T. Byrd	Mr. John W. Parsons
Mrs. Helmi E. Carr	Mr. Sumpter T. Priddy, Jr.
Mr. Robert Carter	Mr. Richard S. Reynolds, Jr.
Dr. Daniel C. Lewis	Mr. William J. Vaughan
Mrs. Christine Miles	Mr. Y. B. Williams, Jr.
Dr. Earl Hampton McClenney	Mr. Gordon C. Willis
Mr. Benjamin W. Mears, Jr.	

Dr. Dana B. Hamel, Secretary

## State Department of Community Colleges

Dr. Dana B. Hamel, Chancellor

## Dabney S. Lancaster Community College Board

Dr. Thomas N. Warren, Chairman, Clifton Forge

Mr. B. C. Moomaw, Vice-Chairman, Alleghany County

Mr. James L. Clarkson	Bath County
Mr. Marvin Eagle	Highland County
Mr. Z. M. K. Fulton, III	Botetourt County
Mr. Milton B. Henson	Buena Vista
Dr. Peter T. Sarjeant	Covington
Mr. Robert W. H. Mish, Jr.	Rockbridge County
Mr. Thomas V. McClure	Lexington

## PRESIDENT OF THE COLLEGE

Dr. John F. Backels



# College Calendar

## FALL QUARTER, 1976

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

- Orientation (Wednesday) ----- September 22
- Registration (Thursday and Friday) ----- September 23, 24
- Classes Begin (Monday) ----- September 27
- Last Day for Late Registration
  - Day Classes — Monday ----- October 4
  - Night Classes — Thursday ----- October 7
- Last Day to Withdraw Without Penalty ----- October 15
- Thanksgiving Recess — Begins Wed. (24th - 6 p.m.) ----- November 25, 26
- Last Day of Classes ----- December 7
- Final Exams
  - Day Classes (Wednesday through Saturday) ----- December 8, 9, 10, 11
  - Night Classes (Monday through Thursday) ----- December 6, 7, 8, 9

## WINTER QUARTER, 1977

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

- Registration (Monday) ----- January 3
- Classes Begin (Tuesday) ----- January 4
- Last Day for Late Registration
  - Day Classes — Tuesday ----- January 11
  - Night Classes — Thursday ----- January 13
- Last Day to Withdraw Without Penalty ----- January 21
- Last Day of Classes (Friday) ----- March 11
- Reading Day (make up if necessary) ----- March 14
- Final Exams
  - Day Classes (Tuesday through Friday) ----- March 15, 16, 17, 18
  - Night Classes (Monday through Thursday) ----- March 14, 15, 16, 17

## SPRING QUARTER, 1977

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

Registration (Friday) ----- March 25  
 Classes Begin (Monday) ----- March 28  
 Last Day for Late Registration -----  
     Day Classes (Monday) ----- April 4  
     Night Classes (Thursday) ----- April 7  
 Last Day to Withdraw Without Penalty ----- April 15  
 Last Day of Classes (Friday) ----- June 3  
 Final Exams (Monday through Thursday) ----- June 6, 7, 8, 9  
 COMMENCEMENT (Saturday) ----- June 11

## SUMMER QUARTER, 1977

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

Registration ----- June 14  
 Independence Day Holiday ----- July 4

## TEN WEEK SESSION

Classes Begin (Wednesday) ----- June 15  
 Last Day to Register -----  
     Day Classes (Wednesday) ----- June 22  
     Night Classes ----- June 28  
 Last Day to Withdraw Without Penalty ----- July 5  
 Last Day of Classes (Wednesday) ----- August 24  
 Final Exams -----  
     Day Classes (Thursday and Friday) ----- August 25, 26  
     Night Classes (Monday through Thursday) ----- August 22, 23, 24, 25

## SUMMER 1977

### FIRST FIVE-WEEK SESSION

Classes Begin (Wednesday)	June 15
Last Day to Register	
Day Classes (Friday)	June 17
Night Classes (Tuesday)	June 21
Last Day to Withdraw Without Penalty	June 24
Last Day of Classes (Wednesday)	July 20
Final Exams	
Day Classes (Thursday)	July 21
Night Classes (Wednesday and Thursday)	July 20, 21

### SECOND FIVE-WEEK SESSION

Classes Begin (Friday)	July 22
Last Day to Register	
Day Classes (Tuesday)	July 26
Night Classes (Thursday)	July 28
Last Day to Withdraw Without Penalty	August 2
Last Day of Classes (Thursday)	August 25
Final Exams	
Day Classes (Friday)	August 26
Night Classes (Wednesday and Thursday)	August 24, 25

### FIRST THREE-WEEK SESSION

Classes Begin (Wednesday)	June 15
Last Day to Register (Thursday)	June 16
Last Day to Withdraw Without Penalty	June 21
Last Day of Classes (Wednesday)	July 6
Final Exams (Friday)	July 8

### SECOND THREE-WEEK SESSION

Classes Begin (Monday)	July 11
Last Day to Register (Tuesday)	July 12
Last Day to Withdraw Without Penalty	July 15
Last Day of Classes (Friday)	July 29
Final Exams (Monday)	August 1

### THIRD THREE-WEEK SESSION

Classes Begin (Tuesday)	August 2
Last Day to Register (Friday)	August 5
Last Day to Withdraw Without Penalty	August 8
Last Day of Classes (Monday)	August 22
Final Exams (Friday)	August 26

## FALL QUARTER, 1977

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			2	3	4	5	6	7	8				1	2	3	4	5					1	2	3
4	5	6	7	8	9	10										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																						

Orientation (Wednesday) ..... September 21  
 Registration (Thursday and Friday) ..... September 22, 23  
 Classes Begin (Monday) ..... September 26  
 Last Day for Late Registration  
   Day Classes — Monday ..... October 3  
   Night Classes — Thursday ..... October 6  
 Last Day to Withdraw Without Penalty ..... October 14  
 Thanksgiving Recess — Begins Wed. (23rd - 6 p.m.) ..... November 24, 25  
 Last Day of Classes ..... December 6  
 Final Exams  
   Day Classes (Wednesday through Saturday) ..... December 7, 8, 9, 10  
   Night Classes (Monday through Thursday) ..... December 5, 6, 7, 8

## WINTER QUARTER, 1978

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

Registration (Monday) ..... January 2  
 Classes Begin (Tuesday) ..... January 3  
 Last Day for Late Registration  
   Day Classes — Monday ..... January 9  
   Night Classes — Thursday ..... January 12  
 Last Day to Withdraw Without Penalty ..... January 20  
 Last Day of Classes (Friday) ..... March 10  
 Reading Day (make up if necessary) ..... March 13  
 Final Exams  
   Day Classes (Tuesday through Friday) ..... March 14, 15, 16, 17  
   Night Classes (Monday through Thursday) ..... March 13, 14, 15, 16

## SPRING QUARTER, 1978

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

Registration (Friday) ----- March 24  
 Classes Begin (Monday) ----- March 27  
 Last Day for Late Registration  
     Day Classes (Monday) ----- April 3  
     Night Classes (Thursday) ----- April 6  
 Last Day to Withdraw Without Penalty ----- April 14  
 Last Day of Classes (Friday) ----- June 2  
 Final Exams (Monday through Thursday) ----- June 5, 6, 7, 8  
 COMMENCEMENT (Saturday) ----- June 10

## SUMMER QUARTER, 1978

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 ----- June 13  
 Independence Day Holiday ----- July 4

## TEN-WEEK SESSION

Classes Begin (Wednesday) ----- June 14  
 Last Day to Register  
     Day Classes (Wednesday) ----- June 21  
     Night Classes ----- June 27  
 Last Day to Withdraw Without Penalty ----- July 5  
 Last Day of Classes (Wednesday) ----- August 23  
 Final Exams  
     Day Classes (Thursday and Friday) ----- August 24, 25  
     Night Classes (Monday through Thursday) ----- August 21, 22, 23, 24

## SUMMER 1978

### FIRST FIVE-WEEK SESSION

Classes Begin (Wednesday) .....	June 14
Last Day to Register	
Day Classes (Friday) .....	June 16
Night Classes (Tuesday) .....	June 20
Last Day to Withdraw Without Penalty .....	June 23
Last Day of Classes (Wednesday) .....	July 19
Final Exams	
Day Classes (Thursday) .....	July 20
Night Classes (Wednesday and Thursday) .....	July 19, 20

### SECOND FIVE-WEEK SESSION

Classes Begin (Friday) .....	July 21
Last Day to Register	
Day Classes (Tuesday) .....	July 25
Night Classes (Thursday) .....	July 27
Last Day to Withdraw Without Penalty .....	August 1
Last Day of Classes (Thursday) .....	August 24
Final Exams	
Day Classes (Friday) .....	August 25
Night Classes (Wednesday and Thursday) .....	August 23, 24

### FIRST THREE-WEEK SESSION

Classes Begin (Wednesday) .....	June 14
Last Day to Register (Thursday) .....	June 15
Last Day to Withdraw Without Penalty .....	June 20
Last Day of Classes (Wednesday) .....	July 5
Final Exams (Friday) .....	July 7

### SECOND THREE-WEEK SESSION

Classes Begin (Monday) .....	July 10
Last Day to Register (Tuesday) .....	July 11
Last Day to Withdraw Without Penalty .....	July 14
Last Day of Classes (Friday) .....	July 28
Final Exams (Monday) .....	August 31

### THIRD THREE-WEEK SESSION

Classes Begin (Tuesday) .....	August 1
Last Day to Register (Friday) .....	August 4
Last Day to Withdraw Without Penalty .....	August 7
Last Day of Classes (Monday) .....	August 21
Final Exams (Friday) .....	August 25

## DABNEY S. LANCASTER COMMUNITY COLLEGE FACULTY

<p>Adams, H. Stephen            B.S., Eastern Illinois University, 1963            M.S., University of Omaha, 1966            Ph.D., Virginia Polytechnic Institute            and State University, 1974</p>	<p>Associate Professor            Biology</p>
<p>Andrews, Linda L.            R.N., Chesapeake &amp; Ohio Hospital, 1969            A.S., Dabney S. Lancaster            Community College, 1972            B.S.N., Medical College of Virginia, 1974</p>	<p>Assistant Professor            Nursing</p>
<p>Arnold, Allen A.            B.A., University of Scranton, 1965            M.A., Vanderbilt University, 1970</p>	<p>Assistant Professor            English</p>
<p>Backels, John F.            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</p>	<p>President            Professor</p>
<p>Bagby, Henry L.            B.S., U.S. Naval Academy, 1944            M.S., U.S. Naval Post Graduate School, 1953</p>	<p>Associate Professor            Mathematics</p>
<p>Ballou, Adelaide B.            B.S., Syracuse University, 1949            M.A.L.S., Hollins College, 1972</p>	<p>Instructor            Art</p>
<p>Barnes, John S.            A.B., West Virginia University, 1967            A.M., West Virginia University, 1969</p>	<p>Assistant Professor            Political Science</p>
<p>Belshee, Marjorie G.            B.S., Marshall University, 1954            M.Ed., Virginia Commonwealth            University, 1971</p>	<p>Chairman, Business, Social Science            and Humanities            Associate Professor</p>
<p>Biggs, Machel C.            B.S., Emory and Henry, 1959            M.S., Radford College, 1967</p>	<p>Assistant Professor            Mathematics</p>
<p>Churchman, Frank L.            B.A., University of Louisville, 1964            M.A., University of Louisville, 1967            Ed.D., University of Georgia, 1972</p>	<p>Chairman, Mathematics, Science,            Communications and Technologies</p>
<p>Claunch, Jon Edward            B.S., Memphis State University, 1962            M.A., East Tennessee State, 1969</p>	<p>Program Head - Drafting &amp; Design            Assistant Professor</p>
<p>Coleman, Judith D.            R.N., Chesapeake &amp; Ohio Hospital, 1971            B.S., Greensboro College, 1974</p>	<p>Assistant Professor            Nursing</p>
<p>Cox, James F.            B.S., East Tennessee State University, 1967</p>	<p>Program Head - Electronics            Instructor</p>
<p>Dobbs, Emmett H.            B.S., East Tennessee State University, 1972</p>	<p>Assistant Instructor            Counselor for            Veterans Affairs</p>

Fields, David H. B.S., Yale University, 1949 M.S., University of Connecticut, 1970	Assistant Professor Chemistry
Finestone, Elaine D. A.B., Brooklyn College, 1950 M.A.L.S., Hollins College, 1976	Lecturer History
Guth, James E. B.A., Union College, 1961 M.A., Western Michigan University, 1964 Ed.D., Auburn University, 1974	Associate Professor Psychology
Hanna, Elizabeth B.F.A., Virginia Commonwealth University, 1974	Assistant Instructor Upward Bound Counselor
Hanner, Jack B. B.A., Greensboro College, 1964 M.A., Appalachian State University, 1968	Assistant Professor Foreign Languages
Haverlack, Edward G. B.A., West Liberty State College, 1966 M.S., West Virginia University, 1974	Instructor Wildlife and Biology
Henderson, George W. B.S., Otterbein College, 1970 M.S., Gonzaga University, 1972	Instructor Special Services Counselor
Higginbotham, James W. A.A.S., Dabney S. Lancaster Community College, 1969 B.S., Murray State University, 1971 M.S., Virginia Polytechnic Institute and State University, 1975	Instructor Drafting & Design
Hileman, Charles F. B.A., University of Virginia, 1951 M.Ed., University of Virginia, 1962	Assistant Professor Financial Aid Counselor
Marceca, Anita B.S., Edinboro State College, 1972 M.Ed., Edinboro State College, 1974	Instructor Reading
O'Leary, Kevin J. B.A., Brooklyn College, 1948 M.A., City College of New York, 1960	Program Head - Police Science Associate Professor
Olson, Bruce D. A.B., Elon College, 1964 M.A., Appalachian State Teachers College, 1965 Specialist in College Teaching, Murray State University, 1973	Associate Professor Physical Education
Reid, Laurel J. B.A., Alderson-Broaddus College, 1969 M.L.S., University of Pittsburgh, 1972	Instructor Librarian
Reisinger, Thomas W. B.S., Pennsylvania State University, 1970	Instructor Forestry
Revely, Eleanora B. A.S., Dabney S. Lancaster Community College, 1970 B.S., Madison College, 1972 M.S., Madison College, 1972	Instructor Counselor



Revely, Eleanora B. A.S., Dabney S. Lancaster Community College, 1970 B.S., Madison College, 1972 M.S., Madison College, 1972	Instructor Counselor
Rice, Barbara W. R.N., Riverside Hospital, 1952 B.S., Greensboro College, 1975	Instructor Nursing
Ripley, Valentine M. B.S., University of North Carolina, 1955 M.S., Old Dominion University, 1972	Coordinator of Cooperative Education Instructor
Scott, Elizabeth A. B.S., George Peabody College, 1935 B.S. in L.S., George Peabody College, 1936	Director of Learning Resources Assistant Professor
Scott, Michael R. B.A., Virginia Polytechnic Institute and State University, 1966 M.A., Virginia Polytechnic Institute and State University, 1972	Instructor English
Shelton, George W. B.S., Murray State University, 1959 M.B.A., University of Louisville, 1964 Ph.D., Florida State University, 1970	Dean of Instruction Associate Professor
Singleton, Robert E. A.B., Glensville State, 1959 M.A., West Virginia University, 1965	Dean of Student Services Assistant Professor
Smethers, Sadie M. R.N., Capital City School of Nursing, 1942 B.S., Whitworth College, 1961 M.S.N.Ed., University of Washington, 1965 M.Sp.Ed., Virginia Commonwealth University, 1972	Assistant Professor Nursing
Smith, David R. B.S., Virginia Polytechnic Institute, 1963 M.S., Virginia Polytechnic Institute, 1968	Assistant Professor Economics
Smith, Sidney A. B.A., Emory and Henry College, 1963 M.S., University of Virginia, 1969	Director of Continuing Education Assistant Professor
Sullivan, Michael A.S., Bluefield Junior College, 1964 B.A., College of William and Mary, 1966 M.B.A., College of William and Mary, 1968	Coordinator of Student Activities Assistant Professor
Sylvest, Marvin M. B.S., University of Florida, 1970 M.Ed., University of Florida, 1971	Instructor Speech and English
Vines, Mary D. R.N., Lewis Gale Hospital, 1950 B.S.N., University of Virginia, 1973	Instructor Nursing
Whipple, Richard B.S., State University of Iowa, 1950	Program Head, Business Management Instructor
Wiggins, Thomas E. A.B., George Washington University, 1964 M.S., Old Dominion University, 1972	Instructor Counselor
Williamson, Frank D. B.S., Concord College, 1955 M.S., Virginia Polytechnic Institute and State University, 1968	Assistant Professor Business

## FACULTY EMERITI

Bell, Carla H. Cert., Wisconsin School of Art, 1923	Instructor Art
Bloom, Edgar B. A.B., Hiram, 1923 M.S., Ohio State, 1926 Ph.D., Ohio State, 1928	Professor Chemistry
Knobloch, Fred F. B.S., University of Virginia, 1935 M.S., Virginia Polytechnic Institute, 1952	Assistant Professor Psychology
Lawless, Marie C. M.S., Radford College, 1952 M.Ed., University of Virginia	Professor English
Sheltman, Richard G. A.B., Randolph-Macon College, 1958	Laboratory Technician
Thayer, Mary A. B.A., Trinity College, 1925 M.A., Boston University, 1926 Ph.D., Boston College, 1938	Distinguished Professor English

## STAFF

Bowen, Charles	Maintenance
Bryant, Jeanette	Secretary, Library
Chittum, Cicely	Acquisitions Clerk
Clark, Ronald	Security Officer
Corell, Pamela	Secretary, Mathematics, Science and Technologies Division
Golden, Judy	Computer Terminal Operator
Gwinn, Norma	Secretary, Dean of Instruction
Halleck, Charles	Maintenance
Hayslett, Linda	Secretary, Dean of Financial and Administrative Services
Hayslett, Roger	Maintenance
Helmintoller, Betty	Secretary, Health Technologies Division
Hoke, Rembert	Supervisor of Buildings and Grounds
Huffman, Marretta	Information Officer
Jackson, Diana	Secretary, Developmental Studies and Special Services Division
Kerby, Ann	Graphics Technician
Kling, Catherine	Supervisor of Student Records
Knick, Linda	Secretary, Business, Humanities and Social Science Division

Martin, Iris .....Secretary, Director of Continuing Education  
Michie, James .....Maintenance  
Morgan, Helen .....Maintenance  
Nicely, Danny .....Maintenance  
Nicely, Kathleen .....Secretary, Admissions Office  
Parson, Julia .....Secretary, Dean of Student Services  
Pearson, Mary .....Library Assistant  
Perkins, Michael .....Forest Technician  
Pinckard, Thornton .....Groundsman  
Richardson, David .....Audiovisual Technician  
Sutherland, Ambler .....Laboratory Technician  
Vess, Mary .....Personnel Assistant  
Winebriner, Carlinda .....Secretary, President

## **LOCATION AND FACILITIES**

Dabney S. Lancaster Community College is located in Virginia near U. S. Route 60 and Interstate 64 approximately one mile west of downtown Clifton Forge. The College serves the cities of Buena Vista, Clifton Forge, Covington and Lexington, and the counties of Alleghany, Bath, Rockbridge and Highland as well as the northern portion of Botetourt County.

The principal structures of the College are three buildings, containing modern laboratories, classrooms, offices and library. The campus is located on a 117-acre tract bounded on three sides by the Jackson River.

The College Learning Resources Center has a collection of over 30,000 volumes. It subscribes to 320 current periodicals and has extensive holdings in microfilm, slides, records, films, and individualized study materials.

## **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 and, in 1966, was expanded into the General Community College Program.

Beginning with the summer quarter, 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 his skills and knowledge along with an opportunity to increase an awareness of his 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 manpower 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. This includes 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 is also provided to help each student make sound decisions regarding his occupational, educational, and personal-social plans.

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

**1. Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen 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 and Audio Visual Center.

### **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 Junior Colleges.

## **Part II**

# **Administrative Information**

### **ADMISSION REQUIREMENTS**

#### **General Admission To The College**

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and in any case is able to benefit from a program at the College may be admitted to the College as a regular student, a special student, or an unclassified student when the following items 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.

For all regular students, the following items are required:

1. A completed "Application for admission as a Regular Student" (NOTE: Social Security number is required);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered);
3. Official transcripts from all high schools, colleges, and universities attended;
4. Completion of the Comparative Guidance Program. (CGP test battery).

For all special students, the following items are required:

1. A completed official application for admission (NOTE: Social Security number is required);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered);

**Persons wishing to apply for the non-credit community service programs should contact the Office of Continuing Education.**

After a person has been admitted to the college as a regular or special student, he will be required to meet with one of the college counselors (a) to discuss the applicant's educational interests, (b) to determine curricular needs, and (c) to plan his application for admission to a specific curriculum or program at the college. He 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. A student

may be denied admission to the college if there is sufficient reason to believe that he presents a danger to himself or to other students and/or faculty.

This College does not discriminate on the grounds of race, creed, sex, age or national origin and is in compliance with the Civil Rights Act of 1964.

### **Admission to Specific Curriculums**

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 his educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum are listed in the Curriculum Offerings 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.

All regular students entering the College will be required to take the Comparative Guidance and Placement Test (CGP). The test battery is normally administered at the College prior to registration.

Persons applying for admission to an associate degree (Associate in Science, Associate in Arts, or Associate in Applied Science) program shall be high school graduates or the equivalent or have completed an approved developmental studies program.

In addition, all students who plan to transfer to a four-year college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board may be required to submit these test scores to the College.

### **Special Admission Requirements for Foreign Students**

In addition to the general admission requirements of the College, all foreign students must demonstrate proficiency in both written and oral English.

### **Residence Requirements**

Applicants will be required to meet state residency requirements in order to be eligible for state tuition rates.

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 sub-divisions 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 is transferring is eligible for admission to the College.

If a transfer student is ineligible to return to a particular curriculum in a previous college, generally he will not be allowed to enroll in the same curriculum in the College until two quarters elapse or until he 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 or probation.

Each student transferring from another college should consult the Dean of Student Services at the College for an assessment of credits in order to determine his standing before registering for classes. A transfer student may be advised to repeat courses if it is clearly to his advantage to do so in order to make satisfactory progress in his curriculum.

Students transferring from one community college to another within the System are not required to pay additional application fees after they have paid the first application fee in the System. Additionally, students transferring from one community college to another in the System will not be charged a fee for transcripts sent to the community college to which he/she is transferring.

When a student transfers from one community college to another within the System, his grades and grade-point average (GPA) are transferred with his record; and his quality points for the courses previously taken are utilized in the computation of his cumulative grade-point average (GPA).

### **Transfer Between Curricula**

As a student proceeds in his studies, he may decide that he wishes to change his program or curriculum. In such cases, the student should make an appointment with the counseling department for assistance. No changes in program or curriculum can be made without the recommendation of the counseling department and the approval of the instructional division to which the student wishes to transfer.

### **Transfer to Other Institutions**

It is the student's responsibility if he plans to transfer to a four-year college or university to acquaint himself with the requirements of the department of his intended major field in the school to which transfer is contemplated and to be guided by them in selecting

his curriculum and electives. The College maintains a file of catalogs of many other colleges and universities. The counseling department will assist the student in the selection of an appropriate institution and aid in the interpretation of its requirements.

#### **Admission to Courses**

Admission to specific courses is available only when the student meets the prerequisite requirements for the course.

### **CLASSIFICATION OF STUDENTS**

All students are classified according to the following categories:

#### **Regular Student**

A student who has a high school diploma or a GED is designated as a regular student when his file in the Office of Admission contains all of the information required for general admission to the college as a regular student and when he has been admitted to one of the curricula of the college.

#### **Special Student**

A student who does not have a high school diploma or a GED is designated as a special student when his file in the Office of Admissions contains all the information required for general admission to the College as a special student and when he has been admitted to one of the curricula of the college.

#### **Unclassified Student**

An unclassified student is one who is not formally admitted to one of the curricula of the college and who cannot be classified by level, but who is permitted to register under special conditions, including the following:

1. A part-time student taking a credit course(s) or an audit for no credit.
2. A high school senior who, with the permission of his high school principal, is concurrently enrolled in a college course.
3. A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking a course for credit. Such a student may later apply to the college for admission to a program as a regular student.
4. A person who has not yet fulfilled all of the requirements as a regular or special student, but who is admitted under special consideration by the Admissions Committee of the college. It is expected that such persons will fulfill all requirements prior to the mid-term of the quarter or face dismissal from the college.

**Full-time Student**

A student is considered a full-time student if he is carrying 12 or more credits of course work.

**Part-time Student**

A student is considered a part-time student if he is carrying less than 12 credits course work.

**Freshman**

A student is classified as a freshman until he has completed 45 course credits in his designated curriculum.

