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CATALOG
AND
STUDENT HANDBOOK

**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

**CATALOG
and
STUDENT HANDBOOK**

1972-'73

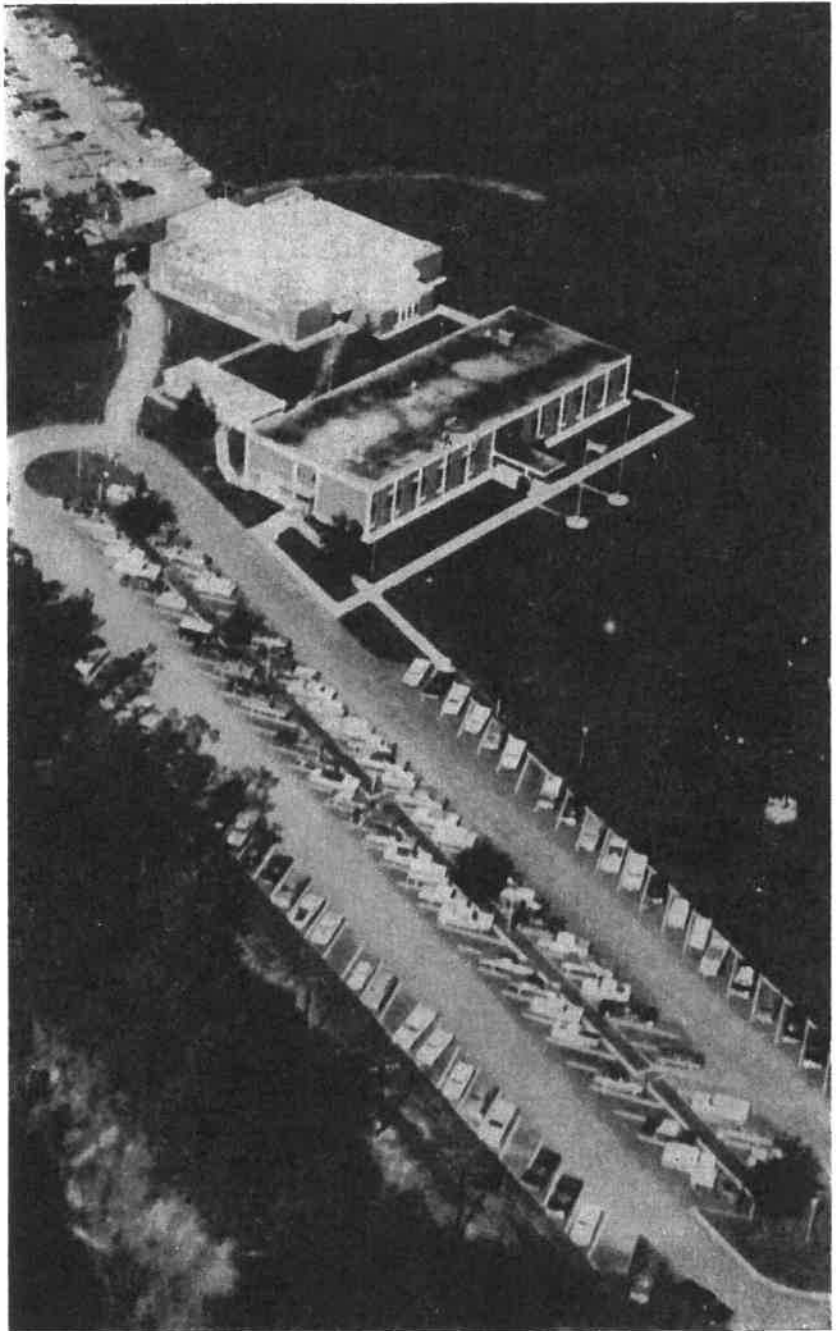
CLIFTON FORGE, VIRGINIA 24422

PHONE: 862-4246





DR. DABNEY S. LANCASTER



DSLCC CAMPUS, FALL 1971

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 Service
Instructional Matters Dean of Instruction
Community Services Director of Continuing Education
Records, Transcripts Student Services
General Administrative Office of the President

Address: Box 530, Clifton Forge, Va. 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

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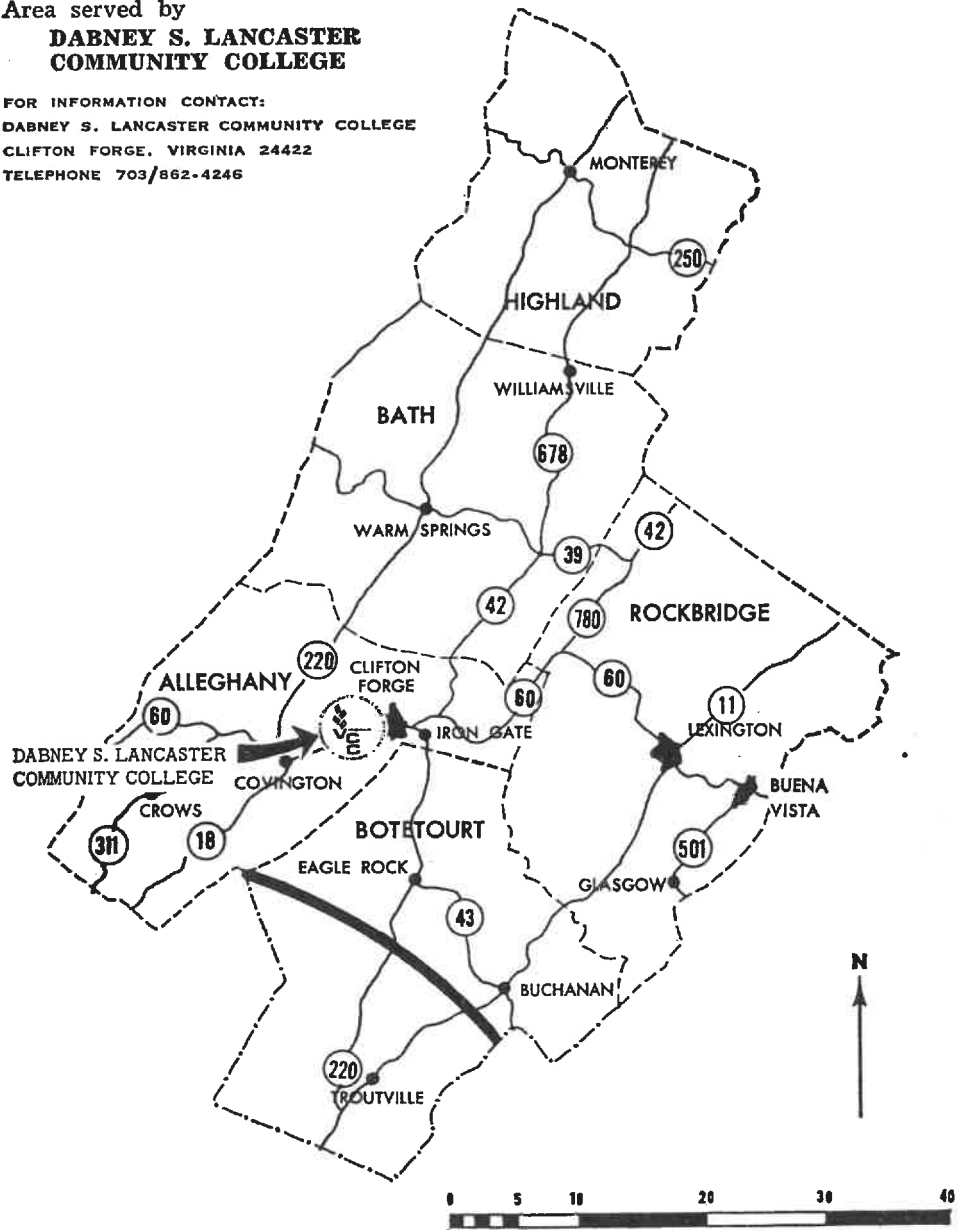
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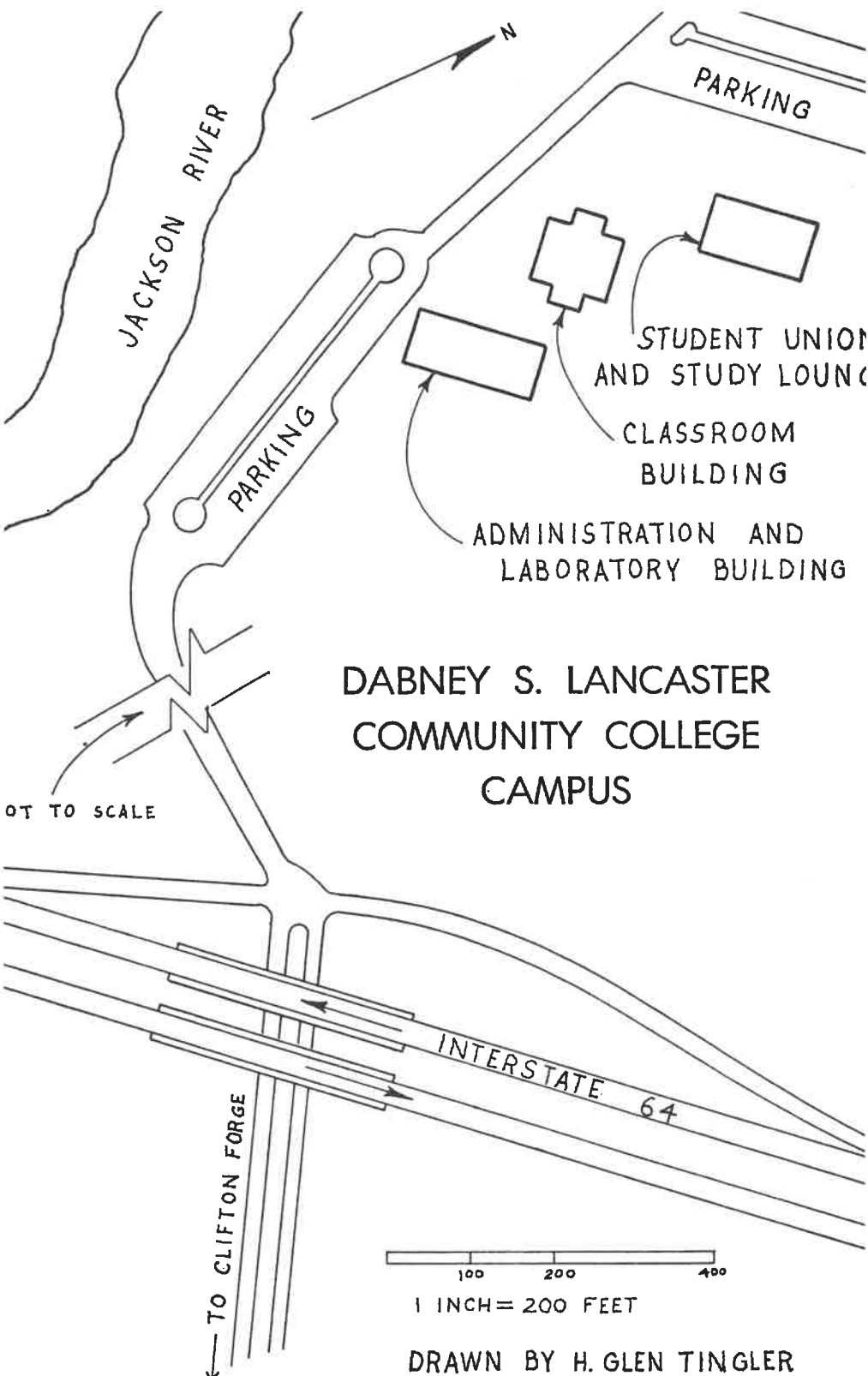
Cover design by:

Mrs. Bari Ballou, lecturer in art, and Mrs. Carla Bell, instructor in art.

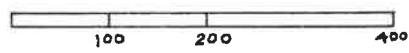
Area served by
**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

FOR INFORMATION CONTACT:
DABNEY S. LANCASTER COMMUNITY COLLEGE
CLIFTON FORGE, VIRGINIA 24422
TELEPHONE 703/862-4246





DABNEY S. LANCASTER
COMMUNITY COLLEGE
CAMPUS



1 INCH = 200 FEET

DRAWN BY H. GLEN TINGLER

College Calendar

SUMMER QUARTER, 1972

JULY

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Registration June 19
 Independence Day Holiday July 3

Ten-Week Session

Class Dates June 20-Aug. 29
 Final Exams Aug. 30, 31

Five-Week Sessions

First Five Weeks June 20-July 25
 Final Exams July 26
 Second Five Weeks July 27-Aug. 30
 Final Exams Aug. 31

Three-Week Sessions

First Three Weeks June 20-July 11
 Final Exams July 12
 Second Three Weeks July 17-Aug. 4
 Final Exams Aug. 7
 Third Three Weeks Aug. 10-30
 Final Exams Aug. 31

1972

SEPT

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31						

FALL QUARTER, 1972

Orientation for New Students Sept. 14, 15, 18

Registration Sept. 21, 22

Classes Begin Sept. 25

Veteran's Day (No Classes) Oct. 23

Election Day (No Classes) Nov. 7

Thanksgiving (Evening classes will not be held after 5:00 p.m. on Nov. 22) Nov. 23, 24

Last Day of Classes Dec. 7

Final Exams Dec. 8, 11, 12, 13

WINTER QUARTER, 1973

1973

Registration Dec. 14, 15
 Classes Begin Jan. 2
 Last Day of Classes Mar. 12
 Final Exams Mar. 13, 14, 15, 16

JAN

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SPRING QUARTER, 1973

Registration Mar. 19, 20
 Classes Begin Mar. 26
 Last Day of Classes June 1
 Final Exams June 4, 5, 6, 7
 Commencement June 9

FEB

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SUMMER QUARTER, 1973

Registration June 18
 Independence Day Holiday July 4

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Ten-Week Sessions

Class Dates June 19-Aug. 28
 Final Exams Aug. 29, 30

MAY

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Five-Week Sessions

First Five Weeks June 19-July 24
 Final Exams July 25
 Second Five Weeks July 26-Aug. 29
 Final Exams Aug. 30

JUNE

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Three-Week Sessions

First Three Weeks June 19-July 10
 Final Exams July 12
 Second Three Weeks July 16-Aug. 3
 Final Exams Aug. 6
 Third Three Weeks Aug. 8-Aug. 28
 Final Exams Aug. 30

JULY

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Part I General Information

STATE BOARD FOR COMMUNITY COLLEGES

Dr. Daniel C. Lewis, Chairman
Gordon C. Willis, Vice-Chairman

Robert Carter	Eugene L. Newman
Mrs. Mary Anne Franklin	W. Wirt Shapard
Mrs. John Galleher	D. Boyd Thomas
Mr. William Kanto	Henry W. Tulloch
Albert W. Loring	Carrington Williams
Mrs. J. B. McCarty, Jr.	Y. B. Williams, Jr.
Benjamin W. Mears, Jr.	

