

*1992-1993*

**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**



**OUR  
TRADITION  
IS YOUR  
FUTURE**

**ACADEMIC CATALOG 1992-1994**



# ACADEMIC CATALOG AND STUDENT HANDBOOK 1992-1994



P.O. Box 1000, Route 60 West  
Clifton Forge, Virginia 24422  
703/862-4246 703/463-4289 (V/TDD)

**Administrative Office Hours:**

Mon.-Thurs.: 8:00 am - 8:00 pm

Fri.: 8:00 am - 3:30 pm

**Learning Resources Center Hours:**

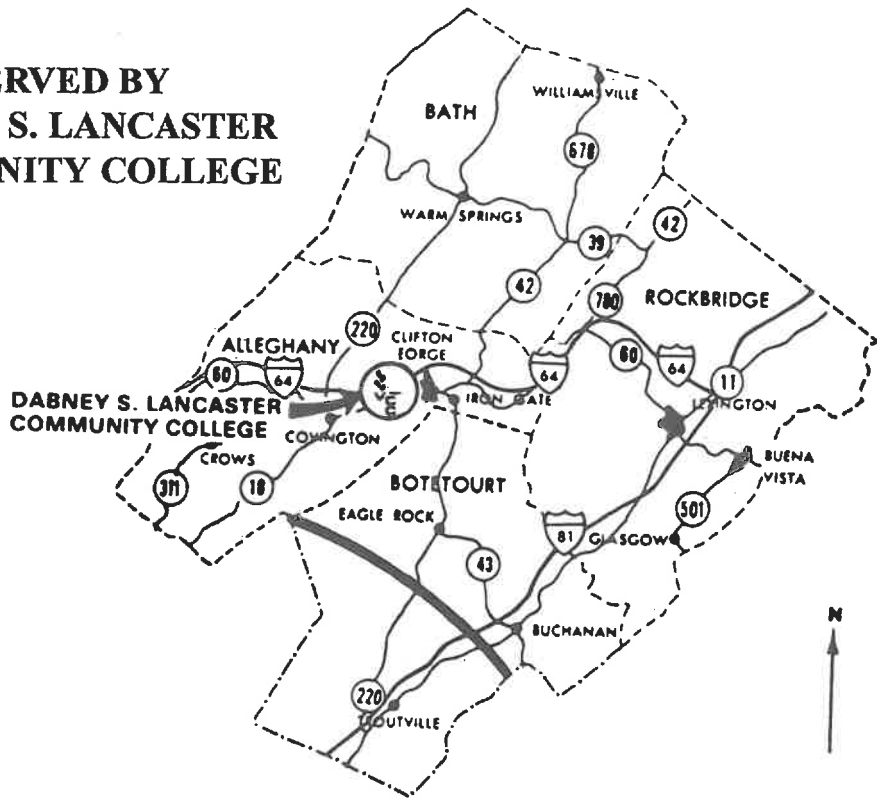
Mon. - Thurs.: 8:00 am - 9:00 pm

Fri.: 8:00 am - 3:30 pm

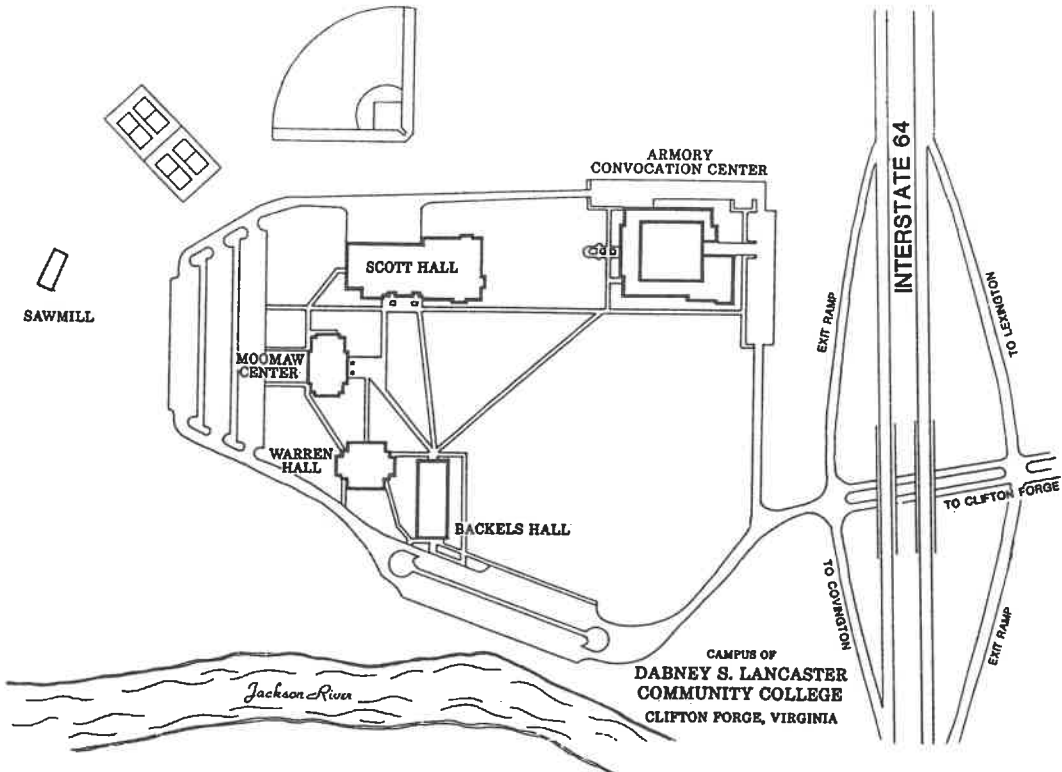
Sun.: 2:00 pm - 6:00 pm

The statements and provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provisions, schedules, programs, courses, or fees as might be required. Any changes made will be made known to the student through the Fall, Spring, or Summer schedule of classes or through supplements to this catalog.

**AREA SERVED BY  
DABNEY S. LANCASTER  
COMMUNITY COLLEGE**



**CAMPUS MAP**



## TABLE OF CONTENTS

CALENDAR.....	5
GENERAL INFORMATION.....	9
ADMISSIONS.....	12
COSTS AND FINANCIAL AID.....	16
ACADEMIC AWARDS.....	20
ACADEMIC POLICIES AND PROCEDURES.....	21
STUDENT SUPPORT SERVICES.....	28
MISCELLEANOUS INFORMATION.....	30
SPECIAL PROGRAM.....	32
PROGRAMS OF STUDY.....	33
<b>ASSOCIATE IN ARTS AND SCIENCES.....</b>	<b>34</b>
<b>ASSOCIATE IN APPLIED SCIENCE.....</b>	<b>41</b>
<b>CERTIFICATE PROGRAMS.....</b>	<b>53</b>
<b>CAREER STUDIES.....</b>	<b>59</b>
DESCRIPTION OF COURSES.....	62
STUDENT CODE AND CONSTITUTION.....	78
FACULTY, STAFF, ADMINISTRATION.....	85
WHO TO CONTACT WHEN YOU HAVE A QUESTIONS.....	91
INDEX.....	92

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# CALENDAR

## SUMMER SESSION, 1992

**REGISTRATION - Tuesday, May 5 - Monday, May 18**

### REGULAR SUMMER SESSION (12 weeks)

CLASSES BEGIN .....	Monday, May 18
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, May 29
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, July 3
INDEPENDENCE DAY HOLIDAY (No classes) .....	Monday, July 6
LAST DAY OF CLASSES .....	Thursday, August 6
FINAL EXAMS .....	Friday, August 7

### FIRST SUMMER SESSION (6 weeks)

CLASSES BEGIN .....	Monday, May 18
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, May 29
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, June 12
LAST DAY OF CLASSES .....	Thursday, June 25
FINAL EXAMS .....	Friday, June 26

### SECOND SUMMER SESSION (6 weeks)

**REGISTRATION - Monday, June 22 - Monday, June 29**

CLASSES BEGIN .....	Monday, June 29
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, July 3
INDEPENDENCE DAY HOLIDAY (No classes) .....	Monday, July 6
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, July 24
LAST DAY OF CLASSES .....	Thursday, August 6
FINAL EXAMS .....	Friday, August 7

## FALL SEMESTER, 1992

**REGISTRATION - Monday, July 20 - Friday, August 14**  
**OPEN REGISTRATION - Monday, August 17- Friday, August 21**

CLASSES BEGIN .....	Monday, August 24
LABOR DAY HOLIDAY (No classes) .....	Monday, September 7
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Tuesday, September 8
UNSATISFACTORY GRADE REPORTS .....	Friday, October 16
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, October 23
THANKSGIVING HOLIDAYS (No classes) .....	November 25-27
LAST DAY OF CLASSES .....	Friday, December 11
FINAL EXAMS .....	December 14-17
CHRISTMAS BREAK (No classes) .....	December 18 - January 8, 1993

## SPRING SEMESTER, 1993

**REGISTRATION - Monday, December 7 - Friday, December 17**  
**OPEN REGISTRATION - Monday, January 4 - Friday, January 8**

CLASSES BEGIN .....	Monday, January 11
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Monday, January 25
UNSATISFACTORY GRADE REPORT .....	Friday, February 26
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, March 5
SPRING BREAK .....	March 8 - 12
SNOW MAKE-UP DAYS AND/OR BREAK .....	March 8 - 9
LAST DAY OF CLASSES .....	Friday, April 30
FINAL EXAMS .....	May 3-6
GRADUATION .....	Saturday, May 8



## SUMMER SESSION, 1993

### REGULAR SUMMER SESSION (12 weeks)

**REGISTRATION - Monday, May 3 - Monday, May 17**

CLASSES BEGIN .....	Monday, May 17
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, May 28
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Monday, July 2
INDEPENDENCE DAY HOLIDAY (No classes) .....	Monday, July 5
LAST DAY OF CLASSES .....	Thursday, August 5
FINAL EXAMS .....	Friday, August 6

### FIRST SUMMER SESSION (6 weeks)

CLASSES BEGIN .....	Monday, May 17
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, May 21
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, June 11
LAST DAY OF CLASSES .....	Thursday, June 24
FINAL EXAMS .....	Friday, June 25

### SECOND SUMMER SESSION (6 weeks)

**REGISTRATION - Monday, June 21 - Monday, June 28**

CLASSES BEGIN .....	Monday, June 28
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Friday, July 2
INDEPENDENCE DAY HOLIDAY (No classes) .....	Monday, July 5
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, July 23
LAST DAY OF CLASSES .....	Thursday, August 5
FINAL EXAMS .....	Friday, August 6

## FALL SEMESTER, 1993

**REGISTRATION - Monday, July 19 - Friday, August 13**  
**OPEN REGISTRATION - Monday, August 16 - Friday, August 20**

CLASSES BEGIN .....	Monday, August 23
LABOR DAY HOLIDAY (No classes) .....	Monday, September 6
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Tuesday, September 7
UNSATISFACTORY GRADE REPORTS .....	Friday, October 15
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, October 22
THANKSGIVING HOLIDAYS (No classes) .....	November 24-26
LAST DAY OF CLASSES .....	Friday, December 10
FINAL EXAMS .....	December 13-16
CHRISTMAS BREAK (No classes) .....	Friday, December 17 - Friday, January 7, 1994

## SPRING SEMESTER, 1994

**REGISTRATION - Monday, November 29 - Wednesday, December 22**  
**OPEN REGISTRATION - Monday, January 3 - Friday, January 7**

CLASSES BEGIN .....	Monday, January 10
LAST DAY TO ADD/DROP OR RECEIVE REFUND .....	Monday, January 24
UNSATISFACTORY GRADE REPORT .....	Friday, February 25
LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY .....	Friday, March 4
SPRING BREAK .....	March 7-11
SNOW MAKE-UP DAYS AND/OR BREAK .....	March 7-8
LAST DAY OF CLASSES .....	Friday, April 29
FINAL EXAMS .....	May 2-5
GRADUATION .....	Saturday, May 7

## GENERAL INFORMATION

### THE COLLEGE

Dabney S. Lancaster Community College is a two-year public institution of higher education serving as a member of the state-wide Virginia Community College System. The College primarily serves the citizens of the counties of Alleghany, Bath, Botetourt (northern portion), and Rockbridge as well as the cities of Buena Vista, Clifton Forge, Covington, and Lexington.

It 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 supplemented by contributions from the service area counties and cities, the federal government, businesses, individuals, and student tuition.

### LOCATION AND FACILITIES

Dabney S. Lancaster Community College is located one mile west of downtown Clifton Forge on a 117-acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices and classrooms. The Moomaw Center houses the college center for student and community activities, food services and a bookstore. Scott Hall contains laboratories, classrooms and the Learning Resources Center. The newest building, the Virginia National Guard/DSLCC Armory and Convocation Center, is a joint-use facility between the Guard and DSLCC. It contains an auditorium, classrooms, offices, and storage space.

### HISTORY

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

Beginning with the summer quarter in 1967, all programs of this Community College came under the control of the Virginia State Board for Comm-

unity Colleges. The College itself was redesignated Dabney S. Lancaster Community College, honoring the prominent Virginia educator and long-time resident of the area served by the College.

### PURPOSE

Dabney S. Lancaster Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of skills and knowledge along with an opportunity to increase an awareness of his or her role and responsibility in society. The College is devoted to serving the educational needs of the local community and assumes a responsibility to help meet the requirements for trained employees in its region through a cooperative effort with local industry, business, professions, and government.

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

### ACADEMIC OFFERINGS

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

1. **Occupational-Technical Education.** The occupational and technical education programs are designed to meet the increasing demand for technicians, semi-professional, and skilled workers in business, industry, and government. The curriculums are planned primarily to meet the occupational needs in the region served by the College.
2. **University Parallel-College Transfer Education.** The university parallel-college transfer program includes freshman and

sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs at four-year colleges and universities.

3. **General Education.** The programs in general education encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.
4. **Continuing Adult Education.** Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and non-credit work offered during the day and evening hours.
5. **Special Training Programs.** Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.
6. **Developmental Studies Program.** Developmental courses are offered to prepare individuals for admission to a curriculum in the College. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in other College programs.
7. **Specialized Regional and Community Services.** The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the Library, Audiovisual Center, and recreational facilities.

## **GENERAL EDUCATION OBJECTIVES**

All programs at DSLCC contain a general education component designed to provide know-

ledge, skills, and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations in nine areas for all graduates.

Students nearing the completion of the requirements for graduation will be required to participate in activities that will assess their achievement of the following objectives:

1. **Communication.** Develop the ability to communicate effectively through speaking, active listening, reading, and writing.
2. **Learning Skills.** Develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.
3. **Critical Thinking.** Develop problem recognition and solving skills by using critical thinking, scientific principles/methods, and creativity.
4. **Personal Ethics.** Develop personal integrity by clarifying values, developing a code of ethics, maintaining a considerate attitude towards others, and accepting the responsibility of becoming a contributing member of the community.
5. **Interpersonal Skills and Human Relations.** Develop interpersonal relationships by cooperating with others, maintaining a positive, accepting attitude, and by recognizing the worth and dignity of others.
6. **Computational and Computer Skills.** Develop the ability to understand and apply math to the activities of daily living and to know how to use computer applications.
7. **Understanding Culture and Society.** Develop understanding and appreciation of cultures and ideas by developing an historical perspective and appreciation of the arts, and learning differences and commonalities among all humans.
8. **Understanding Science and Technology.** 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.

9. **Wellness.** Develop an understanding of the relationship between mind, body, and maintenance of health.

## **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 following degrees: Associate in Arts and Sciences (A.A. & S.), Associate in Applied Science (A.A.S.), Certificates, and Career Studies Certificates.

The College is also recognized by the State Board of Community Colleges and the State Department of Community Colleges in Virginia. The associate degree curriculums have been approved by the State Council of Higher Education for Virginia. The College is fully approved by the State Board of Education and is approved for listing in the U.S. Office of Education directories.

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

The College's Nursing program is accredited by the National League for Nursing (NLN) 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 non-discrimination in the administering of all educational programs and supporting services. The College does not dis-

criminate on the basis of race, color, religion, national origin, political affiliation, sex, age or handicap in violation of Section 504 of the Rehabilitation Act of 1973 or other non-merit factors and complies with the Civil Rights Act of 1964. Dabney S. Lancaster Community College is further committed to ensuring equal treatment and equal access to its educational programs and facilities by all students.

## **DSLCC EDUCATIONAL FOUNDATION**

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

The board is composed of representatives of the counties and cities 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, or memorial funds can be established through the Foundation on behalf of individuals and families.

## **HOURS**

Normal office hours of operation are from 8:00 a.m. to 8:00 p.m. Monday through Thursday during the regular fall and spring semesters and from 8:00 a.m. to 3:30 p.m. on Friday. Special activities are often scheduled on weekends.



# ADMISSIONS

## GENERAL ADMISSION TO THE COLLEGE

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and is able to benefit from a program at the College may be admitted to the College. They may be admitted as either a curricular or noncurricular student when the items listed below have been received by the Office of Admissions. The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, and/or DSLCC employees.

For all curricular students, the following items are required:

1. A completed "Application for Admission as a Curricular Student" including completed state residency information;
2. Official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the Registrar;
3. Completion of the DSLCC Placement Test Series. The test series is normally administered at the College prior to registration at no cost to the student. DSLCC placement test series may not be required if the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services Counselor;

For all noncurricular students, the following completed items are required:

1. An official Application for Admission;
2. A Student Data Form;
3. A state residency form, if applicable.

After individuals have been admitted to the College as curricular students, they will meet with a College counselor or advisor (a) to discuss their educational interests and (b) to plan their application for admission to a specific curriculum or program at the College. They will be required to submit any additional information required by the College for admission to a specific program or curriculum.

## ADMISSION TO SPECIFIC CURRICULUM

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

The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Persons who do not 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 Description or Programs of Study sections.

## ADMISSION TO NONCREDIT COMMUNITY SERVICE COURSES

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

## VETERAN'S, NATIONAL GUARD, ADMISSION

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

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

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

### **SENIOR CITIZEN'S ADMISSION**

Legal residents of Virginia who are 60 years of age or older may register for noncredit and audit courses, not exceeding three courses per semester, without payment of tuition or fees on a space available basis. Registration for credit courses without payment, either as a full-time or part-time student, requires that taxable income not exceed \$10,000 during the preceding year.