**Sophomore**

A student is considered a sophomore after he has completed 45 or more course credits in his designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

**EXPENSES**

Students who feel they may require financial assistance or who for some other reason cannot attend for lack of funds should contact the Financial Aid Counselor.

**Student Activity Fee**

A non-refundable student activity fee of \$1.25 per quarter in addition to tuition must be paid by all full time students. The fee is optional for part-time students.

**Tuition**

The tuition per quarter for students is as follows:

**Full-Time Student (12 or more credits)**

Virginia Resident	
(Includes Student Activity Fee)	\$101.25 per quarter
Out-of-State Resident	
(Includes Student Activity Fee)	\$336.25 per quarter

**Part-Time Student**

Virginia Resident	\$ 8.50 per credit
Out-of-State Resident	\$28.00 per credit

A Virginia resident is one who has been domiciled in, and is and has been an actual bona fide legal resident of Virginia, for a period of at least one year prior to the commencement of the term or quarter for which he is enrolling.

Payment of tuition also enables the student to use the library, bookstore, parking lot, 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 damage or lose.

#### **Developmental Program Tuition Adjustment**

Tuition for students enrolling in the Developmental Program after the beginning of a regular quarter will be adjusted as follows:

Full tuition—within the first ten class attendance days of the quarter.

Two-thirds tuition—within the eleventh through the twentieth class attendance days of the quarter.

One-third tuition—after the twentieth class attendance of the quarter.

#### **Senior Citizen Tuition Waiver**

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 62 years of age or older. Registration for credit courses either as full-time or part-time students requires that taxable income does not exceed \$5,000 during the preceding year. Taxable income is not a consideration for non-credit and audit courses (not to exceed three (3) courses per quarter).

\*Further information concerning this tuition waiver policy may be obtained from the Office of Continuing Education or from Student Services.

#### **Children of Veterans Tuition Waiver**

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

#### **Application Fee**

The State Board established the policy that an application fee of \$5.00 will be charged to all persons making application for admission to a community college whether it shall be for full or part-time study. This fee shall apply to a person's **original application only** whether for full-time or part-time study. The fee shall not be applied toward tuition nor shall it be refunded except when application has been made for a course or curriculum that is not offered or that has been cancelled (see Transferring from Other Colleges—p. 20)

#### **Graduation Fees and Transcripts**

A \$10.00 graduation fee is charged all graduating students in the one-year and two-year curriculums when they register for their final

quarter. All graduating students are expected to attend graduation unless officially excused for good reason by the president. Graduation Fees are **not refundable**. A student failing to graduate and who returns in the next quarter to complete graduation requirements will not be charged another graduation fee.

A fee of \$1 will be charged for the first and \$1 for each additional copy of a transcript. Students transferring from one community college to another will not be charged for transcripts.

#### **General**

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 due to the business office, bookstore, or library have been paid in full.

#### **Testing Fees**

Each student is required to pay the charge for all tests, such as CGP, used for his placement in a college program.

#### **Parking Fees**

All student vehicles parked on campus require a registration decal. The registration fee is \$1 per vehicle.

#### **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 \$35-\$50 per quarter for the average full-time student.

#### **Refunds**

To be eligible for refund of tuition, a student must execute an official drop form. Refunds will be made under the following circumstances:

First week—at full rate for hours dropped below 12 or more credit hours.

Second week—one-half of tuition rounded to nearest dollar, provided a withdrawal from the college is submitted.

After two weeks—no refund.

Special sessions—for any sessions less than the standard short summer session, one-half refund on or before the first day of classes, no refund after that day.

## **Resignation**

Official resignation for a student shall become effective on the date that written notification of intent to resign is received by the Office of Admissions and Records and is not the date of the last class attended, unless the two dates coincide.

## **CREDIT HOUR EXPLANATION**

A credit is equivalent to one collegiate quarter hour credit or two-thirds of a collegiate semester hour credit. Usually, one credit is given for approximately three hours of work each week per quarter. 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. Variable credit is assigned to all Supervised study, Seminar and Project, and Coordinated Internship courses.

## **Continuing Education Units (C.E.U.)**

C.E.U.'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 C.E.U.'s may be obtained from the Office of Continuing Education.

## **APPLICATION FOR CREDIT OR WAIVER OF REQUIREMENTS**

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

Veterans may receive a waiver for Physical Education requirements for degree programs, however no credit is granted for this waiver. Other credits must be substituted to meet the total requirements of the specific curriculum. Veterans interested in applying for such a waiver should consult with their counselor.

## **ADVANCED STANDING**

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 subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience, or credit by examination.

**1. CLEP EXAMINATIONS from ETS 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 the CLEP Program should contact their counselor and/or the appropriate Division Chairman.

**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 with 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. 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. There is no charge for credits earned in this manner.

Credits earned by examination may be applied toward meeting degree and/or certificate requirements, but neither grades nor grade points will be awarded. A notation "credit-by examination" 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 plans to attend.

## **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. Degree candidates usually may not audit required courses prior to taking the course for credit. 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 a part of the student's course load. Students desiring to change status in a course from audit to credit or credit to audit must do so within the first week of the quarter. Permission of the instructional department and the Dean of Instruction is required to audit a course.

## **GRADING SYSTEM**

- A = Excellent = Four grade points per credit
- B = Good = Three grade points per credit
- C = Average = Two grade points per credit
- D = Poor = One grade point per credit
- F = Failure = 0 grade points
- R = Re-enroll = No grade point credit. Permits re-enrollment for the completion of course objectives.
- S = Satisfactory = No grade point credit (Applies only to specialized courses and seminars)
- U = Unsatisfactory = No grade point credit (Applies only to specialized courses and seminars)
- W = Withdrawal = No credit (A grade of withdrawal may be given only after the student performs the official procedures for withdrawal by completing forms provided by the Student Services Office.)
- I = Incomplete = No credit (A grade of incomplete is assigned only in cases of absence from a limited number of class sessions near the end of a term or grading period and when the absence was for a verifiable unavoidable reason; i.e. sickness verified by a medical statement, accident verified by police records, etc., or absence from final examination for a verifiable and unavoidable reason. An "incomplete" must be made up during the next term following its issuance unless special permission for an extension of time is given by the Dean of Instruction.)
- X = Audit = No credit (Permission of the instructor and the Dean of Instruction is required to audit a class)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses in the student's curriculum by the total number of credits attempted in the student's curriculum.

Courses numbered below 100 are not included in the computation of grade point averages (GPA).



## **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 degree (A.A.)** is awarded to students majoring in the liberal arts and who may plan to transfer to four-year colleges or universities after completing their community college programs.
- 2) **Associate in Science degree (A.S.)** is awarded to students majoring in specialized curriculums such as business administration, teacher education, and other pre-professional programs and who may plan to transfer to four-year colleges or universities after completing their community college programs.
- 3) **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.
- 4) **Certificates** are awarded to students who complete an approved curriculum that is less than two years in length.

## **GRADUATION REQUIREMENTS**

### **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 particular curriculum as outlined in the College catalog;
- 2) Have been recommended for graduation by the appropriate instructional authority in his curriculum;
- 3) Have completed at least 97 credits applicable to an associate degree of which twenty percent must be acquired at the College excluding those received through credit by examination;
- 4) Have completed the general education requirements (course work in Economics, English, Government, Orientation, and Psychology) for an associate degree;
- 5) Have earned a grade point average of at least 2.0 on all work attempted and which is applicable toward graduation in his 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 may be awarded a certificate. Also, if he pursues a degree program but is unable to complete the degree requirements, he 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.

## **ACADEMIC STANDING**

### **President's Honor List**

Students who carry a minimum of 12 quarter hours for credit, earn a quality point average of 3.91 and have no I's, or F's will be on the President's Honor List for that quarter.

### **Dean's List**

Students who carry a minimum of 12 quarter hours of credit, earn a quality point average of 3.25 or higher, and have no D's or F's will be on the Dean's List for that quarter.

### **Graduation With Honors**

Students who meet the requirements for graduation in their curriculum, have maintained a 3.40 cumulative point average, and have no D's or F's, will be graduated with honors.

### **Academic Warning**

Any student who fails to attain a minimum grade point average of 2.0 for any quarter, or who fails any course, will receive an Academic Warning.

### **Academic Probation**

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation. The statement "Placed on Academic Probation" will become part of his permanent record.

A student on academic probation is required to consult with his counselor and may be required to take less than the normal academic load in the following quarter.

### **Academic Suspension**

The student on academic probation who fails to make a grade point average of 1.5 during the quarter he is on probation will be subject to academic suspension. Academic suspension normally will be for two quarters unless the student reapplies, and is accepted,

for readmission to another curriculum of the College. The statement, "Placed on Academic Suspension," will be placed on the student's permanent record. The student must apply for readmission under all circumstances of academic suspension.

#### **Academic Dismissal**

A student who does not maintain at least a 2.0 average for the quarter following reinstatement in the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause, the student reapplies, and is accepted under special consideration for readmission by the Admission Committee of the College. The statement "Placed on Academic Dismissal," will be placed on the student's permanent record.

#### **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 quarter. Early registration is possible during the orientation program conducted by the counselors during the preceding quarter.

#### **Change of Registration**

In all cases 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.

##### **1) Withdrawal from a class:**

Withdrawal from a class with assurance of no penalty may be made up to the end of the third week of regular classes. After three weeks the grade for that course will be "W" or "F" to be determined by the instructor. All withdrawals must be made officially by completing a form available in the Student Services Office.

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

##### **2) Addition of a course:**

In most cases a student may not enter a new class after the first week of a quarter. Any request for entry after that period must be approved by the instructor and the Dean of Instruction.

##### **3) Withdrawal from the College:**

A student who wishes to withdraw from the College should 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 return to this or another college.

### **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.

### **Normal Academic Load**

The normal academic load of students is 15-17 credits. The minimum full-time load is 12 credits and the normal 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 counselor.

### **Absence**

Punctual and regular attendance is expected of all students in all course activities. Any class session missed, regardless of cause, reduces the opportunity for learning and can adversely affect the grade achieved in a course.

When absence does occur, the student is to present his excuse, orally or in writing, to the instructors whose classes he misses. Acceptance of the excuse will be at the instructor's discretion.

Absence from class in itself does not contribute to reduction in grades but, when the course of study distributed at the beginning of the course explains that attendance is necessary for the function of the class or course activity, absences may contribute to a reduction in grade.

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. A one week grace period beginning with the date of the administrative withdrawal will allow the student to return to class. At the end of the seven day period the student's name will be removed from the class roles. The student may appeal his removal to the Dean of Instruction within one week of its effective date.

## **Part III**

# **Student Services**

### **COUNSELING**

As a service to students and to the community, the College maintains a staff of professional counselors, in addition to a system of faculty advisors 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.

### **PRE-COLLEGE COUNSELING**

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. The College representative will respond to requests for information from all youth and adults in the community.

### **TESTING**

A well-planned testing program for all students is coordinated by the Counseling Department. 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 at the College prior to registration. In addition, all students who plan to transfer to a four-year college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board may be required to submit these test scores to the College.

Special tests and inventories are also available at the Counseling Office for students who desire help in determining their future occupational and educational plans.

## **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 his educational interests, to determine what additional tests he may need, and to plan his application for admission to a specific curriculum at the College. The student also meets with a counselor to plan his program and course of studies.

A group orientation session is scheduled for all new students prior to registration to acquaint them with the activities and services of the College.

In addition, an orientation class during the first quarter offers aid in personal and academic adjustment to college.

## **FINANCIAL AID**

The College makes every effort to insure that no qualified student be denied the privilege of attendance because of financial need. 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.

Students wishing to apply for financial aid may secure application forms from the Student Services office.

### **Grants-in-Aid (Scholarships)**

A number of financial grants-in-aid has been made available through the generosity of certain individuals and organizations. Grants-in-aid are awarded on the basis of demonstrated academic ability and financial needs.

### **Work-Study Program**

Numerous jobs on and off campus are available each year under the Work-Study Program. Application forms are available in the Counseling Department.

### **Student Loans**

Students who need loans should contact the Counseling Department for information.

Students who are residents of Virginia are eligible to apply for loans under the State Education Assistance Authority Plan. Loans are made through commercial banks at favorable interest rates and are repayable in monthly installments beginning six months after the student graduates or after he leaves college. For details about the program or a list of participating banks, contact the College or

write to State Education Assistance Authority, 1010 State-Planters Bldg., Richmond, Virginia 23219.

Other financial aid plans may be added throughout the year. Interested students may inquire through the Counseling Department.

### **PLACEMENT SERVICE**

The College maintains a placement service in the Counseling Department for students who wish to secure part-time or full-time employment while attending college, during vacations, or after graduation. Occupational information on job requirements and opportunities is provided in the Counseling Department. The College maintains continuous contact with the state employment service, business, industry, 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.

### **COOPERATIVE EDUCATION PROGRAM**

Learning, earning, and acquiring credit at the same time is the basis for the Cooperative Education Program. It is an elective program designed to provide the student with practical work experience related to his or her field of study and to bridge the gap between theory and practice in applying knowledge and skills learned in the classroom to an employment situation. Cooperative Education carries credits toward a degree or certificate and the student is paid for the employment. Students make application to participate in the Cooperative Education program through Student Services and the Coordinator of Cooperative Education.

### **STUDENT 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 such activities as craft demonstrations, billiard exhibitions, free feature-length films, and tournaments in pingpong, billiards, and foosball. Well-known rock and soul bands are presented on the weekends. The College yearbook and newspaper provide opportunities for developing skills in writing and photography and new career horizons are offered through affiliations with the various occupational clubs.

### **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.





## Part IV

# Student Handbook

### Introduction

The Dabney S. Lancaster Community College Student Handbook contains some of the policies, services, and regulations not completely covered in other sections of this catalog. The Handbook should be used in conjunction with other catalog sections to gain complete information regarding the college.

### 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 or the Dean of 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.

### Emergency Information

#### Fire

In case of a fire alarm, the building will be evacuated in accordance with instructions posted in each room. The emergency telephone number of the Clifton Forge Volunteer Fire Department is **863-3131**, or the Selma Volunteer Fire Department is **962-3030**.

#### First Aid

First aid kits are maintained in the Student Services Office in the Administration building, Room 117 in Warren Hall, and at the Information booth in Moomaw Center.

In cases of emergency, the Clifton Forge Rescue Squad can be called at **862-1144**.

#### Police

Police assistance can be obtained from the campus policeman or in his absence from the Alleghany County Sheriff's office at **965-5381**.

**Weather**

It is College policy to remain in operation to the maximum extent possible. When snow conditions are so severe as to require reduced operations, students will be notified through announcements by local radio and television stations.

**Book Store**

Textbooks and school supplies are sold in the book store located in Moomaw Center. Other items of appeal to college students are also stocked.

**Library**

Library hours, services, and regulations are described in a brochure distributed at registration and available in the library.

**Lost and Found**

Report lost or found items to the receptionist in the Student Services office.

**Telephones**

Pay stations for the use of students are located in Moomaw Center and the Administration building. The College telephone number is not to be listed for purposes other than official college business.

**Student Lounge**

Moomaw Center provides lounge space and an eating area. Students are expected to help maintain the Center in a manner conducive to the welfare of all who share its use.

**Insurance**

Students have the opportunity during the registration period to obtain health insurance. The College makes a table available for the use of an insurance company to sell policies. The College is not affiliated with the insurance company.

**Veteran's Information**

Information and forms associated with the Veterans Administration may be obtained from the Office of Veteran Affairs.

**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.

All students of Dabney S. Lancaster Community College are encouraged to participate in student government. The Constitution is found in this Handbook.

### **Procedures for Starting New Clubs or Organizations**

Submit the following to the Student Senate:

- (1) Constitution of the club
- (2) Budget
- (3) Sponsor's name
- (4) Names of all students who will be members of the club.

### **Use of Rooms for Extracurricular Activities**

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.

### **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.

### **Postage Meter and College Stationery**

The postage meter and college stationery are to be utilized only for official college actions. College clubs or students do not receive the privilege of utilizing the postage meter or college stationery.

### **Personal, Building and Campus Security**

Students are not permitted to be in faculty office suites unless accompanied by a faculty member.

All personnel, except custodial and security workers who are on duty, are to vacate all college buildings between the hours of 11 p.m. and 7 a.m. on any day of the week, including weekends.

### **Gambling**

Gambling will not be permitted in or about the College at any time.

### **Intoxicants and Drugs**

The use, sale or possession of intoxicants and illegal drugs on campus is prohibited. Violation of this regulation will result in disciplinary action against the individual.

### **Smoking**

Smoking is not permitted in classrooms, laboratories or study

rooms. In the areas where smoking is permitted, ash trays are provided. Smokers are expected to use these facilities for the disposal of ashes and cigarettes.

### **Solicitation of Funds**

Solicitation for the benefit of recognized charitable or civic organizations (i.e., United Fund, Cancer Society, etc.) on campus by faculty, staff and students shall be made only with the prior written approval of the President for each specific fund and/or drive. **Other types of solicitation of funds are specifically not authorized.**

### **Disorderly Conduct**

Disorderly conduct on college-owned, operated, or controlled property or at college-sponsored functions shall be subject to disciplinary proceedings. Disorderly conduct shall include acts which violate the rights of others, which tend to breach the peace, or which are deemed lewd, indecent or obscene. Conduct may also include expression which exceeds the bounds of constitutionally-protected speech (See Code for Student Rights, Responsibilities and Conduct).

### **Civil Violations**

Any violation of federal, state, or local laws, if such directly affects the college's pursuit of its proper educational purposes, shall also be in violation of college regulations.

### **Misuse of College Documents**

No person shall alter, fabricate, or misuse college documents, records or identification cards, or perform like acts which adversely affect the college's educational interest.

### **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 20 miles per hour.

6. Employees driving vehicles with staff decals are authorized to park in those spaces designated as "Staff."
7. Three spaces are provided for visitors and are marked "Visitor."
8. Spaces marked "State" are to be used only by the state vehicles owned by the college.
9. All other parking spaces can be utilized by everyone.
10. The College Parking Registration shall be affixed to the **left rear bumper** in such manner that it is upright and plainly visible.
11. These parking regulations shall be enforced between 7:30 a.m. and 4:30 p.m.

#### **Procedures for Appealing Final Grade**

The student must consult the instructor within one week of receiving official notification of the grade. If further action is desired, consult with the division head who must, upon request, set up an appeal committee to consider the matter. The committee will consist of three faculty members, one appointed by the division head, one by the student, and one by the instructor whose grade is being appealed. The decision of the appeal committee may be further appealed to the Dean of Instruction and then to the President whose decision is final.

#### **Scholastic Dishonesty**

Since the value of the College's degree and certificates depend on the absolute integrity of the work done by each student for those degrees and certificates, it is imperative that the student maintain a high standard of individual honor in his 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 material.

(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 word 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 is forbidden unless such collaboration is specifically 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.

**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 man is 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 an 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 and the assistance of a person of his 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 "institution" means Dabney S. Lancaster Community College and, collectively, those responsible for its control and operation.
  - (2) The term "student" includes all persons taking courses at the institution both full-time and part-time.
  - (3) 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.
  - (4) The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
  - (5) The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in section II.
  - (6) The term "group" means a number of persons who have



not yet complied with the formal requirements for becoming an organization.

- (7) 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.
- (8) The term "shall" is used in the imperative sense.
- (9) The term "may" is used in the permissive sense
- (10) The term "creed" means personal beliefs.
- (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, advisors, and counselors is confidential and is not to be disclosed without the student's permission or under legal compulsion.
  - A. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

#### **Campus Expression**

- 8. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to en-

sure 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*).

#### **Campus Organization**

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 an 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 student 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 any 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 in 24A.
26. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.
  - A. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

#### **Violation of Law and Institution 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 right of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of 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 preserved. 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 file without actual notice to the student. Publication of grades and announcement of honors constitute notice.
33. Access to his 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 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 is violating or has violated institution rules;
  - B. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
  - C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time;
  - D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year;
  - E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
  - F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
  - G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
38. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

#### **Prescribed 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 institution 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 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. In 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 proceedings 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 appropriate appeal board 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**

**PREAMBLE**

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 that 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 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 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 Qualification**

#### **Section**

1. On the fifth week after the beginning of each Spring Quarter, 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 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. 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 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 shall 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

#### Section

1. Power of the President:
  - A. He shall have the power to appoint the chairman and members of all committees with the advice and consent of the Senate.
  - B. He shall have the power to vote in case of a tie.
  - C. He shall call and preside at all meetings of the Senate.
  - D. He shall represent the student body at official functions of the college.
  - E. He shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
  - F. He 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, budgets, 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 chairman of the appropriations committee.

**ARTICLE VI**  
**Power of the Senate**

**Section**

1. The Senate shall approve all student organizations, their constitutions, and their annual budget requests.
2. The Senate shall receive and discuss grievances from the student body and represent these grievances to the faculty and to the administration.
3. The Senate shall receive funds appropriated to the student body and budget the use of these funds.

**ARTICLE VII**  
**Amendments and By-Laws**

**Section**

1. Amendments to the constitution can originate either from the student body or Senate but must be ratified by a majority vote of the Senate and a two-thirds majority of the votes cast by the student body.
2. An amendment must be published a month prior to vote by the student body.
3. By-laws can originate either from the student body or the Senate but must be ratified by a majority vote of the Senate and by 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 can miss two (2) meetings in a row per quarter or a total of two (2) meetings per quarter without approval of three-quarters ( $\frac{3}{4}$ ) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable  $\frac{3}{4}$  vote of the majority.

**AMENDMENT II**

In order to run for re-election, a current Student Senate member must resign from his position before filing a new petition.

# Part V

# Programs of Study

## COLLEGE TRANSFER PROGRAMS

### Associate in Arts

Liberal Arts

### Associate in Science

Business Administration  
Education  
General Studies  
Science

## OCCUPATIONAL TECHNICAL PROGRAMS

### Associate in Applied Science

Agricultural and Natural Resources Technology  
Majors: Forestry (General & Forest products producer)  
Wildlife

### Business Technology

Major: Management  
Emphasis: General Management  
Industrial Management

### Major: Secretarial Science

Emphasis: Executive  
Legal  
Medical  
General

### Engineering Technology

Majors: Drafting and Design  
Electricity/Electronics

### Health Technology

Major: Nursing

### Public Service Technology

Major: Administration of Justice

## CERTIFICATE PROGRAMS

Business and Industrial Supervision  
Clerk-Typist  
Law Enforcement  
Office Management  
Steno-Clerical

## MINIMUM REQUIREMENTS FOR ASSOCIATE DEGREES

**Associate in Arts (AA)**  
**Associate in Science (AS)**  
**Associate in Applied Science (AAS)**

	Number of Credits (Quarter Hours)		
	AA*	AS*	AAS
<b>Humanities</b>			
English Composition.....	9	9	0
Communication Skills .....	0	0	6-9
Literature (English, American, or World).....	6-9	0-3	—
English or Speech.....	0-3	0-3	0-3
Art, Drama, Music, Humanities and/or Philosophy.....	3-6	0-3	—
Foreign Language.....	12-24**		
<b>Social Sciences</b>			
History (American or Western Civilization).....	9	3-9	—
Economics.....	0-9	0-9	3
Government.....	0-9	0-9	3
Psychology or Human Relations.....	0-9	0-9	3
Sociology.....	0-9	0-9	—
<b>Natural Sciences and Mathematics</b>			
Natural Sciences (Laboratory)..... (Biology, Chemistry, Geology, Physics)	12-15	12-24	—
Mathematics .....	9	9	—
Health, Physical Education, or Recreation.....	3-6	3-6	3-6
Orientation .....	1	1	1
Electives and Other Major Field Requirements....	3-21*	48	75‡
<b>Minimum Total Number of Credits for Degree...</b>	<b>97</b>	<b>97</b>	<b>97</b>

\*Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated and further to consult with the Counseling Department of the community college in planning their program and selecting electives.

\*\*Students who have successfully completed two years of a foreign language in high school may petition for advance placement to the sophomore course of this foreign language.

‡In addition to the history requirements, the student shall complete a total of nine quarter-hour credit in the social sciences which may include economics, government, sociology and/or psychology.

†The Associate in Applied Science Degree programs should be organized approximately as follows:

Specialized courses in major field	50%
Supporting technical and theory courses in related fields	25-30%
General education courses	20-25%



## STATE AND REGIONAL SPECIALIZED PROGRAMS

In the Virginia Community College System, certain highly-specialized curricula, though designed to serve all Virginia residents, are limited in offering to selected locations. These curricula generally reflect geographic, demographic, or economic considerations which preclude extensive offering Statewide, and therefore usually are approved for not more than three community colleges to meet State or Regional requirements. As changing circumstances warrant and additional State and Regional needs are determined, specialized curricula may be located in other community college regions. Accordingly, the following State and Regional Specialized Programs are identified for the Virginia Community College System.

