



DABNEY S.  
LANCASTER  
COMMUNITY COLLEGE

ROUTE 60 W., CLIFTON FORGE, VIRGINIA 24422 (703) 862-4246

# Dabney S. Lancaster Community College



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# CALENDAR

## SUMMER QUARTER 1984

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

Registration ..... May 21 - June 11

### REGULAR SUMMER SESSION

Classes Begin (Day and Evening) ..... June 12  
 Last Day to Add/Change or Receive Refund ..... June 20  
 \*Independence Day Holiday ..... July 4  
 Last Day to Withdraw Without Academic Penalty ..... July 19  
 Last Day of Classes ..... August 14  
 Final Exams ..... August 15, 16

\*Day and evening classes normally scheduled for Wednesday, July 4th will meet on Tuesday, August 14, 1984.

### FIRST ACCELERATED SESSION

Classes Begin ..... June 12  
 Last Day to Add/Change or Receive Refund ..... June 15  
 Last Day to Withdraw Without Academic Penalty ..... July 2  
 \*Independence Day Holiday ..... July 4  
 Last Day of Classes ..... July 17  
 Final Exams ..... July 18

\*Day and evening classes normally scheduled for Wednesday, July 4th will meet on Tuesday, July 17, 1984.

### SECOND ACCELERATED SESSION

Classes Begin ..... July 19  
 Last Day to Add/Change or Receive Refund ..... July 20  
 Last Day to Withdraw Without Academic Penalty ..... August 3  
 Last Day of Classes ..... August 15  
 Final Exams ..... August 16

## FALL QUARTER 1984

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

Registration ..... August 13 - September 21  
 Classes Begin ..... September 24  
 Last Day to Add/Change or Receive Refund ..... October 3  
 Last Day to Withdraw Without Academic Penalty ..... November 2  
 Thanksgiving Vacation ..... November 21, 22, 23  
 Last Day of Classes ..... December 5  
 Final Exams ..... December 6, 7, 10, 11

### WINTER QUARTER 1985

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

Registration ..... November 26 - December 14  
 Classes Begin ..... January 7  
 Last Day to Add/Change or Receive Refund ..... January 16  
 Last Day to Withdraw Without Academic Penalty ..... February 15  
 Last Day of Classes ..... March 15  
 Final Exams ..... March 18, 19, 20, 21

### SPRING QUARTER 1985

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4							1	
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24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						31																			30		

Registration ..... March 4 - March 29  
 Classes Begin ..... April 1  
 Last Day to Add/Change or Receive Refund ..... April 10  
 Last Day to Withdraw Without Academic Penalty ..... May 10  
 Last Day of Classes ..... June 7  
 Final Exams ..... June 10, 11, 12, 13  
 COMMENCEMENT ..... June 15

### SUMMER QUARTER 1985

JUNE							JULY							AUGUST											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24					
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31					
						30																			

Registration ..... May 20 - June 17

### REGULAR SUMMER SESSION

Classes Begin ..... June 18  
 Last Day to Add/Change or Receive Refund ..... June 26  
 \*Independence Day Holiday (No Classes) ..... July 4  
 Last Day to Withdraw Without Academic Penalty ..... July 24  
 Last Day of Classes ..... August 20  
 Final Exams ..... August 21, 22

\*Day and evening classes normally scheduled for Thursday, July 4th will meet on Tuesday, August 20, 1985.

### FIRST ACCELERATED SESSION

Classes Begin ..... June 18  
 Last Day to Add/Change or Receive Refund ..... June 21  
 \*Independence Day Holiday ..... July 4  
 Last Day to Withdraw Without Academic Penalty ..... July 8  
 Last Day of Classes ..... July 23  
 Final Exams ..... July 24

\*Day and evening classes normally scheduled for Thursday, July 4th will meet on Tuesday, July 23, 1985.

### SECOND ACCELERATED SESSION

Classes Begin ..... July 25  
 Last Day to Add/Change or Receive Refund ..... July 26  
 Last Day to Withdraw Without Academic Penalty ..... August 9  
 Last Day of Classes ..... August 21  
 Final Exams ..... August 22

### FALL QUARTER 1985

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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17	18	19	20	21	22	23	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
24	25	26	27	28	29	30	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31							

Registration ..... August 12 - September 20  
 Classes Begin ..... September 23  
 Last Day to Add/Change or Receive Refund ..... October 2  
 Last Day to Withdraw Without Academic Penalty ..... November 1  
 Thanksgiving Vacation ..... November 27, 28, 29  
 Last Day of Classes ..... December 4  
 Final Exams ..... December 5, 6, 9, 10

### WINTER QUARTER 1986

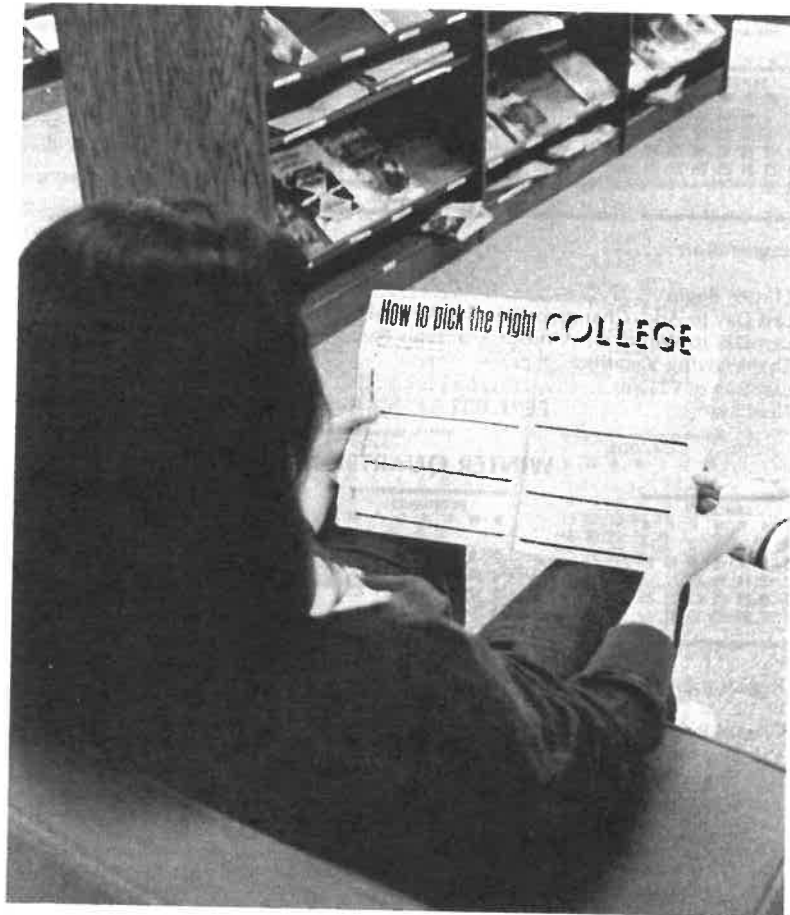
JANUARY							FEBRUARY							MARCH										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
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24	25	26	27	28	29	30	23	24	25	26	27	28		23	24	25	26	27	28	29				
																								30

Registration ..... November 25 - December 13  
 Classes Begin ..... January 6  
 Last Day to Add/Change or Receive Refund ..... January 15  
 Last Day to Withdraw Without Academic Penalty ..... February 14  
 Last Day of Classes ..... March 14  
 Final Exams ..... March 17, 18, 19, 20

SPRING QUARTER 1986

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30								
30	31																										

Registration ..... March 3 - March 28  
 Classes Begin ..... March 31  
 Last Day to Add/Change or Receive Refund ..... April 9  
 Last Day to Withdraw Without Academic Penalty ..... May 9  
 Last Day of Classes ..... June 6  
 Final Exams ..... June 9, 10, 11, 12  
 COMMENCEMENT ..... June 14



GENERAL INFORMATION

LOCATION AND FACILITIES

Dabney S. Lancaster Community College is located one mile west of downtown Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Two buildings contain offices and classrooms, a third houses the college center for student and community activities, food services and a bookstore. The fourth and newest building contains laboratories, classrooms and the library.

The Learning Resources Center has a collection of over 39,000 volumes. It subscribes to 438 current serials and has extensive holdings in microfilm, slides, records, films and individualized study materials. Normal hours are from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 5 p.m. on Friday, and 2 p.m. to 6 p.m. on Sunday.

HISTORY

In September of 1964 students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute. This Branch College offered work in the first two years of programs offered at the parent institution as well as a certificate program in Secretarial Science. Later, in 1965, a pre-college foundations program was added and, in 1966, was expanded into the General Community College Program.

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

PURPOSE

Dabney S. Lancaster Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of his skills and knowledge along with an opportunity to increase an awareness of his role and responsibility in society. The College is devoted to serving the educational needs of the local community and assumes a responsibility to

help meet the requirements for trained manpower in its region through a cooperative effort with local industry, business, professions and government.

Educational opportunities are provided for adults as well as college-age youth. This includes high quality instructional programs at the associate degree level and at the preparatory development level. A strong guidance and counseling program along with a number of other student services is also provided to help each student make sound decisions regarding his occupational, educational, and personal-social plans.

ACADEMIC OFFERINGS

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

1. **Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. The curriculums are planned primarily to meet the occupational needs in the region served by the College.

2. **University Parallel-College Transfer Education.** The university parallel-college transfer program includes college freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

3. **General Education.** The programs in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a worker, a consumer, and a citizen.

4. **Continuing Adult Education.** Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and non-credit work offered during the day and evening hours.

5. **Special Training Programs.** Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's eco-

**8 General Information**

conomic expansion efforts and with the needs of employers.

**6. Developmental Studies Program.** Developmental courses are offered to prepare individuals for admission to a curriculum in the College. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in other College programs.

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

**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 Vir-

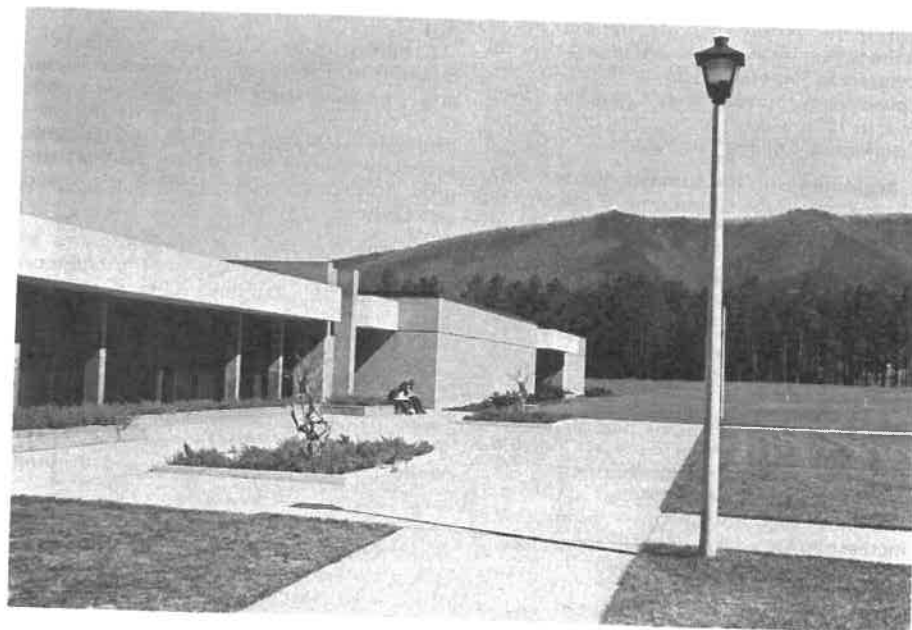
ginia. The associate degree curriculums have also been approved by the State Council of Higher Education for Virginia.

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

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

**INSTITUTIONAL POLICY FOR EQUAL OPPORTUNITY**

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



**STATE BOARD FOR COMMUNITY COLLEGES**

Mr. Francis T. West, Chairman  
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Dr. Johnas F. Hockaday, Secretary

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Mr. Thomas R. Glass  
Mr. Robert W. Harrell, Jr.  
Mr. C. Gerald Harris  
Mr. L. Jack Hite  
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Mr. Michael J. Quillen  
Mrs. Dorothy Schick  
Mr. Robert Austin Vinyard  
Mr. W. Roland Walker  
Mrs. Doreen S. Williams  
Mr. Earle C. Williams

**VIRGINIA COMMUNITY COLLEGE SYSTEM**

Dr. Johnas F. Hockaday, Chancellor

**DABNEY S. LANCASTER COMMUNITY COLLEGE BOARD**

Dr. James C. Bradford, Chairman — Buena Vista  
Mr. John C. Lanford, Vice-Chairman — Rockbridge County

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Mr. William H. Gearing

Alleghany County  
Alleghany County  
Bath County  
Botetourt County  
Clifton Forge  
Covington  
Covington  
Lexington  
Rockbridge County

**PRESIDENT OF THE COLLEGE**

Dr. John F. Backels

## FACULTY

- Adams, Harold S.**  
Professor .....Biology  
B.S., Eastern Illinois University, 1963  
M.S., University of Omaha, 1966  
Ph.D., Virginia Polytechnic Institute and State University, 1974
- Anderson, Cletus B.**  
Assistant Professor .....Data Processing  
B.S., Bemidji State University, 1957  
M.A.T., Washington State University, 1967
- Backels, John F.**  
Professor .....President  
B.S.F., University of Michigan, 1952  
M.F., University of Michigan, 1953  
M.B.A., University of Washington, 1958  
Ed.D., Florida State University, 1968
- Ballou, Adelaide B.**  
Instructor .....Art  
B.S., Syracuse University, 1949  
M.A.L.S., Hollins College, 1972
- Barnes, John S.**  
Assistant Professor .....Political Science  
A.B., West Virginia University, 1967  
A.M., West Virginia University, 1969
- Biggs, Machel C.**  
Associate Professor .....Developmental Studies, Mathematics  
B.S., Emory and Henry, 1959  
M.S., Radford College, 1967
- Burks, Eleanor B.**  
Assistant Professor .....Counselor  
A.S., Dabney S. Lancaster Community College, 1970  
B.S., Madison College, 1972  
M.S., Madison College, 1972
- Carte, Majorie G.**  
Associate Professor .....Marketing, Business and Technologies  
B.S., Marshall University, 1954  
M.Ed., Virginia Commonwealth University, 1971
- Claunch, Jon Edward**  
Associate Professor .....Program Head, Mechanical Design  
B.S., Memphis State University, 1962  
M.A., East Tennessee State, 1969
- Coleman, Judith D.**  
Associate Professor .....Program Head,  
R.N., Chesapeake and Ohio Hospital, 1971 Nursing  
B.S., Greensboro College, 1974  
M.S.N., Medical College of Georgia, 1976
- Crook, P. Barry**  
Assistant Professor .....Special Services  
A.A., Northeastern University, 1973  
B.S., Northeastern University, 1977  
M.Ed., Harvard University, 1975
- Dodrill, Earl R., Jr.**  
Instructor .....Heavy Equipment  
B.S., University of Virginia, 1976
- Drewry, Robert M.**  
Assistant Professor .....Dean of Financial and Administrative Services  
B.S., Richmond Professional Institute, 1964
- Dutrow, Anita**  
Assistant Professor .....Reading  
B.S., Edinboro State College, 1972  
M.Ed., Edinboro State College, 1974
- Ferguson, Colin P.**  
Associate Professor .....History, Chairman, Developmental, Health, Social Science  
B.A., Waynesburg College, 1962  
M.A., Western Kentucky University, 1966
- Finestone, Elaine D.**  
Instructor .....History  
A.B., Brooklyn College, 1950  
M.A.L.S., Hollins College, 1976
- Greene, William E.**  
Assistant Professor .....Coordinator, Vocational Programs  
B.S., University of Alabama, 1956  
M.Ed., College of William and Mary, 1968
- Guth, James E.**  
Professor .....Psychology  
B.A., Union College, 1961  
M.A., Western Michigan University, 1964  
Ed.D., Auburn University, 1974
- Hanner, Jack B.**  
Associate Professor .....Foreign Language  
B.A., Greensboro College, 1964  
M.A., Appalachian State University, 1968
- Herwald, Melvyn A.**  
Assistant Professor .....Program Head, Electronics  
B.S., Carnegie Institute of Technology, 1965  
M.S., Carnegie Institute of Technology, 1966
- Hileman, Charles F.**  
Associate Professor .....Financial Aid Counselor  
B.A., University of Virginia, 1951  
M.Ed., University of Virginia, 1962  
Diploma of Advanced Graduate Studies, University of Virginia, 1979
- Jamison, Doris H.**  
Associate Professor .....Program Head, Secretarial Science  
B.S., Berea College, 1956  
M.S., Appalachian State Teachers College, 1959
- Kenny, Candace E.**  
Assistant Professor .....Mathematics  
B.S., James Madison University, 1972
- Lindstrom, Susan H.**  
Instructor .....Nursing  
B.S., University of Virginia, 1976

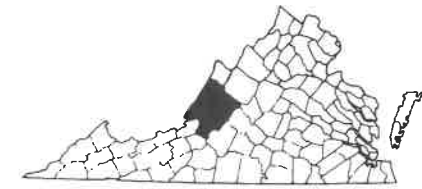
- Linville, Renee J.**  
Instructor .....Audio Visual Librarian  
A.S., Lansing Community College, 1969  
B.A., Western Michigan University, 1974  
M.S.L., Western Michigan University, 1976
- Lipford, Michael L.**  
Assistant Instructor .....Biology  
B.S., Virginia Polytechnic and State University, 1978  
M.S., James Madison University, 1982
- McGrady, G. Milton**  
Instructor .....Forestry, Heavy Equipment  
A.A.S., Dabney S. Lancaster Community College, 1974
- Mead, Margaret M.**  
Assistant Professor .....Nursing  
B.S., Duke University, 1950  
M.S., Virginia Commonwealth University, 1975
- Messimer, Mollie J.**  
Instructor .....Talent Search  
B.A., Colorado College, 1974  
M.Ed., University of Virginia, 1978
- Montjoy, Elaine L.**  
Associate Professor .....English  
B.A., University of Kentucky, 1961  
M.A., University of Kentucky, 1971
- Olson, Bruce D.**  
Associate Professor .....Health and Physical Education  
A.B., Elon College, 1964  
M.A., Appalachian State Teachers College, 1965  
S.G.T., Murray State University, 1972
- Reid, Laurel J.**  
Instructor .....Librarian  
B.A., Alderson-Broadus College, 1969  
M.L.S., University of Pittsburgh, 1972
- Rothe, G. Hans**  
Assistant Professor .....Data Processing  
B.S.c., University of Ottawa, 1954  
M.B.A., James Madison University, 1982
- Schang, Martha L.**  
Instructor .....Nursing  
A.S.N., Pensacola Junior College, 1964  
B.S.N., University of Pennsylvania, 1974  
M.N., Adelphi University, 1982
- Scott, Michael R.**  
Associate Professor .....English  
B.A., Virginia Polytechnic Institute and State University, 1970  
M.A., Virginia Polytechnic Institute and State University, 1972
- Silver, Sanford O.**  
Assistant Professor .....Program Head, Forestry, Wildlife  
A.S., Grand Rapids Junior College, 1950  
B.S., Michigan State University, 1952
- Smith,Carolynn**  
Assistant Professor .....Secretarial Science  
B.S., University of North Carolina at Greensboro, 1954  
M.Ed., University of North Carolina, 1959
- Smith, David R.**  
Associate Professor .....Business and Economics  
B.S., Virginia Polytechnic Institute and State University, 1963  
M.S., Virginia Polytechnic Institute and State University, 1968
- Smith, Sidney A.**  
Associate Professor .....Director of Learning Resources and Continuing Education  
B.A., Emory and Henry College, 1963  
M.S., University of Virginia, 1969
- Sullivan, Michael**  
Assistant Professor .....Dean of Student Services, Business Administration  
A.S., Bluefield Junior College, 1964  
B.A., College of William and Mary, 1966  
M.B.A., College of William and Mary, 1968
- Wallace, Twyla C.**  
Instructor .....Nursing  
R.N., Chesapeake and Ohio School of Nursing, 1951  
B.S., Lynchburg College, 1978  
M.E.D., Lynchburg College, 1978
- Whipple, Richard E.**  
Associate Professor .....Program Head, Business Management  
B.S., State University of Iowa, 1950  
M.B.A., James Madison University, 1979
- Wiggins, Thomas E.**  
Assistant Professor .....Counselor  
A.B., George Washington University, 1964  
M.S., Old Dominion University, 1972
- Williamson, Frank D.**  
Associate Professor .....Business  
B.S., Concord College, 1955  
M.S., Virginia Polytechnic Institute and State University, 1969

## FACULTY EMERITI

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

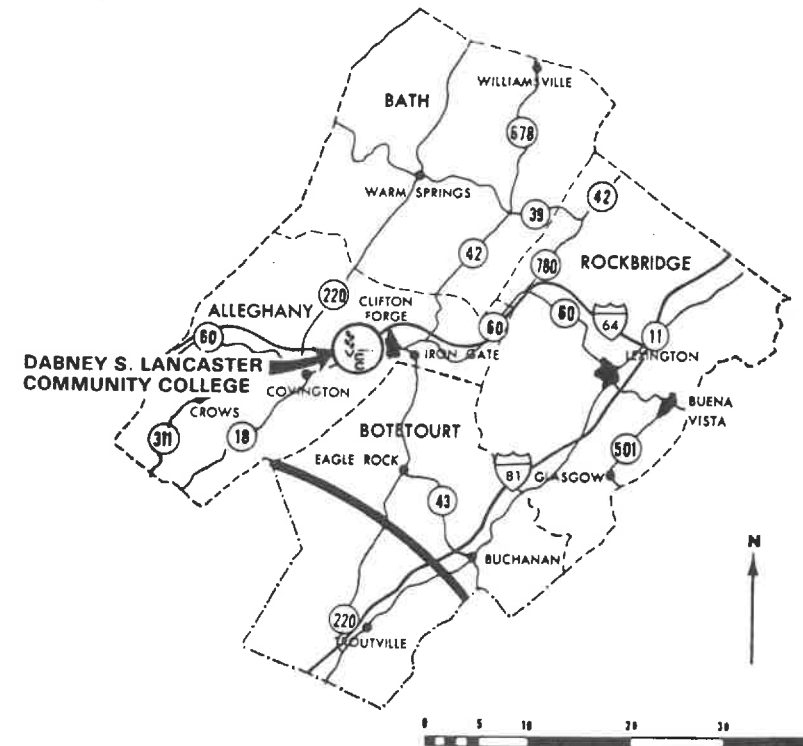
**STAFF**

Allison, Sue .....	Instructional Assistant, Sec. Science	Keener, Gary .....	Business Manager
Barnette, Janie .....	Federal Programs Accountant	Kenny, Edward .....	Superintendent, Building and Grounds
Bird, Krista .....	Audiovisual Clerk	Knick, Hattie .....	Bookkeeper
Blouin, Ray .....	Coordinator of Admissions and Veterans Affairs	London, Robert .....	Offset Operator
Boone, Berlin .....	Maintenance	Loving, Geraldine .....	Secretary, Business and Technologies
Bowen, Charles .....	Maintenance	McClure, Paul .....	Security Officer
Bryant, Jeanette .....	Library Assistant	McCormack, Carolyn .....	Secretary, Continuing Education
Cale, Nereida .....	Secretary, Dev., Hlth., and Soc. Science	Mooney, Anne Marie .....	Counselor, Talent Search
Chittum, Cicely .....	Admissions and Records Clerk	Montgomery, Robert .....	Maintenance
Claytor, Anita .....	Counselor, Talent Search	Morgan, Helen .....	Maintenance
Clinedinst, Francis .....	Institutional Chauffeur	Nicely, Danny .....	Groundsman
Davis, Doreen .....	Secretary, Talent Search	Nicely, Kathleen .....	Secretary, Admissions
Floyd, Marie .....	Instructional Assistant, Data Processing	Parson, Julia .....	Secretary, Dean of Student Services
Golden, Judy .....	ADP Center Manager	Peaco, Betty .....	Secretary, Dean of Instruction
Green, Earl .....	Lecturer, Electricity	Pinckard, Thornton .....	Groundsman
Harouff, Jon .....	Maintenance	Rose, Linda .....	ADP Center Assistant
Haverlack, Sandy .....	Job Developer, JTPA	Ross, Danny .....	Instructional Assistant, Heavy Equipment
Hayslett, Linda .....	Supervisor, Word Processing Center	Ross, Linda .....	Secretary, Financial Aid
Hayslett, Roger .....	Maintenance	Shepard, Terry .....	Supervisor, Student Activities
Hoke, Rembert .....	Grounds Supervisor	Simpson, Dreama .....	Bookstore Manager
Holloway, Dorothy .....	Maintenance	Vess, Mary .....	Personnel Assistant
Huffman, Marretta .....	Information Officer	Wakefield, Linda .....	Secretary, Nursing
Hurt, Barbara .....	Secretary, Dean of Financial and Administrative Services	Wilmer, Robin .....	Clerk-Typist, Self-Study
		Winebriner, Carlinda .....	Secretary, President
		Wright, Susan .....	Secretary, Library
		Yowell, Chip .....	Audiovisual Technician



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

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







## ADMISSIONS

### GENERAL ADMISSION TO THE COLLEGE

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and in any case is able to benefit from a program at the College may be admitted to the College as either a curricular or non-curricular 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. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, and/or DSLCC employees.