STATE DEPARTMENT OF COMMUNITY COLLEGES

Dana B. Hamel, Chancellor

DABNEY S. LANCASTER COMMUNITY COLLEGE BOARD

Thomas N. Warren (Clifton Forge), Chairman
B. C. Moomaw (Alleghany County), Vice Chairman
James L. Clarkson (Bath County)
Marvin L. Eagle (Highland County)
Z. M. K. Fulton, III (Botetourt County)
Milton B. Henson (Buena Vista)
Howard V. Humphries (Covington)
Robert W. H. Mish, Jr. (Rockbridge County)
William O. Roberts (Lexington)

PRESIDENT OF THE COLLEGE

John F. Backels

DABNEY S. LANCASTER COMMUNITY COLLEGE

FACULTY

Adams, H. Stephen B.S., Eastern Illinois Univ., 1963 M.S., University of Omaha, 1966 A.B.D., Virginia Polytechnic Institute and State University	Assistant Professor Biology
Agee, Mary Lou B.S., Radford College, 1952 M.S., Radford College, 1969	Associate Professor Business Management and Secretarial Science
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	President
Bagby, Henry L. B.S., U. S. Naval Academy, 1944 M.S., U. S. N. P. G. School, 1953	Assistant Professor Technologies and Mathematics
Ballou, Adelaide B. B.S., Syracuse University, 1949 M.S. Candidate, Hollins College	Lecturer Art
Barnes, John S. A.B., West Virginia University, 1967 A.M., West Virginia University, 1969	Assistant Professor Political Science
Bell, Carla H. Cert., Wisconsin School of Art, 1923	Instructor Art
Biggs, Machel C. B.S., Emory and Henry, 1959 M.S., Radford College, 1967	Assistant Professor, Mathematics (on leave of absence)
Brazil, James M. B.A., State University College, Plattsburg, N. Y., 1968 M.A., State University College, Oneonta, N. Y., 1969	Instructor English
Broadwell, Charles M. B.S., Virginia Polytechnic Institute, 1968	Instructor Electronics Technology
Caldwell, Lois A.S., Bluefield Jr. College, 1964 B.S.N., Medical College of Virginia, 1967	Instructor Nursing
Claunch, Jon Edward B.S., Memphis State University, 1962 M.A., East Tennessee State, 1969	Assistant Professor Industrial Technology
Drewry, Robert M. B.S., Richmond Professional Institute, 1964	Dean of Financial and Administrative Services
Ferguson, Colin P. B.A., Waynesburg College, 1962 M.A., Western Kentucky University, 1966 A.B.D., Vanderbilt University	Assistant Professor, Social Sciences Director, Project Upgrade

Fiege, John C.	Dean of Instruction
A.A., Community College of Baltimore, 1955	
B.S., Towson State College, 1957	
M.Ed., The Johns Hopkins University, 1963	
Ed. D., Illinois State University, 1970	
Fields, David H.	Instructor
B.S., Yale University, 1949	Chemistry;
M.S., University of Connecticut, 1970	Chairman, Mathematics and Science Department
Finestone, Elaine D.	Lecturer
A.B., Brooklyn College, 1950	History
Ford, Nancy I.	Assistant Professor
B.S., Lebanon Valley College, 1961	Nursing
M.N.Ed., Teachers College of Columbia University, 1969	
Guerra, Paul M.	Associate Professor, English;
B.A., St. Bernard's College, 1950	Chairman, Humanities Dept.
M.S., State Univ. College, Oneonta, N. Y., 1969	
Hanner, Jack B.	Assistant Professor
B.A., Greensboro College, 1964	French
M.A., Appalachian State University, 1968	
Hileman, Charles F.	Assistant Professor
B.A., University of Virginia, 1951	Financial Aid
M.Ed., University of Virginia, 1962	Counselor
Jones, Betty J.	Instructor
B.S.N.Ed., University of Virginia, 1949	Nursing
Knobloch, Fred F.	Assistant Professor
B.S., University of Virginia, 1935	Psychology
M.S., Virginia Polytechnic Institute, 1952	
Lockhart, Robert Eugene	Associate Professor
B.S., West Virginia University, 1953	Forest Technology
M.F., Yale University, 1962	
Manner, Jean H.	Assistant Professor
B.S., Madison College, 1948	Secretarial Science
Maydian, Peggy S.	Audio-Visual Librarian
B.S., East Tennessee State, 1951	
M.A. in L.S., George Peabody College, 1959	
Moon, David P.	Educational Development Officer
B.A., Middlebury College, 1962	and Coordinator of
M. Ed., Virginia Polytechnic Institute, 1968	Developmental Studies
A.B.D., Indiana University	
Nichols, Lucy G.	Instructor
B.S., Radford College, 1965	Librarian
M.S. in L.S., University of Kentucky, 1970	
Olson, Bruce D.	Assistant Professor
A.B., Elon College, 1964	Physical Education
M.A., Appalachian State Teacher College, 1965	
Sandy, Richard M.	Instructor
B.S., Youngstown State University, 1968	Mathematics
M.S., Michigan State University, 1971	
Scott, Elizabeth A.	Director of Learning Resources
B.S., George Peabody, 1935	
B.S. in L.S., George Peabody, 1936	

Singleton, Robert E. A.B., Glenville State, 1959 M.A., West Virginia University, 1965	Dean of Student Services
Smethers, Sadie M. B.S., Whitworth College, 1961 M.S.N.Ed., University of Washington, 1965 M.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 Business Administration
Smith, Sidney E. B.A., Emory and Henry College, 1963 M.S., University of Virginia, 1969	Director of Continuing Education
Southall, Irene O. R.N., University of Virginia, School of Nursing, 1942 P.H.N., Medical College of Virginia, 1946 B.S.N., University of Virginia, Medical College of Virginia, 1955 M. Ed., University of Virginia, 1960 M.S., University of Maryland, 1970	Associate Professor of Nursing and Chairman, Department of Health Technologies
Sullivan, Michael A.S., Bluefield Junior College, 1964 M.B.A., William and Mary, 1967	Coordinator of Student Activities; Instructor Business Administration
Sylvest, Marvin M. B.S., University of Florida, 1970 M.Ed., University of Florida, 1971	Instructor Speech and English
Thayer, Mary A. B.A., Trinity College, 1925 M.A., Boston University, 1926 Ph.D., Boston College, 1939	Distinguished Professor English
Tuholsky, Joseph M. A.A., Paducah, 1958 B.S., Murray State University, 1961 M.A., Murray State University, 1965 Specialist Equivalent, Murray State University, 1971	Assistant Professor, Technologies; Chairman, Technologies Dept.
Weaver, Wenard K. B.S., West Virginia University, 1958	Instructor Forestry
Wheeler, John H. B.A., Marshall University, 1965 M.A., Marshall University, 1968	Instructor Counselor
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; Chairman, Business and Social Science Department

FACULTY EMERITI

Bloom, Edgar B. A.B., Hiram, 1923 M.S., Ohio State, 1926 Ph.D., Ohio State, 1928	Professor Chemistry
Lawless, Marie C. B.S., Radford, 1952 M.Ed., University of Virginia, 1958	Professor English
Sheltman, Richard G. A.B., Randolph-Macon College, 1958	Laboratory Technician

STAFF

Bryant, Jeannette	Secretary in Office of Library Services
Cahoon, Alice	Bookkeeper in Business Office
Carter, Linda	Secretary to Dean of Financial & Administrative Services
Chappell, Regina W.	Secretary to Dean of Instruction
Golden, Judy	Secretary to Chairman, Department of Nursing
Gwinn, Norma	Secretary to Director of Learning Resources
Halleck, Charles A.	Maintenance
Helmintoller, Betty L.	Secretary to Faculty
Hickman, David A.	Laboratory Technician
Hoke, Rembert	Supervisor of Buildings and Grounds
Huffman, Marretta	Information Officer
Johnson, Antoinette	Library—Faculty Assistant
Kling, Catherine S.	Supervisor of Student Records
Lushbaugh, Nancy H.	Secretary to President
Nicely, Danny K.	Maintenance
Nicely, Kathleen	Secretary in Office of Student Services
Parson, Julia	Secretary to Dean of Student Services
Persinger, David	Maintenance
Pinkard, Thornton	Maintenance
Reynolds, Linda	Secretary to Faculty
Shepard, William A.	Bookstore Manager
Sizemore, Sharon	Secretary to Director of Continuing Education
Trail, Carolyn	Audio-Visual Assistant
Vess, Mary	Personnel Assistant

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 at 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 25,000 volumes. It subscribes to 250 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 Department of 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 roll 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 de-

cisions 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. Programs include:

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 degree credit and non-degree 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. This special training shall be coordinated with Virginia's economic expansion efforts and with the needs of employers.

6. **Developmental Studies Programs.** Developmental programs are offered to help prepare individuals for admission to an occupational-technical curriculum in the Community College. These programs are designed to help the individual develop the basic skills and understandings necessary to succeed in other Community College programs.

7. **Specialized Regional and Community Services.** 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 the community colleges. This service includes the non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region. The library is open to the public.

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 or as a special 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.

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 college for additional information.

After a person has been admitted to the College, he will be required to meet with one of the College counselors (a) to discuss the applicant's educational interests, (b) to determine what additional tests he may need, and (c) to plan his application for admission to a specific curriculum or program at the College. He will also 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.

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

Admission to Specific Curriculums

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 in the College are listed in the Curriculum Offerings section of the College 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 administered at the College normally 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 a high school graduate 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 Community 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 submit a residence affidavit to determine state residency eligibility for tuition purposes.

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.

Qualified applicants shall be accepted by Dabney S. Lancaster Community College in accordance with the following schedule:

1. **Prior to 1 April:** District residents and students transferring from other units in the Virginia Community College System to special curriculums found only at the College.
2. **From 1 April to 15 April:** All state residents.
3. **After 15 April:** All applicants.

Students Transferring from Other Colleges

Usually, a student transferring from another college who is eligible for re-entrance at the last college shall also be eligible for admission to the College.

It is the role of the College to help each student succeed in a program from which he can benefit. 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 shall 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 community college for an assessment of credits in order to determine his standing before registering for classes. Generally no credit will be given for subjects with grades lower than "C". 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 Applying 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 the Dean of Student Services to determine procedures before registering for classes.

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.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Regular Student. A student is designated as regular when his file in the Admissions Office 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 curriculums of the College. A regular student is one of the following:

- 1) A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or foundations program;
- 2) A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student. A special student is one who is permitted to register under special conditions including the following:

- 1) A part-time student taking a credit course(s) as 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 courses for credit (such students 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 student but who is admitted under special consideration by the admissions committee of the College. It is expected that such persons would 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 of 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

Dabney S. Lancaster Community College is dedicated to providing an education to all who might profit from the experience. The tuition and fees listed are for those who can afford these amounts. All 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 Officer.

Application Fee

An application fee of \$5.00 must accompany the application for admission to the College for each student. This fee is not applicable to tuition, nor refundable unless the requested program is not offered.

TUITION

The Virginia Community College System was established and 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 to society.

In an effort not to exclude any Virginia resident from the opportunities offered by Dabney S. Lancaster Community College, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. In addition, it is realized that any tuition or fee may represent a significant barrier to some who sincerely wish to pursue further education; therefore, the college has funds which may be available to you should you need financial assistance. We would encourage you, before you let finances become a barrier to your education, to contact our Guidance Office and explore the possibilities for assistance.

Currently, the tuition for Virginia residents is \$75 per quarter for a full-time student or \$6.25 per quarter credit hour for a part-time student. For those who have need, the college may be able to assist students who need funds, not only for tuition, but for books and other expenses.

Non-Virginia residents are required to pay a tuition of \$250 per quarter for a full-time student or \$21 per quarter credit hour for a part-time student.

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.

Payment of Fees

All financial obligations to the college are to be resolved prior to the end of the quarter in which they occurred, or according to payment schedules which have been approved by the Dean of Financial and Administration Services. Registration will be withheld until all prior debts have been satisfied with the college.

Graduation Fee

A graduation fee of \$10.00 shall be charged each graduating student to cover the cost of the rental of caps and gowns and the cost of the degree, diploma, or certificate, payable at the beginning of the last quarter of instruction.

Books and Materials

Students are expected to obtain their own books, supplies and consumable materials needed in their studies. It has been estimated that the cost for these items will average \$35-\$50 per quarter for the average full-time student.

Refunds

Authorized refunds will be as follows for students withdrawing from the College:

1. Within first 15 class days of a quarter, refund will be $\frac{2}{3}$ of tuition;
2. Within first 16-35 class days of a quarter, refund will be $\frac{1}{3}$ of tuition;
3. After 35 class days of a quarter have elapsed, no refund will be made.

If a course is cancelled, there will be an automatic refund of tuition for that course. No refunds for tuition will be made after the first week of classes for individual course changes or for an individual class which is dropped. For part-time students, refunds will be pro-rated on the above schedule.

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.

CREDITS

A credit is equivalent to one collegiate quarter hour credit or two-thirds of a collegiate semester hour credit. Usually, one credit for a course is given for approximately three hours of work weekly by each student as follows:

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.

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

CREDIT BY EXAMINATION

A student may receive credit for some courses offered at the College by successfully completing written examinations. Credits earned in this manner may be applied toward meeting degree or certificate requirements, but neither grades nor grade points will be given. A notation, "credit by examination," will be included on a student's official transcript for each course completed by showing proficiency on a College-approved test.

A schedule of subject-area tests, and the dates and times they will be offered, will be announced periodically throughout the academic year. A student must consult with his counselor to discuss procedures for taking the tests before attempting to receive credit by examination.

A word of caution: Although an increasing number of colleges is accepting credits earned by examination for transfer purposes, not all colleges have adopted such a policy. Therefore, it is the responsibility of each student to acquire information on transfer policies at institutions which they may plan to attend at a later date.

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

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 completes the official procedures for withdrawal by completing forms provided by the Student Services Office.)

I = Incomplete—No credit (grade of incomplete is assigned only in cases of student 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 (G.P.A.) 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.

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, pre-engineering, 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 45 credits 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

If 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 REGULATIONS

Attendance

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 frequently adversely affects the grade the student achieves 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.

Absence by itself from class will not contribute to a reduction in a grade for a course. When attendance is necessary for the function of a class or course activity, absences may contribute to a reduction in grade, as long as the procedures are clearly explained in the course of study at the beginning of the course.

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 record in jeopardy.

1) Withdrawal from a class:

Withdrawal from a class without penalty may be made on or before the last class meeting for a course. All withdrawals must be officially made by completing a form that is available in the Student Services office. Students who do not follow the procedures for withdrawal may receive a failing grade.

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 concerned 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.

Academic Warning

Any student who fails to make a grade point average of 2.0 or higher for any one 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 be placed on the student's 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 his next quarter following this action.

Academic Suspension

The student on academic probation who fails to make a grade point average of 1.5 for the next quarter that he is in attendance 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 to 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.

Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the class. A separate bulletin on "Examination Procedures" is available for use by students and faculty.

Normal Academic Load

The normal academic load for 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. All students must have the approval of the Dean of Instruction and the student's faculty advisor or counselor to carry an over load.

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.



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 Community College.

Tests for students interested in one of the occupational-technical programs are available to provide special information for helping students determine their future occupational and educational plans. In addition, other special tests and interest inventories are available at the Counseling Office.

Instructors in each curriculum of the College also have tests established for their courses and programs.

ORIENTATION

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation program begins weeks before registration when the student is asked to meet with a counselor at the College for an interview to discuss the student's educational interests, to determine what additional tests he may need, and to plan the student's application for admission to a specific curriculum at the College. The student will also meet with a counselor to plan his program and course of studies.

An orientation is scheduled for all new students prior to the registration period for group orientation to the College and a discussion of student services and activities.

In addition, an orientation class is provided for the first quarter for all students to aid them in the personal and academic adjustment.

FINANCIAL AID

It is the desire of the College 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 blanks from the office of the Counseling Department.

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 granted on the basis of demonstrated academic ability and financial need.

Part-time Employment

A placement office operates throughout the year to assist students in securing part-time employment. 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.

Work-Study Program

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

Student Loans

Students who need student 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 fulltime 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.

Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

SNACK BAR

The College maintains a snack bar in the student center. Soft drinks, candy, pastry, sandwiches, milk and coffee are provided.

PARKING REGULATIONS

Parking space is provided for the students attending the Dabney S. Lancaster Community College, 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 areas or other areas so designated.
5. The maximum safe speed on campus for all vehicles shall be 20 miles per hour.
6. Vehicles with staff decals and occasional visitors are authorized to park in those spaces designated as "Staff Parking." Three spaces are provided for visitors to the College and are marked "Visitor Parking." These are not to be used by students, faculty or staff. All other parking spaces can be utilized by everyone.
7. The College Parking Registration sticker shall be affixed to the left rear bumper such that it is upright and plainly visible.
8. These parking regulations shall be enforced between 7:30 a.m. and 4:30 p.m. when the college is in session.

STUDENT ACTIVITIES

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences.

Clubs and organizations are operated under the jurisdiction of the Coordinator of Student Activities and Student Government to provide an opportunity for student participation in areas of special interest and service.

Clubs will be organized to provide educational and recreational opportunities for students. Each club will have an active faculty sponsor. All full-time students are eligible to belong to such clubs and organizations but students on academic probation may not hold office.

MINIMUM REQUIREMENTS FOR ASSOCIATE DEGREES

Associate in Arts (AA)

Associate in Science (AS)

Associate in Applied Science (AAS)

	Number of Credits (Quarter Hours)		
	AA ^a	AS ^a	AAS
Humanities			
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			
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	—
Natural Sciences and Mathematics			
Natural Sciences (Laboratory)	12-15	12-24	—
(Biology, Chemistry, Geology, Physics)			
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 ^a	48	75 ^d
Minimum Total Number of Credits for Degree	97	97	97

^a 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.