<b>PROGRAM</b>	<b>COMMUNITY COLLEGE</b>
<b>Agricultural &amp; Natural Resources Technology</b>	
Majors: Animal Science	Blue Ridge
Agronomy	Paul D. Camp
Forestry	Dabney S. Lancaster
Livestock	Paul D. Camp
Natural Resources Management & Security	Lord Fairfax
Wildlife	Dabney S. Lancaster
<b>Arts and Design Technology</b>	
Majors: Crafts Production	Mountain Empire
<b>Business Technology</b>	
Majors: Aviation Administration	Northern Virginia
Hotel-Restaurant-Institutional Management	Northern Virginia Tidewater
<b>Engineering/Industrial Technology</b>	
Majors: Broadcast Engineering	Northern Virginia
Chemical	John Tyler
Furniture Production	Patrick Henry
Instrumentation	New River
Marine Science	Rappahannock
	Thomas Nelson
Mining	Southwest Virginia
Nuclear	Central Virginia
<b>Health Technology</b>	
Majors: Dental Laboratory	J. Sargeant Reynolds
	Northern Virginia
Medical Records	Central Virginia
	J. Sargeant Reynolds
	Northern Virginia
Physical Therapy	Northern Virginia
Mortuary Science	John Tyler
Radiology	Central Virginia
	Virginia Western
Respiratory Therapy	Northern Virginia
	Piedmont Virginia
<b>Public Service Technology</b>	
Majors: Air Traffic Control	Northern Virginia
Occupational Safety and Health	Northern Virginia
	Thomas Nelson
Radio and Television Production	Virginia Western

## Liberal Arts

**Degree:** Associate in Arts

**Length:** Six-quarter (two year) program

**Purpose:** The Associate in Arts degree program with a major in Liberal Arts is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the Bachelor of Arts degree, in the liberal arts or social science. Students in this program may wish to major in the following fields:

Economics	Library Science
English	Literature
Foreign Language	Philosophy
Government (Political Science)	Pre-Law
History	Psychology
Humanities	Sociology
Journalism	

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admission requirements in Part II of this catalog), entry into the Associate in Arts degree program in Liberal Arts requires the satisfactory completion of the following high school units or equivalent as a minimum:

- 4 units of English
- 2 units of mathematics (algebra and geometry)\*
- 1 unit of laboratory science
- 1 unit of history

The remaining units are elective subjects, but at least two units of a foreign language are recommended. Students who do not meet these requirements may be permitted to correct their deficiencies in the Developmental Studies Program before entering the Liberal Arts curriculum.

**Program Requirements:** This curriculum consists of courses in the humanities including a foreign language, natural sciences, and social sciences, usually required in the first two years of a baccalaureate liberal arts curriculum. A minimum of 97 credits is required for the Liberal Arts major in the Associate In Arts degree program. **Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counsel-**

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\*Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics courses to be taken in the community college.

ing Department of the Community College in planning his program and selecting his electives. In order to help prepare for upper division (junior class) standing at a four-year college or university, the student must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon satisfactory completion of the program, the student will be awarded the Associate in Arts degree with a major in Liberal Arts.

### ASSOCIATE IN ARTS DEGREE

#### Major: Liberal Arts

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ENGL 111	English Composition I .....	3	0	3
HIST	History Elective I .....	3	0	3
MATH	Math Elective I (Transfer) .....	3	0	3
GENL	Orientation .....	1	1	1
HUMN	Language Elective I .....	3	2	4
ELECTIVE	Free Elective .....	3	0	3
	Total	16	3	17
<b>SECOND QUARTER</b>				
ENGL 112	English Composition II .....	3	0	3
HIST	History Elective II .....	3	0	3
MATH	Math Elective II (Transfer) .....	3	0	3
HUMN	Language Elective II .....	3	2	4
ELECTIVE	Free Elective .....	3	0	3
PHED	Physical Education Elective .....	1	1	1
	Total	16	3	17
<b>THIRD QUARTER</b>				
ENGL 113	English Composition III .....	3	0	3
HIST	History Elective III .....	3	0	3
MATH	Math Elective III (Transfer) .....	3	0	3
HUMN	Language Elective III .....	3	2	4
ELECTIVE	Free Elective .....	3	0	3
PHED	Physical Education Elective .....	1	1	1
	Total	16	3	17
<b>FOURTH QUARTER</b>				
SCIENCE	Natural Science Elective I .....	3	3	4
SOC SCI	Social Science Elective I .....	3	0	3
HUMN	Language Elective I .....	3	0	3
*ELECTIVE	Free Electives .....	3	0	3
PHED	Physical Education Elective .....	1	1	1
	Total	13	4	14

**FIFTH QUARTER**

SCIENCE	Natural Science Elective II .....	3	3	4
SOC SCI	Social Science Elective II .....	3	0	3
HUMN	Language Elective II .....	3	0	3
*ELECTIVE	Free Electives .....	0	0	6
	Total	9	3	16

**SIXTH QUARTER**

SCIENCE	Natural Science Elective III .....	3	3	4
SOC SCI	Social Science Elective III .....	3	0	3
HUMAN	Language Elective III .....	3	0	3
*ELECTIVE	Free Electives .....	0	0	6
	Total	9	3	16

Total Minimum Credits for Degree **97**

\*It is strongly recommended that Liberal Arts students select a whole year's sequence in English or American Literature in accordance with requirements of the four-year college, to which they plan to transfer. Students should consult with their counselor prior to selecting electives. Electives should be selected in accordance with the requirements of the receiving institution.

## Associate In Science Degree

**Majors:** Business Administration  
Education  
General Studies  
Science

**Length:** Six Quarter (Two Year) Program

**Admission Requirements:** In addition to the admission requirements established for the College (listed in the section on admission requirements in Part II of this catalog), entry into Associate in Science Degree Programs (Business Administration, Education, General Studies, or Science) requires the satisfactory completion of the following high school units or equivalents as a minimum:

- 4 units of English
- 2 units of mathematics (algebra and geometry)\*
- 1 unit of laboratory science
- 1 unit of social studies

Students who do not meet these requirements will be required to correct their deficiencies in the Development Studies Program before entering Associate in Science Degree Programs.

I. General Core (All Majors)	
English	9
Health or Physical Education	3
History	9
Humanities	3
Social Science	9
Orientation	1
	<hr/>
Total	34
II. Specialized Core (Selected Majors)	
**Mathematics	9
Natural Science	12-24
	<hr/>
Total	21-33
III. Elective Core	
	30-42
	<hr/>
Total Minimum Credits for Degree	97

\*Student choosing the Science major needs 3 units of mathematics. Students are urged to check the math requirements for the four-year college or university to which they plan to transfer to determine the proper math courses to be taken in the community college.

\*\*May be waived for General Studies major.  
NOTE: Science majors must take MATH 161, 162 and 163.

## Associate In Science Degree

Majors: Business Administration  
 Education  
 General Studies  
 Science

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ENGL 111	English Composition I .....	3	0	3
*HIST	History Elective I .....	3	0	3
**MATH	Math Elective I .....	3	0	3
SCIENCE	Natural Science Elective I .....	3	3	4
***ELECTIVE	Free Elective .....	3	0	3
GENL 100	Orientation .....	1	1	1
Total		16	4	17
<b>SECOND QUARTER</b>				
ENGL 112	English Composition II .....	3	0	3
*HIST	History Elective II .....	3	0	3
**MATH	Math Elective II .....	3	0	3
SCIENCE	Natural Science Elective II .....	3	3	4
***ELECTIVE	Free Elective .....	3	0	3
Total		15	3	16
<b>THIRD QUARTER</b>				
ENGL 113	English Composition III .....	3	0	3
*HIST	History Elective III .....	3	0	3
**MATH	Math Elective III .....	3	0	3
SCIENCE	Natural Science Elective III .....	3	3	4
***ELECTIVE	Free Elective .....	3	0	3
Total		15	3	16

\*\*\*The student is to consult with his counselor in his choice of all electives. Electives should be selected in accordance with the requirements of the receiving institution.

\*\*Business Administration students are to enroll in ECON 211-212-213, Principles of Economics I, II, III.

\*American History is a requirement for Virginia Teacher Certification.

## **Business Administration**

### **Associate In Science Degree**

**Purpose:** With the rapid development in business and industry in Virginia, there is a great demand for qualified personnel in business administration to help provide leadership for this economic growth.

The Associate in Science degree program in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

**Program Requirements:** The modern business world demands knowledge in fields over and beyond every-day business technology. Thus, this curriculum requires courses in the humanities, natural sciences, and social sciences in addition to the principles of economics and principles of accounting usually required in the first two years of a baccalaureate business administration curriculum. **Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counseling Department of the Community College in planning his electives.** In order to help prepare for upper division (junior class) standing at a four-year college or university, the student must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon completion of the program, the student will be awarded the Associate in Science degree with a major in Business Administration.

## Business Administration

### Associate in Science Degree Program (Second Year)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FOURTH QUARTER</b>				
ACCT 211	Principles of Accounting I .....	3	0	3
MATH	Math Elective I .....	3	0	3
SOC SCI	Social Science Elective I .....	3	0	3
*ELECTIVE	Humanities Elective .....	3	0	3
ELECTIVE	Free Elective .....	3	0	3
PHED	Physical Education Elective .....	1	1	1
	Total	16	1	16
<b>FIFTH QUARTER</b>				
ACCT 212	Principles of Accounting II .....	3	0	3
MATH	Math Elective II .....	3	0	3
SOC SCI	Social Science Elective II .....	3	0	3
*ELECTIVE	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	Total	16	1	16
<b>SIXTH QUARTER</b>				
ACCT 213	Principles of Accounting III .....	3	0	3
MATH	Math Elective III .....	3	0	3
SOC SCI	Social Science Elective III .....	3	0	3
*ELECTIVE	Free Elective .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	Total	13	1	16
<b>Total Minimum Credits for Degree</b>				<b>97</b>

\*It is strongly recommended that students in Business Administration select a whole year's sequence in English or American Literature in accordance with the requirements of the four-year college, to which they plan to transfer. Students should consult with their counselor prior to selecting electives. Electives should be selected in accordance with the requirements of the receiving institution.



## Education

### Associate In Science Degree

**Purpose:** With the rapid development and emphasis on education in Virginia, there is a great demand for qualified teachers and other educational specialists to help provide leadership for the schools.

The Associate in Science degree program in Pre-Teacher Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Teacher Education.



**Program Requirements:** The modern education world demands that its teachers and staff be knowledgeable both in the subjects they plan to teach and in general education. Thus, this curriculum requires courses in the humanities, natural sciences, and mathematics, social sciences, and health and physical education in addition to general psychology usually required in the first two years of a baccalaureate teacher education curriculum. The Pre-Teacher Education curriculum is designed to lead the student toward meeting the state teacher certification requirements for a Collegiate Professional Certificate. Eligible students may also qualify for the

State Teachers' Scholarships. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated, and to consult with the Counseling Department of the Community College in planning his program and selecting his electives. In order to help prepare for upper division (junior class) standing at a four-year college or university, the student must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon completion of the program, the student will be awarded the Associate in Science degree with a major in Pre-Teacher Education.

## Education

### Associate in Science Degree Program (Second Year)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FOURTH QUARTER</b>				
PSYC 201	General Psychology I .....	3	0	3
*ELECTIVE	Humanities Elective .....	3	0	3
SOC SCI	Social Science Elective I .....	3	0	3
ELECTIVES	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	<b>Total</b>	<b>16</b>	<b>1</b>	<b>16</b>
<b>FIFTH QUARTER</b>				
SPDR 137	Public Speaking .....	3	0	3
PSYC 202	General Psychology II .....	3	0	3
SOC SCI	Social Science Elective II .....	3	0	3
*ELECTIVES	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	<b>Total</b>	<b>16</b>	<b>1</b>	<b>16</b>
<b>SIXTH QUARTER</b>				
PSYC 203	General Psychology III .....	3	0	3
SOC SCI	Social Science Elective III .....	3	0	3
*ELECTIVES	Free Electives .....	9	0	9
PHED	Physical Education Elective .....	1	1	1
	<b>Total</b>	<b>16</b>	<b>1</b>	<b>16</b>
<b>Total Minimum Credits for Degree</b>				<b>97</b>

\*It is strongly recommended that students in Education select a whole year's sequence in English or American Literature in accordance with the requirements of the four-year college, to which they plan to transfer. Students should consult with their counselor prior to selecting electives. Electives should be selected in accordance with the requirements of the receiving institution.

## **General Studies**

### **Associate In Science Degree**

**Purpose:** The Associate in Science Degree program in General Studies is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, but who have not decided on a field of study. This program can also serve those students whose four year programs do not closely coincide with the other more specific community college associate degree programs. This program offers the least number of required courses and allows students the widest latitude in selecting electives to permit exploration of interests. Students must be aware that such a wide diversification of electives may satisfy less of the courses required in the first two years of a university program.

**Program Requirements:** The first year of the General Studies program is the same as the Pre-Teacher program. The second year will consist of electives in the humanities, social sciences, natural sciences, health and education, and mathematics, as indicated in the following course outline. Students are urged to acquaint themselves with the requirements of the colleges or universities to which transfer is contemplated and to consult the counseling office of the Community College in selecting electives. In order to prepare for junior class standing at a four-year college or university, the student usually must complete a program at the community college which is comparable in length and course content to the first two years of the program at the four-year institution. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Associate in Science Degree in General Studies.

## General Studies

### Associate in Science Degree Program (Second Year)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FOURTH QUARTER</b>				
ELECTIVE	Speech Elective .....	3	0	3
SOC SCI	Social Science Elective I .....	3	0	3
ELECTIVE	Humanities Elective .....	3	0	3
*ELECTIVE	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	Total	16	1	16
<b>FIFTH QUARTER</b>				
SOC SCI	Social Science Elective II .....	3	0	3
*ELECTIVE	Free Electives .....	12	0	12
PHED	Physical Education Elective .....	1	1	1
	Total	16	1	16
<b>SIXTH QUARTER</b>				
SOC SCI	Social Science Elective III .....	3	0	3
*ELECTIVE	Free Electives .....	12	0	12
PHED	Physical Education Elective .....	1	1	1
	Total	16	1	16
<b>Total Minimum Credits for Degree</b>				<b>97</b>

\*The student is to consult with his counselor in his choice of all electives. Electives should be selected in accordance with the requirements of the receiving institution.

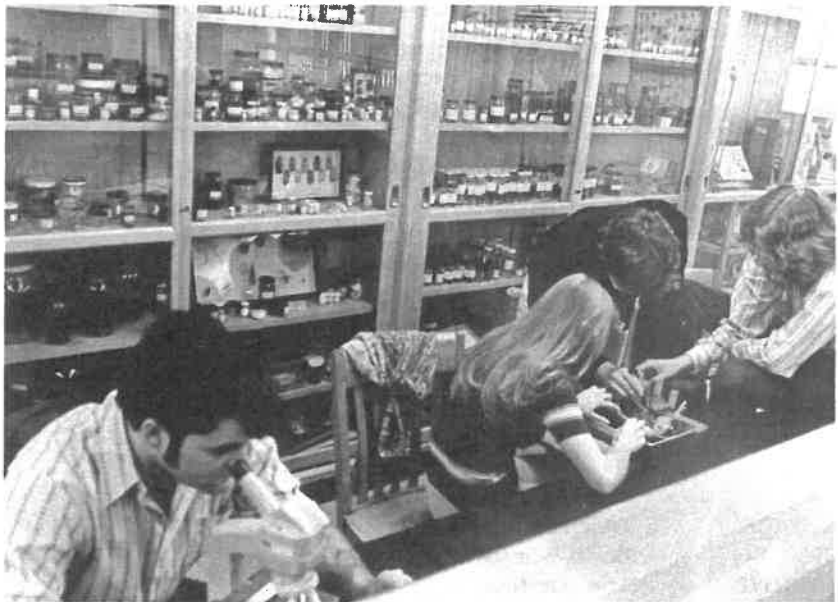
## Science

### Associate In Science Degree

**Purpose:** With the tremendous emphasis on scientific discoveries and technological developments in today's society, there is a great demand for scientists and scientifically-oriented persons in business, government, industry, and the professions.

The Associate in Science degree program with a major in science is designed for persons who are interested in a pre-professional or scientific program and who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in one of the following fields:

Agriculture	Forestry	Nursing
Biology	Home Economics	Pharmacy
Chemistry	Mathematics	Physics
Dentistry	Medicine	



**Program Requirements:** Although the major emphasis in this curriculum is on mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses for his pre-professional or scientific program as required in the first two years of the four-year college or university. **Each student is urged to acquaint himself**

with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counseling Department of the Community College in planning his program and selecting his electives. In order to help prepare for upper division (junior class) standing at a four-year college or university, the student must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon satisfactory completion of the program, the student will be awarded the Associate in Science degree with a major in science.

## Science

### Associate in Science Degree Program (Second Year)

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FOURTH QUARTER</b>				
SCIENCE	Natural Science Elective I .....	3	3	4
SOC SCI	Social Science Elective I .....	3	0	3
*ELECTIVE	Humanities Elective .....	3	0	3
*ELECTIVE	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	Total	16	4	17
<b>FIFTH QUARTER</b>				
SCIENCE	Natural Science Elective II .....	3	3	4
SOC SCI	Social Science Elective II .....	3	0	3
*ELECTIVE	Free Electives .....	9	0	9
PHED	Physical Education Elective .....	1	1	1
	Total	16	4	17
<b>SIXTH QUARTER</b>				
SCIENCE	Natural Science Elective III .....	3	3	4
SOC SCI	Social Science Elective III .....	3	0	3
*ELECTIVE	Free Electives .....	6	0	6
PHED	Physical Education Elective .....	1	1	1
	Total	13	4	14
<b>Total Minimum Credits for Degree</b>				<b>97</b>

\*It is strongly recommended that students in Science select a whole year's sequence in English or American Literature in accordance with the requirements of the four-year college, to which they plan to transfer. Students should consult with their counselor prior to selecting electives. Electives should be selected in accordance with the requirements of the receiving institution.

## Associate In Applied Science

**Degree:** Agricultural and Natural Resource Technology  
 \*Majors: Forest (General and Forest Products Producer)  
 Wildlife

**Degree:** Business Technology  
 Major: Data Processing (offered in cooperation with Virginia Western Community College)  
 Major: Management  
 Emphasis: General Management  
 Industrial Management  
 Major: Secretarial Science  
 Emphasis: Executive  
 Legal  
 Medical  
 General

**Degree:** Engineering Technology  
 Majors: Drafting and Design  
 Electricity/Electronics

**Degree:** Health Technology  
 \*Major: Nursing

**Degree:** Public Service Technology  
 Major: Administration of Justice

The programs of study leading to the Associate in Applied Science Degrees, with the majors listed above, all conform to the generalized core curriculum shown below:

I. General Core (All Majors)		
English (6) - Speech (3)	9	
Health or Physical Education	3	
Orientation	1	
Social Sciences		
Government 3	3	
Economics 3	3	9
Psychology 3	3	22
II. Specialized or Degree Related		51
III. College Electives		24
Total Minimum Credits for Degree		97

\*Nursing and Forestry or Wildlife require a minimum of 107 and 109 credits respectively for the AAS Degree.

## Forestry And Wildlife

**Degree:** Agricultural and Natural Resources Technology  
Associate in Applied Science

**Length:** Seven Quarter (two-year program)

**Purpose:** Forestry and forest related industries are vital to the economy of Virginia where 60% of the total land area is forested. The extensive utilization of these resources for industry and manufacturing, as well as increasing use by sportsmen and vacationers, requires proficient management for which technicians trained in forestry, wildlife management, timber harvesting, and sawmilling are needed.

This program is designed for persons who seek full-time employment in forestry or wildlife immediately upon completion of the two-year program. Graduates from the program will be qualified either to assist professional foresters and wildlife biologists in management, or as products producers in the timber harvesting or sawmilling industries.



### Occupational Objectives:

#### Forestry

Forest Technician  
Forestry Aide  
Forest Surveying Aide  
Foreman  
Scaler  
Contract Logger  
Company Logger  
Independent Logger

#### Wildlife

Forest Biologist Aide  
Wildlife Refuge Manager  
Conservation Officer  
Forestry Aide  
Forest 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 science. The applicant should have completed one unit of algebra, one unit of high school geometry or equivalent and one unit of biology while in high school. High school record and standard test scores should have placed him above the 25th percentile on national norms. Students who do not meet these standards may be required to correct their deficiencies in the Development Studies Program before entering this curriculum.

**Program Requirements:** The first three quarters of the program can be taken at any of the community colleges in the state. Courses to be completed during this period provide both general education subjects as well as the supporting technologies of business and drafting. Beginning the summer following the first year, the student will be required to be in residence at Dabney S. Lancaster Community College for a full calendar year. During this time the student will receive instruction in technical forestry and wildlife subjects. In addition to field trips to forestry and wildlife activities in the immediate area of the college, the student will take two extended trips to other forest type areas of the state. Upon successful completion of the program the student will be awarded the Agricultural and Natural Resources Technology Associate in Applied Science Degree with a major in Forest Technology or Wildlife Technology.



# Agricultural And Natural Resources Technology

## Associate In Applied Science

Major: Forestry (Management or Forest Products)

Wildlife

### First Year Program For DSLCC Students

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
ENGL 111	English Composition I .....	3	—	3
FORE 100	Introduction to Forestry .....	3	3	4
GENL 100	Orientation .....	1	1	1
MATH 111	Technical Mathematics I .....	3	—	3
PHED	Physical Education Elective .....	1	1	1
SECR 138	Office Recordkeeping .....	2	2	3
BUAD 109	Business Machines .....	0	2	1
	Total	13	9	16
<b>SECOND QUARTER (WINTER)</b>				
DAPR 107	Business - Data Processing .....	3	—	3
DRFT 111	Drafting I .....	1	3	2
ENGL 102	Communication Skills II .....	3	—	3
*FORE 241	Forest Products .....			
or				
PSYC 110	Principles of Applied Psychology .....	3	0	3
MATH 112	Technical Mathematics II .....	3	—	3
PHED	Physical Education Elective .....	1	1	1
	Total	14	4	15
<b>THIRD QUARTER (SPRING)</b>				
**BUAD or	110 Human Relations and Leadership Training .....	3	—	3
***FORE 132	Forest Recreation .....	(3)	(3)	(4)
MATH 113	Technical Mathematics III .....	3	—	3
PHED	Physical Education Elective .....	1	1	1
PSYC 110	Principles of Applied Psychology .....	3	—	3
SPDR 137	Public Speaking .....	3	—	3
	Total	13	1-4	13-14

\*For Forest Management or Forest Products students only.

\*\*For Forest Products students only.

\*\*\*For Forest and Wildlife Management students only.