### **ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

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

### **RESIDENCY REQUIREMENTS**

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

A domicile officer in Student Services is responsible for determining residency, and guidance should be sought where there is a question regarding a student's residency status. Applicants may be required to submit a residence affidavit to determine residency for tuition purposes.

The following general rules are among those used in determining residency: (1) the term resi-

deny means domicile when used in the context of college tuition requirements; (2) a person's domicile is the place where he or she resides with the unqualified intention of remaining permanently; (3) persons must demonstrate that they have been domiciled in Virginia for the one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status; thus (a) parents of students under 18 years of age must have been domiciled in Virginia for that year; (b) after age 19 residency is normally determined by the individual student's domicile and not the parents' because the age of majority in Virginia is 18, unless the student, regardless of age, is a "dependent student" as defined for income tax purposes, in which case the student may claim the domicile of either parent; and (c) students residing in the country on a temporary visa are not considered permanent residents of Virginia. These are general rules, to which there are exceptions and qualifications.

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

### **TRANSFERRING FROM OTHER COLLEGES**

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

If a person is ineligible to return to a particular curriculum in a previous college, generally he or she will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until he or she completes an approved preparatory program at the College. The Admissions Office will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on probation.

Each student transferring from another college should consult the counselors in Student Services for an assessment of credits in order to determine his or her standing before registering for classes.

No credit will be given for courses with grades lower than "C". A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in his or her curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The student will be informed of the amount of credit which will transfer as soon as possible, but no later than the end of the first academic term in which they are enrolled.

### **WAIVER OF REQUIREMENTS**

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

### **ADVANCED STANDING INFORMATION**

Dabney S. Lancaster Community College adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, 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.

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

charged by the Educational Testing Service will be charged for each CLEP examination.

2. **LOCALLY CONSTRUCTED EXAMINATIONS** for Advanced Standing. Tests prepared by DSLCC faculty are available for 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 counselor and/or the appropriate division chairperson. There is a \$5.00 fee per examination for locally constructed tests. These fees are to cover the cost of the test and/or the administrative costs associated with the credit-by-examination program.

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

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

3. **CERTIFICATION OF COMPETENCY:** Students entering from secondary vocational programs may be eligible for advanced placement in certain occupational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Certain fundamental skills in typewriting, keyboarding, shorthand, technical drafting, and welding are taught at the area vocational schools. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the counselors, respective program head, or division chairperson.
4. **SPECIALIZED TRAINING:** Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries, and Certified Legal Secretaries exams 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 the counselors, respective program head or division chairperson.

5. **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. The Board reports the results of the examination to the college. Final determination of credit will be made after the test results have been evaluated by the college.

### **TRANSFER BETWEEN CURRICULUMS**

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with the counseling department or faculty adviser for assistance and to arrange for testing in English, mathematics, and reading prerequisite skills, if needed. No changes in program or curriculum may be made without the recommendation of a counselor and the approval of the instructional division chairperson to which the student wishes to transfer.

### **TRANSFER TO OTHER INSTITUTIONS**

If students plan to transfer to a four-year college or university, it is their responsibility to acquaint themselves with the requirements of the department of the intended major field in the school to which transfer is contemplated and to be guided by the college or university in selecting courses. The College maintains a file of catalogs of many other colleges and universities. The Counseling Center will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

### **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. There is no cost for this service. Request forms may be obtained from Student Services or the Records Office.

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

### **RELEASE OF INFORMATION ON STUDENTS**

All requests for official information about students should initially be referred to the Office of the Registrar. Student records are treated as confidential information as provided by the Family Educational 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. 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 include employees, faculty, academic advisers, and personnel in the Offices of Admissions and Records, Counseling, Financial Aid, Veterans' Affairs, and Special Services. Directory information including name, address, telephone number, date of birth, major field of study, dates of attendance, degrees and awards received, and previous institutions attended may be released without the consent of the student. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Registrar after consultation with another appropriate college official.

The student has the right to inspect, review, and challenge the information contained in his/her own records.

## **COSTS AND STUDENT FINANCIAL ASSISTANCE**

### **GENERAL TUITION**

**Tuition rates are subject to change. Tuition rates do not include activity fees.**

A Virginia resident is one who has lived in, and is and has been a legal resident of, Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling.

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

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

House Bill 1591, passed in 1989 by the Virginia General Assembly, amended the Senior Citizens' Higher Education Act passed in 1973-74. This act grants free tuition and fees under certain conditions to legal residents of Virginia who are 60 years of age or older. Registration for credit courses either as a full-time or part-time student requires that taxable income does not exceed \$10,000 during the preceding year. Taxable income is not a consideration for noncredit and audit courses (not to exceed three courses per semester).

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

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

#### **Children of Law Enforcement Officers, Firefighters, and Members of Rescue Squads Tuition Waiver**

Senate Bill 529 provides free tuition and fees to children of deceased law enforcement officers and

firefighters, as well as the children of rescue squad members killed in the line of duty. Children qualifying for this waiver should file an application with the DSLCC Financial Aid Office 8-10 weeks in advance of entering school.

#### **Refunds**

Students shall be eligible for a refund for those credit hours dropped during the add/drop period (refunds made in accordance with state policy). The refund will be at the full credit rate for those credits dropped. After the add/drop period has passed, there will be no refunds.

### **OTHER COSTS**

#### **Student Activity Fee**

A student activity fee will be charged in addition to tuition and must be paid by all students. 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, improper parking or other such infractions as determined by the local college administration with the approval of the State Department of Community Colleges.

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

#### **Library Fine Policy**

Fines of 5¢ per day, including weekends and holidays, are levied on overdue books from the circulating collection. When a book 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 the book or paid for the book. Fines charged cannot exceed the cost of the book. Fines of 25¢ per hour, including the hours that the library is closed, are levied on overdue reserve material. Students

may not register for classes until all obligations are satisfied.

### Testing Fees

Any student seeking to obtain college credit through institutional examination will be charged at a rate of \$5.00 per course examination. Payment must be made before the test is given.

### Books and Materials

Students are expected to obtain the books, supplies, and consumable materials needed in their studies. It is estimated that these items will cost \$200-250 per semester for the average full-time student.

### FAILURE TO MEET FINANCIAL OBLIGATIONS

Students failing to meet a financial obligation to the College are placed on financial suspension. In addition, failure to meet financial obligations to the college may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation, and other collection procedures as may be 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 students' status and a service charge will be assessed for all returned checks.

### FINANCIAL AID

The purpose of the College's Financial Aid Program is to provide the financial assistance to qualified students who, without such aid, would be unable to attend college. The Student Financial Aid Committee--composed of students, representatives of the administrative, counseling and instructional staff--is appointed by the President of the College for the purpose of providing information concerning aid programs, administering funds granted by donors, and reviews student appeals concerning financial aid matters. Dabney S. Lancaster offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the College itself, and through area organizations, clubs, businesses and private citizens. To apply for financial aid, a student first must apply for admission to Dabney S. Lancaster Community College. All students must complete the Application for Federal Student Aid and a Dabney S. Lancaster Financial Aid form, which are located

in the College's Financial Aid Office. Certain loans and grants require other financial aid forms and students should check for further information from the College's Financial Aid Office. There is no charge to apply. Priority deadline for campus-based aid is May 1st.

### SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

Any student who applies for financial assistance from any of the federal or state student financial assistance programs must be making satisfactory progress according to the policy established by Dabney S. Lancaster Community College before any aid is disbursed. Students should contact the College Financial Aid Officer for an explanation of the satisfactory progress policy for financial aid recipients.

### VETERANS BENEFITS

If you are a veteran, service member, or dependent of a veteran using education benefits under the Veterans Administration, you must first make financial arrangements at the time of registration. Processing of veterans benefits will take approximately 6-8 weeks. For more information, contact the DSLCC Office of Veterans' Affairs located in Backels Hall.



## STUDENT FINANCIAL ASSISTANCE PROGRAMS

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
PELL Grants	All students who are U.S. citizens or lawful permanent citizens	Range: \$200 to \$2,400	All undergraduates who show a demonstrated need, as determined by the Dept. of Education.	File an Application for Federal Student Aid (AFSA) or a College Scholarship Service Financial Aid Form (FAF) and a DSLCC/AFSA. Must apply each year.	Eligibility requirements and award amounts may vary year to year depending on government appropriations.
College Work Study	All students who are U.S. citizens or lawful permanent residents	Varies,-- depending on need	All undergraduates who show a demonstrated need, as determined by the Dept. of Education	File completed AFSA (or FAF) and DSLCC/AFSA in the DSLCC Office of Financial Aid after January 1 each year	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Supplemental Educational Opportunity Grant (SEOG)	All students who are U.S. citizens or lawful permanent residents	Range: \$100 to \$4,000 per academic year	All undergraduates who show a demonstrated need as determined by the Dept. of Education	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Virginia Community College System Grant (VCCS Grant)	Full-time students who are Va. residents	Range: \$200 up to the average full-time tuition and fees per academic year	All undergraduates who show a demonstrated need, as determined by the State Council of Higher Education for Virginia	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year.
Virginia College Scholarship Assistance Program (CSAP)	All students who are at least half-time who are Va. residents	Range: \$400 up to \$2,000 per academic year	All undergraduates who show a demonstrated need, as determined by the State Council of Higher Education for Virginia	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year.
Undergraduate Student Financial Assistance (Last Dollar) Program	Degree seeking, financially needy, black, in-state, first-time freshmen students	Range: \$200 up to average full-time tuition and fees per academic year	All black, first time freshmen students	File a completed AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Students must apply each year
Stafford Loan	All students who are U.S. citizens or lawful permanent residents	Maximum of \$2,625 per year	All undergraduates who show a demonstrated need, as determined by the Dept. of Education	File a Stafford Loan application with DSLCC Financial Aid Office. GSL applications available through local banks. File ASFA or FAF. Provide federal tax forms	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.

### STUDENT FINANCIAL ASSISTANCE PROGRAMS CONTINUED

Aid Program	Who May Apply	Amount of Aid (Subject to Change)	Eligibility	How to Apply	Additional Information
Supplemental Loans for Students (SLS)	All students who are U.S. citizens or lawful permanent residents	Maximum of \$4,000 per year	All independent undergraduates Eligibility for the Stafford Loan must be determined prior to applying.	File a SLS application with DSLCC Financial Aid Office. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Parent Loan for Undergraduate Students (PLUS)	All parents of students who are U.S. citizens or lawful permanent residents	Maximum of \$4,000 per year	All natural parents or legal guardians of dependent undergraduate, graduate or professional students.	File a PLUS application with the DSLCC Financial Aid Office. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Edvantage Loan	All students who are U.S. citizens or lawful permanent residents. At least one borrower on the loan must be a Virginia resident	Range \$1,000 to \$15,000 per year.	All students who are pursuing a degree or certificate at an approved college or university. Eligibility for a Stafford Loan must be determined before an Edvantage Loan is certified.	File an Edvantage Loan application with the DSLCC Financial Aid Office. Edvantage Loan applications are available from the State Dept. of Education. File ASFA or FAF.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Short-Term Loans (Very limited)	Any Dabney S. Lancaster Community College student	Varies	Emergency need for tuition or help	File an application with DSLCC Financial Aid Office	Repayment must be made within 30 days of receipt of the loan.
State Law Enforcement Officer's Education Program (SLEOP)	All law enforcement personnel of Virginia	Tuition for certain courses	Applicants must be full-time employees of a Va. Law Enforcement agency	File a SLEOP application with the Financial Aid Office	Payments are made at the end of each academic term
DSLCC Honor Scholarship	High school honor graduates	Maximum of tuition and fees	Based on academic achievement and extra curricular activities	File an application through high school guidance departments from high school.	Applications must be received by the College prior to graduation
Veterans Educational Benefits	All veterans	Varies	Eligibility determined by Veterans Administration	File a VA application with the DSLCC Financial Aid Office.	In addition to monthly benefits, veterans may apply for VA Work-Study and Pell Grants through the Financial Aid Office
Local Scholarships	Any accepted Dabney S. Lancaster student	Varies	Determined by need. In some cases special guidelines must be met.	File a completion AFSA (or FAF) and a DSLCC/AFSA in the Financial Aid Office	Funded by the College and/or local civic clubs and private donors.
Virginia War Orphans Education Act.	Any son or daughter of a Virginian who as a member of the armed forces was killed or disabled in action	Tuition and fees	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the Director of War Claims, Commonwealth of Virginia.	Should file well in advance of entering school. About 8-10 weeks required for processing.
Children of Deceased Law Enforcement Officers, Fire fighters and Members of Rescue Squads	Any son or daughter of a Virginia law enforcement officer, a firefighter, or member of rescue squad	Tuition and fees	Student must be a Virginia resident between the ages of 16 and 25 and meet criteria.	File an application with the DSLCC Financial Aid Office.	Should file well in advance of entering school. About 8-10 weeks required for processing.

**NOTE:** All selected applicants and those students applying for educational student loans must provide a copy of their parent's and/or their Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority deadlines for student applications is May 1.

## ACADEMIC AWARDS

### Degrees and Certificates

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

1. **Associate in Arts and Sciences (A.A.&S.)** is awarded to students majoring in one of the transfer curriculums (Business Administration, Education, General Studies, Liberal Arts, and Science) who may plan on transferring to a four-year college or university after completing their respective program.
2. **Associate in Applied Science degree (A.A.S.)** is awarded to students majoring in one of the occupational-technical curriculums and who may plan to obtain full-time jobs immediately upon graduation from DSLCC.
3. **Certificates** are awarded to students who complete an approved curriculum with a minimum of 30 semester hours.
6. **Career Studies** certificates are awarded to students completing approved curriculums with a minimum of 12 to 15 semester hours.
4. Have completed the general education requirements (course work in English, Health, Mathematics/Science, Orientation, Physical Education, and Social Science) for an associate degree;
5. Have earned a grade point average of at least 2.0 on all studies completed which are applicable toward graduation in his or her particular curriculum;
6. Have filed a Graduation Credentials Checklist with a faculty adviser in early December and an Application for Graduation in the Office of Admissions and Records in early March;
7. Have resolved all financial obligations to the College and returned all materials, including library books;
8. Have completed all assessment projects including a test(s) of competency in general education.
9. Have attended graduation exercises.

### Certificate Requirements

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

### Continuing Education Units (CEU)

CEU's are granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEU's may be obtained from the Extended Learning Office.

### Associate Degree Requirements

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

1. Have fulfilled all of the course requirements of his or her particular curriculum as outlined in the College catalog;
2. Have been recommended for graduation by the appropriate instructional authority in his or her curriculum;
3. Have completed at least 65 semester credits applicable to an associate degree of which twenty-five percent, excluding those received through credit by examination, must be acquired at the College;

## 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, out-of-class study, laboratory, and shop study, or a combination thereof as follows:

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;
3. Three hours of laboratory or shop study;
4. Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-09); or
5. Varying 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, and P are passing grades. Grades of F and U are failing grades. An I is an interim grade. Grades of R, W, and X are final grades carrying no credits.

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

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the 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
S - Satisfactory	0 grade points per credit

#### R Re-enroll

No credit is awarded until the course objectives are finished. This grade is to be used

for developmental courses (numbered 01-09) or special courses as approved by the Dean of 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 Dean keeps a list of courses in which the R grade may be used and must approve each course eligible for an R grade. When a student re-enrolls for a course, he/she must pay for the course again.

#### I Incomplete

No credit: used for verifiable unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of I has been awarded must be completed by the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. Students must complete at least 80 percent of the course requirement to be eligible to receive the I grade.

#### W Withdrawal

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

#### X Audit

No credit: permission of the instructor or other appropriate administrator is required to audit a course.

#### P Pass and U Unsatisfactory

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

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

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

### **S Satisfactory**

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

## **DEVELOPMENTAL STUDIES**

Developmental Studies at Dabney S. Lancaster Community College are an integral part of the degree and certificate programs. The program is designed to capitalize on overall abilities and to bolster the student's academic background. The main thrust of the developmental courses is to draw on the student's past successes, often in non-classroom experiences, so that his or her interests and abilities can be fully called into play and employed in new educational experiences. In keeping with this plan of positive reinforcement, the student's courses are highly individualized, attuned simultaneously to what the student had achieved in the past and what he or she hopes to achieve in the future.

Individualization demands facilities in order to carry out program objectives. A central part of Developmental Studies is the Achievement Center, equipped with communications equipment such as computers, controlled readers, tachistoscopes, tape recorders, and videotape recorders. A proper blend of modern equipment and methods, combined with a genuine concern for individuality, is the appropriate approach for today's student. Productive relationships between instructor and student are the backbone of Developmental Studies at Dabney S. Lancaster Community College.

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

A student in Developmental Studies may fall into one of several categories. He or she may be taking a full schedule of developmental courses or taking only one. He or she may be enrolled in any one of the diploma or certificate programs, be working toward fulfilling requirements for entry into a program, or pursuing a GED. Developmental Studies are available for day and night students who are either part-time or full-time students. Students progress at their own rate and may complete the program of studies whenever they demonstrate mastery of the subject.

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 U, and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student.

### **GRADING DEVELOPMENTAL STUDIES (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 U(Unsatisfactory), and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of U.

### **GRADE-POINT AVERAGE**

The grade-point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. 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 if needed for graduation. When a course is repeated, only the highest grade earned is counted in computing the curriculum GPA for graduation purposes.



### **Grade Report**

Final grade reports are mailed at the end of each semester to the student's residence as shown on his or her records. 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. An error in the numerical computation of the grade.
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice.
3. Computation of grade in a manner other than that used for the other students in the class.

Grade appeals are resolved in the following manner:

1. The grade appeal must be submitted in writing to the division chair and must indicate clearly the reason for the grade appeal within two (2) weeks of receiving the grade report.
2. A committee of three faculty members, one appointed by the division head (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 Dean of Instruction. The committee does not have the authority to change a grade.
3. The decision of the Dean of Instruction 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. 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 period.

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

### **CLASSIFICATION OF STUDENTS**

#### **Curricular Student**

A student who has satisfied all College Admission requirements and has been admitted to one of the curriculums of the College.

#### **Non-Curricular Student**

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

#### **Developmental Student**

A developmental studies student is one enrolled in developmental courses preparing for admission to an occupational/technical or college transfer program and has been coded developmental.

#### **Full-Time Student**

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

#### **Part-Time Student**

A student is considered a part-time student if he or she is carrying less than twelve credits of course work.

#### **Freshman**

A student is classified as a freshman until he or she has completed 30 credits in his or her designated curriculum.