^b 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.

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

^d 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%

**STATEWIDE ASSOCIATE DEGREE CURRICULUMS
AVAILABLE TO ALL QUALIFIED STUDENTS**

Students interested in these special curriculums should contact the Admissions Office of this community college for further information.

Statewide Curriculum	Community College
Agricultural Technology	Paul D. Camp
Animal Technology	Blue Ridge
Aviation Technology	Northern Virginia
Broadcast Engineering Technology	Northern Virginia
Chemical Technology	John Tyler
Construction Management Technology	Germanna Mountain Empire
Crafts Production	Mountain Empire
Dental Laboratory Technology	Northern Virginia
Environmental Technology	Eastern Shore Wytheville
Fisheries Technology	Rappahannock
Forest Technology	Dabney S. Lancaster
Furniture Production Technology	Patrick Henry
Hotel, Restaurant and Institutional Management	Northern Virginia Tidewater
Instrumentation Technology	New River
Marine Science	Eastern Shore Thomas Nelson
Medical Record Technology	Central Virginia Northern Virginia
Mining Technology	Southwest Virginia
Mortuary Science	John Tyler
Pre-Teacher Education (Theatre Arts Option)	Virginia Highlands
Physical Therapy Technology	Northern Virginia
Radio and Television Production Technology	Virginia Western
Respiratory Therapy	Piedmont Virginia
Textile Management	Danville
Traffic and Transportation Management	Virginia Western

Liberal Arts

Degree: Associate in Arts

Length: Six-quarter (two-year) program

Purpose: The Associate in Arts degree program 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 sciences. Students in this program may wish to major in the following fields:

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

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.

*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.

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 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 usually 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.



LIBERAL ARTS

Associate in Arts Degree Program

Course Number		Course Title	Course Credits
FIRST QUARTER			
ENGL	111	English Composition I	3
HIST	101	History of Western Civilization I	
		or	
HIST	111	American History I	3
MATH	161	College Mathematics I	
		or	
MATH	181	General College Mathematics I	3
FREN	101	Elementary French I	
		or	
FREN	201	Intermediate French I*	4
GENL	100	Orientation	1
		Elective**	3
		Total	17

SECOND QUARTER

ENGL	112	English Composition II	3
HIST	102	History of Western Civilization II	
		or	3
HIST	112	American History II	
MATH	162	College Mathematics II	
		or	3
MATH	182	General College Mathematics II	
FREN	102	Elementary French II	
		or	4
FREN	202	Intermediate French II	
PHED		Physical Education Elective	1
		Elective**	3
		Total	17

THIRD QUARTER

ENGL	113	English Composition III	3
HIST	103	History of Western Civilization III	
		or	3
HIST	113	American History III	
MATH	163	College Mathematics III	
		or	3
MATH	183	General College Mathematics III	
FREN	103	Elementary French III	
		or	4
FREN	203	Intermediate French III	
PHED		Physical Education Elective	1
		Elective**	3
		Total	17

FOURTH QUARTER

ENGL	251	American Literature I	
		or	3
ENGL	261	English Literature I	
BIOL	101	General Biology I	
		or	4
CHEM	101	General Chemistry I	
FREN	201	Intermediate French I	
		or	4
		Elective**	
		Social Science Elective	3
		Humanities Elective**	3
PHED		Physical Education Elective	1
		Total	18

FIFTH QUARTER

ENGL	252	American Literature II	
		or	3
ENGL	262	English Literature II	
BIOL	102	General Biology II	
		or	4
CHEM	102	General Chemistry II	
FREN	202	Intermediate French II	
		or	4
		Elective**	
		Social Science Elective	3
			<hr/>
		Total	14

SIXTH QUARTER

ENGL	253	American Literature III	
		or	3
ENGL	263	English Literature III	
BIOL	103	General Biology III	
		or	4
CHEM	103	General Chemistry III	
FREN	203	Intermediate French III	
		or	4
		Elective	
		Social Science Elective	3
			<hr/>
		Total	14

Total Minimum Credits for a Liberal Arts Major 97

*Students who have satisfactorily completed two years of French in high school may petition for advanced placement.

**Students are to consult with their counselor in the choice of all electives.

Business Administration

Degree: Associate in Science

Length: Six-quarter (two-year) program

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.

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 Science degree program in Business Administration 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 social studies

Students who do not meet these requirements may be permitted to correct their deficiencies in the Developmental Studies Program before entering the Business Administration curriculum.

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**

*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.

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 usually must complete a program at the Community College that is comparable in length and courses to the first two years of the program at a 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

Course Number		Course Title	Course Credits
FIRST QUARTER			
ENGL	111	English Composition I	3
HIST	101	History of Western Civilization I	
		or	
HIST	111	American History I	3
MATH	161	College Mathematics I	
		or	
MATH	181	General College Mathematics I	3
BIOL	101	General Biology I	
		or	
CHEM	101	General Chemistry I	4
		Elective*	3
GENL	100	Orientation	1
			<hr style="width: 100%;"/>
		Total	17
SECOND QUARTER			
ENGL	112	English Composition II	3
HIST	102	History of Western Civilization II	
		or	
HIST	112	American History II	3
MATH	162	College Mathematics II	
		or	
MATH	182	General College Mathematics II	3
BIOL	102	General Biology II	
		or	
CHEM	102	General Chemistry II	4
		Elective*	3
PHED		Physical Education Elective	1
			<hr style="width: 100%;"/>
		Total	17

THIRD QUARTER

ENGL	113	English Composition III	3
HIST	103	History of Western Civilization III	
		or	3
HIST	113	American History III	
MATH	163	College Mathematics III	
		or	3
MATH	183	General College Mathematics III	
BIOL	103	General Biology III	
		or	4
CHEM	103	General Chemistry III	
PHED		Physical Education Elective	1
		Total	14

FOURTH QUARTER

ENGL	251	American Literature I	
		or	3
ENGL	261	English Literature I	
ACCT	211	Principles of Accounting I	4
ECON	211	Principles of Economics I	3
		Social Science Elective	3
		Social Science Elective	3
PHED		Physical Education Elective	1
		Total	17

FIFTH QUARTER

ENGL	252	American Literature II	
		or	3
ENGL	262	English Literature II	
ACCT	212	Principles of Accounting II	4
ECON	212	Principles of Economics II	3
		Social Science Elective	3
		Social Science Elective	3
		Total	16

SIXTH QUARTER

ENGL	253	American Literature III	
		or	3
ENGL	263	English Literature III	
ACCT	213	Principles of Accounting III	4
ECON	213	Principles of Economics III	3
		Social Science Elective	3
		Social Science Elective	3
		Total	16

Total Minimum Credits for a Business Administration Major 97

*Students are to consult with their counselor in the choice of all electives.

Science

Degree: Associate in Science

Length: Six-quarter (two-year) program

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	

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

- 4 units of English
- 3 units of college preparatory mathematics
- 1 unit of laboratory science
- 1 unit of social studies

Students who do not meet these requirements may be permitted to correct their deficiencies in the Developmental Studies Program before entering this science curriculum.

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 usually 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

Course Number	Course Title	Course Credits
FIRST QUARTER		
ENGL 111	English Composition I	3
HIST 101	History of Western Civilization I	3
	or	
HIST 111	American History I	3
MATH 161	College Mathematics I	4
CHEM 111	General Chemistry I	3
GENL 100	Social Science Elective Orientation	1
	Total	17
SECOND QUARTER		
ENGL 112	English Composition II	3
HIST 102	History of Western Civilization II	3
	or	
HIST 112	American History II	3
MATH 162	College Mathematics II	4
CHEM 112	General Chemistry II	3
PHED	Social Science Elective Physical Education Elective	1
	Total	17
THIRD QUARTER		
ENGL 113	English Composition III	3
HIST 103	History of Western Civilization III	3
	or	
HIST 113	American History III	3
MATH 163	College Mathematics III	4
CHEM 113	General Chemistry III	3
PHED	Social Science Elective Physical Education Elective	1
	Total	17

FOURTH QUARTER

ENGL	251	American Literature I or	3
ENGL	261	English Literature I	
MATH		Elective*	3
BIOL	101	General Biology I	4
PHED		Social Science Elective	3
		Physical Education Elective	1
		Total	<hr/> 14

FIFTH QUARTER

ENGL	252	American Literature II or	3
ENGL	262	English Literature II	
MATH		Elective*	3
BIOL	102	General Biology II	4
		Social Science Elective	3
		Elective**	3
		Total	<hr/> 16

SIXTH QUARTER

ENGL	253	American Literature III or	3
ENGL	263	English Literature III	
MATH		Elective*	3
BIOL	103	General Biology III	4
		Social Science Elective	3
		Elective**	3
		Total	<hr/> 16

Total Minimum Credits for a Science Major 97

*Mathematics elective may be either mathematics or another elective approved by the Math-Science Department.

**Students are to consult with their counselor in the choice of all electives.

Pre-Teacher Education

(Primarily for Elementary Education)

Degree: Associate in Science

Length: Six-quarter (two-year) program

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.

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 Science degree program in Pre-Teacher Education 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 social studies

Students who do not meet these requirements may be permitted to correct their deficiencies in the Developmental Studies Program before entering the Pre-Teacher Education curriculum.

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

*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 course to be taken in the community college.

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 with the conditions for certification as a teacher. He should also 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 usually 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.

PRE-TEACHER EDUCATION

Associate in Science Degree Program

Course Number	Course Title	Course Credits
FIRST QUARTER		
ENGL 111	English Composition I	3
HIST 111	*American History I (or HIST 101)	3
MATH 161	**College Mathematics I	3
	or	
MATH 181	General College Mathematics I	
BIOL 101	General Biology I	
	or	
CHEM 101	General Chemistry I	4
	Elective*	3
GENL 100	Orientation	1
	Total	17

*American History is required for teacher certification in Virginia. Students who elect HIST 101 will also be required to complete 9 quarter hours (or 6 semester hours) of American history to qualify for certification.

**Required for certification to teach mathematics at the secondary level.

SECOND QUARTER

ENGL	112	English Composition II	3
HIST	112	*American History II (or HIST 102)	3
MATH	162	**College Mathematics II	
		or	3
MATH	182	General College Mathematics II	
BIOL	102	General Biology II	
		or	4
CHEM	102	General Chemistry II	
		Elective*	3
PHED		Physical Education Elective	1
		Total	<u>17</u>

THIRD QUARTER

ENGL	113	English Composition III	3
HIST	113	*American History III (or HIST 103)	3
MATH	163	**College Mathematics III	
		or	3
MATH	183	General College Mathematics III	
BIOL	103	General Biology III	
		or	4
CHEM	103	General Chemistry III	
		Elective*	3
PHED		Physical Education Elective	1
		Total	<u>17</u>

FOURTH QUARTER

ENGL	251	American Literature I	
		or	3
ENGL	261	English Literature I	
PSYC	201	General Psychology I	3
		Social Science Elective	3
		Social Science Elective	3
PHED		Physical Education Elective	1
		Humanities Elective	3
		Total	<u>16</u>

*American History is required for teacher certification in Virginia. Students who elect HIST 101 will also be required to complete 9 quarter hours (or 6 semester hours) of American history to qualify for certification.

**Required for certification to teach mathematics at the secondary level.

FIFTH QUARTER

ENGL	252	American Literature II or	3
ENGL	262	English Literature II	3
PSYC	202	General Psychology II	3
		Social Science Elective	3
		Social Science Elective Elective*	3
		Total	<u>15</u>

SIXTH QUARTER

ENGL	253	American Literature III or	3
ENGL	263	English Literature III	3
PSYC	203	General Psychology III	3
		Social Science Elective	3
		Social Science Elective Elective*	3
		Total	<u>15</u>

Total Minimum Credits for a Pre-Teacher Education Major 97

*Students are to consult with their counselor in the choice of all electives.

Pre-Engineering

Degree: None—This program represents the first year of a four-year baccalaureate degree program

Length: Three quarters

Purpose: The demand for technically trained people is increasing rapidly in Virginia as well as throughout the world. The engineer is a most important member of the technical team, which includes the scientist, technician, and skilled craftsman. Opportunities are unlimited for men and women in the field of engineering. Science is so diversified now that one may enter almost any special field and find employment. The preparation for the engineering profession is based on a vigorous program, especially in mathematics and science.

The Pre-Engineering Program is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in one of the following engineering fields:

Aerospace Engineering	Engineering Mechanics
Agricultural Engineering	Industrial Engineering
Architectural Engineering	Mechanical Engineering
Ceramic Engineering	Metallurgical Engineering
Chemical Engineering	Mining Engineering
Civil Engineering	Nuclear Engineering
Electrical Engineering	

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 Pre-Engineering Program requires the satisfactory completion of the following high school units or equivalent as a minimum:

- 4 units of English
- 4 units of mathematics (2 units of algebra, 1 unit of plane geometry, 1 unit of advanced math or trigonometry and solid geometry)
- 1 unit of a laboratory science
- 1 unit of social studies

Students who do not have an adequate foundation in English grammar and composition to enroll in ENGL 111 may be required to correct their deficiencies in the Developmental Studies Program before entering the Pre-Engineering Program.

Program Requirements: This program includes the English and humanities, mathematics, science, social science, and introductory engineering courses usually required in the first year of a baccalaureate engineering curriculum. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer and also to consult with the Counseling Department of the Community College in planning his program and selecting his electives.

PRE-ENGINEERING

One-year, Non-degree Program

Course Number		Course Title	Course Credits
FIRST QUARTER			
ENGL	111	English Composition I	3
CHEM	111	General Chemistry I	4
ENGR	121	Engineering Graphics I	2
HIST	101	History of Western Civilization I	3
MATH	141	Math Analysis I	5
GENL	100	Orientation	1
		Total	18
SECOND QUARTER			
ENGL	112	English Composition II	3
CHEM	112	General Chemistry II	4
ENGR	122	Engineering Graphics II	2
HIST	102	History of Western Civilization II	3
MATH	142	Math Analysis II	5
PHED		Physical Education Elective	1
		Total	18
THIRD QUARTER			
ENGL	113	English Composition III	3
CHEM	113	General Chemistry III	4
ENGR	123	Engineering Graphics III	2
MATH	143	Math Analysis III	5
HIST	103	History of Western Civilization III	3
PHED		Physical Education Elective	1
		Total	18
		Total Minimum Credits	54

Business Management

Degree: Associate in Applied Science

Length: Six-quarter (two-year) program

Purpose: With the rapid development of business and industry in Virginia there is a great demand for qualified personnel to assist business management. The Associate in Applied Science degree program in Business Management is designed primarily for persons who seek full-time employment in business management immediately upon completion of the community college program. Both persons who are seeking their first employment in a managerial position or those presently in management who are seeking a promotion may benefit from this program.

Occupational Objectives:

Administrative Assistant	Office Assistant
Manager of Business Office	Supervisor
Manager of Small Business	

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 Applied Science degree program in Business Management requires proficiency in high school English and high school mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in the Developmental Studies Program before entering the Business Management curriculum.

Program Requirements: The first three quarter (first year) of the Associate in Applied Science degree program in Business Management is similar to the program in Accounting. However, in the second year each student will pursue his specialty. Approximately one-half of the curriculum will include courses in business management 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. Each student is urged to consult with the Counseling Department and his faculty advisor in planning his program and selecting his electives. Upon completion of the program the student will be awarded the Associate in Applied Science degree with a major in Business Management.

BUSINESS MANAGEMENT

Associate in Applied Science Degree

Course Number		Course Title	Course Credits
FIRST QUARTER			
ACCT	111	Accounting I	4
BUAD	100	Introduction to Business	3
BUAD	108	Business Machines	2
ENGL	101	Communication Skills I	3
GENL	100	Orientation	1
MATH	151	Intro. to Business Mathematics I	3
Total			16
SECOND QUARTER			
ACCT	112	Accounting II	4
BUAD	164	Principles of Business Management	3
ENGL	102	Communication Skills II	3
MATH	152	Intro. to Business Mathematics II	3
SECR	111	Typewriting I*	3
PHED		Physical Education Elective	1
Total			17
THIRD QUARTER			
ACCT	113	Accounting III	4
BUAD	176	Administrative Office Management	3
ECON	160	Economics	3
PSYC	128	Human Relations	3
ENGL	180	Business English	3
PHED		Physical Education Elective	1
Total			17
FOURTH QUARTER			
BUAD	254	Applied Business Stat.	3
DAPR	106	Principle of Data Proc.	3
SPDR	136	Speech Communication	3
GOVT	180	Government	3
MKTG	100	Principles of Marketing	3
PHED		Physical Education Elective	1
Total			16

FIFTH QUARTER

ACCT	244	Business Taxes I	3
BUAD	241	Business Law I	3
BUAD	269	Purch. & Mat. Mgmt.	
		or	3
		Business Elective	
BUAD	276	Personnel Management	3
MKTG	227	Advertising and Display	4
		Total	<u>16</u>

SIXTH QUARTER

BUAD	242	Business Law II	3
BUAD	246	Business Finance	
		or	3
		Business Elective	
BUAD	287	Public Relations in Management	
		or	3
		Business Elective	
BUAD	298	Seminar and Project	3
		Elective	3
		Total	<u>15</u>

Total Minimum Credits for the Business Management Degree 97

*Students who have completed prior training in typewriting may petition for course waiver with credit by examination.