For all curricular students, the following items are required:

1. A completed "Application for admission as a curricular student;"
2. Official transcripts from all high schools, colleges, and universities attended. High school transcripts may not be required if the record is over 10 years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the Admissions and Records Office;
3. A completed College Health Form;
4. Completion of the DSLCC Placement Test Series. DSLCC placement test series may not be required if the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the placement test must be approved by the student's student services counselor;
5. Completion of Student Data Form.

For all non-curricular students, the following items are required:

1. A completed official application for admission;

After a person has been admitted to the College as a curricular student he will meet with one of the College counselors (a) to discuss the applicant's educational interests; (b) to plan his application for admission to a

specific curriculum or program at the College. He will be required to submit a health certificate (form to be furnished by the College) and any additional information required by the College for admission to a specific program or curriculum.

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

### ADMISSION TO SPECIFIC CURRICULUM

Admission to the College does not necessarily admit the student to a particular curriculum. In addition to the general admission requirements listed above, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

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

### ADMISSION TO COURSES

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

### ADMISSION TO NON-CREDIT COMMUNITY SERVICE COURSES

Persons applying for non-credit courses do not need to meet College admission requirements.

### VETERAN'S ADMISSION

Most of the College programs are approved by the State Department of Education for payment of Veterans benefits. Requests for benefits should be directed to the Veterans' Affairs Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer to monitor the veteran academic



program and to inform the Veterans Administration promptly of such matters as attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in their status.

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

#### SENIOR CITIZEN'S ADMISSION

Legal residents of Virginia who are 60 years of age or older may register for non-credit and audit courses not exceeding three courses per quarter without payment of tuition or fees on a space available basis. Registration for credit courses without payment, either as full-time or part-time students, requires that taxable income not exceed \$7,500 during the preceding year.

#### ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

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

#### RESIDENCE REQUIREMENTS

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

The Coordinator of Admissions and Records is responsible for determining residency, and his guidance should be sought where there is a question regarding student residency status. Applicants may be required to submit a residence affidavit to determine residency eligibility for tuition purposes.

The following general rules are among those used in determining residency: (1) The term residency means domicile when used in the context of college tuition requirements; (2) A person's domicile is the place where he resides with the unqualified intention of remaining permanently with no present intention of leaving; (3) Persons must demonstrate that they have been domiciled in Virginia for the one year immediately prior to the commencement of the quarter for which they are seeking Virginia residency status; thus (a) parents of students under eighteen years of age must have been domiciled in Virginia for that year; (b) after age 19 residency is normally determined by the individual student's domicile and not the parent's since the age of majority in Virginia is 18, unless the student, regardless of age, is a "dependent student" as defined for income tax purposes, in which case, the student may claim the domicile of either parent; and (c) students residing in the country on a temporary visa are not considered permanent residents of Virginia. These are general rules to which there are exceptions and qualifications.

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

#### TRANSFERRING FROM OTHER COLLEGES

Usually, a student eligible for re-entrance in the College from which he is transferring is eligible for admission to DSLCC.

If a transfer student is ineligible to return to a particular curriculum in a previous college, generally he will not be allowed to enroll in the same curriculum in the College until two quarters elapse or until he completes an approved preparatory program at the College. The Admissions Committee of the College will decide on each case and usually shall impose special conditions for the admittance of such students, including placement or probation.

Each student transferring from another college should consult the Coordinator of Admission and Records at the College for an assessment of credits in order to determine his standing before registering for classes. Generally, no credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his advantage to do so in order to make satisfactory progress in his curriculum.

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

#### WAIVER OF REQUIREMENTS

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

#### ADVANCED STANDING INFORMATION

Dabney S. Lancaster Community College adheres to the philosophy that educational development (knowledge and/or expertise gained) regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course(s) in a program, allowing college credit for subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience, or credit by examination.

1. CLEP EXAMINATIONS from ETS for Advanced Standing. The College Examination Program from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects such as English Composition, American History, American Government, General Psychology, Biology, or Chemistry are available. Credit is awarded depending on the score attained. Students interested in participating in the CLEP Program should contact

their counselor and/or the appropriate Division Chairman.

2. LOCALLY CONSTRUCTED EXAMINATIONS for Advanced Standing. Tests prepared by DSLCC faculty are available for a considerable number of DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this Credit-By-Examination Program should consult with their counselor and/or the appropriate Division Chairman.

A fee equal to the fee charged by the Educational Testing Service will be charged for each CLEP Examination. There is a \$5.00 fee per examination for locally constructed tests. These fees are to cover the cost of the test and/or the administrative costs associated with the Credit-By-Examination Program. There is no charge for credits earned in this manner.

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

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

#### REGISTRATION

Students must follow the regular registration procedures. Failure to do so could place their records in jeopardy.

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

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

**TRANSCRIPTS**

A student may request that a copy of their Student Permanent Record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers, or any person(s) designated by the student. The request must be authorized by the individual student in writing.

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

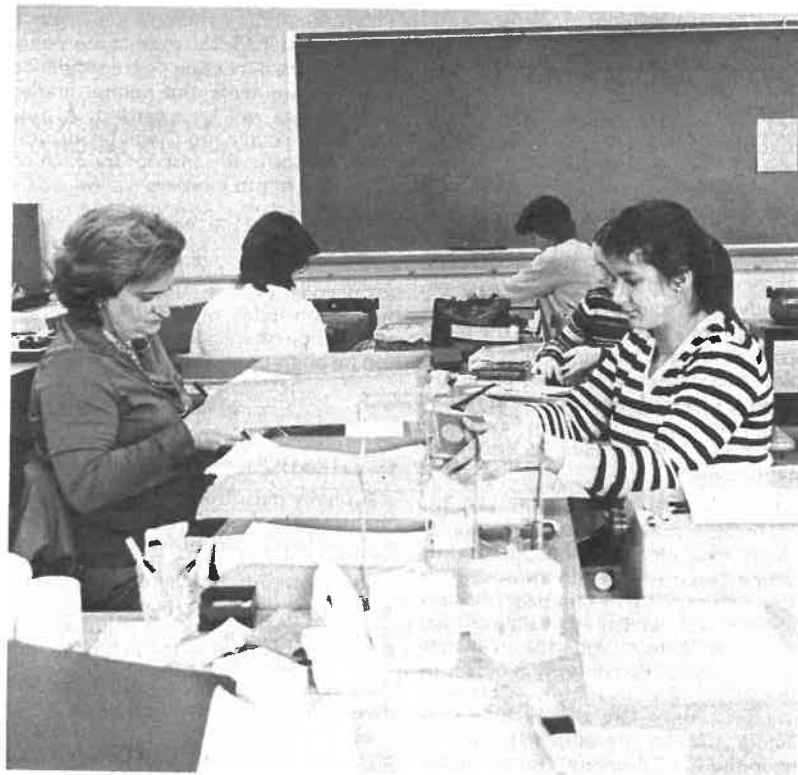
**RELEASE OF INFORMATION ON STUDENTS**

All requests for official information on students should be referred to the Coordinator of Admissions and Records. Student Records are treated as confidential information available for the student's personal inspection

and the student's personally authorized release, with very limited exceptions. Directory information (name, address, telephone number, date and place of birth, major field of study, awards received and previous institutions attended) may be released, unless a student notifies the Admissions Office quarterly by the end of the first week of classes that such directory information should remain confidential. Emergency requests for information will be handled by the Coordinator of Admissions and Records in consultation with the Dean or another appropriate College official.

**HOURS**

Normal hours of operation are from 8:00 A.M. to 10:00 P.M.; Monday through Thursday and from 8:00 A.M. to 5:00 P.M. on Friday. Special activities are often scheduled on weekends.



## COSTS AND FINANCIAL AID

**GENERAL TUITION**

The tuition per credit for students is as follows:

Virginia Resident	\$15.25
Out-of-State Resident	\$66.00

Tuition rates are subject to change.

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, student lounge, and other facilities of the College. There is no special laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory or shop equipment, supplies, library books and materials) that they may damage or lose.

**Senior Citizen Tuition Waiver**

House Bill 853 passed by the 1973-74 Virginia General Assembly grants free tuition and fees under certain conditions to legal residents of Virginia who are 60 years of age or older. Registration for credit courses either as full-time or part-time students requires that taxable income does not exceed \$7,500 during the preceding year. Taxable income is not a consideration for non-credit and audit courses (not to exceed three (3) courses per quarter).

**Children of Veterans Tuition Waiver**

Section 23-7.1 of the Code of Virginia provides that free tuition shall be granted to children of permanently disabled or deceased veterans of the armed forces of the United States to State-supported institutions. Eligibility of such children shall be determined by the Division of War Veterans' Claims who shall certify in writing to the admitting institution that tuition should be waived. For information contact the College's Office of Veterans Affairs. Tuition will not be paid for developmental classes.

**Refunds**

Students shall be eligible for a refund for those credit hours dropped during the add/drop period (first ten calendar days of a regular session). The refund will be at the full credit rate for those credits dropped. After the add/drop period has passed, there will be no refunds.

**OTHER COSTS****Student Activity Fee**

A non-refundable student activity fee of \$.25 per credit in addition to tuition must be paid by all students. The maximum S.A.F. charged will be \$3.00.

**Graduation Ceremony**

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

**Fines**

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

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

**Library Fine Policy**

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

## 20 Costs and Financial Aid

dents cannot register for classes until all obligations are satisfied. Monies collected from fines and photocopies are transmitted to the business office once each week.

### Testing Fees

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

Any student electing to obtain college credit through institutional examination will be charged at a rate of \$5.00 per examination. Payment must be made before credit is granted.

### Parking Fees

All student vehicles parked on campus require a registration decal. The registration fee is \$1.00 per vehicle.

### Books and Materials

Students are expected to obtain the books, supplies and consumable materials needed in their studies. It is estimated that these items will cost \$65-85 per quarter for the average full-time student.

Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
PELL Grants (formerly Basic Educational Opportunity Grant).	All students who are U.S. Citizens or lawful permanent citizens.	Range: \$128 to \$1,038	All undergraduates who show a demonstrated need. As determined by the Office of Education.	File an Application for Federal Student Aid or a Financial Aid Form (FAF). File a Dabney S. Lancaster Financial Aid Application.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year.
College Work Study	All students who are Citizens or lawful permanent residents.	Varies — depending on need.	All undergraduates who show a demonstrated need. As determined by the Office of Education.	File a Financial Aid Form (FAF) after January 1 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year.
Supplemental Educational Opportunity Grant (SEOG)	All students who are U.S. Citizens or lawful permanent residents.	Range: \$200 to \$2,000 per academic year.	All undergraduates who show a demonstrated need. As determined by the Office of Education.	File a Financial Aid Form (FAF) after January 1 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year.

## Financial Aid

The purpose of the College's Financial Aid Program is to provide financial assistance to qualified students who, without such aid, would be unable to attend college. The Student Financial Aid Committee — composed of representatives of the administrative, counseling and instructional staff — is appointed by the President of the College for the purpose of providing information concerning aid programs, administering funds granted by donors, determining need, assessing applications, and granting awards. Dabney S. Lancaster offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the College itself, and through area organizations, clubs, businesses and private citizens. To apply for financial aid, a student first must apply for admission to Dabney S. Lancaster Community College. Certain loans and grants require other financial aid forms and students should check for further information from the College's Financial Aid Office. All students must complete either the College Scholarship Services Form or the Application for Federal Aid and a Dabney S. Lancaster local application.

## Costs and Financial Aid 21

Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
Virginia College Scholarship Assistance Program (CSAP)	Full-time students who are Virginia residents.	Range: up to \$1,000.	All undergraduates who show a demonstrated need as determined by the State Council of Higher Education in Virginia.	File a Financial Aid Form (FAF) prior to April 15 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Guaranteed Student Loans (GSL)	All students who are U.S. Citizens or lawful permanent residents.	Maximum of \$2,500 per year.	All undergraduates who show a demonstrated need. As determined by the Office of Education.	File a GSL application with the Financial Aid Office. GSL Applications are available through local banks.	Repayment and interest provisions vary year to year. Student must notify lenders of changes in their status.
Virginia Education Loan Authority (VELA)	All students who are Virginia residents.	Maximum of \$2,500 per year.	Eligibility determined by VELA.	File a VELA Application with the College Financial Aid Office.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Short-Term Loans (Very limited)	Any Dabney S. Lancaster Community College Student.	Varies	Emergency Need for tuition or help.	File an application with the Financial Aid Office.	Repayment must be made within 30 days of receipt of the short-term loan.
State Law Enforcement Officer's Education Program (SLEOEP)	All law enforcement personnel of Virginia.	Maximum of \$80 per quarter.	Applicants must be full-time employees of a VA Law Enforcement Agency.	File a SLEOEP application with the Financial Aid Office.	Payment of awards are made at the end of each academic term.
DSLCC Honors	High school seniors who graduate first in their class.	Maximum of tuition and fees.	Based on academic achievement and extra curricular activities.	File an application through high school guidance depts.	Applications must be received by the College prior to graduation from high school.
Veterans Educational Benefits	All Veterans	Varies	Eligibility determined by Veterans Administration.	File a VA application to the Financial Aid Office.	In addition to monthly benefits. Veterans may apply for VA work-Study and Pell grants through the Financial Aid Office.
Local Scholarships	Any accepted Dabney S. Lancaster student	Varies	Determined by need. In some cases special guidelines must be met.	File an (FAF) and Dabney S. Lancaster Local application.	Funded by the College and/or local civic clubs and private donors.
Virginia War Orphans Education Act.	Any son or daughter of a Virginia parent who as a member of the armed forces was killed or disabled in action.	Tuition, Books, and supplies.	Student must meet criteria of payment being killed or disabled in action. Also, must be a Virginia resident.	File an application with the Director of War Claims Commonwealth of Virginia.	Should file well in advance of entering school. About 8-10 week required for processing.

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

**Satisfactory Progress For Financial Aid Recipients**

Any student who applies for Financial Assistance from any of the Federal/State student financial assistance programs must be making satisfactory progress according to the policy

established by Dabney S. Lancaster Community College before any aid is disbursed. Students should contact the College Financial Aid Officer for an explanation of the Satisfactory Progress Policy for financial aid recipients.



**ACADEMIC AWARDS**

**Degrees and Certificates**

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

1. **Associate in Arts and Sciences (A.A.&S.)** is awarded to students majoring in one of the transfer curriculums (Business Administration, Education, General Studies, Liberal Arts, Science) who may plan on transferring to a four-year college or university after completing a community college program.
2. **Associate in Applied Science degree (A.A.S.)** is awarded to students majoring in one of the occupational-technical curriculums and who may plan to obtain full-time jobs immediately upon graduation from the Community College.
3. **Certificates** are awarded to students who complete an approved curriculum that is less than two years in length.

**Associate Degree Requirements**

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

1. Have fulfilled all of the course requirements of his particular curriculum as outlined in the College catalog;
2. Have been recommended for graduation by the appropriate instructional authority in his curriculum;
3. Have completed at least 97 credits applicable to an associate degree of which twenty percent must be acquired at the College excluding those received through credit by examination;
4. Have completed the general education requirements (course work in Economics, English, Government, Health, Orientation, Physical Education and Psychology) for an associate degree;
5. Have earned a grade point average of at least 2.0 on all studies attempted which are applicable toward graduation in his particular curriculum;

6. Have filed an application for graduation in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all materials, including library books;
8. Have attended graduation exercises.

**Certificate Requirements**

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

**Credits**

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

1. One hour of lecture plus an average of two hours of out-of-class study, or
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study, or
3. Three hours of laboratory or shop study.
4. Fixed credit and variable hours with behavioral objectives are assigned to each Developmental Course (courses numbered 09-09).
5. Variable credit is assigned to all Supervised study, Seminar and Project, and Coordinated Internship courses.

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

C.E.U.'s are granted for participation in continuing education experiences provided by the College which do not carry regular academic credit. Permanent records are maintained for individuals earning these credits. Further information concerning C.E.U.'s may be obtained from the Office of Continuing Education.





## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC STANDING

#### President's Honor List

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

#### Dean's List

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

#### Graduation Honors

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

- 3.8 Grade Point Average — Summa Cum Laude (with highest honors)
- 3.5 Grade Point Average — Magna Cum Laude (with high honors)
- 3.2 Grade Point Average — Cum Laude (with honor)

#### Academic Warning

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

#### Academic Probation

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation until such time as his average is 1.5 or better. The statement "Placed on Academic Probation" will be placed on his permanent record. A person on probation is ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following quarter. A student on Academic Probation is required to consult with his counselor or advisor. A student pursuing a degree program is cautioned that, although an average between 1.5 and 1.99 may not result in formal Academic Probation, a minimum of 2.0 in his curriculum is a

prerequisite to the receipt of an associate degree. Part-time students shall be placed on probation only after they have attempted twelve quarter credit hours.

When a student receives two "U" grades in one quarter or a "U" grade in each of two consecutive quarters, he will be placed on Academic Probation.

#### Academic Suspension

Students will be placed on Academic Suspension whenever one or more of the following conditions arises:

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

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.

A student who has been informed that he is on Academic Suspension may submit an appeal in writing to an Admissions Committee (to be chaired by the responsible division chairman) for consideration of his case. A suspended student may be readmitted after termination of the suspension period and upon formal written petition. Part-time students will be placed on suspension only after they have attempted thirty-six quarter credit hours.

#### Academic Dismissal

Students who have been placed on Academic Suspension and achieve a 2.0 grade point average for the quarter following their reinstatement must maintain at least a 1.5 in each subsequent quarter of attendance. The

student remains on probation until his overall grade point average is raised to a minimum of 1.5. Failure to attain a 1.5 average in each subsequent quarter will result in Academic Dismissal. Academic Dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission. The statement "Placed on Academic Dismissal" will be placed on the student's permanent record. Part-time students will be dismissed only after they have attempted thirty-six quarter credit hours.

#### ADDITION OF A COURSE

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

#### ATTENDANCE

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in dismissal from a course. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

As announced by each instructor at the beginning of each course and specified in the course of study, a student can be withdrawn from a course on the written recommendation of the instructor for prolonged, consecutive, unexcused absences. An absence of over two weeks is considered prolonged. A student withdrawn from a course in this manner will receive written notification. A one-week grace period beginning with the date of the administrative withdrawal will allow the student to return to class. At the end of the seven-day period the student's name will be removed from the class roll. The student may appeal his removal to the Dean of Instruction within one week of its effective date.

#### AUDITING

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit

that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the first week of the class or by the second class meeting for those classes which meet only once each week.

Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. Permission of the instructional division and the Dean of Instruction is required to audit a course.

#### CANCELLATION OF CLASSES

Students registered for classes which are cancelled due to lack of demand should follow procedures for withdrawal from a class.

#### CLASSIFICATION OF STUDENTS

##### Curricular Student.

A student who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

##### Non-Curricular Student.

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

##### Developmental Student.

A developmental studies student is one enrolled in developmental courses preparatory for admission to an Occupational/Technical or College Transfer program and has been coded developmental.

##### Full-Time Student

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

#### Part-Time Student

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

#### Freshman

A student is classified as a freshman until he has completed 45 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.

#### COMMENCEMENT

Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the President of the College.

#### COURSE LOAD

The normal academic load of students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a "B" average or higher and must have the approval of the Dean of Instruction and his advisor.

If the student has received academic warning or academic probation, he may be required to take less than the normal quarter course load. Since the normal maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per quarter.

#### EXAMINATIONS

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

#### FACULTY ADVISING

After entry into a program, most students are assigned a faculty advisor who will oversee progress, offer consultation on academic

problems, and insure that they meet graduation and/or transfer requirements.

#### GRADING (SYSTEM)

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W, S, and X are final grades carrying no credits.

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

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

A — Excellent	4 grade points per credit
B — Good	3 grade points per credit
C — Average	2 grade points per credit
D — Poor	1 grade point per credit
F — Failure	0 grade points per credit

I = Incomplete = No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent quarter or another grade (A,B,C,D,F,W) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of Spring Quarter, students will have through the end of the subsequent Fall Quarter to complete the requirements. A "W" grade should be awarded only under mitigating circumstances which must be approved by the Dean of Instruction or another appropriate academic administrator and documented. A copy of this documentation must be placed in the student's academic file.

P = Pass = No grade point credit; to be used only for Orientation (GENL 100) courses at the discretion of the college.

R = Re-Enroll = The "R" grade may be used as a grade option, interim in nature, in those courses which employ a mode of



instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows:

- a. Individualized, self-paced instruction.
- b. Modularized, group-paced instruction.

The "R" grade may be given only in courses which will be offered in any quarter and which will employ a mode of instruction described in a. and/or b., above.

The courses in which the methodology will be used will be designated by their applicability to the established procedures for the "R" grade and will be identified by the Division Chairman and approved by the Dean of Instruction/Provost.

- S = Satisfactory = No grade point credit; applies only to Developmental Studies, non-credit courses, and Orientation (GENL 100) courses at the discretion of the College.
- U = Unsatisfactory = No grade point credit; applies only to Developmental Studies, non-credit courses, and Orientation (GENL 100) courses at the discretion of the College.
- W = Withdrawal = No credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the student will receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the student's academic file.
- X = Audit = No credit. Permission of the division chairman or another appropriate academic administrator is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade "X" is invalid for students enrolled in the course for credit.

#### Grading Developmental Studies

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

Students making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies (courses numbered 01-09) shall be graded with an "R" (Re-enroll) and re-enrolled to complete the instructional objectives.

Students not making satisfactory progress in Developmental Studies (courses numbered 01-09) shall be graded "U" (Unsatisfactory), and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

#### Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. When a student repeats a course, only the last grade earned is counted in the computation of the GPA.

#### Grade Report

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

#### Appealing Final Grade

Student grade appeals are authorized where the grades have been awarded in other than the prescribed manner. These would include such reasons as the following:

1. An error in the numerical computation of the grade.
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice.
3. Computation of grade in a manner other than that used for the remainder of the student's class.

The grade appeal must be in writing and must indicate clearly the reason for the grade appeal. The committee on the grade appeal is to determine the facts of the case which are then to be forwarded to the Dean of Instruction. The committee does not have the authority to change a grade. The decision of the Dean of Instruction may be further appealed to the President whose decision is final.

#### LIABILITY WAIVER

Certain courses and/or programs of this College that are considered hazardous (for example, Forestry and Heavy Equipment) may require the student to sign a waiver of liability as stated below:

I, the undersigned, in consideration of being allowed to participate in the above program do hereby release and covenant not to sue the Commonwealth of Virginia, Dabney S. Lancaster Community College, their agents, faculty or employees from and for any and all liability, including personal injuries and/or death to myself and damage to my property which may arise out of my participation in the foregoing program.

#### SCHOLASTIC DISHONESTY

Since the value of the College's degrees and certificates depend on the absolute integrity of the work done by each student for those degrees and certificates, it is imperative that the student maintain a high standard of individual honor in his scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

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

(e) Substituting for another person during an examination or allowing such substitutions for one's self.

(f) Bribery of any person to obtain examination information.

3. Plagiarism. (The appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's word in written work offered for credit.) It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books or pamphlets without credit.
4. Collusion. (Collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit.) Collusion is forbidden unless such collaboration is specifically approved in advance by the instructor. Examples of collusion include extensive use of another's ideas for preparing a creative assignment, or undue assistance in the preparation or editing of written materials.

#### TESTING

The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. This test battery is administered at the college prior to registration.

#### TRANSCRIPTS

Students desiring transcripts sent to other institutions or to business firms should complete forms for this purpose obtainable from the Office of Admissions and Records.

#### TRANSFER BETWEEN CURRICULA

As a student proceeds in his studies, he may decide that he wishes to change his program or curriculum. In such cases, the student should make an appointment with the counseling department or his faculty adviser for

assistance. No changes in program or curriculum can be made without the recommendation of a counselor and the approval of the instructional division to which the student wishes to transfer.

**TRANSFER TO OTHER INSTITUTIONS**

It is the student's responsibility if he plans to transfer to a four-year college or university to acquaint himself with the requirements of the department of his intended major field in the school to which transfer is contemplated and to be guided by them in selecting his curriculum and electives. The College maintains a file of catalogs of many other colleges and universities. The counseling department will assist the student in the selection of an appropriate institution and aid in the interpretation of its requirements.

**UNSCHEDULED CLOSINGS**

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made through announcements by local radio stations. In the absence of any announcement, the College is open and students are expected to be in attendance. Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas that are not

general enough to bring about the closing of the College. In the event that a student must miss a class for any reason, it is his/her obligation to contact the instructor as soon as possible and arrange for appropriate make-up work.

**WITHDRAWAL FROM A CLASS**

A student withdrawal from a course without academic penalty may be made within the first six weeks after the beginning of a quarter and the student will receive a grade of "W." After that time the student will receive a grade of "F" except under mitigating circumstances which must be documented and a copy of this documentation must be placed in the student's academic file.