#### **Sophomore**

A student is considered a sophomore after he or she has completed more than 30 course credits in his or her designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

## **ACADEMIC STANDING**

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

Students who carry a minimum of twelve credit hours, earn a grade-point average of 3.91 and have no I's, D's or F's will be on the President's Honor List for that semester.

### **Dean's List**

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

### **Graduation Honors**

Appropriate honors are awarded for degrees 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 1.50 shall be on academic probation until such time as their cumulative average is 1.50 or better. The statement "Academic Probation" shall be placed on their permanent records. Generally, persons on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Dean of Student Services or by another appropriate college administrator. Students may be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their counselor. 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 1.50 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 Chairman of the Admissions Committee for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition of the Chairman of the Admissions Committee.

### **Academic Dismissal**

Students who do not maintain at least a 2.00 GPA for the semester of reinstatement to the college when on academic suspension shall be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 GPA for the semester of their reinstatement must maintain at least a cumulative 1.50 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 GPA in each subsequent semester until cumulative GPA reaches 1.50 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 Admissions Committee of the College. The statement "Academic Dismissal" shall be placed on the student's permanent record.

## **REGISTRATION**

Students must follow the regular registration procedures as described in the current schedule of classes published each semester. Failure to do so could place their records in jeopardy.

Usually registration takes place during the announced period at the beginning of each semester. Early registration is possible during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration. Again, failure to do so could place their college records in jeopardy.

## **ACADEMIC ADVISING**

Upon full admission to a specific curriculum, most students are assigned a faculty adviser who will oversee progress, offer consultation on academic schedules, registration and dropping classes as well as assist 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 B average or higher and must have the approval of the Dean of Instruction and his or her adviser.

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

## **ADDITION OF A COURSE**

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

## **ATTENDANCE**

Regular 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. Frequent unexplained absences may result in dismissal from a course. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

## **EXAMINATIONS**

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

## **WITHDRAWAL FROM CLASS**

A student may withdraw from a course without

academic penalty within the first 8 weeks of the semester. Otherwise, the student will receive a grade of F. Students must withdraw using correct procedures. Instructors must be contacted prior to requesting withdrawal. Forms are available from counselors/advisors.

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

## **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. An absence of two weeks is considered prolonged. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period the student's name will be removed from the class roll. The student may appeal his or her removal to the Dean of Instruction within one week of its effective date.

## **WITHDRAWAL FROM THE COLLEGE**

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

## **CANCELLATION OF CLASSES**

Students registered for classes which are canceled due to lack of enrollment or other reasons must follow procedures for withdrawal from a class.

## **COMMENCEMENT**

A Graduate Credentials Checklist Application for Graduation and the Graduation Information sheet which may be picked up in Student Services and completed by early December. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Dean of Instruction. The following items must be completed to be eligible for a degree or certificate:

1. All course requirements as outlined in the college catalog have been fulfilled.
2. Instructional authority in the respective curriculum has recommended the candidate for graduation.
3. Must have completed at least 65 semester hours applicable to the Associate degree program and 30 semester hours applicable to the Certificate of which 25% (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
4. Must have earned a cumulative GPA of at least 2.0 in all courses applicable toward respective program of study.
5. Must have on file the Graduate Credentials Checklist and Application for Graduation within the appropriate, pre-determined time.
6. Must have resolved all financial obligations to the College and returned all materials belonging to the College and the LRC.
7. Must have attended graduation exercises.

### **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. This includes the following classes of dishonesty:
  - (a) Copying from another student's paper.
  - (b) Use during the examination of prepared materials, notes, or tests other than those specifically permitted by the instructor.
  - (c) Collaboration with another student during the examination.
  - (d) Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such materials.
  - (e) Substituting for another person during an examination or allowing such substitutions for one's self.

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

3. Plagiarism. (The appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's own in written work offered for credit.) It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books, or pamphlets without credit.

4. Collusion. (Collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit.) 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 specially approved in advance by the instructor.

### **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.

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

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

### **UNSCHEDULED CLOSING**

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made through announcements

over local radio stations. In the absence of any announcement, the College is open and students are expected to be in attendance. Since the college serves a large geographic area, students are expected to exercise their own judgement when hazardous conditions exist in their own areas but are not general enough to bring about the closing of the College. The College will not be responsible for injury due to inclement weather. In the event that a student must miss class for any reason, it is his or her obligation to contact the instructor as soon as possible and arrange for appropriate makeup work.

## 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. Or, 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.



## **STUDENT SUPPORT SERVICES**

### **ACHIEVEMENT CENTER**

Individual tutoring, remedial work sessions, counseling aid, and other helps are available without charge for students who qualify under the Special Services Program. Students who have academic potential but lack adequate educational preparation or achievement and individuals with physical handicaps can secure help to assist them in attaining their post-secondary education.

### **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 Student Center tournaments, lectures, dances, and holiday celebrations. DSLCC has an active Student Senate advised by the Coordinator of Student Activities. Programming provided by the Student Activities Office enhances general education goals of the college, especially wellness information and multicultural events.

### **BOOKSTORE**

Textbooks and school supplies are sold in the bookstore, located in Moomaw Center. Miscellaneous items for college students are also in stock.

### **COUNSELING/ADVISING**

As a service to students and to the community, the College maintains a staff of professional counselors and advisors in each instructional program.

The counseling department strives to assist students in making intelligent decisions regarding their vocational, educational and personal/social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment.

The counseling service provides individual attention and supplementation to the instructional program of the College.

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

### **FOOD SERVICE**

Both snacks and hot meals are available in the Grill in the College Center. The Grill is open from 8:00 a.m. to 3:00 p.m. Monday through Friday. Evening hours are from 6:00 p.m. to 8:30 p.m. Monday through Thursday. Hot food is served until 2:00 p.m. with a variety of sandwiches and snacks available throughout the day and evening hours.

### **INTRAMURAL SPORTS AND/OR CLUB SPORTS**

Students at DSLCC are welcome to participate in a variety of club and intramural sports, including flag football, basketball, volleyball, and softball. All participants in the intramural and club sports program will participate at their own risk and will be responsible for treatment of their own injuries.

### **JOB PLACEMENT**

The College maintains a placement service in Student Services for students who wish to secure part-time or full-time employment while attending college, during vacation or after graduation. Occupational information on job requirements and opportunities is provided in Student Services. The College maintains continuous contact with the state employment service, businesses, industries, the professions and government for the latest information about jobs.

An effort is made to place students in job fields which relate to their college programs. Students who work more than 20 hours per week are expected to adjust their course loads accordingly.

## **LEARNING RESOURCES CENTER**

The Learning Resources Center in Scott Hall is composed of the Library and the Audio-visual Department. Its goal is to provide a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction. Normal hours are from 8 a.m. to 9 p.m. Monday through Thursday, 8 a.m. to 3:30 p.m. on Friday and 2 p.m. to 6 p.m. Sunday.

The Library contains a collection of over 40,000 well-chosen volumes to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to over 450 serials and has extensive holdings of video cassettes, computer software, recordings, filmstrips, films, and other nonprint materials. Equipment for the use of media is also available to viewers in the Library. A professional staff is ready to assist with research, library orientations, and a variety of skill programs.

The Audio-visual Department is located adjacent to the Library. The Department supports modern, creative instruction through supplying a large variety of AV equipment and services to classrooms, library users and nonprofit organizations. All media are acquired, cataloged and distributed by the department, and help is available for instructors who would like to create their own media. The Department supports college public relations by producing television and radio shows in addition to providing photographic and related services as needed. The Learning Resources Center staff also coordinates distance education courses and teleconferencing via satellite or other telecommunication formats.

## **ORIENTATION**

An orientation program is required to acquaint new curriculum students with the procedures and policies of the College. It begins before registration when the student meets with a counselor/adviser to discuss educational interests, to determine what additional tests may be needed and to plan admission to a specific curriculum at the College. The student also meets with a counselor/adviser to plan a program and course of studies.

Group orientation sessions are scheduled for new students to acquaint them with the activities and services of the College. In addition, seminars are offered each semester to aid in personal and academic adjustment to college.

## **STUDENT GOVERNMENT**

The Student Senate serves as a vital link of communication between students, administration and faculty. It works to provide the legislative leadership necessary for the welfare of the students and Dabney S. Lancaster Community College. The Senate has the responsibility of initiating new policies, services and activities for the benefit of the students.

## **TESTING**

A well-planned testing program for students is coordinated by Student Services. The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. The test battery is administered at the College prior to registration.

Special tests and inventories are also available in Student Services for students who desire help in determining their future occupational and educational plans.

## **TUTORING**

Free tutoring services, ranging from preparation for an exam to long-term help in a difficult subject, is available through the Achievement Center.

## **VETERANS' AFFAIRS**

A Veterans' Affairs Office is maintained to provide veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits, and counseling and referrals to outside agencies.

## MISCELLANEOUS INFORMATION

### BULLETIN BOARDS

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

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

### NON-ACADEMIC GRIEVANCES

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

### HIV/AIDS POLICY

The College is taking an active role in making available current information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of its community. The HIV/AIDS Education Program has been established to accomplish this task.

Discrimination of 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 the Counseling Center and a variety of community agencies. Information concerning an individual's HIV status will not be provided to anyone without the expressed written permission of the individual.

### PARKING REGULATIONS

Parking space is provided for the students subject to the following regulations.

1. All motorized vehicles regularly operated on the campus by faculty, staff and students must be registered in Student Activities and be suitably marked with the registration decal.
2. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
3. All motorized vehicles shall be operated only on improved roadways and parking areas.
4. All motorized vehicles shall be parked on the improved parking area or other areas so designated.
5. The maximum safe speed on campus for all vehicles shall be 15 miles per hour.

### ROOM USE

In order to avoid confusion in the use of rooms for extracurricular activities, all student groups requesting facilities should make application through the Student Services Office. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course-related usage.

### SEXUAL HARASSMENT

Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees.



Sexual harassment is defined as the unwelcomed 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.

Complaints of unwelcomed sexual advances or repeated sexual expressions creating a hostile environment, or threats of penalties in order to gain sexual favors, and of promises seeking to induce sexual favors may be raised through the following procedures:

1. A written complaint submitted to the respective supervisor, who must investigate and report to the student in writing any findings within ten working days;
2. If not resolved satisfactorily, an appeal may be made to the Dean of Student Services by either party; and
3. A final appeal at the College can be made to the President within ten working days.

For more information on this policy, see the Dean of Instruction and Student Services.

### **SMOKING**

Smoking is prohibited by state law in all buildings on campus. A special section of the Moomaw Center has been designated a smoking area.

### **SUBSTANCE ABUSE**

Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, or controlled substances are prohibited from campus 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 also 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 stations for students' use are located in Moomaw Center, Scott Hall, and Backels Hall. Office telephones should not to be used by students.

### **YOUNGSTERS**

The college is not responsible for any unsupervised children on campus. Childcare arrangements should be made at off-campus locations.



## **SPECIAL PROGRAMS**

### **BUSINESS AND INDUSTRY TRAINING**

DSLCC is dedicated to working with business, industry, and government in its service region to provide up-to-date training, information resources, and support services to the existing business community as well as potential business and industry. Instruction is designed to assist in gaining skills necessary for entering employment and/or in retraining persons to provide a "state-of-the-art" workforce. DSLCC offers to the business community many different credit training programs than can culminate with the award of a Career Studies Certificate in a specialized area. Also, many individual courses have been developed based upon particular requests of business and industry to meet their specific training needs.

### **CONTINUING EDUCATION/ COMMUNITY SERVICES**

The Extended Learning Services Division administers the Continuing Education/ Community Services program at DSLCC to provide continuous educational opportunities and experiences for all college area residents. Continuing Education/Community Services have become increasingly important in the wake of the growing demand for workforce retraining and lifelong learning in an information age. The programs encompass the functions which go beyond traditional transfer, vocational, and general education to effect lifelong learning of the general citizenry.

Continuing Education/Community Service programs can include credit and non-credit programs, cultural events, workshops, seminars and special community projects. Also, the facilities and personnel of the College are available to provide specialized services to help meet the cultural and educational needs of the region served by DSLCC.

Courses and workshops often result from request by individuals or groups within the college service area. Non-credit offerings are supported entirely by the fees paid by the participants. Thirty percent of the fee is reimbursed to the college to offset administrative overhead costs such as use of the facilities and utilities.

### **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 Dabney S. Lancaster Community College. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a requirement as in the Forestry degree and BAITS certificate programs. Depending on the nature and number of hours per week involved in the paid employment or volunteer service, students may earn from one (1) to five (5) college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective counselor/faculty adviser.

### **JOB TRAINING PARTNERSHIP ACT (JTPA)**

JTPA, funded through the Fifth District Employment and Training Consortium in Roanoke, Virginia, is a federally funded job training and placement program. Eligibility is based on need and those who are unemployed or underemployed usually qualify.

Training assistance includes the cost of tuition, books, and supplies. JTPA also provides guidance and offers assistance in preparation for employment and job search. Training areas include various two-year degree programs, one-year certificate programs, as well as, Geriatric Nursing Assistant and General Education Development (GED) preparation.

### **SINGLE PARENT/DISPLACED HOMEMAKER PROGRAM**

DSLCC has annually received a grant through the Virginia Department of Education to assist single parents and displaced homemakers to complete or further their education. The program is designed to assist students who want to finish high school and take the GED test, as well as help those students who wish to obtain a marketable job skill by enrolling in a college curriculum at DSLCC. Child care and transportation stipends, tuition, books, supplies, and support services are all part of the services offered under this program.

## PROGRAMS OF STUDY

### COLLEGE TRANSFER PROGRAM

Associate in Arts and Science (A.A.&S.)

**Length:** 69 semester hours

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

### OCCUPATIONAL TECHNICAL PROGRAMS

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

**Length:** 65-70 semester hours

**Majors:** Administration of Justice  
Business Management  
Computer Information Systems  
Electronics  
Forestry  
Mechanical Design  
Nursing  
Office Systems Technology  
Pulp and Paper Technology

### CERTIFICATE AND DIPLOMA PROGRAMS

**Length:** 30-35 semester hours

Business and Industry Training (BAITS)  
Banking  
Clerk-Typist  
Electronics  
Law Enforcement  
Microcomputer Operations  
Office Management  
Pulp and Paper Technology  
Welding

### CAREER STUDIES

**Length:** 12-15 semester hours

Basic Banking  
Business/Industrial Supervision  
Certified Professional Secretary  
Exam Review  
Computer Aided Design  
Computer Programming  
Data Entry Operations  
Electronics:  
Communications  
Digital  
Industrial  
Institutional Food Service  
Phlebotomy  
Pulp and Paper Technology  
Real Estate Broker  
Retail Merchandising  
Secretarial Skills Review  
Small Business Management  
Welding  
Word Processing

### DEVELOPMENTAL STUDIES

### COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

### EXTENDED LEARNING SERVICES

## ASSOCIATE IN ARTS AND SCIENCES (A.A.&S)

**Length:** 4 semesters (2 years)

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

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

- 4 units of English
- 2 to 4 units of college preparatory mathematics depending on major
- 1 unit of laboratory science
- 1 unit of social science

**Program Requirements:** Specific course requirements for the Associate in Arts and Sciences degree are intended to provide a balanced foundation in general education. Approximately one-third of the program consists of elective courses which the student would choose in accordance with the course of study he or she plans to pursue at a four-year college or university. The following is a list of typical Humanities Electives and Social Science Electives from which to choose:

### HUMANITIES ELECTIVES

ART	101,102	Art Appreciation I, II
ART	201,202	History of Art I, II
ENG	241,242	American Literature I, II
ENG	243,244	English Literature I, II
FRE	101,102	Beginning French I, II
FRE	201,202	Intermediate French I, II
MUS	121,122	Music Appreciation I, II
MUS	221,222	History of Music I, II
PHI	101,102	Intro. to Philosophy I, II
PHI	211,212	His. of Western Philosophy I, II
REL	200	Survey of Old Testament
REL	210	Survey of New Testament
SPA	101,102	Beginning Spanish I, II
SPA	201,202	Intermediate Spanish I, II
SPD	100	Public Speaking
SPD	141,142	Theatre Appreciation I, II

(Additional "Distance Learning" Humanities electives may be offered)

### SOCIAL SCIENCE ELECTIVES

ECO	201,202	Prin. of Economics I, II
HIS	111,112	History of World Civ. I, II
HIS	121,122	U.S. History I, II
PLS	135	American National Politics
PLS	136	American State Politics
PLS	211,212	U.S. Government I, II
PSY	200	Principles of Psychology
PSY	201,202	Intro. to Psychology I, II
PSY	216	Social Psychology
SOC	200	Principles of Sociology
SOC	201,202	Intro. to Sociology I, II
SOC	268	Social Problems

(Additional "Distance Learning" Social Science electives may be offered)

Each major option is detailed below.

**Basic Computer Competencies Requirements:** Basic computer competencies for DSLCC students are defined as follows. All DSLCC students must be able to:

1. Enter into a computer software package;
2. Enter data and/or text or access an existing file;
3. Manipulate the data, text, or file;

4. Save the manipulations; and
5. Print a hard copy.

As such, all DSLCC students must either:

1. Pass any "non-computer" course which requires these basic computer competencies, or
2. Pass a computer course of at least two semester hours, or
3. Demonstrate these basic computer competencies prior to graduation.

"Non-computer" courses which require basic computer competencies have been identified by footnotes in the program of studies.

The following is a list of typical computer courses available to satisfy basic computer competencies:

CIS	150	Introduction to Microcomputer Software
CIS	166	Mircocompter Integrated Software
CIS	195	Introduction to DOS
OFT	141	Word Processing I (WordPerfect 5.1)
OFT	235	Specific Software Applications (Microsoft Works)
OFT	253	Desktop Publishing I (WordPerfect 5.1)

\*Other computer courses may also be available.



### BUSINESS ADMINISTRATION

The Business Administration program is the first two years of a four-year discipline that combines a general education approach with broad programs in business to provide the fundamentals of sound business theories and practices. It is designed to allow students to transfer into the third year of a four-year college or university business program, and it is not intended to prepare students for clerical or similar occupations.

Once students transfer, they will be expected to choose a number of courses in one of the business areas such as the following: Accounting; Economics; Finance, Insurance, and Business Law; Management; Marketing.

All students in business, whether at a community college or four-year college or university, will generally take the following courses for the first two years.