The student is to consult with his counselor in the selection of electives.

Drafting and Design Technology

Degree: Associate in Applied Science

Length: Six-quarter (two-year) program

Purpose: There is a need for qualified draftsmen to work with engineers, industry, and civil service agencies. The Associate in Applied Science degree curriculum in Drafting and Design Technology is designed to train persons for full-time employment immediately upon completion of the community college program. A student who completes the program is capable of skilled, neat, rapid lettering and line work, as well as making the complete and accurate detail and assembly drawings expected of a beginning draftsman.



Occupational Objectives:

Drafting Supervisor	Machine Design Draftsman
Draftsman	Fixture Design Draftsman

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 Associate in Applied Science curriculum in Drafting and Design Technology 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 curriculum 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 Associate in Applied Science degree with a major in Drafting and Design Technology.

DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Course Credits
FIRST QUARTER		
DRFT 111	Technical Drafting I	2
MATH 111	Technical Mathematics I	3
DRFT 171	Blueprint Reading I	2
INDT 111	Materials & Process of Industry I	3
ENGL 101	Communication Skills I	3
GENL 100	Orientation	1
PHED	Health, Physical Ed., and Recreation	1
Total		15

SECOND QUARTER			
DRFT	112	Technical Drafting II	2
MATH	112	Technical Mathematics II	3
PHYS	101	Introductory Physics I	4
INDT	112	Materials & Process of Industry II	3
ENGL	102	Communication Skills II	3
PHED		Health, Physical Ed. and Recreation	1
Total			<u>16</u>

THIRD QUARTER			
DRFT	113	Technical Drafting III	2
MATH	113	Technical Mathematics III	3
PHYS	102	Introductory Physics II	4
INDT	176	Industrial Safety	2
GOVT	180	American Constitutional Government	3
ECON	160	American Economics	3
Total			<u>17</u>

FOURTH QUARTER			
DRFT	211	Advanced Technical Drafting IV	3
PHYS	103	Introductory Physics III	4
ENGR	151	Mechanics I (Statics)	3
PSYC	128	Human Relations	3
PHED		Health, Physical Ed. and Recreation	1
		Elective	3
Total			<u>17</u>

FIFTH QUARTER			
DRFT	212	Advanced Technical Drafting V	3
PSYC	226	Psychological Aspects of Management	3
ENGR	152	Mechanics II (Strength of Materials)	3
DRFT		Drafting Elective	2
SPDR	136	Speech Communications	3
		Elective	1
Total			<u>15</u>

SIXTH QUARTER			
DRFT	213	Advanced Technical Drafting VI	3
INDT	226	Plant Layout	3
INDT	170	Industrial Management	3
DRFT	298	Seminar and Project in Drafting and Design Technology	2
MECH	215	Advanced Jig and Fixture Design I	3
		Elective*	3
Total			<u>17</u>

Total Minimum Credits for Degree 97

*The student is to consult with his counselor in his choice of all electives.

Electronics Technology

Degree: 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 Associate in Applied Science degree curriculum in Electronics Technology 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 Associate in Applied Science curriculum in Electronic Technology 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 curriculum in Electronics is a two-year program combining instruction in the many subject areas required for competence as a Technician in industry. The first year of the Electronics Technology curriculum 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 curriculum 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 Associate in Applied Science degree in Electronics Technology.

ELECTRONICS TECHNOLOGY

Associate in Applied Science Degree Program

Course Number		Course Title	Course Credits
FIRST QUARTER			
DRFT	111	Drafting I	2
DRFT	171	Blueprint Reading I	2
ELEC	114	Fundamentals of Direct Current	4
ENGL	101	Communications Skills I	3
MATH	111	Technical Mathematics I	3
GENL	100	Orientation	1
PHED		Physical Education Elective*	1
Total			16
SECOND QUARTER			
ELEC	120	Tubes and Transistors	4
ELEC	115	Fundamentals of Alternating Current	4
ENGL	102	Communications Skills II	3
MATH	112	Technical Mathematics II	3
PHYS	101	Introductory Physics I	4
Total			18
THIRD QUARTER			
ELEC	116	Circuit Analysis	4
ELEC	125	Introduction to Electronics	5
MATH	113	Technical Mathematics III	3
PHYS	102	Introductory Physics II	4
PHED		Physical Education Elective	1
Total			17

FOURTH QUARTER

ELEC	126	Amplifiers	4
ELEC	276	Instruments and Measurements	4
GOVT	180	American Constitutional Government	3
SPDR	136	Speech Communications	3
		Electives*	3
			<hr/>
		Total	17

FIFTH QUARTER

ECON	160	American Economics	3
ELEC	227	Pulse and Switching Circuits	3
ELEC	241	Communications I	4
PSYC	128	Human Relations	3
DRFT	256	Electronics Drafting	2
PHED		Physical Education Elective*	1
			<hr/>
		Total	16

SIXTH QUARTER

ELEC	242	Communications II	4
ELEC	287	Advanced Circuits & New Devices	2
ELEC	298	Seminar & Project in Electrical Technology	2
INDT	176	Principles of Industrial Safety	2
		Electives*	3
			<hr/>
		Total	13

Total Minimum Credits for an Electronic Major 97

*The student is to consult with his counselor on his choice of all electives.

Forest Technology

Degree: Associate in Applied Science

Length: Seven-quarter (two-year program)

Purpose: Forestry and forestry-related industries are vital to the economy of the State. This, combined with the rapid increase in forest utilization has resulted in the need for formally trained forest technicians. The Associate in Applied Science degree program in Forest Technology is designed for persons who seek full-time employment in forestry immediately upon completion of the two-year program. Graduates from the program will be qualified to assist professional foresters in the implementation of forest management plans in both public and private forests.



Occupational Objectives:

Forestry Technician
Forestry Aide
Forest Surveying Aide

Foreman
Scaler

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 and one unit of geometry or equivalent as well as one laboratory science 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 Developmental 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 subjects. In addition to field trips to forestry activities in the immediate area of the College, the student will take two extended trips to other forest type areas of the state. Upon completion of the program, the student will be awarded the Associate in Applied Science degree with a major in Forest Technology.

FOREST TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Course Credits
FIRST QUARTER		
ACCT 111	Accounting	4
ENGL 101	Communication Skills I	3
MATH 111	Technical Mathematics I	3
BUAD 108	Business Machines	2
DRFT 111	Drafting I (or DRFT Elective)	2
GENL 100	Orientation	1
PHED	Electives*	1
Total		16
SECOND QUARTER		
ENGL 102	Communication Skills II	3
MATH 112	Technical Mathematics II	3
BUAD 100	Introduction to Business	3
ECON 160	American Economics	3
PSYC 128	Human Relations	3
PHED	Electives*	1
Total		16

THIRD QUARTER			
SPDR	136	Speech Communications	3
MATH	113	Technical Mathematics III	3
DAPR	106	Principles of Data Processing	3
GOVT	180	American Government	3
PHED		Electives*	1
		Elective	3
		Total	16

SUMMER QUARTER			
CIVL	184	Land Surveying	5
FORE	100	Introduction to Forestry	4
FORE	117	Dendrology—Forest Ecology	4
FORE	121	Forest Fire Control	3
FORE	197	Forest Practicum	1
		Total	17

FIFTH QUARTER			
CIVL	281	Advanced Surveying	4
FORE	201	Forest Mensuration I	4
FORE	118	Applied Silviculture	4
FORE	131	Wildlife and Fisheries Management	4
		Total	16

SIXTH QUARTER			
FORE	202	Forest Mensuration II	4
FORE	207	Aerial Photo Interpretation	3
FORE	247	Timber Harvesting	4
FORE	241	Forest Products I	3
		Total	14

SEVENTH QUARTER			
FORE	122	Forest Protection	3
FORE	230	Forest Management	4
FORE	132	Forest Recreation	4
FORE	242	Forest Products II	4
		Total	15

Total Minimum Credits for Degree 110

*The student is to consult with his counselor on the choice of all electives.

Industrial Engineering Technology

Degree: Associate in Applied Science

Length: Six-quarter (two-year) program

Purpose: The growth of the machine and manufacturing industries in the local area and in Virginia has caused a shortage of well-trained, qualified personnel to assist in plant management. The Associate in Applied Science Degree program in Industrial Engineering Technology is designed to develop an intelligent understanding of the techniques, programs, principles, and practices of management in industry and to prepare people for full-time employment in these employment opportunities immediately upon completion of the community college program.

Occupational Objectives:

Assistant to Plant Manager

Plant Expediter

Junior Methods Engineer

Production Control

Materials Control

Supervisor of Production

Admission Requirements: In addition to the admission requirements for the college, entry into the Industrial Engineering Technology curriculum requires proficiency in high school mathematics, including one unit of algebra and one unit of geometry or the equivalent, and English. Students with deficiencies will require Developmental Studies.

Program Requirements: The curriculum in Industrial Engineering Technology is a two-year program combining instruction in the many areas required for competence in a staff or supervisory position in industry. Approximately one-half of the curriculum will include courses in industrial engineering technology 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 industrial engineering technology. Students are advised to consult with their faculty advisors and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the six-quarter curriculum, the graduate will be awarded the Associate in Applied Science Degree in Industrial Engineering Technology.

FIFTH QUARTER			
SPDR	136	Speech Communications	3
ENGR	152	Mechanics II (Strength of Materials)	3
BUAD	276	Personnel Management	3
INDT	288	Production Control	3
ECON	160	American Economics	3
		Elective	2
		Total	17

SIXTH QUARTER			
INDT	298	Seminar and Project	5
INDT	226	Plant Layout	3
INDT	170	Industrial Management	3
PHED		Physical Education Elective	1
		Electives*	3
		Total	15
		Total Minimum Credits	97

*The student is to consult with his counselor on the choice of all electives.

INDUSTRIAL ENGINEERING TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Course Credits
FIRST QUARTER		
DRFT 111	Technical Drafting I	2
MATH 111	Technical Mathematics I	3
INDT 111	Materials & Processes of Industry I	3
ENGL 101	Communications Skills I	3
GENL 100	Orientation	1
BUAD 100	Introduction to Business	3
PHED	Physical Education Elective	1
	Total	16
SECOND QUARTER		
DRFT 112	Technical Drafting II or Drafting Elective	2
MATH 112	Technical Mathematics II	3
PHYS 101	Introductory Physics I	4
INDT 112	Materials & Processes of Industry II	3
ENGL 102	Communications Skills II	3
PHED	Physical Education Elective	1
	Total	16
THIRD QUARTER		
DRFT 113	Technical Drafting III or Drafting Elective	2
MATH 113	Technical Mathematics III	3
PHYS 102	Introductory Physics II	4
INDT 176	Industrial Safety	2
GOVT 180	American Constitutional Government	3
PSYC 128	Human Relations	3
	Total	17
SECOND YEAR		
FOURTH QUARTER		
ACCT 111	Accounting I	4
ENGR 151	Mechanics I (Statics)	3
DAPR 106	Principles of Data Processing	3
INDT 286	Quality Control	3
INDT 276	Time and Motion Study	3
	Total	16

Nursing

Degree: Associate in Applied Science

Length: Seven-quarter (two-year) program

Purpose: The two-year Associate Degree Nursing Program is designed to prepare selected students to qualify as contributing members of the health team, rendering 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.

Admission Requirements: High school courses must include 1 unit of biology and chemistry (lab courses) and 1 unit of algebra. Deficiencies may be corrected in Developmental Studies prior to entering the Nursing curriculum. The student's high school record of achievement must reflect a "C" average in academic courses excluding foreign language. Satisfactory performance on the appropriate test battery is required.

This program is open to both male and female applicants. Marital status is not a factor. Evidence of good health is required as shown by submission of the completed "Pre-Entrance Health Requirement Form for the Nursing Program," prior to admission and at the beginning of the second year.

Two personal interviews are required. The first interview will be with the Counseling Office, and the second interview for qualified applicants will be with the Director of Nursing or her delegate. Students majoring in nursing are admitted annually in September; therefore, early application is desirable.

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 must obtain permission from the Chairman of the Department to continue the major in nursing and must then repeat the course and earn a final grade of "C" or higher before taking the next course in the sequence.

The nursing courses are sequential. The successful completion of each course is prerequisite for admission to the next level. Since the nursing content is built upon previous and concurrent learning from the sciences and liberal arts areas, the course sequence indicated in the nursing curriculum pattern is required. 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. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree in Nursing.

NURSING

Associate in Applied Science Degree

Course Number	Course Title	Course Credits
FIRST QUARTER		
ENGL 101	Communications Skills I	3
GENL 100	Orientation	1
HLTH 100	Orientation to Allied Health Careers	1
NASC 111	Health Science I	4
NURS 111	Fundamentals of Nursing I	5
PSYC 128	Human Relations	3
	Total	17
SECOND QUARTER		
ENGL 102	Communications Skills II	3
NASC 112	Health Science II	4
NURS 112	Fundamentals of Nursing II	6
PSYC 130	Child Growth and Development	3
	Total	16

THIRD QUARTER

NASC	113	English or Speech	3
NURS	113	Health Science III	4
		Fundamentals of Nursing III	8
		Total	<u>15</u>

FOURTH QUARTER

NURS	221	Nursing in Major Health Problems I	8
		Elective	3
NURS	299	Supervised Study	1- 5
		Total	<u>12-16</u>

FIFTH QUARTER

SOCI	101	Introductory Sociology I	3
NURS	222	Nursing in Major Health Problems II	8
ECON	160	Survey of American Economics	3
		Total	<u>14</u>

SIXTH QUARTER

GOVT	180	American Constitutional Government	3
NURS	223	Nursing in Major Health Problems III	8
SOCI	102	Introductory Sociology II	3
		Total	<u>14</u>

SEVENTH QUARTER

NURS	224	Nursing in Major Health Problems IV	8
NURS	298	Seminar	3
SOCI	103	Introductory Sociology III	3
		Total	<u>14</u>

Total Minimum Credits for the Nursing Degree 102-106

Sociology must be taken in sequence in either year. ECON., GOVT., and PSYC may be taken in the first or second year.

Police Science

Degree: Associate in Applied Science

Length: Six-quarter (two-year) program

Purpose: The curriculum in Police Science has been designed to prepare individuals for career services in law enforcement and related occupations. Supported by a 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 curriculum is applicable to both the preparatory student and the experienced officer.

Occupational Objectives:

Commercial and Industrial Security Officer
Local, State and Federal Enforcement Officers
Police Officer
Private or Government Investigator

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Police Science program requires the following:

1. A written statement from the city or county law enforcement agency having jurisdiction in the applicant's area of residence as to the applicant's record of conduct.
2. A personal interview with the Law Enforcement Department.
3. Satisfactory results on required tests.
4. Special Requirements: For employment with law enforcement agencies, the following qualifications are prerequisites: (a) Excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer; (b) Normal hearing, color vision, and eye functions with visual acuity not less than 20/40 in either eye without correction; (c) Weight in proportion to height (Very few law enforcement agencies will accept male applicants who are less than 5'8" in height); and (d) Excellent moral character—no convictions in any crime involving moral turpitude or any felony and no excessive number of traffic citations. (Background investigations will be conducted by the employing agency to confirm the foregoing).

Program Requirements: Approximately one-half of the curriculum will include 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 Associate in Applied Science Degree in Police Science.

