

***Dabney S. Lancaster
Community College
2008-2010 Catalog and Student Handbook***

Main Campus

P.O. Box 1000
1000 Dabney Drive
Clifton Forge, Virginia 24422
(Location: Interstate 64 at Exit 24)
540/863-2800
540/863-2913 (V/TDD)
1/877-73DSLCC (toll-free in the service region)
FAX: 540/863-2915

Rockbridge Regional Center

35 Magnolia Square Way, Suite 7
Lexington, Virginia 24450
(Location: Interstate 64 at Exit 55, then South on Route 11)
540/463-6673
FAX: 540/463-1775

Fall, 2008
35 Vista Links Drive
Buena Vista, Virginia 24416
(Location: Interstate 81, Exit 188A, then 5 minutes east on
Route 60 Midland Trail to Vista Links Drive)

Greenfield Education and Training Center

37 South Center Drive
Daleville, Virginia 24083
(Location: Off Route 220 five miles south of Fincastle)
540/966-3984
FAX: 540/966-4010

DSLCC Web Site

www.dslcc.edu

Academic Calendar

Summer 2008

Eight-Week Session

Summer and Fall Registration Begins	April 7, 2008
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 21, 2008
Eight-Week Summer Session Classes Begin	June 16, 2008
Last Day to Add without Permission of the Division Dean & the Instructor	June 18, 2008 ¹
Last Day to Add/Drop or Receive a Refund.....	June 23, 2008 ¹
Independence Day (College Closed)	July 4, 2008
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	July 17, 2008
Last Day of Classes.....	August 7, 2008
Final Exams	August 8, 2008

First Four-Week Session

Summer and Fall Registration Begins	April 7, 2008
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 21, 2008
First Four-Week Session Summer Classes Begin	June 16, 2008
Last Day to Add without Permission of the Division Dean & the Instructor	June 17, 2008 ¹
Last Day to Add/Drop or Receive a Refund	June 18, 2008 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	July 1, 2008
Independence Day (College Closed)	July 4, 2008
Last Day of Classes.....	July 10, 2008
Final Exams	July 11, 2008

Second Four-Week Session

Summer and Fall Registration Begins	April 7, 2008
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 21, 2008
Second Four-Week Session Classes Begin	July 14, 2008
Last Day to Add without Permission of the Division Dean & the Instructor	July 15, 2008 ¹
Last Day to Add/Drop or Receive a Refund	July 17, 2008 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	July 29, 2008
Last Day of Classes.....	August 7, 2008
Final Exams	August 8, 2008

Fall 2008

Fall Registration Begins	April 7, 2008
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded.....	July 30, 2008
Fall Classes Begin.....	August 25, 2008
Last Day to Add without Permission of the Division Dean & the Instructor	August 29, 2008 ¹
Labor Day (College Closed; No Classes).....	September 1, 2008 ¹
Last Day to Add/Drop or Receive a Refund	September 11, 2008 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"....	October 30, 2008
Spring Registration Begins	November 3, 2008
Thanksgiving Holiday (No Classes)	November 24-28, 2008
Last Day of Classes.....	December 15, 2008
Final Exams	December 16-22, 2008
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded.....	December 15, 2008

Spring 2009

Spring Registration Begins	November 3, 2008
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded.....	December 15, 2008
Spring Classes Begin	January 12, 2009
Last Day to Add without Permission of Division Dean & the Instructor	January 16, 2009 ¹
Last Day to Add/Drop or Receive a Refund	January 29, 2009 ¹
Spring Break (No Classes)	March 9-13, 2009
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	March 30, 2009
Fall and Summer Registration Begins	April 6, 2009
Last Day of Classes.....	May 1, 2009
Reading Days/Make-up Days.....	May 4-5, 2009
Final Exams	May 6-12, 2009
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 4, 2009
Graduation	May 15, 2009

Summer 2009 Eight-Week Session

Summer Registration Begins	April 6, 2009
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 20, 2009
Eight-Week Session Summer Classes Begin	June 15, 2009
Last Day to Add without Permission of the Division Dean & the Instructor	June 17, 2009 ¹
Last Day to Add/Drop or Receive a Refund	June 22, 2009 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	July 16, 2009
Last Day of Classes.....	August 6, 2009
Final Exams	August 7, 2009

First Four-Week Session

Summer Registration Begins	April 6, 2009
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 20, 2009
First Four-Week Session Summer Classes Begin	June 15, 2009
Last Day to Add without the Permission of Division Dean & the Instructor	June 16, 2009 ¹
Last Day to Add/Drop or Receive a Refund.....	June 17, 2009 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	June 30, 2009
Last Day of Classes.....	July 9, 2009
Final Exams	July 10, 2009

Second Four-Week Session

Summer Registration Begins	April 6, 2009
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 20, 2009
Second Four-Week Session Summer Classes Begin	July 13, 2009
Last Day to Add without the Permission of Division Dean & the Instructor	July 14, 2009 ¹
Last Day to Add/Drop or Receive a Refund.....	July 16, 2009 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"	July 28, 2009
Last Day of Classes.....	August 6, 2009
Final Exams	August 7, 2009

Fall 2009

Fall Registration Begins	April 6, 2009
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded.....	July 27, 2009
Fall Classes Begin.....	August 24, 2009 ¹
Last Day to Add without the Permission of Division Dean & the Instructor	August 28, 2009 ¹
Labor Day (College Closed; No Classes).....	September 7, 2009

Last Day to Add/Drop or Receive a Refund	September 10, 2009 ¹
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F"....	October 29, 2009
Spring Registration Begins	November 2, 2009
Thanksgiving Holiday (No Classes)	November 23-27, 2009
Last Day of Classes.....	December 14, 2009
Final Exams	December 15-21, 2009
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded.....	December 14, 2009

Spring 2010

Spring Registration Begins	November 2, 2009
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded.....	December 14, 2009
Spring Classes Begin	January 11, 2010
Last Day to Add Without Permission of Division Dean & the Instructor	January 15, 2010 ¹
Last Day to Add/Drop or Receive a Refund.....	January 28, 2010 ¹
Spring Break (No Classes)	March 8-12, 2010
Last Day to Withdraw & Receive a Grade of "W" Instead of a Grade of "F".....	March 29, 2010
Fall and Summer Registration Begins	April 5, 2010
Last Day of Classes.....	April 30, 2010
Reading Days/Make-up Days.....	May 3-4, 2010
Final Exams	May 5-11, 2010
Graduation	May 14, 2010

¹Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

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From the President

Students, Parents and Community Members,



Thank you for your interest in Dabney S. Lancaster Community College!

Our main focus is to provide the best educational opportunities for our students and community partners. Whether your goal is to transfer to a four-year college, to earn a technical degree, upgrade your current job skills or take a class simply for personal satisfaction, DSLCC will provide you with the quality you expect and the attention you deserve. Our faculty and staff are here to provide the best instruction and support services. Everything we do is focused on you and your success.

DSLCC prides itself on being a respected leader in offering quality educational and training programs. We continue to grow in both programs we offer and number of students that we serve. The College adds new courses as workforce and community needs evolve. More transfer agreements are being established, attesting to the outstanding reputation that our College has with four-year colleges and universities. DSLCC graduates who wish to earn a bachelors degree will find a growing number of options for a smooth transition to the institution of their choice.

The 2008-2010 Catalog and Student Handbook provides an overview of DSLCC's programs, services, facilities, and student policies and procedures. You are invited to visit our three locations—our main campus in Clifton Forge, the Rockbridge Regional Center and the Greenfield Education and Training Center.

Where is your future going? You may have a clearly defined goal, such as taking a course on a new subject, training for a career or preparing to transfer. Or, you may be enrolling in a college course for the first time and want to delay the selection of a program of study until you consider all of the options. Our dedicated and experienced faculty and staff can assist you and support the achievement of your goals, whatever they may be. At DSLCC, it's all about where you're going!

Please accept my personal best wishes for your every success.

Richard R. Teaff, Ph.D.
President

P.S.Visit our website: www.dslcc.edu

General Information

The College

Dabney S. Lancaster Community College is a two-year public institution of higher education and a member of the statewide Virginia Community College System. The College is supported by the Commonwealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern portion) and Rockbridge as well as the cities of Buena Vista, Covington and Lexington and the town of Clifton Forge, but welcomes students from other areas as well.

DSLCC operates under the policies of the State Board for Community Colleges and the Dabney S. Lancaster Community College Board. The College is financed primarily by state funds and supported by contributions from the service area counties and cities, the federal government, businesses, individuals and student tuition.

Location and Facilities

DSLCC's main campus is located one mile west of downtown Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices, classrooms and science laboratories. The Moomaw Center houses student and community activities, food services and a bookstore. McCarthy Hall houses The Center for Continuing Education and Workforce Services. It is adjacent to the Moomaw Center and has classrooms, computer technology laboratories and staff offices. Scott Hall contains laboratories, classrooms and the Learning Resources Center. The Gary Lee Miller Armory/Hale Collins Convocation Center is a joint-use facility for the Virginia National Guard and DSLCC. It contains a gymnasium, classrooms, offices and storage space. The Physical Plant Maintenance Building contains offices and storage space for equipment and materials used for the maintenance of the College's buildings and grounds.

The DSLCC Rockbridge Regional Center is located in Magnolia Square in Rockbridge County. It houses offices, general classrooms, a computer laboratory and classrooms connected by interactive television to the main campus.

The Greenfield Education and Training Center is located off U.S. Route 220 in Botetourt County just south of Fincastle. DSLCC offers general

education courses, workforce training and non credit/special interest classes at this site.

History

In September of 1964, students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute, which was later to become Dabney S. Lancaster Community College. In the first two years, this branch college offered programs available at the parent institution as well as a certificate program in secretarial science. Later in 1965, a pre-college foundation program was added. This was expanded into the general community college program in 1966.

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

Dr. Dabney Stewart Lancaster began his career as Associate Master of the Chamberlayne School for Boys (now St. Christopher's) in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. He became the chair of the State Council of Higher Education for Virginia in 1955. He retired to Bath County where he served on the Bath County School Board. Over his lifetime he served on the boards of Madison College (now James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.

DSLCC Mission Statement

DSLCC provides an opportunity for the extension of knowledge, skills, and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible, and respects each student's rights and responsibilities.

The College offers programs at the associate degree level as well as a full complement of credit and noncredit courses and resources tailored to the lifelong learning needs of local residents. On-site and long-distance options incorporate up-to-

date technological support. Comprehensive guidance, counseling and tutoring services assist students in achieving their potential and in making sound educational, occupational and personal choices.

The College serves the diverse needs of the community, sponsoring a wide array of cultural events, offering training to meet changing workforce demands and providing facilities for research and recreation. In cooperation with local business, industry, government, professions and other educational institutions, DSLCC prepares students for a full range of academic choices and careers.

Mission of the VCCS

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth.

Shared values influence thinking, guide decisions, mold policies, and determine courses of action as Virginia's community colleges strive to fulfill our mission. These values include:

Opportunity

Serving a diverse student population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.

Teaching and Learning

Sustaining teaching excellence and setting high standards that promote and encourage student learning.

Effective Learning Environments

Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for changing work environments, responsible citizenship, and leading rewarding lives.

Appropriate Use of Technology

Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.

Professional Development

Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.

Community Service

Serving our communities by providing facilities for cultural enrichment, promoting economic development and partnerships, and providing leadership and college talent to meet community needs.

Accountability

Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities we serve.

Academic Offerings

DSLCC is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level.

Occupational-Technical Education: These programs are designed to meet the increasing demand for technicians as well as semiprofessional and skilled workers in business, industry and government. The curricula are planned primarily to meet the occupational needs in the region served by the College.

College Transfer Education: These programs include freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to four-year institutions.

General Education: Courses 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.

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 noncredit courses offered during the day and evening hours.

Special Training Programs: Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.

Developmental Studies: Developmental courses (numbered 0-10, for example, MTH 02) are offered to prepare individuals for college-level work. These classes are designed to help the individual develop the basic skills and

understandings necessary to succeed in college programs.

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

General Education Objectives

All programs at DSLCC contain a general education component designed to provide knowledge, skills and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations for all graduates in nine areas.

Communication: Students will develop the ability to communicate effectively through speaking, active listening, reading and writing.

Learning Skills: Students will develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.

Critical Thinking: Students will develop problem recognition and solving skills by using critical thinking, scientific principles/methods and creativity.

Personal Ethics: Students will develop personal integrity by clarifying values, developing a code of ethics, maintaining a considerate attitude toward others and accepting the responsibility of becoming a contributing member of the community.

Interpersonal Skills and Human Relations: Students will develop interpersonal relationships by cooperating with others, maintaining a positive, accepting attitude and by recognizing the worth and dignity of others.

Computational and Computer Skills: Students will develop the ability to understand and apply math to the activities of daily living and to be proficient in the use of computers.

Understanding Culture and Society: Students will develop an understanding of and appreciation for cultures and ideas by developing a historical perspective and appreciation of the arts and by learning differences and commonalities among all humans.

Understanding Science and Technology: Students will develop a responsibility toward the global environment by understanding the uses of science and technology, their impact on the environment and one's personal responsibility toward protecting the environment.

Wellness: Students will develop an understanding of the relationship among mind, body and maintenance of health.

Students nearing the completion of the requirements for graduation must participate in activities that will assess their achievement of these objectives.

Accreditation and Memberships

Dabney S. Lancaster Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree in Arts and Sciences and the Associate Degree in Applied Sciences. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Dabney S. Lancaster Community College.

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curricula have been approved by the State Council of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community Colleges, and the career studies certificate programs have been approved by the DSLCC Local Board.

The College is approved by the U.S. Department of Education for various federal funding programs including Veterans Administration educational assistance.

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

The College's Associate Degree Nursing program is certified by the Virginia State Board of Nursing

and the National League for Nursing Accrediting Commission, Inc., which may be reached at 800/669-1656 and the Forestry Technology program is recognized by the Society of American Foresters.

Institutional Policy for Equal Opportunity

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. It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admissions and employment, without regard to race, creed, gender, national origin, disability or any other non-merit factor. For concerns or information requests pertaining to students, contact the Director of Student Services and Research (540/863-2830). For matters related to employment, contact the Human Resources Officer (540/863-2808).

DSLCC Educational Foundation

The DSLCC Educational Foundation, Inc. is a nonprofit organization which acts as the sponsoring agency for soliciting financial support for the College.

The board is composed of representatives of the counties, cities and towns which are served by the College. They volunteer their expertise and service on behalf of the College and the community.

Gifts and contributions to the Foundation are tax deductible for the donor and can be made in the form of money, negotiable securities, equipment, supplies, real estate or buildings. Donors can name the Foundation in estate planning and as beneficiary to insurance policies. Memorial funds can be established through the Foundation on behalf of individuals and families.

DSLCC Statement of Values

From the 2007-2011 DSLCC Master Plan

The heart and soul of this College is learning and personal growth, both of which require strong personal commitment on the part of everyone at the institution. Both are dependent upon quality educational programs, appropriate services and consistently high quality performances by students, faculty, staff and administrators. The College values a job well done and believes that each individual must strive for excellence. The highest level of professionalism, competence and productivity is the standard for employees of the College. Responsible participation and high achievement are standards for DSLCC students. The College is committed to providing the following:

- comprehensive educational programs
- dedicated, caring, knowledgeable and qualified staff, faculty and administrators
- general education courses that enable students to understand their culture and environment, to develop skills needed for analysis and communication and that promote personal civic and social responsibility
- an environment conducive to scholarly activity
- high quality academic advising, career awareness and selection, and placement assistance
- resources necessary for quality teaching and learning
- opportunities for personal and professional development
- the free interchange of ideas, beliefs and cultures
- assessment activities which assure improvement in institutional effectiveness
- staff, faculty and administrators to serve as role models in the College, the community and the professions
- comprehensive academic programs which integrate liberal arts and technology education
- opportunities for recognizing outstanding achievement

We value the flexibility and diversity of human resources and realize that there are varied approaches in carrying out the College's mission. We promote innovation and responsible experimentation.

Admission

General Admission to DSLCC

Dabney S. Lancaster Community College welcomes applications from any person who has a high school diploma or the equivalent or who is 18 years of age and is able to benefit from a program at the College. Students younger than age 18 may be admitted by special arrangement or through the Dual Enrollment program.

How to Apply

The following procedures apply to all degree or certificate seeking students. Please contact Student Services if additional information is needed.

1. Submit a completed Application for Admission, including completed state residency information. The application is available on the web at www.dslcc.edu.
2. Forward official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the registrar.
3. Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section on this page.) The test is normally administered prior to registration. The DSLCC placement test series may not be required if the student has completed appropriate English and mathematics courses at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services advisor.

After individuals have been admitted to the College as degree or certificate seeking students, they will meet with a College advisor (a) to discuss their educational interests, (b) to plan their application for admission to a specific curriculum or program at the College and (c) to schedule courses based on placement test scores. Admitted applicants may be required to submit additional information required by the College for admission to a specific program or curriculum.

For all non-degree or non-certificate seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed items are required:

1. An official Application for Admission
2. A state residency form, if the course(s) to be taken are for college credit

NOTE: Placement tests may be required prior to enrolling in some courses. Check with an advisor in Student Services for more information.

DSLCC reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College. Students also may be denied admission if there is reason to believe that they present a danger to themselves and/or other students.

SAT and ACT Scores

Students who have taken the ACT or SAT tests within two years prior to entry to DSLCC and have obtained scores that meet or exceed those listed in the table below may request an exemption from the placement test. Documentation of the adequate scores must be received by the College. Students should consult an advisor in Student Services for information.

<u>SAT/ACT SECTION</u>	<u>SAT</u>	<u>ACT</u>
Verbal	480	20
Math	440	18
Math*	480	20

*if you are planning to take pre-calculus or higher math.

These scores may exempt the student from **taking the placement test**. These scores do not exempt the student from having to successfully complete the prerequisite courses for a specific math course.

Admission to a Curriculum

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College, in order to ensure that the student possesses the potential to meet program requirements. Admission to the College does not necessarily admit the student to a particular curriculum. Among the items generally considered in determining the eligibility of a

student for admission to a curriculum in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test.

The specific requirements for each curriculum are listed in the **Programs of Study** section of this catalog. Persons who do not initially meet the requirements for a specific curriculum or course may be eligible for entrance at a later time after completing the appropriate developmental studies.

Admission to Courses

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the **Course Descriptions** or **Programs of Study** sections. Some courses are open only to students in particular programs. Contact an advisor for information.

Admission to Non Credit/ Special Interest Courses

Persons applying for non credit/special interest courses do not necessarily have to meet College admission requirements.

Admission of Veterans/National Guard

Many of the College's programs are approved by the State Department of Education for payment of veterans' benefits. The College's Financial Aid Officer, who also serves as the Veteran's Affairs Officer, will assist students in applying for Veterans' benefits and will certify students' enrollment to the Department of Veterans Affairs for payment. Requests for benefits should be directed to the Veterans' Affairs Officer/ Financial Aid Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer/ Financial Aid Officer to monitor the veteran's academic program and to inform the Veterans' Administration promptly of such matters as poor attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer/ Financial Aid Officer immediately of any change in status.

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

Admission of Senior Citizens

Senior Citizen Tuition Waiver/Credit Courses: Legal residents of Virginia who are 60 years of age or older may register for credit and audit courses, not exceeding three courses per semester, on a space available basis, without payment of tuition or fees. Registration for credit courses without payment, either as a full-time or part-time student, requires that taxable income not exceed \$15,000 the preceding year. Guidelines for eligibility are available in Student Services.

A nonpaying senior citizen may be dropped from a course if space is needed for a paying student.

Senior Citizen Tuition Waiver/Non credit Courses: Senior citizens who have reached 60 years of age, have had their legal domicile in Virginia for one year and have an annual taxable income of \$15,000 or less shall be admitted to noncredit courses at no tuition on a space available basis after all tuition-paying students have been accommodated. Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. Senior citizens whose annual income is greater than \$15,000 are not eligible for the waiver.

Admission of International Students

It is the policy of the College to admit qualified international students. Contact Student Services for additional information.

Admission of High School Students

Students enrolled in high school who meet all course prerequisites may be admitted to DSLCC under one of the admission programs described below. In general, students who participate in these programs are at least 16 years old and/or have reached junior status.

1. Dual Enrollment

"Dual Enrollment" gives high school students (including home schooled students) the opportunity to earn college credits while meeting the requirements for high school graduation. If qualified, a dual enrollment student may take courses at any DSLCC location or may take special courses that meet all DSLCC academic requirements at their local high school. College credits earned at DSLCC may meet the high school's graduation requirements, may be applied toward

graduation at DSLCC, and may be transferred to another college or university. For dual enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

2. Concurrent Enrollment

“Concurrent Enrollment” is the enrollment of high school students (including home schooled students) in college courses for which they are receiving college credit but are not receiving high school credit. It gives students who do not need additional high school credits the ability to begin their college careers early, enjoying the challenge of college courses. For concurrent enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

Admission of Home Schooled Students

DSLCC welcomes home schooled students! Applicants will generally be at least 16 years old and comply with the following procedures.

1. Applicants will provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian.
2. An applicant whose home schooling does not require a home schooled agreement will generally be 18 years of age and able to demonstrate the ability to benefit from a program at the College as determined by an appropriate score on the placement test or the SAT or ACT test.
3. Applicants will submit a college application and meet with a college advisor for course approval.
4. Applicants may be required to complete placement testing in mathematics, writing and/or reading.

Contact the Director of Student Services and Research to discuss how DSLCC can help further the education of a home schooled student.

Residency Requirements

A Domicile Officer in Student Services is responsible for determining residency, and guidance will be sought where there is a question regarding a student’s residency status. Applicants must submit a residence affidavit to determine residency for tuition purposes.

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. Mere physical presence or maintenance of a residence does not confer domiciliary status.

The following general rules are used in determining domicile: (1) a person’s domicile is the place where he or she resides with the unqualified intention of remaining permanently; (2) persons must demonstrate that they have been domiciled in Virginia for one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status. **Two** of the following documents must be presented as evidence of the one-year residency status:

- current year Virginia income tax statement
- Virginia driver’s license
- Virginia vehicle registration
- Virginia voter registration card

Parents of students 18 years of age or less must have been domiciled in Virginia for one year. After age 19 residency is normally determined by the individual student’s domicile and not the parents’ because the age of majority in Virginia is 18. If the student, regardless of age, is a “dependent student” as defined for income tax purposes, then the student may claim the domicile of either parent. Students residing in the country on a temporary or education 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 is given to qualified students who are residents of the political subdivisions supporting the College, if 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.

Domicile/Tuition Appeal Process

Entitlement to in-state tuition charges is based on domicile status, not residency. In cases where the State Council of Higher Education for Virginia (SCHEV) Guidelines explicitly deny a student eligibility for in-state tuition rates, the student cannot appeal the decision.

Level I: Since tuition appeals should be settled promptly, a verbal appeal should be made with the DSLCC Registrar within 10 business days following the time the student reasonably should have gained knowledge of the tuition status.

Level II: The student may appeal the disposition of Level I by filing an appeal in writing with the Director of Student Services and Research within five business days following the Level I decision. The appeal will be reviewed within 15 business days and the student will be advised in writing within five business days of the decision.

Level III: The student may appeal the disposition of Level II by filing an appeal in writing with the Student and Community Services Committee within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level II. (Consult Student Services for the name and contact information of the chair of the Committee.) The Student and Community Services Committee Chair will communicate in writing within 30 business days the decision of the Committee.

Level IV: The disposition of Level III may be appealed in writing to the president of DSLCC within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level III. The president's decision is the final step in the appeals process and may not be appealed. The president will inform the student of the decision in writing within 15 business days. If the student is not satisfied with the final administrative decision, the student has the right to review in the appropriate circuit court.

Disabled Students

DSLCC is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

In order to qualify for services, the student must provide clear and specific evidence that documents a formal diagnosis of a disability from a qualified professional. Except in certain cases, the documentation can be no older than three years. Students with current documentation regarding a disability that would affect academic progress should advise the Americans with Disabilities (ADA) Officer in The Achievement Center of requirements for auxiliary aids, readers, interpreters, taped materials and other services.

Transferring from Other Colleges

DSLCC welcomes students who wish to transfer credits from another college. Potential transfer students must have an official copy of the transcript from each previously attended college sent to the DSLCC registrar prior to consulting an advisor in Student Services for an assessment of credits. At the discretion of the registrar, students transferring credits to DSLCC from other Virginia community colleges may not be required to provide a transcript, as course and enrollment history may be available via DSLCC's computerized files. DSLCC accepts credit from regionally accredited colleges where equivalency of course material is demonstrated, provided the credits are applicable to the student's DSLCC program. No credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in the chosen curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The determination of the amount of credit which will transfer will be shared with the student as soon as possible, but no later than the end of the first academic term in which he/she is enrolled.

Usually, a student eligible to return to the College from which he or she is transferring is eligible for admission to DSLCC.

Students who are ineligible to return to a previous college due to academic reasons generally will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until an approved preparatory program at DSLCC is completed. The admission of students who are ineligible to return to their previous college for non-academic reasons will be reviewed on a case by case basis. The Vice President for Instruction and Student Services or a designee will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on academic probation.

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. All waivers must be approved by the Vice President for Instruction and Student Services or a designee.

Advanced Standing Information

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

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

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

Advanced placement may be attained in the following ways:

Certification of Competency: Students entering from a secondary vocational program may be eligible for advanced placement in certain vocational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Fundamental skills in selected topics are offered at the area's career and technical education centers. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the advisor, respective program head or division dean.

CLEP Examinations for Advanced Standing: The College Level Examination Program (CLEP) 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 and Chemistry, are available. Credit is awarded depending on the score attained and if the work is applicable to the student's program of study. Students interested in transferring CLEP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Office of the Registrar.

Credit for Military Service Experience and Education: Credit may be allowed for courses completed in military service schools if such credit is recommended in the American Council on Education's *Guide to the Evaluation of Educational Experience in the Armed Services* and if the work is applicable to the student's program of study. To receive this credit, the student must submit the appropriate documentation and an evaluation request to the appropriate academic advisor. Veterans may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification. This waiver

carries no credit, so the student must substitute elective credits to meet the total requirements for their curriculum.

Locally Constructed Examinations for Advanced Standing: Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their advisor and/or the appropriate division dean. There is no fee for locally constructed tests.

Specialized Training: Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries' exam and Certified Legal Secretaries' exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request advanced placement. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact an advisor, respective program head or division dean.

Advanced Placement Credit: Students who have completed advanced work while in high school may apply to the College Entrance Examination Board to take one or more tests offered through the Advanced Placement program. DSLCC awards credit for a grade of 3 or higher, with the final determination of credit hours awarded made on the basis of the exam taken. Students interested in transferring AP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Office of the Registrar.

Transfer Between Curricula

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with an advisor to arrange for any necessary testing or other requirements. No changes in program or curriculum may be made without the recommendation of an advisor or, in select programs, the division dean.

Transfer to Other Institutions

Depending on the program of study, DSLCC students may transfer credits to a four-year institution. DSLCC has many Guaranteed Admissions Agreements with four-year colleges and universities; these agreements provide for a smooth transfer for students with the required associate degree, curricula, and GPA. Consult an academic advisor in Student Services for information on Guaranteed Admissions Agreements.

A student who is interested in transferring to another college should work closely with that college's advisor to ensure that DSLCC courses will transfer. Students should become familiar with the requirements of their chosen major at the four-year college and should work with a DSLCC academic advisor in choosing courses. DSLCC maintains a file of catalogs of many four-year institutions. While the academic advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

Associate of Arts and Sciences Programs

The Associate of Arts and Sciences Degree Programs are designed for students who plan to complete a baccalaureate degree program at a four-year institution. An academic advisor in Student Services will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

Associate of Applied Science Programs

The Associate of Applied Science Degree Programs are designed as two-year programs preparing for employment in specific career fields. However, many four-year institutions do accept credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after enrolling in an A.A.S. program should work closely with their advisor to identify four-year institutions that will accept these credits and to ensure that they enroll in general education courses which are transferable.

Guaranteed Admissions/Articulation Agreements

Dabney S. Lancaster Community College and the Virginia Community College System have entered into guaranteed admissions/articulation agreements with many four-year colleges and

universities. These agreements may entitle students to certain benefits, including:

- Status as a junior similar to students who began as freshmen (native students)
- Equal access to financial aid, scholarships, and housing availability
- Equal access to junior level classes which may have enrollment limits
- Access to academic advisors during the freshman and sophomore years at DSLCC
- Admission to certain student activities

Under the terms of these guaranteed admissions/articulation agreements, students must follow certain guidelines, such as adhering to the institution's deadline for declaring their intention to enroll and maintaining a specified grade point average.

Students interested in participating in the guaranteed admissions/ articulation agreements should contact DSLCC's Student Services for details and requirements, which vary by institution.

Transcripts

A student may request that a copy of his/her student permanent record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers or any person(s) designated by the student. The request must be made by the student in writing. Request forms may be obtained from Student Services or the Registrar's Office or on the DSLCC website, www.dslcc.edu. Requests from valid VCCS student emails will also be honored.

Fax requests are honored and must have the full name of the requestor, the Social Security number or student identification number, complete address where the transcript is to be sent and the student's signature authorizing transcript release. The fax request should be directed to the Registrar's Office.

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

During periods when the registrar receives a high volume of transcript requests, typically at the beginning and end of a semester, there will be a three (3) day waiting period on requests.

Students with immediate needs will be addressed on a case-by-case basis.

Release of Student Information

All requests for official information about students should initially be referred to the registrar. Student records are treated as confidential information as provided by the Family Rights and Privacy Act of 1974, Sec. 438, Pub.L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release.

The colleges of the VCCS will share student education records in accordance with current and any future amendments to the Family Educational Rights and Privacy Act regulations. Specifically, colleges must receive permission from the student to share information, except for a situation where the student seeks or intends to enroll at another college within the VCCS. The ability to disclose personal data for this situation is allowed under 34 CFR 99.31(a)(2) and 99.34(FERPA). Colleges will insure that all data transfers among colleges of the VCCS, related to this policy, are based on business processes approved by the Chancellor.

Employees of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These persons may include faculty, academic advisors and personnel in Student Services.

Directory information including name, participation in officially recognized activities and sports, address, telephone number, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, degrees and awards received, number of credits for which the student is enrolled, and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this directory information be kept confidential by notifying the registrar each semester by the last day to add/drop.

Emergency requests for information will be handled by the registrar after consultation with another appropriate college official.

Students have the right to inspect, review and challenge the information contained in their own records.

Retention of Student Records

The College retains student records in accordance with the policies established by the State Library of Virginia. The College will retain on a permanent basis an official record of a student's academic history (transcript).

The College also will maintain a separate student academic folder which may include, but not be limited to, the following: application forms, standardized test results, drop/add forms and faculty grade reports. Information contained in the student academic folder will be retained in accordance with the aforementioned policy and may be destroyed three years from the date of the student's separation from the College.

Tuition/Financial Aid

Tuition and Fees

General Tuition: Tuition rates are set by the State Board for Community Colleges. Tuition rates are subject to change and do not include student activity fees or technology fees. Different tuition rates are established for Virginia residents and non-Virginia residents. A Virginia resident is one who has lived in, is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements.) Specific classes may have additional fees which will be noted in the published semester class schedule.

Non-documented residents of the United States are not eligible for Virginia resident tuition rates or any form of financial aid.

Payment of tuition enables the student to use the Learning Resources Center, bookstore, student center and other facilities of the College.

Veterans: Veterans who wish to receive education benefits must contact the Financial Aid Office located in Student Services. The Veterans' Tuition Waiver provides free tuition and fees at state supported institutions for the children of permanently disabled or deceased veterans of the United States Armed Forces. Requests for applications should be directed to the DSLCC Financial Aid Office.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. Refunds are made in accordance with state policy. Exceptions must be approved by the Vice President for Financial and Administrative Services. Tuition refunds are processed after the end of the add/drop period. These refunds are disbursed by the Commonwealth of Virginia Treasury Department and are mailed directly to the student's address of record. Students are responsible for seeing that their correct mailing address is on record with Student Services and the business office for proper receipt of refunds.

For information on refunds for students on financial aid, see ***Refund and Repayment Policy*** under the Student Financial Aid section.

Other Costs

Capital Fee: A capital fee is charged for all out-of-state students and out-of-state contract students who are not classified as in-state residents.

Special Items: Some programs may require students to purchase additional program-related items.

Student Activity Fee: A student activity fee will be charged in addition to tuition. This fee is refundable during the add/drop period.

Technology Fee: A technology fee is charged to all students for each credit hour taken. This fee is refundable during the add/drop period.

Fines

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, etc.) are expected to pay charges for such losses. In addition, students are expected to pay fines for overdue library books or other such infractions as determined by DSLCC.

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

Fines for illegal parking in fire lanes, handicapped parking spaces or "No Parking" designated areas at DSLCC facilities may be imposed by the appropriate Sheriff's Department.