#### First Semester (Fall)

ENG	111	English Comp. I	3
STD	100	Orientation	1
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
ECO	201	Principles of Economics I	3
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3-4</u>
			17-18

#### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab -or-	
PHY	202	College Physics II w/lab -or-	

PHY	242	University Physics II w/lab	4
ECO	202	Principles of Econ. II	3
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Computer Elective	<u>2-3</u>
			18-20

#### Third Semester (Fall)

ACC	211	Principles of Accounting I	3
ACC	213	Accounting Lab I	1
ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
MTH	171	Pre-Calculus I -or-	
MTH	173	Calculus I	3-5
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Free Elective	<u>3</u>
			17-21

#### Fourth Semester (Spring)

ACC	212	Principles of Accounting II	3
ACC	214	Accounting Lab II	1
ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
MTH	172	Pre-Calculus II -or-	
MTH	174	Calculus II -or-	
MTH	241	Statistics	3-5
SPD	100	Public Speaking * -or-	
EEE		Social Science Elective	3
EEE		Social Science Elective	<u>3</u>
			17-20
		Minimum credit hours for degree	69
		*Public Speaking may be taken any semester.	

**EDUCATION**

The Education program represents the first two years of a challenging and intensive quest for a four-year college or university degree in Education. This curriculum provides general education 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 should be able to transfer into the third year of a four-year college or university education discipline designed to prepare students to teach in varied educational settings.

**First Semester (Fall)**

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	151	Liberal Arts Math I -or-	
MTH	171	Pre-Calculus I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
STD	100	Orientation	1
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3-4</u>
			17-18

**Second Semester (Spring)**

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	
MTH	172	Pre-Calculus II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II w/lab	4

SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Free Elective	<u>1-3</u>
			17-20

**Third Semester (Fall)**

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
ECO	201	Principles of Econ. I	3
PSY	200	Principles of Psychology -or-	
PSY	201	Intro. to Psychology I	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Social Science Elective	3
EEE		Computer Elective	<u>2-3</u>
			18-21

**Fourth Semester (Spring)**

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
ECO	202	Principles of Econ. II	3
PSY	202	Intro. to Psychology II -or-	
PSY	216	Social Psychology	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Social Sciences Elective	3
EEE		Free Elective	<u>1-3</u>
			17-21

Minimum credit hours for degree 69

\*Public Speaking is a required course that may be taken any semester.

## GENERAL STUDIES

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

### First Semester (Fall)

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	151	Liberal Arts Math I -or-	
MTH	171	Pre-Calculus I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
STD	100	Orientation	1
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3-4</u>
			17-18

### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	
MTH	172	Pre-Calculus II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab	
PHY	202	College Physics II w/lab -or-	
PHY	241	University Physics II w/lab	4
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Free Elective	<u>1-3</u>
			17-20

### Third Semester (Fall)

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3

HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Social Science Electives	9
EEE		Computer Elective	<u>2-3</u>
			18-21

### Fourth Semester (Spring)

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * - or-	
EEE		Humanities Elective	3-4
EEE		Humanities Elective	3-4
EEE		Free Elective	1-3
EEE		Social Science Electives	<u>6</u>
			17-22

Minimum credit hours for degree 69

\*Public Speaking is a required course that may be taken any semester.





## LIBERAL ARTS

The Liberal Arts program provides the most flexibility in curriculum of any program offered at either the community college or four-year college/university level. This curriculum serves as an excellent framework for the integration of many, if not all, of the major areas of academic study. For the student who wishes a broad, critically challenging education in the major academic fields in order to define more specifically his or her ultimate career choices, the diversity found within the Liberal Arts program is ideal. After completing the first two years at DSLCC, the student will be able to transfer into the final two years at a four-year college or university feeling comfortable that he or she possesses initial breadth, flexibility, and intellectual rigor.

### First Semester (Fall)

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	151	Liberal Arts Math I -or-	
MTH	171	Pre-Calculus I	3
STD	100	Orientation	1
FRE	101	Beginning French I -or-	
SPA	101	Beginning Spanish I	4
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3</u>
			17

### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	152	Liberal Arts Math II -or-	
MTH	172	Pre-Calculus II	3
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
FRE	102	Beginning French II or-	
SPA	102	Beginning Spanish II	4

SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3-4</u>
			17-19

### Third Semester (Fall)

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
FRE	201	Intermediate French I -or-	
SPA	201	Intermediate Spanish I	4
SPD	100	Public Speaking * -or-	
EEE		Social Science Elective	3
EEE		Social Science Elective	<u>3</u>
			17

### Fourth Semester (Spring)

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II w/lab	4
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
FRE	202	Intermediate French II -or-	
SPA	202	Intermediate Spanish II	4
SPD	100	Public Speaking * -or-	
EEE		Social Science Elective	3
EEE		Free Elective	1-3
EEE		Computer Elective	<u>2-3</u>
			18-22

Minimum credit hours for degree 69

\*Public Speaking is a required course that may be taken any semester.

## SCIENCE

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

### First Semester (Fall)

ENG	111	English Comp. I	3
HIS	111	History of World Civ. I -or-	
HIS	121	U.S. History I	3
MTH	171	Pre-Calculus I -or-	
MTH	173	Calculus I	3-5
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
STD	100	Orientation	1
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	<u>3-4</u> 17-20

### Second Semester (Spring)

ENG	112	English Comp. II	3
HIS	112	Hist. of World Civ. II -or-	
HIS	122	U.S. History II	3
MTH	172	Pre-Calculus II -or-	
MTH	174	Calculus II	3-5
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II w/lab	4

SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Computer Elective	<u>2-3</u> 18-22

### Third Semester (Fall)

ENG	241	American Literature I -or-	
ENG	243	English Literature I	3
BIO	101	General Biology I w/lab -or-	
CHM	111	College Chemistry I w/lab -or-	
PHY	201	College Physics I w/lab -or-	
PHY	241	University Physics I w/lab	4
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Social Science Elective	3
EEE		Free Elective	<u>3-4</u> 17-20

### Fourth Semester (Spring)

ENG	242	American Literature II -or-	
ENG	244	English Literature II	3
BIO	102	General Biology II w/lab -or-	
CHM	112	College Chemistry II w/lab -or-	
PHY	202	College Physics II w/lab -or-	
PHY	242	University Physics II	4
HLT	105	CPR -or-	
HLT	106	First Aid and Safety -or-	
PED		Elective	1-2
SPD	100	Public Speaking * -or-	
EEE		Humanities Elective	3-4
EEE		Social Science Electives	<u>6</u> 17-19

Minimum credit hours for degree 69

\*Public Speaking is a required course that may be taken any semester.

## ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Dabney S. Lancaster Community College awards Associate in Applied Science degrees in several occupational technical areas. The Associate in Applied Science degree programs are designed primarily for immediate employment and are based upon employment needs and trends within the service area of the community college. The semester credit hours required in each program ranges from 65 to 73 credit hours for those having a summer school required component such as forestry and nursing.

Each curriculum contains a general education component which includes skills in written and oral communications, health and physical education, social sciences, humanities, and a mathematics requirement as well as an orientation to the higher education environment. Each degree program includes one or more courses in computer utilization. It is intended that the general education requirements provide personal development in civil, consumer, environmental and social responsibilities. A free elective course is available in each program.

Students entering from high school (secondary) vocational education programs may receive advanced placement. (See Advanced Placement) Students, in certain programs, may aspire to transfer to a four-year institution in later years. In these instances, working with the counselor and faculty advisors, students will be allowed to substitute transfer oriented general education courses for those identified in the AAS degree curriculums listed. In addition, certain programs have formal transfer articulation agreements with four-year institutions to pursue baccalaureate degrees.

The major technical components of the AAS degree programs are built upon learning outcomes for those knowledge, skills, and attitudes that students need to function within their respective career choices. Careful attention should be paid to those academic standards which are needed to progress in each of the degree programs, including successful completion of certain sequenced courses as well as prerequisites or co-requisites required for a given course.

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## ADMINISTRATION OF JUSTICE

The degree program in Administration of Justice is designed to prepare individuals for careers in law enforcement and related occupations. Supported by a broad, general education, enrollees develop professional competence in the areas of law enforcement administration, police science, the prevention and control of juvenile delinquency, criminal investigation, and 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 and the articulation agreement with the Virginia State Police.

Students whose ultimate goal is a baccalaureate degree should complete the General Studies (AA/AS) degree requirements while completing certain ADJ elective courses. Close coordination with the receiving institution is necessary.

### Occupational Objectives:

Commercial or Industrial Security Officer  
City or State Law Enforcement Officer  
County Sheriff's Deputy  
Private or Government Investigator  
Correctional Officer/Jailers

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

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 math) need three years to complete the degree requirements.

**Program Requirements:** Approximately one-half of the program consists of courses in law enforce-

ment, with remaining courses in related areas, general education and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Upon satisfactory completion of the curriculum with a 2.0 GPA or "C" average in all applicable courses, individuals will be awarded the A.A.S. degree with a major in Administration of Justice.

### First Semester (Fall)

ADJ	105	Juvenile Justice System	3
ADJ	110	Introduction to Law Enforcement	3
ENG	101	Practical Writing I	3
MTH	120	Introduction to Math	3
PED		Requirement	1
SOC SC		Requirement	3
STD	100	Orientation	1
			17

### Second Semester (Spring)

ADJ	201	Criminology	3
ADJ	228	Narc. & Dangerous Drugs	3
CIS	166	Integ. Micro Software	3
ENG	102	Practical Writing II	3
PED/HLT		Requirement	1
SOC SC		Requirement	3
			16

### Third Semester (Fall)

Elective		Free Elective	4
ADJ	111	Law Enforcement Organization and Administration	3
ADJ	211	Criminal Law, Evidence and Procedures I	3
ADJ	236	Prin. of Criminal Invest.	3
SOC	200	Prin. of Sociology	3
			16

### Fourth Semester (Spring)

ADJ		Elective	3-4
ADJ	212	Criminal Law, Evidence and Procedures II	3
ADJ	237	Adv. Criminal Investigation	3
Elective(s)		Free Elective(s)	3-4
SOC	268	Social Problems	3
			16
Minimum Credit Hours for Degree			65

## 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 in Applied Science Degree with a major in Business Management is designed for persons who seek full-time employment immediately upon completion of the program. Individuals who are seeking their first employment in a business and those seeking promotion may benefit from the program.

The required courses in this program are offered on a rotating basis during evening hours in order for employed persons to complete all degree requirements after work hours.

### Occupational Objectives:

Management Trainee  
 Small Business Owner  
 Manufacturer's Representative  
 Retail Manager  
 Salesman  
 Supervisor

**Admission Requirements:** In addition to the admission requirements established for the College, entry into this program requires proficiency 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.

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 math) need three years to complete the degree requirements.

**Program Requirements:** Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate in Applied Science Degree with a major in Business Management.

### First Semester (Fall)

BUS	100	Introduction to Business	3
BUS	115	Organizational Behavior	3
BUS	150	Principles of Management	3
ENG	101	Practical Writing I	3
MTH	120	Introduction to Mathematics	3
STD	100	Orientation	<u>1</u>
			16

### Second Semester (Spring)

BUS	121	Business Math I	3
<sup>1</sup> CIS	166	Micro. Integrated Software	3
ECO	202	Principles of Economics II	3
ENG	102	Practical Writing II	3
HLT/PED		Requirement	1
PED		Requirement	1
SOC SC		Requirement	<u>3</u>
			17

<sup>1</sup>Prerequisite: 25 WPM keyboarding skills.

### Third Semester (Fall)

ACC	211	Principles of Accounting I	3
ACC	213	Accounting Lab I	1
BUS	122	Business Math II	3
BUS	241	Business Law	3
MKT	100	Principles of Marketing	3
Elective		Free Elective	<u>3</u>
			16

### Fourth Semester (Spring)

ACC	212	Principles of Accounting II	3
ACC	214	Accounting Lab II	1
BUS	165	Small Business Management	3
BUS	236	Communications in Mgmt.	3
Elective		Career Electives(s)	<u>6</u>
			16

Minimum credit hours for degree 65

### **General Business Management**

All courses prefixed with ACC, BUS, CIS, ECO, MKT, IND, or OFT may qualify as career-related electives with the approval of the adviser/counselor. Cooperative Education 197 and 297 and Coordinated Internship 190 or 290 are acceptable electives, with a maximum of seven (7) credit hours applicable toward the degree program. Enrollment is subject to approval of the instructor for Cooperative Education and the adviser/counselor.

## COMPUTER INFORMATION SYSTEMS

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

### Occupational Objectives:

Microcomputer Applications Specialist  
Microcomputer Operator  
Microcomputer Programming Trainee

**Admission Requirements:** In addition to the admission requirements established for the College, this program requires a strong background in mathematics, writing, and reading skills. Students who lack proficiency in these areas will be required to enroll in appropriate prerequisite skills' courses. Should students be unable to complete the math studies by the close of the first semester, they should anticipate attending summer school or extending their studies an additional year. Students who do not have computer keyboarding skills of 25 words per minute will be required to enroll in the appropriate class to achieve this competency prior to moving into the second semester of study.

**Program Requirements:** The curriculum includes technical courses in data processing, accounting, business math and a core of general education. The first year of the curriculum includes general education courses and introductory courses in data processing and computer programming concepts. The second year expands into microcomputer applications, programming language, and computer information systems development and culminates in a systems development project. Students must receive an overall "C" average (2.0 GPA) in all degree requirements in order to receive the AAS degree in Computer Information Systems.

### First Semester (Fall)

BUS	150	Intro. to Business Mgmt.	3
CIS	110	Fund. of Comp. Info. Systems	3
<sup>1</sup> CIS	195	Intro. to DOS	2
ENG	101	Practical Writing I	3
MTH	120	Introduction to Math	3
STD	100	Orientation	1
Elective		Free Elective	<u>2</u>
			17

### Second Semester (Spring)

BUS	121	Business Mathematics I	3
<sup>2</sup> CIS	125	Computer Program Design	4
<sup>3</sup> CIS	150	Intro. to Micro. Software	4
CIS	228	Micro. Oper. Sys. & Hard.	3
ENG	102	Practical Writing II	<u>3</u>
			17

### Third Semester (Fall)

ACC	211	Principles of Accounting I	3
ACC	213	Lab for ACC 211	1
BUS	122	Business Math II	3
<sup>4</sup> CIS	158	Micro. Database Mgmt.	3
<sup>5</sup> CIS	225	CIS Development	3
HLT/PED		Requirement	1
SOC SC		Requirement	<u>3</u>
			17

### Fourth Semester (Spring)

*CIS		Electives	4
<sup>4</sup> CIS	157	Micro. Spreadsheet Software	3
<sup>6</sup> CIS	287	System Development Project	3
MTH/BUS		Business Statistics	3
PED		Requirement	1
SOC SC		Requirement	<u>3</u>
			17
		Minimum credit hours for degree	68

<sup>1</sup>Prerequisite: 25 wpm or OFT 116

<sup>2</sup>Prerequisite: CIS 110, MTH 120

<sup>3</sup>Prerequisite: MTH 120, CIS 195 or equivalent

<sup>4</sup>Prerequisite: CIS 150

<sup>5</sup>Prerequisite: CIS 125

<sup>6</sup>Prerequisite: CIS 225

\*ELECTIVES TO BE CHOSEN FROM FOLLOWING COURSES:

CIS 121	Computer Programming: BASIC	4
CIS 141	Computer Programming: Pascal	4
CIS 171	Computer Programming: RPG	4
CIS 270	Non-Procedural & 4th Gen Lang	4

## ELECTRONICS

**Purpose:** The rapid growth of electronics and related industries in Virginia has created a steady demand for qualified electronic technicians. This degree program is designed to train persons for full-time employment immediately upon completion. The degree program may also provide the first two years of a four-year Bachelor of Science in Electronic Technology (BSET) program. Finally, the program helps employed electronics technicians in local industry to upgrade their skills in this rapidly changing field. Evening courses in electronics are often scheduled to meet the needs of those employed full time and who cannot attend day classes.

### Occupational Objectives:

Communications Technician  
Electronics Technician  
Industrial Electronics Technician  
Laboratory Technician

**Admission Requirements:** In addition to the admission requirements of the College, entry into the Associate in Applied Science program with a major in Electronics requires proficiency in reading, English, and mathematics, including one unit of algebra and one unit of geometry or the equivalent. Students who do not meet these requirements or whose test scores indicate a need for further preparation, will be placed in prerequisite skills' courses. Students should complete prerequisite math courses in the summer session prior to starting the program or fall semester, as needed. Failure to do this will extend their studies one year to succeed in the math-based electronics courses.

**Program Requirements:** The first year of the Electronics program is designed to establish a general base in mathematics, electronic circuits, and networks. The second year expands to a number of important areas of electronics, such as computers, control circuits, machinery and communications. Approximately one-half of the program will include courses in electronics technology, with the remaining courses in related subjects, general education, and electives. Each student must consult with his or her faculty adviser in planning a program and selecting electives.

Students must achieve an overall grade of

"C" (2.0 GPA) in required courses of the curriculum to be awarded a degree. Upon satisfactory completion of the curriculum, the student will be awarded the Associate in Applied Science Degree with a major in Electronics.

**NOTE:** A number of colleges and universities award baccalaureate degrees in electronics technology. DSLCC has transfer articulation agreements with several of these. Students interested in such a program should consult with his/her adviser as early as possible.

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### First Semester (Fall)

ENG 101	Practical Writing I	3
ETR 113	DC & AC Fundamentals I	4
ETR 123	Electronic Application I	2
MTH 111	Technical Math I	3
PED	Requirement	1
SOC SC	Requirement	3
STD 100	Orientation	<u>1</u>
		17

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### Second Semester (Spring)

ENG 102	Practical Writing II	3
ETR 114	DC & AC Fundamentals II	4
ETR 144	Devices & Applications	4
MTH 112	Technical Math II	3
MTH 195	Topics in Technical Math	<u>3</u>
		17

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### Third Semester (Fall)

ELE 211	Electrical Machines I	3
ETR 203	Electronic Devices	4
ETR 279	Digital Systems I	4
PED/HLT	Requirement	1
PHY 131	Applied Physics I	3
Elective	Free Elective	<u>1</u>
		16

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### Fourth Semester (Spring)

ELE 212	Electrical Machines II	3
ETR 241	Electronic Communication I	4
ETR 280	Digital Systems II	4
PHY 132	Applied Physics II	3
SOC SC	Requirement	<u>3</u>
		17

Minimum credit hours for degree 67

## FORESTRY

**Purpose:** Forestry and forest-related industries are vital to the economy of Virginia, where 60% of the total land area is forest. The use of these resources by forest industries and land management agencies requires management 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 full-time employment in forestry occupations upon completion of the program. Graduates from the program will be qualified for positions in forestry management, urban tree care or as wood products technicians in timber harvesting or sawmill operations. This program meets the Society of American Foresters' criteria for national recognition.