Course Number	Course Title	Course Credits
FIRST QUARTER		
BIOL 101	General Biology I (or Elective)	4
ENGL 101	Communication Skills I	3
GENL 100	Orientation	1
GOVT	Government	3
LWNF 100	Introduction to Law Enforcement	3
SOCI 101	Intro. Sociology I (or SOCI Elective)	3
	Total	17
SECOND QUARTER		
SOCI 102	General Biology II (or Elective)	4
BIOL 102	Communication Skills II	3
LWNF 114	Police Organization & Administration I	3
PSYC	Psychology	3
ENGL 102	Intro. Sociology II (or SOCI Elective)	3
	Health, Phys. Ed., or Recreation	1
	Total	17
THIRD QUARTER		
BIOL 103	General Biology III (or Elective)	4
LWNF 115	Police Organization & Administration II	3
LWNF 166	Police Comm. & Records (or LWNF Elective)	3
SOCI 103	Intro. Sociology III (or SOCI Elective)	3
	English or Speech	3
	Health, Phys. Ed., or Recreation	1
	Total	17
FOURTH QUARTER		
GOVT 281	U. S. Government I (or GOVT Elective)	3
LWNF 126	Prev. & Control of Juv. Delinquency	3
LWNF 134	Criminal Law I	3
LWNF 246	Principles of Criminal Investigation	3
MATH	Mathematics (or Elective)	4
	Health, Phys. Ed., or Recreation	1
	Total	17

FIFTH QUARTER

GOVT 282	U. S. Government II (or Elective)	3
LWNF 135	Criminal Law II	3
LWNF 136	Legal Evidence	3
LWNF 176	Criminology	3
LWNF 247	Adv. Criminal Investigation	3
SOCI 186	Social Problems I (or Elective)	3
	Total	18

SIXTH QUARTER

ECON	Economics	3
LWNF 237	Admin. of Justice (or LWNF Elective)	3
LWNF 276	Indust. & Comm. Security (or LWNF Elective)	3
LWNF 298	Seminar and Project	1-5
SOCI 187	Social Problems II (or Elective)	3
	Total	13-17
Total Minimum Credits for the Police Science Degree		97

Secretarial Science

Degree: Associate in Applied Science

Length: Six-quarter (two-year) program

Purpose: There is a steady demand for qualified secretaries, stenographers and typists in Virginia. The Associate in Applied Science degree curriculum in Secretarial Science is designed to prepare persons for full-time employment immediately upon completion of the community college curriculum offerings:

Occupational Objectives:

Executive Secretary

Stenographer

General Secretary

Admission Requirements: In addition to the general admission 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 acceptance into the department. The student's achievement record in the prior courses will be the major basis upon which advanced standing may be granted.

Program Requirements: The two-year curriculum in Secretarial Science combines instruction in the many subject areas required for competence as a secretary in business, government, industry, law offices, 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 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 sequence. Upon completion of the curriculum the graduate will be awarded the Associate in Applied Science degree with a major in Secretarial Science.

SECRETARIAL SCIENCE

Associate in Applied Science Degree Program

First Year

**Completion of the curriculum in Steno-Clerical Arts
and Recommendation of Business Department**

Course Number		Course Title	Course Credits
FOURTH QUARTER			
SECR	221	Shorthand Transcription I	3
SECR	241	Secretarial Procedures I	3
SPDR	136	Speech Communications	3
BUAD	100	Introduction to Business	3
PHED		Physical Education Elective	1
		Elective	3
		Total	16
FIFTH QUARTER			
SECR	222	Shorthand Transcription II	3
SECR	242	Secretarial Procedures II	3
SECR	256	Machine Transcription	3
BUAD	164	Principles of Business Management	3
BUAD	241	Business Law I	3
PHED		Physical Education Elective	1
		Total	16
SIXTH QUARTER			
ECON	160	American Economics	3
SECR	223	Shorthand Transcription (General)	3
SECR	243	Secretarial Procedure III	3
SECR	298	Seminar and Project in Secretarial Science	2
ENGL	180	Fundamentals of Business English	3
		Elective	3
		Total	17
		Total First Year	48
		Total Second Year	49
		Total Minimum Credits for Degree	97

Drafting

Certificate: Certificate in Drafting

Length: One year program

Purpose: With the rapid growth of industry in Virginia, and the steady demand for qualified draftsmen in the local area, there is a need for training personnel to meet these requirements. The curriculum in Drafting is designed to train persons for full-time employment immediately upon completion of the community college curriculum offering.

Occupational Objectives: Draftsmen

Admission Requirements: Admission to the program, in addition to the requirements for general admission to the College, require that the student show satisfactory aptitude for drawing as measured by appropriate tests administered by the College counseling department. The applicant should have completed one unit of high school algebra and one unit of geometry or the equivalent.

Program Requirements: The Drafting Program is designed to prepare students to work as draftsmen and to provide the student with an introduction to the basic problems associated with design and manufacturing of mechanical devices. The curriculum includes basic courses in the humanities (English, government 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.

Students successfully completing the program in Drafting receive a Certificate of Completion. Job opportunities for draftsmen exist in many areas, primarily in the manufacturing industries.

DRAFTING

Certificate Curriculum

Course Number	Course Title	Course Credits
FIRST QUARTER		
DRFT 111	Technical Drafting I	2
DRFT 171	Blueprint Reading I	2
INDT 111	Materials and Processes of Industry I	3
MATH 111	Technical Math I	3
GENL 100	Orientation	1
ENGL 101	Communication Skills I	3
Total		14

SECOND QUARTER

DRFT	112	Technical Drafting II	2
INDT	112	Materials and Processes of Industry II	3
MATH	112	Technical Math II	3
ENGL	102	Communication Skills II	3
ECON	160	American Economics	3
		Total	14

THIRD QUARTER

DRFT	113	Technical Drafting III	2
GOVT	180	American Constitutional Government	3
INDT	176	Principles of Industrial Safety	2
		Approved Electives*	8
		Total	15

FOURTH QUARTER

DRFT	211	Advanced Drafting IV	3
PSYC	128	Human Relations	3
		Total	6

Total Minimum Credits for Certificate 49

*The student is to consult with his counselor on the choice of all electives.

Electronics

Certificate: Certificate in Electronics

Length: Four quarter program

Purpose: Modern manufacturing methods and techniques require extensive use of electronics equipment. This electronic equipment is used both for control and other purposes. The Certificate in Electronics curriculum is designed to train individuals to service and maintain the electronics equipment. Graduates from the program will be qualified for full employment in this field upon completion of the curriculum.

Occupational Objectives:

Electronics Repairman

Electronics Installer

Electronics Machine Operator

Admission Requirements: In addition to the regular college admission requirements, the student is expected to have a degree of competence in mathematics and science. Students who are not proficient in these areas will be required to correct their deficiencies in the Developmental Studies Program before entering the curriculum.

Curriculum Requirements: The Certificate in Electronics curriculum includes the basic courses in humanities (English, government, economics, and psychology), in addition to specialty courses. The program of studies is designed to assist the student in meeting both the skilled requirements of the job and in meeting his obligations as a citizen in our democratic society.

Upon completion of the program, the student will receive a Certificate. Job opportunities for the graduates exist in many areas.

ELECTRONICS

Certificate Curriculum

FIRST QUARTER			
Course Number		Course Title	Course Credits
DRFT	111	Drafting I	2
ELEC	11	Basic Electricity	4
ENGL	101	Communication Skills I	3
GENL	100	Orientation	1
INDT	111	Materials and Processes of Industry I	3
MATH	111	Technical Math I	3
			16
		Total	16

SECOND QUARTER			
DRFT	171	Blueprint Reading I	2
ECON	160	American Economics	3
ELEC	12	Basic Electricity	4
ENGL	102	Communication Skills II	3
MATH	112	Technical Mathematics II	3
PHED		Physical Education Elective*	1
			16
		Total	16

THIRD QUARTER			
INDT	176	Plant Safety	2
ELEC	21	Basic Electronics	4
GOVT	180	American Constitutional Government	3
SPDR	137	Public Speaking	3
PHED		Physical Education Elective*	1
		Elective	3
			16
		Total	16

FOURTH QUARTER			
ELEC	120	Introduction to Tubes and Transistors	4
PSYC	128	Human Relations	3
ELEC		Electronic Electives	8
			15
		Total	15

Total Minimum Credits for Certificate 63

*The student is to consult with his counselor on his choice of all electives.

Law Enforcement

Certificate: Certificate in Law Enforcement

Length: Three-quarter program equivalent (part-time only)

Purpose: The program is designed for practitioners on law enforcement and associated fields who desire to take courses within their occupational specialty. Graduates will be qualified for employment in law enforcement upon completion of the program.

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.

Curriculum Requirements: The Certificate in Law Enforcement includes the basic courses in humanities and social sciences 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		Title	Credits
ENGL	101-102	Communication Skills I-II	6
PSYC	128	Human Relations	3
SOCI	106	General Sociology	3
GOVT	180	American Constitutional Government	3
SPDR	136	Speech Communications	3
LWNF	100	Introduction to Law Enforcement	3
LWNF	114	Police Organization and Administration I	3
LWNF	126	Prevention and Control of Juvenile Delinquents or Elective	3
LWNF	130	Introduction to Criminal Law	3
LWNF	136	Legal Evidence	3
LWNF	246	Principles of Criminal Investigation	3
LWNF	247	Advanced Criminal Investigation	3
SOCI	276	Criminology	3
		Electives	6
		Total Number of Credits for Curriculum	48

Office Management

Certificate: Certificate in Office Management

Length: Three-quarter program

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

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.

Curriculum 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 curriculum 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 of Completion.

OFFICE MANAGEMENT

Certificate Curriculum

Course Number		Course Title	Course Credits
FIRST QUARTER			
ACCT	111	Accounting I	4
BUAD	108	Business Machines	2
MATH	151	Business Mathematics	3
GENL	100	Orientation	1
		Approved Electives*	6
		Total	16
SECOND QUARTER			
ACCT	112	Accounting II	4
BUAD	100	Introduction to Business	3
MATH	152	Business Mathematics (or BUAD elect.)	3
ECON	160	American Economics	3
ENGL	101	Communication Skills II	3
		Total	16
THIRD QUARTER			
ACCT	113	Accounting III	4
GOVT	180	American Constitutional Government	3
PSYC	128	Human Relations	3
ENGL	102	Communication Skills III	3
		Approved Electives	4
		Total	17
		Total Minimum Credits for Certificate	49

*Approved electives are generally restricted to BUAD and SECR courses.
The student is to consult with his counselor on his choice of all electives.

Steno-Clerical Arts

Certificate: Certificate in Steno-Clerical Arts

Length: Three quarter (one year) program

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 training personnel to meet these requirements. The Steno-Clerical Curriculum is designed to train persons for full-time employment upon completion of the community college curriculum.

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.

Curriculum Requirements: The curriculum in Steno-Clerical Arts is a one-year curriculum combining 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 Curriculum is similar to the first three quarters in the Secretarial Science Program. Upon completion of the curriculum the student will receive a Certificate of Completion.

STENO-CLERICAL ARTS

Certificate Curriculum

Course Number	Course Title	Course Credits
FIRST QUARTER		
SECR 111	Typewriting I	3
SECR 121	Shorthand I	4
BUAD 108	Business Machines	2
MATH 151	Business Mathematics I	3
ENGL 101	Communications Skills I	3
GENL 100	Orientation	1
	Total	16
SECOND QUARTER		
SECR 112	Typewriting II	3
SECR 122	Shorthand II	4
MATH 152	Business Mathematics II	3
ENGL 102	Communications Skills II	3
GOVT 180	American Constitutional Government	3
PHED	Physical Education Elective	1
	Total	17
THIRD QUARTER		
SECR 113	Typewriting III	3
SECR 123	Shorthand III	4
SECR 136	Filing and Record Management	2
SECR 156	Personal Development*	3
PSYC 128	Human Relations	3
	Total	15
Total Minimum Credits for Certificate		48

*Required of female students only. Male students may substitute an appropriate elective.

Developmental Program

Developmental Studies programs are offered to help prepare individuals for admission to the occupational-technical program and to the university parallel-college transfer program in the Community College. These programs are designed to help the individual develop the basic skills and understandings necessary to succeed in other programs of the College.

Developmental Studies provide an opportunity to obtain needed knowledges and skills for an individual who is not fully prepared for entry into an associate degree program. Perhaps he has not had an opportunity to complete an appropriate educational course or program, or he has low achievement in his previous education. A student is placed in the developmental program after a close analysis of his high school transcript, test scores, and other data available on his achievement level.

Through the use of specialized teaching methods and modern equipment with an extensive concentration upon laboratory experiences, the student may, through concentrated effort in the areas of his weakness, progress at his own rate. The student will be tested frequently for the purpose of showing him the progress he is making.

The student may use either of two approaches to improve his knowledge and skills in the developmental studies. In one approach, he may enroll in the developmental courses scheduled each quarter at the Community College. In the other approach the student may utilize the materials and equipment in the Learning Laboratory for individual study of appropriate units or course materials in the areas of his deficiencies. Personnel in the Learning Laboratory or other faculty members of the College would be available to provide individualized assistance for the student. Progressing at his own rate, the student may complete the unit of study at any time that he demonstrates sufficient mastery of the subject to meet the minimum requirements for the unit or course.

A student in the developmental program may be taking all of his work at the developmental level or he may be taking some associate degree level courses for which he is qualified in addition to one or more developmental courses. Many of the developmental courses will provide credit applicable to the requirements of a diploma or certificate program. In addition, if the student takes any associate degree courses while in this program, the credit earned in these courses may be transferred to an associate degree curriculum when the student is admitted to the associate degree curriculum and if the courses are applicable to the curriculum.

The student is urged to consult with the Counseling office of the College in planning his program and selecting his courses.

Special Training Programs

An important part of the community college philosophy centers around the concept of serving the community. Any community served by the college, if job opportunities warrant it, may apply for a special training program to be conducted by the College. These programs, which are usually of a short term nature, shall be tailored to fit the exact needs of a company and shall terminate when the immediate needs are met. The special training programs may be carried out at the College, or the individual company may request that a college instructor come to the industry to conduct the program.

Community Service Programs

The College considers community service programs an integral part of its function. These programs may include degree credit, non-degree credit courses, and special programs which are taken primarily for cultural enrichment. The community service programs are aimed at both adults and full-time students, and they help fulfill the belief that the College is to serve the entire community. Some examples of community service programs are:

Special short term courses which develop various skills

Cultural Programs and Trips

Special Interest Short Term Courses

Use of college facilities by individuals and community organizations.

Part V 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 10-99 are basic occupational courses for certificate programs. The credits earned in these courses are not applicable toward an associate degree.

Courses numbered 100-199 are freshman level courses applicable toward an associate degree 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 experiences) 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.

ACCOUNTING

ACCT 111-112-113 ACCOUNTING I-II-III (4 cr.) (4 cr.) (4 cr.)—Fundamentals of accounting. The accounting cycle, journals, ledgers, working papers, and the preparation of financial statements under the various forms of business ownership. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

ACCT 114-115 APPLIED ACCOUNTING I-II (3 cr.) (3 cr.)—Practical accounting as applied to retail stores, professional individuals in firms, and to personal service occupations; accounting forms and practical accounting procedures. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

ACCT 190 COORDINATED INTERNSHIP (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio 1:5 hours. May be repeated for credit. Variable hours.

ACCT 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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 statements. Lecture 3 hours per week.

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

ACCT 229 AUDITING (3 cr.)—Prerequisite ACCT 111-112-113. Purposes of audit, relationships of auditor and client, kinds of audits, working papers, internal controls and examination of accounting systems, audit reports. Lecture 3 hours per week.

ACCT 244 TAXES I (3 cr.)—Principles of federal taxation relating to individual income taxes with emphasis on minimization of personal tax burden and preparation of personal tax returns. Single preparation form and tax problems. Lecture 3 hours per week.

ACCT 245 TAXES II (3 cr.)—Prerequisite ACCT 244. Federal taxation principles and theories concerning partnership and corporation income tax concepts and problems. Emphasis on evaluation of business transaction from a tax point of view, partnership and corporate tax minimization and tax return preparation. Lecture 3 hours per week.

ACCT 290 COORDINATED INTERNSHIP (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio 1:5 hours. May be repeated for credit. Variable hours.

ACCT 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

AGRICULTURE

AGRI 018 LANDSCAPE GARDENING (3 cr.)—Introduction to landscape gardening including design, construction, planting, and maintenance of home gardens. The use of native materials in landscape design will be emphasized. Lectures 3 hours per week.