Library Fine Policy

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

Books and Materials

Students are expected to obtain the books, supplies and materials needed in their studies.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. Failure to meet financial obligations to the College also may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts. Library fines and returned checks similarly affect student status. A service charge of \$10 will be assessed for all returned checks.

Student Financial Assistance

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. Non-documented residents of the United States are not eligible for any form of financial aid.

DSLCC offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the DSLCC Educational Foundation, the College itself, area organizations, clubs, businesses and private citizens.

How and When to Apply for Financial Aid: The best time to apply for financial aid is during the months of January and February preceding anticipated fall semester entrance into the College. The DSLCC priority application deadline for college-based aid is March 15. Students who wish to be considered for college-based funds should apply by this deadline. Eligible students who apply after March 15 may receive an award of college-based aid if funds are still available. Awards are given on a first-come, first-served basis until the funding is exhausted.

Spring entrants should apply for financial aid before November 15 to allow ample time for financial aid to be processed. Students may apply after this date; however, financial aid may not be processed in time to be available at the start of the semester.

Students interested in applying for financial aid must do all of the following:

1. Apply as a curricular student to DSLCC.

2. Complete the Free Application for Federal Student Aid (FAFSA) directly on the web at www.fafsa.ed.gov. Students first apply for a PIN number which becomes an electronic signature. The application process may be completed on a home computer or on a computer at DSLCC in the Learning Resources Center, Student Services and at the Rockbridge Regional Center. To have the report sent to the College, students must enter DSLCC's Title IV school code (004996) in the school section of the FAFSA.

Students are encouraged to utilize the electronic option. This method is simple and user friendly, reduces errors and most importantly, greatly reduces processing time.

When the FAFSA has been processed, the student will receive a Student Aid Report (SAR). Schools listed by Title IV code (004996 for DSLCC) on the FAFSA will receive an electronic version of the SAR.

After the application for financial aid is reviewed, the Financial Aid Office will send the student a letter explaining the status of the application. Additional information may be requested in order to complete the file. Students should respond promptly to requests for additional information.

Ability to Benefit Procedure

Students must be high school graduates and have a regular high school diploma or GED in order to receive financial aid or must be able to show an ability to benefit. In order to show an ability to benefit, a student must receive a passing score on a DSLCC Placement Test as established by the U.S. Department of Education. Test results will serve as official documentation of the student's ability to benefit from college-level classes.

Students not eligible for financial aid because they cannot demonstrate the ability to benefit may enroll at their own expense. Students who are still in high school are not eligible for financial aid.

Satisfactory Progress for Financial Aid Recipients

Federal regulations require that students receiving federal financial aid make satisfactory academic progress in accordance with the standards set by

the College. Exclusive of developmental studies, degree seeking students may receive financial aid for no more than 150 percent of the time frame for program completion. These limitations include all terms of enrollment, not only those terms when aid was awarded or received. Developmental study courses are limited to one academic year, 30 semester hours, of enrollment.

Student aid recipients will also be required to maintain a minimum cumulative grade point average (GPA) and credit completion rates. GPA requirements will be evaluated after each term and credit completion rates will be evaluated after each academic year.

For further information on the DSLCC Satisfactory Academic Progress Standards or to obtain a copy of these standards, contact the Financial Aid Office or visit our web site at www.dslcc.edu.

Students who lose financial aid eligibility can submit an appeal. The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the President for the purpose of reviewing student appeals concerning financial aid matters. If reinstated, students will be placed on contract until they are back in good standing.

Refund and Repayment Policy

Title IV Returns

Title IV funding includes Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan and the CSAP and HETAP Grants. Students who receive Title IV funding may have to return money to the College if they withdraw from all of their classes or stop attending without official withdrawal.

After calculations are performed, there will be a portion the College will be required to return from the amount retained to cover tuition and/or book charges. After the College returns the required amount, an unpaid balance will be created on the tuition/book account. The student will be billed for these unpaid charges and given a deadline to pay. If not paid by the deadline, the College will turn the debt over to the state for collection.

In some rare cases the student could owe additional funds back to the Title IV programs from the checks received. In this case the student has 45 days to return their part to the College and the College will also return the student portion to

the Department of Education (DOE). After 45 days, the College must turn the debt over to the Department of Education (DOE) for collection. Once submitted to the DOE, the student becomes ineligible to receive financial aid from any school until the DOE is repaid.

Adjustment to Financial Aid When Classes Are Never Attended:

Financial aid will not pay for classes that the student never attends. If a student signs up for classes, but never begins attendance, financial aid cannot be used and the student will be dropped from the class.

Financial aid students who do not begin attendance in all classes will have their financial aid cut to the level appropriate to their actual class attendance level. The student will be responsible for paying any difference that results from the adjustment.

Financial Aid Disbursements

Disbursements of financial aid awards (minus appropriate tuition, fees and bookstore charges) are processed no later than the fifth week of classes each semester. Financial Aid checks will be mailed to the address listed in the Student Information System.

Bookstore Charges

Eligible financial aid recipients may choose to charge textbooks and/or supplies in the DSLCC Bookstore up to a maximum of \$700 or less if the amount of remaining financial aid is limited. Charges may be made during the designated period each semester.

Veterans' Services

Applications for VA benefits and assistance in applying are available from the College's Financial Aid Office. All students receiving VA benefits must be enrolled in an approved curriculum that leads to a certificate or degree.

All students receiving VA benefits must report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College's Financial Aid Office. These changes may affect a student's VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans' Administration for payment of benefits.

In addition to monthly benefits, the Veterans' Administration will pay for tutorial assistance. Veteran students are urged to visit the Achievement Center, which provides free tutoring to students.

Veterans' educational benefits will be suspended when the veteran student fails to maintain minimum standards of academic progress. A copy of the *Veterans' Standards of Academic Progress Policy* may be obtained from the College's Financial Aid Office.

DSLCC is designated as an institutional member of Service Opportunity Colleges (SOC). The SOC, composed of over 1,000 colleges and universities, functions in cooperation with the Department of Defense and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

HOPE Scholarship Tax Credit

This tax credit can be taken by eligible students for tuition paid during the freshman and sophomore years, to a maximum of \$1500. To obtain additional information about the requirements for claiming this tax credit, contact Student Services or visit the financial aid page of the DSLCC web site at www.dslcc.edu. To determine specifically if you qualify, you must seek the advice of a tax expert.

Educational Foundation Scholarships

Each year, the DSLCC Educational Foundation awards thousands of dollars in merit scholarships to qualified students from the College's service area. Applications are available from high school guidance counselors or from the Educational Foundation Office. For more information regarding the following scholarships, please contact the DSLCC Educational Foundation at 540/863-2837.

*Alleghany Highlands Chamber of Commerce
Scholarship*

Alleghany Regional Hospital Nursing Scholarship

Betty Andrews Memorial Nursing Scholarship

Dorothy Ayers Memorial Nursing Scholarship

BARC Electric Co-Op Scholarship

Tim Backels Memorial Scholarship

Bank of Botetourt Art By The James Scholarship

Bridging the Gap—College to the Community

Internship Scholarship

Edward Pennell Brooks OCC Scholarship

*Caperton Book Scholarship for Non-Traditional
Students*

Madge Chandler Carr Book Scholarship

Marjorie G. Carte Scholarship

The Carter Scholarships

Tammy Caul Carter Book Scholarship

*Central High School Lucy Gleason Memorial
Scholarship*

George N. Chucker Scholarship

*Raymond L. Claterbaugh, Sr. Memorial Nursing
Scholarship*

Elizabeth Cook Memorial Scholarship

Covington Hot Springs Rotary Scholarship

*DSLCC Educational Foundation Board of
Directors Scholarship*

DSLCC Honors Scholarship

Mr. & Mrs. J. L. Davis Memorial Scholarship

Judy M. Deeds Memorial Nursing Scholarship

Helen F. Dickson Memorial Scholarship

*Ethel Mae Grimes Dorsey Memorial Nursing
Scholarship*

Durvin Family Scholarship for Nurses

Julia Edmunds Scholarship

T. Kenneth & Karin R. Ellis Scholarship

Colin P. Ferguson Honorary Scholarship

Ferguson-Proffit Nursing Scholarship

*First Citizens Bank Small Business Scholarship
GAMI Scholarship*

*Martha P. and Clyde E. Griffith Memorial Nursing
Scholarship*

*Mamie B. Hall Scholarship for Prospective
Teachers*

Madonna Hepler Nursing Scholarship

Highlands Community Bank Scholarship

Barry Hillsman Loan/Scholarship Fund

Master Trooper Jerry L. Hines Scholarship

Martha Hudson Memorial Nursing Scholarship

*Walter L. and Marie P. Johnson Memorial
Scholarship*

Dabney S. Lancaster Memorial Scholarship

Lancaster Nursing Scholarship

Lancaster Second-Year Scholarship

*Louise Kern Lemon Memorial Nursing
Scholarship*

L.I.F.T. Scholarship

Mark W. Lockhart Memorial Scholarship

MGW Communications Scholarship

Marion and Cecil May Scholarship

MeadWestvaco Scholarship

NTELOS Communications Scholarship

Josh Patterson Forestry Scholarship

*Katherine V.H. Perret & Horace E. Perret-Gentil
Scholarship*

Kay Reynolds Ray Memorial Scholarship

Rockbridge Arts Guild Scholarship

Linda Rose Scholarship
Betsy P. Saville Memorial Nursing Scholarship
Curtis A. Smith, 116th Infantry, Veterans of
Foreign Wars, Post 1033 Scholarship
Vivian N. & Robert F. Sutphin Nursing
Scholarship
TAPPI Scholarship
Stuart Thomas Memorial Scholarship
Mae S. and Raymond E. Tucker Memorial
Nursing Scholarship
Virginia Firefighters Foundation Scholarship
L. Paul Wiggins Memorial Scholarship
Lydia M. Woods Memorial Nursing Scholarship

Jesse A. Wright Memorial Scholarship

*Not all scholarships are awarded every year.

Additional scholarships may be offered through civic and business organizations. For more information on scholarships, qualifications and how to apply, contact the DSLCC Educational Foundation by calling 540/863-2835 or 2837 or by visiting the Educational Foundation Office in rooms 104-105 in Backels Hall.

Student Financial Assistance Programs

Aid Program	Who May Apply	Amount of Aid Subject to Change	Eligibility	How to Apply	Additional Information
Federal Pell Grant	All students who are U.S. citizens or lawful permanent residents.	\$400-\$4310	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a Free Application for Federal Student Aid (FAFSA) and a DSLCC Financial Aid Application. Must apply each academic year.	Other sources of aid may be added to this. This is a non-repayable grant.
Federal Work Study (FWS)	All students who are U.S. citizens or lawful permanent residents.	Varies, depending on need. Average \$2000	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA and a work study application.	The FWS program provides an opportunity for students to work part-time while attending college.
Federal Supplemental Educational Opportunity Grant (SEOG)	All students who are U.S. citizens or lawful permanent residents.	\$100-\$4000 per academic year.	All undergraduates who show a demonstrated financial need, as determined by the Department of Education.	File a FAFSA and a DSLCC/FAA.	This is a non-repayable grant for students with exceptional financial need.
Commonwealth Award (COMA)	Virginia residents attending at least half time.	Varies, depending on need.	Virginia residents with remaining need as approved by SCHEV.	File a FAFSA and a DSLCC/FAA.	VSFAP/COMA is a non-repayable state funded financial aid program.
Virginia Guarantee Assistance Program (VGAP)	Virginia residents who are high school graduates attending college for the first time, full-time.	Varies, depending on need.	Dependent Virginia residents with a high school GPA of 2.5.	File a FAFSA, a DSLCC/FAA and a verification of high school GPA.	VSFAP/VGAP is a non-repayable state funded financial aid program.
Academic Competitiveness Grant (ACG)	All students who are U.S. citizens, high school graduates attending college for the first time, full-time.	\$750, first year \$1300, second year	Students with advanced studies diploma or who took and passed approved high school course work.	File a FAFSA, a DSLCC/FAA and provide a copy of final high school transcript.	First year must have completed high school after 1-1-06. Second year completed after 1-1-05.
College Scholarship Assistance Program (CSAP)	Virginia residents attending at least half time.	\$400-\$2000 per academic year.	All Virginia residents who show a demonstrated financial need.	File a FAFSA and a DSLCC/FAA.	CSAP is a non-repayable program for undergraduates who demonstrate exceptional financial need.
Part-Time Tuition Assistance Program (PTAP)	Virginia residents enrolled for 1-6 credits per semester.	Maximum of tuition charges and fees.	All undergraduates who show a demonstrated financial need.	File a FAFSA and a DSLCC/FAA.	This is a non-repayable, state funded program
Higher Education Teacher Assistance Program (HETAP)	All students who enroll in the Education Program full-time.	\$1000	All undergraduates who demonstrate financial need.	File a FAFSA and a DSLCC/FAA and a HETAP application.	This is a non-repayable, state funded program
Two-Year College Transfer Grant	Virginia residents.	Up to \$1000, with an additional \$1000 for students in select programs.	Enrollment in a participating institution during the fall following receipt of an Associate's degree from a Virginia 2-year public institution, financial need, and some merit.	Not applicable at this time; no awards will be available until first-time entering freshmen as of the fall 2007 term complete their Associate's degrees. Contact financial aid office of Virginia 4-year college for details.	Limited to participating Virginia 4-year institutions.
Educational Foundation Scholarships	High School graduates and second-year nursing students.	Maximum tuition, fees, and books.	Based on academic achievement and extracurricular activities.	File application with the Educational Foundation Office.	Apply in April preceding the year for which the student will enroll.

Veterans Educational Benefits	All Veterans.	Varies.	Determined by Veterans Administration.	File a VA application to use benefits found at www.gibill.va.gov .	May also apply for financial aid at fafsa.ed.gov .
Federal Stafford Loans	All students who are US citizens or have full permanent residency.	\$3500 freshman year. \$4500 sophomore year.	All students.	File FAFSA, and DSLCC/FAA Loan request and promissory note.	This is a loan and it must be repaid. Repayment begins six months after enrollment ceases or falls below six credits.
Military Survivors and Dependents Education Program (formerly Virginia War Orphans Education Act)	A child of a Virginian who, as a member of the armed forces, was killed or disabled in action.	Waiver of tuition and required fees; annual stipend based on available funds - \$1500 maximum.	Dependent or spouse of Veteran MIA, POW, killed, or 90% disabled in war-time service.	Dept. of Veterans Services (540) 857-7104 ext. 218.	Processing takes 8-10 weeks. Students should file early.
Child Care Scholarship Program	Virginia Residents Only	Varies, lifetime maximum of \$1,506	Working or planning to work in a child care program; first come first serve	Virginia Department of Social Services (804) 225-3110 (866) 636-1608	Available only at eligible Virginia institutions.
Foster Children	Virginia Residents Only	Varies Based on Need, Up to Tuition/Fees	Foster Child	Institution Financial Aid Office	Available through the Virginia Community College System
Senior Citizens Tuition Waiver	Virginia Residents Only	Waiver of Tuition and Required Fees	Age 60+ & Income Limitations	Institution Admissions Office	Virginia Public Institutions
Virginia Dept. of Disability Services	Virginia Residents Only	Varies	Varies - Disability, Etc.	Visit the DDS Website for Contact Information	Virginia Institutions
Virginia Dept. of Rehabilitative Services	Virginia Residents Only	Varies	Varies - Disability, Etc.	Contact Dept. of Rehabilitative Services 1-800-552-5019	Virginia Institutions

NOTE: All selected applicants and those students applying for educational student loans must provide a copy of their parent's and/or their own Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority deadline for student aid applications is March 15.

Academic Awards

Academic Awards

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

Associate of Arts and Sciences (A.A. and S.): awarded to students majoring in one of the transfer curricula (Business Administration, Education, General Studies and Science) who plan on transferring to a four-year college or university after completing their respective program.

Associate of Applied Science (A.A.S.): awarded to students majoring in one of the occupational-technical curricula who may either plan to obtain employment immediately upon graduation from DSLCC or transfer to an appropriate bachelor's degree program.

Certificates: awarded to students who complete an approved curriculum with a minimum of 30 semester hours.

Career Studies Certificates: awarded to students completing approved curricula with nine to 29 semester hours.

Associate Degree Requirements

To be awarded an associate degree from the College, a student must have

1. completed the required semester hours in the degree program, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.

2. fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog.
3. been recommended for graduation by the appropriate instructional authority in the curriculum.
4. completed the general education requirements (course work in English, Health, Mathematics/Science, College Success Skills, Physical Education, Humanities and Social Science) for an associate degree.
5. earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
6. filed a Graduation Credentials Checklist with an advisor by November 1 and an Application for Graduation in Student Services before December 1.
7. resolved all financial obligations to the College and returned all materials, including library books.
8. completed all required assessment projects including a test(s) of competency in general education.

Certificate Requirements

DSLCC offers several certificate programs, which are described by category in this catalog. To be awarded a certificate, the student must have completed all academic requirements for the particular certificate and also have completed numbers six through eight above.

Continuing Education Units

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Continuing Education and Workforce Services Division.

Academic Policies

Academic Policies and Procedures

Credits: A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, laboratory or shop, and various kinds of out-of-class study such as technology-based learning. Combinations of these types of course components may include:

1. One hour of lecture plus an average of two hours of out-of-class study.
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study.
-or-
3. Three hours of laboratory or shop study.

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-99). Variable credit is granted for all supervised study, seminar and project and coordinated internship courses.

Grading System for Curriculum Students

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. An I is an interim grade. Grades of P, R, S, W and X carry 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 assessment of which is the responsibility of the instructor. These grades denote the quality 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
P-Passing	0 grade points per credit
S-Satisfactory	0 grade points per credit

Re-enroll (R): This grade is to be used for developmental courses (numbered 01-99) or special courses as approved by the Vice President for Instruction and Student Services. The "R" grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Vice President for Instruction and Student Services keeps a list of courses in which the "R" grade may be used and must approve each course eligible for an "R" grade. When students re-enroll for a course, they must pay for the course again. No credit is awarded until the course objectives are finished.

Incomplete (I): Students must complete at least 80 percent of the course requirements to be eligible for an "I" grade. No credit is awarded; the grade denotes that the student did not complete the class for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must be completed by the date designated by the instructor but no later than the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. With mitigating reasons, the Vice President for Instruction and Student Services may approve the extension of an "I" grade.

Withdrawal (W): A grade of "W" conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file.

Audit (X): A student who audits earns no credit. Permission of the instructor or other appropriate administrator is required to audit a course. An auditing student may be dropped from the course if that student's place is needed for a student taking the course for credit. Full tuition and fees apply.

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

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

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

Satisfactory (S): A grade of "S" is assigned for satisfactory completion of each course in developmental studies numbered 01-99.

Developmental Studies

Developmental studies are classes in basic reading, writing and mathematics. Instructors of these classes give much personal attention to students and frequently work one-on-one with them during class times and office hours.

The Achievement Center (A-Center) provides facilities for extra support of students in developmental studies classes. The A-Center has an impressive collection of reading, writing and math software in a computer lab. Computers in the Achievement Center also have word processing programs for writing papers. The A-Center offers a blend of modern technology and a genuine concern for the individual student who needs additional support.

Grading Developmental Courses Courses numbered 01-99

Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental studies shall be graded with an "R" and will be able to re-enroll in the course to complete the instructional objectives.

Students not making satisfactory progress in developmental studies shall be graded Unsatisfactory and advisors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student's curriculum may be computed for graduation.

When a course is repeated, only the last grade earned is counted by DSLCC in computing the curriculum GPA for graduation purposes. The grades, credits completed, credits attempted and quality points for previous enrollments are no longer used by DSLCC but remain on the student's transcript.

Grade Reports

Final grade reports are available on-line through the student information system at the end of each semester. All final grades are part of the student's permanent record and will be recorded on his or her official transcript.

Appealing Final Grade

Students must seek to resolve all grade problems with their instructors. If such problems cannot be resolved at that level, students may further appeal a grade through the Grade Appeals Committee if they believe it has been awarded in other than the prescribed manner. Grounds for the appeal are limited to the following:

1. A computational error in 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 other students in the class

Grade appeals are resolved in this manner:

1. The grade appeal must be submitted in writing to the division dean within two (2) weeks of the availability of the grade report and must indicate clearly the reason for the grade appeal.
2. A committee of three faculty members: one appointed by the division dean from outside the division; one by the student; and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Vice President for Instruction and Student Services. The committee does not have the authority to change a grade.

3. The decision of the Vice President for Instruction and Student Services may be further appealed to the President, whose decision is final.

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 and fees. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change from audit to credit must do so within the official add/drop period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. A student auditing a course may be dropped from the course if that student's place is needed for a student taking the course for credit.

Repeating a Course

Normally, a student is limited to two (2) enrollments in the same credit course. The limitation also includes students receiving grades of "R", "W" or "X". A student desiring to take a course more than twice should formally request permission through an advisor in Student Services. This request will be forwarded to the Vice President for Instruction and Student Services or a designee.

Classification of Students

Curricular Student: A curricular student is one who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

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

Full-Time Student: A full-time student is carrying twelve or more credits of course work.

Part-Time Student: A part-time student is carrying less than twelve credits of course work.

Freshman: Students are classified as freshmen until they have completed 30 credits in a designated curriculum.

Sophomore: Students are classified as sophomores after they have completed more than 30 course credits in a designated curriculum. Transferred credits are included, providing they apply toward meeting the requirements of the student's curriculum.

Academic Standing

President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.91 and do not have a grade of I, D or F will be on the President's List for that semester.

Vice President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.25 or higher and do not have a grade of I, D or F will be on the Vice President's List for that semester.

Graduation

Students are encouraged to contact their academic advisor or their faculty advisor to review their graduation credentials two semesters prior to graduation. An Application for Graduation must be received by the registrar before December 1 for spring graduation. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Vice President for Instruction and Student Services. DSLCC degrees are only conferred in May of each year.

Graduation Honors

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

3.8 grade point average—Summa Cum Laude (with highest honors)

3.5 grade point average—Magna Cum Laude (with high honors)

3.2 grade point average—Cum Laude (with honors)

Academic Warning

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

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.5 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry less than a normal course load the following semester and must consult with their advisor about appropriate courses and academic support. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.5 shall be placed on suspension only after they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement "Academic Suspension" shall be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Director of Student Services for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Director of Student Services.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the College after academic suspension shall be academically dismissed. Students who have returned from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement, at which time they will be placed on academic probation.

Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Director of Student Services. The statement

"Academic Dismissal" shall be placed on the student's permanent record.

Readmission Procedures

Students seeking to appeal their academic suspension status or gain readmission after their suspension period must complete the following procedures:

1. Make an appointment with the program advisor and obtain an application for reinstatement
2. Submit a completed application for reinstatement to the Director of Student Services
3. Attend a personal interview or appeal before a committee, at the Director's discretion

The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract. Students who are denied readmission may appeal to the Vice President for Instruction and Student Services.

Academic dismissal is permanent. Students who believe that they have extenuating circumstances may appeal by using the aforementioned proceedings. It should be noted that without clear documentation of special circumstances, appeals of dismissal may be denied without an interview or appearance before a committee.

Academic Renewal

Students whose past academic record may indicate a lack of academic progress and who have not enrolled in the College for five consecutive years, may adjust their grade point average by applying for Academic Renewal. Students interested in Academic Renewal should contact Student Services for more information.

Registration

Students must follow the regular registration procedures as described in the current schedule of classes. Registration takes place at the beginning of each semester and during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration.

Academic Advising

Upon full admission to a specific curriculum, most students are assigned an academic advisor. That person oversees the student's academic

progress, offers consultation on academic schedules, registration and dropping classes and assists the student to meet graduation and/or transfer requirements.

Course Load

The normal academic load carried by students is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a 3.0 cumulative GPA or higher and must have the approval of both the Vice President for Instruction and Student Services, or his designee, and the appropriate advisor.

Students who have received academic warning or academic probation may be required to take less than the normal semester course load. Since the maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per semester.

Addition of a Course

In most cases a student may not enter a new class after the add/drop period of a semester. Any request for entry after that period must be approved by the instructor and either the Vice President for Instruction and Student Services or the Division Dean.

Attendance

Regular class attendance is required. If absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. 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. Instructors may establish a definitive attendance policy for their courses.

A student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal).

Examinations

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

Withdrawal from Class

A student may withdraw from a course within the first 60 percent of the semester and receive a grade of "W" instead of an "F" (see Academic Calendar for exact date). They must contact instructors prior to requesting withdrawal. Students should contact Student Services for the correct procedures and forms.

However, a student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal).

Administrative Withdrawal

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. After consulting with the instructor, the Vice President for Instruction and Student Services or an official designee may also administratively withdraw a student from a course for prolonged, consecutive, unexcused absences.

During fall and spring semesters an absence of one week is considered prolonged. For classes not meeting 15 weeks, this time period will be shorter. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period, the student's name will be removed from the class roll. The student may appeal his or her removal to the Vice President for Instruction and Student Services within one week of the effective date of the withdrawal. Withdrawal procedures will be applied equally to all enrolled students.

Withdrawal from the College

A student who wishes to withdraw from the College must contact Student Services to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice his or her return to this or another college.

Cancellation of Classes

Students registered for classes which are cancelled due to lack of enrollment or other

reasons must contact Student Services to be sure they are dropped from the class.

Scholastic Dishonesty

The value of the College's degrees and certificates depends on the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty:
 - (a) Copying another student's work.
 - (b) Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
 - (c) Collaboration with another student during the examination.
 - (d) Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
 - (e) Substituting for another person during an examination or allowing such substitutions for one's self.
 - (f) Bribery of any person to obtain examination information.
3. Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's own in written work offered for credit.

It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks 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, web pages 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.

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. Collusion may be specifically approved in advance by the instructor.

Catalog Requirements

The catalog to be used to determine graduation requirements is the one in effect at the time of initial enrollment in the curriculum from which the student is graduating. However, the student may elect to meet the requirements as published in a subsequent catalog. The graduation requirements as stated in this catalog shall remain in effect for no more than six (6) years.

Assessment

Students may be required to participate in one or more tests, projects or capstone courses designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of academic programs. Program assessment test results will remain confidential and will be used for the sole purpose of improvement of the College. Students may have access to their own test scores upon request. Occupational competency and performance evaluations must be successfully completed for graduation.

VCCS Computer Competency Policy

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate proficiency in specific computer competencies defined within programs and by individual institutions.

This requirement is typically satisfied by the successful completion of ITE 115-Basic Computer Literacy. Students may also prove their computer competencies by passing the credit-by-exam for ITE 115.

Student Support

Student Support Services/ Achievement Center

Student Support Services is a grant program funded by the U.S. Department of Education through Title IV of the Higher Education Act of 1965 under the TRIO Programs (Student Support Services is one of seven). Housed in The Achievement Center, the program provides academic and personal support services to eligible students in an effort to retain, graduate, and assist the college student in achieving their personal and career goals. Student Support Services include:

- career and academic advising for students needing assistance with college or career planning, resume writing, job interviewing skills, and interest inventories
- computer lab usage for word processing needs (reports, essays, and resumes), skill-building tutorial programs (math, reading, and writing), and Internet access (class research, college or career searches, and interest inventories)
- cultural activities, such as reduced-priced or free tickets and transportation to concerts, plays, museums, and historic sites around the region
- mentoring and personal advising for students struggling with academic issues
- specialized services, such as tutoring, note-taking assistance, modified test administration, taped texts, test readers, and scheduled computer usage for students with documented physical or learning disabilities
- study skills instruction in note taking, test taking, time management, and stress management
- transfer assistance in choosing a school, selecting courses, completing admissions applications, financial aid forms, and touring four-year college campuses in the nearby area
- free tutorial services for students enrolled in DSLCC classes (group and individual sessions are available).

Career Exploration and Job Placement

The College offers career exploration and job placement services. Occupational information is available for those individuals who wish to select or change a career. Notices of job openings are posted and employment needs of area employers

are on file. Special tests and inventories are available for students who desire help in determining their future occupational and educational plans.

Career Exploration and Job Placement Services are located in the Office of Student Services in Backels Hall or in the Achievement Center. Individuals are encouraged to visit these areas and make use of the services available.

Counseling and Advising

DSLCC will make referrals in special circumstances to the Alleghany Highlands Community Services Board for personal counseling services to students at DSLCC. The CSB will accept referrals from DSLCC only in writing from the Vice President for Instruction and Student Services or the Director of Student Services.

DSLCC will pay the CSB for up to three one-hour counseling sessions per student. If the CSB therapist believes that additional sessions are needed, the CSB will contact the Vice President for Instruction and Student Services or the Director of Student Services to obtain written authorization for additional sessions.

DSLCC also has advisors 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 advising available 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 advising to those students planning to attend the College. Students in the vicinity will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. A College representative will respond to requests for information from anyone in the community.

Student Activities

Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the Moomaw Center planned for students' leisure time on campus include tournaments, lectures, dances and holiday celebrations. Programming provided by the Student Activities Office enhances general education goals of the College, especially wellness information and multicultural events.

Intramural and/or Club Sports: Students may participate in a variety of club and intramural sports. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Orientation: An orientation program is required to acquaint new curriculum students with the procedures and policies of the College. It consists of a one-credit course in college success skills required of all curriculum-placed entering students.

Student Senate: The Student Senate serves as a vital link of communication among students, administration and faculty. It works to provide the leadership necessary for the welfare of the students and DSLCC. The Senate has the responsibility of initiating services and activities for the benefit of the students.

Student Housing

Students will find a variety of housing options in the area. The College assists students and families by sharing information about rooms, apartments and houses available to rent. Individuals and businesses listed as housing contacts have indicated their interest in sharing information with students. Please call Student Services at 540/863-2815 for more information.

Please note that DSLCC provides this information as a services for students and does not recommend or promote any specific listings. Students will want to explore possibilities and select the housing arrangement, location and price range best suited for their needs. The College assumes no responsibility for the arrangements made between students and any of these property owners/agents, including financial matters and/or safety issues.

Veterans' Affairs

The Financial Aid Office is prepared to provide veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits and counseling and referrals to outside agencies.

Academic Services

Distance Education: Responding to the increasing needs of its students, DSLCC plays an active role in using cutting-edge innovations to reach students in a variety of environments. Through the Virginia Distance Education Network, the Learning Resources Program brings media based, independent learning courses from all VCCS campuses to provide breadth and depth to DSLCC's curriculum. By studying at home and testing at convenient locations, students can attain their educational goals within the flexibility of their personal schedules.

DSLCC broadcasts courses over state-of-the art telecommunications equipment to reach off-campus sites and participates in the VCCS statewide compressed video network. This classroom environment allows an instructor to teach to multiple sites at the same time, which in turn affords the student all the benefits of asynchronous learning without some of the long-distance travel inconvenience.

The DSLCC computer network has become an integral part of distance education. Students are given the opportunity to participate in web-based learning either in an entirely distance learning format or as a supplement to traditional courses. Through the use of the Virginia Community College System implementation of an Enterprise Blackboard course management system, students can be given the opportunity to complete course work synchronously or asynchronously. DSLCC continues to seek opportunities to advance and enhance distance learning formats.

A closed circuit system and facilities are also available to receive teleconferences, international television broadcasts and telecourses via satellite, providing global access and perspective to an ever-changing world.

Learning Resources Center: Located in Scott Hall, the LRC is composed of the Library and the Audio-Visual Materials Collection. Its goal is to provide a variety of informational services to students, faculty and the community in a modern,

comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction. Normal hours are from 8:00 am to 9:00 pm, Monday through Thursday; 8:00 am to 5:00 pm on Friday; and 2:00 pm to 6:00 pm Sunday.

The LRC contains a collection of over 50,000 volumes to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to over 450 serials and has extensive holdings of DVDs, video cassettes, computer software, compact discs and other non-print materials. Equipment for the use of media is available to viewers in the Library. A professional staff is ready to assist with research, library orientations and a variety of skill programs, including training on the World Wide Web via Internet. Audio-Visual materials and testing services for "independent learning" and distance education courses are also available. The staff is equally committed to participate in the commonwealth's initiative to prepare students in information literacy as a core requirement to transfer to a four-year college or university.

As a member of the Virtual Library of Virginia, the DSLCC facility shares access to over 600 databases with its sister schools. Sponsored by SCHEV, the project ensures that Virginia Community Colleges have equal access with the Commonwealth's research universities.

Special Programs

Cooperative Education and Coordinated Internships: The concept of learning through paid or volunteer work in community organizations related to a student's area of study is an integral part of the curriculum offerings at DSLCC. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a program requirement. Depending on the nature and number of hours per week involved in the paid employment or

volunteer service, students may earn from one to five college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective faculty advisor.

Foreign Travel Program: DSLCC often has students who wish to expand their education by experiencing other cultures and other people, and has had a number of faculty and staff traveling to various destinations. While keeping costs reasonable, the College will offer trips to places outside our own boundaries, hearing and speaking other languages, eating different foods and seeing first-hand the wonders each destination offers.