### Occupational Objectives:

- Company Logger
- Fire Control Officer
- Forest Technician
- Forestry Aide
- Lumber Grader
- Forest Recreation Aide
- Sawmill Operator
- Log Scaler
- Surveying Aide
- Tree Care Technician
- Wildlife Technician

**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 one unit of algebra, one unit of high school geometry or equivalent. 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 math 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. Students who choose this

route must complete all non-forestry courses listed, prior to entering the summer session. Transfer students must complete the technical math courses before transferring to DSLCC. Failure to do so will add an additional year of study to the program.

Transfer to the DSLCC forestry program necessitates close coordination of required courses or their equivalent with the DSLCC counselors/advisers. To enter the DSLCC forestry program, admission should be requested in the fall semester of the student's first year at his/her local community college.

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

During the summer, students are required to complete approximately 320 clock hours of work/field 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 grade of "C" (2.0 GPA) in the curriculum's required courses to be awarded a degree. Upon successful completion of the program, the student will be awarded the Associate in Applied Science Degree in Forestry Technology.

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### First Semester (Fall)

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ENG	101	Practical Writing I	3
FOR	105	Forest and Wildlife Ecology	4
FOR	115	Dendrology	4
MTH	111	Technical Mathematics I	3
SOC SC		Requirement	3
STD	100	Orientation	<u>1</u>
			18



**Second Semester (Spring)**

CIS	166	Computer Integr. Software	3
ENG	102	Practical Writing II	3
FOR	125	Forest Fire Control	1
FOR	201	Forest Mensuration I	4
MTH	112	Technical Mathematics II	3
SOC SC		Requirement	3
Elective		Free Elective	<u>1</u>
			18

**Third Semester (Fall)**

FOR	202	Forest Mensuration II	4
FOR	227	Timber Harvesting	5
FOR	245	Forest Products I	2
FOR	246	Urban Forestry	4
HLT/PED		Requirement	1
PED		Requirement	<u>1</u>
			17

**Summer Session**

FOR 290/297	Co-op Education	4
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**Fourth Semester (Spring)**

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

Minimum hours for degree 73



## MECHANICAL DESIGN

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

### Occupational Objectives:

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

**Admission Requirements:** In addition to the admission standards established for the College, entry into the Associate in Applied Science program, with a major in Mechanical Design requires proficiency in reading, English, and mathematics, including one unit of algebra, and one unit of geometry or equivalent. Students who are not proficient in any of these subject areas will be required to correct deficiencies in prerequisite skills' courses before entering the curriculum. Students should complete prerequisite math courses in the summer session prior to starting the program or fall semester, as needed. Failure to do this will extend their studies one year to succeed in the math-based courses.

**Program Requirements:** Approximately one-half of the program will include courses in mechanical design and related technologies, with the remaining courses in general education and electives. Instruction will include both theoretical concepts and practical applications needed for future success in mechanical design technology. Each student is advised to consult with the faculty adviser and the counseling department in planning a program and selecting electives. Students must achieve an overall grade of "C"(2.0 GPA) in the

curriculum's required courses to be awarded a degree. Upon completion of the program, the graduate will be awarded the Associate in Applied Science Degree with a major in Mechanical Design.

**NOTE:** A number of colleges and universities have bachelor degree programs in Engineering Technology which continue from the Mechanical Design A.A.S. degree. Students interested in such programs should consult with a counselor/ adviser early in their program at DSLCC.

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### First Semester (Fall)

DRF	141	Industrial Drafting Tech. I	3
ENG	101	Practical Writing I	3
HLT/PED		Requirement	1
MTH	111	Technical Math I	3
PED		Requirement	1
SOC SC		Requirement	3
STD	100	Orientation	<u>1</u>
			15

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### Second Semester (Spring)

DRF	142	Industrial Drafting Tech. II	3
DRF	155	Fund. of Arch. Drafting	3
ENG	102	Practical Writing II	3
MTH	112	Technical Math II	3
MTH	195	Topics in Tech. Math	2
SOC SC		Requirement	<u>3</u>
			17

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### Third Semester (Fall)

DRF	211	Advanced Drafting Tech. I	3
DRF	231	Computer Aided Drafting I	3
EGR	130	Statics & Strength of Materials for Engineering Technology	5
IND	113	Mat. & Processes of Manu.	2
PHY	131	Applied Physics I	<u>3</u>
			16

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### Fourth Semester (Spring)

DRF	212	Advanced Drafting Tech. II	3
DRF	232	Computer Aided Drafting II	3
DRF	298	Projects in Mech. Design	2
MEC	215	Adv. Jig and Fixture Design	2
PHY	132	Applied Physics II	3
Elective		Free Elective(s)	<u>4</u>
			17

Minimum credits for degree 65

## NURSING

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

**Purpose:** The two-year Associate Degree Program is designed to prepare selected students to qualify as contributing members of the health team, rendering safe, direct patient care as beginning practitioners of nursing in a variety of health service facilities. At the successful completion of the program, students will be eligible to take the National Council Licensure Examination leading to licensure as a registered nurse (R.N.).

**Occupational Objectives:** Employment opportunities for the Registered Nurse include staff positions with hospitals, nursing homes, health departments, physicians' offices, schools, industry, and home health care providers.

**Admission Requirements:** Early application is suggested since space is limited. Interviews for the new class beginning in the fall semester are held in January.

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

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

1. Graduation from high school or GED.
2. High school courses in biology, algebra, and chemistry. High school record of achievement must reflect a "C" average in academic subjects.
3. Students must have a GPA of 2.0 or higher. Preference is given to students with higher GPA's.
4. Completion of physical and dental examinations, with all problems corrected. Immunization and laboratory testing are to be included. Applicants must be free of any physical or psycho-social problem which might adversely affect their performance as practitioners of nursing.
5. Two personal interviews are required. The first interview is with the nursing counselor

from Student Services. Qualified applicants are also interviewed by the program head of the Nursing Department or her/his delegate following the completion of all other pre-admission requirements. Interviews with the program head begin in January.

6. Students will take the following tests:
  - Math pretest
  - CGP - reading, algebra, and writing
  - SSHA - study skills
  - 16 PF - personality
7. 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 legal offenses other than minor traffic violations should discuss these matters with the Nursing Program Head for clarification prior to admission.
8. CPR certification is required by the end of the first semester.

Applicants with deficiencies may qualify for admission through satisfactory completion of a prescribed developmental and/or pre-nursing program.

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

**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 course in the nursing or biology sequence 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 emergency.
2. Proper uniform must be worn.
3. Published policies of hospitals must be adhered to.
4. Immunizations must be current.
5. Student releases the hospital, its agents, and employees from any liability for any injury or death to himself or damage to his property arising out of agreement or use of hospital's facilities.
6. Student releases hospital and DSLCC from medical expenses arising from injuries that occur during clinical rotations.

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 costs of books, students in the nursing program are required to purchase student uniforms and accessories.

#### First Semester (Fall)

BIO	231	Anatomy & Physiology I	4
ENG	111	English Composition I	3
NUR	111	Nursing I	5
<sup>1</sup> NUR	230	Pharmacology	3
STD	100	Orientation	<u>1</u>
			16

#### Second Semester (Spring)

BIO	232	Anatomy & Physiology II	4
ENG	112	English Composition II	3
<sup>2</sup> HLT	230	Nutrition	3
NUR	112	Nursing II	<u>6</u>
			16

#### Third Semester (Summer)

<sup>3</sup> BIO	195	Topics in Microbiology	1
NUR	211	Nursing III	6
PED		Requirement	1
Elective		Humanities Elective	3
<sup>4</sup> Elective		Free Elective	<u>1</u>
			12

#### Fourth Semester (Fall)

NUR	212	Nursing IV	8
PSY	238	Life Span Human Devel.	3
<sup>5</sup> Elective		Social Science Elective	<u>3</u>
			14

#### Fifth Semester (Spring)

NUR	298	Role Transition Seminar	2
NUR	213	Nursing V	8
PED		Elective	1
<sup>6</sup> Elective		Career Elective	<u>1</u>
			12

<sup>1</sup>Basic computation skills are an integral component of this course

<sup>2</sup>Basic computer competencies are an integral component of this course.

<sup>3</sup>Students interested in transferring may take BIO 150 for 4 credits

<sup>4</sup>Limited to courses outside the major

<sup>5</sup>Sociology or Psychology is recommended

<sup>6</sup>Career elective is limited to HLT 105, CSC 100 (basic computer competency required), and NUR 299L.

Total Minimum for Degree	70
Nursing Credits	38
General Education Credits	32

Non-nursing courses may be taken prior to admission to the nursing program.

## OFFICE SYSTEMS TECHNOLOGY

**Purpose:** With the constant growth of business, industry and government offices in our area, there is a continuing demand for qualified men and women in office technologies. This degree program is designed to prepare individuals for full-time employment upon graduation or to upgrade skills of those who are seeking promotion or specialization.

### Occupational Objectives:

Executive Secretary  
Legal Secretary  
Medical Secretary  
Word Processing Specialist  
Technical Office Occupations

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

**Program Requirements:** This curriculum combines instruction in general education and those subjects required for competency as an administrative office assistant, secretary, and specializations such as legal or medical secretaries. Students must receive a grade of "C" or better in typewriting or repeat the course to earn a grade of "C" or better before continuing in the sequence. In the second year, students may elect courses in either Computer Information Systems, Business, Legal or Medical Secretarial Skills. The student should consult with the faculty adviser in planning a program and approving electives. Upon completion of the program and maintaining an overall "C" average (2.0 GPA) in all applicable classes, students will be awarded the Associate in Applied Science Degree with a major in Office Systems Technology.

### First Semester (Fall)

ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
OFT 106	Business English Skills Review	3
OFT 111	Keyboarding /Typing I	3
<sup>1</sup> OFT 141	Word Processing I	3
STD 100	Orientation	<u>1</u>
		16

### Second Semester (Spring)

BUS 121	Business Math I	3
ENG 102	Practical Writing II	3
<sup>4</sup> OFT 112	Keyboarding Typing II	3
<sup>4</sup> OFT 142	Word Processing II	4
<sup>4</sup> OFT 155	Beginning Machine Transcription	3
PED/HLT	Requirement	<u>1</u>
		17

### Third Semester (Fall)

OFT 137	Filing/Record Management	3
<sup>4</sup> OFT 251	Office Sys. & Procedures I	3
<sup>4</sup> OFT 253	Desk Top Pub. I	3
SOC SC	Requirement	3
<sup>2</sup> Elective	Career Elective	<u>4</u>
		16

### Fourth Semester (Spring)

ACC 115	Applied Accounting	3
<sup>1</sup> OFT 235	Spec. Software Applications	3
<sup>3</sup> OFT 252	Office Sys. & Procedures II	3
PED	Requirement	1
SOC SC	Requirement	3
Elective	Free Elective	<u>3</u>
		16

Minimum credit hours for degree 65

<sup>1</sup> Prerequisite 25 wpm

<sup>2</sup> Career-related electives may be selected from Computer Information Systems (CIS), Business Management (BUS), Accounting (ACC), etc. All electives must be approved by the student's adviser/counselor prior to enrolling.

<sup>3</sup> OFT 261 Legal Office Procedures or OFT 271 Medical Secretarial Procedures may be substituted.

<sup>4</sup> Check course description in catalog for specific prerequisites.

## PULP AND PAPER TECHNOLOGY

**Purpose:** The Associate in Applied Science Degree Program has been developed to prepare students for entry into the paper and allied products industry. The number of employees in this field has increased 23.3% since 1975, and it was the eighth largest employer among Virginia industries in 1984, according to a study completed by the Tayloe Murphy Institute at the University of Virginia. The introduction of high technology into paper and allied products processing has mandated training and education of new employees in the entire system of pulp and paper processing.

**NOTE:** A number of colleges and universities award a baccalaureate degree in Pulp and Paper Technology. DSLCC is developing transfer articulation agreements with several of these. Students interested in such a program should advise and consult their counselor/adviser early in their studies.

### Occupational Objectives:

Upon completion of this program, the student will be considered an industrial technician and will be welcomed by such industrial giants as Westvaco, Chesapeake, Union Camp, and many smaller allied product plants as:

Technician Trainee  
Wet End Control Technician  
Quality Control Technician  
Technician I

**Admission Requirements:** In addition to the admission standards established for the College, entry into the program requires proficiency in reading, English, mathematics, including one unit of algebra and one unit of geometry or the equivalent. Students who are not proficient in any of these subject areas will be required to correct deficiencies in prerequisite skills' courses before entering the curriculum. Students should complete prerequisite math courses in the summer session prior to starting the program in fall semester, as needed. Failure to do this will extend their studies one year to succeed in the math-based courses.

**Program Requirements:** Students must achieve an overall grade of "C" (2.0 GPA) in the curriculum's applicable courses to be awarded a

degree. Upon satisfactory completion of the program, the student will be awarded the Associate in Applied Science Degree with a major in Pulp and Paper Technology.

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### First Semester (Fall)

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CHM 100	Intro. to Chemistry	—	3
ENG 101	Practical Writing I		3
<sup>1</sup> IND 171	Intro. to Pulp and Paper I		4
MTH 111	Technical Math I	—	3
SOC SC	Requirement		3
STD 100	Orientation		<u>1</u>
			17

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### Second Semester (Spring)

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ENG 102	Practical Writing II		3
MTH 112	Technical Math II	—	3
<sup>1</sup> IND 172	Intro. to Pulp and Paper II		5
PED	Requirement		1
PHY 130	Survey of Applied Physics	—	<u>3</u>
			15

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### <sup>1</sup>Summer Semester

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### Third Semester (Fall)

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CIS	Elective		3-4
IND 275	P & P Mill Maintenance		3
IND 276	Processes of Pulping	—	3
IND 279	Convert. & Printing	—	3
SOC SC	Requirement		<u>3</u>
			16

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### Fourth Semester (Spring)

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ENV 220	Env. Problems	—	3
IND 230	Applied QPC		3
IND 277	Papermaking Processes	—	3
IND 278	Instruments & Controls		3
HLT 106	First Aid/Safety		2
Elective	Free Elective		<u>3-4</u>
			17

Minimum credit hours for degree 65

<sup>1</sup>Students transferring from another VCCS Community College must complete IND 171 and 172 during the summer session.

## CERTIFICATE PROGRAMS

In addition to Associate in Applied Science Degree Programs, Dabney S. Lancaster Community College offers certificate programs which provide entry-level job skills based upon local employment needs. The certificate programs are also appropriate for employed individuals who wish to upgrade their present job skills or prepare for promotion to a higher level.

Most of the credit hours completed in a certificate program are applicable to a related degree program under which each certificate is organized and will be credited toward the degree program requirements should the student decide to return for further study.

A certificate program requires a minimum of 32 semester hours although most programs require slightly more for completion. Each certificate is equivalent to approximately one-half the length and depth of an associate degree program. Certificate curriculums contain a general education component of at least 15%, which may include courses in English, social sciences, health and physical education, or mathematics. The remainder of the courses relate specifically to employment skills.

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### BANKING CERTIFICATE

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

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

**Admissions Requirements:** In addition to the admission requirements of the College, entry into this certificate curriculum requires a strong background in mathematics. In order to succeed in the program, students should also possess a proficiency in math, writing and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate prerequisite skills' courses.

**Program Requirements:** The program of study includes mathematics, accounting, business law and English. Additionally, courses are included which relate specifically to banking and economics. Students must achieve an overall grade-point average of (2.0) in all applicable courses to receive the Clerk-Typist Certificate.

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#### First Semester (Fall)

BUS	241	Business Law	3
CIS	166	Micro. Integrated Software	3
ECO	201	Principles of Economics I	3
ENG	101	Practical Writing I	3
FIN	110	Principles of Banking	3
MTH	120	Introduction to Mathematics	3
			<u>18</u>

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#### Second Semester (Spring)

ACC	115	Applied Accounting	3
BUS	121	Business Mathematics I	3
BUS	236	Communications in Mgmt.	3
ECO	202	Principles of Economics II	3
CIS/FIN/ BUS		Elective	<u>3</u>
			15

Minimum credit hours for certificate 33

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### BUSINESS AND INDUSTRY TRAINING SITE (BAITS) CERTIFICATE

**Purpose:** This program is designed to provide specialized individual career orientation and on-the-job training. It allows students to acquire job skills in nontraditional occupations and to assess their interests and capabilities under realistic work settings while learning from professional business people.

**Occupational Objectives:** Varied.

**Admission Requirements:** Regular admission to the College.

**Program Requirements:** A program of study on campus is developed to relate to an occupational area. A contractual agreement is made between the College, the student, and business or training site.

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#### First Semester

STD	196	On-Site Training	5
		*Career Electives	<u>11</u>
			16

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#### Second Semester

STD	196	On-Site Training	5
		*Career Electives	<u>11</u>
			16

Minimum credit hours for certificate 32

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



## CLERK-TYPIST CERTIFICATE

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

**Occupational Objectives:** Clerk-Typist, File Clerk, Bookkeeper, Receptionist, Word Processing Clerk.

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

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

### First Semester (Fall)

ENG 101	Practical Writing I	3
OFT 111	Keyboarding & Typing I	3
OFT 106	Business English Skills Review	3
OFT 137	Filing & Records Mgmt.	3
<sup>1</sup> OFT 141	Word Processing I	<u>3</u>
		15

### Second Semester (Spring)

ACC 115	Applied Accounting	3
<sup>2</sup> OFT 112	Keyboarding & Typing II	3
<sup>2</sup> OFT 130	Office Procedures	3
<sup>2</sup> OFT 155	Beginning Machine Trans.	3
<sup>2</sup> OFT 142	Word Process II -or-	4
<sup>1</sup> OFT 235	Specialized Software Appli.	3
SOC SC	Requirement	<u>3</u>
		18

Minimum credit hours for certificate 33

<sup>1</sup>Prerequisite 25 wpm

<sup>2</sup>Check course description in catalog for specific prerequisites.