**Suggested Appropriate Electives:**

HLTH 104, 105, 106, 107; LWNF 180  
BUAD 100; MKTG 100

## Forestry Management

### Second Year Program For Continuing DSLCC Students

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>SUMMER QUARTER</b>				
CIVL	185 Land Surveying .....	3	6	5
ECON	160 Survey of American Economics .....	3	—	3
FORE	117 Dendrology .....	3	3	4
FORE	121 Forest Fire Control .....	3	—	3
FORE	187 Forest Practicum .....	—	4	1
		—	—	—
	TOTAL	12	13	16
<b>FIFTH QUARTER (FALL)</b>				
CIVL	281 Advanced Surveying .....	3	3	4
FORE	118 Applied Silviculture .....	3	3	4
FORE	131 Wildlife and Fisheries Management ..	3	3	4
FORE	201 Forest Mensuration I .....	3	3	4
		—	—	—
	TOTAL	12	12	16
<b>SIXTH QUARTER (WINTER)</b>				
FORE	202 Forest Mensuration II .....	3	3	4
FORE	207 Aerial Photo Interpretation .....	2	2	3
FORE	247 Timber Harvesting .....	3	3	4
FORE	299 Supervised Study in Mensuration .....	—	6	2
GOVT	180 American Constitutional Government (or equivalent) .....	3	—	3
		—	—	—
	TOTAL	11	14	16
<b>SEVENTH QUARTER (SPRING)</b>				
BUAD	110 Human Relations and Leadership Training .....	3	—	3
ELECTIVE	Free Elective .....	2	—	2
FORE	122 Forest Protection .....	2	2	3
FORE	203 Tree, Log, and Lumber Grading .....	2	3	3
FORE	230 Forest Management .....	3	3	4
FORE	298 Seminar and Project in Forest Management .....	—	3	1
		—	—	—
	TOTAL	12	11	16
Total Minimum Credits for Degree				109

# Forest Products Producer

## Second Year Program For Continuing DSLCC Students

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>SUMMER QUARTER</b>				
CIVL	185 Land Surveying .....	3	6	5
ECON	160 Survey of American Economics .....	3	—	3
FORE	117 Dendrology .....	3	3	4
FORE	121 Forest Fire Control .....	3	—	3
FORE	187 Forest Practicum .....	—	4	1
	<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>16</b>
<b>FIFTH QUARTER (FALL)</b>				
FORE	118 Applied Silviculture .....	3	3	4
FORE	131 Wildlife & Fisheries Management .....	3	3	4
FORE	201 Forest Mensuration I .....	3	3	4
FORE	250 Heavy Equipment Operation and Maintenance .....	3	6	5
	<b>TOTAL</b>	<b>12</b>	<b>15</b>	<b>17</b>
<b>SIXTH QUARTER (WINTER)</b>				
FORE	202 Forest Mensuration II .....	3	3	4
FORE	207 Aerial Photo Interpretation .....	2	2	3
FORE	247 Timber Harvesting .....	3	3	4
FORE	299 Supervised Study in Timber Harvesting .....	—	6	2
GOVT	180 American Constitutional Government (or equivalent) .....	3	—	3
	<b>TOTAL</b>	<b>11</b>	<b>14</b>	<b>16</b>
<b>SEVENTH QUARTER (SPRING)</b>				
FORE	203 Tree, Log, and Lumber Grading .....	2	3	3
FORE	230 Forest Management .....	3	3	4
FORE	258 Contracts and Costs for Logging .....	4	—	4
FORE	256 Basic Sawmilling .....	3	6	5
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
Total Minimum Credits for Degree				109

## Wildlife Management

### Second Year Program For Continuing DSLCC Students

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>SUMMER QUARTER</b>				
CIVL	185 Land Surveying .....	3	6	5
ECON	160 Survey of American Economics .....	3	—	3
FORE	117 Dendrology .....	3	3	4
FORE	121 Forest Fire Control .....	3	—	3
FORE	187 Forest Practicum .....	—	4	1
	<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>16</b>
<b>FIFTH QUARTER (FALL)</b>				
BIOL	106 Forest and Wildlife Ecology .....	3	3	4
FORE	118 Applied Silviculture .....	3	3	4
FORE	141 Wildlife Management Practices I .....	3	3	4
FORE	201 Forest Mensuration I .....	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
<b>SIXTH QUARTER (WINTER)</b>				
FORE	142 Wildlife Management Practices II .....	3	3	4
FORE	202 Forest Mensuration II .....	3	3	4
FORE	206 Wildlife Management Techniques .....	3	6	5
GOVT	180 American Constitutional Government (or equivalent) .....	3	—	3
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
<b>SEVENTH QUARTER (SPRING)</b>				
BUAD	110 Human Relations and Leadership Training .....	3	—	3
FORE	122 Forest Protection .....	2	2	3
FORE	143 Wildlife Management Practices III .....	3	3	4
FORE	215 Habitat Management .....	3	3	4
FORE	298 Seminar and Project in Habitat Management .....	—	3	1
ELECTIVE	Free Elective .....	1	1	1
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
Total Minimum Credits for Degree				109

# Agricultural And Natural Resources Technology

## Associate In Applied Science

Majors: Forestry (General and Forest Products Producer)  
Wildlife

**Recommended First Year Program for students attending other Virginia Community Colleges and planning transfer to DSLCC commencing with the Summer Quarter of the second year.**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
BUAD	109 Business Machines .....	0	2	1
*DRFT	111 Drafting .....	1	3	2
ENGL	111 English Composition I .....	3	—	3
GENL	100 Orientation .....	1	1	1
PHED	Physical Education Elective .....	1	1	1
*SECR	138 Office Recordkeeping .....	2	2	3
MATH	111 Technical Mathematics I .....	3	—	3
	TOTAL	11	9	14
<b>SECOND QUARTER</b>				
ECON	160 Survey of American Economics .....	3	—	3
ENGL	102 Communication Skills II .....	3	—	3
MATH	112 Technical Mathematics II .....	3	—	3
*PSYC	110 Principles of Applied Psychology .....	3	—	3
PHED	Physical Education Elective .....	1	1	1
ELECTIVE	Free Elective .....	2	—	2
	TOTAL	15	1	15
<b>THIRD QUARTER</b>				
*BUAD	110 Human Relations and Leadership Training .....	3	—	3
DAPR	107 Business Data Processing .....	3	—	3
*GOVT	180 American Constitutional Government .....	3	—	3
MATH	113 Technical Mathematics III .....	3	—	3
PHED	Physical Education Elective .....	1	1	1
SPDR	137 Public Speaking .....	3	—	3
	TOTAL	16	1	16

\*Or Equivalent.

**Suggested Appropriate Electives:**

HLTH 104, 105, 106, 107; LWNF 180  
BUAD 100; MKTG 100; ENGL 126

## Forestry Management

**Second Year Program for students transferring to  
DSLCC commencing with the Summer Quarter.**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>Summer Quarter</b>				
CIVL	185 Land Surveying .....	3	6	5
FORE	117 Dendrology .....	3	3	4
FORE	121 Forest Fire Control .....	3	—	3
FORE	187 Forest Practicum .....	—	4	1
FORE	100 Introduction to Forestry .....	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>16</b>	<b>17</b>
<b>Fifth Quarter (Fall)</b>				
CIVL	281 Advanced Surveying .....	3	3	4
FORE	118 Applied Silviculture .....	3	3	4
FORE	131 Wildlife and Fisheries Management ..	3	3	4
FORE	201 Forest Mensuration I .....	3	3	4
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
<b>Sixth Quarter (Winter)</b>				
FORE	202 Forest Mensuration II .....	3	3	4
FORE	207 Aerial Photo Interpretation .....	2	2	3
FORE	241 Forest Products I .....	3	—	3
FORE	247 Timber Harvesting .....	3	3	4
FORE	299 Supervised Study in Mensuration ...	—	6	2
	<b>TOTAL</b>	<b>11</b>	<b>14</b>	<b>16</b>
<b>Seventh Quarter (Spring)</b>				
FORE	122 Forest Protection .....	2	2	3
FORE	132 Forest Recreation .....	3	3	4
FORE	203 Tree, Log, and Lumber Grading ....	2	3	3
FORE	230 Forest Management .....	3	3	4
FORE	298 Seminar and Project in Forest Management .....	—	3	1
	<b>TOTAL</b>	<b>10</b>	<b>14</b>	<b>15</b>
<b>Total Minimum Credits for Degree</b>				<b>109</b>

## Forest Product Producer

Second Year Program for students transferring to  
DSLCC commencing with the Summer Quarter.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>Summer Quarter</b>				
CIVL	185 Land Surveying -----	3	6	5
FORE	100 Introduction to Forestry -----	3	3	4
FORE	117 Dendrology -----	3	3	4
FORE	121 Forest Fire Control -----	3	—	3
FORE	187 Forest Practicum -----	—	4	1
		—	—	—
	TOTAL	12	16	17
<b>Fifth Quarter (Fall)</b>				
FORE	118 Applied Silviculture -----	3	3	4
FORE	131 Wildlife and Fisheries Management --	3	3	4
FORE	201 Forest Mensuration I -----	3	3	4
FORE	250 Heavy Equipment Operation and Maintenance -----	3	6	5
		—	—	—
	TOTAL	12	15	17
<b>Sixth Quarter (Winter)</b>				
FORE	202 Forest Mensuration II -----	3	3	4
FORE	207 Aerial Photo Interpretation -----	2	2	3
FORE	241 Forest Products I -----	3	—	3
FORE	247 Timber Harvesting -----	3	3	4
FORE	299 Supervised Study in Timber Harvesting	—	6	2
		—	—	—
	TOTAL	11	14	16
<b>Seventh Quarter (Spring)</b>				
FORE	203 Tree, Log, and Lumber Grading ----	2	3	3
FORE	230 Forest Management -----	3	3	4
FORE	256 Basic Sawmilling -----	3	6	5
FORE	258 Contracts and Costs for Logging ----	4	—	4
		—	—	—
	TOTAL	12	12	16
Total Minimum Credits for Degree				109



## Wildlife Management

**Second Year Program for students transferring to  
DSLCC commencing with the Summer Quarter.**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>Summer Quarter</b>				
CIVL	185 Land Surveying .....	3	6	5
FORE	100 Introduction to Forestry .....	3	3	4
FORE	117 Dendrology .....	3	3	4
FORE	121 Forest Fire Control .....	3	—	3
FORE	187 Forest Practicum .....	—	4	1
	TOTAL	12	16	17
<b>Fifth Quarter (Fall)</b>				
BIOL	106 Forest and Wildlife Ecology .....	3	3	4
FORE	118 Applied Silviculture .....	3	3	4
FORE	141 Wildlife Management Practices I .....	3	3	4
FORE	201 Forest Mensuration I .....	3	3	4
	TOTAL	12	12	16
<b>Sixth Quarter (Winter)</b>				
FORE	202 Forest Mensuration II .....	3	3	4
FORE	206 Wildlife Management Techniques .....	3	6	5
FORE	207 Aerial Photo Interpretation .....	2	2	3
FORE	142 Wildlife Management Practices II .....	3	3	4
	TOTAL	11	14	16
<b>Seventh Quarter (Spring)</b>				
FORE	122 Forest Protection .....	2	2	3
FORE	132 Forest Recreation .....	3	3	4
FORE	143 Wildlife Management Practices III .....	3	3	4
FORE	215 Habitat Management .....	3	3	4
FORE	298 Seminar and Project in Habitat Management .....	—	3	1
	TOTAL	11	14	16
Total Minimum Credits for Degree				109

## **Data Processing Technology**

### **Computer Programming**

**Offered in cooperation with Virginia Western Community College**

**Degree:** Business Technology (Data Processing) (AAS)

**Length:** Six-quarter (two-year program)

**Purpose:** The Data Processing Technology curriculum with specialization in computer programming is designed to provide the types of education and training which will be required by both industry and business. Specifically, this includes the skills, knowledge, attitudes, and abilities which will enable employees to function in positions of responsibility in the current employment market. Education of the student will include the use of data processing devices and equipment, and formal instruction which will provide an understanding of the employment environment.

**Occupational Objectives:** Computer Programming, Business  
Computer Programming, Trainee  
Related Data Processing Occupations

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Data Processing Technology curriculum requires a minimum of two units of high school mathematics, one of which must be algebra or the equivalent, and proficiency in high school English. Students must have a strong aptitude or background in mathematics in order to succeed in the program. Students with deficiencies will require Development Studies.

**Program Requirements:** The curriculum includes technical courses in data processing, business, general education and electives. The first-year courses identified within the first, second and third quarter listings should be completed on the DSLCC campus. The courses identified beyond the third (spring) quarter are available only on the campus of Virginia Western Community College in Roanoke, Virginia. Upon completion of the program, enrollees will receive the Associate in Applied Science Degree in Data Processing from Virginia Western Community College.

**Data Processing Technology  
(Computer Programming)**

Dabney S. Lancaster Community College

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ACCT 211	Principles of Accounting I .....	3	—	3
GOVT	Requirement .....	3	—	3
DAPR 107	Business Data Processing .....	3	—	3
ENGL 111	English Composition I .....	3	—	3
GENL 100	Orientation .....	1	1	1
MATH 161	College Mathematics I .....	3	—	3
*HLTH or PHED	Requirement .....	1	1	1
		—	—	—
<b>TOTAL</b>		<b>17</b>	<b>2</b>	<b>17</b>
<b>SECOND QUARTER</b>				
ACCT 212	Principles of Accounting II .....	3	—	3
PSYC	Requirement .....	3	—	3
ENGL 112 (or 102)	English Composition II .....	3	—	3
MATH 162	College Mathematics II .....	3	—	3
*HLTH or PHED	Requirement .....	1	1	1
BUAD	Elective .....	3	—	3
BUAD 109	Business Machines .....	0	2	1
		—	—	—
<b>TOTAL</b>		<b>16</b>	<b>3</b>	<b>17</b>
<b>THIRD QUARTER</b>				
ACCT 213	Principles of Accounting III .....	3	—	3
BUAD 164	Principles of Business Mgmt. I .....	3	—	3
BUAD 254	Applied Business Statistics .....	3	—	3
MATH 163	College Mathematics III .....	3	—	3
ECON	Requirement .....	3	—	3
*HLTH or PHED	Requirement .....	1	1	1
		—	—	—
<b>TOTAL</b>		<b>16</b>	<b>1</b>	<b>16</b>

**Virginia Western Community College**

**SUMMER QUARTER**

DAPR	144	Computer Programming (COBOL) -----	2	3	3
DAPR	147	Computer Programming (COBOL) -----	2	3	3
			<hr/>	<hr/>	<hr/>
		<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>6</b>

**FOURTH QUARTER**

ACCT	234	Cost Accounting -----	3	—	3
DAPR	256	Computer Programming (Advanced COBOL) -----	3	2	4
DAPR	281	Systems Analysis I -----	3	—	3
BUAD	241	Business Law I -----	3	—	3
			<hr/>	<hr/>	<hr/>
		<b>TOTAL</b>	<b>12</b>	<b>2</b>	<b>13</b>

**FIFTH QUARTER**

DAPR	282	Systems Analysis II -----	3	—	3
DAPR	269	Computer Programming Assembler --	3	2	4
ELECTIVE		Elective (ACCT-BUAD-MKTG) -----	6	—	6
			<hr/>	<hr/>	<hr/>
		<b>TOTAL</b>	<b>12</b>	<b>2</b>	<b>13</b>

**SIXTH QUARTER**

DAPR	130	Operating Systems -----	2	3	3
DAPR	298	Seminar and Project -----	3	—	3
DAPR	266	Computer Programming (Fortram) ---	3	2	4
DAPR		Elective -----	3	2	4
ELECTIVE		Free Elective -----	2	—	2
			<hr/>	<hr/>	<hr/>
		<b>TOTAL</b>	<b>13</b>	<b>7</b>	<b>16</b>

Total Minimum Credits for Data Processing Technology  
(Computer Programming Degree) from VWCC 97

\*A health class (3 credits) may be substituted for physical education requirement.

## Management

**Degree:** Business Technology Associate in Applied Science

**Length:** Six-quarter (two-year) curriculum

**Purpose:** With the rapid development of business and industry in Virginia, there is a great 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 this program.



### Occupational Objectives:

Supervisor (Industry)	Service Salesman
Assistant Buyer	Retail Department Head
Manager of Small Business	Management Trainee
Manufacturer's Representative	

**Admission Requirements:** In addition to the admission requirements established for the College (listed in the College Catalog), entry into the Management program requires proficiency in high school English and Mathematics. Students with deficiencies will require developmental courses.

**Program Requirements:** The first three quarters of the program in Management are similar. However, in the second year each student may pursue an area of emphasis in general management, or industrial management. The program will include technical courses in management, courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in planning their

program and selecting electives. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Business Technology Associate in Applied Science Degree with a major in Management.

## Business Technology

### Associate In Applied Science

Major: Management

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ENGL 111	English Composition I	3	—	3
GENL 100	Orientation	1	1	1
GOVT	Government Elective (INDT 211)	3	—	3
BUAD 100	Introduction to Business	3	—	3
DAPR 107	Business Data Processing	3	—	3
BUAD 109	Applied Business Machines	—	2	1
*PHED	Physical Education Elective	1	1	1
<b>TOTAL</b>		<b>14</b>	<b>4</b>	<b>15</b>
<b>SECOND QUARTER</b>				
ENGL 102	Communication Skills II	3	—	3
PSYC 110	Principles of Applied Psychology (INDT 276)	3	—	3
MATH 151	Business Mathematics I	3	—	3
MKTG 100	Principles of Marketing	3	—	3
SPDR 137	Public Speaking	3	—	3
*PHED	Physical Education Elective	1	1	1
<b>TOTAL</b>		<b>16</b>	<b>1</b>	<b>16</b>
<b>THIRD QUARTER</b>				
ECON 160 (211)	Survey of American Economics (INDT 170)	3	—	3
BUAD 164	Principles of Business Management I	3	—	3
MATH 152	Business Mathematics II	3	—	3
BUAD 288	Communications in Management	3	—	3
BUAD 110	Human Relations & Leadership Training	3	—	3
*PHED	Physical Education Elective	1	1	1
<b>TOTAL</b>		<b>16</b>	<b>1</b>	<b>16</b>
<b>FOURTH QUARTER</b>				
<b>(General Option)</b>				
ACCT 211	Principles of Accounting I	3	—	3
BUAD 241	Business Law I	3	—	3
MKTG 228	Sales Promotion & Customer Relations	3	—	3
BUAD 174	Small Business Management I	3	—	3
BUAD-MKTG	Elective	3	—	3
ELECTIVE	Free Elective	3	—	3
<b>TOTAL</b>		<b>18</b>	<b>—</b>	<b>18</b>

**FOURTH QUARTER  
(Industrial Option)**

ACCT	211	Principles of Accounting I .....	3	—	3
BUAD	241	Business Law I .....	3	—	3
INDT	211	Management of Materials I (GOVT) ..	3	—	3
BUAD	174	Small Business Management I .....	3	—	3
BUAD-MKTG		Elective .....	3	—	3
ELECTIVE		Free Elective .....	3-6	—	3-6
<b>TOTAL</b>			<b>15-18</b>	<b>—</b>	<b>15-18</b>

**FIFTH QUARTER  
(General Option)**

ACCT	212	Principles of Accounting II .....	3	—	3
BUAD	242	Business Law II .....	3	—	3
BUAD	167	Introduction to Labor Relations .....	3	—	3
MKTG	109	Principles of Salesmanship .....	3	—	3
BUAD-MKTG		Elective .....	3	—	3
ELECTIVE		Free Elective .....	2	—	2
<b>TOTAL</b>			<b>17</b>	<b>—</b>	<b>17</b>

**FIFTH QUARTER  
(Industrial Option)**

ACCT	212	Principles of Accounting II .....	3	—	3
BUAD	242	Business Law II .....	3	—	3
BUAD	167	Introduction to Labor Relations .....	3	—	3
MKTG	109	Principles of Salesmanship .....	3	—	3
INDT	276	Time and Motion Study I (PSYC) .....	2	2	3
ELECTIVE		Free Elective .....	3	—	3
<b>TOTAL</b>			<b>17</b>	<b>2</b>	<b>18</b>

**SIXTH QUARTER  
(General Option)**

ACCT	213	Principles of Accounting III .....	3	—	3
BUAD	165	Principles of Business Management II ..	3	—	3
BUAD	254	Applied Business Statistics I .....	3	—	3
BUAD-MKTG- INDT		Elective .....	6	—	6
<b>TOTAL</b>			<b>15</b>	<b>—</b>	<b>15</b>

**SIXTH QUARTER  
(Industrial Option)**

BUAD	168	Cost Reduction and Control .....	3	—	3
BUAD	165	Principles of Business Management II ..	3	—	3
INDT	176	Principles of Industrial Safety .....	2	—	2
INDT	226	Plant Layout .....	2	2	3
BUAD	254	Applied Business Statistics I .....	3	—	3
INDT	170	Industrial Management (ECON) .....	3	—	3
<b>TOTAL</b>			<b>16</b>	<b>2</b>	<b>17</b>

Total Minimum Credits for Degree

97

\*Health credits may be substituted for the physical education requirement.

## Secretarial Science

**Degree:** Business Technology: Associate in Applied Science

**Length:** Six Quarter (two-year) Program

**Purpose:** With the rapid development of business, industry and government in Virginia, there is a great demand for qualified personnel in office occupations. The Associate in Applied Science Degree curriculum in Secretarial Science is designed to prepare persons for full time employment immediately upon completion of the program. Both persons who are seeking their first employment and those who are seeking promotion may benefit from this curriculum.



### Occupational Objectives:

Executive Secretary

Legal Secretary

Medical Secretary

Stenographer

Office Manager

Related Office Occupation

**Admission Requirements:** In addition to the general requirements for the College, entry into the program requires proficiency in high school English and Mathematics. Students who are not proficient in these subject areas will be required to correct their deficiencies in a Developmental Studies Program before entering the curriculum. In addition, students who have had some training in shorthand and typewriting may be granted advanced placement upon examination.

**Program Requirements:** The two-year program in Secretarial Science combines instruction in the many subject areas required for competence as a secretary in business, government, industry, law offices and medical offices. Approximately one half of the curriculum will include courses in secretarial science with the remaining courses in related subjects, general education and electives. Students who receive a grade lower than "C" in shorthand or typewriting will be required to repeat the course and earn a grade of "C" or higher



before registering for the next course in the sequence. In the second year, students may elect an emphasis in either the Executive, Legal or Medical Secretary skills. Students are advised to consult with their counselor and the secretarial science instructional personnel in planning their programs and selecting electives. Upon completion of the curriculum the graduate will be awarded the Business Technology Associate in Applied Science degree with a major in Secretarial Science.

## Business Technology

### Associate in Applied Science Degree Program

Major: Secretarial

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ENGL 111	English Composition I .....	3	—	3
*SECR 111	Typewriting I (or SECR 112) .....	2	3	3
SECR 121	Shorthand I .....	3	2	4
BUAD 109	Business Machines .....	0	2	1
GENL 100	Orientation .....	1	1	1
GOVT	Government Elective .....	3	—	3
<b>TOTAL</b>		<b>12</b>	<b>8</b>	<b>15</b>
<b>SECOND QUARTER</b>				
SPDR 137	Public Speaking .....	3	—	3
SECR 112	Typewriting II (or SECR 113) .....	2	3	3
SECR 122	Shorthand II .....	3	2	4
MATH 151	Business Math I .....	3	—	3
PSYC 110	Principles of Applied Psychology .....	3	—	3
<b>TOTAL</b>		<b>14</b>	<b>5</b>	<b>16</b>
<b>THIRD QUARTER</b>				
ENGL 180	Business English .....	3	—	3
SECR 113	Typewriting III .....	2	3	3
SECR 123	Shorthand III .....	3	2	4
SECR 136	Filing and Records Management .....	3	—	3
ECON 160	Survey of American Economics .....	3	—	3
**PHED	Requirement .....	1	1	1
<b>TOTAL</b>		<b>15</b>	<b>6</b>	<b>17</b>
<b>FOURTH QUARTER</b>				
SECR 221	Shorthand Transcription I .....	2	2	3
SECR 281	Office Systems and Procedures I .....	2	2	3
ACCT 211	Accounting I .....	3	0	3
SECR 299	Supervised Study in MT/ST .....	0	3	1
**PHED	Requirement .....	1	1	1
***ELECTIVE	Emphasis Electives .....	—	—	6
<b>TOTAL</b>		<b>8</b>	<b>8</b>	<b>17</b>

**FIFTH QUARTER**

SECR	222	Shorthand Transcription II .....	2	2	3
SECR	282	Office Systems & Procedures II .....	2	2	3
ELECTIVE		Emphasis Elective .....	6	—	6
**PHED		Requirement .....	1	1	1
ELECTIVE		Free Elective .....	3	—	3
			—	—	—
		<b>TOTAL</b>	<b>14</b>	<b>5</b>	<b>16</b>

**SIXTH QUARTER**

SECR	157	Machine Transcription .....	2	2	3
SECR	217	Typewriting Skill Building .....	2	3	3
**PHED		Requirement .....	1	1	1
ELECTIVE		Emphasis Electives .....	—	—	9
			—	—	—
		<b>TOTAL</b>	<b>5</b>	<b>6</b>	<b>16</b>

**Total Minimum Credits for Degree** **97**

\*Students who receive Credit by Exam for SECR 111 Typewriting I, should enroll in SECR 112, Typewriting II.  
 \*\*A health class (3 credits) may be substituted for the physical education requirement.  
 \*\*\*Students pursuing the Medical Emphasis should take SPDR 137 in the 4th quarter.

The following courses are listed to assist students in selecting the technical (emphasis) electives for the appropriate second year Secretarial Emphasis. Students should consult with their counselor prior to selecting emphasis electives.

**ELECTIVES — EXECUTIVE EMPHASIS**

BUAD	100	Introduction to Business .....	3	4th
BUAD	114	Principles of Supervision .....	3	4th
BUAD	176	Administrative Office Management .....	3	5th
BUAD	110	Human Relations & Leadership .....	3	6th
SECR	223	Shorthand Transcription III .....	3	6th
SECR	283	Office Systems and Procedures III .....	3	6th

**ELECTIVES — LEGAL EMPHASIS**

BUAD	241	Business Law I .....	3	4th
ADJU		Administration of Justice Elective .....	3	4th
BUAD	242	Business Law II .....	3	5th
SECR	224	Legal Transcription .....	3	6th
SECR	264	Legal Secretarial Procedures .....	3	6th

**ELECTIVES — MEDICAL EMPHASIS**

HLTH	124	Medical Terminology I .....	3	4th
HLTH	125	Medical Terminology II .....	2	5th
BUAD	176	Administrative Office Management .....	3	5th
SECR	227	Medical Transcription .....	3	6th
SECR	274	Medical Secretarial Procedures .....	3	6th

**ELECTIVES — GENERAL EMPHASIS**

SECR	223	Shorthand Transcription III .....	3	6th
SECR	283	Office Systems and Procedures III .....	3	6th

## Drafting and Design

**Degree:** Engineering Technology Associate in Applied Science

**Length:** Six-quarter (two-year) program

**Purpose:** There is a need for qualified draftsmen to work with engineers in industry and with civil service agencies. The Associate in Applied Science Degree curriculum in Drafting and 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 work on a baccalaureate degree (see note below). A student who completes the program is capable of skillfully accomplishing neat and accurate detail and assembly drawings and design solutions expected of a beginning draftsman. He has also developed an understanding of principles, techniques, and practices of management in industry and is prepared for employment in these areas.