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

**WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the College 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.



**STATE AND REGIONAL SPECIALIZED PROGRAMS**

In the Virginia Community College System, certain highly-specialized curricula, though designed to serve all Virginia residents, are limited in offering to selected locations. These

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

**PROGRAM**

**COMMUNITY COLLEGE**

**Agricultural & Natural Resources Technology (AA)**

Majors:

Agronomy .....	Paul D. Camp
Animal Science .....	Blue Ridge
	Northern Virginia
Forestry .....	Dabney S. Lancaster
Natural Resources Management and Security .....	Lord Fairfax
Wildlife .....	Dabney S. Lancaster

**Arts & Design Technology (AAS)**

Majors:

Media Advertising Arts .....	Tidewater
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**Business Technology (AA)**

Majors:

Aviation Administration .....	Northern Virginia
Office Administration and Management .....	Northern Virginia
Real Estate .....	Northern Virginia
	Tidewater
Traffic and Transportation .....	Tidewater
	Virginia Western

**Engineering/Industrial Technology (AAS)**

Majors:

Broadcast Engineering .....	Northern Virginia
Environmental Science .....	J. Sergeant Reynolds
	Wytheville
Environmental and Science .....	Northern Virginia
Industrial .....	New River
Instrumentation .....	New River
Machine (Tool) .....	New River
Marine Science .....	Thomas Nelson
Mining .....	Mountain Empire
	Southwest Virginia
Urban Regional Planning and Development .....	Northern Virginia

**Health Technology (AAS)**

Majors:

Dental Laboratory .....	J. Sergeant Reynolds
	Northern Virginia
Funeral Services .....	John Tyler

### 32 Programs of Study

Opticianry .....	J. Sergeant Reynolds Thomas Nelson
Physical Therapy .....	Northern Virginia
Radiology .....	Central Virginia Virginia Western

#### Public Service Technology (AAS)

Majors:	
Air Traffic Control .....	Northern Virginia
Occupational Safety and Health .....	Northern Virginia Thomas Nelson
Radio and Television Production .....	Virginia Western



## PROGRAMS OF STUDY

### COLLEGE TRANSFER PROGRAM

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

**Length:** Six quarters (two years)

Majors: Business Administration  
Education  
General Studies  
Liberal Arts  
Science

### OCCUPATIONAL TECHNICAL PROGRAMS

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

**Length:** 6-7 quarters

Agricultural and Natural Resources  
Technology

Major: Forestry (General and Forest  
Products Producer)

Major: Wildlife

Business Technology

Majors: Management (General, Data  
Processing, and Industrial)

Major: Data Processing

Major: Secretarial Science (Executive,  
Legal and Medical)

Engineering/Industrial Technology

Major: Electronics

Major: Mechanical Design

Health Technology

Major: Nursing

Public Service Technology

Major: Administration of Justice

### CERTIFICATE PROGRAMS

Banking

Career Studies

Clerk-Typist

Electricity

Heavy Equipment

Microcomputer Operations

Office Clerk

Office Management

Steno-Clerical

Welding

### DEVELOPMENTAL PROGRAM

### COOPERATIVE EDUCATION

### Programs of Study 33

#### CONTINUING EDUCATION

#### COMMUNITY SERVICE PROGRAM

**ASSOCIATE IN ARTS AND SCIENCES (A.A./S.)**

**Length:** Six quarters (two years)

**Purpose:** The Associate in Arts and Sciences curriculum is designed for students who plan to complete a baccalaureate degree program at a four-year college or university. Courses permitting concentration in areas of particular interest are provided and should be included in each student's program.

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

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

**Program Requirements:** Specific courses required for the Associate Arts and Sciences degree are intended to provide a balanced foundation in general education. Approximately one-third of the program consists of elective courses which the student would utilize in accordance with the course of study he plans to pursue at a four-year college or university.

		Curriculum	
Course Number	Course Title		Course Credit
ENGL 111-112-113	English Composition I, II, III		9
ENGL	Literature		9
GENL 100	Orientation		1
	Health, Physical Ed. and Recreation		3
HIST 101-102-103	History of Western Civilization I, II, III		9
	or		
HIST 111-112-113	U.S. History I, II, III		
HUMN	Speech/Music/Art/Philosophy		6-9
MATH 161-162-163	College Mathematics I, II, III		9
	or		
MATH 181-182-183	General College Mathematics I, II, III		
	Science with laboratory		12
	Social Science	(One year sequence in Government, Economics, Psychology or Sociology)	9
	General Electives		27-30
	Minimum Credits Needed for Degree		97

### 34 Programs of Study

#### Curriculum

The foregoing core curriculum will fulfill the requirements for the first two years at most four-year colleges and universities. The student is responsible for determining the specific courses required by the major department of the institution to which he plans to transfer. Accordingly, the student should develop a comprehensive program of study with the aid of a counselor or faculty advisor. To achieve upper division (Junior Class) standing in the areas below, a student should include the following courses in his program of study:

Course Number	Course Title	Course Credit
<b>BUSINESS ADMINISTRATION</b>		
ACCT 211-212-213	Principles of Accounting I, II, III	9
ACCT 299	Supervised Study in Accounting with ACCT 211-212-213	3
ECON 211-212-213	Principles of Economics I, II, III	9
<b>EDUCATION</b>		
PSYC 201-202-203	General Psychology I, II, III	9
SPDR 137	Public Speaking	3
HIST 111-112	American History I, II	6
ECON 211-212	Principles of Economics I, II	6
<b>LIBERAL ARTS</b>		
Foreign Language	(Students who have satisfactorily completed two years of a foreign language in high school may petition for Credit by Examination)	18
HUMN	Speech/Art/Music/Philosophy	9
<b>SCIENCE</b>		
MATH 161-162-163	College Mathematics I, II, III	9
Science with laboratory	(The total of 24 quarter hours included the 12 quarter hours of the core program)	24

#### GENERAL STUDIES

The General Studies student will take the core requirements. The remaining 27-30 hours of general electives will be chosen from the Humanities, Social Science, Natural Sciences and Mathematics.

#### ADMINISTRATION OF JUSTICE ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

**Purpose:** The program in Administration of Justice has been designed to prepare individuals for career services in law enforcement

and related occupations. Supported by broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, the prevention and control of delinquency and crime, correctional administration, industrial security administration, and traffic administration. The program is primarily applicable to the preparatory student but the experienced officer may receive advanced placement in some courses based upon certification of previous training through other law enforcement training agencies.

The program provides a transfer option for a student whose ultimate goal is a Bachelor in Science or equivalent, degree. By combining the basic and required courses in Administration of Justice with transfer courses in the elective and general studies area, a student can complete a program which is acceptable to four-year institutions maintaining a degree program in Administration of Justice.

#### Occupational Objectives:

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

**Admission Requirements:** In addition to general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set height and physical standards and investigate the moral character of all applicants. The physical standards are good condition, weight in proportion to height, vision normal-minimum acuity 20-40 uncorrected, hearing normal, height: Men 5'8"; Women 5'3".

**Program Requirements:** Approximately one-half of the program consists of courses in law enforcement with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Each student is urged to consult with his faculty advisor and the counseling office in planning his program and selecting electives. Upon satisfactory completion of the six-quarter program, the graduate will be awarded the Public Service Technology Associate in Applied Science Degree with a major in Administration of Justice.

### Programs of Study 35

#### BANKING STANDARD CERTIFICATE

**Length:** Forty five (45) quarter hours.

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

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

**Admission Requirements:** In addition to the admission requirements of the college, entry into this certificate curriculum requires a strong aptitude or background in mathematics in order to succeed in the program. Students should also possess a proficiency in English writing and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate developmental study classes.

**Program Requirements:** The program of study includes mathematics, principles of accounting, business law, and speech. Additionally, courses are included which relate specifically to the banking and finance field. Students completing this program who are bank employees may receive the American Institute of Banking—Foundation of Banking Diploma. All students completing the program will receive the DSLCC Banking Standard Certificate.

#### Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
ADJU 100	Intro. to Law Enforcement	3	0	3
ENGL 101	Comm. Skills I	3	0	3
SOCI 101	Sociology I	3	0	3
GENL 100	Orientation	1	1	1
ADJU 126	Juvenile Delinq.	3	0	3
ELECTIVE	Free Elective	3	—	3
TOTAL		16	1	16
<b>SECOND QUARTER</b>				
ADJU 114	Police Org. & Admin. I	3	0	3
ENGL 102	Comm. Skills II	3	0	3
SOCI 102	Sociology II	3	0	3
PHED	Phy. Educ. Elective	1	1	1
ADJU 228	Law Enforcement & the Community	3	0	3
ELECTIVE	Free Elective	3	—	3
TOTAL		16	1	16
<b>THIRD QUARTER</b>				
ADJU 115	Police Organ. & Admin. II	3	0	3
ADJU 237	Admin. Justice	3	0	3
SOCI 103	Sociology III	3	0	3
PHED/HLTH	Elective	1	1	1
SPDR 137	Public Speaking	3	0	3
ELECTIVE	Free Elective	3	—	3
TOTAL		16	1	16
<b>FOURTH QUARTER</b>				
ECON/GOVT/PSYC	Elective	3	0	3
ADJU 134	Criminal Law I	3	0	3
ADJU 246	Criminal Invest. I	3	—	3
MATH	Math. Elective	3	0	3
PHED/HLTH	Elective	1	1	1
ELECTIVE	Free Elective	3	—	3
TOTAL		16	1	16
<b>FIFTH QUARTER</b>				
ADJU 135	Criminal Law II	3	0	3
ADJU 247	Advanced Criminal Investigation	3	0	3
MATH	Math. Elective	3	0	3
ECON/GOVT/PSYC	Elective	3	0	3
ELECTIVE	Free Elective	6	—	6
TOTAL		18	0	18
<b>SIXTH QUARTER</b>				
ADJU 136	Legal Evidence	3	0	3
ECON/GOVT/PSYC	Elective	3	0	3
ADJU 176	Criminology	3	0	3
ELECTIVES	Free Electives	6	—	6
TOTAL		15	0	15
Minimum Credits Needed for Degree				97

Course Number	Course Title	Credit Hours
ACCT 211 & 299	Principles of Accounting I	4
ACCT 212 & 299	Principles of Accounting II	4
BUAD 121-122	Business Mathematics I & II	6
BUAD 157	Principles of Bank Operations	3
BUAD 241.	Business Law I	3
*BUAD DAPR 100	Functional Banking Electives Introduction to Data Processing.	9
ECON 211	Principles of Economics I	4
ECON 246	Money and Banking	3
ENGL 101-102	Communication Skills I & II	6
		45

\*Functional Banking courses include courses dealing with specific departmental activities occurring in a bank.

**BUSINESS MANAGEMENT**  
ASSOCIATE IN APPLIED SCIENCE  
DEGREE (AAS)

**Purpose:** With the rapid development of business and industry in Virginia, there is a great demand for qualified personnel to assist business management in this economic growth. The program leading to a Business Technology Associate in Applied Science Degree with a major in Management is designed for persons who seek full-time employment in business immediately upon completion of the College curriculum. Both persons who are seeking their first employment in a managerial position and those presently in management who are seeking promotion may benefit from the program.

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

**Admission Requirements:** In addition to the admission requirements established for the college, entry into the Management program requires proficiency in high school English and reading. Students who do not meet these requirements, or whose test scores indicate a need for further preparation, will be placed in developmental studies courses.

**Program Requirements:** The first three quarters of the program in Management are similar. In the second year the student pursues an area of interest in general management, industrial management or data processing. Upon satisfactory completion of the six-quarter program, the student will be awarded the Business Technology Associate in Applied Science Degree with a major in Management.

Curriculum				
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Credits
<b>FIRST QUARTER</b>				
ENGL 101	Communication Skills I	3	0	3
GENL 100	Orientation	1	1	1
BUAD 121	Business Math I	3	0	3
BUAD 100	Introduction to Business	3	—	3
DAPR 100	Introduction to Data Processing	3	2	4
HLTH/PHED	Elective	—	—	1
<b>TOTAL</b>		<b>13</b>	<b>3</b>	<b>15</b>

SECOND QUARTER				
ENGL 102	Communications Skills II	3	0	3
GOVT/ECON/PSYC	Elective	3	0	3
BUAD 164	Prin. of Business Management I	3	0	3
BUAD 110	Human Relations & Leadership Trng.	3	0	3
DAPR 144	Computer Programming: (Computer Concepts)	2	3	3
HLTH/PHED	Elective	—	—	1
BUAD 122	Business Math II	3	0	3
<b>TOTAL</b>		<b>14-15</b>	<b>0-3</b>	<b>16</b>

THIRD QUARTER				
SPDR	Requirement	3	0	3
GOVT/ECON/PSYC	Elective	3	0	3
ELECTIVE	Career Related or Free	3-4	0	3-4
BUAD 165	Prin. of Business Management II	3	0	3
BUAD 123	Business Math III	3	0	3
HLTH/PHED	Elective	—	—	1
<b>TOTAL</b>		<b>15-16</b>	<b>0</b>	<b>16-17</b>

FOURTH QUARTER				
ACCT 211	Principles of Accounting I	3	0	3
ACCT 299	Supervised Study in ACCT 211	0	2	1
MKTG 100	Principles of Marketing	3	0	3
BUAD 241	Business Law I	3	0	3
ELECTIVE	Career Related Elective(s)	3-4	0	3-4
BUAD 288	Communications in Management	3	0	3
<b>TOTAL</b>		<b>15-16</b>	<b>2</b>	<b>16-17</b>

FIFTH QUARTER				
ACCT 212	Principles of Accounting II	3	0	3
ACCT 299	Supervised Study in ACCT 212	0	2	1
MKTG 101	Advanced Prin. of Marketing	3	0	3
ELECTIVE	Career Related or Free	3	0	3
ELECTIVE	Career Related Elective	3	0	3
BUAD 242	Business Law II	3	0	3
<b>TOTAL</b>		<b>15-16</b>	<b>2</b>	<b>16-17</b>

SIXTH QUARTER				
ACCT 213	Principles of Accounting III	3	0	3
ACCT 299	Supervised Study in ACCT 213	0	2	1
BUAD 174	Small Business Management I	3	0	3
BUAD 254	Applied Business Statistics	3	0	3
ELECTIVE	Career Related Elective(s)	6	0	6
<b>TOTAL</b>		<b>15</b>	<b>2</b>	<b>16</b>

Total Credit Hours for Degree 97  
 \*Computer specialization student only. BUAD 110 must be completed in the fifth quarter.

**EMPHASIS COURSES**

A minimum of twelve (12) to eighteen (18) credit hours are set aside in the degree curriculum for career related electives for specialization in Data Processing, Industrial Management or General Business Management.

Recommended career related electives for various specializations as total credit hours allow:

**General Business Management**

All courses prefixed with ACCT, BUAD, DAPR, MKTG, SECR, WOPR and with the approval of the advisor/counselor.

**Data Processing**

DAPR 144 Computer Programming: (Computer Concepts)  
 DAPR All courses with a DAPR prefix and with the approval of the advisor/counselor.

**Industrial Management**

BUAD 114-115 Principles of Supervision I and II  
 INDT 111 Materials and Processes of Industry I  
 INDT 170 Industrial Management  
 INDT 176 Principles of Industrial Safety  
 INDT All courses with an INDT prefix and with the approval of the advisor/counselor.

Cooperative Education (197 and 297) and Coordinated Internship (190 or 290) are acceptable electives in each specialization with a maximum of 15 credit hours applicable toward the degree program. The work experience is subject to approval of coordinator of cooperative education and the advisor/counselor.

**CLERK-TYPIST**

**CERTIFICATE**

**Length:** One year or 47 Quarter Credit Hours.

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

- Clerk-Typist
- File Clerk
- Payroll Clerk
- Shipping Clerk

- Office Machines Operator
- Receptionist
- Word Processing Clerk

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

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

**Curriculum**

Course Number	Course Title	Fall	Winter	Spring
ACCT 110	Secretarial Accounting			3
BUAD 121	Business Math I		3	
DAPR 100	Introduction to Data Processing		4	
ENGL 101	Communication Skills I	3		
ENGL 102	Communication Skills II		3	
*SECR 111	Typewriting I	3		
SECR 112	Typewriting II		3	
SECR 113	Typewriting III			3
SECR 136	Filing and Records Management	3		
SECR 139	Clerical Procedures			3
SECR 147	Business Communications			3
SECR 157	Machine Transcription			3
SECR 158	Elements of Transcription		3	
SOSC 101	Contemporary American Civilization	3		
WOPR 126	Automated Typing Equipment			3
WOPR 200	Introduction to Word Processing		3	
<b>TOTAL</b>		<b>15</b>	<b>16</b>	<b>16</b>

Minimum credits needed for Certificate 47

\*Students who receive Credit by Examination for Typing I should enroll in Typing II in the Fall Quarter.



### 38 Programs of Study

#### MICROCOMPUTER OPERATIONS CERTIFICATE

**Length:** One year or a minimum 46 quarter credit hours.

**Purpose:** This curriculum is designed to train individuals in entry level employment skills working with microcomputers.

**Occupational Objectives:** Data Entry Clerk, Microcomputer Operator, Programmer Trainee.

**Admission Requirements:** In addition to the admission requirements of the College, entry into this certificate program requires a strong aptitude or background in mathematics in order to succeed in the program. Students should also possess a proficiency in English writing and reading skills. Students who are not proficient in these subject areas will be required to enroll in appropriate developmental study classes. Should a student be unable to complete his developmental math studies before the close of the Fall Quarter, they should anticipate extending their program of studies an additional year. Students who do not have a basic knowledge of the typewriter keyboard with proficiency at 25 wpm will be required to enroll in an appropriate class to accomplish this proficiency prior to moving into the second quarter courses.

**Program Requirements:** The curriculum includes technical courses in data processing, accounting, business math, and general education. Students must receive an overall "C" average to receive the certificate in Microcomputer Operations.

Course Number	Course Title	Quarter/Credits		
		Fall	Winter	Spring
ACCT 211 & 299	Principles of Accounting I w/Lab		4	
ACCT 212 & 299	Principles of Accounting II w/Lab			4
BUAD 121	Business Math I	3		
BUAD 122	Business Math II		3	
BUAD 123	Business Math III			3
DAPR 100	Introduction to Data Processing		4	
DAPR 101	Data Entry Operation I		4	
DAPR 144	Computer Programming (Concepts)		3	
DAPR 186	Introductory Computer Program Applications		3	
DAPR	Electives		3	6-8

ENGL 101	Communications Skills I		3	
ENGL 102	Communications Skills II			3
SOSC	Requirement	3		
TOTAL		13	17	16-18

Minimum Credit Hours Needed for Certificate 46

#### DATA PROCESSING

##### ASSOCIATE IN APPLIED SCIENCE

**Purpose:** This curriculum is designed to provide the basic knowledge and skills for data processing occupations. With the rapid development of electronic data processing occupations in business, government, and industry in Virginia, there is an increasing demand for qualified personnel to provide information for management decision making. This program is designed to serve the needs of those seeking initial employment within the data processing field plus upgrading and in-service training for those already employed in related occupations.

**Length:** 2 years, 6 quarters or 97 quarter credit hours.

#### Occupational Objectives:

Data Input Clerk  
Microcomputer Operator  
Computer Programming Maintainer  
Computer Programming Trainee

**Admission Requirements:** In addition to the admission requirements of the college, entry into this program requires a strong aptitude or background of mathematics in order to succeed in the program. Students should also possess a proficiency in English writing and reading skills. Students who are not proficient in these subject areas will be required to enroll in appropriate developmental studies. Should a student be unable to complete his developmental math studies by the close of the first quarter, they should anticipate extending their studies an additional year. Students who do not have a basic knowledge of the typewriter keyboard with proficiency of 25 words per minute will be required to enroll in the appropriate class to accomplish this proficiency prior to moving into the second quarter of study.

**Program Requirements:** The curriculum includes technical courses in data processing, accounting, business math, and general edu-

cation. Students must receive an overall "C" average in all degree requirements in order to receive the AAS Degree in Data Processing. Students will be expected to achieve a "C" average in each course prerequisite to subsequent computer programming languages beginning with DAPR 144 — Computer Programming: (Concepts). The first three quarters of the curriculum include general education courses, introductory courses to data processing and computer programming concepts. The second year expands into computer programming languages, introduces system analysis and culminates in computer program applications.

#### Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER</b>				
BUAD 100	Introduction to Business	3		3
DAPR 100	Introduction to Data Processing	3	2	4
ENGL 101	Communications Skills I	3		3
GENL 100	Orientation	1		1
BUAD 121	Business Math I	3		3
HLTH/PHED	Requirement		2	1
TOTAL		13	4	15
<b>SECOND QUARTER</b>				
BUAD 122	Business Mathematics II	3		3
BUAD 164	Principles of Business Mgt. I	3		3
DAPR 144	Computer Programming: (Comp. Concepts)	2	3	3
ENGL 102	Communications Skills II	3		3
DAPR 101	Data Entry Operations I	3	2	4
TOTAL		14	5	16
<b>THIRD QUARTER</b>				
BUAD 165	Principles of Business Mgt. II	3		3
GOVT/ECON/PSYC	Requirement	3		3
BUAD 123	Business Mathematics III	3		3
DAPR 146	Business Computer Programming: (COBOL Structured)	3	2	4
DAPR 149	Computer Programming: (PASCAL)	3	2	4
TOTAL		15	4	17

### Programs of Study 39

#### FOURTH QUARTER

ACCT 211	Principles of Accounting I	3		3
ACCT 299	Lab for ACCT 211		2	1
GOVT/ECON/PSYC	Requirement	3		3
DAPR 281	Systems Analysis I	3		3
DAPR 148	Computer Programming: (Int. COBOL)	3	2	4
HLTH/PHED	Requirement		2	1
TOTAL		12	6	15

#### FIFTH QUARTER

ACCT 212	Principles of Accounting II	3		3
ACCT 299	Lab for ACCT 212		2	1
DAPR 256	Computer Programming (Adv. COBOL)	3	2	4
DAPR	Computer Programming: (Elective)	3	2	4
GOVT/ECON/PSYC	Requirement	3		3
SPDR	Requirement	3		3
TOTAL		15	6	18

#### SIXTH QUARTER

ACCT 213	Principles of Accounting III	3		3
ACCT 299	Lab for ACCT 213		2	1
BUAD 254	Applied Business Statistics	3		3
DAPR 286	Computer Program Applications	3	2	4
DAPR	Computer Programming: (Elective)	3	2	4
HLTH/PHED	Requirement		2	1
TOTAL		12	8	16

<sup>1</sup>Students who expect eventually to transfer to a 4-year institution may elect to take ENGL 111, 112, and 113.

<sup>2</sup>Students who expect eventually to transfer to a 4-year institution may elect to take MATH 181, 182, 183 or MATH 161, 162, 163.

<sup>3</sup>Subject to advisor/counselor approval.

#### CAREER STUDIES

##### CERTIFICATE

**Length:** Each of the offered options requires the equivalent of one quarter of full-time college work (12-18 credits).

**Purpose:** These studies are designed for people in mid-career or re-entering a field of work who wish to up-grade, expand, or review career skills. Many of the courses are offered during evening hours so that it is possible for a part-time student to earn a certificate within one year.



## 40 Programs of Study

### Program Options:

Business or Industrial Supervision  
 Food Service  
 Industrial Blueprint Reading  
 Legal Transcriptionist  
 Lifetime Recreation Leadership  
 Medical Transcriptionist  
 Nature Study and Conservation  
 Personal Health  
 Photography  
 Professional Secretary Review  
 Real Estate Broker  
 Retail Merchandising  
 Secretarial Skills Review  
 Technical Communications  
 Welding  
 Women's Studies  
 Word Processing  
 Youth Care Worker

\*See Career Studies Supplement for Complete Listing and Course Requirements.

**Admission Requirements:** Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require Developmental Studies. The part-time student is expected to select one of the program options during admission and registration.

**Program Requirements:** The curriculum includes selected specialized courses within each program option. A Continuing Career Certificate is awarded upon satisfactory completion of a program option and may be earned in more than one option as the requirements are satisfied.

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

### ELECTRICITY CERTIFICATE

**Length:** Three quarters.

**Purpose:** The growth of industry and construction in Virginia has created a need for qualified electricians and apprentice trainees. The electrician curriculum meets these needs and prepares the individual for employable skills at the entry level.

**Occupational Objectives:** Electrical Helper, eventual self-employment, apprenticeship programs, preparation for Electronics, Industrial Electrical Assistant, Appliance Serviceman.

**Admission Requirements:** In addition to the general requirements for college admission, a reading and mathematics level equivalent to ninth grade, as interpreted by the college assessment is also required.

**Program Requirements:** The curriculum requires the student to complete electrical and other skills needed to perform on the job. Student must receive an overall quality point average of 2.0 in the required Electrical, English and Mathematics courses to receive the certificate.