## ELECTRONICS CERTIFICATE

**Purpose:** This program is designed for entry and for advancement in electronics-related occupations. The curriculum provides the foundation for electronics courses needed for success in these occupations and builds on the knowledge and skills of residential or industrial electricians.

**Admission Requirements:** In addition to the general requirement for admission to the College, entry into this program requires proficiency in math and in the reading and writing of English. Students not proficient in these areas will be required to enroll in appropriate prerequisite skills courses. Students who have some previous training in electricity/electronic troubleshooting or the use of electronic instruments may be granted advanced standing upon demonstration of proficiency.

**Program Requirements:** The Certificate in Electronics includes basic courses in technical mathematics, English and social sciences, as well as specialized courses in electricity/electronics. The program of study is designed to assist students in meeting both the entry skill requirements of the job and providing the theory needed to advance to a higher-level electronics program. Students must achieve an overall grade-point average of (2.0) in all applicable courses to receive the Electronics Certificate.

### First Semester (Fall)

ENG	Requirement	3
ETR 113	AC/DC Fundamentals I	4
ETR 123	Electrical Applications I	2
ETR/ELE	Elective	3
MTH 111	Technical Math I	<u>3</u>
		15

### Second Semester (Spring)

ETR 114	DC/AC Fundamentals II	4
ETR 144	Devices & Applications	4
MTH 112	Technical Math II	3

MTH 195	Topics in Tech. Math	3
SOC SC	Requirement	<u>3</u>
		17
Minimum credit hours for certificate		32

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### LAW ENFORCEMENT EVENING CERTIFICATE PROGRAM

**Purpose:** This program is designed for those currently employed in law enforcement and associated fields who desire to upgrade skills in their occupational speciality.

**Occupational Objective:** Entry-level security officer or possible law enforcement advancement in the field.

**Admission Requirements:** In addition to the general requirements for admission to the College, applicants should be employed in law enforcement or a related field. Applicants who do not meet these qualifications should have previous occupational experience in the law enforcement area or interest in a law enforcement career.

Advanced placement may be available on an individual basis for those officers who have received training through other Virginia law enforcement training agencies. See section on advanced placement.

**Program Requirements:** The Certificate in Law Enforcement includes basic courses in writing skills, social sciences, and first aid or emergency skills as well as specialized courses in administration of justice. Upon successful completion of the program, the student will be awarded a Certificate in Law Enforcement. At least 50% of the required courses must be DSLCC course credits. Students must achieve an overall grade-point average of (2.) in all applicable courses to receive the Law Enforcement Certificate.

**Course Requirements:** The courses listed below are recycled every 2 to 3 years through the evening offerings. Employed students need to enroll as the courses are scheduled into the evening offerings.

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#### General Education

ENG 101	Practical Writing I	3
HLT 106	First Aid & Safety	2
SOC SC	Requirement	<u>3</u>
		8

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#### Occupational Related

ADJ 110	Intro. to Law Enforcement	3
ADJ 111	Law Enforcement & Adm. I	3
ADJ 211	Criminal Law, Evidence and	6
	212 Procedures I-II	
ADJ 228	Narcotics & Dangerous Drugs	3
ADJ 236	Principles of Criminal	
	Investigation	3
ELEC	Career Electives	<u>6</u>
		24

Minimum credit hours for certificate 32

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### MICROCOMPUTER OPERATIONS CERTIFICATE

**Purpose:** This curriculum is designed to train individuals in entry-level employment skills for data entry occupations.

**Occupational Objectives:** Data Entry Clerk or Microcomputer Operator Trainee

**Admission Requirements:** In addition to the admission requirements of the College, entry into this certificate program requires proficiency in mathematics in order to succeed in the program. Students should also possess skill in writing and reading of English. Students who are not proficient in these areas will be required to enroll in appropriate developmental skills courses. Should students be unable to upgrade their math skills before the close of the fall semester, they should anticipate extending their program of study an additional year.

Students who do not have basic skills in computer keyboarding with proficiency at 25 wpm and a numeric keypad entry of at least 3000 keystrokes per hour will be required to enroll in OFT 116 to accomplish this proficiency prior to enrolling in any classes where keyboarding is required. Computer keyboarding skill testing will be available the first week of classes with no fees charged.

**Program Requirements:** The curriculum includes technical courses utilizing computer software, accounting, business math and general education. Students must achieve an overall grade-point average of (2.0) in all applicable courses to receive the Microcomputer Operations Certificate.

**First Semester (Fall)**

CIS 110	Fundamentals of Computer Information Systems	3
<sup>1</sup> CIS 195	Intro. to DOS	2
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
OFT 116	Automated Keyboarding	1
SOC SC	Requirement	<u>3</u>
		15

<sup>1</sup>Keyboarding Skills Required

**Second Semester (Spring)**

ACC 115	Applied Accounting	3
<sup>1</sup> CIS 101	Data Entry Operations I	4
<sup>1</sup> CIS 150	Intro. to Micro Software	4
<sup>2</sup> CIS/OFT/ BUS	Micro. Software Electives	<u>6</u>
		17

<sup>1</sup>Keyboarding Skills Required

<sup>2</sup>Requires faculty/adviser approval

Minimum credit hours for certificate 32

**OFFICE MANAGEMENT CERTIFICATE**

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

**Admission Requirements:** In addition to the general entry requirements of the College, this program requires that the students have basic skills in mathematics, 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, math and business. Students must receive an overall 2.0 or "C" average in all applicable courses in order to receive the Certificate of Office Management.

**First Semester (Fall)**

BUS 100	Intro. to Business	3
<sup>1</sup> CIS 166	Micro Integrated Software	3
ENG 101	Practical Writing I	3
MTH 120	Introduction to Math	3
OFT 137	Filing and Records Mgmt.	3
SOC SC	Requirement	<u>3</u>
		18

<sup>1</sup>Prerequisite 25 WPM Keyboarding Skills Proficiency testing available first week of classes.

**Second Semester (Spring)**

ACC 115	Applied Accounting	3
BUS 111	Principles of Supervision	3
BUS 121	Business Math I	3
BUS 236	Communications in Mgmt.	3
*CIS/OFT/ BUS	Elective	<u>3</u>
		15

Minimum credit hours for certificate 33

\*Requires faculty/adviser approval

**PULP AND PAPER TECHNOLOGY EVENING CERTIFICATE PROGRAM**

**Purpose:** This program is designed for those employed in the pulp and paper manufacturing industry and related fields who desire to upgrade skills in their occupational speciality; hence, all required courses will be offered through evening hours over several years.

**Admission Requirements:** In addition to the general requirements for admission to the College, applicants should be employed in pulp and paper manufacturing or a closely related field. Preparatory students (those not employed in a related field) must complete the introductory pulp and paper courses prior to enrolling in any of the advanced level courses. In order to succeed in the

program, students should also possess a proficiency in math, writing, and reading skills. Students not proficient in these subject areas will be required to enroll in appropriate prerequisite skills courses.

**Program Requirements:** The curriculum includes basic courses in practical writing skills, social sciences, and First Aid, and CPR as well as specialized courses in pulp and paper technology. Students must achieve an overall grade-point average of (2.0) in all applicable courses to receive the Pulp and Paper Technology Certificate..

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#### General Education

ENG	101	Practical Writing I	3
SOC SC		Requirement	3
HLT	106	First Aid & Safety	<u>2</u>
			8

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#### Occupational Related

IND	171	Intro. to Pulp and Paper I	4
IND	172	Intro. to Pulp and Paper II	4
IND	173	Intro. to Pulp and Paper III	4
IND	275	P & P Mill Maintenance	3
IND	276	Processes of Pulping	3
IND	277	Papermaking Processes	3
IND		Elective	<u>3</u>
			24

Minimum credit hours for certificate 32

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### WELDING CERTIFICATE

**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 great demand for highly skilled, highly trained welders possessing decision-making as well as hands-on skills. This program is designed to prepare students to meet this exciting challenge as well as prepare them for certification tests..

**Occupational Objectives:** Welder

**Admission Requirements:** Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in communications, an understanding

of applied mathematics, a moderate level of dexterity and average mechanical aptitude.

Persons who have completed a high school welding program or industrial courses in welding may receive credit and/or advanced placement upon demonstration of proficiency.

**Program Description:** The curriculum provides an introduction to various types of equipment and materials used in welding. The curriculum includes mathematics, blueprint reading, communication skills, safety and numerous skill areas of welding, i.e., gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, pipe welding, oxyacetylene and plasma cutting.

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#### First Semester (Fall)

HLT	106	First Aid & Safety	2
WEL	95	Math for Welders	3
WEL	30	Inert Gas Welding I	3
WEL	117	Oxyacetylene Welding and Cutting	3
WEL	123	Arc Welding I	3
WEL	145	Welding Metallurgy	<u>3</u>
			17

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#### Second Semester (Spring)

DRF	166	Weld Blueprint Reading	2
ENG		Requirement	3
WEL	124	Arc Weld II	3
WEL	126	Pipe Welding I	3
WEL	130	Inert Gas Welding II	<u>3</u>
			14
		Minimum credit hours for certificate	34

## CAREER STUDIES

**Length:** Each of these certificate programs requires 12-18 semester credit hours or 4 to 6 courses.

**Purpose:** Career Studies are designed for employed people in mid-career or re-entering a field of work who wish to expand or review career skills. Many of the courses are offered during evening hours so that it is possible for a part-time student to earn a certificate within a reasonable amount of time.

### Program Options:

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

**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. The student is expected to select one of the program options during registration.

**Program Requirements:** Each option requires completion of selected specialized courses. All electives must be approved prior to enrollment. A Career Studies Certificate is awarded upon completion of a program with an overall "C" average (2.0 GPA) and may be earned in more than one option.

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

### Basic Banking

BUS 121	Business Math I	3
ECO 201	Principles of Econ. I	3
ECO 202	Principles of Econ. II	3
FIN 110	Principles of Banking	3
		<u>12</u>

### Business/Industrial Supervision

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

### Certified Professional Secretary

#### Exam Review

ACC 211	Prin. of Accounting I	3
ACC 213	Prin. of Accounting Lab	1
BUS 150	Prin. of Business Mgmt.	3
BUS 241	Business Law	3
ECO 201	Principles of Economics I	3
PSY 100	Prin. of Applied Psychology	3
		<u>16</u>

### Computer Aided Design

CIS	Elective	3
DRF 141	Industrial Drafting Tech. I or equivalent	3
DRF 142	Industrial Drafting Tech. II or equivalent	3
DRF 231	CAD I	3
DRF 232	CAD II	3
		<u>15</u>

**Data Entry Operations**

CIS	110	Fundamentals of Computer Information Systems	3
<sup>1</sup> CIS	101	Data Entry Operations I	4
CIS	195	Intro. to PC/MS DOS	2
CIS		Software Elective	<u>3</u>
			12

<sup>1</sup>Prerequisite: 25 wpm keyboarding skills

**Electronics****Core**

ETR	113	DC and AC Fundamentals	4
ETR	123	Electronic Applications	2
ETR/ELE		Electives: See Options	<u>6-9</u>
		MINIMUM CREDITS	12

**Options****Digital**

ETR	279	Digital Systems I	4
ETR	280	Digital Systems II	4

**Communications**

ETR	241	Electronics Communications	4
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**Industrial**

ELE	211	Electrical Machines I	3
ELE	212	Electrical Machines II	3

**Institutional Food Service**

BUS	111	Principles of Supervision	3
HLT	138	Principles of Nutrition	3
HRI	158	Sanitation and Safety	3
HRI/HLT		Elective	<u>3</u>
			12

**Phlebotomy**

HLT	105	CPR	1
HLT	106	First Aid & Safety	2
MDL	105	Phlebotomy I	4
MDL	106	Clinical Phlebotomy II	4

OFT	116	Automated Keyboarding/Typewriting	1
PSY	100	Prin. of Applied Psych.	<u>2</u>
			14

**Pulp and Paper Technology**

IND	171	Pulp and Paper Oper. I	4
IND	172	Pulp and Paper Oper. II	4-5
*IND	173	Pulp and Paper Oper. III	<u>4</u>
			12

\*Students who complete IND 172 with 5 credits may substitute a technical elective, subject to the approval of the Program Head

**Real Estate Broker**

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

**Retail Merchandising**

MKT	115	Retail Organization and Management	3
MKT	116	Retail Math or equivalent	3
MKT	227	Merch. Buying & Control	3
MKT	228	Promotion or equivalent	<u>3</u>
			12

**Secretarial Skills Review**

OFT	106	Business English Skills Review	3
OFT	130	Office Procedures	3
*OFT		Electives	<u>6</u>
			12

\*Subject to advisor approval

**Small Business Management**

ACC	115	Applied Accounting	3
BUS	165	Small Business Management	3
*CIS	166	Integrated Software	3
MKT/BUS		Electives	<u>6</u>
			15

\*Prerequisite: 25 wpm keyboarding skills

**Welding**

DRF	166	Welding Blueprint Reading	2
WEL	123	Arc Welding I -or-	3
WEL	124	Arc Welding II	
WEL	126	Pipe Welding	3
WEL	130	Inert Gas Welding	3
WEL	145	Metallurgy for Welding	3
			<u>14</u>

**Word Processing**

*OFT	141	Word Processing I (WordPerfect 5.1)	3
OFT	142	Word Processing II (WordPerfect 5.1)	4
OFT	235	Specialized Software Applications (MicroSoft Works)	3
OFT	253	Desk Top Publishing (WordPerfect 5.1)	3
			<u>13</u>

\*Prerequisite: 25 wpm keyboarding skills



## DESCRIPTION OF COURSES

### COURSE NUMBERS

Courses numbered 01-09 are in the developmental program. The credits earned in these courses are not applicable toward certificate programs or an associate degree. Students may re-take these courses three (3) semesters until the course objectives are completed. Permission of the Dean of Instruction is required to re-enroll.

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

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

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

### COURSE CREDITS

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

### COURSE HOURS

The number of lecture hours in class each week (including lecture, seminar and discussion hours) and/or the number of laboratory hours in class each week (including laboratory, shop, supervised practice and cooperative work experience) are indicated for each course in the course description. The number of lecture and laboratory hours in class each week are also called "contact hours" because the time is spent

under the direct supervision of a faculty member. In addition to the lecture and laboratory hours in class each week as listed in the course description, each student also must spend some time on out-of-class assignments under his or her own direction. Usually each credit per course requires an average of three hours of in-class work.

### PREREQUISITES

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

### COURSES OFFERED

The following is a listing of courses which may be offered during any calendar year. Additional courses may be offered as demand dictates. Many courses (required or electives) are offered in the evening program. The decision to offer a course after 5:00 p.m. is sometimes necessary to generate sufficient enrollment by combining day and evening students into one section of the course.

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## ACCOUNTING

### ACC 115 APPLIED ACCOUNTING (3 CR.)

Presents practical accounting procedures for retail stores, professional individuals in firms, and personal service occupations. Covers the accounting cycle, journals, ledgers, working papers, and preparation of financial statements and payrolls, and checking account management. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

### ACC 211-212 PRINCIPLES OF ACCOUNTING I-II (3 CR.) (3 CR.)

Presents accounting principles and their application to various businesses. Covers income determination, asset valuation, and financial reporting. Studies services, merchandising, and manufacturing operation, including internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. Co-requisite ACC 213-214. Lecture 3 hours per week.

### ACC 213-214 PRINCIPLES OF ACCOUNTING LABORATORY I-II (1 CR.) (1 CR.)

Provides problem-solving experiences to supplement instruction in ACC 211-212. Must be taken concurrently with ACC 211-212. Laboratory 2 hours per week.

## ADMINISTRATION OF JUSTICE

### ADJ 105 THE JUVENILE JUSTICE SYSTEM (3 CR.)

Presents the evolution, philosophy, structures and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week.



**ADJ 110 INTRODUCTION TO LAW ENFORCEMENT  
(3 CR.)**

Studies the philosophy and history of law enforcement, presenting an overview of the crime problem and policy response issues. Surveys the jurisdictions and organizations of local, state, and federal law enforcement agencies. Examines the qualification requirements and career opportunities in the law enforcement profession. Lecture 3 hours per week.

**ADJ 111 LAW ENFORCEMENT ORGANIZATION &  
ADMINISTRATION  
(3 CR.)**

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules, and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

**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. Lecture 3 hours per week.

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

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

**ADJ 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. Lecture 3 hours per week.

**ADJ 236 PRINCIPLES OF CRIMINAL INVESTIGATION  
(3 CR.)**

Surveys the fundamentals of criminal investigation procedures and techniques. Examines crime scene search, collecting, handling and preserving of evidence. Lecture 3 hours per week.

**ADJ 237 ADVANCED CRIMINAL INVESTIGATION  
(3 CR.)**

Introduces specialized tools and scientific aids used in criminal investigation. Applies investigative techniques to specific situations and preparation of trial evidence. Prerequisite ADJ 236 or divisional approval. Lecture 3 hours per week.

**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. Lecture 3 hours per week.

**ARTS****ART 101-102 HISTORY AND APPRECIATION OF ART I-II  
(3 CR.) (3 CR.)**

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Lecture 3 hours per week.

**ART 120 BEGINNING DRAWING  
(2 CR.)**

Introduces principles and practices of the various media used in drawing. Lecture 1 hour. Studio instruction 2 hours. Total 3 hours per week.

**ART 121-122 DRAWING I-II  
(3-4 CR.) (3-4 CR.)**

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

**ART 201-202 HISTORY ART I-II  
(3 CR.) (3 CR.)**

Studies the historical conflict of art of the ancient, medieval, renaissance and modern worlds. Includes research project. Lecture 3 hours per week.

**ART 241-242 PAINTING I-II  
(3-4 CR.) (3-4 CR.)**

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. Prerequisite: ART 122 or divisional approval. Variable hours per week.

**ART 243-244 WATERCOLOR I-II  
(4 CR.) (3 CR.)**

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. Prerequisite divisional approval. Lecture 2 hours. Studio instruction 4 hours. Total 6 hours per week.

**BIOLOGY****BIO 100 BASIC HUMAN BIOLOGY  
(3 CR.)**

Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. Lecture 3 hours per week.

**BIO 101-102 GENERAL BIOLOGY I-II  
(4 CR.) (4 CR.)**

Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms and their structure, function and evolution. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 140 HUMAN ANATOMY AND PHYSIOLOGY**  
(6 CR.)