For information on the foreign travel program, please call Chuck Bartocci at 540/863-2892 or e-mail him at cbartocci@dslcc.edu

Auxiliary Services

Bookstore: Textbooks and school supplies are sold in the bookstore, located in the Moomaw Center. Miscellaneous items are also in stock, including DSLCC clothing and gift items.

Students may purchase computer software through the bookstore at special academic pricing during enrollment and up to six months after graduation.

Bookstore Return and Exchange Policy

1. The original sales receipt is required for all refunds and exchanges.
2. No refund will be given if the shrink-wrap is removed from the text.

Food Service: Snacks, hot meals and a variety of sandwiches are available in Mr. D's Grill in the Moomaw Center. Vending machines for snacks and drinks are located in Moomaw Center and in the Armory/Convocation Center.

Continuing Education and Workforce Services

The Continuing Education and Workforce Services Division administers programs at DSLCC to provide continuing educational opportunities and experiences for all college area residents. The division offers a variety of educational opportunities and experiences and is committed to providing a comprehensive workforce services program for business and industry that includes world-class training to develop the workforce for today and the future. The facilities and personnel of the College are also available to provide specialized services to help meet the cultural and educational needs of the service region.

Continuing Education: Continuing Education at DSLCC is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as non credit courses and specialized services providing for the educational needs of the region. These services are offered in formalized classroom instruction, conferences, workshops and seminars and are held on-campus or at convenient off-campus locations.

Workforce Development: DSLCC offers a comprehensive package of workforce services designed to enhance the ability of business and industry to gain and maintain the competitive edge in the marketplace. These services range from training needs assessment to training delivery and evaluation and are offered both for credit and non credit. DSLCC can customize training programs to fit the needs of individuals and organizations and can be offered at the business site or one of the College's training centers. DSLCC is committed to developing partnerships with business, government and the community to promote the economic vitality of the region and improve the overall quality of life.

Non credit Program: DSLCC offers a wide variety of non credit classes, seminars, workshops and activities for individuals seeking to enhance occupational skills or enrich personal and professional development. Also, through a wide variety of recreational offerings, area residents have the opportunity to start new hobbies, learn new skills in sports camps and participate in activities for personal enjoyment. From gaining skills in riding motorcycles and horses to learning how to quilt and garden more effectively, people of all ages can benefit. The non credit program is offered on a self-supporting basis. For current non credit classes, call 540/863-2863.

Economic Development: DSLCC plays an active role in economic development by collaborating with local and state economic development offices to recruit new business and industry to the service region and encourage the expansion of existing business and industry. As a partner in economic development, DSLCC is focused on the goal of enhancing productivity and employment in the College's service area by providing a comprehensive workforce services program.

MeadWestvaco Pre-Employment Training Program:

To be considered for employment with MeadWestvaco, it is necessary for candidates to complete a Pre-Employment Training Class (PETC) offered by DSLCC. Individuals must first meet the prerequisites for the class through placement testing or previous completion of appropriate course work. The PETC covers information relevant to the papermaking process and work in an industrial environment.

Individuals who successfully complete the PETC will be awarded three college credits and be referred to the local Virginia Workforce Center for registration. The VWC will forward candidate information to MeadWestvaco for consideration in the MeadWestvaco selection process.

Miscellaneous Information

Accident and Health Insurance: Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

DSLCC does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of enrolled students.

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

Bulletin Boards: Glass-enclosed bulletin boards are for official use. All notices posted must have the approval of the President or, in his absence, the Vice President for Instruction and Student Services. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw 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.

Children: Children are not permitted to accompany their parents to classes and are not to be left unattended on campus. Arrangements should be made for off-campus child care.

HIV/AIDS Policy: Discrimination against persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated. Students, staff and faculty who are HIV positive or who have AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role.

Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of an advisor in Student Services, who will refer the person to an appropriate community agency. Information concerning an individual's HIV status

will not be provided to anyone without the expressed written permission of the individual.

Inclement Weather/ Emergency Closing Policy: Decisions concerning the closing or late opening of DSLCC due to inclement weather or other emergency will be made by a college official early each day. The following radio and TV stations will be contacted as soon as it is decided to close school or delay opening (in all probability, prior to 6:30 am for day classes and 3:30 pm for night classes):

Radio Stations

WKEY/WIQO-Covington
WXCF-Clifton Forge
WSLC 610 AM/WSLQ 99 FM-Roanoke
WSLW/WKCJ-White Sulphur Springs, WV
WXLK 92 FM-Roanoke
WRON FM 98-AM 140-Ronceverte, WV
WVTF (NPR) 89.1 FM-Roanoke

Television Stations

WDBJ 7-Roanoke
WSLS 10-Roanoke

Students are urged to listen for information concerning school closing or delayed opening. Each student must ultimately decide whether it is possible or safe to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

Day Classes: During inclement weather or other emergency, the College either will be closed or operate on a delayed class schedule. If newscasts state that DSLCC will have a delayed opening, students should check class meeting times for that day by referring to the official Delayed Opening Class Schedule found on the College's website or in various print media distributed throughout the year.

Evening Classes: Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will be made between 3:00 and 3:30 pm and will be announced on the radio and television.

Lost and Found: Found items should be turned into Student Services where they may be claimed for up to two weeks before being discarded.

Parking Regulations: Parking space is provided for the students subject to the following regulations:

1. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
2. All motorized vehicles shall be operated in compliance with Virginia state law.
3. The maximum safe speed on campus is indicated by speed limit signs.
4. Illegal parking will be monitored by the Alleghany County Sheriff's Department and ticketed as appropriate.

Photographs: Photographs taken of individual students or groups of students in buildings or outdoors on campus may be used by the College for release to newspapers or other media and for reproduction in the College's publications. If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Officer within 24 hours after the photograph is taken.

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 Activities Office. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course-related usage.

Sexual Harassment and Assault: DSLCC will not tolerate sexual harassment or sexual assault in any form. Sexual assault is a flagrant violation of the values and behavioral expectations for the college community and all reported violations will be investigated. Sexual assault is punishable through civil and criminal proceedings, as well as through college disciplinary processes.

Since sexual harassment and assault may involve students, staff and faculty, specific policies have been developed that affect each group. These policies can be found in the catalog, in the Personnel Handbook and the VCCS Policy Manual (Sec. 3.11). For more information on these policies, contact the Director of Student Services.

Substance Abuse: Unauthorized manufacture, distribution and/or possession of alcoholic

beverages, illegal drugs or controlled substances are prohibited from campus or campus-related functions by both state and federal laws. Students who violate state or federal laws may be referred by college authorities for criminal prosecution.

Whether or not a criminal charge is brought, a student is subject to college discipline for illegally manufacturing, distributing, possessing or using any alcoholic beverage, illegal drug or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

Telephones: Pay telephones for student use are located in Moomaw Center, Backels Hall and the Armory/Convocation Center. Office telephones should not be used by students. Student cell phones must be turned off during class and in the Learning Resources Center. Students should be courteous to others in their use of cell phones at all times.

Tobacco Use: DSLCC buildings are tobacco free. Smoking and the use of all other tobacco products are prohibited.

Title IV Crime Statistics Reporting Requirement: The following information is applicable to the Campus Security Act section of Title IV of the Higher Education Act of 1965. This information sets forth the provisions of compliance of this act to strengthen the security concerns applicable to campus life at DSLCC.

The College administration is concerned with the well being and safety of all students and will strictly enforce regulations necessary for the protection of all. Specific policies and crime figures are found on the DSLCC web site at www.dslcc.edu/sservice/CrimeAct.htm. Upon request to the Vice President for Finance and Administration or the Director of Student Services, a copy of the policy and statistics will be provided.

Weapons Policy: Firearms and other dangerous weapons are not permitted on campus unless secured in a locked vehicle. Under no circumstances are such items to be removed from a vehicle and carried on the grounds or into the buildings.

Written Student Complaints: DSLCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be

considered confidential and shall be shared only on a "need to know" basis. If the student does not consider the response and disposition concerning the complaint to be adequate, it may be appealed first to the appropriate Vice President and then to the President, whose decision is final.

Transfer Programs

Associate of Arts and Sciences

The Associate of Arts and Sciences (A.A. and S.) curricula are 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 included in each student's program. The Associate of Arts and Sciences programs each take four semesters or two years of full-time study.

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
- 3-4 units of college preparatory mathematics, depending on major
- 1 unit of laboratory science
- 1 unit of social science

Specific course requirements for the Associate of Arts and Sciences degree are intended to provide a balanced transferable foundation in general education. Approximately one-third of the program consists of elective courses which the student chooses in accordance with the course of study he or she plans to pursue at a four-year school. Students planning to transfer to a particular institution should work with both the DSLCC academic advisor and an advisor at the four-year college or university of their choice to assure that all courses taken at DSLCC are necessary and transferable to their chosen four-year major.

The specific curricula for the Business Administration, Education, General Studies, and Science programs are located on the following pages.

The following is a list of typical Humanities Electives and Social Science Electives from which to choose:

Humanities Electives

ART	201, 202	History of Art I, II
ENG	150	Children's Literature
ENG	241, 242	American Literature I, II
ENG	243, 244	English Literature I, II
ENG	273, 274	Women in Literature I, II
HUM	201, 202	Survey of Western Culture I, II
MUS	221, 222	History of Music I, II
PHI	101	Introduction to Philosophy
PHI	220	Ethics
REL	200, 210	Survey Old/New Testament
REL	231, 232	Religions of the World I, II
SPA	101, 102	Beginning Spanish I, II
SPD	151, 152	Film Appreciation I, II

Social Science Electives

ECO	201, 202	Principles of Economics I, II
HIS	111, 112	History of World Civilization I, II
HIS	121, 122	U.S. History I, II
PLS	135	American National Politics
PLS	136	American State and Local Politics
PSY	200	Principles of Psychology
PSY	215	Abnormal Psychology
PSY	216	Social Psychology
PSY	230	Developmental Psychology
PSY	235	Child Psychology
PSY	236	Adolescent Psychology
PSY	237	Adult Psychology
SOC	200	Principles of Sociology
SOC	215	Sociology of the Family
SOC	268	Social Problems

Additional "Distance Learning" Humanities and Social Science electives may be offered.

The following class is also considered a transfer elective for the Business Administration degree: BUS 241.

Business Administration

The Business Administration program consists of two tracks.

Purpose: This Business Administration track is the first two years of a four-year discipline that combines an intensive general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program and for those students interested in business degrees at Association to Advance Collegiate Schools of Business (AACSB) Accredited Institutions. It is not intended to prepare students for clerical or similar occupations.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as:

Accounting
Business Information Systems
Finance
Marketing
Management

Track 1: Business Administration Curriculum

This Transfer Track is designed for those students interested in pursuing a TRADITIONAL BUSINESS DEGREE (Accounting, Finance, Marketing or Management) OR those students interested in business degrees at AACSB Accredited Institutions.

First Semester (Fall)

ECO 201	Principles of Economics I	3
ENG 111	College Composition I	3
HIS 111	History of World Civilization I	-or-
HIS 121	United States History I	3
MTH 163	Pre-Calculus I	3
		-or-
MTH 173	Calc. w/ Analytic Geometry I	5
PED ***	Elective	1
SDV 100	College Success Skills	<u>1</u>
		14-16

Second Semester (Spring)

ECO 202	Principles of Economics II	3
ENG 112	College Composition II	3
HIS 112	History of World Civilization II	-or-
HIS 122	United States History II	3
ITE 115	Basic Computer Literacy	3
MTH 164	Pre-Calculus II	3
		-or-
MTH 174	Calc. w/ Analytic Geometry II	5
		-or-
MTH 240	Statistics	<u>3</u>
		15-17

Third Semester (Fall)

ACC 211	Principles of Accounting I	3
BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 241	Survey of American Lit I	-or-
ENG 243	Survey of English Lit I	3
PED ***	Physical Education Elective	1
EEE ***	Transfer Elective ¹	3
SPD 110	Intro. to Speech Communication	<u>3</u>
		17

Fourth Semester (Spring)

ACC 212	Principles of Accounting II	3
BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 242	Survey of American Lit II	-or-
ENG 244	Survey of English Lit II	3
SOC ***	Social Science Elective ¹	3
HUM ***	Humanities Elective ¹	<u>3</u>
		16

Minimum credit hours for degree: 62

Note: The TRANSFER ELECTIVE should be chosen carefully in conjunction with an advisor. The student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

¹A list of humanities/social science electives is found on page 42 in this catalog.

Track 2: Business Administration with Specialization in Business Foundations Curriculum

Purpose: The specialization in Business Foundations is designed for students who plan to transfer to a four-year college or university and are interested in pursuing a NON-TRADITIONAL Business transfer Degree, such as Business Communications. The program is also suitable for those students who are not sure of what program they would like to complete at a four-year school, but know that a foundation of business courses will be required. Examples of such programs are Public Administration, International Business, or Agri-Business and also include those students interested in pursuing a Business Minor. Curricular needs are not the same at every institution; the student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

Transfer Major Objectives: Students who transfer after completing this program may wish to major in fields such as:

- Agri-Business*
- Economics*
- Business Communications*
- International Business*
- Business*
- E-Commerce*
- Public Administration*

Curricular needs are not the same at every institution; the student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

First Semester (Fall)

ECO 201	Principles of Economics I	3
ENG 111	College Composition I	3
HIS 111	History of World Civilization I	-or-
HIS 121	United States History I	3
MTH 151	Math. for the Liberal Arts 1*	3
	-or-	
MTH 163	Pre-Calculus I	3
	-or-	
MTH 173	Calc. w/ Analytic Geometry I	5
PED ***	Elective	1
SDV 100	College Success Skills	<u>1</u>

Second Semester (Spring)

ECO 202	Principles of Economics II	3
ENG 112	College Composition II	3
HIS 112	History of World Civilization II	-or-
HIS 122	United States History II	3
ITE 115	Basic Computer Literacy	3
MTH 152	Math.for the Liberal Arts II*	3
	-or-	
MTH 164	Pre-Calculus II	3
	-or-	
MTH 174	Calc. w/ Analytic Geometry II	5
	-or-	
MTH 240	Statistics	<u>3</u>

14-16

15-17

Third Semester (Fall)

ACC 211	Principles of Accounting I	3
BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 241	Survey of American Lit I	-or-
ENG 243	Survey of English Lit I	3

PED ***	Physical Education Elective	1
EEE ***	Transfer Elective	3
SPD 110	Intro. to Speech Comm.	<u>3</u>
		17

Fourth Semester (Spring)

BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 242	Survey of American Lit. II	-or-
ENG 244	Survey of English Lit. II	3
SOC ***	Social Science Elective ¹	3
HUM ***	Humanities Elective ¹	3
EEE ***	Transfer Elective	<u>3</u>
		16

Minimum credit hours for degree: 62

* This course has limited transferability.
 Note: The TRANSFER ELECTIVE should be chosen carefully in conjunction with an advisor. The student should confirm with the college or university to which they plan to transfer that they will receive credit at the four-year institution.

¹A list of humanities/social science electives is found on page 42 in this catalog.

Education

The Education program represents the first two years of a four-year college or university degree in education. This curriculum provides a concentrated general education background in a program leading to a career in teaching at the kindergarten, elementary, middle school, secondary and/or post-secondary levels. After completing the first two years at DSLCC, the student will be able to transfer into the third year of a four-year college or university education discipline designed to prepare students to teach in varied educational settings.

Transfer Major Objectives: Students who transfer after completing this program may wish to pursue licensure in fields such as:

Early Childhood Education

Elementary Education

Secondary Education

First Semester (Fall)

BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 111	English Composition I	3
HIS 111	History of World Civ. I	-or-
HIS 121	United States History I	3
MTH 151	Math for the Liberal Arts I*	-or-
MTH 163	Pre-Calculus I	3
		-or-
MTH 173	Calc. w/ Analytic Geometry I	5
PED EEE	Elective	1
SDV 100	College Success Skills	<u>1</u>
		15-17

Second Semester (Spring)

BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 112	English Composition II	3
HIS 112	History of World Civ II	-or-
HIS 122	United States History II	3
MTH 152	Math for the Liberal Arts II*	-or-
MTH 164	Pre-Calculus II	3
		-or-
MTH 174	Calc. w/Analytic Geometry I	5
		-or-
MTH 240	Statistics	3
SPD 110	Intro to Speech Comm	<u>3</u>
		16-18

Third Semester (Fall)

ENG 241	Survey of American Lit I	-or-
ENG 243	Survey of English Lit I	3
ECO 201	Principles of Economics I	3
HLT ***	Elective	1
HUM ***	Elective ¹	3
ITE 115	Basic Computer Literacy	3
PSY 200	Principles of Psychology	<u>3</u>
		14-16

Fourth Semester (Spring)

ENG 242	Survey of American Lit II	-or-
ENG 244	Survey of English Lit II	3
HUM ***	Electives ¹	6
SOC ***	Electives ¹	<u>6</u>
		15

Minimum credit hours for degree: 62

**This course has limited transferability.*

¹A list of humanities/social science electives is found on page 42 in this catalog.

General Studies

The General Studies program provides the first two years of many four-year college or university liberal arts majors. A challenging core of requirements is augmented by selected general electives which will be chosen from the humanities, social sciences, natural sciences and mathematics. After completing the first two years at DSLCC, the student will be able to transfer into the third year of a four-year college or university liberal arts major.

Transfer Major Objectives:

Students who transfer after completing this program may wish to major in fields such as:

Criminal Justice
Economics
English
Foreign Language
Government
History
Humanities
Journalism
Philosophy
Political Science
Pre-Law
Psychology
Sociology

First Semester (Fall)

BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 111	College Composition I	3
HIS 111	History of World Civ. I	-or-
HIS 121	United States History I	3
MTH 151	Math for the Liberal Arts I*	-or-
MTH 163	Pre-Calculus I	3
		-or-
MTH 173	Calc. w/ Analytic Geometry I	5
PED ***	Elective	1
SDV 100	College Success Skills	<u>1</u>
		15-17

Second Semester (Spring)

BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 112	English Composition II	3
HIS 112	History of World Civ. II	-or-
HIS 122	United States History II	3
MTH 152	Math for the Liberal Arts II*	-or-
MTH 164	Pre-Calculus II	3
		-or-
MTH 174	Calc. w/ Analytic Geometry I	5
		-or-
MTH 240	Statistics	3
SPD 110	Intro. to Speech Comm.	<u>3</u>
		16-18

Third Semester (Fall)

ENG 241	Survey of American Lit I	-or-
ENG 243	Survey of English Lit I	3
HLT ***	Elective ¹	1
HUM ***	Elective ¹	3
ITE 115	Basic Computer Literacy	3
SOC ***	Electives ¹	<u>6</u>
		14-16

Fourth Semester (Spring)

ENG 242	Survey of American Lit II	-or-
ENG 244	Survey of English Lit II	3
HUM ***	Electives ¹	6
SOC ***	Electives ¹	<u>6</u>
		15

Minimum credit hours for degree: 62

**This course has limited transferability.*

¹*A list of humanities/social science electives is found on page 42 in this catalog.*

Science

The Science program represents the first two years of a four-year college or university degree in one of the many natural sciences. In this program a student will engage in the rigorous study of initial courses in mathematics and sciences which lead to the more advanced courses to be taken when the student transfers into the third year of a four-year college or university. Also during the first two years, the student will complete humanities and social science requirements and electives, allowing more time in his or her final two years for intensive study in a science major.

Transfer Major Objectives:

Students who transfer after completing this program may wish to major in fields such as:

Agriculture
Biology
Chemistry
Environmental Protection
Forestry
Geology
Mathematics
Nursing
Pharmacology
Physical Therapy
Physics
Pre-Dental
Pre-Medicine

First Semester (Fall)

BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 111	English Composition I	3
HIS 111	History of World Civ I	-or-
HIS 121	United States History I	3
MTH 163	Pre-Calculus I	3
		-or-
MTH 173	Calc. w/ Analytic Geometry I	5
PED ***	Elective	1
SDV 100	College Success Skills	<u>1</u>
		15-17

Second Semester (Spring)

BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 112	College Composition II	3
HIS 112	History of World Civ. II	-or-
HIS 122	United States History II	3
HLT ***	Elective	1
MTH 164	Pre-Calculus II	3
		-or-
MTH 174	Calc. w/ Analytic Geometry II	5
		-or-
MTH 240	Statistics	<u>3</u>
		14-16

Third Semester (Fall)

BIO 101	General Biology I	-or-
CHM 111	College Chemistry I	-or-
PHY 201	General College Physics I	-or-
PHY 241	University Physics I	4
ENG 241	Survey of American Lit I	-or-
ENG 243	Survey of English Lit I	3
HUM ***	Elective ¹	3
ITE 115	Basic Computer Literacy	3
SPD 110	Intro. to Speech Comm.	<u>3</u>
		14-16

Fourth Semester (Spring)

BIO 102	General Biology II	-or-
CHM 112	College Chemistry II	-or-
PHY 202	General College Physics II	-or-
PHY 242	University Physics II	4
ENG 242	Survey of American Lit II	-or-
ENG 244	Survey of English Lit II	3
HUM ***	Elective ¹	3
SOC ***	Electives ¹	<u>6</u>
		16

Minimum credit hours for degree: 61

¹A list of humanities/social science electives is found on page 42 in this catalog.

Occupational/Technical and Allied Health Programs

Associate of Applied Science

Dabney S. Lancaster Community College awards Associate of Applied Science degrees in a variety of occupational/technical and allied health areas. The Associate of Applied Science degree programs are designed primarily for immediate employment and are based upon occupational needs and trends within the service area of the College. The semester credit hours required in most programs range from 63 to 72 credit hours.

Each A.A.S. program contains a general education component which includes courses in written and oral communications, health or physical education, social sciences, humanities and mathematics, as well as an orientation to the higher education environment. Each degree program includes one or more courses which support computer competency.

Students may aspire to transfer to a four-year institution. Students planning to transfer should work with their advisor and faculty advisor to substitute transferable arts and sciences courses.

Students entering from high school career and technical education programs may receive advanced placement (See Advanced Placement). In addition, several programs are Tech Prep Associate Degree (A.A.S.) majors which allow entering students credit for course work previously completed, as stipulated in the official Tech Prep curriculum agreement with feeder high schools. The College is a member of the Tech Prep Educational Consortium of Western Virginia with area school divisions.

The major components of the A.A.S. Degree Programs are built upon the knowledge, skills and attitudes that students need to perform successfully in their chosen field. Careful attention should be paid to academic standards which are needed to progress in each of the degree programs, including sequenced courses and prerequisites or co-requisites.

Technical Studies A.A.S. degree

DSLCC offers three Technical Studies A.A.S. degrees designed to meet local employer training needs in a format that includes general education, technical education, content skills and knowledge

and work-based learning. The degree provides a structure for developing major areas of study identified by local industry and formal experiential learning experiences into a cohesive program to meet immediate and often short-term education and training needs.

Talent Search

The Educational Talent Search (ETS) program provides a professional staff through a federally funded grant from the Department of Education. The ETS staff works with potential first generation students and their parents. The staff encourages the students to consider college as a viable option, and supports them in making certain they are enrolled in the appropriate college preparatory (or high school career and technical) courses for the post secondary educational pathways of their choice. The ETS grant funds provide day trips to visit selected colleges and universities for cultural enrichment and campus experience. The staff is present in the target high schools on a regular basis to work with ETS students individually and in small groups. The staff also assists student and parents in completing admissions and financial aid applications.

TECH PREP

Tech Prep....Opening Minds, Opening Doors

The Tech Prep office is located at Dabney S. Lancaster Community College (DSLCC) in McCarthy Hall. Tech Prep staff work collaboratively with DSLCC faculty and staff, as well as teachers and administrators in every public school division within the College's service area.

The Tech Prep curriculum is a planned sequence of secondary courses which have a common core of mathematics, science, communications and technology. As the student progresses into higher grades, he or she enrolls in courses that concentrate on a career path offered at the local technical center or high school. After high school graduation, the student is ready to enroll at a community college or in an apprenticeship program.

Tech Prep sponsors many specific events that promote student career planning and progression through high school, community college, and beyond. For additional information concerning Tech Prep, please contact the Tech Prep Office at (540)863-2923.

Administration of Justice

Purpose: The degree program in Administration of Justice is designed to prepare individuals for careers in law enforcement and related occupations. Supported by general education, enrollees develop professional competence in the areas of law enforcement administration, police science, the prevention and control of juvenile delinquency, criminal investigation and in-depth drug awareness. The program is primarily for the preparatory student but the experienced officer may receive advanced placement. Students who provide documentation of graduation from accredited law enforcement and correctional academies may be eligible for advanced placement according to the guidelines established by the VCCS articulation agreements with the Virginia State Police and other accredited Department of Criminal Justice Services academies.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals. **Applicants are advised that virtually all criminal justice agencies set physical and behavioral standards and investigate the moral character of all applicants prior to employment.**

Admission Requirements: Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading or mathematics) need three years to complete the degree requirements.

Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements:

Upon satisfactory completion of the curriculum (65 credit hours) with an overall minimum grade point average of 2.0, individuals will be awarded the A.A.S. Degree with a major in Administration of Justice.

First Semester (Fall)

ADJ 100	Survey of Criminal Justice	3
ADJ 201	Criminology	3
ADJ 247	Criminal Behavior	3
ENG 111	College Composition I	3
PED ***	Requirement	1
SDV 100	College Success Skills	1
SOC 200	Principles of Sociology	<u>3</u>
		17

Second Semester (Spring)

ADJ 105	Juvenile Justice System	3
ADJ 228	Narcotics and Dangerous Drugs	3
ENG 112	College Composition II	3
ITE 115	Basic Computer Literacy	3
HLT/PED	Requirement	1
SOC 268	Social Problems	<u>3</u>
		16

Third Semester (Fall)

ADJ 211	Criminal Law, Evidence & Proc I	3
ADJ 236	Principles of Criminal Investig.	3
HUM ***	Requirement ¹	3
MTH 120	Introduction to Mathematics	3
SOC ***	Requirements ¹	3
EEE ***	Free Elective	<u>2</u>
		17

Fourth Semester (Spring)

ADJ ***	Elective	3
ADJ 212	Criminal Law, Evidence & Proc II	3
ADJ 237	Advanced Criminal Investigation	3
SOC ***	Social Science Elective ¹ <i>PSY 200 Recommended</i>	3
EEE ***	Free Elective	<u>3</u>
		15

Minimum credit hours for degree: 65

¹ A list of humanities/social science electives is found on page 42 in this catalog.

Administration of Justice with Specialization in: Forensic Science

Purpose: The degree program in Administration of Justice, with Specialization in Forensic Science, is designed to prepare individuals for careers in law enforcement and related occupations, with the added specialization in Forensic Science. Supported by general education, enrollees develop professional competence in the areas of law enforcement, criminal law, criminal investigation, collection and preservation of physical evidence, forensic science, forensic photography, and specialized forensic science elective courses. The program is primarily for the preparatory student but the experienced officer may receive advanced placement. Students who provide documentation of graduation from accredited law enforcement and corrections academies may be eligible for advanced placement according to the guidelines established by the VCCS articulation agreements with the Virginia State Police and Virginia Department of Criminal Justice Services academies.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals. **Applicants are advised that virtually all criminal justice agencies set physical and behavioral standards and investigate the moral character of all applicants prior to employment.**

Admission Requirements: Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading or mathematics) need three years to complete the degree requirements.

Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements: Upon satisfactory completion of the curriculum (66 credit hours) with an overall minimum grade point average of 2.0 in all applicable courses, individuals will be awarded the A.A.S. Degree with in Administration of Justice with a Specialization in Forensic Science.

First Semester (Fall)

ADJ 100	Survey of Criminal Justice	3
ADJ 134	Collection and Preservation of Physical Evidence	3
ADJ 171	Forensic Science I	4
ENG 111	College Composition I	3
PED ***	Requirement	1
SDV 100	College Success Skills	1
SOC 200	Principles of Sociology	<u>3</u>
		18

Second Semester (Spring)

ADJ 173	Forensic Photography I	3
ADJ ***	ADJ For. Science Elective*	3
ENG 112	College Composition II	3
ITE 115	Basic Computer Literacy	3
HLT/PED	Requirement	1
SOC 263	Social Problems	<u>3</u>
		16

Third Semester (Fall)

ADJ 211	Criminal Law, Evidence & Procedure I	3
ADJ 236	Basic Criminal Investigation	3
HUM ***	Requirement	3
MTH 120	Introduction to Mathematics	3
SOC ***	Requirement	3
EEE ***	Elective	<u>2</u>
		17

Fourth Semester (Spring)

ADJ ***	ADJ For. Science Elective*	3
ADJ 212	Criminal Law, Evidence & Procedure II	3
ADJ 237	Adv. Criminal Investigation	3
SOC ***	Social Science Elective (PSY 200 recommended)	3
EEE ***	Free Elective	<u>3</u>
		15

*ADJ Forensic Science Electives may include ADJ 186; ADJ 275; ADJ 276; ADJ 278.

Minimum credit hours for degree: 66

Business Management

Purpose: With the constant development of business and industry in Virginia, there is a demand for qualified personnel to assist in this economic growth. The program leading to an Associate of Applied Science Degree with a major in Business Management is designed for persons who seek employment immediately upon completion of the program. Both persons seeking their first job in a business and those seeking promotion will benefit from the program.

The required courses in this program are offered on a rotating basis during evening hours so employed persons can complete all degree requirements.

Admission Information: In addition to the admission requirements established for the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students enrolled in prerequisite courses beyond the first semester should anticipate enrolling in summer session classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading and math) need three years to complete the degree requirements. Students wishing to transfer should contact the program advisor and the academic advisor.

Graduation Requirements: Students must achieve an overall minimum grade point average of 2.0 in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Business Management.

First Semester (Fall)

BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3

ENG 111	College Composition I	3
ITE 115	Basic Computer Literacy ¹	3
MKT 100	Principles of Marketing	3
SDV 100	College Success Skills	<u>1</u>
		16

Second Semester (Spring)

BUS 122	Business Mathematics II	3
BUS 200	Principles of Supervision	3
ENG 112	College Composition II	3
HLT/PED	Elective	1
HUM ***	Elective ²	3
SPD 110	Intro. to Speech Comm.	<u>3</u>
		16

Third Semester (Fall)

ACC 211	Principles of Accounting I	3
BUS 201	Organizational Behavior	3
BUS 241	Business Law I	3
ECO 201	Principles of Economics I	3
MTH 120	Introduction to Mathematics	3
PED ***	Requirement	<u>1</u>
		16

Fourth Semester (Spring)

ACC 212	Principles of Accounting II	3
BUS 236	Comm. in Management	3
ECO 202	Principles of Economics II	3
FIN 215	Financial Management	3
EEE ***	Restrictive Elective(s) ³	<u>5</u>
		17

Minimum credit hours for degree: 65

¹ Proficiency testing available first week of classes.

² A list of humanities/social science electives is found on page 42 in this catalog.

³ Approval of Program Head required.

Students wishing to transfer should contact the Program Head and an academic advisor.

General Business Management: All courses prefixed ACC, AIR, AST, BUS, DRF, ECO, ETR, ENV, FIN, FOR, IND, IST, MKT, PPT, SAF or WEL may qualify as career-related electives with approval of an advisor. Cooperative Education 197 and 297 and Coordinated Internship 190 or 290 are acceptable electives, with a maximum of seven credit hours applicable toward the degree. Enrollment is subject to approval of the Instructor for Cooperative Education and an advisor.

Culinary Arts & Management

Purpose: The degree program in Culinary Arts and Management will prepare individuals for careers in culinary arts, food service management and related occupations. There is continued industry demand for qualified Chefs and Food Service Managers, with the restaurant industry making up one of the major employers in the College's service region. This Program is designed to give individuals technical education in culinary arts and food service management, and will prepare students for immediate employment upon graduation. The required courses in this program are offered on a rotating basis during evening hours to allow employed students to complete all degree requirements.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general admission requirements established for the College, entry into this program requires proficiency in English, mathematics and reading. Students not meeting entry requirements or whose test scores indicate a need for further preparation will be placed in prerequisite skills courses.

The Culinary Arts and Management AAS degree program serves residents throughout the Commonwealth of Virginia. Students may complete general education courses (and satisfy any necessary prerequisites) at another Virginia community college and transfer to DSLCC to complete the program-specific courses in culinary arts and related management topics in order to fulfill requirements for the degree. Due to the scheduling of culinary arts courses, it may be necessary to attend DSLCC for two years to complete all of the requirements for the degree. Students who wish to transfer culinary arts

courses to DSLCC must consult with the Program Head.

Transfer into the DSLCC Culinary Arts and Management degree program necessitates close coordination with DSLCC academic advisors/program advisors to ensure smooth transfer of required courses (or their equivalent). Students taking courses at colleges other than DSLCC should share their intention to transfer with advisors at both institutions.