ARTS

ARTS 107-108-109 FUNDAMENTALS OF ART I-II-III (2 cr.) (2 cr.) (2 cr.)—A general course in art for the student with no previous training in art. Provides opportunities to work in various media such as painting, drawing, sculpture, and graphics in addition to lectures on the history of art and the relationship of art to society. Lecture 1 hour, Laboratory 2 hours, Total 3 hours.

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. The course begins with prehistoric art and follows the mainstream of western civilization to the present. Lectures 3 hours per week.

ARTS 126 FREE-HAND SKETCHING (2 cr.)—Basic principles and practice in freehand sketching. Laboratory 6 hours per week.

ARTS 196 ART WORKSHOP (2 cr.)—A workshop for individual special projects in arts and crafts. Laboratory 6 hours per week.

ARTS 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

ARTS 278 PRINTMAKING: SILK SCREEN (4 cr.)—Prerequisites ARTS 126 and 155 or divisional permission. Introduction to silk screen stencil techniques, styles, and materials. Field trips related to screen printing. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

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.

BIOL 198 SEMINAR AND PROJECT (1-5 cr.)—Completion of a project or research report related to the student's occupational objectives, and a study of approaches to the selection and pursuit of career opportunities in the field. Variable hours.

BIOL 206 BIOLOGICAL PROBLEMS IN CONTEMPORARY SOCIETY (3 cr.)—Prerequisite BIOL 103 or departmental 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.

BIOL 267 GENERAL ECOLOGY (3 cr.)—Prerequisite General Biology or departmental permission. 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 2 hours, Laboratory 2 hours, Total 4 hours per week.

BIOL 269 GENERAL ECOLOGY (6 cr.)—Prerequisite BIOL 103. Relation of plants and animals to the environment, factors affecting distribution, energy flow and population cycles. Lecture 4 hours, Laboratory 4 hours, Total 8 hours per week.

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

BUSINESS MANAGEMENT AND 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.

BUAD 101-102-103 BUSINESS MACHINES AND MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Office machines including a variety of adding machines and calculators designed for use in determining solutions to problems arising from normal business activities. The theories of mathematics are applied to business activities emphasizing the use of concepts and procedures concerning payroll computations, ratios, discounts, interest, sales and property tax, pricing mark-up and mark-down. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

BUAD 108 BUSINESS MACHINES (2 cr.)—A course to develop proficiency in the use of office machines such as calculators and adding machines. Lecture 2 hour, Laboratory 2 hours, Total 3 hours per week.

BUAD 116 PERSONAL FINANCE (3 cr.)—A course designed to build a framework of money management concepts. Content includes establishing values and goals, earning income, managing income, developing consumer buying ability, using credit, understanding savings, insurance, and responsibilities as a consumer. Lecture 3 hours per week.

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 Reserve System, government supervision, banking and public service. Lecture 3 hours per week.

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.

BUAD 176 ADMINISTRATIVE OFFICE MANAGEMENT (3 cr.)—Prerequisite BUAD 164. Principles of Office Management.—The study of office organization and lay-out; work flow, office procedures, standards, personnel and supervision, equipment; centralized services; and current office management trends. Lecture 3 hours per week.

BUAD 190 COORDINATED INTERNSHIP (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio 1:5 hours. May be repeated for credit. Variable hours.

BUAD 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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.

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.

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

BUAD 251 BUSINESS STATISTICS I (3 cr.)—Prerequisite MATH 181-182-183 or MATH 161-162-163. Aspects of statistical methodology such as the collection, organization, presentation and analysis of data; specific concentration with measures of central tendency, dispersion, probability concepts, the normal distribution, sampling distribution, and basic hypothesis testing such as T-test, Z-test, and Chi-Square. Lecture 3 hours per week.

BUAD 252 BUSINESS STATISTICS II (3 cr.)—Prerequisite BUAD 251. Estimation of parametric values, advanced methods and techniques of hypothesis testing and experiment design. Statistical quality control, analysis of variance, linear regression and correlation analysis both simple and multiple measurement of business and economics activity through index numbers, seasonal and secular variation; computer application where practical. Lecture 3 hours per week.

BUAD 254 APPLIED BUSINESS STATISTICS I (3 cr.)—An inductory 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.

BUAD 269 PURCHASING AND MATERIALS MANAGEMENT (3 cr.)—Principles of purchasing and management of inventories including determination of requirements, pricing, source selection, and inventory policy and control. Lecture 3 hours per week.

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.

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 to employee, public, customer, and stockholder relations; lecture, demonstrations, and problem cases for practical application. Lecture 3 hours per week.

BUAD 290 COORDINATED INTERNSHIP (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio 1:5 hours. May be repeated for credit. Variable hours.

BUAD 298 SEMINAR AND PROJECT (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. Variable hours.

BUAD 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable Hours.

CHEMISTRY

CHEM 06 CHEMISTRY (5 cr.)—A developmental course in general chemistry designed to develop a basic understanding of inorganic and organic chemistry. Variable hours.

CHEM 101-102-103 GENERAL CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)—Introduction to the fundamental laws and the theories of chemistry; most important elements and their compounds; properties and uses of the more important metallic and non-metallic elements and their general importance. Laboratory in the third quarter includes qualitative analysis. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

CHEM 111-112-113 GENERAL INORGANIC CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)—Fundamental principles and laws underlying chemical action with special emphasis on the non-metals, their compounds, theories and problems. The laboratory work for the first two quarters of the course deals chiefly with the non-metallic elements and their compounds. The last quarter deals with the theories of qualitative and quantitative analysis. Lecture 3 hours, Laboratory 3 hours. Total 6 hours per week.

CHEM 241-242-243 ORGANIC CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)—Prerequisite CHEM 103 or 113, equivalent. The fundamentals of organic chemistry. The structure, physical properties, synthesis, and typical reactions of the various series of aliphatic, alicyclic and aromatic compounds with attention to reaction mechanisms. Representative carbon compounds are synthesized with emphasis on basic laboratory techniques. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

CIVIL ENGINEERING

CIVL 184 LAND SURVEYING (5 cr.)—Prerequisite MATH 113 or equivalent. Plane surveying. The topics covered include distance measurements, note keeping, compass, surveying, leveling, angle measurements, stadia, topography, coordinates, areas and computation, and mapping. Lectures 3 hours, Laboratory 6 hours, Total 9 hours per week.

CIVL 281 ADVANCED SURVEYING I (4 cr.)—Prerequisite CIVL 184. Layout of curves under complex field conditions, route surveying, vertical curves, slope stakes, land surveying, establishment and re-establishment of land boundaries, legal aspects of surveying, original surveys and re-surveys, public land surveys. Field work parallels classroom instruction, drills in use of theodolites and traversing equipment, begins project in boundary and topographic survey. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

DATA PROCESSING TECHNOLOGY

DAPR 106 PRINCIPLES OF DATA PROCESSING (3 cr.)—Prerequisite one year of high school algebra. An introduction to basic methods, techniques, and systems of manual, mechanical, and electronic data processing. Covers the history and development of punch card data processing, and electronic or automatic data processing. Lectures 3 hours per week.

DECORATING

DECO 11 BASIC INTERIOR DECORATING I (3 cr.)—This course covers the fundamental principles involved in good interior decorating. Lectures 3 hours per week.

DECO 12 BASIC INTERIOR DECORATING II (3 cr.)—Application of fundamental decorating principles of house furnishings and interior design. Lecture 3 hours per week.

DRAFTING

DRFT 111 TECHNICAL DRAFTING I (2 cr.)—Introduction to the techniques and instruments required for success as a draftsman in industry. Content will include 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 drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 112 TECHNICAL DRAFTING II (2 cr.)—Prerequisite DRFT 111 or equivalent. New materials introduced will include sections and conventions, fasteners, freehand sketching as required; introduces principles of isometrics; additional drawing skill is developed through more complicated drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 113 TECHNICAL DRAFTING III (2 cr.)—Prerequisite DRFT 112 or equivalent. Special emphasis on assembly drawings, working from the simple to the complex. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 171 BLUEPRINT READING I (2 cr.)—This course will include 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.

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

DRFT 198 SEMINAR AND PROJECT (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. Variable hours.

DRFT 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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

DRFT 212 DRAFTING VI (3 cr.)—Prerequisite DRFT 211. Emphasis on electronic and electromechanical drawings, sheet metal fabrication, radii, fillets, and tolerances. Additional skill is developed in the use of ink in lettering and ruling. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 213 DRAFTING VII (3 cr.)—Prerequisite DRFT 212. Emphasis on design drafting in all aspects, and with use of drafting as a means of communication. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 256 ELECTRONICS DRAFTING (2 cr.)—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.

ARCH 261 ARCHITECTURAL DRAWING (3 cr.)—Basic standard building details are studied and drawn. One point and two point perspective line drawings are included. Working drawings for a small building are made, including floor and foundation plans, elevations, wall sections, and details. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 298 SEMINAR AND PROJECT IN DRAFTING AND DESIGN TECHNOLOGY (1-5 cr.)—A selection and completion of an individual project related to the student's occupational objective and designed to combine theoretical concepts with practical applications by cooperative arrangements with industry. Also includes discussions of professional topics in general and a study of approaches to selection and pursuit of employment and career opportunities in drafting and design technology. Variable hours.

ECONOMICS

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

ECON 211-212-213 PRINCIPLES OF ECONOMICS I-II-III (3 cr.) (3cr.) (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 relating to organization of business, labor, and government institutions, and economic stability and growth. Measurements of economics activity. Private enterprise, economic growth and stabilization policies, monetary and fiscal policy. International economic relationships, alternative economic systems. Lectures 3 hours per week.

ECON 214-215 PRINCIPLES OF ECONOMICS I-II (5 cr.) (4 cr.)—An introductory course covering the structure, organization, and operation of the United States economy. Analysis, problems, and issues relating to organization of business, labor, and government institutions, and 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. Lectures 5 hours per week in ECON 214 and Lectures 4 hours per week in ECON 215.

EDUCATION

EDUC 140 MODERN MATHEMATICS CONCEPTS (3 cr.)—The techniques and materials used to develop mathematical patterns and concepts in pre-school and primary mathematics programs. Instructional aides will learn to prepare, collect, and work with materials used to develop mathematical concepts in children. Lecture 3 hours per week.

EDUC 198 SUPERVISED STUDY (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. Variable hours.

ELECTRICITY AND ELECTRONICS

ELEC 11-12-13 BASIC ELECTRICITY (4 cr.) (4 cr.) (4 cr.)—This is a three-quarter course which assumes no background in DC or AC theory. Principles of electricity are taught covering resistance, current, and voltage in both DC and AC states. An elementary knowledge of algebra is assumed. The course is designed to lead into the Basic Electronics course ELEC 21, 22, 23. Laboratory experiments will be performed to supplement the classroom work. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 21-22-23 ELECTRONIC (4 cr.) (4 cr.) (4 cr.)—This course builds on the background of the basic electricity course and covers an introduction to vacuum tube and semiconductor principles and circuitry. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 114 FUNDAMENTALS OF DIRECT CURRENT (4 cr.)—MATH 111 must have been taken previously or must be taken concurrently. A study of current flow and direct current circuits. The course presents work with magnetic circuits. This course utilizes mathematical tools as they are developed in the mathematics course. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 115 FUNDAMENTALS OF ALTERNATING CURRENT (4 cr.)—Prerequisite ELEC 114, MATH 112 must have been taken previously or must be taken concurrently. The study of time varying currents. The student will use complex numbers and vector concepts in dealing with A.C. impedances. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 116 INTRODUCTION TO CIRCUIT ANALYSIS (4 cr.)—Corequisite MATH 113. A course emphasizing A.C. circuit theory and both A.C. and D.C. network theorems. Course provides a continuation of study of background information needed to analyze networks with both active and passive elements present. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 120 INTRODUCTION TO TUBES AND TRANSISTORS (4 cr.)—Prerequisites ELEC 114 and MATH 111 must have been taken previously or must be taken concurrently. A course concerned with how electronic devices work and the characteristics of these devices. Both tube and solid state device characteristics are covered. This course utilizes the mathematical tools as they become available and the ideas of electronic flow and circuit analysis as they are developed in the fundamentals of electricity course. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 121 ELECTRONICS (4 cr.)—Theory and application of transistors; transistor construction, germanium characteristic, transistor types, point contact, junction P-N-P, N-P-N, symmetrical; circuit properties; application to electronics. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 124 ELECTRONICS I (5 cr.)—Prerequisite ELEC 114 and ELEC 120. A course dealing with special electronic devices and power supplies. Lectures 4 hours, Laboratory 3 hours, Total 7 hours per week.

ELEC 125 INTRODUCTION TO ELECTRONICS (5 cr.)—Corequisite ELEC 112 or ELEC 115. The theory, properties, and application of vacuum tube and solid state devices, including power supplies. Lecture 4 hours, Laboratory 3 hours, Total 7 hours per week.

ELEC 126 AMPLIFIERS (4 cr.)—Prerequisite ELEC 125. A continuation of electronic devices, in that many of the devices previously studied are used in forming amplified circuits. Amplifiers, both transistor and tube types, are

covered with emphasis on methods of analysis and design procedures. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 127 SPECIAL CIRCUITS (4 cr.)—Study of applied circuits such as clippers, clampers, pulse formers, multi-vibrators, blocking, oscillators, logic circuits, sweep circuits. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 227 PULSE AND SWITCHING CIRCUITS (3 cr.)—Prerequisites ELEC 116, ELEC 125, MATH 112. A course dealing with both linear and non-linear wave shaping. This course supplies a base for further study in the areas of computers and automatic controls. Lectures 2 hours, Laboratory 3 hours, Total 5 hours per week.

ELEC 241 COMMUNICATIONS I (4 cr.)—Prerequisite ELEC 116, ELEC 125. An introduction to modulation and power in modulated waves. Topics included are sinusoidal oscillations and oscillators, RF amplifiers and detectors, and AM receivers. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 242 COMMUNICATIONS II (4 cr.)—Prerequisite ELEC 241. A study of transmitters and receivers. Topics included are FM receivers, RF power amplification, AM, SSB, and FM transmitters, and an introduction to transmission lines and antennas. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 276 INSTRUMENTS AND MEASUREMENTS (4 cr.)—Prerequisite ELEC 125. A study of basic circuits used in electronic measurements and application of these circuits in test instruments such as oscilloscopes, vacuum tube voltmeters, and bridge. Further study concerned with 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.

ELEC 287 ADVANCED CIRCUITS AND NEW DEVICES (2 cr.)—This is a unique course, since it depends so heavily on the judgment of the teaching staff. It is composed of lectures and demonstrations concerned with the latest developments in electronics. Lectures 2 hours per week.

ELEC 298 SEMINAR AND PROJECT IN ELECTRICAL ENGINEERING TECHNOLOGY (1-5 cr.)—A selection and completion of an individual project related to the student's occupational objective and designed to combine theoretical concepts with practical applications by cooperative arrangements with industry. Also includes discussions of professional topics in general and a study of approaches to selection and pursuit of employment and career opportunities in electrical and electronics technology. Variable hours.

ENGINEERING TECHNOLOGY

ENGR 100 INTRODUCTION TO ENGINEERING TECHNOLOGY (1 cr.)—Professional fields of engineering technology, the work of the engineering technologist, requirements of training and character, professional ethics, the division of industrial practice and competition. Pure and simple problems from the various schools of engineering are used with slide rule applications. Laboratory 3 hours per week.

ENGR 121 ENGINEERING GRAPHICS I (2 cr.)—A basic course in drawing and theories of projection. Multiview drawings, pictorial drawings and sketching, geometrical construction, sectioning, lettering, dimensioning, auxiliary views, revolutions, assembly drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

ENGR 122 ENGINEERING GRAPHICS II (2 cr.)—Prerequisite ENGR 121, MATH 141. Graphical methods used in engineering design, layout and calculation. Properties and types of graphs for engineering and scientific purposes. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

ENGR 123 ENGINEERING GRAPHICS III (2 cr.)—Prerequisite ENGR 122. A study of the analysis and graphic presentation of the space relationship of fundamental geometric elements: point, line, plane, curved surfaces, development and vectors. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

ENGR 151 MECHANICS I (STATICS) (3 cr.)—Corequisite MATH 122 or MATH 112. Subject matter includes principles and applications of free body diagrams for force systems, shear and moment diagrams, deflection of beams by numerical integration, and determination of section properties. Lectures 3 hours per week.