Curriculum					
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit	
<b>FIRST QUARTER</b>					
ELEC 110	Introduction to Electricity	3	3	4	
ELEC 186	National Electric Code	3	0	3	
***ELEC 101	Electronic Shop Practices & Processes		12	2	
ELEC 118	Introduction to Electrical Shop I	0	3	1	
ENGL 101	Communication Skills I	3	0	3	
MATH 11	Math	2	2	3	
	<b>TOTAL</b>	12	10	16	
<b>SECOND QUARTER</b>					
*BUAD 110	Human Relations & Leadership Training	3	0	3	
DRFT 68	Blueprint/Schematics	3	0	3	
ELEC 91	Applied Electricity I	3	9	6	
***APPL 26	Test Equipment	2	0	2	
MATH 12	Math	2	2	3	
	<b>TOTAL</b>	13	11	17	
<b>THIRD QUARTER</b>					
ELEC 16	Industrial Controls	3	3	4	
APPL 121	Major Appliance Repair	2	6	4	
ELEC 74	Electrical Power (motors)	3	3	4	
SOSC 101	Contemporary American Civilization	3	0	3	
**DAPR 120	Computers & their Applications	1	0	1	
	<b>TOTAL</b>	12	12	16	
<b>TOTAL FOR CERTIFICATE</b>					49

\*Psych 110 may be substituted for BUAD 110  
 \*\*DAPR 120 may be taken in the first quarter.  
 \*\*\*For students contemplating an electronics degree, ELEC 103 and ELEC 107 should be taken in lieu of ELEC 101 and APPL 26.

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### ELECTRONICS ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

**Purpose:** With the rapid growth of the electronics and manufacturing industries in Virginia, and steady demand for qualified electronic technicians in the local area, there is a need for trained personnel to meet these requirements. The Associate in Applied Science degree program with a major in Electronics is designed to train persons for full-time employment immediately upon completion of the 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 of the College, entry into the Associate in Applied Science program with a major in Electronics requires proficiency in high school English, mathematics, and science including one unit of algebra and one unit of geometry or the equivalent. Students who do not meet these requirements, or whose test scores indicate a need for further preparation, will be placed in developmental studies courses.

**Program Requirements:** The two-year program in Electronics combines instruction in the many subject areas required for competence as a technician in industry. The first year of the Electronics program is designed to establish a general base in mathematics and electronic circuits and networks. The second year develops this base in a number of important areas of electronics, such as computers, control circuits, measurements, and communications. Approximately one-half of the program will include courses in electronics technology with the remaining courses in related subjects, general education, and electives. 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 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 Electronics.

Curriculum					
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit	
<b>FIRST QUARTER</b>					
ELEC 114	Fundamentals of Direct Current	3	3	4	
ELEC 103	Job Analysis & Troubleshooting in Electricity	1	3	2	
*MATH 121	Engineering Technical Math I	5	0	5	
ENGL 101	Communication Skills I	3	0	3	
GENL 100	Orientation	1	1	1	
	<b>TOTAL</b>	13	7	15	
<b>SECOND QUARTER</b>					
ELEC 115	Fund. of Alternating Current	3	3	4	
ELEC 107	Use of Electronic Instruments	1	2	2	
ENGL 102	Communication Skills II	3	0	3	
*MATH 122	Engineering Technical Math II	5	0	5	
GOVT/ECON/ PSYC	Elective	3	0	3	
	<b>TOTAL</b>	15	5	17	
<b>THIRD QUARTER</b>					
ELEC 116	Circuit Analysis	3	3	4	
ELEC 124	Electronic Devices	3	3	4	
*MATH 123	Engineering Technical Math III	5	0	5	
PHYS 101	Intro. to Physics	3	3	4	
	<b>TOTAL</b>	14	9	17	
<b>FOURTH QUARTER</b>					
ELEC 268	Analog Circuits	4	2	5	
ELEC 211	Electrical Machines	3	3	4	
SPDR	Requirement	3	0	3	
PHYS 102	Intro. Physics II	3	3	4	
PHED/HLTH	Elective	—	—	1	
	<b>TOTAL</b>	13	8	17	
<b>FIFTH QUARTER</b>					
ELEC 212	Electrical Machines & Ind. Control	3	3	4	
ELEC 241	Communications I	3	3	4	
ELEC 251	Computers I	3	3	4	
GOVT/ECON/ PSYC	Elective	3	0	3	
PHED/HLTH	Elective	—	—	1	
	<b>TOTAL</b>	12	9	16	

SIXTH QUARTER				
ELEC 242	Communications II	3	3	4
ELEC 252	Computers II	3	3	4
DRFT 256	Electronics Drafting	1	3	2
GOVT/ECON/ PSYC	Elective	3	0	3
PHED/HLTH	Elective	1	1	2
TOTAL		10	9	15

Total Credit Hours for Degree 97

\*ELEC 131, 132, 133, Electronic Calculations I, II, III, may be substituted as available.

**FORESTRY**

**ASSOCIATE IN APPLIED SCIENCE  
DEGREE (AAS)**

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

This program is designed for persons who seek full-time employment in forestry occupations immediately upon completion of the two-year program. Graduates from the program will be qualified either to assist professional foresters in forestry or wildlife management, or as wood products technicians in timber harvesting or saw-milling operations.

**Occupational Objectives:**

- Scaler
- Conservation Officer
- Company Logger
- Forest Technician
- Forestry Aide
- Sawmill Operator
- Game Warden



**Admission Requirements:** In addition to the general admission requirements for the college, entry into the program requires proficiency in high school English, mathematics and reading. The applicants should have completed one unit of algebra, one unit of high school geometry or equivalent and one unit of biology. Students whose records or test scores indicate a need for further preparation will be placed in developmental studies until such deficiencies are eliminated. Any student who needs developmental math beyond the first quarter should anticipate a three year program of study.

Insurance covering student liability and hospitalization is required by each student upon admission to the DSLCC campus and for the duration of the program. (Both are available through the college if the student does not have personal coverage.) A student release form and Indemnity and Insurance form must be signed and on file for each student before beginning classes with outdoor laboratories.

**Program Requirements:** The first three quarters of the forestry curriculum provides a basis of general education subjects as well as job entry level skills in forestry.

During the summer session, students are required to complete approximately 300 clock hours of an internship. The college will assist with placement; however, the student is ultimately responsible for locating a position as a volunteer or paid employee. The placement is subject to approval by a forestry instructor and the cooperative education coordinator.

Within the second year students enter special courses in Forest Management, Wildlife, or Forest Products. Upon successful completion of the program the student will be awarded the Associate in Applied Science Degree in Forestry Technology.

Curriculum				
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
ENGL 101	Communications Skills I	3		3
FORE 100	Introduction of Forestry (ECON)	3	3	4
FORE 106	Forest & Wildlife Ecology Orientation	3	3	4
GENL 100	Orientation	1	1	1
GOVT/PSYC/ ECON	Requirement	3		3
HLTH 108	First Aid and Medical Self-Help	2		2
TOTAL		17	7	17

**HEAVY EQUIPMENT**

**CERTIFICATE**

**Length:** Four Quarters.

**Purpose:** The growth and demand of the construction industry in Virginia and nationally has created a need for qualified heavy equipment operators and related occupations. The need for trained entry level workers is apparent. The successful completion of the program may provide full-time employment.

**Occupational Objectives:** Oiler, Apprentice Operating Engineer, entry level Equipment Operator, Construction Tradesman, and Equipment Mechanic.

**Admission Requirements:** Each student must demonstrate satisfactory aptitude for equipment operation work as measured by assessment procedures. In addition to the general admission requirements of the college, an applicant must have acceptable reading/English and mathematics scores at a level equal to seventh grade. Developmental courses are available for anyone not meeting the English and mathematics requirements. Each student must have a valid state vehicle operators license.

**Program Requirements:** The curriculum requires the student to complete the equipment operation and maintenance skills and the mathematics and English needed to perform on the job. The student must receive an overall quality point average of 2.0 in each required equipment operators course to receive the certificate. Since each course is sequenced from quarter to quarter, a student receiving less than a 2.0 in a required HVEQ course may not continue in the next sequenced course requires departmental approval.

SECOND QUARTER				
AUTO 186	Small Engine Repair	1	2	2
FORE 131	Wildlife & Fisheries Management	3	3	4
ENGL 102	Communication Skills II	3		3
GOVT/PSYC/ ECON	Requirement	3		3
MATH 121	Engineering Technical Math I	5		5
TOTAL		15	5	17

THIRD QUARTER				
FORE 117	Dendrology	3	3	4
FORE 122	Forest Protection	3	2	4
GOVT/PSYC/ ECON	Requirement	3		3
HLTH/PHED MATH 122	Requirement Engineering Technical Math II	5		5
TOTAL		15	5	17

SUMMER SESSION				
*FORE 290	Coordinated Internship in Forest Technology		320	8

FOURTH QUARTER				
BUAD 114	Principles of Supervision I	3		3
FORE 118	Applied Silviculture	3	3	4
FORE 201	Forest Mensuration I	3	3	4
FORE 250	Heavy Equipment Operation & Maintenance	3	6	5
TOTAL		12	12	16

FIFTH QUARTER				
DAPR 100	Introduction to Data Processing	3	2	4
FORE 202	Forest Mensuration II	3	3	4
FORE 230	Forest Management	3	3	4
FORE 247	Timber Harvesting	3	3	4
TOTAL		15	11	16

SIXTH QUARTER				
FORE 150	Introduction to Urban Forestry	3	3	4
FORE 203	Tree, Log and Lumber Grading	3	3	4
FORE 256	Basic Sawmilling	3	6	5
SPDR	Requirement	3		3
TOTAL		12	12	16

Total hours for degree 107

\*Students must complete a coordinated internship during the interim summer. The experience may be paid or volunteer and hours worked must be substantiated jointly by a work supervisor and a DSLCC instructor.

Curriculum				
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
<b>FIRST QUARTER (FALL)</b>				
AUTO 186	Small Engine Repair	1	2	2
HVEQ 100	Fundamental Shop Procedures	2	2	3
MATH 11	Mathematics	2	2	3
HVEQ 130	Heavy Equipment Familiarization & Operations	2	9	5
HLTH 108	First Aid & Medical Self-Help	2	0	2
TOTAL		9	15	15

SECOND QUARTER (WINTER)				
HVEQ 106	Heavy Equip. Serv. & Preventive Maint.	4	6	6
HVEQ 117	Trans. Elect. Fuel Systems	4	3	5
HVEQ 199	Super. Study in Transportation	0	3	1
MATH 12	Mathematics	2	2	3
ENGL 10	English	2	2	3
TOTAL		12	16	18

THIRD QUARTER (SPRING)				
HVEQ 134	H.E. Operation I	2	21	9
SOSC 101	Contemp. Amer. Civilization	3	0	3
HVEQ 97	Career Preparation	3	0	3
TOTAL		8	21	15

FOURTH QUARTER (SUMMER)				
*DAPR 120	Computers and Their Applications	1	0	1
HVEQ 135	H.E. Operations II	8	21	15
TOTAL		9	21	16

Total for Certificate 64

\*DAPR 120 may be taken in the Fall Quarter.

### MECHANICAL DESIGN ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

#### Occupational Objectives:

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

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

**Admission Requirements:** In addition to the admissions established for the College (as listed in the section on admissions requirements in Part II of this catalog), entry into the Engineering Technology Associate in Applied Science with a major program in Mechanical Design requires proficiency in high school English and mathematics, including one unit of algebra and one unit of geometry or equivalent. Students who are not proficient in these subject areas will be required to correct deficiencies in a Developmental Studies Program before entering the curriculum.

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

#### Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Credit Hrs.
FIRST QUARTER				
DRFT 141	Industrial Drafting I	2	3	3
INDT 111	Materials & Processes of Industry	3	0	3
<sup>1</sup> MATH 121	Engineering Technical Math I	5	0	5
ENGL 101	Communications Skills I	3	0	3
GENL 100	Orientation	1	0	1
HLTH/PHED	Requirement	0	2	1
TOTAL		14	5	16

SECOND QUARTER				
DRFT 142	Industrial Drafting II	2	3	3
MATH 122	Engineering Technical Math II	5	0	5
ENGL 102	Communications Skills II	3	0	3
ECON/GOVT/PSYC	Requirement	6	0	6
TOTAL		16	3	17

THIRD QUARTER				
DRFT 143	Industrial Drafting III	2	3	3
DRFT 199	Supervised Study — Architectural Design	1	3	2
MATH 123	Engineering Technical Math III	5	0	5
PHYS 101	Introductory Physics I	3	3	4
SPDR	Requirement	3	0	3
TOTAL		14	9	17

FOURTH QUARTER				
DRFT 211	Adv. Technical Drafting V	1	6	3
DRFT 199	Intro. to Computer Assisted Drafting	1	0	1
ENGR 151	Mechanics I	4	0	4
PHYS 102	Introductory Physics III	3	3	4
<sup>2</sup> ELECTIVE	Technical Elective	3	0	3
PHED/HLTH	Requirement	0	2	1
TOTAL		12	11	16

FIFTH QUARTER				
DRFT 212	Adv. Technical Drafting VI	1	6	3
MECH 144	Strength of Materials	3	0	3
MECH 199	Supervised Study — Strength of Materials	1	0	1
MECH 215	Jig & Fixture Design	2	3	3
ELECTIVE	Technical Elective	3	0	3
ECON/GOVT/PSYC	Requirement	3	0	3
TOTAL		13	9	16

SIXTH QUARTER				
DRFT 213	Adv. Technical Drafting VII	1	6	3
DRFT 298	Seminar & Project	2	0	2
DRFT 299	Supervised Study — Computer Assisted Design and Drafting	2	2	3
INDT 226	Plant Layout	2	2	3
ELECTIVE	Technical Elective	3	0	3
PHED/HLTH	Requirement	0	2	1
TOTAL		10	12	15

<sup>1</sup>MECH 191-192-193 may substitute for MATH 121-122-123.

<sup>2</sup>All Technical electives must be approved by advisor.

### NURSING

#### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

**Purpose:** The two-year Associate Degree Program is designed to prepare selected students to qualify as contributing members of the health team, rendering safe direct patient care as beginning practitioners of nursing in a variety of health service facilities. At the successful completion of the program, students will be eligible to take the 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, clinic and day care centers, schools, industry, and civil service.

**Admission Requirements:** Students majoring in Nursing are admitted annually in September. Early application during the Spring quarter is suggested since space is limited.

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

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

1. Graduation from high school or G.E.D.
2. High school courses in biology and chemistry BEFORE entrance to the program. High school record of achievement must reflect a "C" average in academic subjects, excluding foreign languages.
3. Completion of physical and dental examinations with all problems corrected before acceptance are required. Immunization as prescribed, TB testing, VDRL, and urinalysis are to be included. Applicants must be free of any physical or psycho-social problem which might adversely affect their acceptance or performance as practitioners of nursing.
4. Two personal interviews are required. The first interview is with the nursing

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counselor from student services who screens nursing students by the general admission requirements. Qualified applicants are then interviewed by the Program Head of the Nursing Department or her delegate, in regard to specific requirements following the completion of all other pre-admission requirements.

5. Students will take the following tests:  
 Pharmacology pretest  
 CGP — reading and sentence  
 SSHA — study skills  
 16 PF — personality

Based upon the above test results, students will be counseled into the nursing or pre-nursing pathway.

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

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

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



Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>Curriculum</b>				
<b>FIRST QUARTER (FALL)</b>				
GENL 100	Orientation	1	1	1
SPDR 137	Public Speaking	3	—	3
NURS 111+	Fundamentals of Nursing I	3	6	5
HLTH 138	Ethics for Health Care Personnel	3	—	3
BIOL 154	Anatomy and Physiology I	3	3	4
	<b>TOTAL</b>	<b>13</b>	<b>10</b>	<b>16</b>
<b>SECOND QUARTER (WINTER)</b>				
*ENGL 101	Communication Skills I	3	—	3
*PSYC 110	Basic Principles of Applied Psychology	3	—	3
BIOL 155	Anatomy and Physiology II	3	3	4
NURS 112+	Fundamentals of Nursing II	3	9	6
	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>16</b>
<b>THIRD QUARTER (SPRING)</b>				
*ENGL 102	Communication Skills II	3	—	3
BIOL 176	Microbiology	3	3	4
NURS 113+	Fundamentals of Nursing III	4	12	8
NURS 221+	Nursing in Major Health Problems I			
	<b>TOTAL</b>	<b>10</b>	<b>15</b>	<b>15</b>
<b>FOURTH QUARTER (SUMMER)</b>				
NURS 221+	Nursing in Major Health Problems I or Nursing III	4	12	8
NURS 113+	Fundamentals of Nursing III			
ECON 160	Survey of American Economics	3	—	3
NURS 166+	Pharmacology for Nurses I	3	—	3
	<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>14</b>
<b>FIFTH QUARTER (FALL)</b>				
NURS 222+	Nursing in Major Health Problems II (Pediatric Nursing pre-req. MATH 16 & NURS 166)	4	12	8
PSYC 136	Human Development/Child to Adolescence	3	—	3
*SOCI 106	Introduction to Sociology	3	—	3
BIOL 164	Pathophysiology	3	—	3
	<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>17</b>

## Programs of Study 47

**Program Requirements:** The curriculum requires the student to complete those office skills including communications and mathematics needed to perform in a modern office. Student must receive an overall quality point average of 2.0 in the required Secretarial Science courses to receive the certificate as office clerk.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>SIXTH QUARTER (WINTER)</b>				
NURS 223+	Nursing in Major Health Problems III (Nursing Care of Adults)	4	13	8
PSYC 137	Psychology of Aging	3	—	3
GOVT 281	U.S. Government	3	—	3
	<b>TOTAL</b>	<b>10</b>	<b>13</b>	<b>14</b>
<b>SEVENTH QUARTER (SPRING)</b>				
NURS 224+	Nursing in Major Health Problems IV (Nursing Care of the Aged)	4	12	8
SOCI 136	Sociology of Aging	3	—	3
HLTH 298	Role Transition for Nurses	3	—	3
	<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>14</b>
Total Minimum Credits for Degree				
				106
Nursing				54
General Education				52

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

\*ENGL 101 and ENGL 102 — may be replaced by ENGL 111, 112, 113 series for transfer credit.

\*PSYC 110 — may be replaced by PSYC 201, 202, 203 series for transfer credit.

\*SOCI 106 — may be replaced by SOCI 101, 102, 103 series for transfer credit.

### OFFICE CLERK CERTIFICATE

**Length:** Three quarters.

**Purpose:** This program is designed to provide entry level employment skills for the following job titles: Typist-duplicator, File clerk, Shipping/receiving clerk, Office cashier, Receptionist, General office clerk.

**Admission Requirements:** Students entering this program must have demonstrated an aptitude for general office or clerical occupations as determined by the DSLCC Assessment Center and/or C.G.P. test. Students should have achieved at least a ninth grade reading level. This program requires fundamental skills in English, grammar, and basic arithmetic; however, supervised labs in these areas are built into the total curriculum to improve these fundamentals. Students who have had training in typewriting, business machines or other office skill areas may be granted advanced standing upon demonstration of proficiency.

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
<b>Curriculum</b>				
<b>FIRST QUARTER (FALL)</b>				
GENL 01	General Orientation	0	5	1
SECR 11	Typewriting I	1	4	3
SECR 12	Typewriting II	1	4	3
SECR 36	Filing & Indexing	2	3	3
SECR 39	Recordkeeping	3	0	3
SECR 99	Supervised Study in Recordkeeping	0	2	1
SECR 47	Language Structure	2	0	2
MATH 05	Basic Arithmetic Review	0	3	1
	<b>TOTAL</b>	<b>9</b>	<b>21</b>	<b>17</b>

### SECOND QUARTER (WINTER)

SECR 98	Seminar in Career Exploration	0	5	1
SECR 13	Typewriting III	1	4	3
SECR 14	Typewriting IV	1	4	3
SECR 34	Office Machines I	1	2	2
SECR 46	Personal Development	2	0	2
SECR 84	Business Correspondence I	2	3	3
MATH 54	Business Math I	2	3	3
	<b>TOTAL</b>	<b>9</b>	<b>21</b>	<b>17</b>

### THIRD QUARTER (SPRING)

SECR 98	Seminar in Job Placement	0	5	1
SECR 35	Office Management II	1	2	2
SECR 38	Clerical Procedures	1	4	3
SECR 50	Word Power Workshop	1	0	1
SECR 65	Typewriting Skills Review	1	2	2
SECR 85	Business Correspondence II	2	3	3
MATH 55	Business Math II	2	3	3
SOSC 101	Contemporary American Civilization I	3	0	3
	<b>TOTAL</b>	<b>11</b>	<b>19</b>	<b>18</b>

Total for Certificate

52

OFFICE MANAGEMENT

CERTIFICATE

**Length:** One year, three quarters or 45 quarter hours.

**Purpose:** The Office Management program is designed to train individuals for entry level office supervision positions. It is also designed to assist those already employed to increase job skills for promotional purposes. Career possibilities available through this program include bookkeeper, night auditor, office assistant, and office supervisor.

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

**Program Requirements:** This program includes basic courses in the humanities and social sciences in addition to courses in accounting, data processing, math and business. Students must receive an overall 2.0 (C) average in all classes except the humanities and social sciences, in order to receive the Certificate in Office Management.

Curriculum

Course Number	Course Title	QUARTERS		
		Fall	Winter	Spring
ACCT 211	Principles of Accounting I		3	
ACCT 212	Principles of Accounting II			3
ACCT 299	Lab for Acct 211		1	
ACCT 299	Lab for Acct 212			1
BUAD 100	Intro. to Business	3		
BUAD 114	Principles of Supervision I		3	
BUAD 115	Principles of Supervision II			3
ENGL 101	Comm. Skills I	3		
ENGL 102	Comm. Skills Processing		3	
DAPR 100	Introduction to Data Processing			4
BUAD 121	Business Math I	3		
BUAD 122	Business Math II		3	
BUAD 123	Business Math III			3
SECR 136	Filing and Records Mgt.		3	
SOSC 101	Contemporary American Civilization			3
WOPR 200	Intro. to Word Processing	3		
	TOTAL	15	13	17

Minimum Credits needed to complete the Certificate 45

SECRETARIAL SCIENCE

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

**Purpose:** With the constant growth of business, industry and government offices in our area, there is a continuing demand for qualified personnel in office occupations. This degree program is designed to prepare persons for full-time employment upon graduation or to upgrade those who are seeking promotion or specialization as secretaries. Career opportunities available through this program include: executive, legal or medical secretary, stenographer, office manager and other related office occupations.

**Admission Requirements:** In addition to the general requirements of the College, entry into this program requires proficiency in English writing and reading skills. Students not proficient in these skills will be required to enroll in appropriate developmental classes. Students who have had training in shorthand, typewriting, business machines or other skill areas may be granted advanced placement upon demonstration of proficiency.

**Program Requirements:** This curriculum combines instruction in many subject areas required for competency as a secretary and within areas of specialization such as legal, executive or medical secretaries. Courses are also required which develop students as mature, responsible employees. Students must receive a grade of "C" or better in typewriting and shorthand or repeat the respective course to earn a grade of "C" or better before continuing in the sequence. In the second year, students may elect an emphasis in either Executive, Legal or Medical Secretarial Skills. The student should consult with his counselor or faculty advisor in planning his program and for approval of electives. Upon completion of the program students will be awarded the Associate in Applied Science degree with a major in Secretarial Science.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
<b>FIRST QUARTER</b>				
ENGL 101	Comm. Skills I	3	0	3
SECR 111*	Typewriting I	2	3	3
SECR 121	Shorthand I	3	2	4
PHED/HLTH	Requirement	—	—	1
BUAD 121	Business Math I	3	0	3
GENL 100	Orientation	1	1	1
	TOTAL	12	6	15

SECOND QUARTER

ENGL 102	Comm. Skills II	3	0	3
SECR 112	Typewriting II	2	3	3
SECR 122	Shorthand II	3	2	4
DAPR 100	Intro. to Data Processing	3	2	4
GOVT/ECON/PSYC	Elective	3	0	3
	TOTAL	14	7	17

THIRD QUARTER

SECR 147	Business Comm.	3	0	3
SECR 113	Typewriting III	2	3	3
SECR 123	Shorthand III	3	2	4
ACCT 110	Secretarial Accounting	3	0	3
SECR 157	Machine Transcription	2	2	3
PHED/HLTH	Elective	1	1	1
	TOTAL	14	8	17

FOURTH QUARTER

SECR 221	Shorthand Transcription I	2	2	3
SECR 281	Office Systems and Procedures I	2	2	3
SECR 136	Filing & Records Mgt.	3	0	3
WOPR 200	Intro. to Word Processing	3	0	3
WOPR 126	Automated Typing Equip.	0	3	1
BUAD/ADJU/HLTH	Emphasis Course	3	0	3
	TOTAL	13	7	16

FIFTH QUARTER

SECR 222	Shorthand Transcription II	2	2	3
SECR 282	Office Systems and Procedures II	2	2	3
GOVT/ECON/PSYC	Requirement	3	0	3
BUAD/ADJU/HLTH	Emphasis Course(s)	6	0	6
WOPR 299	Super. Study in Word Processing	1	2	2
	TOTAL	11	6	17

SIXTH QUARTER

SPDR/ENGL	Requirement	3	0	3
SECR 217	Typewriting Skill Building	2	3	3
GOVT/PSYC/ECON	Requirement	3	0	3
SECR	Emphasis Courses	4	4	6
PHED/HLTH	Elective	1	1	1
	TOTAL	12	10	16

Total Minimum Credits for Degree 97

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

CAREER OPTIONS

Fifteen (15) quarter hours are set aside in the degree program for support courses within a General, Executive, Legal or Medical specialization. Appropriate courses must be selected and approved by the faculty advisor. Students are encouraged to enroll in as many word processing and data processing electives as time and schedules will allow.