Provides comprehensive and systematic study of anatomy and physiology of the normal human body. Lecture 5 hours. Recitation and laboratory 3 hours. Total 8 hours per week.

**BIO 141-142 HUMAN ANATOMY AND PHYSIOLOGY**  
I-II  
(4 CR.) (4 CR.)

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 150 INTRODUCTORY MICROBIOLOGY**  
(4 CR.)

Studies the general characteristics of micro-organisms. Emphasizes their relationships to individual and community health. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

## **BUSINESS MANAGEMENT AND ADMINISTRATION**

**BUS 100 INTRODUCTION TO BUSINESS**  
(3 CR.)

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, finance, marketing, production, and risk and human resource management. Lecture 3 hours per week.

**BUS 111 PRINCIPLES OF SUPERVISION**  
(3 CR.)

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/supervisor relationships. Lecture 3 hours per week.

**BUS 115 ORGANIZATIONAL BEHAVIOR**  
(3 CR.)

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

**BUS 121 BUSINESS MATHEMATICS I**  
(3 CR.)

Applies mathematics to business processes and problems such as checkbook records and bank reconciliation, simple interest notes, present value, bank discount notes, wage and payroll computations, depreciation, sales and property taxes, commercial discounts, markup and markdown, and inventory turnovers and valuation. Lecture 3 hours per week. Prerequisite MTH 120 or equivalent.

**BUS 122 BUSINESS MATHEMATICS II**  
(3 CR.)

Applies mathematical operations to business problems, such as distribution of profit and loss in partnerships, insurance, distribution of corporate dividend, overhead, financial statements and ratios, sinking funds, compound interest, amortization, annuities, present value, basic statistics, break-even analysis, and multiple payment plans. Lecture 3 hours per week.

**BUS 150 PRINCIPLES OF MANAGEMENT**  
(3 CR.)

Teaches management and the management functions of planning, organizing, directing and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

**BUS 157 WOMEN IN MANAGEMENT**  
(3 CR.)

Introduces responsibilities, functions and decisions required in or preparing for a management position, and impact of these decisions on women. Presents a comprehensive view of how women may establish and maintain their effectiveness as managers at all levels within an organization. Lecture 3 hours per week.

**BUS 165 SMALL BUSINESS MANAGEMENT**  
(3 CR.)

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

**BUS 206 PUBLIC RELATIONS IN MANAGEMENT**  
(3 CR.)

Presents public relations as a management responsibility and introduces the theory of public relations. Focuses on public relations techniques and their application to gaining and maintaining understanding and support for an organization from the employee, community, customer, supplier, and stockholder. Uses lectures, demonstrations, and case problems. Lecture 3 hours per week.

**BUS 236 COMMUNICATIONS IN MANAGEMENT**  
(3 CR.)

Introduces the functions of communication in management with emphasis on gathering, organizing, and transmitting facts and ideas. Teaches the basic techniques of effective oral and written communication. Lecture 3 hours per week.

**BUS 241 BUSINESS LAW**  
(3 CR.)

Presents a broad introduction to legal environment of U.S. business. Develops a basic understanding of contract law and agency and government regulation. Lecture 3 hours per week.

**BUS 221 BUSINESS STATISTICS**  
(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 of proportions. Prerequisite divisional approval. Lecture 3 hours per week.

## **CHEMISTRY**

**CHM 100 INTRODUCTION TO CHEMISTRY**  
(3 CR.)

Introduces chemical concepts to students not intending to specialize in a chemistry field. Emphasizes basic inorganic/organic principles. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**CHM 111-112 COLLEGE CHEMISTRY I-II  
(4 CR.) (4 CR.)**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CHM 241-242 ORGANIC CHEMISTRY I-II  
(3 CR.) (3 CR.)**

Introduces fundamental chemistry of carbon compounds, including structure, physical properties, syntheses, and typical reactions. Emphasizes reaction mechanisms. Prerequisite divisional approval.

## COMPUTER INFORMATION SYSTEMS

**CIS 100 INTRODUCTION TO INFORMATION SYSTEMS  
(3 CR.)**

Introduces students to general concepts of processing data on computer information systems. Presents terminology and effects of computers on daily life. Discusses available hardware and software as well as their applications. Exposes students to the system development process. May include "hands-on" experience. Lecture 3 hours per week.

**CIS 101 DATA ENTRY OPERATIONS I  
(4 CR.)**

Teaches skills necessary for data entry operators in the current business data processing environment. Develops skills on various data entry input devices: card data records, key-to-diskette, and computer terminals. Includes familiarization with terms and skills necessary to develop entry formats from source documents. Prerequisite 25 wmp keyboarding skills. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 110 FUNDAMENTALS OF COMPUTER  
INFORMATION SYSTEMS  
(3 CR.)**

Provides a technical approach to concepts and terminology of computer information systems. Includes the study of computer information systems: hardware, software, methods of data processing, functions, capabilities and limitations of computer systems. Exposes students to techniques used in system development. May include "hands on" experience. Lecture 3 hours per week. Total 3 hours per week.

**CIS 116 COMPUTER & INFORMATION SYSTEMS  
(1 CR.)**

Introduces terminology, concepts and methods of using computers in information systems. Is a computer literacy course, not intended for computer information system majors. Lecture 1 hour.

**CIS 121 COMPUTER PROGRAMMING: BASIC I  
(4 CR.)**

Teaches writing BASIC programs from stated problems or specifications, applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 125 COMPUTER PROGRAM DESIGN  
(4 CR.)**

Teaches design of programming solutions to common processing problems in information systems. Surveys methods and styles of structured modular design, using recognized design tools. May include "hands on" experience. Co-requisite CIS 110 and MTH 120 or equivalent. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 141 COMPUTER PROGRAMMING: PASCAL  
(4 CR.)**

Teaches writing PASCAL programs from stated problems or specifications and applying structured programming methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite CIS 125 or instructor's approval.

**CIS 150 INTRODUCTION TO MICROCOMPUTER  
SOFTWARE  
(4 CR.)**

Provides a working introduction to microcomputer software, fundamentals, and applications. Includes operating systems, word processing, spreadsheet and database software. Prerequisite CIS 195, MTH 120 and 25 wmp keyboarding skills. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**CIS 157 MICROCOMPUTER SPREADSHEET  
SOFTWARE  
(3 CR.)**

Provides hands-on introduction to microcomputer spreadsheet software. Includes creating a spreadsheet for data analysis, integrating information from a data base, displaying results in graphic format, techniques for "what if" analyses, and introduction to macros. Offers a working knowledge of a commercial spreadsheet package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite CIS 150.

**CIS 158 MICROCOMPUTER DATA BASE  
MANAGEMENT SOFTWARE  
(3 CR.)**

Provides hands-on introduction to microcomputer software for database management. Teaches planning, defining, and using a data base; performing queries; producing reports; working with multiple files; and concepts of data base programming. Offers a working knowledge of a commercial data base package. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week. Prerequisite CIS 150.

**CIS 166 MICROCOMPUTER INTEGRATED  
SOFTWARE  
(4 CR.)**

Provides hands-on introduction to integrated software packages for microcomputers. Teaches integration of spreadsheet data base management with word processing and telecommunication software. Includes import/export facilities. Offers working knowledge of an integrated software package. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite 25 wpm.

**CIS 171 COMPUTER PROGRAMMING: RPG  
(4 CR.)**

Teaches writing RPG programs from stated problems or specifications, applying methods to produce satisfactory results. Provides specific skills for modifying and maintaining existing programs. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite CIS 125.

**CIS 195 INTRODUCTION TO DOS  
(2 CR.)**

Provides a working knowledge of microcomputer hardware, fundamentals, and the PC/MS DOS operating system. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week. Prerequisite 25 wpm and MTH 02.

**CIS 225 COMPUTER INFORMATION SYSTEM  
DEVELOPMENT  
(3 CR.)**

Presents a structured approach to defining needs, creating specifications, and implementing new information systems. Emphasizes business-oriented, computer-based systems. Defines common processes and procedures. Includes data

modeling, report generation, life cycle methodology, and traditional and structured tools for development. Prerequisite CIS 125 or divisional approval. Lecture 3 hours per week.

**CIS 228 MICROCOMPUTERS: OPERATING SYSTEMS, ARCHITECTURE, AND HARDWARE (3 CR.)**

Focuses on microcomputer architecture, operating systems, internal functions, and peripheral equipment interfaces. Teaches memory segmentation, instruction and data formats, and interaction with user software. Lecture 3 hours per week. Prerequisite MTH 120.

**CIS 270 NON-PROCEDURAL AND FOURTH GENERATION LANGUAGES (4 CR.)**

Teaches writing non-procedural and fourth generation language programs from stated problems or specifications. Includes specific skills for modifying and maintaining existing programs. Involves hands-on experiences with the language. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week. Prerequisite CIS 125.

**CIS 287 SYSTEM DEVELOPMENT PROJECT (3 CR.)**

Applies life cycle system development methodologies in a case study. Incorporates feasibility study, system analysis, system design, program specification, and implementation planning. Involves assigning project to students as members of system development teams. Prerequisite CIS 225 or divisional approval. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## COMPUTER SCIENCE

**CSC 100 INTRODUCTION TO COMPUTER USAGE (1 CR.)**

Teaches fundamental skills of computer operation. Examines hardware (processor, keyboard, disk drive, and printers) and operating system and editors. Lecture 1 hour per week.

## DRAFTING

**DRF 141-142 INDUSTRIAL DRAFTING TECHNIQUES I-II (3 CR.) (3 CR.)**

Introduces industrial drafting techniques, including history of the graphic language, fundamentals of lettering, care and use of drafting instruments, reproduction and control of drawing. Teaches basic geometric construction, sketching and shape description, multiview projection, sections and conventions, auxiliary views and revolutions. Explains threads, fasteners, springs, dimensioning, tolerancing, pictorial drawing. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 155 FUNDAMENTALS OF ARCHITECTURAL DRAFTING (3 CR.)**

Introduces fundamentals of architectural drafting and planning of functional buildings. Presents architectural lettering, symbols, and dimensioning, and working drawings including site plans, floor plans, elevations, sections, and details. Prerequisite divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 166 WELDING BLUEPRINT READING (2 CR.)**

Teaches welding procedures and applications. Stresses structural steel, design, layout. Explains industrial symbols. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

**DRF 211 ADVANCED TECHNICAL DRAFTING I (3 CR.)**

Teaches use of drafting equipment, with possible CAD applications, emphasizing knowledge and skill required for industrial drawing. May include piping, gearing, geometric and positional tolerances, drawing layout and lettering of all types. Prerequisite DRF 142. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 212 ADVANCED TECHNICAL DRAFTING II (3 CR.)**

Teaches concepts of structural metal fabrication and drawing, and advanced design drafting techniques. Assignments may be done using CAD. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 231 COMPUTER-AIDED DRAFTING I (3 CR.)**

Teaches computer aided drafting concepts and equipment designed to develop a general understanding of components and operate a typical CAD system. Prerequisite divisional approval. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 232 COMPUTER-AIDED DRAFTING II (3 CR.)**

Teaches advanced operation in computer-aided drafting. Prerequisite DRF 231. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**DRF 298 PROJECT IN MECHANICAL DESIGN (2 CR.)**

A special project in mechanical design serving as a culmination of skills acquired in the AAS degree program curriculum. Nature and extent of the project to be developed jointly with the instructor. Lecture 2 hours.

## ECONOMICS

**ECO 201-202 PRINCIPLES OF ECONOMICS I-II (3 CR.) (3 CR.)**

Introduces macroeconomic and microeconomic principles and considers their bearing on present conditions. Describes structural and functional aspects of the economy. Analyzes the organization of business, labor, and governmental institutions and their economic stability and growth. Presents measures of economic activity. Discusses private enterprise, economic growth and stabilization policies, monetary and fiscal policy. Considers international economic relationships and alternative economic systems. Lecture 3 hours per week.

## EDUCATION

**EDU 110 INTRODUCTION TO CHILD CARE (3 CR.)**

Prepares students for participation in child-care setting. Stresses adjusting to institutional life, family and cultural background factors, and understanding physical, social, and emotional needs of children. Lecture 3 hours per week.

**EDU 118 METHODS AND MATERIALS IN THE LANGUAGE ARTS FOR YOUNG CHILDREN (3 CR.)**

Presents techniques and methods for encouraging the development of language and perceptual skills in young children. Stresses improvement of vocabulary, speech and methods to stimulate discussion. Surveys children's literature, examines elements of quality story telling and story reading, and stresses the use of audio-visual materials. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

**EDU 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3 CR.)**

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

**ELECTRICITY**

**ELE 211-212 ELECTRICAL MACHINES I-II (3 CR.) (3 CR.)**

Studies the construction, theory of operations and applications of AC and DC machines. Lecture 2 hours per week. Laboratory 2 hours per week.

**ELECTRONICS**

**ETR 113-114 A.C. AND D.C. FUNDAMENTALS (4 CR.) (4 CR.)**

Studies A.C. and D.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 123 ELECTRONIC APPLICATIONS (2 CR.)**

Provides laboratory and shop assignment/jobs as applied to basic electronic devices, circuits and systems with emphasis on practical measurements. May require preparation of a report as an out-of-class activity. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

**ETR 144 DEVICES AND APPLICATIONS (4 CR.)**

Teaches theory of active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers and their parameters, fets, and op amps. May include UJT's, oscillators, RF amplifiers, thermionic devices, and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 203 ELECTRONIC DEVICES (4 CR.)**

Studies active devices and circuits such as diodes, power supplies, transistors (BJT's), amplifiers, thermionic devices, and other devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 241 ELECTRONIC COMMUNICATIONS I (4 CR.)**

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. May include broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 279 DIGITAL PRINCIPLES, TERMINOLOGY AND APPLICATIONS (4 CR.)**

Studies digital principles, terminology and applications covering number systems, arithmetic, Boolean algebra, karnaugh maps and advanced logic circuits such as A/D, D/A displays and others. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ETR 280 INTRODUCTION TO DIGITAL LOGIC CIRCUITS AND COMPUTERS (4 CR.)**

Studies digital logic, Boolean algebra, and arithmetic circuits,

using standard integrated circuits and the functional block approach. May include the study of registers, encoding and decoding, and multiplexing. Introduces concepts of computers, the internal operation and control language. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**ENGINEERING**

**EGR 130 STATICS AND STRENGTH OF MATERIALS FOR ENGINEERING TECHNOLOGY (5 CR.)**

Presents principles and applications of free-body diagrams of force systems in equilibrium. Analyzes frames and trusses. Presents principles and applications to problems in friction, centroids and moments of inertia. Includes properties of materials, stress, strain, elasticity, design of connections, shear and bending in statically determinate beams, and axially loaded columns. Lecture 5 hours.

**ENGLISH**

**ENG 01 PREPARING FOR COLLEGE WRITING I (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.

**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. Variable hours per week.

**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.

**ENG 05 READING IMPROVEMENT II (3 CR.)**

Helps students read critically and increase appreciation of reading. Guides students in making inferences, drawing conclusions, and detecting relationships between generalizations and supporting details. Includes interpreting graphic aids and mastering basic library skills. Variable hours per week.

**ENG 21 INDUSTRIAL COMMUNICATION I (3 CR.)**

Improves basic writing skills, providing practice in organizing and writing basic forms of technical communications, and reviews grammatical usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Lecture 2-5 hours per week.

**ENG 100 BASIC OCCUPATIONAL COMMUNICATIONS (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 5 hours per week.

**ENG 101-102 PRACTICAL WRITING I-II**  
(3 CR.) (3 CR.)

Develops writing ability for study, work, and other areas of life with emphasis on occupational correspondence and reports. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Lecture 3 hours per week.

**ENG 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, may include comprehensive library skills. Lecture 3 hours per week.

**ENG 111-112 COLLEGE COMPOSITION I-II**  
(3 CR.) (3 CR.)

Develops writing ability for study, work, and other areas based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revision, and editing. Supports writing by integrating, composing, revising, and editing. Supports writing by integrating experiences in thinking, reading, listening, and speaking. Lecture 3 hours per week.

**ENG 116 WRITING FOR BUSINESS**  
(3 CR.)

Develops ability in business writing through extensive practice in composing business correspondence and other documents. Guides students in achieving voice, tone, style, and content appropriate to a specific audience and purpose. Includes instruction in formatting and editing. Introduces students to business discourse through selected readings. Prerequisite ENG 111 or divisional approval. Lecture 3 hours per week.

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

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

**ENG 241-242 SURVEY OF AMERICAN LITERATURE**  
(3 CR.) (3 CR.)

Examines American literary works from Colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

**ENG 243-244 SURVEY OF ENGLISH LITERATURE I-II**  
(3 CR.) (3 CR.)

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

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

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

**ENVIRONMENTAL SCIENCE****ENV 40 BASIC CERTIFICATION PREPARATION--WASTEWATER**  
(1 CR.)

Reviews materials which are normally associated with the Wastewater Treatment Plant Operator's Class IV or Class III certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Laboratory 2 hours per week.

**ENV 47 BASIC CERTIFICATION PREPARATION--WATER**  
(1 CR.)

Reviews materials which are normally associated with the Water Treatment Plant Operator's Class III or Class IV certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review the required materials and to prepare the trainee to complete the water operator examinations. Laboratory 2 hours per week.

**ENV 146 ADVANCED CERTIFICATION PREPARATION--WASTEWATER**  
(1 CR.)

Reviews the materials associated with the Wastewater Treatment Plant Operator's Class II or Class I certification examinations. Consists of lecture, audiovisual, and workshop sessions to review the required material and to prepare the trainee to complete the wastewater operator's examination. Laboratory 2 hours per week.

**ENV 147 ADVANCED CERTIFICATION PREPARATION--WATER**  
(1 CR.)

The advanced certification examination program is a workshop to review the additional materials associated with Water Treatment Plant Operator Class II or Class I certification examinations. The program consists of lecture, audio-visual, and workshop sessions to review the required material and to prepare the trainee to complete the water operator's examination. Laboratory 2 hours per week.

**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.

**FINANCIAL SERVICES****FIN 107 PERSONAL FINANCE**  
(3 CR.)

Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

**FIN 110 PRINCIPLES OF BANKING**  
(3 CR.)

Presents aspects of banking, providing a comprehensive introduction to the diversified services and operations of the banking industry. Focuses on new trends gaining attention in banking circles. Recommended for all banking students. (AIB Approved). Lecture 3 hours per week.