### Occupational Objectives:

- Draftsman
- Fixture Design Draftsman
- Machine Design Draftsman
- Assistant to Plant Manager

Note: A number of colleges have Bachelor's Degree programs in technology which continue from the community college A.A.S. degree. Students interested in such programs should consult with an advisor early in their program at D.S.L.C.C.

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admissions requirements in Part II of this catalog), entry into the Engineering Technology Associate in Applied Science with a major program in Drafting and 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 their deficiencies in a Developmental Studies Program before entering the curriculum.

**Program Requirements:** Approximately one-half of the program will include courses in drafting and design technology 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 drafting and design technology. Each student is advised to consult with his faculty advisor and the Counseling Department in planning his program and selecting his electives. Upon completion of the program, the graduate will be awarded the Engineering Technology Associate in Applied Science degree with a major in Drafting and Design.

## Engineering Technology

### Associate in Applied Science Degree Program

**Major:** Drafting and Design

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
DRFT 111	Technical Drafting I	1	3	2
DRFT 199	Supervised Study	0	6	2
**INDT 111	Materials & Processes of Industry I	3	0	3
MATH 111	Technical Mathematics I	3	0	3
ENGL 111	English Composition I	3	0	3
GENL 100	Orientation	1	1	1
*PHED	Physical Education Elective	0	2	1
<b>TOTAL</b>		<b>11</b>	<b>12</b>	<b>15</b>
<b>SECOND QUARTER</b>				
DRFT 112	Technical Drafting II	1	3	2
DRFT 199	Supervised Study	0	6	2
**INDT 112	Materials & Processes of Industry II	3	0	3
MATH 112	Technical Mathematics II	3	0	3
ENGL 102	Communications Skills II	3	0	3
PHYS 101	Introductory Physics I	3	3	4
<b>TOTAL</b>		<b>13</b>	<b>12</b>	<b>17</b>

**THIRD QUARTER**

DRFT	113	Technical Drafting III .....	1	3	2
DRFT	199	Supervised Study .....	0	6	2
**INDT	170	Industrial Management .....	3	0	3
MATH	113	Technical Mathematics III .....	3	0	3
PHYS	102	Introductory Physics II .....	3	3	4
*PHED		Physical Education Elective .....	0	2	1
		TOTAL	10	14	15

**FOURTH QUARTER**

DRFT	211	Advanced Drafting IV .....	1	6	3
ENGR	151	Mechanics I .....	4	0	4
BUAD	100	Introduction to Business .....	3	0	3
ECON	160	Survey of American Economics .....	3	0	3
*PHED		Physical Education Elective .....	0	2	1
ELECTIVE		Free Elective .....	3	0	3
		TOTAL	14	8	17

**FIFTH QUARTER**

DRFT	212	Drafting V .....	1	6	3
MECH	215	Jig & Fixture .....	2	3	3
ENGR	152	Mechanics II .....	3	0	3
PSYC	110	Principles of Applied Psychology .....	3	0	3
GOVT	180	American Constitutional Government .....	3	0	3
ELECTIVE		Free Elective .....	0	0	2
		TOTAL	12	9	17

**SIXTH QUARTER**

DRFT	213	Drafting VI .....	1	6	3
DRFT	298	Seminar & Project .....	2	0	2
**INDT	176	Industrial Safety .....	2	0	2
**INDT	226	Plant Layout .....	2	2	3
BUAD	168	Cost Reduction & Control .....	3	0	3
SPDR	137	Public Speaking .....	3	0	3
		TOTAL	13	8	16

Total Minimum Credits for Degree 97

**Suggested Electives**

INDT 276      DRFT 256  
 INDT 211  
 DRFT 299  
 DRFT 171

\*A health class (3 credits) may be substituted for the physical education requirement.  
 \*\*Courses taught alternate years.

## Electricity/Electronics

**Degree:** Engineering Technology Associate in Applied Science

**Length:** Six-quarter (two-year) program

**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 Engineering Technology Associate in Applied Science degree program with a major in Electricity/Electronics is designed to train persons for full-time employment immediately upon completion of the Community College curriculum offering.



### Occupational Objectives:

- Communications Technician
- Electronics Technician
- Industrial Electronics Technician
- Instrument Technician
- Radio and Television Technician
- Laboratory Technician

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admissions requirements in Part II of this catalog), entry into the Engineering Technology Associate in Applied Science program with a major in

Electricity/Electronic requires proficiency in high school English, mathematics, and science including one unit of algebra and one unit of geometry or the equivalent. Students who are not proficient in these subject areas will be required to correct their deficiencies in a Developmental Studies Program before entering the curriculum.

**Program Requirements:** The two-year program in Electricity/Electronics combines instruction in the many subject areas required for competence as a Technician in Industry. The first year of the Electricity/Electronics program is designed to establish a general base in mathematics and electronic circuits and networks. The second year develops this base in a number of important areas of electronics, such as computers, control circuits, measurements, and communications. The graduate should have sufficient background, both in depth and diversity, to allow him employment in any area of the electronics field as a technician. Approximately one-half of the program will include courses in electronics technology with the remaining courses in related subjects, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in electronics technology. Students are permitted a choice of electives in the second year. These electives should be carefully chosen to develop further skill and competence in either communication networks or specialized Industrial Controls. Each student is advised to consult with his faculty advisor and the Counseling Department in planning his program and selecting his electives. Upon completion of the program the graduate will be awarded the Engineering Technology Associate in Applied Science degree with a major in Electricity/Electronics.

## Engineering Technology

### Associate in Applied Science Degree Program

#### Major Electricity/Electronics

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ELEC 114	Fundamentals of Direct Current	3	3	4
MATH 111	Technical Math I	3	0	3
ENGL 111	English Composition I	3	0	3
DRFT 111	Technical Drafting I	1	3	2
GOVT	Government Elective	3	0	3
GENL 100	Orientation	1	1	1
*PHED	Physical Education Elective	1	1	1
<b>TOTAL</b>		<b>15</b>	<b>8</b>	<b>17</b>

**SECOND QUARTER**

ELEC	115	Fundamentals of Alternating Current	3	3	4
DRFT	256	Electronics Drafting	1	3	2
ENGL	102	Communication Skills II	3	0	3
MATH	112	Technical Math II	3	0	3
PHYS	101	Introductory Physics	3	3	4
			—	—	—
		<b>TOTAL</b>	<b>13</b>	<b>9</b>	<b>16</b>

**THIRD QUARTER**

ELEC	116	Circuit Analysis	3	3	4
ELEC	120	Tubes and Transistors	3	3	4
MATH	113	Technical Math III	3	0	3
PHYS	102	Introductory Physics II	3	3	4
*PHED		Physical Education Elective	1	1	1
			—	—	—
		<b>TOTAL</b>	<b>13</b>	<b>10</b>	<b>16</b>

**FOURTH QUARTER**

ELEC	126	Amplifiers	4	3	5
ELEC	276	Instruments and Measurements	3	3	4
SPDR	137	Public Speaking	3	0	3
ELEC	211	Electrical Machines	3	3	4
			—	—	—
		<b>TOTAL</b>	<b>13</b>	<b>9</b>	<b>16</b>

**FIFTH QUARTER**

ELEC	227	Pulse and Switching Circuits	2	3	3
ELEC	241	Communication I	3	3	4
PSYC	110	Principles of Applied Psychology	3	0	3
ELEC	212	Electrical Machines & Ind. Controls	3	3	4
ELECTIVE		Free Elective	—	—	2
*PHED		Physical Education Elective	1	1	1
			—	—	—
		<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>17</b>

**SIXTH QUARTER**

ELEC	242	Communications II	3	3	4
ELEC	287	Adv. Circuits and New Devices	2	0	2
ELEC	298	Seminar and Project	—	—	2
INDT	176	Industrial Safety	2	—	2
ELECTIVE		Free Elective	—	—	2
ECON	160	Survey of American Economics	3	0	3
			—	—	—
		<b>TOTAL</b>	<b>10</b>	<b>3</b>	<b>15</b>

**Total Minimum Credits for Degree** **97**

\*A health class (3 credits) may be substituted for the physical education requirement. Students should consult with their counselor prior to selecting electives.



## Nursing

**Degree:** Health Technology Associate in Applied Science

**Length:** Seven-quarter (two-year program)

**Accreditation:** The Associate Degree Nursing Program has been accredited by the Virginia State Board of Nursing. National League for Nursing accreditation is pending and is expected by 1977.

**Purpose:** The two-year Associate Degree Nursing 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 on the nurse technician level in a variety of health service facilities. At the successful completion of the program, students will be eligible to take the State Board Test Pool Examination (SBTP) leading to licensure as a registered nurse (R.N.).



**Occupational Objectives:** Employment opportunities for the Registered Nurse include staff positions in hospitals, nursing homes, health departments, physicians offices, clinics and day care centers.

**General Admission Requirements:** This program is open to both male and female applicants. Marital status is not a factor.

1. High school courses must include one unit each of biology, chemistry, and algebra. Deficiencies are to be corrected in developmental studies prior to entering the nursing program.
2. Satisfactory performance on appropriate test battery (CGP) is required. Indications of weakness in basic skills will require further testing.
3. Two personal interviews are required. The first interview is with the nursing counselor from student services who screens nursing students by the general admission requirements.

Qualified applicants are then interviewed by the Program Head of the Nursing Department or her delegate, in regard to the specific requirements.

**Specific Program Requirements:**

1. Appropriate test (CGP) must be completed prior to nursing interview.
2. A health report completed by a physician, chest X-ray, and immunizations as prescribed, urinalysis and V.D.R.L. A physicians' report indicating a specific problem such as an emotional problem may require further study before admission.
3. Any student who has a misdemeanor or felony charge against him must have a full investigation before admission to the nursing program.
4. Student Liability and Hospitalization Insurance is required by each student on admission. (Both are available through the College.)
5. As a final step, an interview by the Program Head or her designee is required. A note is placed on the record to notify the Student Admission Counselor if the student will be admitted to the program.

**Admission with Advanced Standing:** Admission policies for Licensed Practical Nurses, former nursing students, (including transfer students and others with previous nursing experience) are the same as for other nursing students. Nurses, former students, or transferees, may be admitted with advanced standing. If advanced standing is requested, additional material may be required including:

1. Credit by written examination and evaluation of clinical performance of skills in areas of expertise. Clinical evaluation includes the critical skill levels.
2. Attain a grade of 75 or better on each credit by examination.
3. A student may be allowed to repeat the examination one time at the discretion of the Nursing Program Head.
4. Credit by examination may be taken in progression by the student—NURS 111, 112. Total or partial credit may be awarded in either theory, clinical, or both for other nursing courses.

**Program Requirements:** Upon admission and during the course of the program, the nursing faculty will carefully observe and evaluate the student's suitability for nursing. In addition to academic achievement, the nursing students are required to demonstrate a satisfactory level of performance in the clinical area.

Students who receive a final grade lower than "C" in any of the courses in the nursing sequence, and the Biology sequence, must obtain permission from the Chairman of the Department to continue the major in nursing.

The nursing courses are sequential. The successful completion of each course is a prerequisite for admission to the next level. Since nursing content is built upon previous and concurrent learning from the sciences and liberal arts area, the course sequence indicated in the nursing curriculum pattern is required. The nursing student regardless of academic standing who withdraws from the nursing program and does not attend any nursing course for a one quarter period will be required to re-enter the nursing sequence and follow rules of any student who seeks admission to the nursing program with advanced standing.

Selected learning experiences will be provided in a number of health agencies located within the geographical area served by the college such as general hospitals, nursing homes, clinics, nursery schools, and day care centers. Clinical experience may be on the weekend or at anytime the faculty finds it necessary. Upon satisfactory completion of the program, the graduate will be awarded the Health Technology Associate in Applied Science Degree with a major in Nursing.

## Health Technology

### Associate in Applied Science

#### Major: Nursing

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
ENGL 111	English Comp. I .....	3	0	3
BIOL 154	Anatomy and Physiology I .....	3	3	4
***NURS 111	Fundamentals of Nursing I .....	3	6	5
GENL 100	Orientation .....	1	1	1
PSYC 201	General Psychology I .....	3	0	3
NURS 199	Supervised Study—Pharmacology I ..	—	3	1
		—	—	—
	<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>17</b>
<b>SECOND QUARTER (WINTER)</b>				
ENGL 112	English Comp. II .....	3	0	3
BIOL 155	Anatomy and Physiology II .....	3	3	4
***NURS 112	Fundamentals of Nursing II .....	3	9	6
PSYC 231	Human Growth and Development I ..	3	0	3
NURS 199	Supervised Study—Pharmacology II ..	—	3	1
		—	—	—
	<b>TOTAL</b>	<b>12</b>	<b>15</b>	<b>17</b>

**THIRD QUARTER (SPRING)**

ENGL	113	English Comp. III (or SPDR 137) ----	3	0	3
BIOL	176	Microbiology -----	3	3	4
***NURS	113	Fundamentals of Nursing III (or NURS 221) -----	4	12	8
NURS	199	Supervised Study--Pharmacology III --	—	3	1
		TOTAL	10	18	16

**FOURTH QUARTER (SUMMER)**

***NURS	221	Nursing in Major Health Problems I (or NURS 113) -----	4	12	8
GOVT		Government Elective -----	3	0	3
NURS	190	Coordinated Internship -----	—	12	3
		TOTAL	7	24	14

**FIFTH QUARTER (FALL)**

***NURS	222	Nursing in Major Health Problems II	4	12	8
SOCI	101	Sociology I -----	3	0	3
ECON	160	Survey of American Economics (or ECON 247) -----	3	0	3
**PHED		Health or Recreation -----	2	0	1
NURS	299	Supervised Study -----	—	3	1
		TOTAL	12	15	16

**SIXTH QUARTER (WINTER)**

***NURS	223	Nursing in Major Health Problems III	4	12	8
SOCI	102	Sociology II -----	3	0	3
HLTH	104	First Aid -----	1	2	2
NURS	299	Supervised Study -----	—	3	1
		TOTAL	8	17	14

**SEVENTH QUARTER (SPRING)**

***NURS	224	Nursing in Major Health Problems IV	4	12	8
SOCI	103	Sociology III -----	3	0	3
NURS	299	Supervised Study -----	0	3	1
BUAD	110	Human Relations and Leadership Training -----	3	0	3
		TOTAL	10	15	15

**Total Minimum Credits for Degree 109**

\*Students selecting the ENGL 111, 102, sequence may wish to take SPDR 137 during the Spring Quarter.

\*\*3-6 hours of PHED, HEALTH, OR RECREATION to meet state and graduation requirements.

\*\*\*Students needing extra clinical or theoretical assistance will be assigned prescription laboratories as required.

## Administration of Justice

**Degree:** Public Service Technology Associate in Applied Science

**Length:** Six-quarter (two-year) program

**Purpose:** 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, training is given to develop professional competence in the fields of law enforcement administration, police science, the prevention and control of delinquency and crime, correctional administration, industrial security administration, and traffic administration. This program is primarily applicable to the preparatory student. The experienced officer may receive advanced placement in some courses by written examination.

**Occupational Objectives:**

Commercial and Industrial Security Officer  
 Local, State and Federal Enforcement Officers  
 Police Officer  
 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, vision normal—minimum acuity 20-40 uncorrected, hearing normal, height: Men: 5'8", Women: 5'3".

**Program Requirements:** Approximately one-half of the program consists of courses in law enforcement with the 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. Students are urged to consult with their faculty advisor and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Public Service Technology Associate in Applied Science Degree with a major in Administration of Justice.

## Public Service Technology

Associate in Applied Science Degree Program

Major: Administration of Justice

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ADJU 100	Introduction to Law Enforcement	3	0	3
ENGL 111	English Composition	3	0	3
SOCI 101	Sociology I	3	0	3
GENL 100	Orientation	1	1	1
SOCI 126	Juvenile Delinquency	3	0	3
ELECTIVE	Free Elective	3	—	3
<b>TOTAL</b>		<b>16</b>	<b>1</b>	<b>16</b>

**SECOND QUARTER**

ADJU	114	Police Organization & Administration I	3	0	3
ENGL	102	Communication Skills II	3	0	3
SOCI	102	Sociology II	3	0	3
*PHED		Physical Education Elective	1	1	1
ADJU	228	Law Enforcement and the Community	3	0	3
ELECTIVE		Free Elective	3	—	3
		<b>TOTAL</b>	<b>16</b>	<b>1</b>	<b>16</b>

**THIRD QUARTER**

ADJU	115	Police Organization & Administration II	3	0	3
ADJU	237	Administration Justice	3	0	3
SOCI	103	Sociology III	3	0	3
*PHED		Physical Education Elective	1	1	1
SPDR	137	Public Speaking	3	0	3
ELECTIVE		Free Elective	3	—	3
		<b>TOTAL</b>	<b>16</b>	<b>1</b>	<b>16</b>

**FOURTH QUARTER**

GOVT		Government Elective	3	0	3
ADJU	134	Criminal Law I	3	0	3
ADJU	246	Criminal Investigation I	3	—	3
MATH		Mathematics Elective	3	0	3
*PHED		Physical Education Elective	1	1	1
ELECTIVE		Free Elective	3	—	3
		<b>TOTAL</b>	<b>16</b>	<b>1</b>	<b>16</b>

**FIFTH QUARTER**

ADJU	135	Criminal Law II	3	0	3
ADJU	247	Advanced Criminal Investigation	3	0	3
MATH		Mathematics Elective	3	0	3
PSYC	110	Principles of Applied Psychology	3	0	3
ELECTIVE		Free Elective	6	—	6
		<b>TOTAL</b>	<b>18</b>	<b>0</b>	<b>18</b>

**SIXTH QUARTER**

ADJU	136	Legal Evidence	3	0	3
ECON	160	Survey of American Economics	3	0	3
SOCI	188	Criminology	3	0	3
ELECTIVE		Free Electives	6	—	6
		<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>15</b>

Minimum Credits Needed for Degree

97

\*A health class (3 credits) may be substituted for the physical education requirement. Students should consult with their counselor prior to selecting electives.

## Business & Industrial Supervision

**Certificate:** Certificate in Business and Industrial Supervision

**Length:** Twenty-six credit hours (Part-time evening program)

**Purpose:** To serve the needs of those presently employed in supervisory or mid-management position and who may be able to benefit from additional training or development. Additionally, it is designed to serve those at the employee level who may be seeking advancement or have potential for a supervisory position.

**Occupational Objectives:** Supervisory positions or mid-management personnel.

**Program Requirements:** The curriculum for the Business Supervision Certificate is designed to provide general education in economics, human relations, and government, as well as the technical competencies essential to the planning, organizing, directing and controlling functions performed by persons at this management level. Upon satisfactory completion of the program, the student will be awarded a Certificate in Business Supervision.

### Business Supervision

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
BUAD	114 Principles of Supervision I .....	3	0	3
ELECTIVE	Business Elective .....	3	—	3
TOTAL		6	0	6
<b>SECOND QUARTER (WINTER)</b>				
BUAD	115 Principles of Supervision II .....	3	0	3
HLTH	104 First Aid & Medical Self Help .....	2	0	2
TOTAL		5	0	5
<b>THIRD QUARTER (SPRING)</b>				
BUAD	164 Principles of Business Management ..	3	0	3
BUAD	288 Communication in Management .....	3	0	3
TOTAL		6	0	6
<b>FOURTH QUARTER (SUMMER)</b>				
BUAD	110 Human Relations & Leadership Training .....	3	0	3
SOSC	101 Contemporary American Civilization ..	3	0	3
TOTAL		6	0	6
Total Minimum Credits for Certificate				23

## Industrial Supervision

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
BUAD	114 Principles of Supervision I -----	3	0	3
ELECTIVE	Industrial Elective -----	—	—	3
TOTAL		3	0	6
<b>SECOND QUARTER (WINTER)</b>				
BUAD	115 Principles of Supervision II -----	3	0	3
ELECTIVE	Industrial Elective -----	—	—	3
TOTAL		6	0	6
<b>THIRD QUARTER (SPRING)</b>				
INDT	170 Industrial Management -----	3	0	3
INDT	176 Principles of Industrial Safety -----	2	—	2
TOTAL		5	0	5
<b>FOURTH QUARTER (SUMMER)</b>				
BUAD	110 Human Relations & Leadership Training -----	3	0	3
SOSC	101 Contemporary American Civilization -	3	0	3
TOTAL		3	0	6
Total Minimum Credits for Certificate				23



## Clerk-Typist

**Certificate:** Clerk-Typist Certificate

**Length:** One-year Program (46 quarter hours)

**Purpose:** The clerk-typist course of study and practice is to provide training and skill for employment in an office clerk position.

**Occupational Objectives:**

Clerk Typist	Shipping or Receiving Clerk
File Clerk	Time Keeper
Ordering Clerk	Office Machines Operator
Payroll Clerk	Receptionist

**Admission Requirements:** The curriculum requires the student to take English, government, economics, psychology and orientation in addition to required courses needed for job competence in clerical tasks. Upon satisfactory completion of the program, the student will be awarded a Clerk-Typist Certificate.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ENGL 111	English Composition I	3	0	3
GENL 100	Orientation	1	1	1
BUAD 100	Introduction to Business	3	—	3
BUAD 109	Business Machines	0	2	1
*SECR 111	Typewriting I (or SECR 112)	2	3	3
SECR 138	Office Recordkeeping	2	2	3
<b>TOTAL</b>		<b>11</b>	<b>8</b>	<b>14</b>
<b>SECOND QUARTER</b>				
ENGL 102	Communication Skills II	3	—	3
MATH 151	Business Math I	3	—	3
SOSC 101	Contemporary American Civilization	3	—	3
SECR 112	Typewriting II (or SECR 113)	2	3	3
PHED	Elective	1	1	1
or				
SECR 299	Supervised Study in MT/ST	0	3	1
SECR/BUAD	Elective	3	—	3
<b>TOTAL</b>		<b>14-15</b>	<b>4-6</b>	<b>16</b>
<b>THIRD QUARTER</b>				
ENGL 180	Business English	3	—	3
SECR 113	Typewriting III	2	3	3
or				
SECR/BUAD	Elective	6	—	6
SECR 136	Filing and Records Management	3	—	3
SECR 157	Machine Transcription	2	2	3
SECR 299	Supervised Study in MT/ST	0	3	1
or				
PHED	Elective	1	1	1
<b>TOTAL</b>		<b>13-15</b>	<b>5-8</b>	<b>16</b>
<b>Total Minimum Credits for Certificate</b>				<b>46</b>

\*Students who receive Credit by Exam should enroll in SECR 112, Typewriting II.

## Law Enforcement

**Certificate:** Certificate in Law Enforcement

**Length:** Forty-eight quarter hours (part-time evening program)

**Purpose:** The program is designed for practitioners of law enforcement and associated fields who desire to take courses within their occupational specialty.

**Occupational Objectives:**

- Commercial and Industrial Security Officer
- Local, State and Federal Enforcement Officer
- Police Officer
- Private and Government Investigator
- Advancement within the Profession

**Admission Requirements:** In addition to the general requirements for admission to the College, applicants should normally be employed in Law Enforcement and have the recommendation of their department or division head. Applicants who do not meet these qualifications must petition for special admission to the program.

**Program Requirements:** The Certificate in Law Enforcement includes the basic courses in economics, government, psychology, and sociology as well as specialized courses in Police Science. The program of studies is designed to assist the student in meeting both the skill requirements of the job and his obligations as a citizen in our democratic society. Upon successful completion of the program, the student will be awarded the Certificate in Law Enforcement.