Out-of-state students are welcome into the DSLCC Culinary Arts and Management degree program. The College offers a high-quality education, small classes with individual attention, and affordable student housing options. Contact Student Services or the Culinary Arts and Management program advisor for more information and to develop a plan of study that meets personal and occupational goals.

Program Requirements: Students must achieve an overall minimum grade point average of 2.0 in the curriculum required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Culinary Arts and Management.

Program Cost: In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories, as well as pay for any required course fees (estimated additional costs: \$300.00).

General Education Requirements: 27 Credits

BUS 100	Introduction to Business	3
ENG 111/112	College Composition I and II	6
HLT 106	First Aid and Safety	2
HUM ***	Humanities Elective	3
ITE 115	Basic Computer Literacy	3
MTH 120	Introduction to Mathematics	3
SOC ***	Social Science Electives	6
SDV 100	College Success Skills	1

Program Requirements 42 Credits

BUS 117	Human Rel./Leadership Dev	3
BUS 241	Business Law I	3
HRI 119	Applied Nutrition for Food Serv	3
HRI 128	Principles of Baking	3
HRI 140	Fund.of Quality for Hosp. Ind.	3
HRI 145	Garde Manger	3
HRI 154	Principles of Hosp. Mgmt.	3
HRI 158	Sanitation and Safety	3

HRI 190	Coordinated Internship	3
HRI 218	Fruit, Vegetable & Starch Prep.	3
HRI 219	Stock, Soup and Sauce Prep.	3
HRI 220	Meat, Seafood & Poultry Prep.	3
HRI 228	Food Production Operations	3
HRI 251	Food & Beverage Cost Control I	3

Minimum Credits Required: 69

Suggested Course Sequence for Full-time Study:

First Semester (Fall)

ENG 111	College Composition I	3
HRI 119	Applied Nutrition for Food Serv.	3
HRI 128	Principles of Baking	3
HRI 158	Sanitation and Safety	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	<u>1</u>
		16

Second Semester (Spring)

ENG 112	College Composition II	3
HRI 140	Fund. of Quality for Hosp. Ind.	3
HRI 154	Principles of Hosp. Mgmt.	3
HRI 218	Fruit, Vegetable & Starch Prep.	3
ITE 115	Basic Computer Literacy	3
SOC ***	Social Science Elective	<u>3</u>
		18

Third Semester (Summer)

HRI 190	Coordinated Internship	3
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Fourth Semester (Fall)

BUS 100	Introduction to Business	3
BUS 241	Business Law I	3
HLT 106	First Aid and Safety	2
HRI 145	Garde Manger	3
HRI 219	Stock, Soup and Sauce Prep.	3
HUM ***	Humanities Elective	<u>3</u>
		17

Fifth Semester (Spring)

BUS 117	Human Rel./Leadership Dev.	3
HRI 220	Meat, Seafood & Poultry Prep.	3
HRI 228	Food Production Operations	3
HRI 251	Food & Beverage Cost Control I	3
SOC ***	Social Science Elective	<u>3</u>
		15

¹A list of humanities/social science electives is found on page 42 in this catalog.

Forestry Technology

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

This program, the only one of its kind in Virginia, is designed for persons who seek employment in forestry occupations. Graduates from the program will be qualified for positions in forestry, urban tree care and as forest products technicians. This program is recognized nationally by the Society of American Foresters.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general admission requirements for the College, entry into the program requires proficiency in English, mathematics and reading. The applicants should have completed at least one unit of algebra and one unit of high school geometry or its equivalent (MTH 03). One unit of biology is helpful. Students whose records or test scores indicate a need for prerequisite skills courses will be placed in these courses until such deficiencies are eliminated. Any student who needs prerequisite mathematics courses should anticipate a three-year program of study.

This program serves residents throughout the Commonwealth. Students may complete preliminary general education studies at another Virginia community college and transfer to DSLCC to complete the forestry courses needed for the A.A.S. Degree. Two years at DSLCC will still be necessary to complete the forestry courses.

Transfer to the DSLCC Forestry Technology Program necessitates close coordination of required courses or their equivalent with the DSLCC counselors/forestry advisors. To enter the DSLCC forestry technology program, admission should be requested in the fall semester of the student's first year at his/her local community college. Students wishing to transfer should contact the program advisor and an academic advisor.

Program Requirements: The first year of the forestry technology curriculum provides general education as well as basic forestry subjects.

During the summer between the student's first and second years of study, students are required to complete

approximately 225 clock hours of paid work/field experience or 180 hours of volunteer experience. The College will assist with placement; however, the student is ultimately responsible for locating and retaining the position as a volunteer or paid employee. The employment must be approved by a forestry instructor and registration must be completed prior to beginning the assignment.

Students must achieve an overall minimum grade point average of 2.0 in the curriculum's required courses to be awarded a degree. Upon successful completion of the program, the student will be awarded the Associate of Applied Science Degree in Forestry Technology.

First Semester (Fall)

ENG 111	College Composition I	3
FOR 105	Forest and Wildlife Ecology	4
FOR 115	Dendrology	4
HLT 106	First Aid and Safety	2
MTH 115	Technical Mathematics I	-or-
MTH 163	Pre-Calculus I	3
SDV 100	College Success Skills	<u>1</u>
		17

Second Semester (Spring)

FOR 125	Forest Fire Control	1
FOR 201	Forest Mensuration I	4
ITE 115	Basic Computer Literacy	3
SOC ***	Electives ¹	6
SPD 110	Intro. to Speech Comm.	<u>3</u>
		17

Summer Session

FOR 290/297	Coord.Internship/Co-Op Education	3
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Third Semester (Fall)

FOR 202	Forest Mensuration II	4
FOR 227	Timber Harvesting	5
FOR 245	Forest Products	2
GIS 200	Geographical Info.Sys.	4
HUM ***	Elective ¹	<u>3</u>
		18

Fourth Semester (Spring)

BUS 111	Principles of Supervision I	3
FOR 135	Wildlife and Fisheries Mgmt	4
FOR 215	Applied Silviculture	4
FOR 229	Sawmilling	<u>5</u>
		16

Minimum hours for degree: 71

¹Students considering transfer to a bachelor degree program may need to take specific social science electives and/or other general education courses. Contact the Program Head and an academic advisor. A list of humanities/social science electives is found on page 42 in this catalog.

Information Systems Technology

Purpose: The global shift toward Information Technologies has produced a critical shortage of technicians skilled in the computer and networking technologies. Data suggest that the IT industry will grow at an unprecedented rate during the next century thus further exacerbating the shortage of qualified Information Technology service technicians. The Information Systems Technology with concentration in Computer and Networking Technology Degree program will provide students the opportunity to develop computer and networking skills required for the following IT industry certifications:

- CompTIA A+
- CompTIA Network+
- Microsoft Certified Professional
- Microsoft Certified Systems Administrator
- Cisco Certified Network Associate

Students will be prepared for employment upon mastering the Computer and Networking curriculum. The curriculum is delivered by means of modern state of the art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site. Fees for testing are the responsibility of the student.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the IST-Computer and Networking Technology Program. Students are expected to be proficient in basic English and Mathematics. Appropriate developmental courses are available for those who need to improve proficiency in these areas.

Program Requirements: The IST Degree with concentration in Computer and Networking Technology is a two-year, four semester program. The curriculum consists of course content in general education, basic electronics and computer and networking technologies. Several of the courses will include online components. In these courses students will access the curriculum and take assessments in the form of quizzes, tests and exams via the Internet. Some courses may substitute an industry certification exam for the course final exam.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized

certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Note: High school students interested in a career in the IT industry should check with their counselor for the availability of articulation and dual enrollment opportunities for these studies. The Computer and Networking Technology Degree program is designed to provide students the opportunity to develop the necessary skills for entry level employment in the Information Technology industry, immediately upon successful completion of the program.

First Semester (Fall)

ENG 111	College Composition I	3
ITE 115	Basic Computer Literacy	3
ITN 101	Intro to Network Concepts	3
ITN 154	Networking Fundamentals	4
MTH 120	Introduction to Math ²	3
SDV 100	College Survival Skills	<u>1</u>
		17

Second Semester (Spring)

ENG 115	Technical Writing	3
ITN 106	Micro. Operations Systems	3
ITN 107	Personal Computer Hardware	3
ITN 110	Windows 2000 Professional/or	
ITN 114	Windows XP Professional	4
ITN 155	Introductory Routing	<u>4</u>
		17

Summer Semester

ITN 290/297	Coord.Internship/ Co-Op Education	3
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Third Semester (Fall)

ITN/ITP/ITE/ITD	Career Elective ³	3
ITN 115	Windows 2003 Server	4
ITN 116	Windows 2003 Network Infrastructure, Implementation, Mgmt. & Maintenance ⁴	3
ITN 156	Basic Switching/Routing-Cisco	4
SOC ***	Social Sciences Elective ¹	<u>3</u>
		17

Fourth Semester (Spring)

HLT/PED	Health/Phys Ed Elective	2
HUM ***	Humanities Elective	3
ITN/ITP/ITE/ITD	Career Elective ³	3
ITN 118	Windows 2003 Active Directory Infrastructure Planning ⁴	3
ITN 157	WAN Technologies	4
SOC ***	Social Sciences Elective ¹	<u>3</u>
		18

Minimum hours for degree: 72

¹ A list of humanities/social science electives is found on page 42 in this catalog.

² Higher math may be substituted for this requirement at the discretion of the Program Head.

³ Acceptable career electives include: ITP 120; ITD 110; and ITE 124. Other electives may be accepted at the discretion of the Program Head.

⁴ As new technologies become available, the courses offered to meet this requirement are subject to change. Please contact the Program Head for current/future course availability.

Nursing

The LPN to RN Ladder Program Level I: Licensed Practical Nursing

Accreditation: The Practical Nursing Program is approved by the Virginia State Board of Nursing.

Purpose: The three semester program leading to a Certificate in Practical Nursing is designed to prepare students to deliver safe and competent nursing care to patients with usual or expected outcomes. Practical nurses work under the supervision of practitioners with higher degrees in acute and non-acute care settings. After successful completion of Level I, students will be eligible to take the National Council Licensing Examination leading to licensure as a licensed practical nurse (LPN). Students may also choose to continue into Level II of the program and earn an Associate of Applied Science Degree and be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN).

Occupational Objectives: Employment opportunities for the licensed practical nurse include staff positions with hospitals, physicians' offices and nursing homes.

Level II: Associate of Applied Science in Nursing Degree

Accreditation: The Associate Degree Nursing Program is approved by the Virginia State Board of Nursing and accredited by the National League for Nursing Accrediting Commission, Inc., which may be reached at 800/669-1656.

Purpose: This portion of the LPN to RN Ladder Program is designed for students who have already earned a Certificate in Practical Nursing and who wish to continue their education for an additional two semesters to earn an Associate of Applied Science Degree. Students will be prepared to serve as qualified members of the health team, rendering safe, direct patient care as beginning practitioners of nursing in a variety of health care settings. After successful completion of the program, students will be eligible to take the National Council Licensing Examination leading to licensure as a registered nurse (RN). Students wishing to transfer should contact the program advisor and the academic advisor.

Occupational Objectives: Employment opportunities for the registered nurse include staff positions with hospitals, nursing homes, physicians' offices, community agencies, schools, industry and home health care providers.

Admission Requirements for the LPN to RN Ladder: Early application is suggested since space is limited. Applications for the new class beginning in the fall semester may be made to the nursing department beginning in January each year.

In addition to requirements for general admission to the College, entry into the nursing curriculum is based on the following requirements. Please refer to the DSLCC website for additional information.

1. Applicants must have graduated from high school or hold a GED.
2. Applicants must have taken high school courses in biology, algebra and chemistry. High school records of achievement must reflect a "C" average in these subjects. If the applicant is deficient in one or more of these high school prerequisites, an advisor in Student Services can recommend appropriate college courses that may be substituted.
3. Students' DSLCC records must show a GPA of 2.0 or higher.
4. Students must achieve satisfactory placement test scores in reading, writing, basic mathematics and algebra. Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program. All developmental courses must be completed prior to applying to the program.
5. Students must achieve a satisfactory score on the nursing entrance exam following completion of high school courses and developmental courses. This exam may be scheduled and be paid for in the Business Office.
6. Students must complete a health form following admission. Immunizations and laboratory testing are included. Applicants must be free of any physical or psychosocial problems which adversely affect their performance as practitioners of nursing.
7. Applicants must satisfy the point system qualification. Students are admitted based on a point system. Information on the point system may be obtained in Student Services.

Preference is given to residents of the service region.

8. Students must have no legal impediment. The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54-367.32 of the Code of Virginia. Any student entering the nursing program who has committed any illegal offenses other than minor traffic violations should discuss these matters with the Nursing Program Head for clarification prior to admission.
9. Students must hold current CPR certification by the end of the first semester.
10. Admission interviews are scheduled in the Nursing office beginning January 1 of each year for the following fall. All admission requirements must be met before requesting an interview. Applicants with the highest GPAs (based on nursing curriculum courses) and the strongest admission test scores will be given priority.

Nursing Support Courses: The Nursing program is an educationally challenging program. Some students prefer to spread out their workload by completing support courses such as anatomy and physiology, psychology, nutrition and microbiology before beginning the nursing program. Applicants are encouraged to take support courses before starting the program; however, it should be understood that support courses are not treated as prerequisites for admission to the nursing program. Admission preference will be given to students who have completed BIO 141-142 and HLT 138.

Admission with Advanced Standing: Admission for former nursing students, transfers and others with previous nursing experience is considered for advanced placement on an individual basis. LPN's may apply to the LPN Bridge Program.

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

The student must complete all support courses either preceding or concurrently with the appropriate nursing course as indicated in the curriculum plan. This requirement does not apply to electives.

A student receiving a final grade lower than a "C" in any nursing course, biology courses, psychology courses or in nutrition will be ineligible to continue in the nursing courses.

The student is required to complete a plan of courses and learning experiences provided at the College and selected community agencies, such as special and general hospitals, nursing homes, clinics, physicians' offices and comparable facilities. The nursing faculty will observe and evaluate the student's suitability for nursing and direct patient care.

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

Clinical Contracts: Individual contracts are in effect with each affiliate clinical agency and these contracts differ in requirements made of students. The general stipulations are as follows:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. This will be done with advance notice except in an emergency.
2. Proper uniform must be worn.
3. Students must adhere to published policies of the hospitals.
4. Immunizations must be current.
5. The student releases the hospital, its agents and employees from liability for injury or death to themselves or damage to their property arising out of use of the hospital's facilities.
6. The student releases the hospital and DSLCC from medical expenses arising from injuries that occur during clinical rotations.
7. Some clinical rotations require a criminal background check. Clinical agencies may refuse to allow students to attend.
8. Drug tests are required periodically.

Contracts for each agency are available in the nursing office and may be reviewed by students upon request.

Program Cost: In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories.

LPN Certificate Program

First Semester (Fall)

BIO 141	Anatomy and Physiology I	4
ENG 111	College Composition I	3
NUR 105	Nursing Skills	2
NUR 135	Drug Dosage Calculations	1
PNE 161	Nursing In Health Changes I	6
SDV 100	College Success Skills	1
HLT 138	Principles of Nutrition	<u>1</u>
		18

Second Semester (Spring)

BIO 142	Anatomy and Physiology II	4
PNE 162	Nursing in Health Changes II	11
PSY 230	Developmental Psychology	<u>3</u>
		18

Third Semester (Summer)

BIO 149	Microbiology for Allied Health	1
ENG 112	College Composition II	3
PNE 188	Nursing Concepts III	6
PNE 143	Applied Nursing Skills	<u>1</u>
		11

Students will be granted a certificate in practical nursing and will be eligible to take boards for PN licensure at this point.

Associate of Applied Science

First Semester (Fall)

HUM ***	Elective ¹	3
NUR 205	Intro. to Second Level Nursing	6
NUR 226	Health Assessment	<u>2</u>
		11

Second Semester (Spring)

NUR 208	Acute Med-Surg Nursing	6
NUR 254	Dim. of Professional Nursing	1
ITE 115	Basic Computer Literacy	3
SOC ***	Elective ²	<u>3</u>
		13

Total Semester Hours: 71

Nursing Credits: 42

Support Course Hours: 29

¹ PHI 220 Recommended

² PSY 200, PSY 215 or SOC 200 Recommended.

Students will be granted an A.A.S. in nursing and will be eligible to take boards for RN licensure at this point.

Accelerated Bridge for LPNs

Prerequisites

SDV 100	College Success Skills	1
BIO 141	Anatomy and Physiology I	4
BIO 142	Anatomy and Physiology II	4
BIO 149	Microbiology for Allied Health	1
ENG 111	College Composition I	3
ENG 112	College Composition II	3
HLT 138	Principles of Nutrition	1
NUR 135	Drug Dosage Calculations	1
PSY 230	Developmental Psychology	<u>3</u>
		21

Five Week Summer Bridge Course

NUR 115	LPN Transition	2
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Fourth Semester (Fall)

HUM ***	Elective ¹	3
NUR 205	Intro. to Second Level Nursing	6
NUR 226	Health Assessment	<u>2</u>
		11

Fifth Semester (Spring)

ITE 115	Basic Computer Literacy	3
NUR 208	Acute Med-Surg Nursing	6
NUR 254	Dim. of Professional Nursing	1
SOC ***	Elective ²	<u>3</u>
		13

¹ PHI 200 Recommended

² PSY 200, PSY 215 or SOC 200 Recommended

CERTIFIED NURSE AIDE (CNA)

Nurse aides are important members of the health care team. Prospects for employment are very good in most areas and jobs may be found in a variety of settings, such as hospitals, long-term care facilities, and home health agencies.

The College offers two courses to prepare students for the certification examination that is required by many employers. The courses are offered as needed; for more information about these offerings or dates of upcoming sections, contact the program head of Nursing.

Brief Description of the Nurse Aide courses are as follows:

HCT 101 Health Care Technician 1 (3 cr)

Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting, and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short term care facilities.

HCT 102 Health Care Technician II (3 cr)

Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities Prerequisite. HCT 101.

Technical Studies in Advanced Manufacturing and Packaging Technology

Purpose: The Technical Studies degree program in Advanced Manufacturing and Packaging Technology prepares individuals to enter the advanced manufacturing workforce in a variety of entry-level career positions. The integration of electrical, mechanical, and computer technologies in today's complex automated systems environment has created a strong demand for multifunctional technicians. These technicians are responsible for the construction, setup, troubleshooting, operation and maintenance of advanced manufacturing systems. This program is based on national standards and focuses on the development of industry defined competencies and skills in: electronics, hydraulics, pneumatics, robotics, welding, machining, computers, machinery and control, manufacturing resource planning, teamwork, safety and quality.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Program Requirements: Students are required to complete six credit hours of work-based learning through a cooperative education or internship experience. The credit work-based learning experience must be approved by the Advanced Manufacturing and Packaging Technology Program Head and the student must register for a cooperative education and/or internship course. The course will be directed and assessed by a division faculty member.

Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to be awarded the A.A.S. Technical Studies in

Advanced Manufacturing and Packaging Technology degree.

General Education			18 credits
ENG	111	College Composition I	3
HLT/PED	***	Elective	2
HUM	***	Elective	3
MTH	115	Technical Mathematics I	3
SDV	100	College Success Skills	1
SOC	***	Elective	6

Technical Foundations			21 credits
ENG	115	Technical Writing	3
IND	106	Industrial Engineering Tech.	3
IND	108	Technical Computer App.	3
IND	137	Teamwork and Problem Solving	3
IND	235	Statistical Quality Control	3
IND	250	Intro to Basic Computer Integrated Manufacturing	3
ITE	115	Intro to Computer Applications & Concepts	3

Content Skills and Knowledge			24 credits
ELE	147	Electrical Power & Control Sys.	3
ELE	239	Programmable Controllers	3
ETR	113	DC and AC Fundamentals I	4
ETR	286	Principles & App. of Robotics	3
IND	113	Materials and Processes in Manufacturing I	2
IND	181	World Class Manufacturing	3
IND	193	Topic in: Packaging Systems Technology	2
MEC	161	Basic Fluid Mech/Hydraulics/Pneumatics	4

Note: IND 165 and IND 166 may be substituted for ETR 113 and MEC 161

Work-based Learning		6 credits
Cooperative Education or Internship		6

Total credit hours for degree: 69 credits

¹A list of humanities/social science electives is found on page 42 in this catalog.

Technical Studies in Industrial Operations

Purpose: Provide a broad based two year degree for multi-industry workforce development.

General Education 19 Credits

ENG 111	College Composition	3
HLT ***	Health Elective	3
HUM ***	Humanities Elective	3
MTH 115	Technical Mathematics I	3
SDV 100	College Success Skills	1
SOC ***	Social Science Elective	6

Technical Foundations 18 Credits

ENG 115	Technical Writing	3
IND 137	Team Concepts & Prob. Solving	3
IND 230	Applied Quality Control	3
ITE 115	Basic Computer Literacy	3
ITE 140	Spreadsheet Software	3
PHY 131	Applied Physics I	3

Content Skills and Knowledge 24 Credits

Option 1: Courses selected from a single existing certificate or diploma *and* electives to define content area.

Option 2: Two or more content areas of 6-12 credits each (courses selected to meet student goals and employer needs) plus related courses and electives.

Work-Based Learning 6 Credits

Minimum Credits Required: 67

Suggested Course Sequence for Full-time Study:

First Semester (Fall)

ENG 111	College Composition I	3
HLT ***	Health Elective	3
ITE 115	Basic Computer Literacy	3
MTH 115	Technical Mathematics I	3
SDV 100	College Success Skills	1
TECH ***	Technical Elective ¹	3
		<u>16</u>

Second Semester (Spring)

ENG 115	Technical Writing	3
IND 137	Team Concepts & Problem Solving	3
IND 190	Internship I	3
ITE 140	Spreadsheet Software	3
PHY 131	Applied Physics I	3
TECH***	Technical Elective ¹	3
		<u>18</u>

Optional Summer Semester

IND 190	Internship I	3
IND 137	Team Concepts * Problem Solving	3
TECH ***	Technical Elective ¹	3
TECH ***	Technical Elective ¹	3
		<u>6-12</u>

Third Semester (Fall)

HUM ***	Humanities Elective	3
IND 230	Applied Quality Control	3
SOC ***	Social Science Elective	3
TECH ***	Technical Elective ¹	3
TECH ***	Technical Elective ¹	3
TECH ***	Technical Elective ¹	3
		<u>18</u>

Fourth Semester (Spring)

IND 290	Internship II	3
PSY ***	Elective	3
TECH ***	Technical Elective ¹	3
TECH ***	Technical Elective ¹	3
TECH ***	Technical Elective ¹	3
		<u>15</u>

¹Technical electives are to be sequentially taken from an Occupational/Technical program. Portfolio review of previous college courses, industrial certifications, and proficiency testing may comprise equivalency determination. See CEWS advisor for approval.

A list of humanities/social science electives is found on page 42 in this catalog.

Technical Studies in Welding

Purpose: The Technical Studies in Welding degree enables students to complement formal welding training and practical experience with a general education component that provides the opportunity for advancement in the industry. The need for highly skilled, trained welders is strong and job prospects are very good. Welders who have mathematics, science, communication, business and organizational skills in addition to welding skills and industry certifications have the ability to quickly advance to technical or management positions in the field. Welding classes taken in the certificate programs are used to satisfy the content skills and knowledge requirements of the degree.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general admission requirements established by the College, students must be proficient in English, mathematics and reading. Students who do not meet entry requirements or whose test scores indicate a need for further preparation will be placed in prerequisite skills courses.

Program Requirements: Students are required to complete six hours of work-based learning through a cooperative education or internship experience. The credit work-based learning must be approved by the Program Head in Welding and the student must register for a cooperative education and/or internship course.

Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to be awarded the A.A.S. Technical Studies in Welding degree.

General Education		18 credits
ENG 101	Practical Writing I	-or-
ENG 111	College Composition I	3
HLT 106	First Aid and Safety	2
HUM ***	Elective	3
CHM 100	Introduction to Chemistry	-or-
CHM 111	College Chemistry I	-or-
ENV 220	Environmental Problems	-or-
MTH 103	Applied Technical Math I	-or-
MTH 115	Technical Mathematics I	-or-
PHY ***	Elective	3
SOC ***	Electives ¹	6
SDV 100	College Success Skills	1

Technical Foundations		18-19 credits
AST/IST	Elective	3
BUS 200	Principles of Management	-or-
BUS 201	Organizational Behavior	-or-
BUS 205	Human Resource Management	-or-
BUS 206	Public Relations in Management	-or-
BUS 207	Interviewing/Counsel Skills for Business	3
BUS 209	Continuous Quality Improvement	-or-
WEL 146	Welding Quality Control	3
ENG 115	Technical Writing	3
IND 106	Industrial Engineering Technology	-or-
IND 165	Principles of Industrial Technology	3-4
ITE 115	Basic Computer Literacy	3

Content Skills and Knowledge **22 credits**
 Courses selected from the welding certificate.

Work-based learning **6-9 credits**

Total credit hours for degree: 64-68

¹ *ECO 201 recommended*

A list of humanities/social science electives is found on page 42 in this catalog.

Certificate Programs

In addition to Associate of Applied Science Degree Programs, DSLCC offers Certificate Programs which provide entry-level job skills based upon local employment needs. The Certificate Programs are also appropriate for employed individuals who wish to upgrade their present job skills or prepare for promotion. The College works with local employers to design programs which will lead to employment in local businesses and industries.

Many Certificate Programs are related to an Associate of Applied Science Degree Program, while others are self-contained. When the program is part of an Associate of Applied Science Degree Program, credits will be applied toward the degree program requirements, should the student pursue further study. ***Other Certificate Programs may qualify for the Associate of Applied Science Degree in Technical Studies. Students should see their advisor to see if their Certificate Program can be applied toward the Technical Studies program.***

A certificate program requires a minimum of 30 semester credit hours. The majority of the courses relate specifically to employment skills, but each Certificate Program contains a general education component that includes a course in English.

Administrative Support

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

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admissions Requirements: In addition to the general admission requirements of the College, this program requires proficiency in mathematics, writing and reading. Students not proficient in these areas will be required to enroll in prerequisite skills courses. Students who have some training in keyboarding, computer use or other clerical skill areas may be granted advanced placement or elective course credit.

Program Requirements: The curriculum requires the student to complete office skills courses, including communications and mathematics, needed to function in an office. Upon completion of the program and maintaining an overall GPA of at least 2.0 in all applicable classes, the student will be awarded the Clerical Support Certificate.

First Semester (Fall)

BUS 121	Business Math	3
AST 107	Editing/Proofreading	3
AST 142	Word Processing II ¹	3
ITE 115	Basic Computer Literacy	3
SPD 110	Speech Communication	3
		<u>15</u>

Second Semester (Spring)

AST 253	Desktop Publishing	3
AST 137	Records Management	3
AST 243	Office Administration I	3
ENG 100	Occupational English	3
		<u>12</u>

Summer Semester

AST 290	Coordinated Internship	-or-
AST 297	Cooperative Education in AST	3

Minimum credit hours for certificate: 30

¹ Prerequisite 25 wpm

Advanced Health Care

Purpose: The Certificate in Health Care includes courses which are valuable for those who plan to enter a health care career. These courses would also prove useful for those students who wish to pursue a nursing degree since many of them are required in that curriculum as well.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admissions Requirements: In addition to the general admission requirements of the College, entry into the health care curriculum is based on the following requirements:

1. Graduation from high school or GED
2. High school courses in biology, algebra and chemistry
3. GPA of 2.0 or higher
4. Satisfactory scores on placement tests in reading, algebra, basic mathematics and writing

Program Requirements: A student must achieve a grade of "C" or better in health, psychology and biology.

Summer

HCT 101	Health Care Technician I	3
HCT 102	Health Care Technician II	3
HCT 110	Communication in Health Care	3
		<u>9</u>

Fall Semester

BIO 141	Anatomy and Physiology I	4
ENG 111	English Composition I	3
HLT 106	First Aid and Safety	2
HLT 121	Drug Use and Abuse	3
HLT 143	Medical Terminology I	3
		<u>15</u>

Second Semester

BIO 142	Anatomy and Physiology II	4
PSY 230	Developmental Psychology	3
HLT 144	Medical Terminology II	3
HLT 138	Principles of Nutrition	1
HLT 145	Ethics in HLT Care	2
NUR 135	Drug Dosage Calculations	1
		<u>14</u>

Minimum credit hours for certificate: 38

Advanced Manufacturing and Packaging Technology

Purpose: The program is designed to prepare graduates for entry-level positions and/or advance in companies employing advanced manufacturing technologies. Job responsibilities may involve fabricating, installing, upgrading, operating, testing, maintaining, troubleshooting, repairing, or selling advanced manufacturing systems. Examples of job titles for graduates may include maintenance technician, automated machine technician, process technician, packaging systems operator, manufacturing control specialist, automation equipment installer and field service technician.

Admission Information: In addition to the general admission requirements to the College, students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Program Requirements: Students must complete the required courses in the curriculum and achieve a 2.0 minimum grade point average to be awarded the Certificate in Advanced Manufacturing and Packaging Technology.

ELE 147	Electrical Power and Control Systems	3
ELE 239	Programmable Controllers	3
ENG 111	College Composition I	3
ETR 113	DC and AC Fundamentals I	4
ETR 286	Principles and Applications of Robotics	3
IND 106	Industrial Engineering Technology	3
IND 108	Technical Computer Applications	3
IND 113	Materials and Processes in Mfg. I	2
IND 181	World Class Manufacturing	3
IND 193	Topics in Packaging Sys. Technology	2
IND 250	Intro. to Basic Computer Integrated Manufacturing	3
MEC 161	Basic Fluid Mechanics- Hydr./Pneu.	4
MTH 115	Technical Mathematics I	3
SDV 100	College Success Skills	1

Minimum credit hours for certificate: 40

Business Leadership and Communications

Purpose: The program is designed to emphasize areas of business in which communication skills are paramount. Employers have stressed the need for strong employee communication skills in order to perform needed team functions and to advance in job responsibilities.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Admission to the program is based upon the general requirements for admission to the College. Deficiencies in general education may require prerequisite skills courses.

Program Requirements: The program requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Certificate is awarded upon completion of the program with an overall 2.0 GPA.

BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 201	Organizational Behavior	3
BUS 236	Communication in Management	3
ENG 111	English Composition I	3
SPD 110	Speech Communication	3
ITE 115	Basic Computer Literacy	3
HLT 106	First Aid	2
EEE ***	Restrictive Electives ²	7

Minimum credit hours for certificate: 30

¹ Completion of the core component results in the award of a Career Studies Certificate in Business Communications.

² Students will select seven (7) credit hours of electives approved for the program. Other courses may be substituted as restrictive electives on a case-by-case basis after the review and recommendation of the advisory committee. The restrictive electives should be selected to provide training that will fill gaps in the individual's knowledge required to maintain job level or advancement.

Corrections

Purpose: These programs are designed for those who desire to upgrade skills in their occupational specialty or to acquire a certificate prior to a degree after high school.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Program Requirements: The Certificate in Corrections includes basic courses in writing skills, social sciences and first aid or emergency skills as well as specialized courses in administration of justice. Upon successful completion of the program, the student will be awarded a Certificate in Corrections. At least 50 percent of the required courses must be DSLCC course credits. Students must achieve an overall minimum GPA of 2.0 in all applicable courses.

Occupational Related

ADJ 100	Survey of Criminal Justice	3
ADJ 140	Introduction to Corrections	3
ADJ 145	Corrections in the Community	3
ADJ 146	Adult Correctional Facilities	3
ADJ 147	Local Adult Detention Facilities	3
ADJ 241	Correctional Law	3
ADJ 246	Correctional Counseling	3
EEE ***	Career Electives ¹	3
		24

General Education

ENG ***	Requirement (ENG 100, 101 or 111)	3
SOC ***	Elective ¹	3
HLT 106	First Aid and Safety	2
		8

Recommended Electives

ADJ 236	Principles of Criminal Investigation	3
ADJ 245	Management of Corr. Facilities	3
ADJ 248	Probation, Parole and Treatment	3

Minimum credit hours for certificate: 32

¹A list of humanities/social science electives is found on page 42 in this catalog.

Culinary Arts

Purpose: This curriculum is designed to enable graduates to gain employment in the culinary arts area and/or enter chef training programs in this expanding industry.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The general admission requirements for admission to the College apply to the program.

Program Requirements: The curriculum provides a concentration of technical courses in the culinary arts area and a general education requirement that includes courses in English and social sciences. Students must achieve an overall minimum GPA of 2.0 in all applicable courses to receive a Culinary Arts Certificate.

Program Cost: In addition to the regular college tuition and cost of books, students in the program are required to buy uniforms and accessories, as well as pay for any required course fees.