Recommended Related Electives for all options:

BUAD 114	Principles of Supervision I	3	0	3
BUAD 176	Administrative Office Mgt.	3	0	3
SECR 156	Personal Development	3	0	3
SECR 158	Elements of Transcription	3	0	3
SECR 197/297	Cooperative Education			1

Executive Specialization

SECR 223	Shorthand Transcription III	2	2	3
SECR 283	Office Systems & Procedures III	2	2	3

Legal Specialization

ADJU	Elective	3	0	3
BUAD 241	Business Law I	3	0	3
BUAD 242	Business Law II	3	0	3
SECR 224	Legal Transcription	2	2	3
SECR 264	Legal Secretarial Procedures	2	2	3

Medical Specialization

BIO 149	Basic Human Biology	3	0	3
HLTH 125-125 (HLTH 120)	Medical Terminology	5	0	5
SECR 227	Medical Transcription	2	2	3
SECR 274	Medical Secretarial Procedures	2	2	3

STENO-CLERICAL ARTS

CERTIFICATE

**Length:** One year or 47 quarter credit hours.

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

**Admission Requirements:** In addition to the general admission requirements of the College, entry into this program requires proficiency in English writing and reading skills. Students not proficient in these subjects will

be required to enroll in appropriate developmental study classes. Students who have had some training in shorthand, typewriting and other skill areas may be granted advanced standing upon demonstration of proficiency.

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

Course Number	Course Title	QUARTERS		
		Fall	Winter	Spring
ENGL 101	Comm. Skills I	3	—	—
ENGL 102	Comm. Skills II	—	3	—
SECR 147	Business Comm.	—	—	3
DAPR 100	Introduction to Data Processing	—	4	—
BUAD 121	Business Math I	—	3	—
SECR 111*	Typewriting I	3	—	—
SECR 112	Typewriting II	—	3	—
SECR 113	Typewriting III	—	—	3
SECR 121	Shorthand I	4	—	—
SECR 122	Shorthand II	—	4	—
SECR 123	Shorthand III	—	—	4
SECR 136	Filing & Records Mgt.	3	—	—
SECR 139	Clerical Procedures	—	—	3
SOSC	Requirement	3	—	—
WOPR 126	Automated Typing Equipment	—	—	1
TOTAL		16	17	14

Minimum Credits needed to receive Certificate 47

\*Students who receive Credit by Examination for Typewriting I should enroll in Typewriting II in the Fall Quarter.

**WELDING CERTIFICATE**

**Length:** Four Quarters (one calendar year).

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

**Occupational Objectives:** Welder

**Admission Requirements:** STUDENTS MUST

MEET the general admission requirements of the College. Successful completion of the curriculum requires proficiency in English, a good understanding of general mathematics, a moderate level of dexterity, and average mechanical aptitude.

**Program Description:** The program is designed to prepare students to work as welders in industry and to apply for welding certification. It provides them with an introduction to various types of equipment and materials used in welding. The curriculum includes mathematics, blueprint reading, communication skills, safety, and the numerous areas of welding (overhead arc welding, gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, testing and pipe welding).

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
WELD 99	Supv. Stdy. in Welding Safety & First Aid	1	0	1
WELD 21	Arc Welding I	1	6	3
WELD 51	Oxy-Acetylene Cutting & Welding	1	6	3
GENL 100	Orientation	1	1	1
MATH 11	Elements	2	2	3
MECH 47	Metals — Heat Treatment	2	3	3
ENGL	English Requirement	3	—	3
TOTAL		11	18	17
<b>SECOND QUARTER</b>				
WELD 22	Arc Welding II	1	6	3
WELD 52	Oxy-Acetylene Weld-Cutting	1	6	3
WELD 41	Weld Test	1	3	2
MATH 12	Elements of Math	2	2	3
DRFT 71	Blueprint Reading I	1	3	2
BUAD 110	Human Relations & Leadership Trn.	3	—	3
TOTAL		9	20	16
<b>THIRD QUARTER</b>				
WELD 23	Arc Weld III	1	6	3
WELD 31	Inert Gas Weld	2	12	6
WELD 42	Weld Test	1	3	2
DRFT 76	Welding Blueprint Reading	1	3	2
WELD 99	Career Preparation	3	—	3
TOTAL		8	24	16
<b>FOURTH QUARTER</b>				
ECON	Econ Requirement	3	—	3
WELD 32	Inert Gas Welding	2	9	5
WELD 106	Pipe Welding	1	6	3
WELD 43	Weld Test	1	3	2
WELD 98	Weld Seminar/Project	2	4	3
TOTAL		9	22	16

**WILDLIFE**

**ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)**

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

This program is designed for persons who seek full-time employment in wildlife immediately upon completion of the two-year program. Graduates from the program will be qualified to assist professional wildlife biologists in management.

**Occupational Objectives:**

- Forest Biologist Aide
- Wildlife Management Area Supervisor
- Conservation Officer
- Forestry Aide
- Forest Technician

**Admission Requirements:** In addition to the general admission requirements for the college, entry into the program requires proficiency in high school English, mathematics, reading, and science. The applicants should have completed one unit of algebra, one unit of high school geometry or equivalent and one unit of biology at the secondary level. Students whose records or test scores indicate a need for further preparation will be placed in developmental studies until such deficiencies are eliminated.

Insurance covering student liability and hospitalization is required by each student upon admission to the DSLCC campus and for the duration of the program. (Both are available through the college if the student does not have personal coverage.) A student release and Indemnity and Insurance form must be signed and on file for each student before beginning classes with outdoor laboratories.

**Program Requirements:** The first three quarters of the wildlife curriculum provide a basis of general education subjects as well as supporting technologies of business, mathematics, and drafting. It is possible to complete the equivalent of one year of study from any one of the community colleges in the State of

Virginia. Beginning the summer following the first year transfer and non-transfer students will be required to be in residence at Dabney S. Lancaster Community College for the full calendar year. Those students in other community colleges seeking to transfer to DSLCC should complete appropriate courses identified by parenthesis following the forestry courses identified in the first, second, and third quarter of study. Students transferring to DSLCC from another Virginia community college must have completed at least 45 quarter hours in the required courses before enrolling at DSLCC for the summer session. FORE 100, Introduction to Forestry, will be provided along with other forestry classes for entering transfer students during the summer session. Through careful individual scheduling, transferring students will be able to complete their program along with the DSLCC forestry students the following spring.

Within the second year, students will complete courses in Forest Management, Wildlife and Habitat Management. Upon successful completion of the program, the student will be awarded the Associate in Applied Science Degree in Wildlife Technology.

**Curriculum for DSLCC Students and Students Transferring to DSLCC**

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credits
<b>FIRST QUARTER (FALL)</b>				
ENGL 101	Communications Skills I	3	—	3
FORE 100	Introduction to Forestry (ECON)	3	3(0)	4(3)
GENL 100	Orientation	1	1	1
MATH 111	Technical Math I	3	—	3
HLTH 108	First Aid and Medical Self-Help	2	—	2
AUTO 186	Small Engine Repair	1	2	2
TOTAL		13	6(3)	15(14)
<b>SECOND QUARTER (WINTER)</b>				
DAPR 106	Principles of Data Processing	3	—	3
DRFT 111	Drafting I	1	3	2
ENGL 102	Communication Skills II	3	—	3
PSYC	Elective	3	—	3
MATH 112	Technical Math II	3	—	3
PHED	Elective	1	1	1
TOTAL		14	4	15



THIRD QUARTER (SPRING)			
FORE 132	Forest Recreation (BUAD 110 or BUAD 114)	3	3(0) 4(3)
MATH 113	Technical Math III	3	— 3
GOVT	Elective	3	— 3
SECR 138	Office Recordkeeping	2	2 3
SPDR 137	Public Speaking	3	— 3
TOTAL		14	5(2) 16(15)
FOURTH QUARTER (SUMMER)			
CIVL 185	Land Surveying	3	6 5
ECON	Elective (FORE 100)	3	—(3) 3(4)
FORE 106	Forest & Wildlife Ecology	3	3 4
FORE 117	Dendrology	3	3 4
FORE 187	Forest Practicum	—	4 1
TOTAL		12	16(19) 17(18)
FIFTH QUARTER (FALL)			
FORE 118	Applied Silviculture	3	3 4
FORE 141	Wildlife Management Practices I	3	3 4
FORE 201	Forest Mensuration I	3	4 4
HVEQ 130	Heavy Equipment Familiarization and Operation	2	9 5
TOTAL		11	19 17
SIXTH QUARTER (WINTER)			
AGRI 130	Introduction to Soil Science	3	— 3
FORE 142	Wildlife Management Practices II	3	3 4
FORE 199	Supervised Study in Chainsaw Main- tenance	—	2 1
FORE 202	Forest Mensuration II	3	3 4
FORE 299	Supervised Study in Winter Dendrology	—	3 1
GENL 107	Preparation for Employment	1	— 1
TOTAL		10	11 14
SEVENTH QUARTER (SPRING)			
BUAD 110	Human Relations and Leadership Training or		
BUAD 114	Principles of Super- vision (FORE 132)	3	—(3) 3(4)
FORE 122	Forest Protection	3	2 4
FORE 215	Habitat Management	3	6 5
FORE 298	Seminar and Project in Habitat Management	—	3 1
FORE 230	Forest Management	3	2 4
TOTAL		12	13(16) 17(18)
Total Number Needed for Degree			111

() Parentheses denote sequence and courses that must be completed by students transferring to DSLCC from other Virginia Community Colleges.

### DEVELOPMENTAL PROGRAM

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

Individualization demands facilities in order to carry out program objectives. A central part of the Developmental Studies Department is the learning lab, equipped with the latest communications equipment. Controlled readers, tachistoscopes, tape recorders, and video tape recorder are only some of the equipment available to the developmental studies student. A proper blend of modern equipment and methods, combined with a genuine concern for individuality is the appropriate approach for today's student. Productive relationships between teacher and student are the backbone of the Developmental Studies Program at Dabney S. Lancaster Community College.

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

A student in the developmental program may fall into one of several categories. He or she may be taking a full schedule of developmental courses, or taking only one. He or she may be enrolled in any one of the diploma or certificate programs, or may be working towards fulfilling requirements for entry into a specific program. In addition, the Developmental Studies Program is available for night students as well as day, part-time students as

well as full-time students. Students progress at their own rate and may complete the program of studies whenever they demonstrate mastery of the subject.

### COOPERATIVE EDUCATION PROGRAM

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

### CONTINUING EDUCATION PROGRAM

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

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

Continuing Education programs are provided when there is community need or interest as known to the Office. Courses and services "designed with you in mind" may be initiated on requests from individuals and groups. Dabney S. Lancaster Community College cooperates with public schools, senior

colleges, all religious groups, health and welfare groups, civic clubs, community clubs, law enforcement agencies, fire service groups, rescue or other emergency care units, business and industrial groups, and adult education agencies to provide educational services as stated under the philosophy of the program for greater numbers of people.

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

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

### COMMUNITY SERVICE PROGRAM

The facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by Dabney S. Lancaster Community College. These offerings are supported entirely by the fees paid by the participants. Twenty percent of the fee is reimbursed to the college to offset administrative overhead costs. Some of the community services available through the College are:

- Continuing adult education
- Speakers bureau to provide speakers for local organizations
- Workshops, seminars, and informal discussion groups
- Public affairs lectures and forums
- Conferences, institutes, and meetings
- Special community research and development projects
- Cultural events and trips
- Films and exhibits

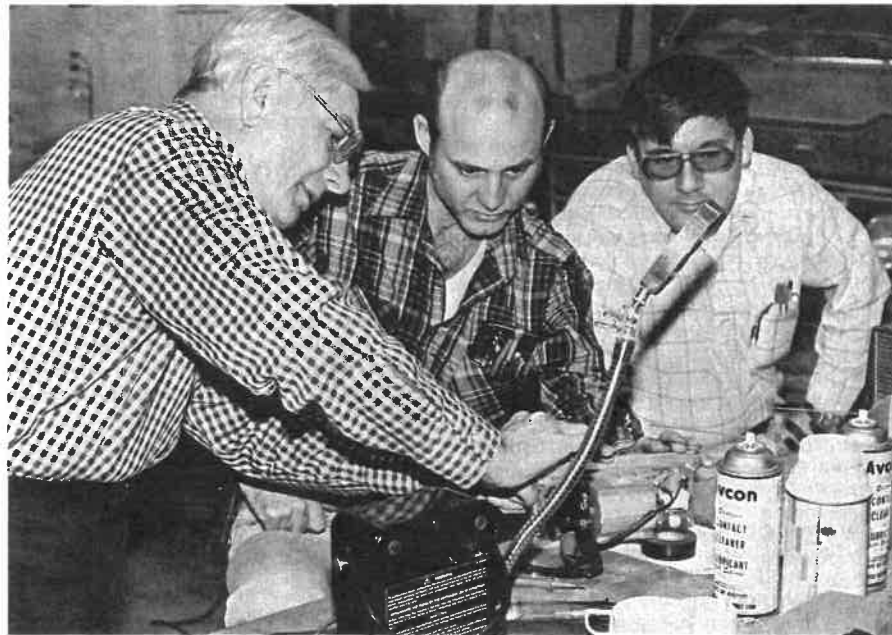
College facilities are available for use by:

- Upper division and graduate level programs
- Community organizations and projects

## 54 Programs of Study

Special campus services available for use by local citizens:

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



## 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 program.

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

### COURSE CREDITS

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate quarter hour credit or two-thirds of a collegiate semester hour credit.

### COURSE HOURS

The number of lecture hours in class each week (including lecture, seminar, and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice, and cooperative work experience) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week are also called "contact" hours because the time is spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his own direction. Usually each credit per course requires an average of three hours of in-class and out-of-class work each week.

### PREREQUISITES

If any prerequisites are required before

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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.

### COURSES OFFERED

Following is a listing of courses generally offered during any calendar year. Additional courses may be offered as demand dictates.

### ACCOUNTING

**ACCT 110 Secretarial Accounting** (3 cr.)  
Practical accounting for secretaries. The accounting cycle, journals, ledgers, working papers, closing of books, payrolls, income taxes, accounting forms and practice procedures. Lecture 3 hours per week.

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

**ACCT 299 Supervised Study in Accounting** (1 cr.)  
A laboratory situation designed to reinforce and provide application of the Principles of Accounting 211-212-213 course. Laboratory 2 hours per week.

### ADMINISTRATION OF JUSTICE

**ADJU 100 Introduction to Law Enforcement** (3 cr.)  
The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies, survey of professional career opportunities and qualifications required. Lecture 3 hours per week.

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

**ADJU 126 Prevention and Control of Juvenile Delinquency** (3 cr.)  
Survey of youth crime, stressing the police role in community programs of prevention and control. The philosophy and functioning of the juvenile courts as related to the juvenile problems. Lecture 3 hours per week. (This course is also approved for offering as SOCI 126.)

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

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

**ADJU 176 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. (This course is also approved for offering as SOCI 188.)

**ADJU 228 Law Enforcement and The Community** (3 cr.)  
The current efforts undertaken by the police to achieve an effective working relationship with the community; police image, crisis areas, public and police attitudes, and community relations activities. Lecture 3 hours per week.

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

**ADJU 246 Principles of Criminal Investigation** (3 cr.)  
Conduct at the crime scene; collection and handling of evidence; interviewing and interrogation; obtaining statements, admissions, and confessions; testifying in court, practical exercises. Lecture 3 hours per week.

**ADJU 247 Advanced Criminal Investigation** (3 cr.)  
Prerequisite ADJU 246. Continued study of the investigation process; introduction to scientific aids and examination; application of investigative techniques to specific offenses; practical exercises. Lecture 3 hours per week.

## AGRICULTURE

**AGRI 130 Introduction to Soil Sciences** (3 cr.)  
Biological, physical, edaphic, and social factors that influence soil productivity. Emphasis is placed upon various phases of soil and plant sciences and how each area relates to both urban and rural environments. Lecture 3 hours per week.

## APPLIANCE SERVICING

**APPL 26 Test Equipment** (2 cr.)  
Prerequisite ELEC 13 or equivalent. Introductory course to familiarize student with basic testing equipment and the techniques of utilizing such equipment to troubleshoot major and minor appliances. Lecture 2 hours per week.

**APPL 121 Major Appliance Repair I-II** (4 cr.)  
Corequisites APPL 120 and ELEC 110. The maintenance, repair and installation of major appliances. Emphasis is placed on proper installation and practical repair procedures. Lecture 2 hours, Laboratory 6 hours, Total 8 hours per week.

## ARTS

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

**ARTS 111-112-113 History and Appreciation of Art I-II-III** (3 cr.) (3 cr.) (3 cr.)  
The history and interpretation of architecture, sculpture and painting beginning with prehistoric art and following the main stream of western civilization to the present. Lecture 3 hours per week.

**ARTS 121-122-123 Theory and Practice of Drawing I-II-III** (3 cr.) (3 cr.) (3 cr.)  
Representational and non-representational drawings in charcoal, wash, pencil, and varied combinations of media. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

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

**ARTS 231-232 Theory and Practice of Painting I-II** (3 cr.) (3 cr.)  
Abstract and representational painting in watercolor, oil, and tempera with emphasis on design, color composition and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**ARTS 234-235 Theory and Practice of Watercolor Painting I-II** (3 cr.) (3 cr.)  
Prerequisites ARTS 123 and ARTS 152 or 156. Abstract and representational painting in watercolor with emphasis on design, color, composition, and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**ARTS 275-276 Art Printmaking Workshop I-II** (3 cr.) (3 cr.)  
The full range of art printmaking; beginning with wood block and progressing to serigraphy, photo silk screen, intaglio and lithography. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

## AUTOMOTIVE

**AUTO 106 Auto Mechanics for the Layman** (2 cr.)  
A study of the automobile with emphasis on operation and maintenance. Topics include tires, brakes, cooling, lubrication, ignition, fuel system, and suspension. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week. (Independent study)

**AUTO 186 Small Engine Repair** (2 cr.)  
A practical study of small gasoline engines such as found on power lawn mowers and light garden tractors. The operating principles of the two cycle and four cycle engines and their related systems will be discussed. The procedures for troubleshooting and tune-up will be stressed. Lab work will consist of the disassembly, inspection, reconditioning, and reassembly. Lecture 1 hour, Laboratory 2 hours, Total 3 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 154-155 Human Anatomy and Physiology I-II** (4 cr.) (4 cr.)  
Structure and functioning of the normal human body. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**BIOL 164-165 Pathology I-II** (3 cr.) (3 cr.)  
The basic principles regarding alteration of the structure and function in disease and the genesis and effect of disease in the various organ systems. Lecture 3 hours per week.

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

**BIOL 206 Biological Problems in Contemporary Society** (3 cr.)  
Prerequisite BIOL 103 or divisional permission. Designed to develop soundly-based understanding of some of the major problems of today's living. Contemporary readings will include such topics as over-population, pollution, drug abuse, famine, ecology, conservation, and others. Lecture 3 hours per week.

**BIOL 267 General Ecology** (5 cr.)  
Prerequisite BIOL 103 or divisional permission. This course is a study of the inter-relationships between organisms and the natural and cultural environments with emphasis on human influences on ecological structures, survey of populations, communities and ecosystems. Lecture 4 hours, Laboratory 3 hours, Total 7 hours per week.

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**BIOL 276 Regional Flora** (3 cr.)  
Family characteristic of vascular plants including principal phylogeny and classification based principally on local flora. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

## 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 110 Human Relations and Leadership Training** (3 cr.)  
The task of management involved in getting things done through people, understanding of human motivation and behavior patterns, performance, and analysis of manpower growth in an organization. Lecture 3 hours per week.

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

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

**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 121-122-123 Business Mathematics I-II-III** (3 cr.) (3 cr.) (3 cr.)  
A sequence of three courses with instruction, review and drill in solving mathematical problems arising from normal business activities, integrating the use of calculating machines as a tool. 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, and annuities. 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, bookkeeping 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 invest-

ments, general bank accounting, account analysis and service charges, internal controls, international financial services, trust services, safe deposit services, growth of the American banking system, the Federal System, government supervision, banking and public service. Lecture 3 hours per week.

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

**BUAD 167 Introduction to Labor Relations** (3 cr.)  
History of the labor movement, survey of labor legislation, labor problems, collective bargaining techniques and trends. Examination of labor relations from social, legal, and economic viewpoints. An analysis of public policy and the current state of the labor movement. Lecture 3 hours per week.

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

**BUAD 176 Administrative Office Management** (3 cr.)  
Principles of office management. The study of office organization and layout, work flow, office procedures, standards, personnel and supervision, equipment, centralized services, current office management trends. Lecture 3 hours per week.

**BUAD 236 Savings and Time Deposit Banking** (3 cr.)  
Traces the historical development of savings institutions and an understanding of the basic economic functions of the savings process. Review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. Lecture 3 hours per week.

**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 of instruments of capital and finance, financial organization, and financing of operations and adjustment. Lecture 3 hours per week.

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

**BUAD 258 Installment Credit** (3 cr.)  
The techniques of installment lending including establishment of credit, obtaining and checking information, servicing the loan, and collecting amounts due. Lecture 3 hours per week.

**BUAD 259 Credit Administration** (3 cr.)  
Statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. Lecture 3 hours per week.

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

## CHEMISTRY

**CHEM 101-102-103 General Chemistry I-II-III** (4 cr.) (4 cr.) (4 cr.)

This is a beginning course for the non-science major, intended for students who will take no further chemistry courses. The experimental and theoretical aspects of the various branches of chemistry are discussed and emphasis is placed on the concepts and ideas of the science. Particular attention is given to introductory organic and biochemistry and the role of chemistry in human affairs is treated. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**CHEM 111-112-113 College Chemistry I-II-III** (4 cr.) (4 cr.) (4 cr.)

This is the beginning course primarily for science and engineering majors, and the course covers the fundamental laws and theories of chemistry. The student is expected to have a strong background in mathematics. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

## DATA PROCESSING

**DAPR 100 Introduction to Data Processing** (4 cr.)  
An introduction to methods, techniques, and systems of manual, mechanical, electronic and automatic data processing. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 101 Data Entry Operations I** (4 cr.)  
Designed to introduce the student to terminology and equipment used by data entry personnel in modern computing facilities. Emphasis on terminology, program control and skill acquisition. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 106 Principles of Data Processing** (3 cr.)  
An introduction to principles, methods, and techniques of data processing, with emphasis in electronic data processing; capabilities and limitations of automatic data processing equipment; computer languages and applications; organization of data processing systems. Lecture 3 hours per week.

**DAPR 116 Computer Application (BASIC)** (3 cr.)  
An introduction to computational systems, analysis techniques, and programming languages. The BASIC language will be used in problem solving. Not for Data Processing majors. Lecture 3 hours per week.

**DAPR 120 Computers and Their Application** (1 cr.)  
An introduction to computational systems, analysis techniques, programming languages. The BASIC language will be used in problem solving. Not for Data Processing majors. Lecture 1 hour per week.

**DAPR 144 Computer Programming (Computer Concepts I)** (3 cr.)  
Prerequisite DAPR 106 or equivalent. Programming techniques and the various characteristics of computers. Practical experience in programming a series of problems in machine, assembler, or manufacturer's higher level language. Course objective is to provide a proper foundation for materials in subsequent courses rather than providing specific skills in any computer language. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**DAPR 146 Business Computer Programming (Structured COBOL)** (4 cr.)  
Prerequisite DAPR 144 or 139. Planning and writing well structured business-oriented programs using COBOL. Emphasis will be on writing a program that is easy to read, easy to debug, and easy to maintain. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 148 Computer Programming (Intermediate COBOL)** (4 cr.)  
Prerequisite DAPR 147 or equivalent. Further development of programming techniques and procedures. Practical experience in utilizing additional capabilities of ANS COBOL to solve business-oriented problems will be gained. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 149 Computer Programming (PASCAL)** (4 cr.)  
Prerequisite DAPR 124 or Division approval. Designed for students who want to learn to program using a simple, high-level structured programming language, that is being used on large computers as well as on microcomputers. Emphasis is not only on the syntax of PASCAL but also on programming techniques that are applicable to other languages, such as COBOL, FORTRAN, and PL/1. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 160 Introduction to Interactive Computing (MUSIC)** (1 cr.)  
Designed to introduce the student to MUSIC (McGill University System for Interactive Computing), the time-sharing system for the Virginia Community College Network. It will include procedures for: signing on/off; creating, compiling, and debugging and executing programs in COBOL, BASIC and other languages; entering and updating files; and directing output to a printer. Knowledge of the MUSIC Editor, STATPAK and batch concepts will be covered. Lecture 1 hour per week.