## Law Enforcement

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
ADJU 100	Introduction to Law Enforcement	3	0	3
SOCI 126	Prevention and Control of Juvenile Delinquency	3	0	3
TOTAL		6	0	6
<b>SECOND QUARTER (WINTER)</b>				
ADJU 114	Police Organization & Administration	3	0	3
ENGL 111	English Composition I	3	0	3
TOTAL		6	0	6

**THIRD QUARTER (SPRING)**

SOCI	188	Criminology .....	3	0	3
ENGL	102	Communication Skills II .....	3	0	3
PSYC		Requirement .....	3	0	3
TOTAL			9	0	9

**SUMMER QUARTER**

GOVT		Government Requirement .....	3	0	3
SPDR	137	Public Speaking .....	3	0	3
TOTAL			6	0	6

**FIFTH QUARTER (FALL)**

ADJU	134	Criminal Law I .....	3	0	3
ADJU	246	Criminal Investigation I .....	3	0	3
ECON	160	Survey of American Economics .....	3	0	3
TOTAL			9	0	9

**SIXTH QUARTER (WINTER)**

ADJU	247	Advanced Criminal Investigation .....	3	0	3
*ELECTIVE		Free Elective .....	3	—	3
TOTAL			6	0	6

**SEVENTH QUARTER (SPRING)**

ADJU	136	Legal Evidence .....	3	0	3
*ELECTIVE		Free Elective .....	3	—	3
TOTAL			6	0	6

Total Minimum Credits for Certificate 48

\*The student is to consult with his counselor before choosing electives.

## Office Management

**Certificate:** Certificate in Office Management

**Length:** Three-quarter program (48 quarter hours)

**Purpose:** There is a steady demand from industry for general office personnel. The Office Management Program is designed to train individuals for these positions. Graduates from the program will be qualified for full-time employment upon completion of the program.

**Occupational Objectives:**

- Bookkeeper
- Administrative Assistant
- Office Assistant

**Admission Requirements:** Admission to the program, in addition to the general admission requirements of the College, requires that the student show satisfactory aptitude for general office work.

**Program Requirements:** The Office Management Program is designed to prepare students to work as office assistants and to provide them with an introduction to typical procedures of the modern office. The program includes basic courses in the humanities (English, government, economics, and psychology) to assist the student in social and business communications and to prepare the student to meet the obligations of the citizen in our democratic society. Upon satisfactory completion of the program, the student will be awarded a Certificate in Office Management.

## Office Management

### Certificate Program

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits	
<b>FIRST QUARTER</b>					
ENGL	101	Communication Skills I (or ENGL 111)	3	—	3
ACCT	211	Accounting I	3	—	3
BUAD	109	Business Machines	0	2	1
BUAD	100	Introduction to Business	3	—	3
GENL	100	Orientation	1	1	1
GOVT		Government Elective	3	—	3
DAPR	107	Data Processing in Business	3	—	3
		<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>17</b>
<b>SECOND QUARTER</b>					
ENGL	102	Communication Skills II	3	—	3
ACCT	212	Accounting II	3	—	3
MATH	151	Business Math I	3	—	3
BUAD	176	Administrative Office Management	3	—	3
PSYC	110	Principles of Applied Psychology	3	—	3
		<b>TOTAL</b>	<b>15</b>	<b>—</b>	<b>15</b>
<b>THIRD QUARTER</b>					
ACCT	213	Accounting III	3	—	3
SECR	136	Filing and Records Management	3	—	3
MATH	152	Business Math II	3	—	3
ECON	160	Survey of American Economics	3	—	3
BUAD		Elective	3	—	3
		<b>TOTAL</b>	<b>15</b>	<b>—</b>	<b>15</b>
Total Minimum Credits for Certificate					<b>48</b>

## Steno-Clerical Arts

**Certificate:** Certificate in Steno-Clerical Arts

**Length:** One-year program (49 quarter hours)

**Purpose:** With the rapid growth of industry and business in Virginia, and the steady demand for qualified clerk-stenographers in the area, there is a need for trained personnel to meet these requirements. The Steno-Clerical Program is designed to train persons for full-time employment upon completion of the college program.

**Occupational Objectives:**

Stenographer	Office Clerk
Typist	Office Assistant

**Admission Requirements:** In addition to the general admission requirements of the College, entry into the Steno-Clerical Curriculum requires proficiency in high school English and mathematics. Students who are not proficient in these subject areas will be required to achieve the necessary background in the Developmental Studies Program. In addition, students who have had some training in shorthand and typewriting may be granted advanced placement upon acceptance in the department.

**Program Requirements:** The Steno-Clerical Arts Program combines instruction in the many subject areas required for competence as a secretary in business, government, industry, and other organizations. Approximately one-half of the curriculum will include courses in secretarial science with the remaining courses in related subjects, general education, and electives. Students who receive a grade lower than "C" in any shorthand or typewriting class will be required to repeat the course and to earn a grade of "C" or higher before registering for the next course in the sequence. The program is similar to the first three quarters in the Secretarial Science Program. Upon completion of the program the student will receive a Certificate in Steno-Clerical Arts.

## Steno-Clerical Arts Certificate Program

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits	
<b>FIRST QUARTER</b>					
ENGL	101	Communication Skills I (or ENGL 111)	3	0	3
GENL	100	Orientation .....	1	1	1
BUAD	109	Business Machines .....	0	2	1
GOVT		Government Elective .....	3	—	3
*SECR	111	Typewriting I (or SECR 112) .....	2	3	3
SECR	121	Shorthand I .....	3	2	4
ELECTIVE		Free Elective .....	—	—	1
		<b>TOTAL</b>	<b>12</b>	<b>8</b>	<b>16</b>
<b>SECOND QUARTER</b>					
ENGL	102	Communication Skills II .....	3	—	3
MATH	151	Business Math I .....	3	—	3
PSYC	110	Principles of Applied Psychology .....	3	—	3
SECR	112	Typewriting II (or SECR 113) .....	2	3	3
SECR	122	Shorthand II .....	3	2	4
		<b>TOTAL</b>	<b>14</b>	<b>5</b>	<b>16</b>
<b>THIRD QUARTER</b>					
ECON	160	Survey of American Economics .....	3	—	3
SECR	113	Typewriting III (or SECR elective) .....	2	3	3
SECR	123	Shorthand III .....	3	2	4
SECR	136	Filing & Records Management .....	3	—	3
SECR	157	Machine Transcription .....	2	2	3
SECR	299	Supervised Study in MT/ST .....	0	3	1
		<b>TOTAL</b>	<b>13</b>	<b>10</b>	<b>17</b>
<b>Total Minimum Credits for Certificate</b>					<b>49</b>

\*Students who receive credit by Examination for SECR 111 should enroll in SECR 112, Typewriting II.

## **Developmental Program**

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

Individualization demands facilities in order to carry out program objectives. A central part of the Developmental Studies Department is the learning lab, equipped with the latest communications equipment. Controlled readers, tachistoscopes, tape recorders, and a video tape recorder 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 teacher and student are the backbone of the Developmental Studies Program at Dabney S. Lancaster Community College.

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

A student in the developmental program 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 towards fulfilling requirements for entry into a specific program. In addition, the Developmental Studies Program is available for night students as well as day, part-time students as well as full-time students. Students progress at their own rate and may complete the program of studies whenever he or she demonstrates mastery of the subject.



## **Special Training Programs**

Dabney S. Lancaster Community College, in cooperation with the Special Training Division of the Virginia Department of Community Colleges, provides instruction for new and expanding industries.

This program incorporates job analysis, instructor recruiting and/or training, financial support for job instruction and an adaptation for continuous training. Such training aids in more efficient plant production for industry and greater opportunity for advancement of the employee. New industry planning to locate in the area or industries who are planning on expansion and are interested in this training, should contact Dabney S. Lancaster Community College or Department of Community Colleges, Richmond, Virginia.

## **Adult Education & Community Services Program**

### **Philosophy**

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 education 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.

### **General Information**

Continuing Education programs are provided when there is community need or interest as known to the Office. 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 or 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.

### **Community Service Programs**

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. 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)
- Audio-Visual Equipment
- Counseling Center
- Recreational Facilities

## Part VI

# Description of Courses

### Course Numbers

Courses numbered 01-09 are for the developmental program. The credits earned in these courses are applicable toward certificate programs but are not applicable toward an associate degree. Students may re-register for these courses in subsequent quarters as necessary until the course objectives are completed.

Courses numbered 10-90 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 and certificate programs.

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 quarter hour credit or two-thirds of a collegiate semester hour credit.

### 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 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 before enrolling in a course, these prerequisites will be identified in the course description. Courses in special sequences (Usually identified by the numerals I-II-III) 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 identified courses in the description must be taken at the same time.

### Quarter Course Will Be Offered

The letters at the end of a course description indicates the quarter in which that particular course will most likely be offered. For example, the course description for ACCT 211-212-213 is followed by (F-W-S) This means that ACCT 211 will be offered in the Fall Quarter, ACCT 212 in the Winter Quarter, and ACCT 213 in the Spring Quarter.

## ACCOUNTING

ACCT 211-212-213 PRINCIPLES OF ACCOUNTING I-II-III (3 cr.) (3 cr.) (3 cr.)  
—Accounting principles and their application to various forms of business inventory valuation, internal control systems, manufacturing processes, budgeting, and analysis of financial statement. Lecture 3 hours per week. (F-W-S)

ACCT 221-222-223 INTERMEDIATE ACCOUNTING I-II-III (4 cr.) (4 cr.) (4 cr.)  
—Prerequisite ACCT 111-112-113 or equivalent. Extensive analysis of the principle elements of accounting systems and statements. Lecture 4 hours per week. (On demand)

## ADMINISTRATION OF JUSTICE

ADJU 100 INTRODUCTION TO LAW ENFORCEMENT (3 cr.)—The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies, survey of professional career opportunities and qualifications required. Lecture 3 hours per week. (F, 1976)

ADJU 114-115 POLICE ORGANIZATION AND ADMINISTRATION I-II (3 cr.) (3 cr.)—Prerequisite ADJU 100. Police functioning at the administrative level. The organization and management of line operations, staff and auxiliary services, including investigative, juvenile, and vice units. The organization and management of personnel, internal control, planning and research, and housing and material functions. Lecture 3 hours per week. (W-S, 1977)

ADJU 134-135 CRIMINAL LAW I-II (3 cr.) (3 cr.)—Major crimes; their classification, elements of proof, intent, conspiracy, responsibility, parties, and defenses. Emphasis on the common law and Virginia adaptations. Lecture 3 hours per week. (F-W)

ADJU 136 LEGAL EVIDENCE (3 cr.)—Kinds, degrees, and admissibility of evidence; methods and techniques of its acquisition, use in criminal proceedings, moot court activities. Lecture 3 hours per week. (S)

ADJU 166 POLICE COMMUNICATIONS AND RECORDS (3 cr.)—Principles of organization and administration as applied to records and communication, custody, central services, and police logistics; police applications of electronic data processing and the collection of performance data. Lecture 3 hours per week. (On demand)

ADJU 187 TRAFFIC ADMINISTRATION AND CONTROL (3 cr.)—Modern methods of traffic facilitation and control: Virginia traffic offenses; techniques of selective enforcement and of accident investigation, police responsibilities in special situations; practical exercises. Lecture 3 hours per week. (On demand)

ADJU 228 LAW ENFORCEMENT AND THE COMMUNITY (3 cr.)—The current efforts undertaken by the police to achieve an effective working relationship with the community; police image, crisis areas, public and police attitudes, and community relations activities. Lecture 3 hours per week. (W, 1977)

ADJU 237 ADMINISTRATION OF JUSTICE (3 cr.)—Review of court systems with emphasis on procedures from incident to final disposition of the accused and on applicable principles of criminal and civil law. Includes field trips and guest lectures by representatives of local agencies and tribunals. Limited to students who have successfully completed five quarters of the Associate in Applied Science Degree program in Police Science, or who have secured departmental permission. Lecture 3 hours per week. (S, 1977)

ADJU 246 PRINCIPLES OF CRIMINAL INVESTIGATION (3 cr.)—Conduct at the crime scene; collection and handling of evidence; interviewing and interrogation; obtaining statements, admissions, and confessions; testifying in court, practical exercises. Lecture 3 hours per week. (F)

ADJU 247 ADVANCED CRIMINAL INVESTIGATION (3 cr.)—Prerequisite ADJU 246. Continued study of the investigation process; introduction to scientific aids and examination; application of investigative techniques to specific offenses; practical exercises. Lecture 3 hours per week. (W)

ADJU 276 INDUSTRIAL AND COMMERCIAL SECURITY (3 cr.)—Organization, methods, techniques and equipment for physical protection of industrial and commercial facilities and prevention of theft of merchandise and valuables by persons within and without those facilities. Practical exercises. Lecture 3 hours per week. (On demand)

## ARTS

ARTS 110 ART APPRECIATION (3 cr.)—A survey of art from prehistoric times to the present day. Architectural styles, sculpture, and painting by lecture and slide illustrations. Lecture 3 hours per week. (On demand)

ARTS 111-112-113 HISTORY AND APPRECIATION OF ART I-II-III (3 cr.) (3 cr.) (3 cr.)—The history and interpretation of architecture, sculpture and painting beginning with prehistoric art and following the main stream of western civilization to the present. Lecture 3 hours per week. (F-W-S)

ARTS 121-122-123 THEORY AND PRACTICE OF DRAWING I-II-III (3 cr.) (3 cr.) (3 cr.)—Representational and non-representational drawings in charcoal, wash, pencil, and varied combinations of media. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. (On demand)

ARTS 131-132 THEORY AND PRACTICE OF CERAMICS I-II (2 cr.) (2 cr.)—The basic hand processes of pottery (throwing, coiling, slab building, and press molding) as applicable to table ware, decorative, functional and non-functional form. The course is designed to introduce a fundamental understanding of the craft through physical manipulation of materials, consideration of design techniques and historical example. Students will work on their own original designs from the clay through to the fired and glazed objects. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week. (On demand)

ARTS 231-232 THEORY AND PRACTICE OF PAINTING I-II (3 cr.) (3 cr.)—Abstract and representational painting in water color, oil, and tempera with emphasis on design, color composition and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. (On demand)

ARTS 234-235 THEORY AND PRACTICE OF WATERCOLOR PAINTING I-II (3 cr.) (3 cr.)—Prerequisites ART 123 and ART 152 or 156. Abstract and representational painting in watercolor with emphasis on design, color, composition, and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. (On demand)

ARTS 275-276 ART PRINTMAKING WORKSHOP I-II (3 cr.) (3 cr.)—The full range of art printmaking; beginning with wood block and progressing to serigraph, photo silk screen, intaglio and lithography. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. (On demand)

## AUTOMOTIVE

AUTO 106 AUTO MECHANICS FOR THE LAYMAN (2 cr.)—A brief study of the automobile with emphasis on operation and maintenance. Topics include tires, brakes, cooling, lubrication, ignition, fuel system, and suspension. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week. (On demand)

## BIOLOGY

BIOL 101-102-103 GENERAL BIOLOGY I-II-III (4 cr.) (4 cr.) (4 cr.)—Fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Diversity of living organisms, their structure, physiology and evolution. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F-W-S)

BIOL 106 FOREST AND WILDLIFE ECOLOGY (4 cr.)—Study of 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. (W)

BIOL 154-155 HUMAN ANATOMY AND PHYSIOLOGY I-II (4 cr.) (4 cr.)—Structure and functioning of the normal human body. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F-W)

BIOL 176 MICROBIOLOGY (4 cr.)—The characteristics and activities of microorganisms, showing their essential relation to diagnosis, treatment, and prevention of disease, fundamentals of bacteriology, mycology, and parasitology, emphasizing their relationship to individual community health. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

BIOL 206 BIOLOGICAL PROBLEMS IN CONTEMPORARY SOCIETY (3 cr.)—Prerequisite BIOL 103 or divisional permission. Designed to develop soundly-based understanding of some of the major problems of today's living. Contemporary readings will include such topics as overpopulation, pollution, drug abuse, famine, ecology, conservation, and others. Lecture 3 hours per week. (On demand)

BIOL 267 GENERAL ECOLOGY (5 cr.)—Prerequisite BIOL 103 or divisional permission. This course is a study of the interrelationships between organisms and the natural and cultural environments with emphasis on human influences on ecological structures, survey of populations, communities and ecosystems. Lecture 4 hours, Laboratory 3 hours, Total 7 hours per week. (On demand)

BIOL 276 REGIONAL FLORA (3 cr.)—Family characteristic of vascular plants including principal phylogeny and classification based principally on local flora. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (On demand)

## BUSINESS MANAGEMENT & ADMINISTRATION

BUAD 100 INTRODUCTION TO BUSINESS (3 cr.)—The role and function of business enterprise, within our economic framework. Includes organization, finance, marketing, personnel administration, production and economics. Designed primarily to help students select their field of business specialization. Lecture 3 hours per week. (F)

BUAD 109 APPLIED BUSINESS MACHINES (1 cr.)—A self-instructional laboratory course designed to develop a stated proficiency in the operation of standard business machines. Credit will not be granted to anyone having completed MATH 151-152-153 or BUAD 101-102-103. Laboratory 2 hours per week.

BUAD 110 HUMAN RELATIONS AND LEADERSHIP TRAINING (3 cr.)—The task of management involved in getting things done through people, understanding of human motivation and behavior patterns, performance, and analysis of manpower growth in an organization. Lecture 3 hours per week. (S)

**BUAD 114 PRINCIPLES OF SUPERVISION I (3 cr.)**—Fundamentals of supervision including responsibilities of the supervisor, factors relating to his work and that of his subordinates, aspects of job leadership and effective human relations as related to efficient supervision. Lecture 3 hours per week. (F)

**BUAD 115 PRINCIPLES OF SUPERVISION II (3 cr.)**—Prerequisite BUAD 114. Types of supervisory functions including job management, work improvement, training and orientation of employees, evaluation of employee performance, communications, and the handling of various relationships among and between employees and management. Lecture 3 hours per week. (W)

**BUAD 157 PRINCIPLES OF BANK OPERATIONS (3 cr.)**—The economic importance of banks, the receiving functions, processing of cash items, book-keeping operations, posting systems, paying teller operations, collection services, legal relationship with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis and service charges, internal controls, international financial services, trust services, safe deposit services, growth of the American banking system, the Federal System, government supervision, banking and public service. Lecture 3 hours per week. (On demand)

**BUAD 164 PRINCIPLES OF BUSINESS MANAGEMENT I (3 cr.)**—Management and management functions; planning, organizing, staffing, directing, and controlling. Management examined as both a science and art with emphasis on both the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week. (S)

**BUAD 165 PRINCIPLES OF BUSINESS MANAGEMENT II (3 cr.)**—Prerequisite BUAD 164. The application of management principles to realistic management situations. The case method of study in analyzing management problems with emphasis on application to various types of business enterprises. Lecture 3 hours per week. (S)

**BUAD 167 INTRODUCTION TO LABOR RELATIONS (3 cr.)**—History of the labor movement, survey of labor legislation, labor problems, collective bargaining techniques and trends. Examination of labor relations from social, legal, and economic viewpoints. An analysis of public policy and the current state of the labor movement. Lecture 3 hours per week. (W)

**BUAD 168 COST REDUCTION AND CONTROL (3 cr.)**—This course is designed primarily for those individuals who have little or no knowledge of formal accounting procedures but who are concerned with the collection and interpretation of cost information in manufacturing firms. Analyses material, labor and overhead costs in industries using job order, process, and standard cost systems. Lecture 3 hours per week. (S)

**BUAD 174 SMALL BUSINESS MANAGEMENT I (3 cr.)**—A study of management problems which relate to the small-scale entrepreneur. Includes problems in initiating the business, financial, and administrative control, marketing programs, and policies, management of business operation, legal and governmental relationships, case studies involving actual business situations. Lecture 3 hours per week. (F)

**BUAD 176 ADMINISTRATIVE OFFICE MANAGEMENT (3 cr.)**—Principles of office management. The study of office organization and layout; work flow, office procedures, standards, personnel and supervision, equipment; centralized services; current office management trends. Lecture 3 hours per week. (W)

**BUAD 241 BUSINESS LAW I (3 cr.)**—An introduction to the field of law, how it developed and how it operates as a method of control; study of the purpose of law in our present-day complex society, the law of contracts, and the agency. Lecture 3 hours per week. (F)

**BUAD 242 BUSINESS LAW II (3 cr.)**—Prerequisite BUAD 241. A continuation of Business Law I (BUAD 241). The main topic to be studied is the Uniform Commercial Code as adopted in the various states. Lecture 3 hours per week. (W)

**BUAD 246 BUSINESS FINANCE (3 cr.)**—Problems involved in the acquisition and use of funds necessary to the conduct of business. Sources of instruments of capital and finance, financial organization, and financing of operations and adjustment. Lecture 3 hours per week. (On demand)

**BUAD 254 APPLIED BUSINESS STATISTICS I (3 cr.)**—An introductory course in statistics. Collection, presentation, and analysis of data through ratios, percentages, and averages. Emphasis on the practical application of statistical measures to business situations. Lecture 3 hours per week. (S)

**BUAD 276 PERSONNEL MANAGEMENT (3 cr.)**—The problems and issues in the administration of personnel actions. Includes organization and tasks of personnel development, significant personnel considerations and an appraisal of the position of labor in business today. Lecture 3 hours per week. (On demand)

**BUAD 287 PUBLIC RELATIONS IN MANAGEMENT (3 cr.)**—A survey of public relations as a management responsibility. Includes philosophy and techniques of public relations; application of employee, public, customer, and stockholder relations; lecture demonstrations, and problem cases for practical application. Lecture 3 hours per week. (On demand)

**BUAD 288 COMMUNICATIONS IN MANAGEMENT (3 cr.)**—Functions of communication in management. Methods of communicating purposefully with emphasis on gathering, organizing and transmitting facts and ideas. Review of basic techniques of effective organizing and transmitting facts and ideas. Review of basic techniques of effective oral and written communications. Lecture 3 hours per week. (S)

## **CHEMISTRY**

**CHEM 101-102-103 GENERAL CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)**—This is a beginning course for the non-science major, intended for students who will take no further chemistry courses. The experimental and theoretical aspects of the various branches of chemistry are discussed and emphasis is placed on the concepts and ideas of the science. Particular attention is given to introductory organic and biochemistry and the role of chemistry in human affairs is treated. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (On demand)

**CHEM 111-112-113 COLLEGE CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)**—This is the beginning course primarily for science and engineering majors, and the course covers the fundamental laws and theories of chemistry. The student is expected to have a strong background in mathematics. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F-W-S)

## **CIVIL ENGINEERING**

**CIVL 185 LAND SURVEYING (5 cr.)**—Prerequisite MATH 111-112-113. Distance measurements, note keeping, compass, surveying leveling, angle meas-



urement, stadia, topography, coordinates, area computation, and mapping. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week. (Summer)

**CIVL 281 ADVANCED SURVEYING I (4 cr.)**—Prerequisite CIVL 185. Layout of curves under complex field conditions, route surveying, vertical curves, slope staking, land surveying, establishment and reestablishment of land boundaries, legal aspects of surveying original surveys and re-surveys, public land surveys. Field work parallels classroom instruction, drills in the use of theodolites and traversing equipment, begins project in boundary and topographic survey. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

### **CRAFTS**

**CRFT 110 INTRODUCTION TO CRAFTS (3 cr.)**—A general course coordinating both the design and craft laboratories study. Provides an understanding of art and design related to crafts, and of craft media other than the student's craft major. Practical training in combining two or more media to produce a good craft item. Lecture 3 hours per week. (On demand)

### **DATA PROCESSING**

**DAPR 107 BUSINESS DATA PROCESSING (3 cr.)**—An introduction to business data processing including history, functions, inventory, accounts payable and receivable. Lecture 3 hours per week. (F-W)

### **DECORATING**

**DECO 104-105 INTRODUCTION TO INTERIOR DECORATING (3 cr.) (3 cr.)**—The principles and applications of residential decorating with emphasis on color theory and use. Also stresses space planning and presentation methods. Lecture 3 hours per week. (On demand)

### **DRAFTING**

**DRFT 111 TECHNICAL DRAFTING I (2 cr.)**—Introduction to the techniques and instruments required for success as a draftsman in industry. Use of instruments, lettering, simple descriptive and analytic geometry principles as applied to drafting and freehand sketching, basic principles of orthographic projection in the preparation of simple drawing. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (F)

**DRFT 112 TECHNICAL DRAFTING II (2 cr.)**—Prerequisite DRFT 111 or equivalent. Sections and conventions, threads and fasteners, pictorial drawings, auxiliaries and revolutions. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (W)

**DRFT 113 TECHNICAL DRAFTING III (2 cr.)**—Prerequisite DRFT 112 or equivalent. Assembly and detail drawings, working from the simple to the complex. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (S)

**DRFT 171 BLUEPRINT READING I (2 cr.)**—The purpose of blueprints, designing of the product and its production; review and application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings and exploded views. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (On demand)

**DRFT 172 BLUEPRINT READING II (2 cr.)**—Prerequisite DRFT 171. Dimensioning, review and application techniques, changes and corrections, classes of fits, tolerances and allowances, sections and convention in blueprint reading, auxiliary views, pictorial drawings, simplified drafting procedures. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (On demand)

**DRFT 175 ELECTRICAL/ELECTRONICS BLUEPRINT READING (3 cr.)**—Interpretation of basic shop drawings, conventional symbols, terminology and principles used by the mechanical draftsmen, common electrical and electronic symbols, wiring diagrams, schematic drawings, and student applications of wiring diagrams. Lecture 3 hours per week. (On demand)

**DRFT 211 ADVANCED TECHNICAL DRAFTING V (3 cr.)**—Prerequisite DRFT 113. Use of drafting machines with emphasis on the knowledge and skill required for typical industrial drawing. Electrical and electronic symbols and drawings, piping, complicated gearing drawings, sections, and layout; skill in lettering of all types. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week. (F)

**DRFT 212 ADVANCED TECHNICAL DRAFTING VI (3 cr.)**—Prerequisite DRFT 211. Electronic and electromechanical drawings, sheet metal fabrication, radii, fillets, and tolerances; use of ink in lettering and ruling. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week. (W)

**DRFT 213 ADVANCED TECHNICAL DRAFTING VII (3 cr.)**—Prerequisite DRFT 212. Design drafting in all aspects as a means of communication. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week. (S)

**DRFT 256 ELECTRONICS DRAFTING (2 cr.)**—Prerequisite DRFT 111 or permission of instructor. Fundamental principles, practices, and methods of presenting electromechanical information through the graphic language. Principles of projection, fastening, materials and finishes, chassis design and fabrication, electronic symbology, diagrammatic drawings, printed circuit drawings, and checking of electronic drawings, Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (W)

## **ECONOMICS**

**ECON 160 SURVEY OF AMERICAN ECONOMICS (3 cr.)**—A survey of the history, principles, and policies of the American economics system. Some comparison with alternative economic systems. Lecture 3 hours per week. (S, F, Summer)

**ECON 211-212-213 PRINCIPLES OF ECONOMICS I-II-III (3 cr.) (3 cr.) (3 cr.)**—The principles of economics and the bearing of these principles on present American conditions; structural and functional aspects of the economy. Analysis, problems and issues relation to the organization of business, labor, and government institutions and their economic stability and growth. Measurements of economic activity. Private enterprise, economic growth and stabilization policies, monetary and fiscal policy. International economic relationships, alternative economic systems. Lecture 3 hours per week. (F-W-S)

**ECON 246 MONEY AND BANKING (3 cr.)**—A review of the history of American banking institutions; banking theories, principles and practices; emphasis is placed on relationship of finances to business structure, operation and organization; present-day financial structures, agents, problems and institutions are examined in depth. Lecture 3 hours per week. (On demand)

**ECON 247 CONSUMER ECONOMICS (3 cr.)**—Designed to foster an understanding of the concepts of the free enterprise system in relation to the individual's role as a consumer in that system. Lecture 3 hours per week. (On demand)

## **EDUCATION**

**EDUC 153 REHABILITATION TECHNIQUES (3 cr.)**—A study of the methods used in the rehabilitation of the physical, mental and emotional deviant.