Core Curriculum

BUS 117	Human Relations and Leadership Development	3
ENG ***	Elective	3
HRI 119	Applied Nutrition for Food Service	3
HRI 128	Principles of Baking	3
HRI 140	Fund of Quality for the Hosp Industry	3
HRI 158	Sanitation and Safety	3
HRI 218	Fruit, Vegetable and Starch Preparation	3
HRI 219	Stock, Soup and Sauce Preparation	3
HRI 220	Meat, Seafood and Poultry Preparation	3
HRI 228	Food Production Operations	3
ITE 115	Basic Computer Literacy	3
SOC ***	Elective ¹	3

Minimum credit hours for certificate: 36

¹A list of humanities/social science electives is found on page 42 in this catalog.

Forensic Science

Purpose: The certificate program in Forensic Science prepares individuals for entry level positions in law enforcement. The program also provides an additional professional credential for current law enforcement officers and related occupations.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Program Requirements: The Certificate in Forensic Science includes basic courses in writing skills, social sciences and specialized courses in forensics. Upon successful completion of the program, the student will be awarded a Certificate in Forensic Science. At least fifty percent of the required courses must be DSLCC course credits. Students must achieve an overall minimum GPA of 2.0 in all applicable courses.

Occupational Related

ADJ 100	Survey of Criminal Justice	3
ADJ 134	Collection and Preservation of Physical Evidence	3
ADJ 171	Forensic Science I	4
ADJ 211	Criminal Law, Evidence & Procedure I	3
ADJ 212	Criminal Law, Evidence & Procedure II	3
ADJ 236	Basic Criminal Investigation	3
ADJ 237	Advanced Criminal Investigation	<u>3</u>
		22

General Education

ENG 111	College Composition I	3
ITE 115	Basic Computer Literacy	3
SOC 200	Principles of Sociology	3
HLT 106	First Aid and Safety	2
SDV 100	College Success Skills	<u>1</u>
		12

Minimum credit hours for certificate: 34

Hospitality Services

Purpose: This program is designed to provide a foundation that prepares students for the hospitality field, as well as specific specialized areas.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: The general admission requirements of the College apply to the program. For some specializations, students may be required to work outdoors in all seasons.

Curriculum Requirements: The curriculum requires completion of selected specialized courses. A student may select one of the following four specializations: Golf Operations, Hospitality Management, Recreational Leadership and Turf Management. A certificate is awarded upon completion of the program with an overall 2.0 grade point average. *Students may also elect to complete only the courses (12-17 credit hours) required in one of the four specializations and receive a career studies certificate.*

Foundation Courses

BUS 100	Introduction to Business	3
BUS 117	Human Relations/Lead. Develop.	3
ENG 111	College Composition	3
HRI 140	Fund. of Quality for the Hosp. Ind.	3
ITE 115	Basic Computer Literacy	3
SOC ***	Social Science Elective	<u>3</u>
		18

Golf Operations Specialization

BUS 190	Internship in Golf Operations ²	3
BUS 195	Intro to Golf Facility Management	3
BUS 295	Golf Facility Management¹	3
HRI 235	Marketing of Hospitality Services	3
HRT 190	Internship in Turf Care ²	3
PED 133	Golf I¹	<u>2</u>
		17

¹**Courses in bold italics are recommended additional requirements.**

²*Note: Students are required to complete either BUS 195 or HRI 235 prior to enrolling in an internship.*

Hospitality Management Specialization

HRI 154	Principles of Hosp. Management	3
HRI 190	Internship in Lodging	3
HRI 235	Marketing of Hospitality Services	3
HRI 290	Internship in Guest Services	<u>3</u>
		12

Recreational Leadership Specialization

HLT 105	CPR	1
HLT 106	First Aid and Safety	2
RPK 120	Outdoor Recreation	3
RPK 190	Internship in Outdoor Activities (Horseback Riding, Canoeing/ Kayaking, Tennis and Cycling)	3
RPK 290	Internship in Program Planning, Organizing, Group Leadership and Recreational Backpacking	<u>3</u>
		12

Turf Management Specialization

HRT 110	Principles of Horticulture	3
HRT 190	Internship-Irrigation, Tools & Equip	3
HRT 201	Landscape Plants I	3
HRT 290	Internship in Turf Care and Pest Mgmt	<u>3</u>
		12

Minimum credit hours for certificate: 32

¹*A list of humanities/social science electives is found on page 42 in this catalog.*

Law Enforcement

Purpose: These programs are designed for those who desire to upgrade skills in their occupational specialty or to acquire a certificate prior to a degree after high school.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: In addition to the general requirements for admission to the College, applicants are advised that virtually all law enforcement agencies set physical standards and investigate the moral character of all applicants.

Program Requirements: The Certificate in Law Enforcement include basic courses in writing skills, social sciences and first aid or emergency skills as well as specialized courses in administration of justice. Upon successful completion of the program, the student will be awarded a Certificate in Law Enforcement. At least fifty percent of the required courses must be DSLCC course credits. Students must achieve an overall minimum GPA of 2.0 in all applicable courses to receive the Law Enforcement Certificate.

Occupational Related

ADJ 100	Survey of Criminal Justice	3
ADJ 211	Criminal Law, Evidence and	
ADJ 212	Procedures I-II	6
ADJ 228	Narcotics and Dangerous Drugs	3
ADJ 236	Principles of Criminal Investigation	3
ADJ 237	Advanced Criminal Investigation	3
EEE ***	Career Electives	<u>6</u>
		24

General Education

ENG ***	Requirement	3
HLT 106	First Aid and Safety	2
SOC ***	Elective ¹	<u>3</u>
		8

Minimum credit hours for certificate: 32

¹A list of humanities/social science electives is found on page 42 in this catalog.

Massage Therapy

Purpose: This program is designed to enable graduates to qualify for national certification in Massage Therapy as well as obtain course work that will prepare graduates to operate and manage their own business in massage therapy and bodywork.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students must meet the general admission requirements of the College. Students must be at least 18 years of age at the time of application to the program and/or to enroll in any of the courses.

National Certification: Graduates of the program meet the educational requirements to take the National Certification Examination in Massage Therapy and Bodywork. The National Certification Board for Massage Therapy requires applicants have at least 500 in-class clock hours¹ of formal training. Passage of the exam will allow graduates to become licensed as Massage Therapists by the Commonwealth of Virginia.²

¹ One (1) in-class clock hour equals 50 minutes of supervised instruction.

² Each applicant's official transcript must include:

- At least 100 in-class clock hours in Anatomy/Physiology.
- At least 200 in-class clock hours in Massage and/or Bodywork theory and Application. This must include at least two (2) in-class clock hours of Ethics.
- The remainder of the in-class clock hours must be in a related field that completes the applicant's massage and/or bodywork program of study.

AST 206	Professional Development	3
BUS 116	Entrepreneurship	3
BUS 121	Business Mathematics I	3
ENG 111	English Composition I	3
HLT 105	CPR	1
HLT 106	First Aid and Safety	2
HLT 110	Concepts of Pers. & Comm. Health	3
HLT 170	Introduction to Massage	1
HLT 180	Therapeutic Massage I	3
HLT 280	Therapeutic Massage II	3
HLT 281	Therapeutic Massage III	3
PTH 151	Musculoskeletal Structure/Function	4

Minimum credit hours for certificate: 32

Some massage therapy courses may be available at the Greenfield Education and Training Center in Botetourt County. Call 540/863-2902 for specific information.

Microcomputer Operations

Purpose: The global shift toward Information Technologies has produced a critical shortage of technicians skilled in the computer and networking technologies. Data suggest that the IT industry will grow at an unprecedented rate during the next century thus further exacerbating the shortage of qualified Information Technology service technicians. Microcomputer Operations Certificate will provide students the opportunity to develop computer and networking skills required for the following IT industry certifications:

CompTIA A+
CompTIA Network+
Microsoft Certified Professional
Microsoft Certified Systems Administrator
Cisco Certified Network Associate

Students will be prepared for employment upon mastering the Computer and Networking curriculum. The curriculum is delivered by means of modern state-of-the-art educational technologies. Laboratory experiences will allow students to gain valuable experience working with actual industrial equipment. Students enrolled in this program will be highly encouraged to attend optional Test Prep for IT Certification Seminars where practice exams and additional test preparation materials will be made available. Testing for certification will be made available on site. Fees for testing are the responsibility of the student.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students who meet the admission requirements to the College are eligible for enrollment into the IST-Computer and Networking Technology program. Students are expected to be proficient in basic English and Mathematics. Appropriate developmental courses

are available for those who need to improve proficiency in these areas.

Program Requirements: The curriculum consists of course content in general education, basic electronics and computer and networking technologies. Several of the courses will include online components. In these courses students will access the curriculum and take assessments in the form of quizzes, tests and exams via the Internet. Some courses may substitute an industry certification exam for the course final exam.

Credit by Exam: Students may receive credits for classes to be applied toward a degree or certificate program by passing the appropriate industry recognized certification exam. Credit by exam for IST courses must be approved by the IST Program Head.

Curriculum

ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITE 115	Basic Computer Literacy	3
ITN 106	Microcomputer Operating Systems	3
ITN 107	Personal Computer Hardware	3
ITE 171	Intro. to Unix Operating System	3
ITN 101	Networking Technologies	3
ITN 114	Windows XP Professional ²	4
ITN 115	Windows 2003 Server ²	4
ITN 116	Windows 2003 Network Infrastructure, Implementation, Management and Maintenance (NI-IMM) ²	3
ITN 118	Windows 2003 Active Directory Infrastructure Planning ²	3
ITN 154	Networking Fundamentals-Cisco	4
ITN 155	Introductory Routing-Cisco	4
ITN 156	Basic Switching and Routing-Cisco	4
ITN 157	WAN Technologies-Cisco	4
SOC ***	Elective	3

Minimum credit hours for certificate: 54

¹ A list of humanities/social science electives is found on page 42 in this catalog.

² As new technologies become available, the courses to meet this requirement are subject to change. Please contact the Program Head for current/future course availability.

Office Management

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.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

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

Program Requirements: This program includes general education courses in addition to courses in accounting, computers, mathematics and business. Students must receive an overall minimum grade point average of 2.0 in all applicable courses in order to receive the Certificate of Office Management.

First Semester (Fall)

ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 121	Business Mathematics I	3
ECO 201	Principles of Economics I	3
ENG 111	College Composition I	<u>3</u>
		15

Second Semester (Spring)

AST/IST/BUS	Elective	3
BUS 122	Business Mathematics II	3
BUS 200	Principles of Management	3
BUS 236	Communication in Management	3
ECO 202	Principles of Economics II	3
ITE 115	Basic Computer Literacy	<u>3</u>
		18

Minimum credit hours for certificate: 33

Welding

Purpose: With the trend toward a global economy and the introduction of new exotic materials with welding processes and procedures to weld them, there is a demand for highly skilled, highly trained welders possessing decision making and hands-on skills. The program is designed to prepare welders for this exciting challenge and successful passing of certification tests.

Admission Information: Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding of applied mathematics, a moderate level of dexterity and average mechanical aptitude. Persons who have completed a high school welding program or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

Program Requirements: Students must achieve an overall minimum 2.0 GPA in the curriculum's applicable courses to be awarded a Welding Certificate.

First Semester (Fall)

HLT 106	First Aid and Safety	2
MAC 111	Machine Tool Theory/Comp	-or-
MTH 103	Applied Technical Math I	3
WEL 117	Oxy Fuel Welding and Cutting	3
WEL 123	Shielded Metal Arc Weld (Basic)	3
WEL 130	Inert Gas Welding I	3
WEL 145	Welding Metallurgy	<u>3</u>
		17

Second Semester (Spring)

DRF 166	Welding Blueprint Reading	2
ENG 100	Basic Occupational Communications	3
WEL 124	Shielded Metal Arc Welding (Advanced)	3
WEL 126	Pipe Welding I	3
WEL 135	Inert Gas Welding II	<u>2</u>
		13

Minimum credit hours for certificate: 30

Career Studies Certificates

The Career Studies Certificate Program is a response to the nontraditional, short-term program educational needs of many adults. Many of the courses are offered during evening hours so that it is possible for an individual to earn a certificate while remaining employed. Career Studies Certificates require between nine and 29 semester credit hours. While some career studies certificates are related to certificate or Associate of Applied Science Programs, others are self-contained.

The DSLCC Continuing Education and Workforce Services Division provides career studies certificates which are not related to associate degree programs. These programs are designed to provide students with specific work-related skills. The College works with local employers to design programs which will lead to employment in local businesses and industries.

Admission Information: Admission to the program is based upon the general requirements for admission to the College. Students whose placement test scores indicate the need to increase their level of proficiency in reading, writing and/or mathematics will be required to take appropriate developmental courses. Enrolling in developmental courses may increase the length of time necessary for completing the chosen course(s) or program of study, but will enhance the student's preparation for college-level coursework and increase the chances for successful attainment of academic, occupational and personal goals.

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

Advanced Manufacturing and Packaging Fundamentals

ELE 147	Electrical Power and Control Sys.	3
ELE 239	Programmable Controllers	3
ETR 113*	DC and AC Fundamentals I	4
IND 106	Industrial Engineering Technology	3
IND 108	Technical Computer Applications	3
IND 113	Materials and Processes in Mfg. I	2
IND 181	World Class Manufacturing	3
MEC 161*	Basic Fluid Mechanics-Hydr./Pneu.	4
MTH 115	Technical Mathematics I	3
		28

*Note: IND 165 and IND 166 may be substituted for ETR 113 and MEC 161.

Basic Esthetician

		Credit Hours	Contact Hours
COS 195	Esthetics Concepts	3	45
COS 196	Makeup Applications	3	60
COS 199	Esthetics Salon I.	3	60
COS 295	Esthetics Salon II	3	75
COS 190	Internship in Esthetics	3	225
HLT 145	Ethics for the Health Care Professional	2	30
EEE ***	Business elective (Selected from ACC, BUS or IT)	3	45
HCT 110	Therapeutic Communication in the Health Care Setting	3	45
PTH 151	Musculoskeletal Structure and Function	4	90

Total Semester Hours: 27 credit and 675 contact hours

Students must successfully complete the above 27 credits and 675 contact hours at a GPA of 2.0 or above to be awarded the Career Studies Certificate in Basic Esthetician.

Financial Requirements: Each student will be required to provide their tools and resources for each class meeting. In addition to the usual college tuition and fees, this program requires additional expenses. Approximate costs include:
 Student Kit – tools \$250 (required list provided by instructor)
 Student Kit – cosmetics \$250 (required list provided by instructor)
 Student Smock - \$50
 Text Book - \$152

Business Leadership

BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 236	Communication in Management	3
HLT 106	First Aid and Safety	2
BUS/IND	Career Elective	3
		14

Child Care

		Credit Hours	Contact Hours
CHD 118	Language Arts for Young Children	3	4
CHD 120	Introduction to Early Childhood Education	3	3
CHD 125	Creative Activities for Children	3	4
CHD 146	Math, Science, and Social Studies for Children	3	4
EEE ***	Business elective (Selected from ACC, BUS or IT)	3	3
CHD 205	Guiding the Behavior of Children	3	3
EDU 235	Health, Safety and Nutrition Education	3	3

Total Semester Hours: 21 credit and 24 contact hours

Students must successfully complete the above 21 credits at a GPA of 2.0 or above to be awarded the Career Studies Certificate in Child Care.

Diesel Mechanics

		Credit Hours	Contact Hours
DSL 111	Introduction to Diesel Engine	2	45
DSL 131	Diesel Fuel Systems and Tune-Up	4	90
DSL 141	Transportation Electrical Systems I	2	30
DSL 143	Diesel Truck Elec. Sys.	4	90
DSL 153	Power Trains I	3	60
DSL 154	Power Trains II	3	60
DSL 160	Air Brake Systems	3	60
DSL 171	Transportation A/C I	2	45
DSL 190	Internship in Heavy Truck Maintenance & Repair	3	225
WEL 195	Topics in Welding for Mechanics	3	75

Total Semester Hours: 29 credit and 780 contact hours

Students must successfully complete the above 29 credits at a GPA of 2.0 or above to be awarded the Career Studies Certificate in Diesel Mechanics.

Golf Operations

BUS 190	Internship in Golf Operations ¹	3
BUS 195	Intro to Golf Facility Management	3
BUS 295	Golf Facility Management²	3
HRI 235	Marketing of Hospitality Services	3
HRT 190	Internship in Turf Care ¹	3
PED 133	Golf¹	2
		17

¹Note: Courses in bold italics are recommended additional requirements.

²Students are required to complete either BUS 195 or HRI 235 prior to enrolling in an internship.

Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)

AIR 111	A/C & Refrigeration Controls I	4
AIR 121	A/C & Refrigeration I	3
AIR 134	Circuits and Controls	4
AIR 154	Heating Systems I	3
AIR 155	Heating Systems II	<u>3</u>
		17

Hospitality Management

HRI 154	Principles of Hosp. Management	3
HRI 190	Internship in Lodging	3
HRI 235	Marketing of Hospitality Services	3
HRI 290	Internship in Guest Services	<u>3</u>
		12

Introductory Health Care

HCT 101/102	Health Care Tech. I-II (CNA)	6
HCT 110	Communication in Health Care	3
HLT 106	First Aid and Safety	2
HLT 121	Drug Use and Abuse	3
HLT 138	Principles of Nutrition	1
HLT 143	Medical Terminology I	3
HLT 144	Medical Terminology II	3
HLT 145	Ethics in Health Care	<u>2</u>
		23

Massage Therapy

AST 206	Professional Development	3
HLT 105	CPR	1
HLT 170	Introduction to Massage	1
HLT 180	Therapeutic Massage I	3
HLT 280	Therapeutic Massage II	3
HLT 281	Therapeutic Massage III	3
PTH 151	Musculoskeletal Structure and Function	<u>4</u>
		18

Some massage therapy courses may be available at the Greenfield Education and Training Center in Botetourt County. Call 540/863-2902 for specific information. Students must be at least 18 years of age at the time of application to the program and/or to enroll in any of the courses.

Medical Coding

AST 137	Records Management	3
HIT 253	Health Records Coding	4
HLT 143	Medical Terminology I	3
HLT 144	Medical Terminology II	3
ITE 115	Basic Computer Literacy	<u>3</u>
		16

Networking Technologies

ITE 115	Basic Computer Literacy	3
ITN 154	Networking Fundamentals	4
ITN 155	Introductory Routing	4
ITN 156	Basic Switching and Routing	4
ITN 157	WAN Technologies	<u>4</u>
		19

Office User

AST 142	Word Processing II	3
AST 253	Advanced Desktop Publishing I	3
ITE 115	Computer Literacy	3
ITE 140	Spreadsheet Software –or–	
ITE 150	Desktop Database Software	<u>3</u>
		12

PC Repair

ITE 115	Basic Computer Literacy	3
ITE 106	Operating System Fundamentals	3
ITE 107	Personal Computer Hardware	3
ITN 101	Networking Technologies	<u>3</u>
		12

Pharmacy Technician

BUS 201	Organizational Behavior	3
HLT 121	Drug Use and Abuse	3
HLT 143	Medical Terminology I	3
HLT 250	General Pharmacology	3
HLT 261	Basic Pharmacy I	3
HLT 263	Basic Pharmacy I Lab	1
ITE 115	Basic Computer Literacy	<u>3</u>
		18

Recreational Leadership

HLT 105	CPR	1
HLT 106	First Aid and Safety	2
RPK 120	Outdoor Recreation	3
RPK 190	Internship in Outdoor Activities (Horseback Riding, Canoeing/ Kayaking, Tennis and Cycling)	3
RPK 290	Internship in Program Planning, Organizing, Group Leadership and Recreational Backpacking	<u>3</u>
		12

Small Business Management

ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 165	Small Business Management	3
ITE 115	Basic Computer Literacy	3
MKT/BUS	Electives	<u>3</u>
		15

Turf Management

HRT 110	Principles of Horticulture	3
HRT 190	Intern. in Irrigation, Tools & Equip	3
HRT 201	Landscape Plants I	3
HRT 290	Internship in Turf Care/Pest Mgmt	<u>3</u>
		12

Web Page Design

AST 253	Advanced Desktop Publishing	3
ITD 110	Web Page Design I	3
ITD 210	Web Page Design II	3
ITD 212	Interactive Web Design	3
ITE 115	Basic Computer Literacy	<u>3</u>
		15

Welding

DRF 166	Welding Blueprint Reading	2
WEL 117	Oxy Fuel Welding and Cutting	3
WEL 123	Shielded Metal Arc Welding-Basic-or-	
WEL 124	Shielded Metal Arc Welding-Advanced	3
WEL 126	Pipe Welding I	3
WEL 130	Inert Gas Welding I	3
WEL 145	Welding Metallurgy	<u>3</u>
		17

Course Descriptions

Courses Availability: The following is a listing of courses which may be offered during any calendar year. The courses may be offered daytime or evening, on-campus or at off-campus locations, or through any number of independent study and/or distance learning formats.

For the convenience of students in planning their selection of courses, a letter notation is used at the end of each course descriptions as follows: F (Fall), S (Spring), Su (Summer), O (on demand as determined by the College). This indicates the semester(s)/session(s) in which each course is usually offered. Please note that the College reserves the right to make scheduling changes as needed on a semester-by-semester basis.

Course Numbers: Courses numbered 01-09 are in the developmental program. The credits earned in these courses are not applicable toward certificate programs or an associate degree. Students may retake these courses two (2) semesters until the course objectives are completed. Permission of the Vice President for Instruction and Student Services is required to re-enroll beyond the two semester limit.

Courses numbered 10-99 are basic occupational courses for certificate programs and not applicable toward an associate degree.

Courses numbered 100-199 are freshman level courses applicable toward an associate degree or certificate program.

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

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

Course Hours: The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice and cooperative work experience) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week are also

called “contact hours” because the time is spent under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually a student may expect to spend two to three hours on out-of-class work each week for each hour spent in class.

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

Accounting

ACC 105 Office Accounting (3cr)

Presents practical accounting. Covers the accounting cycle—journals, ledgers, working papers, closing of books—payrolls, financial statements, accounting forms and practical procedures. Lecture 3 hours per week. **(O)**

ACC 211 Principles of Accounting I (3-4 cr)

Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination and financial analysis. Includes an introduction to cost and managerial accounting. Prerequisite: ENG 03, ENG 05, Algebra I. Lecture 3-4 hours per week. **(F, S, Su)**

ACC 212 Principles of Accounting II (3-4 cr)

Continues Principles of Accounting I with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. Prerequisite: ACC 211. Lecture 3-4 hours per week. **(F, S, Su)**

ACC 215 Computerized Accounting (3-4 cr)

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. Prerequisite or co-

requisite ACC 211 or equivalent. Lecture 3-4 hours per week. (O)

Administration of Justice

ADJ 100 Survey of Criminal Justice (3 cr)

Presents an overview of the United States criminal justice system; introduces the major system components—law enforcement, judiciary and corrections. Lecture 3 hours per week. (F)

ADJ 105 The Juvenile Justice System (3 cr)

Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, retention methods and current trends. Prerequisites: ENG 01, ENG 05. Lecture 3 hours per week. (S)

ADJ 127 Firearms and Marksmanship (3 cr)

Surveys lethal weapons in current use and current views on weapon types and ammunition design. Examines the legal guidelines as to use of deadly force, safety in handling of weaponry and weapon care and cleaning; marksmanship instruction under standard range conditions. Prerequisite: permission of instructor. Lecture 2 hours per week. Laboratory 3 hours per week. (Su)

ADJ 128 Patrol Administration and Operations (3 cr)

Studies the goals, methods and techniques of police patrol with focus on the norms which govern work behavior in a police career. Examines the responsibilities of administrators and field supervisors of patrol in the local and state law enforcement agencies. Lecture 3 hours per week. (S)

ADJ 134 Collection and Preservation of Physical Evidence (3 cr)

Surveys fundamental evidence collection procedures, including recognition, selection, handling, packaging and marking. Examines ways to prevent alteration, contamination, damage and tampering. Emphasizes legal requirements for a continuous chain of possession. Lecture 3 hours per week. (F)

ADJ 135 Teaching Defensive Tactics (2 cr)

Presents the goals, methods, and liability issues associated with the teaching of defensive tactics. Lecture 2 hours per week. (S)

ADJ 138 Defensive Tactics (2 cr)

Surveys and demonstrates the various types of non-lethal force tools and tactics for use by criminal justice personnel in self-defense, arrest, search, restraint and transport of those in custody. Lecture 2 hours per week. (S)

ADJ 140 Introduction to Corrections (3 cr)

Focuses on societal responses to the offender. Traces the evolution of practices based on philosophies of retribution, deterrence, and rehabilitation. Reviews contemporary correctional activities and their relationships to other aspects of the criminal justice system. Lecture 3 hours per week. (F,S)

ADJ 145 Corrections and the Community (3 cr)

Studies and evaluates the relationships and interactions between correctional organizations and free society. Focuses on the shared responsibility of the community and corrections agencies to develop effective programs for management and treatment of criminal offenders. Lecture 3 hours per week. (F,S)

ADJ 146 Adult Correctional Institutions (3 cr)

Describes the structures, functions, and goals of state and federal correctional institutions (prisons, farms, community-based units, etc.) for adult inmates. Lecture 3 hours per week. (F,S)

ADJ 147 Local Adult Detention Facilities (3 cr)

Studies security procedures in adult detention facilities, the criteria for effective supervision of inmates, the correctional aspects of inmate discipline, and the handling of "special inmates." Presents concepts, programs, and planning considerations for jail management and the operation of adult detention facilities. Lecture 3 hours per week. (F,S)

ADJ 171 Forensic Science I (3-4 cr)

Introduces student to crime scene technology, procedures for sketching, diagramming and using casting materials. Surveys the concepts of forensic chemistry, fingerprint classification/identification and latent techniques, drug identification, hair and fiber evidence, death investigation techniques, thin-layer chromatographic methods, and arson materials examination. Lecture 3-4 hours per week. Laboratory 0-3 hours per week. Total 3-6 hours per week. (F)

ADJ 173 Forensic Photography I (3 cr)

Surveys fundamental photographic skills--exposure, composition, film, filters, darkroom materials and procedures. Emphasizes use of photography for law enforcement purposes and for courtroom presentation. Considers current status and trends in photographic law. Lecture 3 hours per week. **(F,O)**

ADJ 186 Forensic Psychology (3 cr)

Introduces student to the constructs of criminal psychology. Introduces the student to the exploration of criminal investigative analysis, VI-CAP, mental disorders and the etiology of certain criminal behaviors. Lecture 3 hours per week. **(S,O)**

ADJ 190 Coordinated Internship (1-3 cr)

Allows the student to be placed in a criminal justice agency (police, courts, corrections) for a practical exposure and experience with a working department. Usually requires 12 credit hours of ADJ prior to placement. See the ADJ advisor. **(F, S, Su)**

ADJ 195 Special Topics in Criminal Justice (3 cr)

Considers contemporary issues, problems and controversies in modern law enforcement. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(S)**

ADJ 201 Criminology (3 cr)

Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(F)**

ADJ 211-212 Criminal Law, Evidence and Procedures I-II (3 cr) (3 cr)

Teaches the elements of proof for major and common crimes and the legal classification of offenses. Studies the kinds, degrees and admissibility of evidence and its presentation in criminal proceedings with emphasis on legal guidelines for methods and techniques of evidence acquisition. Surveys the procedural requirements from arrest to final disposition in the various U. S. court systems with focus on the Virginia jurisdiction. Prerequisites: ENG 01, ENG 05. Lecture 3 hours per week. **(F,S)**

ADJ 216 Organized Crime and Corruption (3 cr)

Addresses judicial efforts against and involvement in corruption, drug, vice and white-collar crimes, both individual and organized. Lecture 3 hours per week. **(S)**

ADJ 225 Courts and the Administration of Justice (3 cr)

Studies court systems with emphasis on the technical procedures required, from incident occurrence to final disposition of the case, noting the applicable principles of civil and criminal law; focuses on Virginia courts, laws and procedures. Prerequisite: ADJ 130 or Instructor approval. Lecture 3 hours per week. **(S)**

ADJ 228 Narcotics and Dangerous Drugs (3 cr)

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug usage. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(S)**

ADJ 236 Principles of Criminal Investigation (3 cr)

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(F)**

ADJ 237 Advanced Criminal Investigation (3 cr)

Introduces specialized tools and scientific aids used in criminal instruction. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite: ADJ 236, ENG 01, ENG 04 and/or permission of instructor. Lecture 3 hours per week. **(S)**

ADJ 240 Techniques of Interviewing (3 cr)

This course will provide the student with essential skills and techniques necessary to obtain quality information from victims, witnesses and suspects, regarding criminal activity. Emphasis will be placed upon locations and settings for interviews, kinesics, proxemics and paralinguistics of both the interviewer and interviewee. **(S)**

ADJ 241 Correctional Law (3 cr)

Studies the legal rights and obligations of the convict- probationer, inmate, and parolee. Surveys methods of enforcing both rights and obligations and the responsibilities of corrections agencies and personnel under correctional law (constitutional, statutory and regulatory provisions). Lecture 3 hours per week. **(F,S)**

ADJ 245 Management of Correctional Facilities (3 cr)

Describes management options and operational implications for staffing, security, safety, and treatment. Considers impact of changes in public policy on corrections. Lecture 3 hours per week. **(F,S)**

ADJ 246 Correctional Counseling (3 cr)

Presents concepts and principles of interviewing and counseling as applied in the correctional setting. Lecture 3 hours per week. **(F,S)**

ADJ 247 Criminal Behavior (3 cr)

Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(F)**

ADJ 248 Probation, Parole and Treatment (3 cr)

Surveys the philosophy, history, organization, personnel and functioning of traditional and innovative probation and parole programs; considers major treatment models for clients. Lecture 3 hours per week. **(F,S)**

ADJ 275 Forensic Pathology (3 cr)

Introduces the pathology and physiology of the human body with emphasis on scientific name and technique used in medico-legal investigations of death. Studies types of death, the mechanisms of death and death reflex, and the determining of the cause of death by postmortem examination. Lecture 3 hours per week. **(S)**

ADJ 276 Hair and Fiber Morphology (2-3 cr)

Teaches identification and examination methods (analytical and comparative) for human and animal hair and natural and manmade fibers as physical evidence in criminal investigations and prosecutions. Lecture 2-3 hours per week. **(S)**

ADJ 278 Firearms and Tool-Mark Identification (2-3 cr)

Introduces the role of the firearms examiner in forensic science. Teaches the examination techniques and procedures for identifying firearms, tool-marks, ammunition, projectiles and projectile fragments. Instructs on the topics of determining muzzle-to-target distance, gunshot residue tests, firearms nomenclature, comparative micrography, serial number restoration, and the collecting, handling, and presenting of firearms and tool-mark evidence. Lecture 2-3 hours per week. **(S)**

Administrative Support Technology**AST 102 Keyboarding II (3 cr)**

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite: AST 101. Lecture 3 hours per week. **(S)**

AST 107 Editing/Proofreading Skills (3 cr)

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization and other usage problems. Prerequisite: ENG 01. Lecture 3 hours per week. **(F)**

AST 132 Word Processing I (1 cr)

Introduces students to a word processing program to create, edit, save and print documents. Prerequisite: AST 102. Lecture 1 hour per week. **(O)**

AST 133 Word Processing II (1 cr)

Presents formatting and editing features of a word processing program. Prerequisite: AST 141. Lecture 1 hour per week. **(O)**

AST 137 Records Management (3 cr)

Teaches filing and records management procedures for hard copy, electronic and micrographic systems. Identifies equipment, supplies and solutions to records management problems. Prerequisite: ITE 115. Lecture 3 hours per week. **(S)**

AST 142 Word Processing II (3 cr)

Teaches advanced software applications. Lecture 3 hours per week. **(F)**

AST 147 Introduction to Presentation Software (1-2 cr)

Introduces presentation options including slides, transparencies and other forms of presentations. Lecture 1-2 hours per week. **(O)**

AST 150 Desktop Publishing I (1 cr)

Presents desktop publishing features including page layout and design, font selection and use of graphic images. **(O)**

AST 206 Professional Development (3 cr)

Develops professional awareness in handling business and social situations. Emphasizes goal setting, critical thinking, decision making and employment skills. Lecture 3 hours per week. **(S)**

AST 243 Office Administration I (3 cr)

Develops an understanding of the administrative support role and the skills necessary to provide oral and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem solving and job performance skills in a business office environment. Prerequisite: AST 101, ITE 115. Lecture 3 hours per week. **(F)**

AST 253 Advanced Desktop Publishing (Specify Software) (3 cr)

Introduces specific desktop publishing software. Teaches document layout and design, fonts, type styles, style sheets and graphics. Prerequisite: AST 142 or equivalent and experience in using a word processing package. Lecture 3 hours per week. **(S)**

AST 260 Presentation Software (2-4 cr)

Teaches creation of slides including use of text, clip art and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and handouts. Incorporates use of sound and video clips. Lecture 2-4 hours per week. **(S)**

AST 290 Coordinated Internship in AST (variable 1-3cr)