**DAPR 186 Introductory Computer Program Applications** (3 cr.)  
Prerequisite DAPR 144. Introduction to computer solutions of data processing applications. Practical problems include combined applications in simulated business and installation principles. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

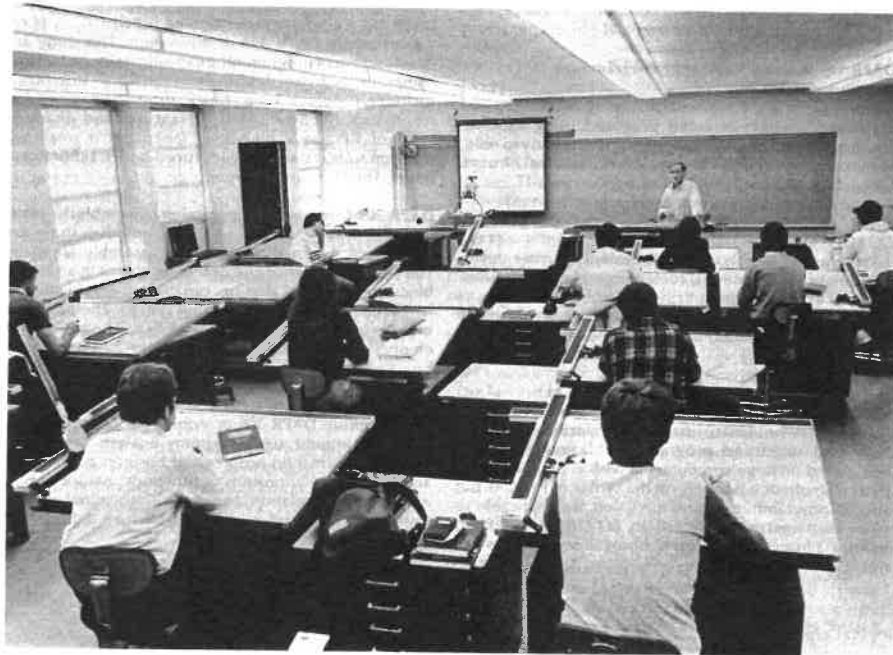
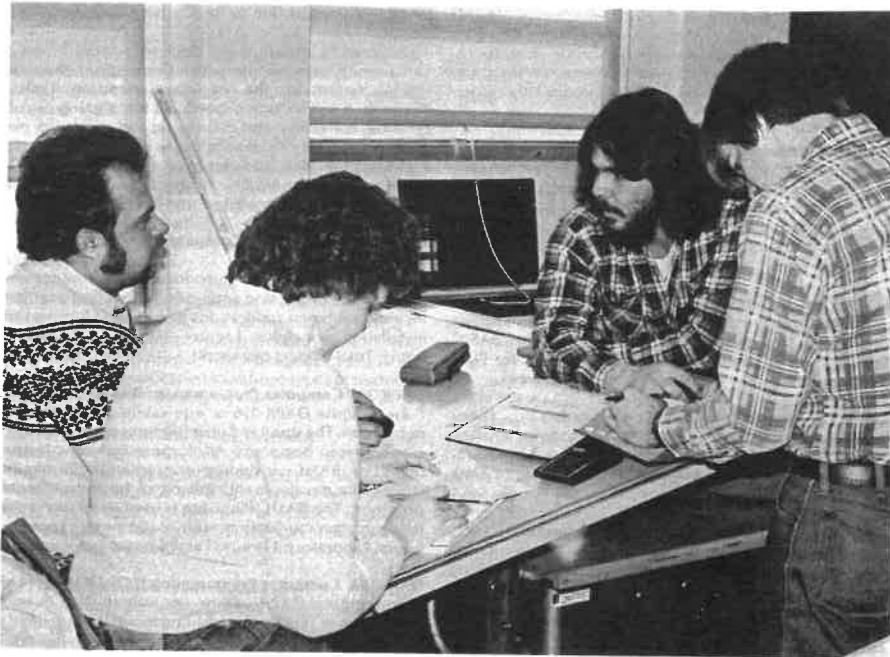
**DAPR 258 Computer Programming: BASIC** (3 cr.)  
Prerequisite DAPR 106 or equivalent and instructor's permission. The study and development of programming capabilities in Beginners' All-Purpose Symbolic Instruction Code (BASIC); including program logic, file manipulations, file development, solving of business-oriented problems. The BASIC language is used in an interactive mode of communication with a computer. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**DAPR 266 Computer Programming (FORTRAN)** (4 cr.)  
Prerequisite DAPR 144 or equivalent. The business application of FORTRAN including input/output, floating point arithmetic, loop control, and functions. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 267 Computer Programming (RPG)** (4 cr.)  
Prerequisite DAPR 144 or equivalent. The study and development of programming capabilities in the business computer language Report Program Generator (RPG). Includes program logic, block diagramming, coding techniques, documentation, advantages and disadvantages of RPG as a high-level language in small and medium scale installations. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 269 Computer Programming (Assembler)** (4 cr.)  
Prerequisite DAPR 144 or equivalent. The study and development of a manufacturer's assembly language. The student will write and debug programs in an assembler language, and also be capable of employing this language in a total programming system. The principles of debugging and core-dump reading will be given major emphasis. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

**DAPR 281 Systems Analysis I** (3 cr.)  
Prerequisite DAPR 106 or equivalent. A study of the overall computer based systems analysis and design process; information problems of business organization and the inter-relationships of functions; nature of business problem isolation and definition; initial phases of systems analysis and evaluation. Lecture 3 hours per week.



**DAPR 286 Computer Program Applications** (4 cr.)  
Prerequisite DAPR 256. The characteristics and requirements of basic business applications. Design of a computer solution to an application as a case study. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

## DRAFTING

**DRFT 141 Industrial Drafting Techniques I** (3 cr.)  
An introduction to industrial drafting techniques to include the history of the graphic language and design; the fundamentals of lettering (specifically vertical gothic); the care, use and manipulative skills of drafting instruments; reproduction and control of drawings; the basic of geometric construction; sketching and shape description; and introduction to multi-view projection. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**DRFT 142 Industrial Drafting Techniques II** (3 cr.)  
Prerequisite DRFT 141. A continuation of industrial drafting techniques to include sections and conventions; primary and secondary auxiliaries; revolutions; and threads, fasteners, and springs conversions. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**DRFT 143 Industrial Drafting Techniques III** (3 cr.)  
Prerequisite DRFT 142. A continuation of industrial drafting techniques to include all aspects of dimensioning; tolerance, ANSI standards (Y-14.5), geometric tolerancing; and design and working drawings. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

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

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

**DRFT 175 Electrical Electronics Blueprint Reading** (3 cr.)  
Interpretation of basic shop drawings, conventional symbols, terminology and principles used by the mechanical draftsmen, common electrical and electronic symbols, wiring diagrams, schematic drawings, and student applications of wiring diagrams. Lecture 3 hours per week.

**DRFT 199 Introduction to Computer Assisted Drafting (CAD)** (1 cr.)  
An introduction to the procedures used in CAD and to the CAD systems typically used in industry. Lecture 1 hour per week.

**DRFT 211 Advanced Technical Drafting V** (3 cr.)  
Use of drafting machines with emphasis on the knowledge and skill required for typical industrial drawing. Electrical and electronic symbols and drawings, piping, complicated gearing drawings, sections, and layout; skill

in lettering of all types. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

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

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

**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.

**DRFT 299 Computer Assisted Drafting/Design** (3 cr.)  
Use of CAD as a tool for making engineering drawings. Emphasis is on the use of control commands for generating computer drawings and designs. Prerequisite DRFT 143 or equivalent. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

## 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 systems. Lecture 3 hours per week.

**ECON 211-212-213 Principles of Economics I-II-III** (3 cr.) (3 cr.) (3 cr.)

The principles of economics and the bearing of these principles on present American conditions; structural and functional aspects of the economy. Analysis, problems and issues relating to the organization of business, labor, and government institutions and their economic stability and growth. Measurements of economic activity. Private enterprise, economic growth and stabilization policies, monetary and fiscal policy. International economic relationships, alternative economic systems. Lecture 3 hours per week.

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

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



## EDUCATION

**EDUC 153 Rehabilitation Techniques** (3 cr.)

A study of the methods used in the rehabilitation of the physical, mental and emotional deviant. The methods of school surveys, case study, follow-up procedures, vocational placement and program organization for the exceptional individual will be emphasized. This course is designed for teachers, supervisors, administrators, counselors, psychologists, social workers, physical therapists, occupational therapists, speech therapists and others.

**EDUC 186 Child Study** (3 cr.)

Prerequisite PSYC 130. An advanced course in child development including methods of child study, theories of child development, implications for direct work with children, and a case study of an individual child. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

## ELECTRICITY/ELECTRONICS

**ELEC 36 Active Devices and Circuits** (5 cr.)

Modern theory as applied to active devices and circuits; device and circuit parameters; semiconductor characteristics and the application to circuits as active systems, testing and analysis of active devices and circuits. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week.

**ELEC 74 Electrical Power** (4 cr.)

Prerequisite ELEC 48 or equivalent. Circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems and protective devices. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 91 Applied Electricity** (6 cr.)

Assumes no background in DC or AC theory. The principles of electricity to develop skills through actual practice in low voltage wiring, house wiring, use of remote control, and transformer connections. Application of tests for voltage drop, power loss, electromagnetism by trouble-shooting and repairing transformers, rectifiers, and motor controls through schematic diagrams. Instruction in hand tools and test equipment in accordance with applicable safety laws and the National Electrical Code. Lecture 3 hours, Laboratory 9 hours, Total 12 hours per week.

**ELEC 101 Electronic Shop Practices and Processes** (2 cr.)

Safety practices in the shop. Identification and use of components and hand tools commonly used by Electronic Technicians. Shop practices including wire and component connections, terminations and soldering; assembly techniques, printed wiring board construction, repairs to printed wiring boards and standard circuits. Construction and test of a student project kit. Visits to industrial plants in the Electronics field. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**ELEC 110 Introductory Electricity** (4 cr.)

Principles of electricity covering voltage (AC and DC), resistance, and current. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 118 Introduction to Electrical Shop I** (1 cr.)

Use of hand tools commonly found in the electrical and electronics industry. A variety of projects requiring fabrication of electrical-mechanical equipment are devel-

oped, tested and reports written. Laboratory 3 hours per week.

**ELEC 186 National Electrical Code** (3 cr.)

The purpose and interpretation of the National Electrical Code as well as familiarization with various charts, code rulings and wiring methods. Lecture 3 hours per week.

## ELECTRONICS

**ELEC 103 Job Analysis and Trouble Shooting in Electricity** (2 cr.)

Emphasis will be placed on improving the student's ability to determine the cost of materials and labor on jobs normally performed by electricians. The student will be introduced to techniques and practices that aid the electrician in preparing simplified drawings of the job to be completed. Techniques and practices of trouble shooting in electricity will be stressed. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

**ELEC 107 Use of Electronic Instruments** (2 cr.)

Design and use of electronic instruments in most common use today. Includes the study and use of the Volt-Ohm-Milliammeter, oscilloscope, signal generator, sweep and marker generator, curve tracer and others. The course will cover both the basic theory of operation and practice in use of each instrument. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**ELEC 114 Fundamentals of Direct Current** (4 cr.)

Corequisite MATH 111 or MATH 121. A study of current flow and direct current circuits; magnetic circuits and mathematical tools. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 115 Fundamentals of Alternating Current** (4 cr.)

Prerequisite ELEC 114, corequisite MATH 112 or MATH 122. The study of time varying currents; complex numbers and vector concepts in dealing with A.C. impedances. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 116 Introduction to Circuit Analysis** (4 cr.)

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

**ELEC 124 Electronic Devices** (4 cr.)

Corequisite ELEC 114. A study of semiconductor and vacuum tube devices with the emphasis on theory of operation, performance characteristics and the physical concepts involved. Devices to be considered include semiconductor rectifiers, junction transistors, field effect transistors, special purpose diodes, 4 layer devices, integrated circuits and vacuum tubes. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 131-132-133 Electrical/Electronic Calculations I-II-III** (4 cr.) (4 cr.) (4 cr.)

Sequential course dealing with calculations and fundamental applications as they apply to electrical/elec-

**ELEC 251-252 Computer Electronics I-II** (4 cr.) (4 cr.)

Prerequisite ELEC 125. An introductory computer course covering number systems, programming fundamentals, and Boolean algebra; logic circuit in addition to the arithmetic and memory sections of the computer; computer equipment, computer organization, and advanced computer circuits. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 268 Analog Circuits** (5 cr.)

Fundamentals of amplifiers, oscillators, comparators and timers. Detailed analysis of OP-amps and active filters. Introduction of new popular analog IC's. Lecture 4 hours, Laboratory 2 hours, Total 6 hours per week.

## ENGINEERING

**ENGR 151 Mechanics I (Statics)** (4 cr.)

Corequisite MATH 122 or MATH 112. Principles of statics; resultants and equilibrium of force systems; trusses containing two-force members; structure containing three-force members; centroids; moments of inertia; dry friction. Lecture 4 hours per week.

## ENGLISH

**ENGL 01 Verbal studies Laboratory** (1-5 cr.)

Designed to expand on students' unique communication strengths, this course is highly individualized. While concentration is on building writing ability, all areas of communication skills are included in a workshop situation. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

tronic problem solving. The basic calculations required in circuit analysis will be stressed. Problem solving utilizing the slide rule and calculators will be an integral part of the course. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week. (equivalent to MATH 111, 112, 113)

**ELEC 211 Electrical Machines** (4 cr.)

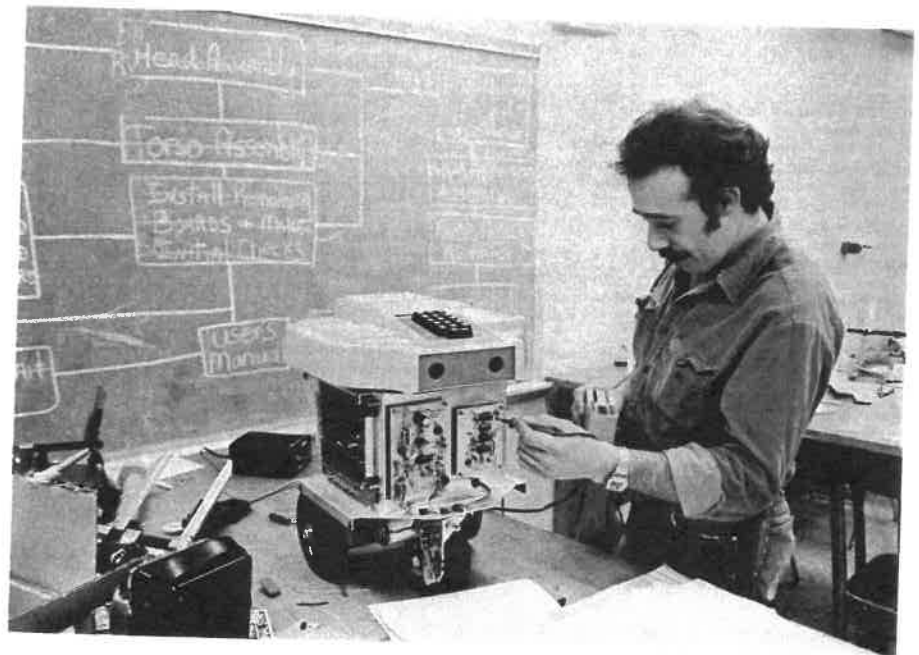
Prerequisite ELEC 112. Construction, theory of operation, and application of direct current machinery and transformers both in single phase and poly-phase. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 212 Electrical Machines and Industrial Controls** (4 cr.)

Prerequisite ELEC 211. Construction, theory of operation, characteristics, and application of alternator, synchronous motors, induction motors, and fractional horsepower motors. Introduction to the principles of industrial control, circuit diagram functions and symbols to "traditional" motor control, the principles of operation and application of the devices used for control and protection. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 241-242 Communications I-II** (4 cr.) (4 cr.)

The study of modulation and power in modulated waves, sinusoidal oscillations and oscillators RF amplifiers and detectors, and AM receivers. The study of transmitters and receivers; FM receivers, RF power amplification, AM, SSB, and FM transmitters, and an introduction to transmission lines and antennas. The study of microwave systems; microwave devices, wave-guides, antennas, measurements, microwave frequencies, introduction to radar and television systems. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.





## 64 Description of Courses

### ENGL 08 Reading Improvement (1-5 cr.)

A developmental course using modern techniques, equipment, and materials to increase students' comprehension, vocabulary, and speed in reading. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

### ENGL 101-102-103 Communication Skills I-II-III (3 cr.) (3 cr.) (3 cr.)

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

### ENGL 111-112-113 English Composition I-II-III (3 cr.) (3 cr.) (3 cr.)

Prerequisite satisfactory score on appropriate English proficiency examinations and 4 units of high school English or equivalent. Expository and argumentative writing, ranging from single paragraphs to essays of some length and complexity. Study of logical, rhetorical, and linguistic structures; the methods and conventions of preparing research papers; and the practical criticism of literary types. Lecture 3 hours per week.

### ENGL 117 Advanced Reading (2 cr.)

An advanced reading course designed for students who wish to increase their reading proficiency. Areas open to development in this course are speed, comprehension, and advanced study techniques. Attention will also be devoted to recreational reading habits. Lecture 2 hours per week.

### ENGL 118 Advanced Reading and Study Development (3 cr.)

A multi-level reading course with emphasis on structural analysis, critical reading, and study techniques for the development of individual skills; laboratory provides enrichment and application of techniques. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

### ENGL 140 Reading Development (2 cr.)

A course designed to increase eye span and reading speed. Particular emphasis will be placed on comprehension and understanding. Lecture 2 hours per week.

### ENGL 251-252-253 Survey of American Literature I-II-III (3 cr.) (3 cr.) (3 cr.)

Prerequisite ENGL 113 or divisional approval. American literature from Colonial times to the present. Emphasis on the ideas, themes, and characteristics of our national literature. Lecture 3 hours per week.

### ENGL 261-262-263 Survey of English Literature I-II-III (3 cr.) (3 cr.) (3 cr.)

Prerequisite ENGL 113 or divisional approval. A survey of major English writings from early times to the modern period. Emphasis on the ideas, themes, and characteristics of English literature. Lecture 3 hours per week.

## FORESTRY

### FORE 100 Introduction to Forestry (4 cr.)

A study of the general concepts of forestry including its history and development in the United States. Laboratory sessions will introduce the student to the use of basic forestry hand tools. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 106 Forest and Wildlife Ecology (4 cr.)

Study of interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, survey of populations, communities, and ecosystems. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week. (equivalent to BIOL 106)

### FORE 117 Dendrology (4 cr.)

Prerequisite one year high school biology or equivalent. A survey of the plant kingdom followed by a study of the commercially important trees of the United States. Emphasis upon field characteristics and environment of the trees of the Southeast. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 118 Applied Silviculture (4 cr.)

Prerequisite FORE 100 and FORE 117. An introduction to artificial reforestation and silvicultural practices in the United States. Improvement of forest stands employing basic silvicultural practices of weeding, thinning, pruning, cutting practices and marking of stands prior to harvest. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 122 Forest Protection (4 cr.)

A study of destructive biotic and abiotic agencies in the forest and the methods of control. Includes Fire Control, Insects, and Disease. Lecture 3 hours, Laboratory 2 hours, Total 5 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 on practices in the southeastern United States. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 132 Forest Recreation (4 cr.)

A study of recreational use of forest resources including an understanding of the psychology of recreation, planning and design of forest recreation areas. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 150 Introduction to Urban Forestry (4 cr.)

Introduction to the care, maintenance, establishment and management of trees and related plants in an urban environment. Laboratory sessions will introduce students to the composition, environment and management of the urban forest. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### FORE 201 Forest Mensuration I (4 cr.)

Prerequisites FORE 100, FORE 117. The techniques of log and pulpwood scaling, tree measurement, form class, and forest mapping techniques. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.



**FORE 202 Forest Mensuration II** (4 cr.)

Prerequisite FORE 201. Latest techniques of timber cruising including field problems in both fixed and variable size plot techniques; basic statistical procedures. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**FORE 203 Tree, Log and Lumber Grading** (4 cr.)

Prerequisite FORE 201 and FORE 247. Determination of the best products that can be produced from standing timber, logs and lumber utilizing current industry accepted grading procedures. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**FORE 206 Wildlife Management Techniques** (4 cr.)

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

**FORE 230 Forest Management** (4 cr.)

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

**FORE 241 Forest Products I** (3 cr.)

An introduction to the products of the forest. Lecture 3 hours per week.

**FORE 247 Timber Harvesting** (4 cr.)

Prerequisites FORE 100 and FORE 201. Harvesting methods including physical layout, economics, silvicultural water management, protection considerations, and woods safety. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

**FORE 250 Heavy Equipment Operation and Maintenance** (5 cr.)

The functioning of common logging equipment, maintenance, and repairs as applied to bulldozers, skidders, loaders and trucks. Labs concentrate on proper and safe usage of equipment. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week.

**FORE 256 Basic Sawmilling** (5 cr.)

Prerequisite FORE 201, FORE 241, and FORE 250 or permission. The arrangement, installation, and operation of a small sawmill consisting of head saw, edger, and trimmer for the production of quality hardwood and softwood lumber. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week.

**FRENCH****FREN 206-207-208 Intermediate French I-II-III** (3 cr.) (3 cr.) (3 cr.)

Prerequisites FREN 103 or successful completion of two years of high school French and divisional permission. Advanced study in the understanding, speaking, reading, and writing of French. French is used in the classroom. Lecture 3 hours per week.

**FREN 231-232-233 Introduction to French Civilization and Literature I-II-III** (3 cr.) (3 cr.) (3 cr.)

Prerequisite FREN 203 or equivalent. An introduction to the background of French life and culture and to the outstanding contributions of France to world civilization from medieval times to the present. Reading is in the original French and French is used in the classroom. Lecture 3 hours per week.

**GENERAL****GENL 100 Orientation** (1 cr.)

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

**GENL 106 New Directions for Women** (2 cr.)

Today's woman: Exploring individual interests, abilities and values through testing, discussion and group counseling. Lecture 2 hours per week.

**GENL 107 Preparation for Employment** (1 cr.)

A Course specifically designed for students prior to graduation. To be auto-tutorial in presentation covering the following topics: I. Self-preparation, II. Career Information, III. How and Where to find Job Opportunities, IV. The Letter of Application and the Resume, V. Preparation for the Interview, VI. The Interview Process, VII. The Follow-up Process. Lecture 1 hour per week.

**GENL 108 Career Education** (3 cr.)

A survey of the career options available to individuals to facilitate more rational and valid career planning and preparation. The Career Education Program is sequenced and postured to optimize career development and should provide a broad base of understanding on self and the world of work. It is designed so students will have two options at several levels: continuing in higher education or seeking job satisfaction in employment. Lecture 3 hours per week.

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

**(Insert Appropriate Prefix) 190, 290 Coordinated Internship In (Insert Appropriate Discipline)** (1-5 cr.)

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College. Credit/Work Ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**(Insert Appropriate Prefix) 197, 297 Cooperative Education In (Insert Appropriate Discipline)** (1-5 cr.)

Supervised on-the-job training for pay in approved business, industrial and service firms coordinated by the College's Co-operative Education Office. Applicable to all occupational-technical curricula at the discretion of the College. Credit/Work Ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**(Insert Appropriate Prefix) 198, 298 Seminar and Project In (Insert Appropriate Discipline)** (1-5 cr.)

Completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**(Insert Appropriate Prefix) 99, 199, 299 Supervised Study In (Insert Appropriate Discipline)** (1-5 cr.)

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

**GOVERNMENT****GOVT 116 Political Resources of the Community** (3 cr.)

The rights and responsibilities of participating in the decision-making processes of local, state, and federal government, particularly in relation to the various governments and agencies within the community college district. Resources available for development of sound child and family patterns. Lecture 3 hours per week.

**GOVT 180 American Constitutional Government** (3 cr.)

An introductory course in American government including fundamental concepts and principles of our constitutional systems at the national, state and local levels. Lecture 3 hours per week.

**GOVT 281-282-283 United States Government I-II-III** (3 cr.) (3 cr.) (3 cr.)

Elements of political science, powers, organization, and functions of the legislative, executive, and judicial branches of the national, state and local governments in the United States; democracy, federalism, the Constitution and civil liberties. Lecture 3 hours per week.

**HEALTH****HLTH 108 First Aid and Medical Self-Help** (2 cr.)

The principles and techniques of survival in time of natural or national disaster or at times when the services of a physician are not available. Especially designed to meet OSHA standards for business and industry. Upon successful completion of the course, students are awarded the American Red Cross Standard Certificate. Lecture 2 hours per week.

**HLTH 110 Concepts of Personal and Community Health** (3 cr.)

A course designed to study the concepts related to the maintenance of health, principles of safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

**HLTH 124 Medical Terminology I** (3 cr.)

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, stem words, and technical terms with emphasis on proper spelling and usage. Lecture 3 hours per week.

**HLTH 125 Medical Terminology II** (2 cr.)

A continuation of HLTH 124 for those students in health-related curricula requiring additional understanding of medical terms. Lecture 2 hours per week.