ENGR 152 MECHANICS II (STRENGTH OF MATERIALS) (3 cr.)—Prerequisite ENGR 151, MATH 123 or MATH 113. A discussion of strength of material concepts with laboratory demonstrations and experiments. Subject matter includes stress and strain analysis, both elastic and plastic, with emphasis on elastic analysis of axially loaded members, connectors, beams, and columns. Lectures 3 hours per week.

ENGLISH

ENGL 01 VERBAL STUDIES LABORATORY (5 cr.)—A developmental course in composition designed for students who need help in all areas of writing to bring their proficiency to the level necessary for entrance into their respective curriculums. Emphasis on individualized instruction. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

ENGL 08 READING IMPROVEMENT (5 cr.)—A developmental course using modern techniques, equipment, and materials to increase the student's comprehension, skill, and speed in reading. Students may reregister for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

ENGL 99 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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 materials for discussion and supply topics for frequent writing assignments. Lecture 3 hours per week.

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 preparing research papers; and the practical criticism of literary types. Lecture 3 hours per week.

ENGL 117 ADVANCED READING (2 cr.)—Designed to increase eye span and reading speed. Emphasis 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. Class 3 hours per week.

ENGL 198 SEMINAR AND PROJECT (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. Variable hours.

ENGL 228 CREATIVE WRITING (3 cr.)—Prerequisite ENGL 111, 112, 113 or departmental permission. Designed to introduce the student to the fundamentals of writing creatively, involving primarily the use of the imagination. Samples of creative writings will be studied to observe the methods employed in writing poetry, essays, and short stories. Lecture 3 hours per week.

ENGL 251-252-253 SURVEY OF AMERICAN LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite ENGL 113 or department 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.

ENGL 261-262-263 SURVEY OF ENGLISH LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite ENGL 113 or department 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.

ENGL 271-272-273 SURVEY OF WORLD LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite ENGL 113 or equivalent. A course designed to familiarize the student with master works of world literature. Analytical reading and critical writing toward understanding of the periods, the writers, the literary works. Lecture 3 hours per week.

ENGL 298 SEMINAR AND PROJECT (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. Variable hours.

FOREST TECHNOLOGY

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. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 117 DENDROLOGY (4 cr.)—Prerequisite BIOL 101 or equivalent. A brief survey of the plant kingdom followed by a study of the commercially important trees of the United States. Emphasis is placed upon the field characteristics and environment of the trees of the Southeast. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 118 APPLIED SILVICULTURE (4 cr.)—Prerequisite FORE 100-117. 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. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 121 FOREST FIRE CONTROL (3 cr.)—A study of forest fire behavior. Included are factors influencing and causing ignition and spread, methods of fire prevention and presuppression, and forest control organizations. Lectures 2 hours, Laboratory 2 hours, Total 4 hours per week.

FORE 122. FOREST PROTECTION (3 cr.)—A study of destructive biotic and abiotic agencies in the forest. Methods of control are emphasized. Forest fires are not covered. Lectures 2 hours, Laboratory 2 hours, Total 4 hours per week.

FORE 131 WILDLIFE AND FISHERIES MANAGEMENT (4 cr.)—Prerequisite FORE 100. An introduction to the principles of wildlife and fisheries management. Emphasis is placed upon practices in the Southeastern United States. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 132 FOREST RECREATION (4 cr.)—Prerequisite FORE 131. A study of recreational use of forest resources, including an understanding of the psychology of recreation. Planning and design of forest recreation areas. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 190 COORDINATED INTERNSHIP (1-5 cr.)—Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio 1:5 hours. May be repeated for credit. Variable hours.

FORE 197 FOREST PRACTICUM (1 cr.)—Corequisite FORE 100-121. A one-week field trip to other areas of the state. Visits will be made to various forestry related activities including controlled burns. A one-week field trip. Laboratory 40 hours.

FORE 201 FOREST MENSURATION I (4 cr.)—Prerequisite FORE 100-117, CIVL 184, BUAD 108. The basic techniques of log and pulpwood scaling, tree measurement, form class, and mapping techniques. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

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 are included. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 207 AERIAL PHOTO INTERPRETATION (3 cr.)—Prerequisite concurrent registration in FORE 202. Principles and practices of photogrammetry with emphasis on use in forestry. Included are forest-type mapping, road location, projection and inventory techniques. Lectures 2 hours. Laboratory 2 hours. Total 4 hours per week.

FORE 230 FOREST MANAGEMENT (4 cr.)—Prerequisite completion of 30 hours in technical forestry subjects. A study of the management and administration of forest properties including a brief summary on finance and taxation. Lectures 3 hours. Laboratory 3 hours. Total 16 hours per week.

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

FORE 242 FOREST PRODUCTS II (4 cr.)—Prerequisite FORE 241. A study of sawmilling and lumber marketing practices. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 247 TIMBER HARVESTING (4 cr.)—Prerequisite concurrent registration in FORE 202. Harvesting methods including physical layout, economic, silvicultural, water management, and protection considerations. Emphasis is placed on woods safety. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 298 SEMINAR AND PROJECT (1-5 cr.)—Completion of a project or research report related to the student's occupational objectives, and a study of approaches to the selection and pursuit of career opportunities in the field. Variable hours.

FRENCH

FREN 101-102-103 ELEMENTARY FRENCH I-II-III (4 cr.) (4 cr.) (4 cr.)—Introductory training in the understanding, speaking, reading, and writing of French with emphasis on manipulation of the structure of the language. Lectures 3 hours, Laboratory and drill 2 hours, Total 5 hours per week.

FREN 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

FREN 201-202-203 INTERMEDIATE FRENCH I-II-III (4 cr.) (4 cr.) (4 cr.) Prerequisite FREN 103 or successful completion of two years of high school French and permission of instructor. Advanced training in the understanding, speaking, reading, and writing of French. French used in the classroom. Lectures 3 hours, Laboratory and drill 2 hours, Total 5 hours per week.

FREN 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

GENERAL

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

GEOGRAPHY

GEOG 240 INTRODUCTION TO PHYSICAL GEOGRAPHY (3 cr.)—A study of the major elements of the natural environment such as land forms, weather and climate, natural vegetation, soils. Lecture 3 hours per week.

GEOG 250 INTRODUCTION TO CULTURAL GEOGRAPHY (3 cr.)—A survey of landscape modification through human agencies and the relationships of culture and geography. Lecture 3 hours per week.

GERMAN

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

GOVERNMENT

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

GOVT 258 CONTEMPORARY NATIONAL PROBLEMS (3 cr.)—Prerequisites GOVT 281 or permission of instruction. Selected issues illustrating basic problems in public affairs in the United States in such areas as national, state and local politics, governmental theory and civil rights. Lecture 3 hours per week.

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. Lectures 3 hours per week.

GOVT 298 SEMINAR IN PUBLIC AFFAIRS (2 cr.)—Prerequisites GOVT 180 or equivalent. Seminar in current public affairs concerning domestic and foreign policy of the United States to develop the ability to analyze and critically evaluate present problems as they relate to the functioning of the United States. Lecture 2 hours per week.

HEALTH

HLTH 100 ORIENTATION TO ALLIED HEALTH CAREERS (1 cr.)—An orientation to the interrelated roles and functions of various members of the health team. Lecture 1 hour per week.

HLTH 104 FIRST AID I (2 cr.)—A standard first aid course with the principles and techniques of safety and first aid. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

HLTH 105 FIRST AID II (2 cr.)—An advanced first aid course on the principles and techniques of safety and first aid. Safety projects and problems. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

HLTH 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH (3 cr.)—An introductory course in the maintenance of health and prevention of illness at the personal and community level. Lectures 3 hours per week.

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. Lectures 3 hours per week.

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. Lectures 3 hours per week.

INDUSTRIAL ENGINEERING

INDT 111-112 MATERIALS AND PROCESSES OF INDUSTRY I-II (3 cr.) (3 cr.)—The objective of this course is to familiarize the student with the materials and processes of modern industry from the drafting and design point of view. The physical properties of industrial materials such as ferrous, non-

ferrous metals, woods, plastics and clay products will be studied in terms of design application, processing and fabricating methods. Students will be introduced to cutting, cold forming, hot working, welding, foundry and chipless manufacturing processes which are widely employed in contemporary industry. In addition, the science of precision measurement as applied to inspection practices will be studied. Lectures 3 hours per week.

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. Lectures 3 hours per week.

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 of same. Lectures 2 hours per week.

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 of model construction. Lectures 2 hours, Laboratory 2 hours, Total of 4 hours per week.

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.

INDT 286 QUALITY CONTROL (3 cr.)—Principles of inspection and quality control with emphasis on setting up, maintaining, and interpreting control charts. Includes dimensional control, basic sizes, applications of tolerances, allowances, limits, precision measurements, comparison measurements, industrial applications, optical, electrical and air limit gauges, comparator, inspection techniques, control charts, and statistics as quality instruments. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

INDT 288 PRODUCTION PLANNING AND CONTROL (3 cr.)—The preparation and analysis of production, planning based on sales forecasts, operation sheets, routing, scheduling, dispatching, follow-up, inventory control, receiving stores and shipping, control forms and reports. Lecture 3 hours per week.

INDT 298 SEMINAR AND PROJECT IN INDUSTRIAL TECHNOLOGY (1-5 cr.)—A selection and completion of an individual project related to the student's occupational objective and designed to combine theoretical concepts with practical applications by cooperative arrangements with industry. Also includes discussions of professional topics in general and a study of approaches to selection and pursuit of employment and career opportunities in industrial technology.

LAW ENFORCEMENT

LWNF 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.

LWNF 114-115 POLICE ORGANIZATION AND ADMINISTRATION I-II (3 cr.) (3 cr.)—Prerequisite LWNF 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.

LWNF 126 PREVENTION AND CONTROL OF JUVENILE DELINQUENCY (3 cr.)—Survey of youth crime, stressing the police role in community programs of prevention and control. Lecture 3 hours per week.

LWNF 130 INTRODUCTION TO CRIMINAL LAW (3 cr.)—Major crimes; their classification, elements of proof, intent, conspiracy, responsibility, parties, and defences. Emphasis on the common law and Virginia adaptations. Lecture 3 hours per week.

LWNF 134-135 CRIMINAL LAW I-II (3 cr.) (3cr.)—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.

LWNF 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.

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

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

LWNF 247 ADVANCED CRIMINAL INVESTIGATION (3 cr.)—Prerequisite LWNF 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.

LWNF 298 SEMINAR AND PROJECT (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. Variable hours.

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.

MKTG 150 PRINCIPLES OF INSURANCE (3 cr.)—A course in insurance principles and practices. Includes an examination of risks and applications in the principal fields of insurance including life, accident and health, fire, liability, surety, and property. Lecture 3 hours per week.

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.

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.

MKTG 216 MERCHANDISE INFORMATION (3 cr.)—A study of merchandise including durables as well as non-durables. Includes detailed analysis of construction, uses, care and related government regulations. Value and quality standards for consumer use are stressed. Emphasis placed on usefulness of product information as a merchandising tool. Lecture 3 hours per week.

MKTG 227 ADVERTISING AND DISPLAY (4 cr.)—A survey of the forms of advertising and the principles of display as they apply to retail and other distributive businesses. Emphasis on the principles of layout and copy, media selection, analysis of cost and results, and the coordination of advertising and display activities within the store. Lecture 3 hours per week, Laboratory 2 hours per week. Total 5 hours per week.

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.

MATHEMATICS

MATH 01 DEVELOPMENTAL MATHEMATICS (5 cr.)—A developmental course which bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematical courses in technical and professional programs. Arithmetic, algebra, geometry and trigonometry will be covered. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

MATH 07 BASIC ARITHMETIC (5 cr.)—A review of arithmetical principles and computations. Designed for persons who wish to broaden their knowledge and competence in general arithmetical operations. Variable hours.

MATH 11-12-13 ELEMENTS OF MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Designed for the occupational student. Practical applications of elementary mathematics including algebra, geometry, and trigonometry to everyday problems in the manufacturing and trade world. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

MATH 16 HEALTH SCIENCE MATHEMATICS (2 cr.)—A review of arithmetic and algebra with emphasis on calculations involving dosages of drugs and concentration of solutions. Lecture 2 hours per week.

MATH 31-32-33 ALGEBRA I-II-III (5 cr.) (5 cr.) (5 cr.)—Fundamental algebraic calculations for students who need a survey of the basic principles of algebra. Includes the essential topics of the first two years of high school algebra. Lecture 5 hours per week.

MATH 99 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

MATH 111-112-113 TECHNICAL MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite satisfactory score on appropriate mathematics proficiency examinations and 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, introduction to analytical trigonometry, and an introduction to calculus to emphasize those techniques useful to the engineering student. Lecture 3 hours.

MATH 141-142-143 INTRODUCTORY MATHEMATICS ANALYSIS I-II-III (5 cr.) (5 cr.) (5 cr.)—Prerequisites are a satisfactory score on appropriate mathematics proficiency examinations and four units of high school mathematics including two units of algebra, one of geometry, and one-half of trigonometry or equivalent. A modern unified course in analytic geometry and calculus including functions, limits, derivatives, differentials, indefinite integrals, definite integrals, and applications. Lecture 5 hours per week.

MATH 151-152 INTRODUCTION TO BUSINESS MATHEMATICS I-II (3 cr.) (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.

MATH 161-162-163 COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite a 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.

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. Prerequisite 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 permutations, combination, probability and elementary statistics. Lecture 3 hours per week.

MATH 261-262-263 ADVANCED COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite MATH 163 or equivalent. A continuation of the unified course in algebra, trigonometry, analytic geometry, and calculus for students other than those in engineering. Topics included are differentiation and integration of exponential, logarithmic, and trigonometric functions; sequences and series; solid analytic geometry; multiple integrals; an introduction to differential equations. Lecture 3 hours per week.

MATH 298 SEMINAR AND PROJECT (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. Variable hours.

MECHANICAL ENGINEERING

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

MUSIC

MUSC 121, 122, 123 MUSIC APPRECIATION (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, to promote an understanding of the types of music and the periods in which they were produced, with specific works and biographical materials on the most important composers of each period studied. Lecture 3 hours per week.

MUSC 138 CHORUS (1 cr.)—A course in Ensemble consisting of performance from the standard repertoires, including study of ensemble techniques and interpretation. May be repeated for credit. Laboratory 3 hours per week.

MUSC 147 APPLIED MUSIC—KEYBOARD (1 cr.)—Instruction in piano. Standard repertoire will be studied. Departmental permission required. One-two half hour lessons per week. 4-8 hours practice (laboratory) required.

NATURAL SCIENCE

NASC 100 SURVEY OF SCIENCE (4 cr.)—A general survey course designed to familiarize the student with the basic principles of biological and physical sciences. Lectures 3 hours, Laboratory 2 hours, Total 5 hours per week.

NASC 111-112-113 HEALTH SCIENCE I-II-III (4 cr.) (4 cr.) (4 cr.)—Human anatomy and physiology, microbiology, pathology and bacteriology; study of organ tissues, body systems and function, chemistry as it relates to physiology, physics principles as applied to health science. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

NURSING

NURS 20 NURSING ASSISTANT (4 cr.)—Study and practice 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.

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.

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

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

NURS 199 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

NURS 221-222-223-224 NURSING IN MAJOR HEALTH PROBLEMS I-II-III-IV (8 cr.) (8 cr.) (8 cr.) (8 cr.)—Prerequisites NURS 111-112-113. 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 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.

NURS 298 SEMINAR (1-5 cr.)—The role of the graduate registered nurse. Emphasis on career opportunities, professional organizations, legal and ethical implications, and methods of planning and assigning patient care. Variable hours.

NURS 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

PHILOSOPHY

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

PHILOSOPHY AND RELIGION

PHIL 201-202-203 THE HISTORY OF WESTERN PHILOSOPHY I-II-III (3 cr.) (3 cr.) (3 cr.)—A historical survey of representative philosophers from the Pre-Socratics to the present. Introduces the student to the development of philosophical thought through selected readings of original works and appropriate critical materials. Lecture 3 hours per week.

PHIL 221 LITERATURE OF THE BIBLE I (3 cr.)—A study of the literature of the Old Testament. Lecture 3 hours per week.

PHIL 222 LITERATURE OF THE BIBLE II (3 cr.)—A study of the literature of the New Testament. Lecture 3 hours per week.