Supervised on-the-job training without pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: AST 107, AST 137, ITE 115. 180 hours total for the term. **(S)**

AST 297 Cooperative Education in AST (variable 1-3 cr)

Supervised on-the-job training with pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: AST 107, AST 137, ITE 115. 225 hours total for the term. **(S)**

Air Conditioning and Refrigeration

AIR 111-112 Air Conditioning and Refrigeration Controls I-II (2-3 cr)(2-3 cr)

Presents electron theory, magnetism, Ohm's Law, resistance, current flow, instruments for electrical measurement, A.C. motors, power distribution controls and their application. Lecture 1-2 hours per week; laboratory 2-3 hours per week. **(F, O)**

AIR 121-122 Air Conditioning and Refrigeration I-II (3-4 cr)(3-4 cr)

Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week; laboratory 2 hours per week. **(F, O)**

AIR 123-124 Air Conditioning and Refrigeration III-IV (3 cr)(3 cr)

Explores psychometric properties of air, heat load and gain calculation, heated and chilled water systems, duct design, air distribution and air comfort requirements. Prerequisite: AIR 122. Lecture 2 hours per week; laboratory 2 hours per week. **(S, F, O)**

AIR 134-135 Circuits and Controls I-II (3-4 cr)(3-4 cr)

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning systems. Lecture 2-3 hours per week; laboratory 2-6 hours per week. **(S, O)**

**AIR 154-155 Heating Systems I-II
(3-4 cr)(3-4 cr)**

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Lecture 2-3 hours per week; laboratory 2-6 hours per week. **(S, F, O)**

Art

ART 121-122 Drawing I-II (3-4 cr)(3-4 cr)

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. Lecture 1-2 hours per week. Studio instruction 4 hours per week. **(O)**

ART 201-202 History of Art I-II (3 cr)(3 cr)

Studies the historical conflict of the art of the ancient, medieval, renaissance and modern worlds. Includes research project. Prerequisite: ENG 112. Lecture 3 hours per week. **(F, S, Su)**

Astronomy/Natural Science

NAS 130 Elements of Astronomy (4 cr)

Covers the history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Prerequisite: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week; recitation and laboratory 3 hours. **(O)**

NAS 131-132 Astronomy I-II (4 cr)(4 cr)

Studies the major and minor bodies of the solar system, stars and nebulae of the milky way and extra galactic objects. Examines life and death of stars origin of the universe, history of astronomy and instruments and techniques of observation. Prerequisite: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week. **(O)**

Biology

**BIO 20 Introduction to Human Systems
(3 CR)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Prerequisites: ENG 01, ENG 04. Co-requisite: ENG 05. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. **(F, S, SU)**

BIO 101 General Biology I (4 cr)

Explores fundamental characteristics of living matter from the molar level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites: ENG 03, ENG 04. Lecture 3 hours per week; recitation and laboratory 3 hours per week. **(F, O)**

BIO 102 General Biology II (4 cr)

Explores fundamental characteristics of living matter from the molar level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Prerequisites: ENG 03, ENG 04. Lecture 3 hours per week; recitation and laboratory 3 hours per week. **(S, O)**

**BIO 141 Human Anatomy and Physiology I
(4 cr)**

Integrates anatomy and physiology of cells, tissues organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. Prerequisites: ENG 03, ENG 04, Arithmetic. Lecture 3 hours per week; laboratory 2-3 hours per week. **(F, Su)**

**BIO 142 Human Anatomy and Physiology II
(4 cr)**

Integrates anatomy and physiology of cells, tissues organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. Prerequisite: BIO 141. Lecture 3 hours per week; laboratory 2-3 hours per week. **(S, Su)**

BIO 149 Microbiology for Allied Health (1 cr)

Studies the characteristics of microorganisms that are especially important to programs in the allied health fields. This course also emphasizes these characteristics in regard to individual and community health. Prerequisites: ENG 03, ENG

05, MTH 04, NAS 05. Lecture 1 hour per week. (S, Su)

BIO 150 Introductory Microbiology (4 cr)

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisites: ENG 03, ENG 05, MTH 04, NAS 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week. (O)

BIO 275 Marine Ecology (4 cr)

Applies ecosystem concepts to marine habitats. Includes laboratory and field work. Prerequisite: BIO 101, BIO 102. Lecture 3 hours per week; recitation and laboratory 3 hours per week. (O)

BIO 276 Freshwater Ecology (4 cr)

Applies ecosystem concepts to freshwater habitats. Includes laboratory and field work. Prerequisite: BIO 101, BIO 102. Lecture 3 hours per week; recitation and laboratory 3 hours per week. (O)

Building

BLD 111 Blueprint Reading and the Building Code (3 cr)

Introduces reading and interpreting various kinds of blueprints and working drawings with reference to local, state and national building codes. (O)

BLD 180 Virginia Contractor License Review (2 cr)

Reviews the necessary material and prepares individuals planning to take the Virginia Class A or Class B Contractor License Examination. Lecture 2 hours per week. (O)

Business

BUS 100 Introduction to Business (3 cr)

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance and risk management. Develops business vocabulary. Prerequisite: ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. (F)

BUS 111 Principles of Supervision I (3-4 cr)

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation and effective employee/supervisor relationships. Lecture 3-4 hours per week. (S)

BUS 116 Entrepreneurship (3 cr)

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

BUS 117 Human Relations and Leadership Development (3 cr)

Covers interpersonal relations in hierarchical structures. Examines the dynamics of teamwork, motivation, handling change and conflict and how to achieve positive results through others. Lecture 3 hours per week. (S)

BUS 121 Business Mathematics I (3 cr)

Applies mathematical operations to business and problems. Reviews operations, equations, percents, sales and property taxes, insurance, checkbook and cash records, wage and payroll computations, depreciation, overhead, inventory turnover and valuation, financial statements, ratio analysis, commercial discounts, markup and markdown. Prerequisites: ENG 04, MTH 02. Co-requisite: ENG 05. Lecture 3 hours per week. (F)

BUS 122 Business Mathematics II (3 cr)

Applies mathematical operations to business processes and problems. Reviews basic statistics, distribution of profit and loss in partnerships, distribution of corporate dividends, simple interest, present value, bank discount notes, multiple payment plans, compound interest, annuities, sinking funds and amortization. Prerequisite: BUS 121. Lecture 3 hours per week. (S)

BUS 200 Principles of Management (3 cr)

Teaches management and the management functions of planning organizing, leading and controlling. Focuses on application of management principles to realistic situations

managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week. **(S)**

BUS 201 Organizational Behavior (3 cr)

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavioral patterns, conflict management and resolution, group functioning and process, the psychology of decision making and the importance of recognizing and managing change. Prerequisites: ENG 03, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

BUS 209 Continuous Quality Improvement (3 cr)

Presents the different philosophies in quality control. Introduces students to process improvement, team development, consensus building and problem solving strategies. Identifies methods for process improvement in manufacturing and service organizations, which includes statistical process control when used in the quality control function of business and industry. Lecture 3 hours per week. **(O)**

BUS 221 Business Statistics I (3 cr)

Focuses on statistical methodology in the collection organization, presentation and analysis of data; concentrates on measures of central tendency, dispersion, probability concepts and distribution, sampling, statistical estimation, normal and T distribution and hypotheses for means and proportions. Prerequisite: MTH 163: Pre-Calculus I or equivalent, or Instructor approval, ENG 04. Co-requisite: ENG 05. (Credit will not be awarded for more than one of MTH 157, MTH 240 or BUS 221.) Lecture 3 hours per week. **(F, S, Su)**

BUS 222 Business Statistics II (3 cr)

Continues study of inferential statistics and application of statistical techniques and methodology in business. Includes analysis of variance, regression and correlation measurement of business and economic activity through the use of index numbers, trend, cyclical and seasonal effects and the Chi-Square distribution and other non-parametric techniques. Prerequisite: BUS 221 or Instructor approval. Lecture 3 hours per week. **(O)**

BUS 236 Communication in Management (3cr)

Introduces the functions of communication in management with emphasis on gathering organizing and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week. **(S)**

BUS 241 Business Law I (3 cr)

Presents a broad introduction to legal environment of U.S. business. Develops basic understanding of contract law, agency and government regulation. Lecture 3 hours per week. **(F)**

BUS 295 Introduction to Golf Facility Management (3 cr)

Provides students the opportunity to acquire the knowledge and skills necessary for success in the golf industry. Topics include USGA Rules of Golf/Etiquette, Introduction to Teaching Golf, Tournament Operations, Customer Relations and Merchandising. Prerequisite: ITE 115. **(F, O)**

Chemistry

CHM 100 Introduction to Chemistry (3 cr)

Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic principles. Lecture 2 hours per week; laboratory 2 hours per week. **(O)**

CHM 101-102 General Chemistry I-II (4 cr)(4 cr)

Emphasizes experimental and theoretical aspects of inorganic, organic, and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. Lecture 3 hours per week; laboratory 3 hours per week. **(O)**

CHM 111 College Chemistry I (4 cr)

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Prerequisites: ENG 04, Algebra II. Co-requisite: ENG 05. Lecture 3 hours per week; laboratory 3 hours per week. **(F, O)**

CHM 112 College Chemistry II (4 cr)

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors.

Prerequisites: CHM 111. Lecture 3 hours per week; laboratory 3 hours per week. **(S, O)**

CHM 241-242 Organic Chemistry I-II (3 cr)(3cr)
Introduces fundamental chemistry of carbon compounds, including structure, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. Prerequisite: CHM 112 or Instructor approval. Co-requisites: CHM 243-244. Lecture 3 hours per week. **(O)**

CHM 243-244 Organic Chemistry Laboratory I-II (1 cr)(1 cr)
Is taken concurrently with CHM 241 and CHM 242. Prerequisites: CHM 112 or Instructor approval. Laboratory 3 hours per week. **(O)**

Child Care

CHD 118 Language Arts for Young Children (3 cr)
Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading and stresses the use of audiovisual materials. Lecture 2 hours per week; laboratory 2 hours per week. **(F, O)**

CHD 120 Introduction to Early Childhood Education (3 cr)
Introduces early childhood development through activities and experiences in nursery, pre-kindergarten, kindergarten and primary programs. Investigates classroom organization and procedures and uses of classroom time and materials, approaches to education for young children, professionalism and curricular procedures. Lecture 3 hours per week. **(F, O)**

CHD 125 Creative Activities for Children (3 cr)
Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours per week; laboratory 2 hours per week. **(S, O)**

CHD 146 Math, Science, and Social Studies for Children (3 cr)
Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities.

Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **(O)**

CHD 205 Guiding the Behavior of Children (3 cr)
Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for engineering pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week. **(S, O)**

Diesel Mechanics

DSL 111 Introduction to Diesel Engine (2 cr)
Studies the modern diesel engine, including its fuel, cooling, induction, and exhaust systems. Covers construction, fabrication, maintenance, tune-up, and minor repair and adjustment. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week. **(F)**

DSL 131 Diesel Fuel Systems and Tune-Up (4 cr)
Teaches maintenance, adjustment, testing, and general repair of the typical fuel injection components used on non-automotive diesel engines. Includes engine and fuel system tune-up procedures and troubleshooting using current diagnostic equipment. Lecture 2-3 hours per week. Laboratory 4-6 hours per week. Total 6-9 hours per week. **(F)**

DSL 141 Transportation Electrical Systems I (2 cr)
Studies basic operational theory of electrical systems used in public transportation vehicles. Covers electrical symbols, schematics, troubleshooting procedures, as well as the function, construction, and operation of the electrical system and its components. Lecture 2 hours per week. **(S)**

DSL 143 Diesel Truck Electrical Systems (4 cr)
Studies the theory and operation of various truck and tractor electrical systems. Covers preheating, starting, generating, and lighting systems. Uses modern test equipment for measurement, adjustment and troubleshooting. Lecture 2 hours per week. Laboratory 4 hours per week. Total 6 hours per week. **(S)**

DSL 153-154 Power Trains I-II (3 CR)(3 CR)

Focuses on manual, hydrostatic, and heavy-duty automatic transmissions. Examines various types of power trains and their components, such as multidisc clutch, multi-speed transmissions, torques, drive lines, and differentials. Includes disassembly and assembly of various components. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. (O)

DSL 160 Air Brake Systems (3 cr)

Studies the basic operational theory of pneumatic and air brake systems as used in heavy-duty and public transportation vehicles. Covers various air control valves, test system components, and advanced air system schematics. Teaches proper service and preventative maintenance of systems. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week. (S)

DSL 171 Transportation Air Conditioning I (2 cr)

Studies the fundamentals of air conditioning systems used in public transportation vehicles. Includes the basic theory of operation, repair, servicing, and troubleshooting of the air conditioning system. Prerequisite sponsorship by a public transit authority and divisional approval. Lecture 2 hours per week. (Su)

DSL 190 Internship in Heavy Truck Maintenance & Repair (3 cr)

Provides direct daily insight into mechanics of heavy trucks. Provides cap stone experiences that brings together all classroom and laboratory skill sets into a live environment. Prerequisite: sponsorship by an employer and divisional approval. Lecture 0 hours per week. Minimum 15 contact hours per week. (S, O)

Drafting**DRF 111-112 Technical Drafting I-II (3 cr)(3 cr)**

Introduces technical drafting from the fundamentals through advanced drafting practices. Teaches lettering, geometric construction, technical sketching, orthographic projection, sections, intersections, developments, fasteners, theory and applications of dimensioning and tolerances. Includes pictorial drawing and preparation of working and detail drawings. Lecture 2 hours per week; laboratory 3 hours per week. (O)

DRF 166 Welding Blueprint Reading (2 cr)

Teaches welding procedures and applications. Stresses structural steel, design, and layout. Explains industrial symbols. Prerequisite: MTH 02. Lecture 1 hour per week; laboratory 3 hours per week. (S)

DRF 201 Computer Aided Drafting and Design I (3-4 cr)

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. Lecture 2-3 hours. Laboratory 2-3 hours. (F, S)

DRF 202 Computer Aided Drafting and Design II (3-4 cr)

Teaches production drawings and advanced operations in computer aided drafting. Lecture 2-3 hours. Laboratory 2-3 hours. (F, S)

Economics**ECO 201 Principles of Economics I: Macroeconomics (3 cr)**

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and instruments. Prerequisites: ENG 01, ENG 04, Algebra I. Lecture 3 hours per week. (F, S, Su)

ECO 202 Principles of Economics II: Microeconomics (3 cr)

Introduces the basic concepts of microeconomic. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits and production and distribution. Prerequisites: ENG 01, ENG 04, Algebra I. Lecture 3 hours per week. (F, S, Su)

Education**EDU 200 Introduction to Teaching as a Profession (3 cr)**

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations,

steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisites: Successful completion of 24 credits of transfer courses and ENG 111 or Instructor approval. Lecture 2 hours per week; laboratory 2 hours per week. **(F, S, Su)**

EDU 235 Health, Safety and Nutrition Education (3 cr)

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Variable lecture/laboratory hours per week. **(O)**

Electrical Technology

ELE 147 Electrical Power and Control Systems (2-3 cr)

Reviews basic DC and AC circuits. Covers single-phase and three-phase AC power distribution systems, and protection devices, including types of AC motors. Presents analyzing and troubleshooting electrical control systems and motor protection devices. Prerequisite: ELE 134 or equivalent. Lecture 2-3 hours. Laboratory 0-2 hours. Total 2-4 hours per week. **(S)**

ELE 150 A.C. and D.C. Circuit Fundamentals (3- 4 CR)

Provides an intensive study of the fundamentals of direct and alternating current, resistance, magnetism, inductance and capacitance, with emphasis on practical applications. Focuses on electrical/machines applications. Lecture 2-3 hours. Laboratory 2 hours. Total 4-5 hours per week. **(F)**

ELE 239 Programmable Controllers (2-3 cr)

Deals with installation, programming, interfacing and concepts of troubleshooting programmable controllers. Lecture 1-2 hours per week; laboratory 2 hours per week. Total 3-4 hours per week. **(S)**

Electronics

ETR 286 Principles and Applications of Robotics (2-3 cr)

Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. Lecture 1-2 hours. Laboratory 2 hours. Total 3-4 hours per week. **(S)**

Emergency Medical Services

EMS 112 Emergency Medical Technician-Basic I (3 cr)

Prepares student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **(O)**

EMS 113 Emergency Medical Technician-Basic II (3 cr)

Continues preparation of student for certification as a Virginia and/or National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **(O)**

EMS 120 Emergency Medical Technician - Basic Clinical (1 cr)

Observes in a program approved clinical/field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a co-requisite to both EMS 111 and EMS 113. Lecture 1 hour per week. **(O)**

EMS 155 ALS - Medical Care (4 cr)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. Includes, but are not limited to conditions relating to cardiac, diabetic, neurological, non-traumatic abdominal pain, environmental, behavioral, gynecology, and toxicological disease conditions.

Prerequisites: Current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. **(O)**

EMS 170 ALS Internship I (1- 2 cr)

Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma centers and various advanced life support units. Laboratory 3-6 hours per week. **(O)**

Engineering

EGR 124 Introduction to Engineering & Engineering Methods (3 cr)

Introduces the engineering profession, professionalism and ethics. Covers problem presentation, engineering calculations, digital computer applications, word processing, worksheets, programming in FORTRAN or C++ and elementary numerical methods. Lecture 3 hours per week. **(O)**

English

ENG 01 Preparing for College Writing I (3 cr)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising and editing. Variable hours per week. **(F, S, Su)**

ENG 03 Preparing for College Writing II (3 cr)

Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Prerequisite: ENG 01. Variable hours per week. **(F, S, Su)**

ENG 04 Reading Improvement I (3 cr)

Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques and ways to control reading pace. Variable hours per week. **(F, S, Su)**

ENG 05 Reading Improvement II (3 cr)

Helps students read critically and increase application of reading. Guides students in making inferences, drawing conclusions and developing relationships between generalizations and supporting details. Prerequisite: ENG 04. Variable hours per week. **(F, S, Su)**

ENG 50 Reading & Writing for Teacher Entrance Exams (1-2 cr)

Provides students with review and practice for the reading and writing portions of the licensure examination required of all beginning teachers in Virginia. Emphasizes critical thinking, reading for comprehension, the writing process, and test-taking. Lecture 1-2 hours per week. **(F, S, Su)**

ENG 100 Basic Occupational Communication (3 cr)

Develops ability to communicate in occupational situations. Involves writing, reading, speaking, and listening. Builds practical skills such as handling customer complaints, writing various types of letters, and preparing for a job interview. (Intended for certificate and diploma students.) Lecture 3 hours per week. **(O)**

ENG 101 Practical Writing I (3 cr)

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

ENG 107 Critical Reading (3 cr)

Helps students refine their reading processes. Emphasizes applying and synthesizing ideas. Includes ways to detect organization, make inferences, draw conclusions, evaluate generalizations, recognize differences between facts and opinions and other advanced comprehension strategies. Prerequisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

ENG 111 College Composition I (3 cr)

Introduces students to the writing process and the fundamentals of the academic essay. Teaches students to refine topics; develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for

a variety of contexts, audiences and purposes. May include writing activities such as personal essays, arguments, summaries and paraphrases, documented essays and electronic communication. Prerequisites: ENG 03, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

ENG 112 College Composition II (3 cr)

Continues to develop college writing, increasing the emphasis on argumentative and critical essays and on scholarly research papers that demonstrate appropriate location and evaluation of sources and are edited for effective style and usage. Requires students to read and write about the human experience in a variety of genres and media that may include fiction, poetry, drama, expository essays, creative nonfiction, hypertext and multimedia. Prerequisite: ENG 111. Lecture 3 hours per week. **(F, S, Su)**

ENG 115 Technical Writing (3 cr)

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected reading. Prerequisites: ENG 111. Lecture 3 hours per week. **(O)**

ENG 135 Applied Grammar (3 cr)

Develops ability to edit and proofread correspondence and other documents typically produced in business and industry. Instructs the student in applying conventions of grammar, usage, punctuation, spelling and mechanics. Prerequisites: ENG 05, ENG 111. Lecture 3 hours per week. **(F, S, Su)**

ENG 150 Children's Literature (3 cr)

Surveys the history of children's literature, considers learning theory and developmental factors influencing reading interests and uses bibliographic tools in selecting books and materials for recreational interests and educational needs of children. Prerequisites: ENG 05, ENG 111. Lecture 3 hours per week. **(F, S, Su)**

ENG 210 Advanced Composition (3 cr)

Helps students refine skills in writing nonfiction prose. Guides development of individual voice and style. Introduces procedures for publication.

Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week. **(O)**

ENG 211-212 Creative Writing I-II (3 cr)(3 cr)

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

ENG 215-216 Introduction to Fiction I-II (3 cr)(3 cr)

Introduces the fundamentals and techniques of writing short and long fiction. Prerequisites: English 112 or Instructor approval. Lecture 3 hours per week. **(O)**

ENG 217-218 Creative Writing-Poetry-I-II (3 cr)(3 cr)

Introduces the fundamentals and techniques of writing poetry. Prerequisites: English 112 or Instructor approval. Lecture 3 hours per week. **(O)**

ENG 219 Creative Writing-Drama (3 cr)

Introduces the fundamentals and techniques of writing plays. Prerequisites: English 112 or Instructor approval. Lecture 3 hours per week. **(O)**

ENG 241-242 Survey of American Literature I-II (3 cr)(3 cr)

Examines American literary works from Colonial times to the present, emphasizing the ideas and characters of our national literature. Involves critical reading and writing. Prerequisite: ENG 112. Lecture 3 hours per week. **(F, S, Su)**

ENG 243-244 Survey of English Literature I-II (3 cr)(3 cr)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characters of the British literary tradition. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week. **(F, S, Su)**

ENG 261-262 Advanced Creative Writing I-II (3 cr)(3 cr)

Guides the student in imaginative writing in selected genres on advanced level. Prerequisites: ENG 112 or Instructor approval. Lecture 3 hours per week. **(O)**

ENG 273-274 Women in Literature I-II (3 cr)(3 cr)

Examines literature by and about women. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week. (F, S, Su)

ENG 276 Southern Literature (3 cr)

Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. Prerequisite: ENG 112 or Instructor approval. Lecture 3 hours per week. (F, S, Su)

Environmental Science

ENV 220 Environmental Problems (3 cr)

Studies the relationship of man to his environment; ecological principles, population dynamics, topics of current importance including air, water and noise pollution; poisoning and toxicity, radiation, conservation and management of natural resources. Lecture 3 hours per week. (O)

Esthetician

COS 190 Internship in Esthiology (3 cr)

Provides salon and spa services experience under the supervision of a licensed Esthetician. Includes requisite contacts and practice in skin analysis, facials, treatments, electrical treatments, make up applications, and hair removal for state licensure examination preparation. Additional time in administering cosmetic treatments to enhance or improve the appearance of the skin: cleansing, toning, performing effleurage or other related movements, stimulating, exfoliating, or performing any other similar procedure on the skin of the human body or scalp by means of cosmetic preparations, treatments, any non-laser device, electrical, mechanical, or manual, for care of the skin; applying make-up or eyelashes to any person, tinting or perming eyelashes and eyebrows, and lightening hair on the body except the scalp; and removing unwanted hair from the body of any person by the use of tweezing, chemical, or mechanical means. Prerequisites: COS 195, COS 196, COS 199. Lecture 0 hours per week. Minimum 15 intern hours per week. (S, O)

COS 195 Esthetic Concepts (3 cr)

Provides introductory skills in the performance of skin care. Provides an overview of Virginia Law and Licensure requirements. Examines business

practices for salons and spas offering Esthetics Treatments. Includes hands-on experience for skill development. Prerequisites: ENG 01, ENG 04. Co-requisite: COS 199. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. (F)

COS 196 Makeup Applications (3 cr)

Provides skills in client consultation, cosmetics selection for skin sensitivity, matching of skin tone, application of cosmetics to face and body, and general product knowledge. Provides practice in manual and device application techniques. Provides an overview of Spa and Salon cosmetics sales, operation, and management. Prerequisites: ENG 01, ENG 04. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. (F, S)

COS 199 Esthetics Salon I (3 cr)

Provides development of skill sets in skin care treatment. Provides hands-on experience in a simulated salon environment. Topics may include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Prerequisites: ENG 01, ENG 04. Co-requisite: COS 195. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. (F)

COS 295 Esthetics Salon II (3 cr)

Introduces the esthetician to hair removal techniques, products and equipment in a simulated esthetics setting. Provides hands-on experience and practice with hair removal. Includes the minimum 115 clock hours and performance requirements to qualify for the Waxing Technician examination leading to licensure as a Wax Technician. Topics may include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Preparation for meeting the requirements covered on the Cosmetology licensing examination for Estheticians. Prerequisite: COS 195, COS 199. Lecture 1 hour per week. Laboratory 6 hours per week. Total 7 hours per week. (S)

Finance

FIN 215 Financial Management (3 cr)

Introduces basic financial management topics including statement analysis, working capital, capital budgeting and long-term financing. Focuses on Net Present Value and Internal Rate of Return techniques, lease vs. buy analysis and

Cost of Capital computations. Uses problems and cases to enhance skills in financial planning decision making. Lecture 3 hours per week. **(S)**

Forestry

FOR 105 Forest and Wildlife Ecology (4 cr)

Studies the interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, and survey of populations, communities and ecosystems. Prerequisites: ENG 01, ENG 04, MTH 02. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week; laboratory 3 hours per week. **(F)**

FOR 115 Dendrology (4 cr)

Studies classification, identification and silvical characteristics of trees and shrubs botanically and commercially important to the forests of eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Prerequisites: ENG 01, ENG 04, MTH 02. Lecture 3 hours per week; laboratory 3 hours per week. **(F)**

FOR 125 Forest Fire Control (1 cr)

Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention, presuppression and suppression and forest fire control organizations. Lecture 1 hour per week. **(S)**

FOR 135 Wildlife and Fisheries Management (4 cr)

Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours per week; laboratory 3 hours per week. **(S)**

FOR 201 Forest Mensuration I (4 cr)

Teaches principles of forest measurements including basic elements of property boundary, location, forest mapping, techniques of tree measurement and saw log and pulp wood scaling. Prerequisite: ENG 05. MTH 115 or equivalent is a prerequisite or a co-requisite. Lecture 3 hours per week; laboratory 3 hours per week. **(S)**

FOR 202 Forest Mensuration II (4 cr)

Teaches principles of timber cruising, including both fixed and variable size plot techniques. Utilizes aerial photographs and global positioning system (GPS) to locate land features, cruise tracts, timber types and plot sample locations.

Prerequisite: FOR 201. Lecture 3 hours per week; laboratory 3 hours per week. **(F)**

FOR 215 Applied Silviculture (4 cr)

Focuses on theory and practices involved in controlling the forest establishment, composition and growth. Laboratory emphasizes observation and application of various silviculture procedures, including site preparation, regeneration and intermediate treatments. Prerequisites: FOR 201, FOR 115. Lecture 3 hours per week; laboratory 3 hours per week. **(S)**

FOR 226 Woodlot Management (2 cr)

Applies the principles and practices of forestry to the establishment and management of the public or private woodlot. Lecture 2 hours per week. **(S)**

FOR 227 Timber Harvesting (5 cr)

Teaches harvesting methods, including physical layout, economics, contracts, water management, protection consideration, equipment operation and maintenance and woods safety. Prerequisite: FOR 201. Lecture 3 hours per week; laboratory 6 hours per week. **(F)**

FOR 229 Sawmilling (5 cr)

Studies arrangement, installation and safe operation of a sawmill. Introduces the basic principles of hardwood lumber and log grades. Prerequisite: FOR 227. Lecture 3 hours per week; laboratory 6 hours per week. **(S)**

FOR 245 Forest Products (2 cr)

Introduces forest products. Teaches tree growth, structure and composition of wood for use in wood products. Emphasizes the relationship between wood and water. Prerequisite: FOR 201. Lecture 2 hours per week. **(F)**

FOR 265 Urban Forestry (4 cr)

Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours per week; laboratory 3 hours per week. **(F)**

FOR 290 Coordinated Internship in Forestry (3 cr)

Supervised on-the-job training without pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required.