**HLTH 138 Ethics for Health Care Personnel** (3 cr.)

A study of ethical concepts of health care. Confidentiality, patient records, personal appearance, professionalism with patients/clients, associates, and awareness of types of health care facilities. Lecture 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. Lecture 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. Lecture 3 hours per week.

**HIST 160 Women in History** (3 cr.)

A survey of the role of women and attitudes towards women in the Western world, with emphasis on women in American history. An inquiry into the origins of these attitudes will be followed by a survey of the role of women in various societies. Finally, the contemporary women's movement will be examined in the light of historical perspective. Lecture 3 hours per week.

**HIST 206 American History Since World War II** (3 cr.)

An in-depth investigation of modern history from 1945 to the present with special emphasis on American involvement in international affairs. Lecture 3 hours per week.

**HIST 207 America and World Wars I and II** (3 cr.)

The effects of new technology, mass production and mass regimentation for World Wars I and II. Primary emphasis will be on World War II weapons, battles, propaganda, intelligence personalities and America's part in the War. Lecture 3 hours per week.

**HIST 216 The American Civil War** (3 cr.)

Prerequisite HIST 112. A detailed examination of the factors that led to the rupture of the union, the war that ensued, the internal affairs of the United States and the confederate states, and the ultimate results of the conflict. Lecture 3 hours per week.

**HIST 279 History of the South** (3 cr.)

A study of the historical factors influencing the development of the American South as a distinctive cultural region from colonial times to the present. Lecture 3 hours per week.

**HEAVY EQUIPMENT TECHNOLOGY****HVEQ 100 Fundamental Shop Procedures** (3 cr.)

Instruction in the practical use and care of tools, measuring tools, power tools, shop equipment, and pullers. Also includes fluid and lubricants, hoses and seals, bearings, electrical connectors, use of service manuals and parts catalog, and safety. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

**HVEQ 106 Heavy Equipment Servicing and Preventive Maintenance** (6 cr.)  
Prerequisites: HVEQ 100 or Departmental Approval. The proper preventive maintenance and servicing principles, practices, and procedures used on heavy equipment. Perform lab preventive maintenance inspections and general servicing procedures as recommended by equipment manufacturers. Proper pre- and post-operational inspections, and basic operating procedures of selected heavy equipment. Emphasis on the efficient and professional operation of a heavy equipment service facility. Lecture 4 hours, Laboratory 6 hours, Total 10 hours per week.

**HVEQ 130 Heavy Equipment Familiarization and Operation** (5 cr.)  
Training prepares the prospective operator in the routine mechanical operation of various types of heavy equipment, including the roadgrader, bulldozer, backhoe-loader and dumptruck. Emphasis will be on safety, capability, preventive maintenance and fundamental operating procedures. Lecture 2 hours, Laboratory 9 hours, Total 11 hours per week.

**HVEQ 134-135 Heavy Equipment Operation I-II** (9-15 cr.)  
Prerequisites: HVEQ 100, HVEQ 130. Concentrated study in supervised operation of heavy terrain equipment. Primary emphasis will be with insuring that the student establishes command of the various controls and develops a respect for the capabilities and dangers inherent in the operation of the machines. I - Lecture 2 hours, Laboratory 21 hours, 9 crs. II - Lecture 8 hours, Laboratory 21 hours, 15 crs.

**HVEQ 199 Supervised Study in Transportation**  
Prerequisites: HVEQ 100 and HVEQ 130. Supervised study in the techniques and methods of loading and lashing heavy equipment for hauling. The rules and regulations (Department of Transportation) for over the highway transportation vehicles. The course will include the requirements for special state and city permits. The practical application of the rules, regulations and safety in transportation.

## INDUSTRIAL ENGINEERING

**INDT 111-112 Materials and Processes of Industry I-II** (3 cr.) (3 cr.)  
The materials and processes of modern industry from the drafting and design point of view. The physical properties of industrial materials such as ferrous, non-ferrous metals, woods, plastics and clay products in terms of design application, processing and fabrication methods, cutting, cold forming, hot working, welding, foundry and chipless manufacturing processes employed in contemporary industry, the science of precision measurement as applied to inspection practices. Lecture 3 hours per week.

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

**INDT 176 Principles of Industrial Safety** (2 cr.)  
Principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 2 hours per week.

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

**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.

## 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 101 Principles of Marketing-Advanced** (3 cr.)  
The course is a continuation of MKTG 100 expanding into the areas of product mix, promotional mix, market research, marketing legislation and social (ethical) considerations in marketing. Lecture 3 hours per week.

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

**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 225 Principles of Advertising** (3 cr.)  
Study of the functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Lecture 3 hours per week.

**MKTG 226 Merchandise Buying and Control** (3 cr.)  
The place of buying and inventory control in the merchandising cycle, the techniques used in developing merchandise plans, model stock unit control, and inventory systems, merchandise selection policy and pricing for profits. Lecture 3 hours per week.

**MKTG 266 Real Estate Sales (Brokerage I)** (3 cr.)  
The fundamentals of sales principles as they apply to real estate. The prospect, his motives, his needs, and his abilities to buy real estate. Relations of broker and salesman, salesman and client and community responsibilities. Writing contracts, closing and settlement, and follow-up relations. Lecture 3 hours per week.

**MKTG 267 Real Estate Appraisal** (3 cr.)  
Fundamentals of real estate evaluation; methods used in determining value; application of procedures and techniques by utilizing actual appraisals. Includes the opportunities available in the appraisal field of real estate activity. Lecture 3 hours per week.

**MKTG 268 Property Management** (3 cr.)  
The field of property management; professional aspects of real estate brokerage, properties, neighborhood analysis; tenants and qualifications, aspects of maintenance and repair. Lecture 3 hours per week.

**MKTG 269 Real Estate Finance** (3 cr.)  
Principles and practices of financing real estate sales and properties, analysis of various types of mortgage payments and contracts, financing homes and industrial properties and buildings; loan application, relations between correspondent and investor, construction loans. Lecture 3 hours per week.

**MKTG 274 Real Estate Sales (Brokerage II)** (3 cr.)  
Advanced fundamentals of real estate brokerage and sales procedures as they apply to the real estate business. Relations of broker and salesmen, salesman and client, and responsibilities. Writing contracts, closing and settlements, and follow-up relations. Lecture 3 hours per week.

**MKTG 277 Legal Aspects of Real Estate.** (3 cr.)  
A study of Virginia real estate law including rights incidental to property ownership and management, agency contract and application to real estate transfer, conveyancing probate proceedings, trust transactions. Lecture 3 hours per week.

## MATHEMATICS

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

**MATH 11-12 Elements of Mathematics I-II** (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 54-55 Business Mathematics I-II** (3 cr.) (3 cr.)  
Review of fundamental operations in simple arithmetic, percentage, cash and trade discounts, markup, payroll, sales, property and other taxes, simple and compound interest, bank discount, interest, investments, securities and an introduction to statistics. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**MATH 121-122-123 Engineering Technical Mathematics I-II-III** (5 cr.) (5 cr.) (5 cr.)  
Prerequisites minimum two units of high school mathematics other than general mathematics, and satisfactory score on appropriate mathematics proficiency examination. Algebra, trigonometry, introduction to calculus, and some emphasis on graphical methods. The course sequence includes solutions on linear and quadratic equations, trigonometric functions, trigonometric curve sketching, logarithms, ratio, proportion and variation, vectors, complex numbers and the binomial theorem. Credit cannot be obtained for both these courses and MATH 161-162-163 (College Mathematics). Lecture 5 hours per week.

**MATH 141-142-143 Introductory Mathematical Analysis I-II-III** (5 cr.) (5 cr.) (5 cr.)  
Prerequisites 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 161-162-163 College Mathematics I-II-III** (3 cr.) (3 cr.) (3 cr.)  
Prerequisites 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. Prerequisites Algebra I and either Algebra II or Geometry and a satisfactory score on appropriate mathematics proficiency examinations. The first two quarters will include sets, the logic of algebra, the real number system, algebraic and transcendental functions, relations and graphs. The third quarter will include permutation, combination, probability and elementary statistics. Lecture 3 hours per week.

**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.

## MECHANICAL ENGINEERING

**MECH 27 Metals — Heat Treatment** (3 cr.)

An elementary and practical approach to metals and their structure. Methods of treating ferrous and non-ferrous metals, the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**MECH 144 Strength of Materials** (3 cr.)

Prerequisite ENGR 151. A study of simple stresses (tension, compression, and sheer) properties of materials including biaxial and thermal stresses, riveted and welded joints, thin-walled cylinders, center of gravity centroids, and moments of inertia. Lecture 3 hours per week.

**MECH 215 Advanced Jig and Fixture Design I** (3 cr.)

Corequisite MECH 144 or ENGR 152. Application of the principles, practices, tools, and commercial standards of jig and fixture designs. Lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

## MEDICAL LABORATORY

**MDLB 100 Introduction to Medical Laboratory Technology** (2 cr.)

Designed to orient the student to the medical laboratory by introducing the basic principles, techniques and vocabulary applicable to all phases of medical laboratory technology. It is principally a laboratory practicum and includes specimen preparation, laboratory safety, laboratory glassware, laboratory and hospital organization and professional relationships. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.



## MUSIC

**MUSC 121-122 Music Appreciation I-II** (3 cr.) (3 cr.)

This course aims to increase the variety and depth of the student's interest in music and related cultural activities. Emphasis is upon the relation of music as an art to our daily lives and to society, to promote an understanding of the spirit of the art which will lead to the emotional and aesthetic development of the individual, and enable him to enjoy intelligent listening. Lecture 3 hours per week.

**MUSC 138 Chorus** (1 cr.)

Courses in Ensemble consist of performance from the standard repertoires including study of ensemble techniques and interpretation. Divisional permission required. May be repeated for credit. Lecture 3 hours per week.

## NATURAL SCIENCE

**NASC 21-23 Science I-III** (3 cr.) (3 cr.)

Designed to familiarize the student with the basic principles of chemistry, physics, and biology. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

## NURSING

**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.)

Prerequisite NURS 111. Lecture 3 hours, Laboratory 9 hours, Total 12 hours per week.

**NURS 113 Fundamentals of Nursing III** (8 cr.)

Prerequisite NURS 112. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week.

**NURS 166 Pharmacology for Nurses** (3 cr.)

Course in the general principles of drug action, pharmacology of the major drug classes and specific agents within each class and routine mathematical calculations necessary to alter dosages for pediatrics, geriatrics, and certain disease states. Lecture 3 hours per week.

**NURS 221 Nursing in Major Health Problems I** (8 cr.)

Prerequisites NURS 111, 112, BIOL 154-155. Representative problems in the nursing care of patients of all age groups with illness requiring psychiatric care. Related clinical experiences to further develop the knowledge and skills required to provide safe nursing care for each patient's needs. The scope, prevention, diagnosis, treatment, and control of major areas of illness in the United States. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week.

**NURS 222, 223 and 224 Nursing in Major Health Problems II-III-IV** (8 cr.) (8 cr.)

Prerequisites NURS 111, 112, 113, BIOL 154-155 and BIOL 176. Representative problems in the nursing care of patients of all age groups with illness requiring medical and surgical care. Related clinical experiences to further develop the knowledge and skills required to provide safe nursing care for each patient's needs. The scope, prevention diagnosis, treatment, and control of major areas of illness in the United States. Lecture 4 hours, Laboratory 12 hours, Total 16 hours per week.

## PHILOSOPHY AND RELIGION

**PHIL 101-102 Introduction to Philosophy I-II**

(3 cr.) (3 cr.)  
An introductory study of some philosophical issues concerning the perception and belief of man in society. Lecture 3 hours per week.

**PHIL 226 Comparative Religion** (3 cr.)

A survey of the literature of comparative religions of the world. Lecture 3 hours per week.

**PHIL 271 Thanatology: Dimensions of Dying and Death I** (3 cr.)

A survey of man's attempt to understand the meaning of death, and his ways of handling its personal and social implications. Examination of dying and death from a variety of perspectives, including psychological, sociological, cultural, and religious views. Lecture 3 hours per week.

## PHYSICAL EDUCATION &amp; 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 113 Boating** (1 cr.)

Prerequisite appropriate skill in swimming. Propelling handling canoes, row boats, and other small craft; descriptive and functional terminology, construction and care of equipment, conservation, and safety. 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.)

Snow skiing; equipment and safety. Laboratory 2 hours per week.

**PHED 128-129 Hiking and Backpacking I-II**

(1 cr.) (1 cr.)  
Preparation for and planning a backpacking trip; equipment and clothing selection; personal and group safety; includes actual field practice and experience. Lecture 2 hours per week.

**PHED 131 Bowling** (1 cr.)

Bowling equipment, rules and personal conduct. Laboratory 2 hours per week.

**PHED 133 Golf** (1 cr.)

Golf equipment, rules, strategy for play and personal conduct. Laboratory 2 hours per week.

**PHED 135 Tennis** (1 cr.)

Tennis rules, strategy for team and individual play, and personal dress and conduct. Laboratory 2 hours per week.

**PHED 139 Intermediate Tennis** (1 cr.)

Prerequisite Beginning Tennis. Emphasis on improvement of basic stroke production; development of wide variety of strokes; improving strategy for singles and doubles play. Laboratory 2 hours per week.

**PHED 142-143-144 Performance Conditioning I-II-III** (1 cr.) (1 cr.) (1 cr.)

Principles underlying the development of performance and conditioning factors such as strength, balance, power, agility, cardiovascular function, and coordination. During each successive quarter, performance and endurance levels are maintained and extended through a planned series of activities, such as weight lifting, jogging, calisthenics, and gymnastics. Laboratory 2 hours per week.

**PHED 147 Basketball Rules and Officiating** (1 cr.)

The study of basketball rules and officiating techniques. Supervised practice in officiating. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week.

**PHED 149 Racquetball** (1 cr.)

The fundamentals of racquetball, types of games, rules, equipment, and strategy for team and individual play. Designed to develop an appreciation of the values of the



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game as a recreational sport. Laboratory 2 hours per week.

**PHED 156 Beginning Swimming** (1 cr.)  
Fundamentals of swimming; personal performances and safety. For students who have had little or no experience in swimming. Laboratory 2 hours per week.

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

**PHED 164 Square Dance** (1 cr.)  
Step and movement patterns, rhythmic patterns and formations of the American square dance, historical significance and development. Laboratory 2 hours per week.

**PHED 166 Aerobic Dance and Fitness** (1 cr.)  
The development of physical fitness through music and dance exercises. Emphasis is placed on the development of cardiovascular respiratory endurance, muscular endurance, and flexibility. Laboratory 2 hours per week.

**PHED 170 Basketball** (1 cr.)  
Basketball; proper skills, techniques, teamwork and strategy in play, equipment, rules and safety. Laboratory 2 hours per week.

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

**PHED 173 Softball** (1 cr.)  
Softball; proper skills, techniques, teamwork and strategy in play; rules, equipment and safety. Laboratory 2 hours per week.

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

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

## PHYSICAL THERAPY

**PSTH 288 Seminar and Physical Therapy** (3 cr.)  
The role and functions of the physical therapist assistant as a practitioner. Includes trends in physical therapy, professional organizations, career opportunities, legal and ethical implications. Lecture 3 hours per week.

## PHYSICS

**PHYS 101-102 Introductory Physics I-II** (4 cr.) (4 cr.)  
Prerequisite MATH 111 and 112 or departmental approval (MATH 112 may be taken concurrently with Physics 101). A survey of general physics; the fundamentals of mechanics, properties of matter, heat, sound, and

light. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

## PSYCHOLOGY

**PSYC 110 Principles of Applied Psychology** (3 cr.)  
The general principles of perception, learning, and conscious and unconscious motivation which are operative in all practical applications of psychology to life and work. Lecture 3 hours per week.

**PSYC 116 The Psychology of Personal Adjustment** (3 cr.)  
Characteristics of mental health. Psychological principles applied to the development of a mature personality and to the problems of everyday life. Effective methods in study and work. Lecture 3 hours per week.

**PSYC 136 Human Development** (3 cr.)  
A study of human development and maturation from early childhood through adolescence. Special emphasis on the causes and methods of dealing with the behavioral problems of school-age children. Lecture 3 hours per week.

**PSYC 137 Psychology of Aging** (3 cr.)  
Concerned with the development of adult personality, and the importance of social roles in that development. Through a variety of activities, the goal of the course is for students to achieve, or increase, an understanding of aging as a continuing human process. Lecture 3 hours per week.

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

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

**PSYC 298 Seminar and Project in Human Relations and Leadership** (3 cr.)  
Completion of a project or research report related to the student's occupational objective and a study of approaches to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

## RECREATION AND PARKS

**RCPK 106 Team Sports in Recreation** (2 cr.)  
Develops skill in performing and organizing the large group activities of football, basketball, volleyball, track, and softball. Emphasis is on the conduct of these activities in a recreational setting. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

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**RCPK 107 Individual Sports in Recreation** (2 cr.)  
Recreational skills and techniques of teaching the individual sports of badminton, bowling, archery, golf, tennis, and others. Direction is given toward conducting these activities in a playground and/or recreational setting. Laboratory 4 hours per week.

## RESPIRATORY THERAPY

**RPTH 104 Fundamental Arts of Respiratory Therapy** (4 cr.)  
Focus upon historical aspects leading to present status of modern day cardiorespiratory therapy; nursing areas relative to psychosocial, physical and special unit patient care and its interrelationship to therapy. General hospital safety. Lecture 2 hours, Laboratory 4 hours, Total 6 hours per week.

## SECRETARIAL SCIENCE

**SECR 11-12-13-14 Typewriting I-II-III-IV** (3 cr.) (3 cr.) (3 cr.) (3 cr.)  
The typewriting keyboard and skills essential to obtain employment in an office occupation. Correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**SECR 34-35 Office Machines I-II** (2 cr.) (2 cr.)  
Principles, procedures and techniques of operating various business machines including the ten-key and full-key adding machines, calculators, transcription machines, spirit and stencil duplicators, and other appropriate office equipment. Emphasis on the development of speed and accuracy to meet job requirements. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**SECR 36 Filing and Indexing** (3 cr.)  
Indexing principles, filing procedures, and techniques as applied to basic filing systems; establishing a filing system, selecting equipment and supplies, analysis and revision of files. Practice of filing and preparing a filing system. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**SECR 38 Clerical Procedures** (3 cr.)  
Typewriting, recordkeeping, business mathematics, and communications in performing clerical activities in the office. Emphasis on development of skills in operation of spirit and stencil office machines, criteria for selecting a duplication process, paper, typewriter ribbons and carbon paper. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**SECR 39 Recordkeeping** (3 cr.)  
The keeping of financial, personnel, inventory and other records in the office. Lecture 3 hours per week.

**SECR 46 Personal Development** (2 cr.)  
Physical and psychological foundations of personality effectiveness in business relationships. Emphasis on self-analysis for the improvement of health, grooming, dress, and human relations. Lecture 2 hours per week.

**SECR 47 Language Structure** (2 cr.)  
Designed to develop an understanding of the principles of correct English usage. This is acquired through a detailed introduction to the principles, a study of specific illustration of those principles, and practice in the application of those principles in business writing. Lecture 2 hours per week.

**SECR 50 Word Power Workshop** (1 cr.)  
Designed to develop vocabulary skill through effective use of the dictionary. Assistance in overcoming spelling problems, choosing the proper word — homonyms and synonyms and proper pronunciation through a review of phonics. Lecture 1 hour per week.

**SECR 65 Typewriting Skills Review** (2 cr.)  
Designed to increase the proficiency by means of a systematic progression through a planned course. An individualized approach which is developed by the typist's own pace and for his/her specific needs. The course includes entry level typing through advanced skill development. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**SECR 84 Business Correspondence I** (3 cr.)  
A study of letterhead paper, letterhead design, specialized letter and envelope styles, qualifications of effective business writing as applied to letters, memos, telegrams, cables, reports, minutes, and resolutions. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**SECR 85 Business Correspondence II** (3 cr.)  
Letter types, human relations letters, and letters of application; factors to be considered in applying for a position, information required in filling application blanks, agencies and sources which help in the location of employment. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**SECR 100 Secretarial Skill Review** (3 cr.)  
Designed to provide the educational secretary with the opportunity to review office skills based on individual needs in typewriting, shorthand, machine transcription, and selected office machines. Lecture 3 hours per week.

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

**SECR 111 Typing 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 divisional permission. Continuation of skill building with emphasis on standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

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



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- SECR 121 Shorthand I** (4 cr.)  
Corequisite or prerequisite ENGL 101. Shorthand principles in Gregg Diamond Jubilee Series with emphasis on reading and writing skills, associated vocabulary and grammar. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- SECR 122 Shorthand II** (4 cr.)  
Prerequisite SECR 121 or divisional permission. Reinforcement of shorthand principles, further development of general business vocabulary and English usage, general business dictation. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- SECR 123 Shorthand III** (4 cr.)  
Prerequisite SECR 122 or divisional permission. Increased speed in general business dictation, introduction of specialized business dictation with emphasis on vocabularies. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- 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 137 Office Procedures** (3 cr.)  
General office routine such as work flow, time scheduling, filing, and communications. Lecture 3 hours per week.
- SECR 139 Clerical Procedures** (3 cr.)  
Designed to fuse skills acquired in typewriting, record-keeping and business mathematics and communication classes in performing clerical activities in the office. Special emphasis is placed on development of skills in the operation of stencil and spirit duplicating machines, selection of duplication process and a study of type styles, paper and typewriter ribbons. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 147 Business Communications** (3 cr.)  
Prerequisites ENGL 101 and SECR 112. Review of English grammar with emphasis on application of its principles to today's business. Special emphasis on the secretary's role in and contribution to the preparation of business communications. 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 in self-confidence in job interviews, placement and continued employment. Lecture 3 hours per week.
- SECR 157 Machine Transcription** (3 cr.)  
An introduction to machine transcription incorporating good listening techniques, grammar, punctuation, and correct business English. Practice in transcribing machine dictation. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 158 Elements of Transcription** (3 cr.)  
A comprehensive study of the skills essential to transcription effectiveness; mechanics of spelling, word differentiation, and punctuation; work syllabification, division, and capitalization; and mechanics of sentence structure. Lecture 3 hours per week.
- SECR 217 Typewriting Skill Building** (3 cr.)  
Prerequisite 113 or divisional permission. Further development of speed and accuracy on production typing with emphasis on employment standards. Preparation for employers' secretarial placement examination. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SECR 221 Advanced Shorthand and Transcription II** (3 cr.)  
Prerequisite SECR 113 and SECR 123 or 133. Review of principles of shorthand, development of vocabulary and phrases, speed building on general business dictation and transcription. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 222 Advanced Shorthand and Transcription II** (3 cr.)  
Prerequisite SECR 221 or divisional permission. Continuation of speed building with emphasis on particular areas of general business, developing special vocabularies, phrases, and shortcuts. Emphasis on spelling, grammar, and other transcription skills. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 223 Advanced Shorthand and Transcription III** (3 cr.)  
Prerequisite SECR 222 or divisional permission. Speed building in typical business dictation with speed and accuracy in transcription from shorthand notes. Preparation for employers' secretarial placement examination. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 224 Legal Transcription I** (3 cr.)  
Prerequisite SECR 221 or divisional permission. Legal secretary preparation. Skill in taking dictation and transcribing material involving legal shorthand forms and phrases. Proficiency in use of legal vocabulary, forms, and procedures. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 227 Medical Transcription** (3 cr.)  
Prerequisite SECR 222 or divisional permission. Preparation for medical secretary. Skill in taking dictation and transcribing material involving medical shorthand forms and phrases. Proficiency in use of medical vocabulary, forms and procedures. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 264 Legal Secretarial Procedures I** (3 cr.)  
Prerequisite SECR 281. Instruction in law office procedures, law office filing and recordkeeping, extension of legal vocabulary, court rules, reference materials, preparation of forms and pleadings. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 274 Medical Secretarial Procedures I** (3 cr.)  
Prerequisite SECR 281. Instruction in medical office procedures, medical office filing and recordkeeping, extension of medical vocabulary, preparation of medical reports, and special correspondence requirements. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 281 Office Systems and Procedures I** (3 cr.)  
Prerequisite SECR 113 or divisional permission. Study of word-processing management, office layout and landscape, research in office supplies and equipment, review of copying and duplicating equipment, application of stencil techniques, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

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- SECR 282 Office Systems and Procedures II** (3 cr.)  
Prerequisite SECR 281 or divisional permission. Continuation of SECR 281 with special emphasis on secretarial procedures and responsibilities in the following areas: office hostess, telephone and appointment calendar techniques, mail handling, communication services including composing of business correspondence, travel and conference arrangements, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 283 Office Systems and Procedures III** (3 cr.)  
Prerequisite SECR 282 or divisional permission. Continuation of SECR 282 with special emphasis on secretarial responsibilities in collecting business information, processing and presenting business data, maintaining records in banking, securities, and insurance transactions, payroll and tax procedures, and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SPAN 206-207-208 Intermediate Spanish** (3 cr.) (3 cr.) (3 cr.)  
Prerequisite SPAN 103 or successful completion of two years of high school Spanish and divisional permission. Advanced study in the understanding, speaking, reading, and writing of Spanish. Spanish is used in the classroom. Lecture 3 hours per week.
- SPAN 234-235-236 Hispanic Culture and Civilization I-II-III** (3 cr.) (3 cr.) (3 cr.)  
Prerequisite SPAN 103. An introduction to Hispanic Culture with emphasis on Latin American life and civilization and including literature survey. Spanish is used in the classroom. May be taken as an elective in conjunction with SPAN 201-202-203. Lecture 3 hours per week.