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

PHIL 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

PHYSICAL EDUCATION AND 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.

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

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.

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

PHED 118 SNOW SKIING (1 cr.)—The fundamentals of snow skiing: equipment and safety. Laboratory 2 hours per week.

PHED 131 BOWLING (1 cr.)—A course designed to present the fundamentals of bowling: equipment, rules, and personal conduct. Laboratory 2 hours per week.

PHED 133 GOLF (1 cr.)—The fundamentals of golf: equipment, rules, strategy for play, and personal conduct. Laboratory 2 hours per week.

PHED 135 TENNIS (1 cr.)—The fundamentals of tennis; rules, strategy for team and individual play, and personal dress and conduct. Laboratory 2 hours per week.

PHED 174 VOLLEYBALL (1 cr.)—The fundamentals of volleyball: proper skills, techniques, team play, and strategy in play; rules, equipment and safety. Laboratory 2 hours per week.

PHED 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

PHYSICS

PHYS 101-102-103 INTRODUCTORY PHYSICS I-II-III (4 cr.) (4 cr.) (4 cr.)—A survey of general physics treating briefly the fundamentals of mechanics, properties of matter, heat, magnetism, electricity, sound, light, and radiation. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

PSYCHOLOGY

PSYC 119 PSYCHOLOGY OF PERSONALITY (3 cr.)—Introduction to the psychology of self-understanding and the attainment of personal efficiency. Lectures 3 hours per week.

PSYC 128 HUMAN RELATIONS (3 cr.)—Introduction to the study of human personality and its reaction upon other personalities. The application of psychology to problems in industry and private life. Some introduction to such matters as selection, training and placement of employees. Lectures 3 hours per week.

PSYC 130 CHILD GROWTH AND DEVELOPMENT (3 cr.)—The development of the child concentrating on the physical, intellectual, social and emotional factors in his personality. Recent studies in child development. Provides a background for students who intend to become nurses, teachers, or enter other occupations involving continuous work with children. Lecture 3 hours per week.

PSYC 201-202-203 GENERAL PSYCHOLOGY I-II-III (3 cr.) (3 cr.) (3 cr.)—An introduction of human behavior with a relating of experimental data to practical problems: the measurement of ability, sensory and perceptive processes, organic basis of behavior, hereditary, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Lectures 3 hours per week.

PSYC 204-205 GENERAL PSYCHOLOGY I-II (5 cr.) (4 cr.)—The principles of behavior with a relating of experimental data to practical problems: the measurement of ability, sensory and perceptive processes, organic basis of behavior, hereditary, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Lectures 5 hours per week in PSYC 204; Lectures 4 hours per week in PSYC 205.

PSYC 226 PSYCHOLOGICAL ASPECTS OF MANAGEMENT (3 cr.)—Prerequisite PSYC 128. Psychological principles applied to business. Supervision, communication, employee relations, group dynamics, employee selection. Lectures 3 hours per week.

PSYC 246 EDUCATIONAL PSYCHOLOGY (5 cr.)—Prerequisite PSYC 202 or equivalent. Human behavior and learning treated in the context of educational processes. The nature of various mental characteristics (intelligence,

interest, knowledge, etc.) is examined, with special consideration given to their measurement and appraisal and their significance for educational goals. Lectures 5 hours per week.

RADIO AND TELEVISION

RDTV 21 RADIO AND TV REPAIR I (11 cr.)—Prerequisite ELEC 53. Automobile, short-wave, multi-band, communications type, and F-M receivers. Printed circuits and transistor receivers. Television theory, CRT and circuitry, vertical and horizontal sweep, damper, high voltage, deflection, sync circuits, detector, video, and pic I-F amplifier. AGC, sound, low voltage power. Lectures 4 hours, Laboratory 21 hours, Total 25 hours per week.

RDTV 22 RADIO AND TV REPAIR II (11 cr.)—Prerequisite ELEC 38, VHF and UHF tuners. Color CRT and circuitry. Testing, servicing, alignment, adjustments, and antennas. Business aspects of shop and home servicing. Lecture 4 hours, Laboratory 21 hours, Total 25 hours per week.

RDTV 25-26-27 RADIO AND TV SERVICING I-II-III-IV (3 cr.) (3 cr.) (3 cr.) (3 cr.)—Mathematics review; basic concepts of DC and AC electricity and components; operation and application of measuring instruments; vacuum tube and semi-conductor theory and application including power supplies, amplifiers, oscillators, and special circuits; AM, FM, and TV receiver theory and related trouble-shooting techniques. Lecture 2 hours, Laboratory 4 hours, Total 6 hours per week.

SECRETARIAL SCIENCE

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.

SECR 112 TYPEWRITING II (3 cr.)—Prerequisite SECR 111 or departmental permission. Continuation of skill building with emphasis on standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 4 hours per week.

SECR 113 TYPEWRITING III (3 cr.)—Prerequisite SECR 112 or departmental 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.

SECR 121 SHORTHAND I (4 cr.)—Corequisite or prerequisite ENGL 101. Shorthand principles in Gregg Diamond Jubilee Series, further development of general business vocabularies and English usage, general business dictation. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

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

SECR 123 SHORTHAND III (4 cr.)—Prerequisite SECR 122 or departmental 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.

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.

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 self-confidence in job interviews, placement and continued employment. Lecture 3 hours per week.

SECR 221 TRANSCRIPTION I (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.

SECR 222 TRANSCRIPTION II (3 cr.)—Prerequisite SECR 221 or departmental 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.

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

SECR 241 SECRETARIAL PROCEDURES I (3 cr.)—Prerequisite SECR 113. Development of skills in operation of stencil and spirit duplicating machines. Preparation of copy for reproduction of offset, stencil, and spirit process. Criteria for selecting a duplicating process. Study of type styles, paper, typewriter ribbons, and carbon paper. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 242 SECRETARIAL PROCEDURES II (3 cr.)—Prerequisite SECR 241. Emphasis on the secretary's routine office responsibilities including mail handling, communication services, telephone techniques, and the use of reference materials. Emphasis on application of skills gained in typewriting and shorthand. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 243 SECRETARIAL PROCEDURES III (3 cr.)—Prerequisite SECR 242. Continued emphasis on the secretary's office responsibilities including handling of banking transactions, maintaining records on securities transactions, travel arrangements, planning of office layouts, and personnel policies. Practical experience in solving office problems. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 256 ADVANCED MACHINE TRANSCRIPTION (3 cr.)—Prerequisite SECR 216 or departmental permission. Introduction to modern transcription incorporating good listening techniques, grammar, punctuation, and correct business English. Emphasis on mailability of copy with good production rates. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 298 SEMINAR AND PROJECT (1-5 cr.)—Completion of a project or research report related to the study of approaches to the selection and pursuit of career opportunities in the field. Variable hours.

SECR 299 SUPERVISED STUDY (1-5 cr.)—Assignment of problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit. Variable hours.

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.

SOCI 106 GENERAL SOCIOLOGY (3 cr.)—An introduction to the study of various forms of human association, their structure, processes and products in terms of culture systems, human nature and personality. Lectures 3 hours per week.

SOCI 276 CRIMINOLOGY (3 cr.)—Volume and scope of crime; the background of criminal behavior in the American setting; organized crime and its affiliated problems; subjective theories and explanation of crime, the control, treatment, and rehabilitation of the criminal offender. Lecture 3 hours per week.

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.

SPEECH AND DRAMA

SPDR 117 FUNDAMENTALS OF PLAY PRODUCTION (3 cr.)—The materials and techniques of play production with particular reference to the stage, but including a consideration of the methods of dramatic production involved in motion pictures, radio, and television. Lecture 3 hours per week.

SPDR 136 SPEECH COMMUNICATIONS (3 cr.)—Proficiency in oral communication through the learning of the basic forms, uses, and techniques of speech. Emphasis on practical aspects of speech writing, listening, and oral presentation. Lecture 3 hours per week.

SPDR 137 PUBLIC SPEAKING (3 cr.)—Development of skill in speech-making, with emphasis upon expository speaking for an introduction to persuasive speaking. Logical analysis and the use of evidence; organization and phrasing of the speech; development of effective control of voice and action. Lecture 3 hours per week.

SPDR 256 GROUP DISCUSSION (3 cr.)—The principles of reflective thinking and group inquiry. Emphasis on conference leadership. Lecture 3 hours per week.



Part VI

Student Handbook

INTRODUCTION

The Dabney S. Lancaster Community College Handbook is intended to cover some of the policies and regulations by which we all abide. You are expected to familiarize yourself with the contents of the College Catalog as well as the information presented here.

We hope that you will find your stay at Dabney S. Lancaster Community College both profitable and enjoyable.

President's Honor List

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

If you carry a minimum of 36 quarter hours for credit, earn a quality point average of 3.91 and have no D's or F's, you will be on the President's Honor List for that academic year.

Dean's List

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

If you carry a minimum of 36 quarter hours for credit, earn a quality point average of 3.25 and you have no D's or F's, you are to be included on the Dean's List for that academic year.

Graduation With Honors

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

Bulletin Boards

The glass-enclosed bulletin board in the hallway is the Official College Bulletin Board. 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.

You are responsible to read the bulletin board each day.

The bulletin board in the snack bar is to be used by the Office of Student Services. Unofficial notices will be placed on this board. Students may place notices on the board, but they must have the approval of the Dean of Student Services.

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**.

Medical

A first-aid kit is maintained in the Student Services Office. In case of emergency the Clifton Forge Rescue Squad will be called at **863-3131**.

Police

Police assistance can be obtained by calling the Sheriff's office **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.

Insurance

You will have the opportunity during the registration period to obtain an insurance accident policy. The College will make a table available during registration for the use of an insurance company to contact and sell directly to you an accident policy if you wish to obtain accident insurance. However, the College is not affiliated with the insurance company in covering the student body with accident and health insurance.

Library

Library hours, rules and regulations are listed in the Library Manual. You may obtain the manual in the Library.

Lost and Found

Check with the receptionist in the office of Student Services concerning items lost or found.

Parking and Traffic

Ample parking space is provided for you while attending the Community College. (See page 33 for parking regulation.)

You must register your car or cars you drive to college on the day you register for classes. The registration cost is \$1.00 per vehicle.

Procedures for Appealing Final Grade

1. If you have a complaint concerning a grade you must consult with the instructor whose grade is in question within one week of official notification of the grade.
2. You may then consult with the department head who must, upon request, set up an appeal committee to consider the matter. This committee shall consist of three faculty members, one of whom shall be appointed by the department head, one by you, and one by the instructor whose grade is being questioned.
3. You may appeal the decision of the appeal committee to the Dean of Instruction, and the President, whose decision in the matter will be final.

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 ten students who will be members of the club.

Registration

You must follow the regular registration procedures established for the College to register initially for a course or to change your program after initial registration. Failure to do so could place your college record in jeopardy.

In most cases you will register for a course during the official registration period (unless you plan your program with your counselor as a part of the early orientation program during the preceding quarter). Usually, you may not enter a new class after the first week of a quarter. Any request for entry after that time must be approved by the instructor of the class and the Dean.

Registration, Change of

If you decide to withdraw from class or add a new course, please consult the college catalog section and see one of the counselors.

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 their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or a quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination. This includes the following classes of dishonesty:
 - (a) Copying from another student's paper.
 - (b) Use during the examination of prepared materials, notes, or tests other than those specifically permitted by the instructor.
 - (c) Collaboration with another student during the examination.
 - (d) Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such 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 footnoted use of other themes, theses, books or pamphlets.
4. Collusion. Collaboration with another person in the preparation of editing of notes, themes, reports or other written work offered for credit 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 and undue assistance in the preparation or editing of written materials.

Smoking

Smoking is not permitted in classrooms, laboratories, study rooms, or the library. In the areas where smoking is permitted, cigarette butt containers and ash trays are provided. Smokers are expected to use these facilities for the disposal of ashes and cigarette butts.

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.

Student Activities Fund

A Student Activities Fund is established to support the program of student activities. This fund includes a portion of the profits from the bookstore and food vending machine operations, receipts from specific student activities, and contributions from local sources. The funds in this account are to be spent only for student activities which have been authorized by the duly-elected student government and approved by a faculty committee appointed for this specific purpose. The local advisory board is responsible for the operation and control of these functions under the specific methods and procedures established by the State Department of Community Colleges and approved by the State Auditor.

Student Government

The Student Government 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 student.

As a student of Dabney S. Lancaster Community College you are encouraged to participate in the Student Government. The Constitution is found in the Appendix of this Handbook.

Student Lounge

The snack bar serves as a student lounge. You are requested to conduct yourself as a lady or gentlemen. The appearance of the lounge is a reflection on you and the school. We ask that you help to keep it

clean. There will be no card playing in the student lounge or in any other room in the College except as a part of an authorized college function.

Transfer to Other Institutions

It is your responsibility if you plan to transfer to a four-year college or university to acquaint yourself with the requirements of the department of your intended major field in the school to which transfer is contemplated and to be guided by them in selecting your curriculum and electives. The College maintains a file of catalogs of many other colleges and universities. The Counseling Department will assist you in the selection of an appropriate institution and aid in the interpretation of its requirements.

Transcripts

If you desire transcripts sent to other institutions or business firms, you should secure and fill out appropriate forms from the Office of Admissions and Records. The first transcript requested by you will be issued for \$1.00. Subsequent transcripts will incur a special charge (transcript fee) of \$3.00.

Veteran's Information

Information concerning veterans may be obtained from the Office of Student Services. Forms associated with the Veterans Administration and Social Security Office are also available.



DABNEY S. LANCASTER COMMUNITY COLLEGE
CODE FOR STUDENT RIGHTS,
RESPONSIBILITIES AND CONDUCT
STUDENT DISCIPLINE
Cite as 45 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 ensure that the mission of the institution is not disrupted and to maintain order.

9. Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities (section 14, *infra*).

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 groups which engage 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 organization.

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 University 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 or 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; and psychiatric records; 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. Admonitions: 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 proceedings 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.

DABNEY S. LANCASTER
COMMUNITY COLLEGE REGULATIONS

Breakage or Loss of Equipment

Students are responsible for the breakage or loss of any College supplies or equipment assigned to them where it is apparent that the breakage or loss resulted from neglect or carelessness on the part of the student. It shall be the responsibility of the instructor to keep a record of all articles assigned to each student and to inform the student of his responsibility in case of breakage or loss of those articles. The student will be given his copy of the slip, the instructor keeps his copy, and the original is to be forwarded to the College Business Office. The student will make payment directly to the Business Office.

Grades will not be issued until all charges have been cleared.

Bulletins and Bulletin Boards

Bulletin Boards. The glass enclosed bulletin boards are the only official bulletin boards. All students, faculty members and staff are expected to read these daily. Notices signed by the president are considered to be official and sufficient notice and are binding upon all concerned.

To be effective, these bulletin boards must contain only timely, vital information. For this reason information to be posted on these boards must be approved by the president, or in his absence, by the Dean of Instruction or the Dean of Student Services. The remaining bulletin boards are for use by all faculty, staff and students.

All items posted on these boards or distributed on campus are to be identified by the name of the person and/or recognized student or community organization preparing and distributing that item.

Items are to be **posted only** on designated bulletin boards.

Postage Meter and College Stationery

1. Postage meter and college stationery are to be utilized only for official college actions. This is interpreted to include correspondence relating to the position of the individual on the staff of the college. It does not include actions of the staff member for business other than official college action.

It should be noted that college clubs or students do not receive the privilege of utilizing the postage meter, or college stationery. The stu-

dent government is authorized to utilize college stationery with the permission of the Dean of Student Services, until such time as student government stationery is available.

2. Non-college related mailing, including all personal items, are not to be prepared on college stationery. Postage for such items is to be paid by the sender and the postage meter is **not to be used**.

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.

Use of Rooms for Extracurricular Activities

In order to avoid confusion in the use of rooms for extracurricular activities the following policy shall be in effect:

Requests for the use of college facilities shall be forwarded to the Dean of Instruction for room assignments. The request should include the following:

1. Name of group
2. Time
3. Room Number (special facilities required)

All student groups requesting facilities should make application through the Dean of Student Services office.

Smoking

Smoking is not permitted in classrooms or laboratories during class sessions.

Telephones

The college phones are not to be used by individuals or groups as a non-college sponsored "office" telephone. The college telephone number is not to be listed in any way for purposes other than official college business.

Conflict of Interest

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.

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 like acts which adversely affect the college's education interest.