Prerequisite: FOR 201, FOR 125. Laboratory 40 hours per week. 180 hours total for the term. **(Su)**

FOR 297 Cooperative Education in Forestry (3 cr)

Supervised on-the-job training with pay in selected business, industry or service organizations coordinated by the College. Permission of the instructor is required. Prerequisite: FOR 201, FOR 125. Laboratory 40 hours per week. 225 hours total for the term. **(Su)**

French

FRE 101 Beginning French I (4 cr)

Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 05. Lecture 4 hours per week. May include one additional hour of oral practice per week. **(O)**

FRE 102 Beginning French II (4 cr)

Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure. Prerequisites: FRE 101. Co-requisites: ENG 05. Lecture 4 hours per week. May include one additional hour of oral practice per week. **(O)**

FRE 201-202 Intermediate French I-II (4 cr)(4 cr)

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

Geography

GEO 200 Introduction to Physical Geography (3 cr)

Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week. **(O)**

Geographic Information System

GIS 200 Geographical Information Systems I (4 cr)

Provides hand-on introduction to a dynamic desktop TIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or instructor approval. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. **(F)**

Health

HLT 105 Cardiopulmonary Resuscitation (CPR) (1 cr)

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression. Teaches responses to choking, life-threatening emergencies and sudden illness. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 1 hour per week. **(F, S, Su)**

HLT 106 First Aid and Safety (2 cr)

Focuses on the principles and techniques of safety and first aid. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 2 hours per week. **(F, S, Su)**

HLT 109 CPR Recertification (1 cr)

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies and sudden illness. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 1 hour per week. **(F, S, Su)**

HLT 110 Concepts of Personal and Community Health (3 cr)

Studies the concepts related to the maintenance of health, safety and the prevention of illness at the personal and community level. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 2 hours per week. **(F, S, Su)**

HLT 116 Introduction to Personal Wellness Concepts (2-3 cr)

Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 2-3 hours per week. **(O)**

HLT 121 Drug Use and Abuse (3 cr)

Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological and psychological effects of drugs. Prerequisite: ENG 107. Lecture 3 hours per week. **(F, S, Su)**

HLT 138 Principles of Nutrition (1 cr)

Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Prerequisite: ENG 107. Lecture 1 hour per week. **(F, S, Su)**

HLT 143-144 Medical Terminology I-II (3 cr)(3 cr)

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems and technical terms with emphasis on proper spelling, pronunciation and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

HLT 145 Ethics for Health Care Personnel (2 cr)

Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Prerequisites: ENG 03, ENG 107. Lecture 2 hours per week. **(F, S, Su)**

HLT 170 Introduction to Massage (1 cr)

Introduces the student to the field of massage therapy. Student practices basic Swedish massage strokes, aromatherapy, effleurage, petrissage and friction, as well as indications and contraindication for massage. Prerequisite: Students must be at least 18 years of age to enroll in this course. Laboratory 3 hours per week. **(F, S, Su)**

HLT 180 Therapeutic Massage I (3 cr)

Introduces the student to the history and requirements for massage therapy. Covers the terms and practice of massage with introduction to equipment, safety and ethics as well as massage movements and techniques. Includes information about the benefits of massage, contraindications, client interviews, client-therapist

relationship, draping, good body mechanics and anatomical landmarks. Basic massage techniques are blended into a relaxing, health enhancing full-body session preparing the student for their student clinic experience. Prerequisite: Students must be at least 18 years of age to enroll in this course. Lecture 1 hour per week; laboratory 6 hours per week. **(F,S)**

HLT 230 Principles of Nutrition and Human Development (3 cr)

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control and the nutritional needs of an individual. Prerequisites: ENG 01, ENG 04, ENG 107. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(S)**

HLT 250 General Pharmacology (3 cr)

Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Prerequisite: ENG 107, MTH 02, MTH 03. Lecture 2 hours per week. **(S)**

HLT 261-262 Basic Pharmacy I-II (3 cr)(3 cr)

Explores the basics of general pharmacy, reading prescriptions, symbols, packages, pharmacy calculations. Teaches measuring compounds of drugs, dosage forms, drug laws and drug classifications. Prerequisite: HLT 121, HLT 143, HLT 250. Prerequisites/Co-requisites BUS 201, ITE 115. Co-requisite: HLT 263. Lecture 3 hours per week. **(S)**

HLT 263-264 Basic Pharmacy I-II Lab (1 cr)(1 cr)

Provides practical experience to supplement instruction in HLT 261-262. Should be taken concurrently with HLT 261-262, in appropriate curricula, as identified by the College. Prerequisite: HLT 121, HLT 143, HLT 250. Prerequisites/Co-requisites BUS 201, ITE 115. Co-requisite: HLT 261. Laboratory 3 hours per week. **(S)**

HLT 280 Therapeutic Massage II (3 cr)

Relates human anatomy and physiology to massage and bodywork. Training continues with various joint movements that may be integrated into a massage session and with an introduction to sports massage. Hands-on skills include a system of body mobilization techniques, as well

as various stretching techniques. Sports massage is taught as an application for physically active clients and includes principles of health related fitness, core exercises, pre-and post-event massage and hydrotherapy. Students must be at least 18 years of age to enroll in this course. Prerequisite: HLT 180. Co-requisite: PTH 151. Lecture 1 hour per week; laboratory 6 hours per week. **(S, Su)**

HLT 281 Therapeutic Massage III (3 cr)

Introduces the concept of consultation, client management, session design and integration of specific therapeutic approaches into a full-body session. Students learn to give specific therapeutic attention to the regions of the back, neck and torso. Using knowledge of muscle anatomy, students perform more advance massage techniques to address hypertonicity, chronic ischemia, trigger points, fibrotic tissue, adhesions and scar tissue. Myofascial technique forms of deep-tissue massage are added to the students' skill base. Includes common clinical applications in the body regions covered and the integration of specific techniques into a full-body session. Students must be at least 18 years of age to enroll in this course. Prerequisite: HLT 280. Lecture 1 hour per week; laboratory 6 hours per week. **(F,S)**

Health Care Technology

HCT 101 Health Care Technician I (3 cr)

Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short term care facilities. Lecture 3 hours per week. **(F, S, Su)**

HCT 102 Health Care Technician II (3 cr)

Applies theory through laboratory experience for health care technicians to work in home health, long and short term facilities. Prerequisite: HCT 101. Lecture 1 hour. Laboratory 6 hours. **(F, S, Su)**

HCT 110 Therapeutic Communication in the Health Care Setting (3 cr)

Develops therapeutic relationship, communication and culture, problem solving electronic communication, techniques in therapeutic communication and blocks to therapeutic communication. Addresses assertiveness, anger, and managing team conflict. Prerequisite: ENG107. Lecture 3 hours per week. **(F, S, Su)**

Health Information Technology

HIT 253 Health Records Coding (4-5 cr)

Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. Lecture 3-4 hours; laboratory 0-3 hours. **(S)**

History

HIS 111 History of World Civilization I (3 cr)

Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F)**

HIS 112 History of World Civilization II (3 cr)

Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(S)**

HIS 121 United States History I (3 cr)

Surveys United States history from its beginning to the present. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, Su)**

HIS 122 United States History II (3 cr)

Surveys United States history from its beginning to the present. Prerequisites: ENG 01 and 04. Co-requisites: ENG 03 and 05. Lecture 3 hours per week. **(S, Su)**

Horticulture

HRT 110 Principles of Horticulture (3 cr)

Introduces concepts of plant growth and development. Covers horticultural practices, crops and environmental factors affecting plant growth. Lecture 3 hours per week. (O)

HRT 201 Landscape Plants I (3 cr)

Studies landscape use of plants. Considers ornamental value, growth habit, identification, and limitations. Lecture 2-3 hours per week; laboratory 2 hours per week. (O)

HRT 207 Plant Pest Management (3 cr)

Teaches principles of plant pest management. Covers morphology and life cycles of insects and other small animal pests and plant pathogens. Lab stresses diagnosis, chemical and non-chemical control of specific pests, and pesticide safety. Lecture 2 hours per week; laboratory 2 hours per week. (O)

HRT 269 Professional Turf Care (3 cr)

Covers turfgrass identification selection, culture, propagation, and pest control. Surveys commercial turf care operations and use of common equipment. Lecture 2 hours; laboratory 2 hours. (O)

Hotel-Restaurant-Institutional Management

HRI 115 Food Service Managers (1 cr)

Presents an accelerated survey of principles and applications of sanitary food service, designed to promote the skills of managers in food service establishments licensed by the Commonwealth of Virginia. (Upon successful completion of the course, a certificate of achievement is awarded by the Educational Foundation of the National Restaurant Association and the student's name is entered in the Foundation Registry.) Lecture 1 hour per week. (O)

HRI 119 Applied Nutrition for Food Service (3 cr)

Studies food composition, nutrition science and application of nutrition principles by the food service professional. Provides the student with a basic understanding of human nutrition and application of nutrition in the service of commercially prepared meals. Lecture 3 hours per week. (F)

HRI 128 Principles of Baking (3 cr)

Instructs the student in the preparation of breads, pastries, baked desserts, candies, frozen confections and sugar work. Applies scientific principles and techniques of baking. Promotes the knowledge/skills required to prepare baked items, pastries and confections. Prerequisite: HRI 158. Lecture 2 hours per week; laboratory 3 hours per week. (F)

HRI 140 Fundamentals of Quality for the Hospitality Industry (3 cr)

Teaches quality in the hospitality industry, including material on the total quality management movement. Emphasizes quality from the customer's perspective. Lecture 3 hours per week. (S)

HRI 145 Garde Manger (3 cr)

Studies garde manger, the art of decorative cold food preparation and presentation. Provides a detailed practical study of cold food preparation and artistic combination and display of cold foods. Prerequisite: HRI 158. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week. (Su)

HRI 154 Principles of Hospitality Management (3 cr)

Presents basic understanding of the hospitality industry by tracing the industry's growth and development, reviewing the organization and management of lodging, food and beverage operations and focusing on industry opportunities and future trends. Lecture 3 hours per week. (F)

HRI 158 Sanitation and Safety (3 cr)

Covers the moral and legal responsibilities of management to insure a sanitary and safe environment in a food service operation. Emphasizes the causes and prevention of food borne illnesses in conformity with federal, state and local guidelines. Focuses on OSHA standards in assuring safe working conditions. Lecture 3 hours per week. (F,S)

HRI 218 Fruit, Vegetable and Starch Preparation (3 cr)

Instructs the student in the preparation of fruits, vegetables, grains, cereals, legumes and farinaceous products. Promotes the knowledge/skills necessary to prepare menu items from fruits, vegetables and their by-products and to select appropriate uses as meal

components. Prerequisite: HRI 158. Lecture 2 hours per week; laboratory 3 hours per week. **(F)**

HRI 219 Stock, Soup and Sauce Preparation (3 cr)

Instructs the student in the preparation of stocks, soups and sauces. Promotes the knowledge/skills to prepare stocks, soups and sauces and to select appropriate uses as meal components. Prerequisite: HRI 158. Lecture 2 hours per week; laboratory 3 hours per week. **(S)**

HRI 220 Meat, Seafood and Poultry Preparation (3 cr)

Provides the study and preparation of meat, poultry, shellfish, fish and game. Promotes the knowledge/skills required to select appropriate use of these foods as meal components. Prerequisite: HRI 158. Lecture 2 hours per week; laboratory 3 hours per week. **(S)**

HRI 228 Food Production Operations (3 cr)

Teaches management principles as applied to a food production setting. Integrates skills areas including planning organizing, coordination, checking, insuring, training, establishing standards, assisting and controlling. Promotes the knowledge/skills required to manage food production operations in a commercial and/or institutional kitchen. Lecture 3 hours per week. **(S)**

HRI 235 Marketing of Hospitality Services (3 cr)

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

HRI 251 Foods and Beverage Cost Control I (3 CR)

Presents methods of pre-cost and pre-control as applied to the menu, purchasing, receiving, storing, issuing, production, sales and service which result in achievement of an operation's profit potential. Emphasizes both manual and computerized approaches. Lecture 3 hours per week. **(S)**

Humanities

HUM 201 Survey of Western Culture I (3 cr)

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval and Early Renaissance. Lecture 3 hours per week. **(O)**

HUM 202 Survey of Western Culture II (3 cr)

Studies thought, values, and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic and Modern. Lecture 3 hours per week. **(O)**

HUM 241-242 Interdisciplinary Principles of the Humanities I-II (3cr)(3cr)

Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. Lecture 3 hours per week. **(O)**

HUM 260 Survey of Twentieth-Century Culture (3 cr)

Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. Lecture 3 hours per week. **(O)**

Industrial Engineering

IND 106 Industrial Engineering Technology (3 cr)

Introduces basic skills required for a career in industrial engineering technology. Includes basic statistics for engineering technicians, the SI system, graphic analysis, and careers as an industrial engineering technician. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 3 hours per week. **(F)**

IND 108 Technical Computer Applications (3 cr)

Develops data entry proficiency for technical application and word processing as applied to technology. Presents an introduction to computer operating systems as related to technical applications. Includes demonstrations of selected technical topics such as CAD, CNC, Graphic

illustration I/O's involving PLC's, telecommunications (modems), and process control. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. **(F, S)**

IND 113-114 Materials and Processes in Manufacturing I-II (2-3 cr)(2-3 cr)

Studies materials and processes for the manufacture of products. Investigates the nature of various materials. Examines the manufacturing processes of industry and their effects on materials. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 2-3 hours per week **(S)**

IND 121 Industrial SupervisionI (3cr)

Introduces the concept of the Supervisor as a Leader. Discusses the role of the Industrial Supervisor in the face of technology advances. Discusses the role of the Industrial Supervisor in leading organizational change and helping employees through transitions. Defines Leadership styles and the selection of the appropriate style. Introduces the Industrial Supervisor as a motivator in terms of job satisfaction, morale, job design competition, communication and promotions. Presents ethical behavior and dilemmas in organizations. Lecture 3 hours per week. **(O)**

IND 137 Team Concepts and Problem Solving (3 cr)

Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 3 hours per week. **(F)**

IND 143 Packaging Systems Technology (3cr)

Studies packaging systems, materials, and forms and their relationship with the requirements of global societies for the distribution and storage of industrial and consumer products. Prerequisite: College placement scores. Lecture 3 hours per week. **(F)**

IND 144 Introduction to Manufacturing and Packaging Technology (3 cr)

Introduces basic concepts and skills of the Advanced Manufacturing and Packaging Technology fields. Presents discussion of manufacturing career opportunities and industry practices with specific emphasis on the history, purpose, practice and organization of the packaging industry. Introduces the foundation mathematics for industrial measurements, English/SI system conversions and statistical process control. Covers concepts of automated system integration, quality assurance, teamwork and positive work ethics. Lecture 3 hours per week. **(S)**

IND 165 Principles of Industrial Technology I (4 cr)

Introduces principle concepts of technology involving mechanical, fluid, electrical and thermal power as they relate to force, work and rate. Lecture 3 hours per week; laboratory 2 hours per week. **(O)**

IND 166 Principles of Industrial Technology II (4 cr)

Introduces principle concepts of technology involving mechanical, fluid, electrical, and thermal power as they relate to resistance, energy, power, and force transformers. Places an emphasis on mechanical and advantage systems. Prerequisite: IND 165. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. **(O)**

IND 181 World Class Manufacturing I (3 cr)

Studies the principles and applications of the globalization of industry. Emphasizes the fundamentals of interpersonal/team process, organization skills, total quality tools for continuous improvement, statistical process control, manufacturing resource planning and just-in-time. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 3 hours per week. **(F)**

IND 230 Applied Quality Control (3 cr)

Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining and interpreting of control charts and review of basic metrology. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 2 hours per week; laboratory 2 hours per week. **(S)**

IND 235 Statistical Quality Control (3 cr)

Gives overview of the quality control function within industry. May include the organization, cost, and techniques of quality control. Emphasizes essentials and applications of statistics in the quality control function. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 2-3 hours. Laboratory 0-2 hours. Total 3-4 hours per week. (O)

IND 250 Introduction to Basic Computer Integrated Manufacturing (2-3 cr)

Presents basic principles used in the design and implementation in a computer integrated manufacturing system. Emphasizes team concept and all aspects of a computer integrated manufacturing system to include the following: Robotics, Conveyor Control, Machining Center Integration Quality Control, Statistical Quality Control, and Computer Integrated Manufacturing (CIM) software. Prerequisite: ELE 239 or ETR 286 or instructor's permission. Lecture 0-2 hours. Laboratory 3-9 hours. Total 4-9 hours per week. (S)

Information Technology Design and Database

ITD 110 Web Page Design I (3-4 cr)

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Course content includes headings, lists, links, images, image maps, tables, forms and frames. Prerequisite: *ITE 115*. Lecture 3-4 hours per week. (F)

ITD 210 Web Page Design II (3-4 cr)

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Prerequisite: *ITD 110*. Lecture 3-4 hours per week. (S)

ITD 212 Interactive Web Design (3-4 cr)

Provides techniques in interactive design concepts to create cross-platform, low-bandwidth animations utilizing a vector based application. This course emphasizes the importance of usability, accessibility, optimization and performance. Prerequisite: *ITD 110*. Lecture 3-4 hours per week. (O)

Information Technology Essentials

ITE 101 Introduction to Microcomputers (1-2 cr)

Examines concepts and terminology related to microcomputers and introduces specific uses of microcomputers. Lecture 1-2 hours per week. (O)

ITE 102 Computers and Information Systems (1-2 cr)

Introduces terminology, concepts and methods of using computers in information systems. This course teaches computer literacy, not intended for Information Technology majors. Lecture 1-2 hours per week. (O)

ITE 115 Basic Computer Literacy (3-4 cr)

Covers computer concepts and internet skills and use a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills required for computer literacy. Recommended prerequisite keyboarding skills. Prerequisites: *ENG 01, ENG 04*. Co-requisites: *ENG 03, ENG 05*. Lecture 3-4 hours per week. (F,S, Su)

ITE 127 Microcomputer Software: Beginning Windows (1-2 cr)

Imparts first-time users with sufficient information to make practical use of the Windows software package. This course also presents the basics of the features and applications included in the Windows operating system package. Lecture 1-2 hours per week. (O)

ITE 150 Desktop Database Software (3-4 cr)

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. Prerequisites: *ITE 115*. Lecture 3-4 hours per week. (F,S)

ITE 151 Microcomputer Software: Database Management (1-2 cr)

Presents first-time users with sufficient information to make practical use of database management software using the basics of building databases. This course covers specific business applications. Prerequisite: *ITE 115*. Lecture 3-4 hours per week. (O)

ITE 227 Microcomputer Software: Intermediate Windows (1-2 cr)

Imparts more in-depth instruction into the Windows package software with software installation, PIF file overview, and object linking and embedding. Lecture 1-2 hours per week. (O)

Information Technology Networking

ITN 101 Introduction to Network Concepts (3-4 cr)

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Course content emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Course content also includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 3 hours per week. (F)

ITN 106 Microcomputer Operating Systems (3-4 cr)

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ Software. Lecture 3-4 hours per week. (S)

ITN 107 Personal Computer Hardware and Troubleshooting (3-4 cr)

Includes specially designed instruction to give a student a basic knowledge of hardware and software configurations. Includes the installation of various peripheral devices as well as basic system hardware components. Maps to A+ Hardware Certification. Lecture 3-4 hours per week. (S)

ITN 110 Windows 2000 Professional (3-4 cr)

Introduces an overview of instruction in installation, configuration, administration, and troubleshooting of Windows 2000 Professional as a desktop operating system in a networked data communications environment. Prerequisite: ITE 115. Lecture 3-4 hours per week.

ITN 111 Windows 2000 Server (3-4 cr)

Covers basic instruction in various network protocols, name resolution services, remote access, security, and print installation, configuration, administration, monitoring, and troubleshooting of Windows 2000 Server in an Active Directory domain environment.

Prerequisite: ITE 115. Lecture 3-4 hours per week.

ITN 114 Windows XP Professional (3-4 cr)

Consists of instruction in installation, configuration, administration, and troubleshooting of Windows XP Professional as a desktop operating system in a networked data communication environment. Prerequisite: ITE 115. Co-requisite: ITN 101. Lecture 3-4 hours per week. (S)

ITN 115 Windows 2003 Server (3-4 cr)

Consists of instruction in installation, configuration, administration, and troubleshooting of Windows XP Professional as a desktop operating system in a networked data communications environment. Prerequisite: ITE 115. Co-requisite: ITN 101. Lecture 3-4 hours per week. (S)

ITN 116 WIN 2003 Network Infrastr, Implem, Mgmt & Maint. (NI-IMM) (3-4 cr)

Provides instruction on how to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. Prerequisites: ITE 115, ITN 101, ITN 115. Lecture 3-4 hours per week. (F)

ITN 118 Windows 2003: Active Directory Infrastructure Planning (3-4 cr)

Encompasses instruction on how to plan, implement, and maintain a Microsoft Windows Server 2003 Active Directory infrastructure. Prerequisites: ITE 115, ITN 101, ITN 115. Lecture 3-4 hours per week. (S)

ITN 120 Wireless - Network Administration (WNA) (3-4 cr)

Provides instruction in fundamentals of wireless information systems. Course content includes terms, standards, components, and operating requirements in the design and implementation of wireless networks. Prerequisites: ITE 115, ITN 101. Lecture 3-4 hours per week. (O)

ITN 154 Networking Fundamentals-Cisco (3-4 cr)

Provides introduction to networking using the OSI reference model. Course content includes data encapsulation, TCP/IP suite, routing, IP addressing, and structured cabling design and implementation. Prerequisite: ITE 115. Co-requisite: ITN 101. Lecture 3-4 hours per week. (F)

ITN 155 Introductory Routing-Cisco (3-4 cr)
Features an introduction to basic router configuration using Cisco IOS software. Course content includes system components, interface configuration, ip network design, troubleshooting techniques, configuration and verification of IP addresses, and router protocols. CISCO Semester 2 and maps to CCNA. Prerequisite: **ITN 154**. Lecture 3-4 hours per week. (F)

ITN 156 Basic Switching and Routing – Cisco (3-4 cr)
Centers instruction in LAN segmentation using bridges, routers, and switches. Includes fast Ethernet, access lists, routing protocols, spanning tree protocol, virtual LANS and network management. Prerequisite: **ITN 155**. Lecture 3-4 hours per week. (S)

ITN 157 WAN Technologies-Cisco (3-4 cr)
Concentrates on an introduction to Wide Area Networking (WANs). Course content includes WAN design, LAPB, Frame Relay, ISDN, HDLC, and PPP. CISCO Semester 4 and maps to CCNA. Prerequisite: **ITN 156**. Lecture 3-4 hours per week. (S)

ITN 170 Linux System Administration (3- 4 cr)
Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation. Prerequisites: **ITE 115, ITN 101**. Lecture 3-4 hours per week. (O)

ITN 171 Introduction to Unix Operating System (3-4 cr)
Provides an introduction to the UNIX operating system and provides instruction in login procedures, file creation, UNIX file structure, I/O controls, common shells and shell programming. Prerequisite: **ITN 101, ITE 115**. Lecture 3-4 hours per week. (O)

ITN 260 Network Security Basics (3- 4 cr)
Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Prerequisites: **ITE 115, ITN 101**. Co-requisites: **ITN 114, ITN 115**. Lecture 3-4 hours per week. (O)

ITN 290 Coordinated Internship in Information Technology (Variable cr)
Offers opportunities for career orientation and training without pay in selected businesses and industry. Supervised and coordinated by the College. Prerequisites: **ITE 115, ITN 101, ITN 114, ITN 115**. Credit/work ratio not to exceed 1:5 hours. Variable hours per week. (F,S)

ITN 297 Co-Op Education in Information Technology (Variable cr)
Provides on-the-job training for pay in approved business, industrial and service firms. Applies to all occupational-technical curricula at the discretion of the College. Prerequisites: **ITE 115, ITN 101, ITN 114, ITN 115**. Credit/work ratio not to exceed 1:5 hours. Variable hours per week. (F, S)

Information Technology Programming

ITP 120 Java Programming I (3-4 cr)
Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Prerequisite: **ITE 115**. Lecture 3-4 hours per week. (O)

Japanese

JPN 101-102 Beginning Japanese I-II (4-5 cr)(4-5 cr)
Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Lecture 4-5 hours per week. May include one additional hour of oral practice per week. (O)

Latin

LAT 101-102 Elementary Latin I-II (3 cr)(3 cr)
Teaches Latin grammar and composition. Introduces the translation of Latin literature, with special selections from Caesar and other writers. Lecture 3 hours per week. (O)

LAT 201-202 Intermediate Latin I-II (3 cr)(3 cr)
Introduces the reading of classical Latin with a review of Latin grammar, forms and syntax. Prerequisites two years high school Latin or one year college Latin. Lecture 3 hours per week. (O)

Machine Technology

MAC 111-112 Machine Trade Theory and Computation (3 cr)(3 cr)

Covers shop theory and mathematics dealing with fractional and precision measuring tools. Includes layout, bandsaws, drill presses, the twist drill, thread cutting, taper turning, vertical and horizontal milling machines, lathe tool bit geometry, the engine lathe and other lathe operations. Lecture 3 hours per week. **(O)**

MAC 150 Introduction to Computer Aided Manufacturing (3 cr)

Introduces computer aided manufacturing (CAM) with emphasis on programming of numerical control machinery. Teaches program writing procedure using proper language and logic and a CAM programming system to produce numerical control code for machines. Teaches basic computer usage, 2 1/2-D and 3-D CAD-CAM integration and code-to-machine transfer. Lecture 2 hours per week; laboratory 2 hours per week. **(O)**

Marketing

MKT 100 Principles of Marketing (3 cr)

Presents principles, methods and problems involved in the marketing of goods, services and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sales of products, pricing, promotion and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical and international considerations in marketing. Prerequisite: ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F)**

Mathematics

MTH 02 Arithmetic (LECTURE) (3 cr)

Covers arithmetical principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Co-requisite: ENG 04. Lecture 3 hours per week. **(F, S, Su)**

MTH 02 Arithmetic(SELF INSTRUCTED)(3 cr)
Prerequisite: ENG 04. Co-requisite: ENG 05
(F, S, Su)

MTH 03 Algebra I (LECTURE) (Part A 3cr)(Part B 3 cr)

Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 03 and MTH 02: Arithmetic or equivalent. Co-requisite: ENG 04. Lecture 3 hours per week. **(F, S, Su)**

MTH 03 Algebra I (SELF INSTRUCTED) (3 cr)

Prerequisites: MTH 02: Arithmetic, ENG 04. Co-requisite: ENG 05. **(F, S, Su)**

MTH 04 Algebra II (LECTURE)(Part A 3cr)(Part B 3 cr)

Expands upon the topics of Algebra I including rational expressions, radicals and exponent, quadratic equations, systems of equations and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 04 and MTH 03: Algebra I or equivalent, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

MTH 04 Algebra II (SELF INSTRUCTED)(3 cr)

Prerequisites: MTH 03: Algebra I, ENG 04. Co-requisite: ENG 05. **(F, S, Su)**

MTH 06 Basic Geometry (LECTURE) (3 cr)

Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Prerequisites: a placement recommendation for MTH 06 and MTH 03: Algebra I or equivalent, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

MTH 06 Basic Geometry (SELF INSTRUCTED) (3 cr)

Prerequisites: MTH 03: Algebra I, ENG 04. Co-requisite: ENG 05. **(F, S, Su)**

MTH 21 Survey of Technical Mathematics I (2-5 cr)

Provides a foundation in mathematics with emphasis in arithmetic, algebra, geometry, and trigonometry. Presents applications directed to specialty options. Prerequisite: a placement recommendation for MTH 21. Lecture 2-5 hours per week. **(O)**

MTH 50 Mathematics for Teacher Entrance Exams (2 cr)

Provides participants with review and practice for the mathematics portion of the licensure examination required of all beginning teachers in Virginia. Test-taking strategies are emphasized throughout. Prerequisite: MTH 03: Algebra I or equivalent, ENG 04. Co-requisite: ENG 05. Lecture 1-2 hours per week. **(F, S, Su)**

MTH 103-104 Applied Technical Math I-II (3 cr)(3 cr)

Presents a review of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas. Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent. Lecture 3 hours per week. **(O)**

MTH 115 Technical Mathematics I (3 cr)

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. Prerequisites: a placement recommendation for MTH 115, MTH 03: Algebra I and MTH 06: Geometry, or MTH03: Algebra I and MTH 04: Algebra II, or equivalent, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F)**

MTH 120 Introduction to Mathematics (3 cr)

Introduces number systems, logic, basic algebra and descriptive statistics. Prerequisites: a placement recommendation for MTH 120, one unit of high school mathematics, MTH 03: Algebra I or equivalent, ENG 04. Co-requisite: ENG 05 (Intended for occupational/technical programs.) Lecture 3 hours per week. **(F, S)**

MTH 151 Mathematics for the Liberal Arts I (3 cr)

Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. Prerequisites: a placement recommendation for MTH 151, MTH 03: Algebra I, MTH 04: Algebra II, MTH 06: Geometry or

equivalent, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F)**

MTH 152 Mathematics for the Liberal Arts II (3 cr)

Presents topics in functions, combinatorics, probability, statistics and algebraic systems. Prerequisites: a placement recommendation for MTH 152, MTH 03: Algebra I, MTH 04: Algebra II, MTH 06: Geometry or equivalent, ENG 04. Lecture 3 hours per week. **(S)**

MTH 157 Elementary Statistics (3 cr)

Presents elementary statistical methods and concepts including descriptive statistics, estimation, hypothesis testing, linear regression and categorical data analysis. (Credit will not be awarded for more than one of MTH 157, MTH 240 or Bus 221.) Prerequisites: a placement recommendation for MTH 157, and MTH 03: Algebra I, MTH 04: Algebra II and MTH 06: Geometry or equivalent or Instructor approval, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

MTH 163 Pre-Calculus I (3 cr)

Presents college algebra, matrices and algebraic, exponential and logarithmic functions. Prerequisites: a placement recommendation for MTH 163, MTH 03: Algebra I, MTH 04: Algebra II, MTH 06: Geometry or equivalent, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F)**

MTH 164 Pre-Calculus II (3 cr)

Presents trigonometry, analytic geometry and sequences and series. Prerequisite: MTH 163: Pre-Calculus I or equivalent. (Credit will not be awarded for both MTH 164 and MTH 168.) Lecture 3 hours per week. **(S)**

MTH 173 Calculus with Analytic Geometry I (5 cr)

Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics, including MTH 03: Algebra I, MTH 04: Algebra II, MTH 06: Geometry and Trigonometry or equivalent. (Credit will not be awarded for more than one of MTH 173, MTH 175 or MTH 273.) Lecture 5 hours per week. **(F)**

MTH 174 Calculus with Analytic Geometry II (5 cr)

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar and parametric graphing, indefinite and definite integrals, methods of integration and power series along with applications. Designed for mathematical, physical and engineering science programs. Prerequisite: MTH 173: Calculus with Analytic Geometry I or equivalent. (Credit will not be awarded for more than one of MTH 174, MTH 176 or MTH 274.) Lecture 5 hours per week. **(S)**

MTH 240 Statistics (3 cr)

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing and correlation and regression. Prerequisite: a placement recommendation for MTH 240, and MTH 163 or equivalent, or Instructor approval, ENG 04. Co-requisite: ENG 05. (Credit will not be awarded for more than one of MTH 157, MTH 240, MTH 241 or BUS 221.) Lecture 3 hours per week. **(F, S, Su)**

Mechanical Engineering**MEC 161 Basic Fluid Mechanics Hydraulics/Pneumatics (3-4 cr)**

Introduces theory, operation and maintenance of hydraulic/ pneumatics devices and systems. Emphasizes the properties of fluids, fluid flow, fluid statics, and the application of Bernoulli's equation. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 2-3 hours per week; laboratory 2-3 hours per week. **(S)**

MEC 162 Applied Hydraulics and Pneumatics (2-3 cr)

Introduces hydraulic and pneumatic systems found in construction equipment, road vehicles and farm equipment. Includes the basic theory, construction, maintenance and repair of hydraulic and pneumatic power systems. Prerequisites: ENG 03, ENG 05, MTH 03. Lecture 1-3 hours per week; laboratory 0-3 hours per week. **(O)**

MEC 225 Metallurgy (3 cr)

Teaches fundamentals of metallurgy, grain size, effect on carbon content and hardness testing devices. Tests different alloys to determine the effect of heat treatment. Lecture 2-3 hours per week; laboratory 0-2 hours per week. **(O)**

MEC 226 Practical Metallurgy (3 cr)

Studies metals and their structure. Focuses on effects of hardening, tempering and annealing upon the structure and physical properties of ferrous and non-ferrous metals. Covers the equipment and processes in heat treating. Lecture 3 hours per week. **(O)**

Music**MUS 221-222 History of Music I-II (3 cr)(3 cr)**

Presents the chronology of musical styles from antiquity to the present time. Relates the historical development of music to parallel movements in art, drama and literature. Develops techniques for listening analytically and critically to music. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S)**

Natural Science/Astronomy**NAS 05 Sciences I (3 cr)**

Focuses on the basic principles of chemistry, physics and biology. Prerequisites: ENG 01, ENG 04. Co-requisite: ENG 05. Lecture 2 hours per week; recitation and laboratory 2 hours per week. **(F, S, Su)**

NAS 130 Elements of Astronomy (3 cr)

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Prerequisite: MTH 03: Algebra I, ENG 01, ENG 04. Co-requisites: ENG 05. Lecture 3 hours per week. Recitation and laboratory 3 hours. **(O)**

NAS 131-132 Astronomy I-II (4 cr)(4 cr)

Studies the major and minor bodies of the solar system, stars and nebulae of the Milky Way and extra galactic objects. Examines life and death of stars, origin of the universe, history of astronomy and instruments and techniques of observation. Prerequisites: ENG 01, ENG 04, MTH 04: Algebra II. Co-requisite: ENG 05. Lecture 3 hours per week; recitation and laboratory 3 hours per week. **(O)**

NAS 171-172 Human Anatomy and Physiology I and II (4 cr)

Presents the human organ systems and their functions as they relate to allied health science.

Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week. **(F,S)**

Nursing

PNE 143 Applied Nursing Skills (1 cr)

Applies principles and procedures essential to the basic nursing care of patients. Laboratory 3 hours per week. Prerequisite: PNE 162, Co-requisite: PNE 188. **(S)**

PNE 161 Nursing in Health Changes I (6 cr)

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hours per week; laboratory 6 hours per week. Prerequisite: ENG 03, ENG 107, MTH 02, MTH 03, BIO 20, NAS 05. Co-requisites: NUR 135, NUR 105, ENG 111, HLT 138, BIO 141. Total 10 hours per week. **(F)**

PNE 162 Nursing in Health Changes II (11 cr)

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 5 hours per week; laboratory 18 hours per week. Prerequisite: PNE 161, NUR 105, NUR 135, HLT 138, ENG 111, BIO 141. Total 23 hours per week. **(S)**

PNE 188 Nursing Concepts III (6 cr)

Teaches nursing care of individuals and/or families experiencing alterations in health, utilizing the nursing process. Includes computer and math computational skills related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Prerequisite: ENG 03, ENG 107, MTH 02: Arithmetic, MTH 03: Algebra I, PNE 162. Lecture 3 hours per week; laboratory 9 hours per week. **(Su)**

NUR 105 Nursing Skills (2 cr)

Develops nursing skills for the basic needs of individuals and introduces related theory. Provides supervised learning experiences in cooperating agencies. Prerequisites: ENG 03, ENG 107, MTH 02: Arithmetic, MTH 03: Algebra I (grade of "R"). Co-requisite: PNE 186. Laboratory 6 hours per week. **(F)**

NUR 115 LPN Transition (2 cr)

Introduces the role of the registered nurse through concepts and skill development in the discipline of

professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams, or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Prerequisites/Co-requisites: BIO 141, BIO 142, BIO 149, ENG 111, ENG 112, HLT 138, NUR 135, PSY 230. Lecture 1 hour per week; laboratory 3 hours per week. **(Su)**

NUR 135 Drug Dosage Calculations (1 cr)

Teaches apothecary, metric and household conversion and reading of drug orders and labels. Provides a practical approach to learning to calculate and prepare medications and solutions. Includes calculating intravenous flow rates and pediatric dosages. Prerequisite: MTH 02: Arithmetic, MTH 03: Algebra I (grade of "R.") Lecture 1 hour per week. **(F, S, Su)**

NUR 205 Introduction to Second Level Nursing (6 cr)

Teaches principles and concepts of nursing care for individuals, families and/or groups in the community and hospital setting. Focuses on health team membership and various nursing care delivery systems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college laboratories and/or cooperating agencies. Prerequisite: BIO 149, ENG 112, HLT 143 and PNE 188 or NUR 115. Co-requisite: NUR 226. Lecture 3 hours per week; laboratory 9 hours. Total 12 hours per week. **(F)**

NUR 208 Acute Medical Surgical Nursing (6 cr)

Focuses on the use of nursing process to provide care to individuals/families with acute medical or surgical problems or to prevent such problems. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in cooperating agencies. Prerequisite: NUR 205, NUR 226. Co-requisite: NUR 254. Lecture 3 hours per week; laboratory 9 hours per week. **(S)**

NUR 226 Health Assessment (2 cr)

Teaches the systematic approach to obtaining a health history and performing a physical

assessment. Prerequisite: PNE 188. Lecture 1 hour per week; laboratory 3 hours per week. **(F)**

NUR 254 Dimensions of Professional Nursing (1 cr)

Explores the role of the professional nurse. Emphasizes nursing organizations, legal and ethical implications and addresses trends in management and organizational skills. Explores group dynamics, relationships, conflicts and leadership styles. Prerequisite: PNE 188. Lecture 1 hour per week. **(F,S)**

NUR 264 Reentry into Registered Nursing (6 cr)

Facilitates the return of the inactive registered nurse to the work force. Teaches current nursing practice and updates skills. Lecture 3 hours. Laboratory 9 hours. **(F, S, Su)**

Philosophy

PHI 101 Introduction to Philosophy I (3 cr)

Introduces a broad spectrum of philosophical problems and perspectives with an emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S)**

PHI 220 Ethics (3 cr)

Provides a systematic study of representative ethical systems. Prerequisites: ENG 03 and 05. Lecture 3 hours per week. **(O)**

Physical Education

PED 103 Aerobic Fitness (1 cr)

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

PED 109 Yoga (1-2 cr)

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1-2 hours per week; laboratory 0-2 hours per week. **(F, S, Su)**

PED 111 Weight Training I (1 cr)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week. **(F, S, Su)**

PED 116 Lifetime Wellness and Fitness (1-2 cr)

Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness, and motivates the student to incorporate physical fitness and wellness into daily living. A personal fitness/wellness plan is required for the 2-credit course. Lecture 1-2 hours per week; laboratory 0-2 hours per week. **(O)**

PED 123 Tennis I (1 cr)

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology and etiquette. Variable hours per week. **(F, S)**

PED 129 Self-Defense (1-2 cr)

Examines history, techniques and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Lecture 1-2 hours per week; laboratory 0-2 hours per week. **(O)**

PED 133 Golf I (1 cr)

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

PED 135 Bowling I (1 cr)

Teaches basic bowling skills and techniques, scoring, rules, etiquette and terminology. Variable hours per week. **(F,S)**

PED 139 Ice Skating (1 cr)

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

PED 141-142 Swimming I-II (1 cr)

Introduces the skills and methods of swimming strokes. Focuses on safety and physical conditioning. Lecture 1-2 hours. Laboratory 0-2 hours. Total 1-3 hours per week. **(O)**

PED 148 Snowboarding (1 cr)

Teaches the basic skills of snowboarding, selection and use of equipment, terminology, and safety rules. Laboratory 2 hours per week. **(S)**

PED 154 Volleyball (1 cr)

Introduces skills, techniques, strategies, rules and scoring. Laboratory 2 hours per week. **(S)**

PED 180 Orienteering (1 cr)

Teaches a brief history of the sport, equipment use, map reading, compass uses and techniques and types of orienteering. Variable hours per week. **(O)**

PED 181 Downhill Skiing I (1 cr)

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

Physical Therapy**PTH 151 Musculoskeletal Structure and Function (4-5 cr)**

Studies the human musculoskeletal system. Covers terms of position and movement, location and identification of specific bony landmarks, joint structure and design, ligaments, muscle origin, action and innervation and emphasizes types of contraction. Prerequisite: HLT 180. Lecture 2-3 hours per week; laboratory 2-6 hours per week. **(S, Su)**

Physics**PHY 131 Applied Physics I (3 cr)**

Emphasizes application of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, and electricity and magnetism. Prerequisites: MTH 03: Algebra I, ENG 04. Lecture 2 hours per week; laboratory 2 hours per week. **(O)**

PHY 132 Applied Physics II (3 cr)

Emphasizes application of topics such as precision measurement, statics, dynamics, energy, momentum, properties of matter, heat, sound, optics, and electricity and magnetism. Prerequisites: PHY 131, MTH 04: Algebra II, ENG 05. Lecture 2 hours per week; laboratory 2 hours per week. **(O)**

PHY 201 General College Physics I (4 cr)

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. Prerequisites: MTH 04: Algebra II, ENG 04. Lecture 3 hours per week; laboratory 3 hours per week. **(F)**

PHY 202 General College Physics II (4 cr)

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave

phenomena, electricity and magnetism and selected topics in modern physics. Prerequisite: PHY 201. Lecture 3 hours per week; laboratory 3 hours per week. **(S)**

PHY 241-242 University Physics I-II (4 cr)

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. Prerequisite: PHY 241: MTH 173 or MTH 273 or Instructor approval. Prerequisite: PHY 242: MTH 174 or MTH 274 or Instructor approval. Lecture 3 hours per week; laboratory 3 hours per week. **(O)**

Political Science**PLS 135 American National Politics (3 cr)**

Teaches political institutions and processes of the national government of the United States. Focuses on Congress, the Presidency and the Courts and on their interrelationships. Gives attention to public opinion, suffrage, elections, policy, political parties, interest groups, civil rights, domestic policy and foreign relations. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03 and 05. Lecture 3 hours per week. **(F)**

PLS 136 State and Local Politics (3 cr)

Teaches structure, power and functions of state and local government in the United States. Prerequisites: ENG 01, ENG 04. Lecture 3 hours per week. **(S)**

Psychology**PSY 116 Psychology of Death and Dying (3 cr)**

Focuses on psychological aspects of death and dying. Teaches the meaning of death and ways of handling its personal and social implications. Includes psychological, sociological, cultural, and religious views of death. Prerequisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 126 Psychology for Business and Industry (3 cr)

Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week. **(O)**

PSY 165 Psychology of Human Sexuality (3 cr)

Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Prerequisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 200 Principles of Psychology (3 cr)

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motion, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 215 Abnormal Psychology (3 cr)

Explores historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisites: PSY 200, ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 216 Social Psychology (3 cr)

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. Prerequisites: PSY 200, ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 230 Developmental Psychology (3 cr)

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive and psychosocial growth. Prerequisites: ENG 03, ENG 05 or instructor's approval. Additional prerequisites: PSY 200 or instructor permission. Lecture 3 hours per week. **(F, S, Su)**

PSY 235 Child Psychology (3 cr)

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's

growth. Prerequisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 236 Adolescent Psychology (3 cr)

Studies development of the adolescent. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. Prerequisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

PSY 237 Adult Psychology (3 cr)

Studies development of the adult personality. Investigates physical, intellectual, social and emotional aspects of aging from early adulthood to death. Prerequisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F, S, Su)**

Recreation and Parks

RPK 120 Outdoor Recreation (3 cr)

Includes history and philosophy of conservation, preservation, and the development of outdoor recreation in the United States. Emphasizes development of practical skills in planning, instructing, and managing outdoor recreation programs and facilities, including youth resident camps, R.V. campgrounds, as well as resources in the urban setting. Lecture 2 hours per week; laboratory 3 hours per week. **(O)**

Religion

REL 200 Survey of the Old Testament (3 cr)

Surveys books of the Old Testament with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(O)**

REL 210 Survey of the New Testament (3 cr)

Surveys books of the New Testament with special attention upon placing the writing within their historical and geographical setting. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(O)**

REL 225 Selected Topics in Biblical Studies (3 cr)

Examines a selected body of literature, a specific book of the Bible or a pervasive theme. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(O)**

REL 231 Religions of the World I (3 cr)

Studies religions of the world with attention to origin, history and doctrine. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F)**

REL 232 Religions of the World II (3 cr)

Studies religions of the world with attention to origin, history and doctrine. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(S)**

Safety**SAF 126 Principles of Industrial Safety (3 cr)**

Teaches 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. Prerequisite: ENG 05. Lecture 3 hours per week. **(O)**

Sign Communication**SCM 100 Introduction to American Sign Language (3 cr)**

Teaches the fundamentals of finger spelling, American Sign Language structure and sign language vocabulary. Develops skills for communication with the hearing impaired. Introduces the non-language aspects of communications, including eye movement, facial expression and body posture. Explores and develops skills in gesture pantomime and body language. Lecture 2-3 hours per week; laboratory 0-2 hours per week. **(O)**

SCM 110 Intermediate American Sign Language (3 cr)

Provides students with additional American Sign Language vocabulary. Teaches idiomatic expressions, colloquialisms and receptive skills. Prerequisite: SCM 100 or consent of the instructor. Lecture 2-3 hours per week; laboratory 0-2 hours per week. **(O)**

Sociology**SOC 200 Principles of Sociology (3 cr)**

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance,

social stratification and social institutions. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(F)**

SOC 215 Sociology of the Family (3 cr)

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(O)**

SOC 268 Social Problems (3 cr)

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars and disarmament. Prerequisites: ENG 01, ENG 04. Co-requisites: ENG 03, ENG 05. Lecture 3 hours per week. **(S)**

Spanish**SPA 101-102 Beginning Spanish (4 cr)**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. **(O)**

SPA 201-202 Beginning Spanish (4 cr)

Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include an additional hour of oral drill and practice per week. **(O)**

Speech and Drama**SPD 110 Introduction to Speech Communication (3 cr)**

Examines the elements affecting speech communication at the individual, small group and public communication levels with emphasis on practice of communication at each level. Prerequisites: ENG 03, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

SPD 151-152 Film Appreciation I-II (3 cr)(3 cr)

Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies. Prerequisites: ENG 03, ENG 04. Co-requisite: ENG 05. Lecture 3 hours per week. **(F, S, Su)**

Student Development

SDV 100 College Success Skills (1 cr)

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and placement testing. Strongly recommended for beginning students. Required for graduation. Co-requisite: ENG 01, ENG 04. Lecture 1 hour per week. **(F, S)**

SDV 107 Career Education (1-3 cr)

Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision making to career choice. Lecture 1-3 hours per week. **(O)**

Welding

WEL 116 Welding I (Oxyacetylene) (2 cr)

Teaches oxygenacetylene welding and cutting including safety of equipment, welding, brazing and soldering procedures and cutting procedures. Lecture 1 hour per week; laboratory 3 hours per week. **(O)**

WEL 117 Oxy Fuel Welding and Cutting (3 cr)

Introduces the history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in different positions, brazing, hard and soft soldering. Discuss procedure in the use of tools and equipment. Lecture 2 hours per week; laboratory 3 hours per week. **(F)**

WEL 121 Arc Welding (2 cr)

Studies the operation of AC and DC power sources, weld heat, polarities, and electrodes for use in joining various alloys by the SMAW process. Covers welds in different types of joints and different welding positions. Emphasizes safety procedures. Lecture 1 hour per week; laboratory 3 hours per week. **(O)**

WEL 123 Shielded Metal Arc Welding (Basic) (3 cr)

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding

process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours per week; laboratory 3 hours per week. **(F)**

WEL 124 Shielded Metal Arc Welding (Advanced) (3-4 cr)

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Prerequisite: WEL 123. Lecture 2 hours per week; laboratory 3-5 hours per week. **(S)**

WEL 126 Pipe Welding I (3 cr)

Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Co-requisite: WEL 124. Lecture 2 hours per week; laboratory 3 hours per week. **(S)**

WEL 127 Pipe Welding II (3 cr)

Provides practice in the welding of pressure piping in the horizontal, vertical and fixed positions. Prerequisite: WEL 126. Laboratory 9 hours per week. Independent Study Only: **(F,S)**

WEL 130 Inert Gas Welding I (3 cr)

Introduces practical operation in use of inert-gas-shield arc welding and equipment, operations in safety practices in various positions, shielding gases, filler rods, process variations and their applications. Discusses manual, semiautomatic and automatic welding. Lecture 2 hours per week; laboratory 3 hours per week. **(F)**

WEL 135 Inert Gas Welding II (2 cr)

Continues practical operations in the uses of inert-gas-shield arc welding. Discusses equipment, safety operation, welding practice in the various applications, manual and semiautomatic welding. Lecture 1 hour per week; laboratory 3 hours per week. **(S)**

WEL 141-142 Welder Qualification Tests I-II (3 cr)(3 cr)

Studies techniques and practices of testing welded joints through destructive and nondestructive tests, guiding, discoloration heat test, porous examinations, tensile, hammer and free bend tests. Also studies visual, magnetic and fluorescent tests. Lecture 2 hours per week;

laboratory 3 hours per week. Independent Study Only: **(F,S)**

WEL 145 Welding Metallurgy (3 cr)

Studies steel classifications, heat treatment procedures, properties of ferrous and nonferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 3 hours per week. **(F)**

WEL 146 Welding Quality Control(3cr)

Teaches techniques and practices of inspection and interpretation of tests and measurements. Includes radiographic tests of joints of unlimited thickness welded in 3G and 4G positions. Lecture 2 hours per week; laboratory 3 hours per week. Even Number Years Only: **(S)**

WEL 160 Gas Metal Arc Welding (3-4 cr)

Introduces semiautomatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes and gases. Lecture 2 hours per week; laboratory 3 hours per week. Independent Study Only: **(F,S)**

WEL 195 Applications in SMAW & OAC (3 cr)

Presents the set up and the oxy-fuel station and SMAW welding equipment. Teaches types of flames, tips, polarities, electrodes and filler metals. Teaches cutting brazing and SMAW welding in flat and vertical positions. Discusses metallurgy and emphasized safety procedures. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week. **(O)**

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

**(Insert Appropriate Prefix) 90,190, 290(1-5 cr)
Coordinated Practice or Internship in (Insert Appropriate Discipline)**

Includes supervised practice or on-the-job training in selected curriculums coordinated by the College. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours. **(O)**

**(Insert Appropriate Prefix) 95, 195, 295 (1-5 cr)
Topics in (Insert Appropriate Topic)**

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the

College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. **(O)**

**(Insert Appropriate Prefix) 97, 197, 297(1-5 cr)
Cooperative Education in (Insert Appropriate Discipline)**

Supervises an on-the-job training for pay in approved business, industrial or service firm coordinated by the College's Cooperative Education office. Is applicable to all occupational-technical curricula at the discretion of the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. **(O)**

**(Insert Appropriate Prefix) 98, 198, 298(1-5 cr)
Seminar and Project in (Insert Appropriate Discipline)**

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

(Insert Appropriate Prefix) 99, 199, 299 (1-5 cr)

Supervised Study in (Insert Appropriate Discipline)

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

Student Policies and Procedures

Code for Student Rights, Responsibilities and Conduct

Preamble: The faculty, staff and administrators of Dabney S. Lancaster Community College are devoted to offering the highest quality education for all citizens of the service region and to developing the scholarly and human potential of each student. We also believe that the students at DSLCC are devoted to these principles and wish to pursue learning in an atmosphere which encourages serious study and human growth.

In attempting to foster this scholarly atmosphere, DSLCC adheres to the standards of the Virginia Community College System. This code for student rights, responsibilities and conduct is intended to clarify within the VCCS framework the standards of the College and the procedures guaranteeing students' rights.

Obligations of a Student: The attendance of a student at DSLCC is a voluntary entrance into the academic community. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. These obligations are appropriate for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and will act to discipline those persons whose behavior interferes with this obligation.

This code is established to assure that all students are familiar with the conduct and responsibilities expected of them as members of this community. In addition, students should be cognizant of college disciplinary procedures and their rights as DSLCC students.

Student Bill of Rights:

1. The faculty, staff and administration of DSLCC respect the students who enroll in the College. The following rights are guaranteed to students as part of membership in this learning community:

A. Free inquiry, expression and assembly, except as noted in number 7 below.

B. The free pursuit of educational goals

C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.

D. The right of appropriate disciplinary procedures when necessary

No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing.

A student, pending a hearing, may be suspended by the President or the President's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College.

Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

E. The right of a hearing before a judicial body when a student is accused of violating institutional regulations

The judicial body shall be composed of five voting members and one nonvoting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the Division Deans as directed by the Vice President for Instruction and Student Services and the student members shall be appointed by the President of Student Government. The nonvoting member shall be an ad-hoc member and provide administrative and organizational support.

Nothing in procedures D and E above should be construed to prevent the President from taking such official steps as deemed necessary. However, final action should be in accordance with the above procedures.

Definitions of Terms Used in this Code:

2. When used in this code,
 - A.The term “creed” means personal beliefs.
 - B.The term “group” means a number of persons who have not yet complied with the formal requirements for becoming an organization.
 - C.The term “institution” means Dabney S. Lancaster Community College (DSLCC) and, collectively, those responsible for its control and operation.
 - D.The term “instructor” means any person hired by DSLCC to conduct classroom activities. In certain situations a person may be both “student” and “instructor.” Determination of his/her status in a particular situation shall be determined by the facts of the situation.
 - E.The term “legal compulsion” means a judicial or legislative order which requires some action by the person to whom it is directed.
 - F.The term “may” is used in the permissive sense.
 - G. The term “organization” means a number of persons who have complied with the formal requirements of institution recognition as provided in Section 10.
 - H. The term “shall” is used in the imperative sense.
 - I. The term “student” includes all persons taking courses at DSLCC both full-time and part-time.
 - J.The term “student press” means either a formally recognized organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

Access to Higher Education:

3. Within the limits of its facilities, DSLCC 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, creed, gender, national origin, disability or any other non-merit factor. Specific program admittance may be limited due to space, academic history and factors relevant to career job performance.

Classroom Expression:

4. Discussion and expression of all views relevant to the subject matter are 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 may include participation in classroom discussion and submission of written exercises.
5. Academic evaluation of student performances shall be neither prejudicial nor capricious.
6. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors, advisers and counselors is confidential and is not to be disclosed except with the student’s permission or under legal compulsion. 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:

7. Discussion and expression of all views are permitted within DSLCC subject only to reasonable restrictions to ensure that the mission of DSLCC is not disrupted and to maintain order.
8. 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. (See sections 7 and 13.)
9. Organizations and groups may be established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
- 10.The following regulations apply to organizations on campus.
 - A. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.

1. A group shall submit a list of officers, including an advisor selected from the faculty or staff and copies of the constitution and bylaws 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 bylaws 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 the organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
 - C. Organizations of a continuing nature must annually institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16 and 17.
 - D. Any organization may conduct on or off campus activities subject to the approval of the SGA and the appropriate college administrators.
 - E. 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.
11. 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.
 12. 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.
 13. Institution facilities may be assigned depending on availability 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 shall 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 DSLCC of the general purpose of any meeting open to persons other than members and must provide the names of outside speakers.
 - H. Solicitation of funds on or off the college campus will be permitted only with prior approval.
14. The authority to allocate student activity funds or institutional student fees for use by recognized 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.
15. No individual, group or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institution approval

or disapproval of any policy may not be stated or implied by an individual, group or organization.

Publications:

16. A student, group or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.

17. 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.

This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment and applicable regulations of the Federal Communications Commission.

18. 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.

19. 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.

Student Participation and Demonstration:

20. 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 or those that are required by state or college policy.

21. 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.

22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.

23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications.

- A. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities or interrupt classes or damage property.
- B. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.

24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of noninterference.

25. Every student has the right to be interviewed on campus by any organization that has been approved to recruit at DSLCC.

Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

Violation of Law and Institutional Discipline:

26. If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to DSLCC unless the student is incarcerated and unable to comply with academic requirements or the student represents a clear threat to any member of the college community.

The institution may impose sanctions for grave misconduct off campus demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law.

27. 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.)

Sexual Harassment:

28. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical or written acts that may create a sexually uncomfortable atmosphere.

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

A. A report of the incident should be made to the Director of Student Services if the accused is a student; if the accused is an employee, the report should be made to the employee's divisional supervisor. The director/supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.

B. The director/supervisor will meet with the accused to review the incident and, based on the director's/supervisor's findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College's disciplinary process and/or involving law enforcement officials.

C. If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person's supervisor, up to and including the President of the College or designee.

Sexual Assault:

30. Sexual assault is defined as sexual intercourse without consent, including rape (whether by

acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

31. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted, however, that the College's disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.

32. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

A. The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.

B. The College may close the disciplinary procedure to the College community.

C. The College may involve law enforcement officials immediately upon notification that an incident has occurred.

D. The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.

E. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College's disciplinary procedures.

Privacy:

33. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.

34. 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.

Student Records:

35. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate student academic folder will be maintained which may include, but not be limited to, academic records, supporting documents and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.

36. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors and written correspondence shall constitute notice.

37. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.

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 Section 1.E.

38. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.

- A. Race
- B. Religion
- C. Political or social views

D. Membership in any organization other than honorary and professional organizations directly related to the educational process.

39. 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, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.

B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.

C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.

D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.

E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

F. The Family Educational Rights and Privacy Act of 1974 provides for the denial of the release of information in Section B and C by written notification by the student. Notification shall be provided to the registrar at the beginning of each semester.

40. Upon graduation or withdrawal from DSLCC, the information contained in the student academic folder will be retained in accordance with the above policy and may be destroyed three years from the date of the student's separation from the College.

Sanctions:

41. 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.
42. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Forbidden Conduct:

43. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:
- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).
 - B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities.
 - C. Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.
 - D. Theft from, damage to or misuse of institution premises or property 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, computer usage and any other regulations which may be enacted.
- G. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, firearms or other weapons or controlled substances on campus or at campus sponsored activities. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution.
- H. 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:

- 44. 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.
- 45. 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.
- 46. 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.
- 47. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.

48. Hearings shall be conducted in such manner as to do substantial justice.

A. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.

B. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The advisor has no procedural standing nor any right to be heard.

C. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publicity about a case shall be prohibited so far as possible until all proceedings have been completed.

D. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.

E. Production of records and other exhibits may be required.

49. 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.

50. 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.

51. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the President or designee.

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 sanctions.

Judicial Authority:

52. Appropriate judicial bodies as described in Section 1.E. shall be formed to handle all questions of student discipline.

53. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.

54. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.

55. 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.

DSLCC STUDENT COMPLAINT AND GRIEVANCE POLICY

It is the goal of Dabney S. Lancaster Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. Therefore, this policy is presented in two sections. Section I deals with resolving disagreements and complaints. Special policies for grade appeals are included at the end of Section I. Section II deals with filing a grievance, which can only be done after a student has completed the process for resolving disagreements and complaints.

SECTION I. PROCEDURES FOR RESOLVING COMPLAINTS

A. Step One.

If you wish to file a complaint about the actions of a person, with a policy, or with a procedure of the College, you must first discuss your concern with the person with whom you have a complaint. If your complaint involves harassment by another individual, you should file your complaint directly with the Director of Student Services and Research. Since disagreements should be raised and settled promptly, a complaint shall be filed with the person with whom you have a complaint within 20 calendar days either of the event giving rise to the complaint or within 20 calendar days of the time when you reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

B. Step Two

If, after discussing your complaint with the person with whom you have a complaint, you are not satisfied with the disposition of the complaint, you may appeal to the person's supervisor with a formal complaint. Obtain a copy of the Student Formal Complaint Form in the office of the Director of Student Services and Research.

Complete this form, clearly describing the nature of the complaint. Submit this form to the Director of Student Services and Research. If the complaint is against the Director of Student Services and Research, submit the form to the Vice President for Instruction and Student Services. You must do this within 10 calendar days after talking with the person with whom you have a complaint. The following individuals will hear your complaint:

1. Academic matters (e.g., grades, course requirements, etc.) will be heard by the Vice President for Instruction and Student Services. The Vice President for Continuing Education and Workforce Services will hear complaints regarding non credit courses.
2. Complaints regarding admissions matters, such as enrollment and transfer of credits, financial aid matters, and other student services will be heard by the Director of Student Services and Research.
3. Complaints in other areas should be submitted to the Director of Student Services and Research, who will forward the complaint to the appropriate person(s)

It is the responsibility of the appropriate administrator to hear your complaint within 10 calendar days of your appeal. The administrator must notify you, in writing, of the disposition of your appeal within 10 calendar days of hearing your appeal.

Policies Specific to Grade Appeals:

Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:

1. The assignment of a course grade to a student on some basis other than performance in a course, or

2. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course, or
3. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's previously published standards.

The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. If the faculty member who issued the grade is no longer at the College, the appeal must be made to the supervisor of the faculty member. If you are not sure who is the faculty member's supervisor, contact Student Services for the correct name and contact information. If the faculty member with whom you have the complaint has not responded to your multiple attempts to contact him/her over a period of time, the appeal may be made to the supervisor of the faculty member.

SECTION II. PROCEDURES FOR FILING A GRIEVANCE

In rare instances, a situation may arise in which you are not satisfied with the response that you have received to your complaint. In such an instance, after you have completed the complaint procedure, you have the right to file a grievance. The following are the procedures for filing a grievance.

- A. Obtain a copy of the Student Formal Grievance Form in the office of the Director of Student Services and Research. Complete this form, clearly describing the nature of the grievance. Submit this form to the Director of Student Services and Research. If the grievance is against the Director of Student Services and Research, submit the form to the Vice

President for Instruction and Student Services.

- B. Grievable Action – a complaint of unfair treatment may be determined to be grievable if you are able to demonstrate reasonable evidence that a College policy or procedure was applied to you unfairly, in a different manner than application to others, and that you have experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Director of Student Services and Research or, if you are not satisfied, by the Vice President for Instruction and Student Services or, if you are still not satisfied, by the President.
- C. If it is determined that you have a grievable complaint, your grievance will be heard by a Grievance Panel. The Vice President for Instruction and Student Services will, within 10 calendar days of the determination of grievability, appoint a Grievance Panel with the following membership:
 1. One academic administrator, who will serve as a chair of the panel. This may be a dean or other administrator who works in an academic division or in an academic support area.
 2. One teaching faculty member.
 3. One member of the Student Senate, to be selected by the President of the Student Senate.

Within 10 calendar days after the Grievance Panel has been designated by the Vice President for Instruction and Student Services, the chair of the Grievance Panel shall set a time and place for the hearing and notify you in writing. The hearing shall be held within 14 calendar days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will notify the Vice President for Instruction and Student Services of its decision within 10 calendar days after the

hearing is completed. The Vice President for Instruction and Student Services will notify you, in writing, of the decision of the Grievance Panel within 10 calendar days of the receipt of the Panel's recommendation.

The decision of the Grievance Panel may be appealed, in writing, by you to the Vice President for Instruction and Student Services within 10 calendar days of the postmark of the panel's decision that is sent to you by the Vice President for Instruction and Student Services. Either party in the grievance procedure has the right to appeal. If you appeal the decision of the Grievance Panel to the Vice President for Instruction and Student Services, a decision will be made within 10 calendar days of the postmark of the appeal. The decision of the Vice President for Instruction and Student Services may be appealed, in writing, by you to the President within 10 calendar days of the postmark of the decision.

- D. If you appeal the decision of the Vice President for Instruction and Student Services to the President, the President's decision will be made within 10 calendar days of the postmark of the appeal and this decision will be final.

SECTION III. GENERAL PROVISIONS

- A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.
- B. When filing a grievance, you may have an advisor present at the hearing; however, you must so inform the chair of the Grievance Panel five calendar days prior to the hearing. You may receive advice, but this person may not speak for you. In like manner, the person with whom you have a grievance may have an advisor present at the hearing.
- C. If the person with whom you have a grievance chooses not to attend the hearing, the person's written statements shall be reviewed in her/his absence.

- D. All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.
- E. The Grievance Panel will have the responsibility of interpreting the grievance in light of College policies and procedures. The panel will determine whether or not there is sufficient evidence to support the grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.
- F. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence. The panel's decision will be communicated in the form of a recommendation to the Vice President for Instruction and Student Services
- G. Copies of the Grievance Panel's recommendation, if approved by the Vice President for Instruction and Student Services will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.
- H. Any new information pertaining to the grievance may be presented by you through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that you present.
- I. The Vice President for Instruction and Student Services shall have the authority to accept and implement or modify the recommendation of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the

grievant, the Vice President for Instruction and Student Services may exercise her/his authority to alter the grade.

- J. An audio recording of the meeting with the Grievance Panel will be made by the College. You shall be entitled to a copy of the tape of the meeting at your expense.
- K. All hearings are closed to the public.
- L. Calendar day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.
- M. During the procedure, if there are additional grievances directly related to the original grievance, they will be noted

but usually will not be acted upon until the original disagreement has been resolved.

- N. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Vice President for Instruction and Student Services reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person against whom the grievance is filed does not respond within the deadline, the Vice President for Instruction and Student Services will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered appropriate.

Student, Parent, and College Communication

DSLCC's Mission Statement emphasizes the commitment of the College to student support that "respects each student's rights and responsibilities" and assists students "in achieving their potential and in making sound education, occupational and personal choices." The College believes that a supportive college environment is a good place for students to learn sound decision-making skills, and our faculty and staff members work to supply the environment needed for these skills to grow in a positive manner.

Students are responsible for their educational choices, meeting college requirements for course and program selection and completion. They are also responsible for communicating openly with their parents and other family members to the extent they feel necessary. The College encourages students to discuss their educational choices and progress openly with their parents, especially when the parents are supporting the student financially. Parents are asked to encourage their student to stay informed about DSLCC policies, procedures, and deadlines; respond promptly to College communications; and take advantage of College services and activities. In addition, they are asked to listen to student concerns and encourage the student to discuss any concerns with Student Services personnel. Parents are especially encouraged to let their student accept responsibility for their actions and educational progress.

The College publishes on its web site a wealth of general information on each program, including course requirements, the academic year calendar, inclement weather schedule, and schedule of classes. Parents should refer to this source for information that may apply to their student. Under the Family Educational Rights and Privacy Act (FERPA), if the student is age 18 or older, the College policy is to communicate only general information about College standards, policies, and procedures to parents who call with

questions, unless the College has written student permission to discuss personal student information.

Executive Summary of Microcomputer Use Policy

Purpose: This document is a summary of the Dabney S. Lancaster Community College's full Internet and Microcomputer Use Policy. The full policy establishes rules and prohibitions that govern the appropriate use of the Dabney S. Lancaster Community College's microcomputer resources which support academic research and instructional activities. The resources are intended for the sole use of DSLCC faculty, staff, students and service area members. This policy must be read before users can operate any of the DSLCC microcomputer resources.

Acceptable and Unacceptable Use: DSLCC reserves the right to monitor its microcomputer resources to protect the integrity of the computing systems, to track problems and to insure equal and appropriate access to all microcomputer lab and Learning Resources Center users. Acceptable use of these facilities is categorized in a usage prioritization.

Acceptable Use:

Highest Priority-Education, research and administrative purposes of DSLCC, especially classes scheduled to meet in the microcomputer laboratories. Included are students completing work for credit classes and pursuing other DSLCC educational activities.

Lowest Priority-Recreational and personal purposes.

Unacceptable Use:

Because it is impossible to predict or anticipate all the ways in which individuals can misuse these microcomputer facilities, this policy focuses on a

few simple and basic rules. They include the following:

1. Users are not allowed to eat or drink in the LRC or the microcomputer laboratories.
2. Users will not physically damage equipment or furniture of the computer stations located throughout DSLCC.
3. Users will not attempt to access, modify or delete files; modify system facilities; or subvert any restrictions associated with DSLCC equipment, software or data.
4. Users will utilize the DSLCC equipment, software and data only for the purposes for which they are intended.
5. Users under the age of 14 are not permitted to use unsupervised DSLCC computers unless they are accompanied by an adult.
6. Users may not use the DSLCC computer resources for the following:
 - Malicious or intentional misuse, including, but not limited to, harassment, unsolicited advertising, misrepresenting one's self in correspondence, distribution of viruses or worms or transmitting data that is prohibited by federal, state or local laws.
 - Activity not related to the mission of the institution.
7. Users may not attach personal computer equipment except headphones.
8. Users may not detach college equipment.
9. Users must abide by all copyright laws, license agreements and vendor restrictions.
10. Users will respect the privacy of others.

Violation of the Above Policies:

Violations will be handled following the Student Conduct Code or the State Standards of Conduct, whichever is appropriate.

Effective November 2003

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For a current Faculty and Staff Directory, please go to

<http://www.dslcc.edu/people/FacultyandStaff.pdf>

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Administration of Justice with Specialization in Forensic Science.....	AAS
Administrative Support	C
Advanced Health Care	C
Advanced Manufacturing and Packaging Fundamentals	CSC
Advanced Manufacturing and Packaging Technology	AAS/C
Basic Esthetician	CSC
Business Administration	AA&S
Business Administration with Specialization in Business Foundations	AA& S
Business Leadership and Communications.....	C
Business Leadership.....	CSC
Business Management.....	AAS
Child Care	CSC
Corrections.....	C
Culinary Arts	C
Culinary Arts and Management	AAS
Diesel Mechanics	CSC
Education	AA&S
Forensic Science.....	C
Forestry Technology.....	AAS
General Studies	AA&S
Golf Operations	CSC
Heating, Ventilation, Air Conditioning and Refrigeration (HVACR).....	CSC
Hospitality Management.....	CSC
Hospitality Services.....	C
Industrial Operations	AAS
Information Systems Technology	AAS
Introductory Health Care	CSC
Law Enforcement	C
Massage Therapy	C/CSC
Medical Coding	CSC
Microcomputer Operations	C
Networking Technologies	CSC
Nursing.....	AAS/C
Office User	CSC
Office Management.....	C
PC Repair	CSC
Pharmacy Technician.....	CSC
Recreational Leadership	CSC
Science	AA&S
Small Business Management	CSC
Turf Management.....	CSC
Web Page Design	CSC
Welding.....	AAS/C/CSC
Code:	
AA&S	Associate of Arts and Sciences Degree
AAS.....	Associate of Applied Science Degree
C.....	Certificate
CSC	Career Studies Certificate