## SOCIAL SCIENCE

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

## 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.)  
The study of various forms of human association, their structure, processes and products in terms of culture systems, human nature and personality. Lecture 3 hours per week.
- SOCI 136 Sociology of Aging** (3 cr.)  
Discussion and study of problems and experiences encountered in the aging process in today's world. Attention will be given to the expectations and individual concerns the aged have in dealing with society. This will be a practical course involving the community both as guest and as an area of concern. Lecture 3 hours per week.
- SOCI 236 Marriage and the Family** (3 cr.)  
Prerequisite SOCI 101, 104 or 185. A study of comparative family systems and problems related to marriage and the family. Lecture 3 hours per week.

## 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 106-107 Introduction to the Theatre I** (3 cr.)  
The principles of drama; the study of the development of theatre production; study of selected plays as theatrical presentations. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SPDR 111 Acting I** (3 cr.)  
A study of styles of acting. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SPDR 119 Theatre Workshop** (1-5 cr.)  
Organization and work in the various activities of play production. Practice in set design, stage carpentry, theatre development, sound, costumes, lights, stage managing, props, promotion, and stage crew. May be repeated for credit. Variable hours.
- SPDR 137 Public Speaking** (3 cr.)  
Development of skill in speech-making. Lecture 3 hours per week.

## WELDING

- WELD 21-22-23 Arc Welding I-II-III** (3 cr.) (3 cr.) (3 cr.)  
The operation of AC transformers and DC motor generator arc welding sets. Welding polarities, heats, and electrodes for use in joining various metal alloys by the arc welding process. Running beads, butt and fillet welds in all positions, to detect weakness. Safety procedures emphasized. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.
- WELD 31-32 Inert Gas Welding I-II** (6 cr.) (5 cr.)  
Theory, practices and principles of welding with inert gases; setup of equipment, types of equipment, safety practices. Lecture 2 hours, Laboratory 12-9 hours, Total 14-11 hours per week.
- WELD 41-42-43 Welding Tests I-II-III** (2 cr.) (2 cr.) (2 cr.)  
Techniques and practices of testing welded joints; destructive and non-destructive tests, guiding, discoloration heat tests, porous examinations, tensile, hammer and free bend tests, visual, magnetic, fluorescent and radiographic tests. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

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### **WELD 51-52 Oxyacetylene Welding and Cutting I-II** (3 cr.) (3 cr.)

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures in the use of tools and equipment. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

### **WELD 106 Pipe Welding** (3 cr.)

Shielded metal, arc welding processes including the welding of pressure piping in the horizontal, vertical, and horizontal — fixed positions. Practices will be in accordance with sections VIII and IX of the ASME Code. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

### **WELD 99 Safety and First Aid in Welding** (1 cr.)

The Safety requirements within a welding shop, and the safe operations of Welding equipment and tools. The Hazards of improper wearing apparel and other flammables. The Dangers involved in not using proper Safety equipment. Procedures to follow in the event of an accident to self or others. The Emergency Safety controls in the shop. The accepted techniques in assisting an injured person. Lecture 1 hour per week. Total 1 hour per week.

## WORD PROCESSING

### **WOPR 116 Keyboarding for Information Processing** (3 cr.)

Develop a keyboarding proficiency with emphasis on speed and accuracy for use with a variety of keyboards found on electronic text-data entry devices. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

### **WOPR 126 Automated Typing Equipment** (1 cr.)

A self-instructional laboratory course designed to develop proficiency in the operation of automated typing equipment. Laboratory 3 hours per week.

### **WOPR 200 Introduction to Word Processing** (3 cr.)

A study of modern word processing administrative support concepts in the organization, operation, and control of office functions. Includes principles, methods, and techniques involved in current word processing technology, with emphasis on personnel, equipment, procedures, and environment. Also includes career opportunities in word processing. Lecture 3 hours per week.

### **WOPR 216 Word Processing Equipment Operation** (3 cr.)

Instruction in use and operation of word processing equipment. Development of proficiency in the use of specialized units with a variety of input methods. Satisfactory completion of the course should result in the acquisition of job entry skills in the field of word processing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

### **WOPR 224 Word Processing Procedures I** (3 cr.)

Introduction to a systems approach of the functional management of the office. Includes all phases of administrative work and correspondence support for office tasks and paperwork production. Experiences will be offered

by actual hands-on operation of word processing equipment, as well as simulations representing the activities of a complex office. Skills involved include listening, using numbers, keyboarding, dictation, transcription, composing, revising, proofreading, copying, duplicating, filing, distributing, and accepting responsibilities as assigned by managers. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

### **WOPR 225 Word Processing Procedures II** (3 cr.)

Continuation of Word Processing Procedures I. Study and use of word processing equipment and techniques. Advanced instruction in the following word processing skills: listening, using numbers, keyboarding, dictation, transcription, composing, revising, proofreading, copying, duplicating, filing, distributing, and accepting responsibilities as assigned by managers. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

### **WOPR 226 Principles of Word Processing Management** (3 cr.)

Introduction and analysis of the supervisor's role in the operation of the information processing cycle and its changing technology. Emphasis on management techniques and skills as related to the word processing concept. Lecture 3 hours per week.

### **WOPR 299 Supervised Study in Word Processing** (2 cr.)

Instruction in use and operation of word processing equipment, particularly stand alone units similar to Lanier. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.



## STUDENT SERVICES AND POLICIES

### ACTIVITIES

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

### BOOKSTORE

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

### BULLETIN BOARDS

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

All notices posted must have the approval of the President, or in his absence, the Dean of Instruction or the Dean of Student Services. All notices posted on the board will stay for a period of no more than one week.

Unofficial bulletin boards in the College Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

### COLLEGE CENTER

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

### COUNSELING

As a service to students and to the community, the College maintains a staff of professional counselors, 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.

The College cooperates with the high schools in the region to provide pre-college counseling to those students planning to attend the College. Students in the vicinity will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. The College representative will respond to requests for information from all youth and adults in the community.

### FOOD SERVICE

Both snacks and hot meals are available daily from 8 a.m. to 8:30 p.m. at the Roadrunner Grill in the College Center.

### GRIEVANCES

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

In non-academic matters when a student's own efforts to solve a grievance fail, he will present the grievance, in writing, to the Student Senate at a regularly-scheduled meeting. After investigation, the Student Senate will report their findings, in writing, to the student. If further action is required, the Student will be referred to the appropriate Dean, who upon request, will set up a committee to consider the matter. The Committee will consist of two faculty members (one appointed by the Dean and one appointed by the student) and the President of the Student

Senate. The Committee findings will be forwarded to the President whose decision is final.

### INTRAMURAL SPORTS

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

### JOB PLACEMENT

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

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

### ORIENTATION

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

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

### PARKING REGULATIONS

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

1. All motorized vehicles, regularly operated on the campus by faculty, staff, and students must be registered at the Business Office and be suitably marked with the registration decal.
2. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
3. All motorized vehicles shall be operated only on improved roadways and parking areas.
4. All motorized vehicles shall be parked on the improved parking area or other areas so designated.
5. The maximum safe speed on campus for all vehicles shall be 20 miles per hour.

### ROOM USE

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

### SMOKING

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

### SPECIAL SERVICE PROGRAM

Individual tutoring, remedial work sessions, counseling aid and other helps are available for students who qualify under the Special Service Program. These services designed to serve students who are enrolled or accepted for enrollment, who have academic potential but for reasons of inadequate educational preparation, lack of achievement, or physical handicaps need special help to assist them in successful attainment of their post secondary education.

### STUDENT GOVERNMENT

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

### TUTORING

A program of tutoring service, ranging from preparation for an exam to long term help in a difficult subject is available through the Special Services Office.

### VETERANS' SERVICES

A Veteran's Service Office is maintained to assist veterans and their dependents with information on government regulations, acquiring tutorial help, and referrals to outside agencies.

### YOUNGSTERS

The College is not responsible for any unsupervised children on campus.

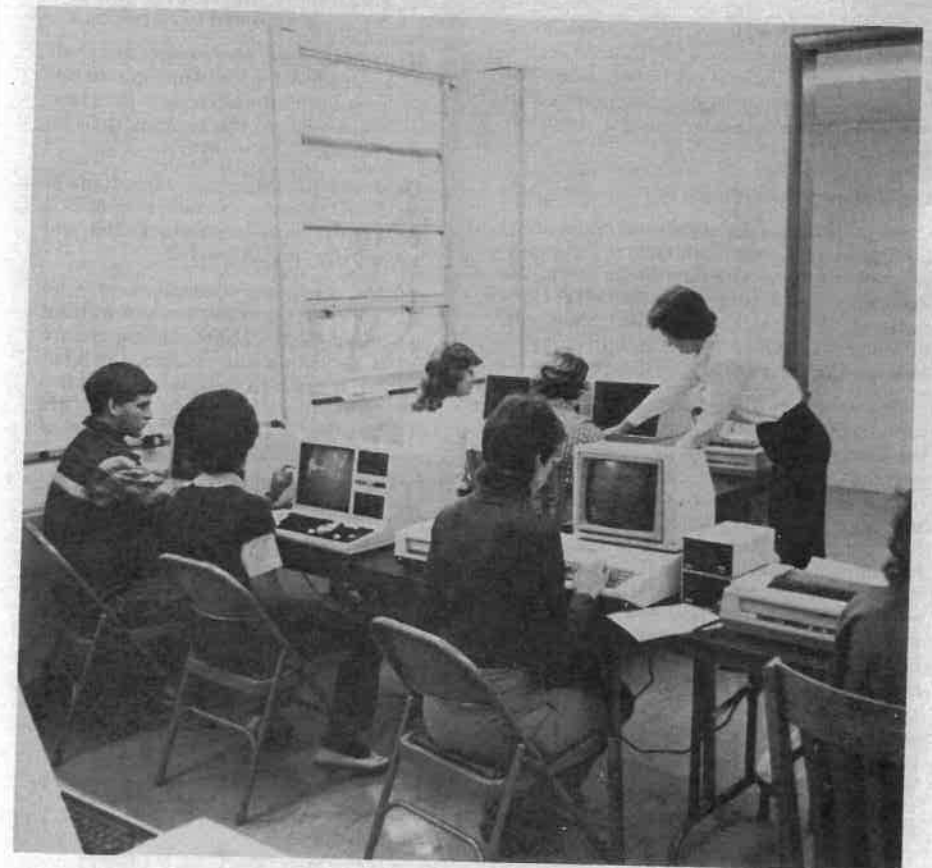
### TELEPHONES

Pay stations for the use of students are located in Moomaw Center and the Administration Building.

### TESTING

A well-planned testing program for students is coordinated by Student Services. The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. This test battery is administered at the College prior to registration.

Special tests and inventories are also available in Student Services for Students who desire help in determining their future occupational and educational plans.





**DABNEY S. LANCASTER  
COMMUNITY COLLEGE  
CODE FOR STUDENT RIGHTS,  
RESPONSIBILITIES AND  
CONDUCT  
STUDENT DISCIPLINE  
Cite as F.R.D. 133**

**Preamble**

With education the primary force, the means to provide the necessities of life and many luxuries to all our national population, and to many other peoples, has been created. This great progress has been accomplished by the provision to the educational community of general support, accompanied by diminishing interference in educational processes by political agencies outside the academic community.

If it is true, as it well may be, that man is in a race between education and catastrophe, it is imperative that educational institutions not be limited in the performance of their lawful missions by unwarranted judicial interference.

**Obligations of a Student**

Attendance at a tax supported educational institution of higher learning is not compulsory. The federal constitution protects the equality of opportunity of all qualified persons to attend. Whether this protected opportunity be called a qualified "right" or "privilege" is unimportant. It is optional and voluntary.

The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of an educational institution.

**Short Title**

1. These rules shall be known as the Dabney S. Lancaster Community College Code of Conduct.

**Bill of Rights**

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
  - A. Free inquiry, expression and assembly are guaranteed to all students.
  - B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
  - C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is guaranteed.
  - D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against him/her and the assistance of a person of his/her own choosing.
  - E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before a judicial body.
  - F. The judicial body shall be composed of (1) students, (2) faculty, or (3) one-half student and one-half faculty, at the option of the accused.

**Definitions**

3. When used in this Code:

- (1) The term "institution" means Dabney S. Lancaster Community Col-

lege 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*).

10. Organizations and groups may be established within the institution for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
11. A. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized.
1. Submission of a list of officers and copies of the constitution and by-laws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.
  2. Where there is affiliation with an extramural organization, that organization's constitution and by-laws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.
  3. All sources of outside funds shall be disclosed.
- B. Upon recognition of organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
- C. Groups of a continuing nature must institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16, and 17.
- D. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.
- E. Any group which engages in illegal activities on campus may have sanctions imposed against it, including failure to gain recognition for a period not exceeding one year.
12. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.
13. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.
14. Institution facilities shall be assigned to organizations, groups and individuals within the institution community for regular business meetings, for social programs, and for programs open to the public.
- A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
  - B. Preference may be given to programs designed for audiences consisting primarily of members of the institutional community.
  - C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
  - D. The institution may delegate the assignment function to an administrative official.
  - E. Charges may be imposed for any unusual costs for use of facilities.
  - F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
  - G. The individual, group or organization requesting space must inform the institution of the general purpose of any meeting open to persons other than members and the names of outside speakers.
  - H. The solicitation of funds on the college campus will be permitted only with prior approval of the college president.

15. The authority to allocate study activity funds or institutional student fees for use by organizations shall be delegated to a body in which student participation in the decisional process is assured.
- A. Approval of requests for funds is conditioned upon submission of budgets to, and approval by this body.
  - B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
  - C. Any organization seeking access to institutional funds shall choose a faculty member to be a consultant on institution relations. Such a person may not have a veto power.
16. No individual, group, or organization may use the institution name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by any individual, group, or organization.
- Publications**
17. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution.
18. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.
- A. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
19. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
20. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.
21. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance.
22. On questions of educational policy, students are entitled to a participatory function.
- A. Faculty-student committees shall be created to consider questions of policy affecting student life.
  - B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student funds.
23. The right of peaceful protest is granted. The institution retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.
24. Orderly picketing and other forms of peaceful protest are permitted on institution premises.
- A. Interference with ingress to and egress from and movement within institution facilities, interruption of classes, or damage to property exceeds permissible limits.
  - B. Even though remedies are available through local enforcement bodies,



the institution may choose instead to impose its own disciplinary sanctions.

25. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of non-interference in 24A.
26. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.
  - A. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

#### Violation of Law and Institution Discipline

27. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.
  - A. The institution may impose sanctions for grave misconduct demonstrating flagrant disregard for the right of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of law, and;
    - B. Once a student is adjudged guilty in a court of law the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.
28. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

#### Privacy

29. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.

30. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities. Social morality on campus, not in violation of law, is of no disciplinary concern to the institution.

#### Student Records

31. The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, and general educational records; records of discipline proceedings; psychiatric records; and financial aid records.
32. No entry may be made on a student's academic record and no document may be placed in his/her file without actual notice to the student. Publication of grades and announcement of honors constitute notice.
33. Access to his/her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.
  - A. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under 47.
34. No record may be made in relation to any of the following matters except upon the express written request of the student:
  - A. Race;
  - B. Religion;
  - C. Political or social views; and
  - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.

35. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below;
  - A. Members of the faculty may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
  - B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment, and degrees awarded, honors, major field, and date.
  - C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth, and confirmation of signature.
  - D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if student is a minor, and any information required under legal compulsion.
  - E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.
36. Upon graduation or withdrawal from the institution, the records and files of former students shall continue to be subject to the provision of this Code of Conduct.

#### Sanctions

37. The following sanctions may be imposed upon students:
  - A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules;
  - B. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;

- C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
  - D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year;
  - E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
  - F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
  - G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
38. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

#### Prescribed Conduct

39. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:
  - A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents or instruments of identification with intent to defraud;
  - B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institution activities;

- C. Physical abuse of any person on institution premises or at institution sponsored or supervised functions;
- D. Theft from or damage to institution premises or damage to property of a member of the institutional community on institution premises;
- E. Failure to comply with directions of institution officials acting in performance of their duties;
- F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted;
- G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

#### Procedural Standards in Discipline Proceedings

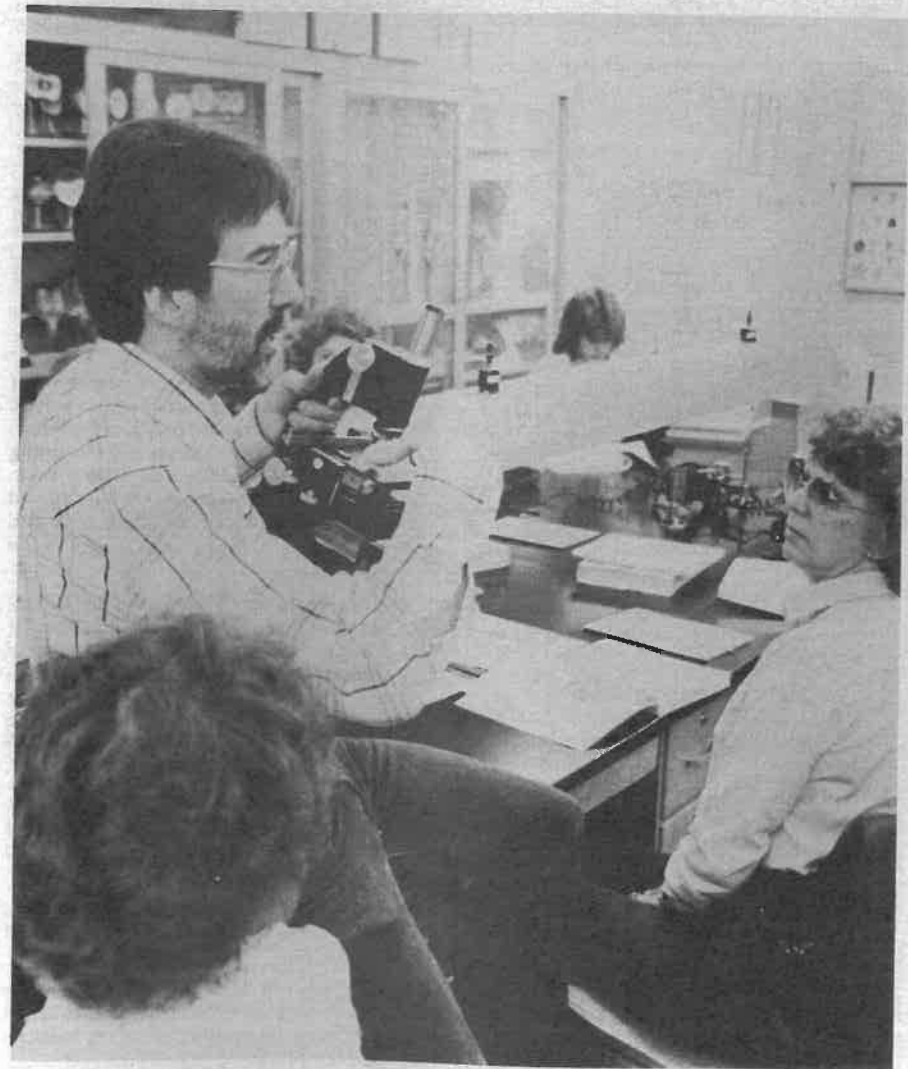
- 40. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
- 41. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
- 42. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.
- 43. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The institution shall have discretion to alter the calendar for good cause.
- 44. Hearings shall be conducted in such manner as to do substantial justice.

#### Judicial Authority

- A. Hearings shall be private if requested by the accused student. If hearings involving more than one student, severance shall be allowed upon request.
  - B. An accused student has the right to be represented by counsel or an advisor 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 president within ten days of the decision.
    - A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
    - B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanction.
  - 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 mak-

- ing the request nor may it be used as precedent in future proceedings.
- 51. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.



**CONSTITUTION  
of  
DABNEY S. LANCASTER  
COMMUNITY COLLEGE  
STUDENT SENATE**

**PREAMBLE**

We, the students of the Dabney S. Lancaster Community College of the Virginia State Community College System in order to promote cooperation among all students at this institution, to form an effective student government, and to formulate those policies essential to the functioning of that government, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

**ARTICLE I  
Name and Purpose**

**Section**

1. This organization shall be known as the Student Senate of the Dabney S. Lancaster Community College.
2. The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of the Dabney S. Lancaster Community College.

**ARTICLE II  
Membership and Voting**

**Section**

1. Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.
2. All enrolled students carrying a minimum of 9 hours per quarter are allowed to vote in Student Senate elections.

**ARTICLE III  
Student Senate**

**Section**

1. The executive power of the student body shall be invested in the Student Senate.
2. The Student Senate shall be empowered to elect by plurality vote of the Student Senate the following officers, listed in order of presidential succession, from their number: president, vice-president,

recording secretary, corresponding secretary, and treasurer.

3. The Student Senate shall consist of a minimum of five and a maximum of ten members elected at large from the student body.
4. The term of office for the above members of the Senate shall be for one calendar year from date of election.
  - A. An elected student must maintain a 2.0 average and remain enrolled as a full-time student each quarter to remain on the Senate.
  - B. An election will be held within two weeks after a vacancy has been declared by the Student Senate.
5. A minimum of five Senate members constitute a quorum for carrying on business.

**ARTICLE IV  
Senate Elections and Qualifications**

**Section**

1. On the fifth week after the beginning of each Spring Quarter, an election will be held for the purpose of filling five seats of the Student Senate. Only returning students may be elected at this time. Newly elected members shall be seated at the beginning of the sixth week and will serve until the Spring Quarter of the next year.
2. The remaining five seats of the Senate shall be filled by members of the entering freshman class in a general election held during the third week of each Fall Quarter. Those students elected at this time will be seated at the beginning of the fourth week, and serve until the fourth week of the Fall Quarter of the next year.
3. The person or persons receiving the highest number of votes for the number of seats to be filled shall be declared elected to the offices.
4. On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.
5. The supervision of the Student Senate elections shall be the responsibility of the Dean of Student Services and the present Student Senate.

available for the information of any member of the student body.

- B. Keep the record of attendance of the Senate meeting.
4. The Corresponding Secretary shall:
  - A. Publish all proceedings and required notices of the student body and of the Senate.
  - B. Conduct all external correspondence of the Senate.
5. The Treasurer shall:
  - A. Receive and record such amounts that may be directed.
  - B. Report the financial position of the student body at all Senate meetings.
  - C. Serve as chairman of the appropriations committee.

**ARTICLE V  
Power of the Officers of the  
Student Senate**

**Senate**

1. Power of the President:
  - A. He shall have the power to appoint the chairman and members of all committees with the advice and consent of the Senate.
  - B. He shall have the power to vote in case of a tie.
  - C. He shall call and preside at all meetings of the Senate.
  - D. He shall represent the student body at official functions of the college.
  - E. He shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
  - F. He shall serve as ex-officio member of all committees appointed through the Senate.
2. The Vice-President shall:
  - A. Assume all duties of the president during absence of the president.
  - B. Become president if the office of president is vacated during the one-year session and for the election of a new vice-president at the first regular meeting of the Senate.
  - C. Receive the reports, budgets, and constitutions of all clubs, and recommend to the Student Senate the recognition or removal of recognition of all student clubs.
3. The Recording Secretary shall:
  - A. Keep a permanent record of all of the proceedings of the student body meetings; these records are to be

**ARTICLE VI  
Power of the Senate**

**Section**

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

**ARTICLE VII  
Amendments and By-Laws**

**Section**

1. Amendments to the constitution can originate either from the student body or Senate but must be ratified by a majority vote of the Senate and a two-thirds majority of the votes cast by the student body.
2. An amendment must be published a month prior to vote by the student body.
3. By-laws can originate either from the student body or the Senate but must be ratified by a majority vote of the Senate and be a simple majority of the votes cast by the student body.



**90 Student Constitution**

4. A by-law must be published two weeks prior to vote by the student body.

**ARTICLE VIII  
Ratification**

**Section**

1. This constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College and a two-thirds majority vote of the voting members of the student body.

**AMENDMENT I**

No Student Senate member can miss two (2) meetings in a row per quarter or a total of two (2) meetings per quarter without approval of three-quarters (¾) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable ¾ vote of the majority.

**AMENDMENT II**

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



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**Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity, and nondiscrimination in the administering of all educational programs and supporting services. The college does not illegally discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age,**

**or handicap in violation of Section 504 of the Rehabilitation Act of 1973 or other nonmerit factors and complies with the Civil Rights Act of 1964. Dabney S. Lancaster Community College is further committed and is ensuring equal treatment and equal access to its educational programs and facilities by all students.**