The methods of school surveys, case study, follow-up procedures, vocational placement and program organization for the exceptional individual will be emphasized. This course is designed for teachers, supervisors, administrators, counselors, psychologists, social workers, physical therapists, occupational therapists, speech therapists and others. (On demand)

EDUC 186 CHILD STUDY (3 cr.)—Prerequisite PSYC 130. An advanced course in child development including methods of child study, theories of child development, implications for direct work with children, and a case study of an individual child. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (On demand)

### ELECTRICITY/ELECTRONICS

ELEC 114 FUNDAMENTALS OF DIRECT CURRENT (4 cr.)—Corequisite MATH 111 or MATH 121. A study of current flow and direct current circuits; magnetic circuits and mathematical tools. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

ELEC 115 FUNDAMENTALS OF ALTERNATING CURRENT (4 cr.)—Prerequisite ELEC 114, corequisite MATH 112 or MATH 122. The study of time varying currents; complex numbers and vector concepts in dealing with A.C. impedances. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

ELEC 116 INTRODUCTION TO CIRCUIT ANALYSIS (4 cr.)—Prerequisite ELEC 115, corequisite MATH 113 or equivalent. A course emphasizing A.C. circuit theory and both A.C. and D.C. network theorem and provides a continuation of the background information needed to analyze networks with both active and passive elements present. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

ELEC 120 TUBES AND TRANSISTORS (4 cr.)—Corequisite ELEC 114. A course concerned with how electric devices work and the characteristics of these devices. Both tube and solid state device characteristics are covered. This course utilizes the mathematics tools as they become available and the ideas of electronic flow and circuit analysis as they are developed in the fundamentals of electricity course. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

ELEC 126 AMPLIFIERS (5 cr.)—Prerequisite ELEC 120. Amplifiers, both transistor and tube types, with emphasis on methods of analysis and design procedures. Lecture 4 hours, Laboratory 3 hours, Total 7 hours per week. (F)

ELEC 211 ELECTRICAL MACHINES (4 cr.)—Prerequisite ELEC 112 or 115. Construction, theory of operating, and application of direct current machinery and transformers both in single phase and polyphase. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

ELEC 212 ELECTRICAL MACHINES AND INDUSTRIAL CONTROLS (4 cr.)—Prerequisite ELEC 211. Construction, theory of operation, characteristics, and application of alternator, synchronous motors, induction motors, and fractional horsepower motors. Introduction to the principles of industrial control, circuit diagram functions and symbols to "traditional" motor control, the principles of operation and application of the devices used for control and protection. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

ELEC 227 PULSE AND SWITCHING CIRCUITS (3 cr.)—Prerequisite ELEC 120. Linear and non-linear wave shaping providing base for further study in the areas of computer and automatic controls. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (W)

**ELEC 241-242 COMMUNICATIONS I-II (4 cr.) (4 cr.)**—Prerequisite ELEC 120. The study of modulation and power in modulated waves, sinusoidal oscillations and oscillators RF amplifiers and detectors, and AM receivers. The study of transmitters and receivers; FM receivers, RF power amplification, AM, SSB, and FM transmitters, and an introduction to transmission lines and antennas. The study of microwave systems; microwave devices, waveguides, antennas, measurements, microwave frequencies, introduction to radar and television systems. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W-S)

**ELEC 276 INSTRUMENTS AND MEASUREMENTS (4 cr.)**—Prerequisite ELEC 120 or equivalent. A study of circuits used in electronic measurements and application of these circuits in test instruments such as oscilloscopes, vacuum tube voltmeters, and bridges; the accuracy of measurements, how instruments work, proper use of instruments, and calibration technique. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

**ELEC 287 ADVANCED CIRCUITS AND NEW DEVICES (2 cr.)**—Lectures and demonstrations concerned with the latest developments in electronics. Lecture 2 hours per week. (S)

### **ENGINEERING**

**ENGR 151 MECHANICS I (Statics) (4 cr.)**—Corequisite MATH 122 or MATH 112. Principles of statics; resultants and equilibrium of force systems; trusses containing two-force members; structures containing three-force members; centroids; moments of inertia; dry friction. Lecture 4 hours per week. (F)

**ENGR 152 MECHANICS II (Strength of Materials) (3 cr.)**—Prerequisite ENGR 151. Strength of materials concepts. Stress and strain analysis, both elastic and plastic, with emphasis on elastic analysis of axially loaded members, connectors, beams and columns. Lecture 3 hours per week. (W)

### **ENGLISH**

**ENGL 01 VERBAL STUDIES LABORATORY (1-5 cr.)**—Designed to expand on students' unique communicative strengths, this course is highly individualized. While concentration is on building writing ability, all areas of communication skills are included in a workshop situation. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours. (On demand)

**ENGL 08 READING IMPROVEMENT (1-5 cr.)**—A developmental course using modern techniques, equipment, and materials to increase students' comprehension, vocabulary, and speed in reading. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours. (F-W-S)

**ENGL 101-102 COMMUNICATION SKILLS I-II (3 cr.) (3 cr.)**—Prerequisite satisfactory score on appropriate English proficiency examination. Designed to teach the student to use the English language correctly and effectively and to develop skill in the preparation of reports, articles, essays, and correspondence related to technical fields. Attention to sentence structure and paragraph development to express thoughts in lucid, coherent, well-developed form. Reading selections provide material for discussion and supply topics for frequent writing assignments. Lecture 3 hours per week. (F-W)

**ENGL 111-112-113 ENGLISH COMPOSITION I-II-III (3 cr.) (3 cr.) (3 cr.)**—Prerequisite satisfactory score on appropriate English proficiency examinations

and 4 units of high school English or equivalent. Expository and argumentative writing, ranging from single paragraphs to essays of some length and complexity. Study of logical, rhetorical, and linguistic structures; the methods and conventions of preparing research papers; and the practical criticism of literary types. Lecture 3 hours per week. (F-W-S)

**ENGL 117 ADVANCED READING (2 cr.)**—An advanced reading course designed for students who wish to increase their reading proficiency. Areas open to development in this course are speed, comprehension, and advanced study techniques. Attention will also be devoted to recreational reading habits. Lecture 2 hours per week. (F-W-S)

**ENGL 118 ADVANCED READING AND STUDY DEVELOPMENT (3 cr.)**—A multi-level reading course with emphasis on structural analysis, critical reading, and study techniques for the development of individual skills; laboratory provides enrichment and application of techniques. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**ENGL 131-132-133 COMMUNICATIONS FOR EMPLOYMENT I-II-III (4 cr.) (4 cr.)**—Designed to teach the utilization of the English language and develop organizational skills in oral and written communications. Also, to build perceptual skills in vocationally relevant reading requirements and occupational vocabularies. Designed to stress decision making, logical thinking in research, and organization of data for the purpose of preparing the written and oral communication necessary in occupational fields. Lecture 3 hours per week, Laboratory 2 hours per week, Total 5 hours per week. (F-W-S)

**ENGL 140 READING DEVELOPMENT (2 cr.)**—A course designed to increase eye span and reading speed. Particular emphasis will be placed on comprehension and understanding. Lecture 2 hours per week.

**ENGL 180 FUNDAMENTALS OF BUSINESS ENGLISH (3 cr.)**—Prerequisite ENGL 102. An intensive study of the qualities and techniques required in the preparation of business correspondence, reports, articles, and memoranda. A practical course in the reading and writing of business-related materials with emphasis on comprehension analysis, and organization of ideas in a logical pattern. Lecture 3 hours per week. (S)

**ENGL 251-252-253 SURVEY OF AMERICAN LITERATURE I-II-III (3 cr.) (3 cr.)**—Prerequisite ENGL 113 or divisional approval. American literature from Colonial times to the present. Emphasis on the ideas, themes, and characteristics of our national literature. Lecture 3 hours per week. (On demand)

**ENGL 261-262-263 SURVEY OF ENGLISH LITERATURE I-II-III (3 cr.) (3 cr.)**—Prerequisite ENGL 113 or divisional approval. A survey of major English writings from early times to the modern period. Emphasis on the ideas, themes, and characteristics of English literature. Lecture 3 hours per week. (On demand)

## **FORESTRY**

**FORE 100 INTRODUCTION TO FORESTRY (4 cr.)**—A study of the general concepts of forestry including its history and development in the United States. Laboratory sessions will introduce the student to the use of basic forestry hand tools. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (Summer and F)

**FORE 117 DENDROLOGY (4 cr.)**—Prerequisite one year high school biology or equivalent. A survey of the plant kingdom followed by a study of the

commercially important trees of the United States. Emphasis upon field characteristics and environment of the trees of the Southeast. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (Summer)

**FORE 118 APPLIED SILVICULTURE (4 cr.)**—Prerequisite FORE 100 and FORE 117. An introduction to artificial reforestation and silvicultural practices in the United States. Improvement of forest stands employing basic silvicultural practices of weeding, thinning, pruning, cutting practices and marking of stands prior to harvest. Lecture 3 hours, Laboratory 3 hours, Total 6 hours. (F)

**FORE 121 FOREST FIRE CONTROL (3 cr.)**—A study of forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention and suppression, and forest fire control organizations. Lecture 3 hours per week. (Summer)

**FORE 122 FOREST PROTECTION (3 cr.)**—A study of destructive biotic and abiotic agencies in the forest and the methods of control. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

**FORE 131 WILDLIFE AND FISHERIES MANAGEMENT (4 cr.)**—Prerequisite FORE 108 or concurrent registration in FORE 100. An introduction to the principles of wildlife and fisheries management. Emphasis on practices in the southeastern United States. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

**FORE 132 FOREST RECREATION (4 cr.)**—A study of recreational use of forest resources including an understanding of the psychology of recreation, planning and design of forest recreation areas. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

**FORE 141 WILDLIFE MANAGEMENT PRACTICES I (4 cr.)**—Prerequisite FORE 100 and FORE 117. Animal Management practices with emphasis on applied field problems. Identification, biology, life histories and relationships of animals, with emphasis on population dynamics. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

**FORE 142 WILDLIFE MANAGEMENT PRACTICES II (4 cr.)**—Prerequisite FORE 141. Fishery Management practices with emphasis on applied field problems. Measurement of water quality and biological field surveys. Use of fishery field equipment and interpretation of field data. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

**FORE 143 WILDLIFE MANAGEMENT PRACTICES III (4 cr.)**—Prerequisites FORE 141 and FORE 142. Bird Management practices with emphasis on applied field problems. Classification, nomenclature, office and field identification of birds. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

**FORE 187 FOREST PRACTICUM (1 cr.)**—Prerequisites FORE 100 and 121. A one-week field trip to other areas of the State. Visits will be made to various forestry related activities including controlled burns. Laboratory 40 hours per week. (Summer)

**FORE 201 FOREST MENSURATION I (4 cr.)**—Prerequisites FORE 100, FORE 117, CIVL 185 and BUAD 108. The techniques of log and pulpwood scaling, tree measurement, form class, and forest mapping techniques. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (F)

**FORE 202 FOREST MENSURATION II (4 cr.)**—Prerequisite FORE 201. Latest techniques of timber cruising including field problems in both fixed

and variable size plot techniques; basic statistical procedures. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

FORE 203 TREE, LOG AND LUMBER GRADING (3 cr.)—Prerequisite FORE 201. Determination of the best products that can be produced from standing timber utilizing current industry accepted grading procedures. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (S)

FORE 206 WILDLIFE MANAGEMENT TECHNIQUES (4 cr.)—Prerequisites FORE 100, FORE 117 and FORE 131 or FORE 141. Field and laboratory techniques oriented towards the management of wildlife populations; data collection; mapping; habitat analysis; food habit analysis; preservation of biological specimens; trapping; and animal characteristics (sex and age). Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

FORE 207 AERIAL PHOTO INTERPRETATION (3 cr.)—Prerequisites MATH 111-112-113, FORE 202 or concurrent registration in FORE 202. Principles and practices of photogrammetry with emphasis on use in forestry. Includes forest-type mapping, road location, projection and inventory techniques. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (W)

FORE 215 HABITAT MANAGEMENT (4 cr.)—Prerequisites FORE 142 and FORE 206. Species adaptation interrelated with soil, climatic, and biotic functions associated with the establishment, maintenance, production, and use of forage including nutritional values. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

FORE 230 FOREST MANAGEMENT (4 cr.)—Prerequisite completion of 30 hours in technical forestry courses including FORE 118 and FORE 202. A study of the management and administration of forest properties including a brief summary on finance and taxation. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

FORE 241 FOREST PRODUCTS I (3 cr.)—An introduction to the products of the forest. Lecture 3 hours per week. (W)

FORE 242 FOREST PRODUCTS II (4 cr.)—A study of paper mills, sawmilling, and lumber grading practices. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (S)

FORE 247 TIMBER HARVESTING (4 cr.)—Prerequisites FORE 100 and FORE 201. Harvesting methods including physical layout, economics, silvicultural water management, protection considerations, and woods safety. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W)

FORE 250 HEAVY EQUIPMENT OPERATION AND MAINTENANCE (5 cr.)—Prerequisite FORE 100. A study of the functioning of common logging equipment, maintenance, and repairs as applied to bulldozers, skidders, loaders, and trucks. Labs concentrate on proper and safe usage of equipment. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week. (F)

FORE 252 COST CONTROL IN THE LOGGING INDUSTRY (3 cr.)—A study of the fixed and variable costs associated with the logging industry and their effects upon the eventual profit/loss of the alternative methods for accomplishing the job. Lecture 3 hours, Total 3 hours per week. (S)

FORE 256 BASIC SAWMILLING (5 cr.)—Prerequisite FORE 201, FORE 241 and FORE 250 or permission. The 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. (S)

FORE 258 CONTRACTS AND COSTS FOR LOGGING (4 cr.)—Prerequisite FORE 247. Contracts and pricing procedures as they apply to the purchase and sale of forest products. Lecture 4 hours per week. (S)

### FRENCH

FREN 101-102-103 INTRODUCTORY FRENCH I-II-III (4 cr.) (4 cr.) (4 cr.)—The understanding, speaking, reading, and writing of French with emphasis on manipulation of the structure of the language. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (F-W-S)

FREN 206-207-208 INTERMEDIATE FRENCH I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisites FREN 103 or successful completion of two years of high school French and divisional permission. Advanced study in the understanding, speaking, reading, and writing of French. French is used in the classroom. Lecture 3 hours per week. (F-W-S)

FREN 231-232-233 INTRODUCTION TO FRENCH CIVILIZATION AND LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite FREN 203 or equivalent. An introduction to the background of French life and culture and to the outstanding contributions of France to world civilization from medieval times to the present. Reading is in the original French and French is used in the classroom. Lecture 3 hours per week. (On demand)

### GENERAL

GENL 100 ORIENTATION (1 cr.)—This course, required of all beginning college students enrolled in a degree program is designed as an instrument of group counseling and deals with such problems as adjustment to college, purposes and functions of the college, planning for the future, making the most of the college years, and what the college has to offer. Emphasis is placed on experiences designed to improve study habits and skills such as reading, listening and library activities. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week.

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

(Insert Appropriate Prefix) 190, 290 COORDINATED INTERNSHIP IN (Insert Appropriate Discipline) (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

(Insert Appropriate Prefix) 197, 297 COOPERATIVE EDUCATION IN (Insert Appropriate Discipline) (1-5 cr.)—Supervised on-the-job training for pay in approved business, industrial and service firms coordinated by the College's Co-operative Education Office. 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) 198, 298 SEMINAR AND PROJECT IN (Insert Appropriate Discipline) (1-5 cr.)—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.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.



## **GOVERNMENT**

**GOVT 180 AMERICAN CONSTITUTIONAL GOVERNMENT (3 cr.)**—An introductory course in American government including fundamental concepts and principles of our constitutional systems at the national, state and local levels. Lecture 3 hours per week. (On demand)

**GOVT 281-282-283 UNITED STATES GOVERNMENT I-II-III (3 cr.) (3 cr.) (3 cr.)**—Elements of political science, powers, organization, and functions of the legislative, executive, and judicial branches of the national, state and local governments in the United States; democracy, federalism, the Constitution and civil liberties. Lecture 3 hours per week. (F-W-S)

## **HEALTH**

**HLTH 104 STANDARD FIRST AID AND PERSONAL SAFETY (2 cr.)**—The principles and techniques of safety and first aid according to the accepted content of a standard first aid and personal safety course. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week. (On demand)

**HLTH 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 cr.)**—A course designed to study the concepts related to the maintenance of health, principles of safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week. (On demand)

**HLTH 124 MEDICAL TERMINOLOGY I (3 cr.)**—Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, stem words, and technical terms with emphasis on proper spelling and usage. Lecture 3 hours per week. (On demand)

**HLTH 125 MEDICAL TERMINOLOGY II (2 cr.)**—A continuation of HLTH 124 for those students in health-related curricula requiring additional understanding of medical terms. Lecture 2 hours per week. (On demand)

## **HISTORY**

**HIST 101-102-103 HISTORY OF WESTERN CIVILIZATION I-II-III (3 cr.) (3 cr.) (3 cr.)**—The development of western civilization from ancient times to the present. The last two quarters deal with a survey of the period since the close of the Reformation. Lecture 3 hours per week. (F-W-S)

**HIST 111-112-113 AMERICAN HISTORY I-II-III (3 cr.) (3 cr.) (3 cr.)**—A survey of United States history from its beginning in early colonial times to the present. Lecture 3 hours per week. (F-W-S)

**HIST 160 WOMEN IN HISTORY (3 cr.)**—A survey of the role of women and attitudes towards women in the Western world, with emphasis on women in American history. An inquiry into the origins of these attitudes will be followed by a survey of the role of women in various societies. Finally, the contemporary women's movement will be examined in the light of historical perspective. Lecture 3 hours per week. (On demand)

**HIST 181 INTRODUCTION TO AFRO-AMERICAN STUDIES I (3 cr.)**—A study of the African origins of the American black man, his contributions to American life and culture, relating the black man's Afro-American heritage to present day interracial affairs. Lecture 3 hours per week. (On demand)

**HIST 187 HISTORY OF THE AFRO-AMERICAN I (3 cr.)**—A survey of Negro history, his relationships and contributions to the American society: the period of slavery; the period of caste subordination; the period of new mobility and growing Black protest. Lecture 3 hours per week. (On demand)

## HORTICULTURE

**HORT 108-109 GARDENING AND LAWN CARE FOR THE HOMEOWNER I-II (3 cr.) (3 cr.)**—Landscape planning, the fundamental chemistry of fertilization, soil treatment, pruning, and plant growth and development for the homeowner, gardener, and professional nurseryman. Lecture 3-3 hours, Laboratory 0-3 hours, Total 3-6 hours per week. (On demand)

## INDUSTRIAL ENGINEERING

**INDT 111-112 MATERIALS AND PROCESSES OF INDUSTRY I-II (3 cr.) (3 cr.)**—The materials and processes of modern industry from the drafting and design point of view. The physical properties of industrial materials such as ferrous, nonferrous metals, woods, plastics and clay products in terms of design application, processing and fabrication methods. Cutting, cold forming, hot working, welding, foundry and chipless manufacturing processes employed in contemporary industry, the science of precision measurement as applied to inspection practices. Lecture 3 hours per week. (F-W) (Alternate years)

**INDT 170 INDUSTRIAL MANAGEMENT (3 cr.)**—A study of organizational structure; operational, financial, accounting and marketing activities, management responsibilities, planning, control, personnel, safety, labor relationships, and factors essential to effective management in industry. Lecture 3 hours per week. (S) (Alternate years)

**INDT 176 PRINCIPLES OF INDUSTRIAL SAFETY (2 cr.)**—Principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 2 hours per week. (S) (Alternate years)

**INDT 211 MANAGEMENT OF MATERIALS I (3 cr.)**—The basic needs of industrial firms in the management of materials. The fundamentals of production control, purchasing and quality control departments as well as the relationship to other involved departments. Processing and scheduling of materials from sales forecasts to shipment of products. Purchasing, quality control analysis and statistics, and inventory movement patterns. Cost elements, make or buy decisions, inventory classifications, sampling plants, and process evaluation. Lecture 3 hours per week. (F) (Alternate years)

**INDT 226 PLANT LAYOUT (3 cr.)**—Arrangement and layout of physical facilities for maximum efficiency of production including stock arrangement, machines, layout of aisles, use of space and techniques for model construction. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S) (Alternate years)

**INDT 276 TIME AND MOTION STUDY I (3 cr.)**—Principles and applications of motion analysis, process study, operations study, micromotion study, methods improvement, work simplification, standardization, rating, allowance, analysis of time data. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (On demand)

## MARKETING

**MKTG 100 PRINCIPLES OF MARKETING (3 cr.)**—The principles, methods, and problems involved in the distribution and marketing of goods and services. The various marketing agents: wholesaler, broker, agent, cooperative, and trade associations. Discussions of present day problems and policies connected with the distribution and sale of commodities, pricing, advertising and promotion, and buyer motivation. Lecture 3 hours per week. (W)

**MKTG 109 PRINCIPLES OF SALESMANSHIP (3 cr.)**—The development of selling standards, methods of buying motives. The organization and training processes necessary for a well-coordinated sales plan through united efforts of the sales force. The training of sales personnel for maximum efficiency in selling. Lecture 3 hours per week. (W)

**MKTG 136 RETAIL ORGANIZATION & MANAGEMENT (3 cr.)**—The organization of businesses to accomplish their goals in the most effective and efficient manner. Location, layout, internal management, policy development, methods of operation, merchandise control and protection, property maintenance, and analysis of results. Lecture 3 hours per week. (On demand)

**MKTG 164 PRINCIPLES OF REAL ESTATE I (3 cr.)**—Practical applications of real estate management principles. Includes a study of contracts, deeds, mortgages, bonds, leases, search, real property leasing and appraisal. Lecture 3 hours per week. (On demand)

**MKTG 165 PRINCIPLES OF REAL ESTATE II (3 cr.)**—Prerequisite MKTG 164. Continued examination of marketing fundamentals. Emphasis on the techniques required for proper selection, analysis and listing of real estate properties. How to determine needed data, how to analyze forms and records for recording and presenting data. Lecture 3 hours per week. (On demand)

**MKTG 209 SALES MANAGEMENT (3 cr.)**—From the viewpoint of management, study of the operation and organization of the sales division within the business enterprise. Planning, organizing, and controlling the total sales effort; use of the case method of instruction. Lecture 3 hours per week. (On demand)

**MKTG 225 PRINCIPLES OF ADVERTISING (3 cr.)**—Study of the functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Lecture 3 hours. (On demand)

**MKTG 226 MERCHANDISE BUYING AND CONTROL (3 cr.)**—The place of buying and inventory control in the merchandising cycle; the techniques used in developing merchandise plans, model stock unit control, and inventory systems, merchandise selection policy and pricing for profits. Lecture 3 hours per week. (On demand)

**MKTG 228 SALES PROMOTION AND CUSTOMER RELATIONS (3 cr.)**—The scope and total activities of a sales promotion program designed to coordinate advertising, display and publicity. Effective use of the sales force and store policies to develop favorable customer relationships. Institutional practices which develop goodwill for the store. Lecture 3 hours per week. (F)

## **MATHEMATICS**

**MATH 01 DEVELOPMENTAL MATH (1-5 cr.)**—A developmental course in elementary mathematics designed to develop the mathematical proficiency necessary for selected curriculum entrance. Arithmetic, algebra, geometry and trigonometry may be covered according to individual needs. Emphasis is on individual instruction with extensive use of programmed materials. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours. (F-W-S)

**MATH 111-112-113 TECHNICAL MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)**—Prerequisites satisfactory score on appropriate mathematics proficiency examinations, one unit of high school algebra, and one unit of high school geometry or equivalent. Designed for the technical student. Slide rule, review of geometry, dimensional analysis, analytical geometry of the straight-

line, basic algebra through the advanced algebra of exponentials and logarithms, curve sketching, numerical trigonometry. Lecture 3 hours per week. (F-W-S)

**MATH 151-152 BUSINESS MATHEMATICS I-II (3 cr.) (3 cr.)**—Prerequisite a strong background in basic arithmetic operations. Instruction, review and drill in percentage, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, interest, investments and annuities. Lecture 3 hours per week. (W-S)

**MATH 161-162-163 COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)**—Prerequisite satisfactory score on appropriate mathematics proficiency examinations and three units of high school mathematics including two units of algebra and one unit of geometry or equivalent. A modern unified course in algebra, trigonometry, analytic geometry, and calculus for students other than those in engineering. Lecture 3 hours per week. (F-W-S)

**MATH 181-182-183 GENERAL COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)**—Intended for students with majors other than mathematics, science or engineering. Prerequisites Algebra I and either Algebra II or Geometry and a satisfactory score on appropriate mathematics proficiency examinations. The first two quarters will include sets, the logic of algebra, the real number system, algebraic and transcendental functions, relations and graphs. The third quarter will include permutation, combination, probability and elementary statistics. Lecture 3 hours per week. (F-W-S)

### **MECHANICAL ENGINEERING**

**MECH 215 ADVANCED JIG AND FIXTURE DESIGN I (3 cr.)**—Corequisite MECH 144 or ENGR 152. Application of the principles, practices, tools, and commercial standards of jig and fixture designs. Lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (W)

### **MEDICAL LABORATORY**

**MDLB 100 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (2 cr.)**—Designed to orient the student to the medical laboratory by introducing the basic principles, techniques and vocabulary applicable to all phases of medical laboratory technology. It is principally a laboratory practicum and includes specimen preparation, laboratory safety, laboratory glassware, laboratory and hospital organization and professional relationships. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week. (On demand)

### **MUSIC**

**MUSC 121-122 MUSIC APPRECIATION I-II (3 cr.) (3 cr.)**—This course aims to increase the variety and depth of the student's interest in music and related cultural activities. Emphasis is upon the relation of music as an art to our daily lives and to society, to promote an understanding of the spirit of the art which will lead to the emotional and aesthetic development of the individual, and enable him to enjoy intelligent listening. Lecture 3 hours per week. (On demand)

**MUSC 138 CHORUS (1 cr.)**—Courses in Ensemble consist of performance from the standard repertoires including study of ensemble techniques and interpretation. Divisional permission required. May be repeated for credit. Laboratory 3 hours per week. (On demand)

## NATURAL SCIENCE

NASC 21-22-23 SCIENCE I-II (3 cr.) (3 cr.)—Designed to familiarize the student with the basic principles of chemistry, physics, and biology. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (Summer)

## NURSING

NURS 20 NURSING ASSISTANT (4 cr.)—Course in 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. (On demand)

NURS 111 FUNDAMENTALS OF NURSING I (5 cr.)—The development of nursing skills for the physical, psychological, and social needs of patients. Selected clinical laboratory experience in cooperating health and welfare agencies. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week. (F)

NURS 112 FUNDAMENTALS OF NURSING II (6 cr.)—Prerequisite NURS 111. Lecture 3 hours, Laboratory 9 hours, Total 12 hours per week. (W)

NURS 113 FUNDAMENTALS OF NURSING III (8 cr.)—Prerequisite NURS 112. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week. (S)

NURS 221, 222, 223 and 224 NURSING IN MAJOR HEALTH PROBLEMS I-II-III-IV (8 cr.) (8 cr.) (8 cr.) (8 cr.)—Prerequisites NURS 111, 112, & 113, BIOL 154-155, and BIOL 176. Representative problems in the nursing care of patients of all age groups with illness requiring medical, surgical and psychiatric care. Related clinical experiences to further develop the knowledge and skills required to provide safe nursing care for each patient's needs. The scope, prevention, diagnosis, treatment, and control of major areas of illness in the United States. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week. (Sum.-F-W-S)

## PHILOSOPHY AND RELIGION

PHIL 101-102 INTRODUCTION TO PHILOSOPHY I-II (3 cr.) (3 cr.)—An introductory study of some philosophical issues concerning the perception and belief of man in society. Lecture 3 hours per week. (On demand)

PHIL 226 COMPARATIVE RELIGION (3 cr.)—A survey of the literature of comparative religions of the world. Lecture 3 hours per week. (On demand)

PHIL 271 THANATOLOGY: DIMENSIONS OF DYING AND DEATH I (3 cr.)—A survey of man's attempt to understand the meaning of death, and his ways of handling its personal and social implications. Examination of dying and death from a variety of perspectives, including psychological, sociological, cultural, and religious views. Lecture 3 hours per week. (On demand)

## PHYSICAL EDUCATION & RECREATION

PHED 106 PHYSICAL PERFORMANCE AND CONDITIONING (1 cr.)—Principles underlying the development of performance and conditioning factors such as strength, balance, power, agility, cardiovascular function, coordination. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week. (F-W)

PHED 110 ANGLING AND CASTING (1 cr.)—Sport fishing, spinning, spin casting, bait casting and fly casting with the related knowledges of conservation and safety. Laboratory 2 hours per week. (S)

PHED 111 ARCHERY (1 cr.)—Target archery and/or field archery; equipment, safety, and conservation. Laboratory 2 hours per week. (F)

PHED 114 EQUITATION (1 cr.)—Riding seats, and preparation for riding; care and grooming of a horse; selection, use and care of equipment, and safety. Laboratory 2 hours per week. (F-S)

PHED 115 ICE SKATING (1 cr.)—Ice skating; figures; equipment, types of skating and safety. Laboratory 2 hours per week. (W)

PHED 118 SNOW SKIING (1 cr.)—Snow skiing; equipment and safety. Laboratory 2 hours per week. (W)

PHED 128-129 HIKING AND BACKPACKING I-II (1 cr.) (1 cr.)—Preparation for and planning a backpacking trip; equipment and clothing selection; personal and group safety; includes actual field practice and experience. Lecture 2 hours per week. (F)

PHED 131 BOWLING (1 cr.)—Bowling equipment, rules and personal conduct. Laboratory 2 hours per week. (W)

PHED 133 GOLF (1 cr.)—Golf equipment, rules, strategy for play, and personal conduct. Laboratory 2 hours per week. (S)

PHED 135 TENNIS (1 cr.)—Tennis rules, strategy for team and individual play, and personal dress and conduct. Laboratory 2 hours per week. (F-S)

PHED 146 CYCLING (1 cr.)—A course in basic cycling designed to familiarize the student with proper selection, riding techniques, care and maintenance, safety rules, and cycling organizations. Laboratory 2 hours per week. (S)

PHED 147 BASKETBALL RULES AND OFFICIATING (1 cr.)—The study of basketball rules and officiating techniques. Supervised practice in officiating. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week. (W)

PHED 163 SOCIAL DANCE (1 cr.)—The fundamental step patterns, rhythmic patterns and positions of the social or ball room dance forms; dance as a significant form of social behavior. Laboratory 3 hours per week. (W)

PHED 164 SQUARE DANCE (1 cr.)—Step and movement patterns, rhythmic patterns and formations of the American square dance, historical significance and development. Laboratory 2 hours per week. (On demand)

PHED 172 SOCCER (1 cr.)—Soccer, proper skills, techniques, team play and strategy in play, rules, equipment and safety. Laboratory 2 hours per week. (F)

PHED 174 VOLLEYBALL (1 cr.)—Volleyball, proper skills, techniques, team play, and strategy in play, rules, equipment and safety. Laboratory 2 hours per week.

PHED 203 SPORTS APPRECIATION (2 cr.)—A study of the history, trends, fundamental rules, methods, strategy, terminology, officiating, and other related areas of selected sports activities. Primary objective to develop intelligent sports spectators. Lecture 2 hours per week. (F)

### **PHYSICAL THERAPY**

PSTH 288 SEMINAR AND PHYSICAL THERAPY (3 cr.)—The role and functions of the physical therapist assistant as a practitioner. Includes trends in physical therapy, professional organizations, career opportunities, legal and ethical implications. Lecture 3 hours per week. (Upon demand)

## PHYSICS

PHYS 101-102 INTRODUCTORY PHYSICS I-II (4 cr.) (4 cr.)—Prerequisite MATH 111 and 112 or departmental approval (MATH 112 may be taken concurrently with Physics 101) A survey of general physics; the fundamentals of mechanics, properties of matter, heat, sound, and light. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (W-S)

## PSYCHOLOGY

PSYC 110 PRINCIPLES OF APPLIED PSYCHOLOGY (3 cr.)—The general principles of perception, learning, and conscious and unconscious motivation which are operative in all practical applications of psychology to life and work. Lecture 3 hours per week. (W)

PSYC 116 THE PSYCHOLOGY OF PERSONAL ADJUSTMENT (3 cr.)—Characteristics of mental health. Psychological principles applied to the development of a mature personality and to the problems of everyday life. Effective methods in study and work. Lecture 3 hours per week. (On demand)

PSYC 201-202-203 GENERAL PSYCHOLOGY I-II-III (3 cr.) (3 cr.) (3 cr.)—The study of human behavior relating experimental data to practical problems; the measurement of ability, sensory and perceptive processes, organic basic behavior, heredity, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Lecture 3 hours per week. (F-W-S)

PSYC 231 HUMAN GROWTH AND DEVELOPMENT I (3 cr.)—Prerequisite PSYC 201. The study and interpretation of human behavior through the life cycle. Concepts and principles describing the dynamics of human development and behavior and their relation to the work and purpose of the school. The scientific method, heredity, psychological development, perception, motivation, learning, emotions, cognitive processes, personality, frustration, intelligence and mental processes. Lecture 3 hours per week. (W)

## RECREATION AND PARKS

RCPK 106 TEAM SPORTS IN RECREATION (2 cr.)—Develops skill in performing and organizing the large group activities of football, basketball, volleyball, track, and softball. Emphasis is on the conduct of these activities in a recreational setting. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week. (On demand)

RCPK 107 INDIVIDUAL SPORTS IN RECREATION (2 cr.)—Recreational skills and techniques of teaching the individual sports of badminton, bowling, archery, golf, tennis, and others. Direction is given toward conducting these activities in a playground and/or recreational setting. Laboratory 4 hours per week. (On demand)

## RESPIRATORY THERAPY

RPTH 104 FUNDAMENTAL ARTS OF RESPIRATORY THERAPY (4 cr.)—Focus upon historical aspects leading to present status of modern day cardio-respiratory therapy; nursing areas relative to psychosocial, physical and special unit patient care and its interrelationship to therapy. General hospital safety. Lecture 2 hours, Laboratory 4 hours, Total 6 hours per week. (On demand)

## SECRETARIAL SCIENCE

SECR 110 PERSONAL TYPING (2 cr.)—A course in typing designed to teach the keyboard, simple techniques; emphasis on accuracy, preparation of reports, letters, and other typing requirements. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week. (On demand)

SECR 111 TYPEWRITING I (3 cr.)—Introduction to keyboard with emphasis on good technique and machine mastery; letter format and styles, tabulation and centering, manuscript typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (F)

SECR 112 TYPEWRITING II (3 cr.)—Prerequisite SECR 111 or divisional permission. Continuation of skill building with emphasis on standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (F-W)

SECR 113 TYPEWRITING III (3 cr.)—Prerequisite SECR 112 or divisional permission. Skill development with high standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (W-S)

SECR 121 SHORTHAND I (4 cr.)—Corequisite or prerequisite ENGL 101. Shorthand principles in Gregg Diamond Jubilee Series with emphasis on reading and writing skills, associated vocabulary and grammar. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (F)

SECR 122 SHORTHAND II (4 cr.)—Prerequisite SECR 121 or divisional permission. Reinforcement of shorthand principles, further development of general business vocabulary and English usage, general business dictation. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (W)

SECR 123 SHORTHAND III (4 cr.)—Prerequisite SECR 122 or divisional permission. Increased speed in general business dictation, introduction of specialized business dictation with emphasis on vocabularies. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (S)

SECR 136 FILING AND RECORDS MANAGEMENT (3 cr.)—Indexing principles, filing procedures and techniques as applied to filing systems, establishment of filing system, selection of equipment and supplies, survey of system using electronics and microfilm, solution of records management problems. Lecture 3 hours per week. (S)

SECR 138 OFFICE RECORDKEEPING (3 cr.)—Concentration on the types of recordkeeping duties performed by secretaries including financial, tax, payroll, personnel and inventory. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (F)

SECR 156 PERSONAL DEVELOPMENT (3 cr.)—A course designed to develop, enlarge and improve the personality, over-all appearance, ease in handling business and social situations, resulting in self-confidence in job interviews, placement and continued employment. Lecture 3 hours per week. (On demand)

SECR 157 MACHINE TRANSCRIPTION (3 cr.)—An introduction to machine transcription incorporating good listening techniques, grammar, punctuation, and correct business English. Practice in transcribing machine dictation. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 217 TYPEWRITING SKILL BUILDING (3 cr.)—Prerequisite 113 or divisional permission. Further development of speed and accuracy on pro-



duction typing with emphasis on employment standards. Preparation for employers' secretarial placement examinations. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (S)

SECR 221 ADVANCED SHORTHAND AND TRANSCRIPTION II (3 cr.)—Prerequisite SECR 113 and SECR 123 or 133. Review of principles of shorthand, development of vocabulary and phrases, speed building on general business dictation and transcription. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (F)

SECR 222 ADVANCED SHORTHAND AND TRANSCRIPTION II (3 cr.)—Prerequisite SECR 221 or divisional permission. Continuation of speed building with emphasis on particular areas of general business, developing special vocabularies, phrases, and shortcuts. Emphasis on spelling, grammar, and other transcription skills. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (W)

SECR 223 ADVANCED SHORTHAND AND TRANSCRIPTION III (3 cr.)—Prerequisite SECR 222 or divisional permission. Speed building in typical business dictation with speed and accuracy in transcription from shorthand notes. Preparation for employers' secretarial placement examination. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 224 LEGAL TRANSCRIPTION I (3 cr.)—Prerequisite SECR 221 or divisional permission. Legal secretary preparation. Skill in taking dictation and transcribing material involving legal shorthand forms and phrases. Proficiency in use of legal vocabulary, forms, and procedures. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 227 MEDICAL TRANSCRIPTION (3 cr.)—Prerequisite SECR 222 or divisional permission. Preparation for medical secretary. Skill in taking dictation and transcribing material involving medical shorthand forms and phrases. Proficiency in use of medical vocabulary, forms and procedures. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 264 LEGAL SECRETARIAL PROCEDURES I (3 cr.)—Prerequisite SECR 281. Instruction in law office procedures, law office filing and recordkeeping, extension of legal vocabulary, court rules, reference materials, preparation of forms and pleadings. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 274 MEDICAL SECRETARIAL PROCEDURES I (3 cr.)—Prerequisite SECR 281. Instruction in medical office procedures, medical office filing and record keeping, extension of medical vocabulary, preparation of medical reports, and special correspondence requirements. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 281 OFFICE SYSTEMS AND PROCEDURES I (3 cr.)—Prerequisite SECR 113 or divisional permission. Study of work-processing management, office layout and landscape, research in office supplies and equipment, review of copying and duplicating equipment, application of stencil techniques, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (F)

SECR 282 OFFICE SYSTEMS AND PROCEDURES II (3 cr.)—Prerequisite SECR 281 or divisional permission. Continuation of SECR 281 with special emphasis on secretarial procedures and responsibilities in the following areas: office hostess, telephone and appointment calendar techniques, mail handling, communication services including composing of business correspondence, travel and conference arrangements, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (W)

SECR 283 OFFICE SYSTEMS AND PROCEDURES III (3 cr.)—Prerequisite SECR 282 or divisional permission. Continuation of SECR 282 with special emphasis on secretarial responsibilities in collecting business information, processing and presenting business data, maintaining records in banking, securities, and insurance transactions, payroll and tax procedures, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (S)

SECR 299 SUPERVISED STUDY OF THE MAGNETIC TAPE SELECTRIC TYPE-WRITER (1 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. (F-W-S)

### **SOCIAL SCIENCE**

SOSC 101 CONTEMPORARY AMERICAN CIVILIZATION I (3 cr.)—An analysis of the factors involved in the development of the American society and American culture to develop an understanding of American history, American government, American economics, and the social and psychological influences affecting man's role in society. Lecture 3 hours per week. (On demand)

### **SOCIOLOGY**

SOCI 101-102-103 INTRODUCTORY SOCIOLOGY I, II, III (3 cr.) (3 cr.) (3 cr.)—The fundamental concepts and the general principles of sociology; social institutions, population study, human ecology and community study, culture, human nature and personality, social interaction and stratification, and social problems. Lecture 3 hours per week. (F-W-S)

SOCI 126 PREVENTION AND CONTROL OF JUVENILE DELINQUENCY (3 cr.)—Survey of youth crime, stressing the police role in community programs of prevention and control. The philosophy and functioning of the juvenile courts as related to the juvenile problems. Lecture 3 hours per week. (F, 1977).

SOCI 159 VIRGINIA FOLKLIFE (3 cr.)—An examination of the origins, development, and current manifestation of the traditional culture of Virginia including music, song, religion, speech, and material culture. Lecture 3 hours per week. (On demand)

SOCI 200 RURAL SOCIOLOGY (3 cr.)—An investigation of rural-urban differentials in culture, social organization, human ecology, and social interaction. Lecture 3 hours per week. (On demand)

SOCI 236 MARRIAGE AND THE FAMILY (3 cr.)—Prerequisite SOCI 101, 104 or 185. A study of comparative family systems and problems related to marriage and the family. Lecture 3 hours per week. (On demand)

### **SPANISH**

SPAN 101-102-103 INTRODUCTORY SPANISH I-II-III (4 cr.) (4 cr.) (4 cr.)—The understanding, speaking, reading and writing of Spanish with emphasis on manipulation of the structure of the language. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (F-W-S)

SPAN 206-207-208 INTERMEDIATE SPANISH I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite SPAN 103 or successful completion of two years of high school Spanish and divisional permission. Advanced study in the understanding, speaking, reading, and writing of Spanish. Spanish is used in the classroom. Lecture 3 hours per week. (F-W-S)

SPAN 234-235-236 HISPANIC CULTURE AND CIVILIZATION I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite SPAN 103. An introduction to Hispanic Culture with emphasis on Latin American life and civilization and including literature survey. Spanish is used in the classroom. May be taken as an elective in conjunction with SPAN 201-202-203. Lecture 3 hours per week. (On demand)

### **SPEECH AND DRAMA**

SPDR 106-107 INTRODUCTION TO THE THEATRE I (3 cr.)—The principles of drama; the study of the development of theatre production; study of selected plays as theatrical presentations. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week. (On demand)

SPDR 111 ACTING I (3 cr.)—A study of styles of acting. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week. (On demand)

SPDR 119 THEATRE WORKSHOP (1-5 cr.)—Organization and work in the various activities of play production. Practice in set design, stage carpentry, theatre development, sound, costumes, lights, stage managing, props, promotion, and stage crew. May be repeated for credit. Variable hours.

SPDR 137 PUBLIC SPEAKING (3 cr.)—Development of skill in speech-making. Lecture 3 hours per week. (F-W-S)

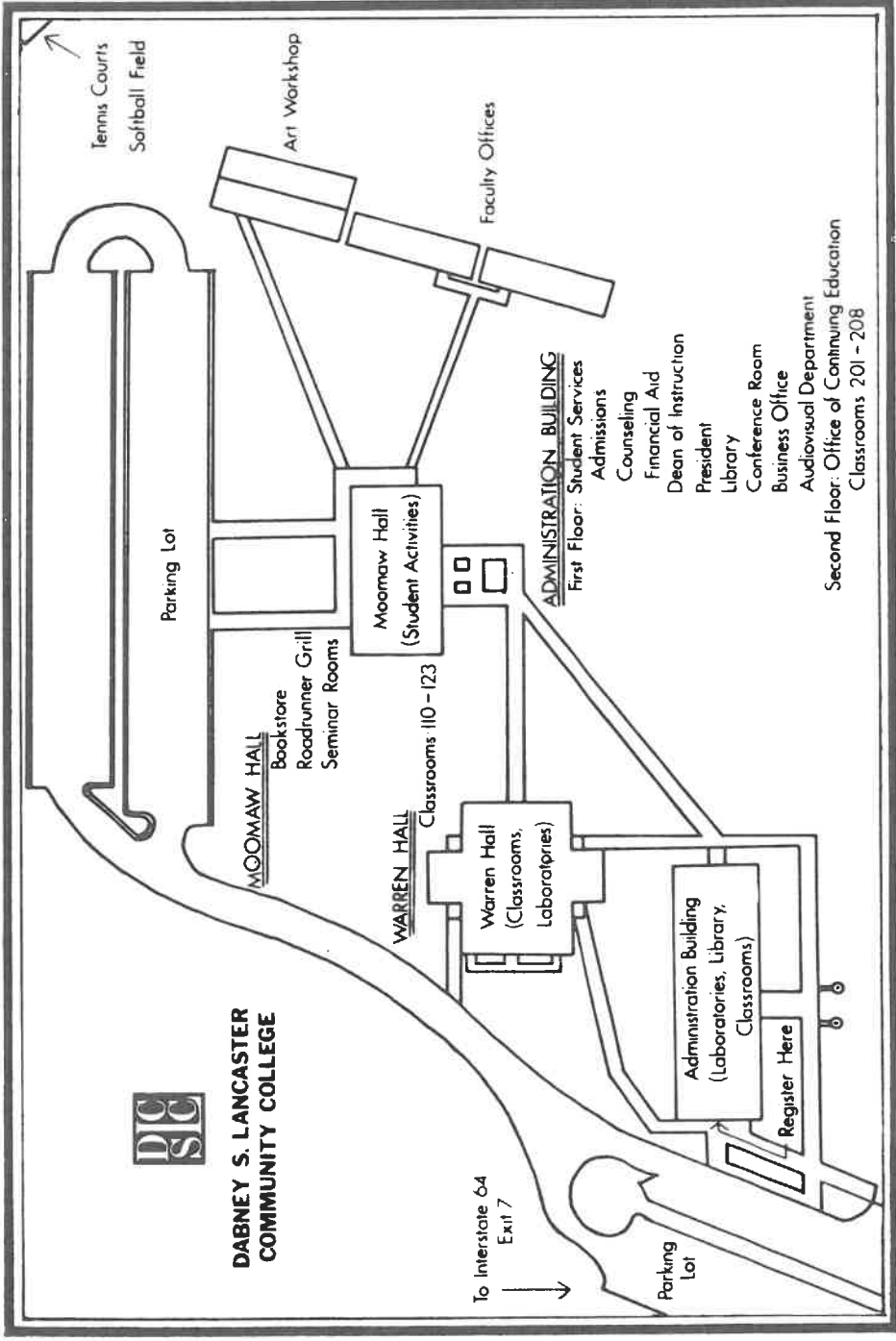
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**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**



**ADMINISTRATION BUILDING**  
First Floor: Student Services  
Admissions  
Counseling  
Financial Aid  
Dean of Instruction  
President  
Library  
Conference Room  
Business Office  
Audiovisual Department

Second Floor: Office of Continuing Education  
Classrooms 201 - 208