## FORESTRY

- FOR 105 FOREST AND WILDLIFE ECOLOGY**  
(4 CR.)  
Studies the interrelationships of organisms and the natural and cultural environments with emphasis on human influences, ecological structures, survey of populations, communities, and ecosystems. Co-requisite MTH 111 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 115 DENDROLOGY**  
(4 CR.)  
Studies trees and shrubs botanically and commercially important to the forests of eastern United States. Emphasizes field characteristics of trees and common shrubs of the eastern United States. Lecture 3 hours. Laboratory 3 hours. Total 6 hours.
- FOR 125 FOREST FIRE CONTROL**  
(1 CR.)  
Examines forest fire behavior. Includes factors causing ignition and spread, methods of fire prevention and suppression, and forest fire control organizations. Lecture 1 hour per week.
- FOR 135 WILDLIFE AND FISHERIES MANAGEMENT**  
(4 CR.)  
Introduces the principles of wildlife and fisheries management. Emphasizes practices in the eastern United States. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 195 TOPICS IN FORESTRY**  
(2 CR.)  
Introduces basic applied mathematics and algebra to forestry situations. Involves measurements and practical field experiences for beginning forest technology students. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.
- FOR 201 FOREST MENSURATION I**  
(4 CR.)  
Teaches principles of forest measurements including basic elements of property boundary, location, forest mapping, techniques of tree measurement, and saw log and pulp wood scaling. Prerequisites FOR 105 and MTH 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 202 FOREST MENSURATION II**  
(4 CR.)  
Teaches principles of timber cruising, including both fixed and variable size plot techniques. Utilizes aerial photographs to locate land features, cruise tracts, timber types, and plot sample locations. Prerequisite FOR 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 215 APPLIED SILVICULTURE**  
(4 CR.)  
Focuses on theory and practices involved in controlling the forest establishment, composition and growth. Laboratory emphasizes observation and application of various silviculture procedures, including site preparation, regeneration, and intermediate treatments. Prerequisites FOR 202. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 227 TIMBER HARVESTING**  
(5 CR.)  
Teaches harvesting methods, including physical layout, economics, contracts, silvicultural water management, protection consideration, and woods safety. Co-requisite FOR 202. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.
- FOR 229 SAWMILLING**  
(5 CR.)  
Studies arrangement, installation, and operation of a small sawmill consisting of head saw, edger, and trimmer for the

production of quality hardwood and softwood lumber. Lecture 3 hours. Laboratory 6 hours. Total 9 hours per week.

- FOR 245 FOREST PRODUCTS**  
(2 CR.)  
Introduces forest products. Lecture 2 hours per week.
- FOR 248 URBAN FORESTRY**  
(4 CR.)  
Examines the care, maintenance, establishment and management of trees and related plants in an urban environment. Emphasizes non-commodity values of trees in an urban environment. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.
- FOR 290 COORDINATED INTERNSHIP IN FORESTRY**  
(4 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. Laboratory 40 hours per week. Prerequisite FOR 201. 320 hours total for the term.
- FOR 297 COOPERATIVE EDUCATION IN FORESTRY**  
(4 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. Laboratory 40 hours per week. Prerequisite FOR 201. 320 hours total for the term.

## FRENCH

- FRE 101-102 BEGINNING FRENCH I-II**  
(4 CR.) (4 CR.)  
Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Lecture 4 hours per week. May include one additional hour of oral practice per week.
- FRE 201-202 INTERMEDIATE FRENCH I-II**  
(4 CR.) (4 CR.)  
Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Lecture 4 hours per week. May include one additional hour of oral practice per week.

## HEALTH

- HLT 105 CARDIOPULMONARY RESUSCITATION**  
(1 CR.)  
Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Lecture 1 hour per week.
- HLT 106 FIRST AID AND SAFETY**  
(2 CR.)  
Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.
- HLT 110 CONCEPTS OF PERSONAL AND COMMUNITY HEALTH**  
(2 CR.)  
Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 2 hours per week.
- HLT 116 PERSONAL WELLNESS**  
(3 CR.)  
Explores the relationship between personal health and physical fitness as they apply to individuals in today's society. Includes nutrition, weight control, stress, conditioning, and drugs. Lecture 3 hours per week.

**HLT 122 INTRODUCTION TO ALCOHOL ABUSE AND CONTROL**  
(1 CR.)

Explores the physiological, psychological, and sociological effects of alcohol. Studies why people drink, disease concepts, alcohol tolerance curves, and alcohol's effect on the operation of a motor vehicle. Lecture 1 hour per week.

**HLT 138 PRINCIPLES OF NUTRITION**  
(3 CR.)

Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Lecture 2 hours per week.

**HLT 143-144 MEDICAL TERMINOLOGY I-II**  
(3 CR.) (3 CR.)

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week. Lecture 2 hours per week.

**HLT 155 CURRENT ISSUES AND HEALTH CARE**  
(2 CR.)

Focuses on current issues in the health care industry. Lecture 2 hours per week.

**HLT 200 HUMAN SEXUALITY**  
(3 CR.)

Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.

**HLT 215 PERSONAL STRESS AND STRESS MANAGEMENT**  
(3 CR.)

Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and coping skills for handling stress. Lecture 3 hours per week.

**HLT 230 PRINCIPLES OF NUTRITION AND HUMAN DEVELOPMENT**  
(3 CR.)

Teaches the relationship between nutrition and human development. Emphasizes nutrients, balanced diet, weight control, and the nutritional needs of an individual. Lecture 3 hours per week.

**HLT 298 ROLE TRANSITION FOR HEALTH PROFESSIONS**  
(2 CR.)

Draws upon the individual student's clinical experience. Emphasis is placed upon such issues as ethics, liability, and professional values. Lecture 3 hours per week.

## HISTORY

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

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

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

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

## INDUSTRIAL ENGINEERING

**IND 113 MATERIALS AND PROCESSES OF INDUSTRY**  
(2 CR.)

Studies industrial/engineering materials and contemporary processes for the manufacture of products. Investigates materials' nature, structure, and properties. Examines processes and their effects on materials. Lecture 3 hours per week.

**IND 171 INTRODUCTION TO PULP AND PAPER TECHNOLOGY I**  
(4 CR.)

Provides an introduction to the processes of a pulp and paper mill and the operations of its systems and equipment. Integrates industrial safety, mathematics, plant science, chemistry, and blueprint reading into the process. Provides a basic understanding of instrumentation and control; introduces aspects of the environmental protection. A brief historical overview of paper and packaging will be presented, as well as future industry trends. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**IND 172 PULP AND PAPER OPERATION II**  
(4-5 CR.)

Provides fundamental skills in the operation of various types of equipment used in the pulp and paper operations including the utilization of compressors, pumps, valves, heat exchanges, electrical equipment, drive components and hand tools. Lecture 3-4 hours. Laboratory 2 hours. Total 5-6 hours per week.

**IND 173 PULP AND PAPER OPERATION III**  
(4 CR.)

Introduces the fundamentals of fluid, power, electrical, water and mechanical systems and specialized Kraft pulping basics and procedures. Traces the pulp processing from stock preparation to the papermaking operations, bleaching and provides aspects of process operations troubleshooting. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**IND 216 PLANT LAYOUT AND MATERIALS HANDLING**  
(3 CR.)

Examines arrangement and layout of physical facilities. Explains material handling and modern techniques for efficient utilization of space. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 230 APPLIED QUALITY CONTROL**  
(3 CR.)

Studies principles of inspection and quality assurance with emphasis on statistical process control. May include the setting up, maintaining, and interpreting of control charts, and review of basic metrology. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 275 PULP AND PAPER MILL MAINTENANCE**  
(3 CR.)

Provides the student with a knowledge of the maintenance crafts and trades necessary to keep a modern paper mill operational. Presentations will include lubrication, vibration analysis, and predictive maintenance. Topical reading from trade journals will serve as resource material. Field trips will focus on the paper mill maintenance department, and its scope of responsibilities. Lecture 3 hours. Total 3 hours per week.

**IND 276 PROCESSES OF PULPING**  
(3 CR.)

An in-depth view of the varied pulping and recovery processes. Topics will include the Kraft, NSSC, Groundwood Processes; as well as specialized technologies such as solvent pulping. Wood types as they affect pulping will be illustrated. Several



liquor recovery cycles will be presented. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 277 PAPERMAKING PROCESSES**  
(3 CR.)

Designed to provide an in-depth understanding of the papermaking process. Topics will include stock preparation, headbox operations, the "wet end", size press and on-machine coating areas. Off machine super calendering, coating and rewinding will also be presented. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 278 INSTRUMENTS AND CONTROLS**  
(3 CR.)

Surveys of various instruments and controls in the pulp and paper processing mill. Introduces the topics of control loops, modes of signal transmission, and will discuss the three types of controller adjustments. Interaction between controller and control element will be discussed and analyzed. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**IND 279 CONVERTING AND PRINTING PROCESSES**  
(3 CR.)

This course focuses on the end-user of paper products. Three major printing processes will be studied, as well as problems and testing methods common to the printing industry. Packaging industry equipment will be introduced, with special emphasis on the corrugator. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

## MARKETING

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

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

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

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

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

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

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

Emphasizes the role of advertising in the marketing of goods and services. Discusses the different uses of advertising; types

of media; how advertising is created; agency functions and legal, social and economic aspects of the industry. Introduces advertising display, copy and art work preparation, printing and selection of media. Lecture 3 hours per week.

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

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

**MKT 228 PROMOTION**  
(3 CR.)

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

## MATHEMATICS

**MTH 02 BASIC ARITHMETIC**  
(3 CR.)

Covers arithmetical principles and computations. Develops the mathematical proficiency necessary for selected curriculum entrance. Variable 4 hours per week.

**MTH 03 BASIC ALGEBRA I**  
(3 CR.)

Develops mathematical proficiency necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination. Variable hours per week.

**MTH 04 BASIC ALGEBRA II**  
(3 CR.)

Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance. Prerequisite satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Variable hours per week.

**MTH 06 BASIC GEOMETRY**  
(3 CR.)

Develops the mathematical proficiency in geometry necessary for selected curriculum entrance. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Variable hours per week.

**MTH 111-112 TECHNICAL MATHEMATICS I-II**  
(3 CR.) (3 CR.)

Teaches algebra, geometry, and trigonometry. Directs applications to specialty areas. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 or equivalent. Lecture 3 hours per week.

**MTH 120 INTRODUCTION TO MATHEMATICS**  
(3 CR.)

Introduces number systems, logic, basic algebra, systems of equations, and descriptive statistics. Prerequisites satisfactory score on an appropriate proficiency examination. Lecture 3 hours per week.

**MTH 151-152 MATHEMATICS FOR THE LIBERAL ARTS I-II**  
(3 CR.) (3 CR.)

Covers the basic concepts and methods of mathematics, computer science, and statistics. Presents topics including number theory, logic, functions, elementary computer concepts, problem-solving, probability, and statistics. Prerequisites satisfactory score on an appropriate proficiency examination

and MTH 03 and either MTH 04 or MTH 06 or equivalent. Lecture 3 hours per week.

**MTH 171-172 PRE-CALCULUS MATHEMATICS I-II**  
(3 CR.) (3 CR.)

Presents the concepts and methods necessary for the study of calculus including algebra, analytic geometry, and the study of algebraic, exponential, logarithmic, and trigonometric functions. Prerequisites satisfactory score on an appropriate proficiency examination and MTH 03 and 04, and MTH 06 or equivalent. Lecture 3 hours per week.

**MTH 173-174 CALCULUS WITH ANALYTIC GEOMETRY I-II**  
(5 CR.) (5 CR.)

Presents analytic geometry and calculus, including functions, limits, derivatives, differentials, indefinite integrals, definite integrals, and applications. Prerequisites satisfactory score on an appropriate proficiency examination and four units of high school mathematics, including two units of algebra, one unit of geometry and one-half unit of trigonometry or equivalent. Lecture 5 hours per week.

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

Covers descriptive statistics, elementary probability, sampling distributions, estimation, hypothesis testing, regression, correlation, analysis of variance, and non-parametric method. Prerequisite MTH 160 or equivalent or permission of instructor. Lecture 3 hours per week.

## MECHANICAL ENGINEERING

**MEC 215 ADVANCED JIG AND FIXTURE DESIGN**  
(2 CR.)

Applies the principles, practices, tools, and commercial standards of jig and fixture designs. Employs lectures, visual aids, individual projects and design work, with emphasis on problem-solving and independent design. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

## MEDICAL LABORATORY

**MDL 105 PHLEBOTOMY**  
(3 CR.)

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of blood specimen collection, specimen handling, and patient interactions. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**MDL 106 CLINICAL PHLEBOTOMY**  
(4 CR.)

Focuses on obtaining blood specimens, processing specimens, managing assignments, assisting with and/or performing specified tests, performing clerical duties and maintaining professional communication. Provides supervised learning in college laboratory and/or cooperating agencies. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

## MUSIC

**MUS 121-122 MUSIC APPRECIATION I-II**  
(3 CR.) (3 CR.)

Increases the variety and depth of the student's interest knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the

student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

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

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

## NATURAL SCIENCE

**NAS 05 SCIENCES I**  
(3 CR.)

Focuses the basic principles of chemistry, physics, and biology. Lecture 2 hours per week. Recitation and laboratory 2 hours. Total 4 hours per week.

## NURSING

**NUR 27 GERIATRIC NURSE'S AIDE**  
(3-4 CR.)

Teaches care of older patients with emphasis on the social, emotional, and spiritual needs of geriatric patients; procedures; communication and interpersonal relations; observation, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; death and dying. Variable lecture/laboratory hours per week.

**NUR 111 NURSING I**  
(5 CR.)

Introduces nursing principles, concepts and the nursing process. Develops nursing skills to meet the biopsychosocial needs of individuals. May include math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 6 hours. Total 9 hours per week.

**NUR 112 NURSING II**  
(6 CR.)

Focuses on the nursing care of individuals and/or families experiencing changes along the health/illness continuum that are common, well-defined, and have predictable outcomes. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 9 hours. Total 12 hours per week. Pre-requisites BIO 140, NUS 111, NUR 230.

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

Emphasizes the nursing area of individuals/families in various stages of development experiencing problems related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 3 hours, Laboratory 9 hours, Total 12 hours per week. Pre-Requisites BIO 140, NUR 111, NUR 230.

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

Emphasizes the nursing area of individuals/families in various stages of development experiencing problems related to their biopsychosocial needs. Uses all components of the nursing process with increasing degrees of skill. Provides supervised learning experiences in college nursing laboratory and/or cooperating agencies. Lecture 4 hours, Laboratory 12 hours,

Total 16 hours per week. Pre-requisites BIO 150, NUR 112, NUR 211.

**NUR 230 PHARMACOLOGY FOR NURSES**  
(3 CR.)

Introduces the general principles of drug action, pharmacology of the major drug classes, and specific agents within each class and routine mathematical calculations necessary to alter dosages for pediatrics, geriatrics, and certain disease states. Covers body systems, toxicology of drugs, and administration of medications. Lecture 3 hours per week.

## **OFFICE SYSTEMS TECHNOLOGY**

**OFT 106 BUSINESS ENGLISH SKILLS REVIEW**  
(3 CR.)

Provides the opportunity to review such business English skills as grammar, punctuation, letterwriting, and other selected business English topics based on individual needs. Lecture 3 hours.

**OFT 111 KEYBOARDING/TYPEWRITING I**  
(3 CR.)

Introduces the keyboard with emphasis on good techniques, machine mastery, letter formats and styles, tabulations, centering and reports. Lecture 3 hours per week.

**OFT 112 KEYBOARDING/TYPEWRITING II**  
(3 CR.)

Continues skill building through production typing with emphasis on employment competencies. Prerequisite OFT 111. Lecture 3 hours per week.

**OFT 116 AUTOMATED KEYBOARDING/TYPEWRITING**  
(1 CR.)

Develops keyboarding proficiency in the operation of automated keyboarding/typewriting equipment. Laboratory 2 hours. Total 2 hours per week.

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

Focuses on shorthand theory, reading and writing skills, development of general business vocabularies, word usage, and general business dictation. Lecture 3 hours. Lab 2 hours. Total 5 hours per week.

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

Develops speed in typical business dictation with emphasis on transcription accuracy from shorthand notes. Prerequisite Shorthand I or equivalent. Lecture 3 hours. Lab 2 hours. Total 5 hours per week.

**OFT 130 OFFICE PROCEDURES**  
(3 CR.)

Introduces general functions and duties performed in the office. Prerequisite OFT 112 or divisional approval. Lecture 3 hours per week.

**OFT 137 FILING AND RECORDS MANAGEMENT**  
(3 CR.)

Introduces indexing principles, filing procedures and systems, including electronics and micrographics. Teaches selection of equipment and supplies and solving records management problems. Lecture 3 hours per week.

**OFT 141 WORD PROCESSING I**  
(3 CR.)

Teaches creating, editing, printing, saving, spell checking, margins, tabs, columns, page formatting, search/replace, and other applications. Prerequisite OFT 111 or equivalent. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 142 WORD PROCESSING II**  
(4 CR.)

Teaches advanced software applications. Prerequisite OFT 141. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

**OFT 155 BEGINNING MACHINE TRANSCRIPTION**  
(3 CR.)

Introduces machine transcription. Teaches listening techniques. Introduces machine transcription. Emphasizes grammar, punctuation, and correct word usage. Provides practice in transcribing machine dictation. Prerequisite OFT 112 or divisional approval. Lecture 3 hours.

**OFT 235 SPECIALIZED SOFTWARE APPLICATIONS**  
(3 CR.)

Introduces specific business software on the microcomputer. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**OFT 251-252 OFFICE SYSTEMS AND PROCEDURES**  
(3 CR.) (3 CR.)

Teaches office protocol, solutions to office problems, managerial functions, and other topics associated with office technology. Prerequisite OFT 112 or divisional approval. Lecture 3 hours per week.

**OFT 261 LEGAL OFFICE PROCEDURES**  
(3 CR.)

Teaches topics associated with procedures used in law offices and courts. Prerequisite OFT 251 or divisional approval. Lecture 3 hours per week.

**OFT 271 MEDICAL SECRETARIAL PROCEDURES**  
(3 CR.)

Covers medical office procedures, filing and record keeping, medical vocabulary, preparation of medical reports, and special correspondence requirements. Prerequisite OFT 251. Lecture 3 hours.

## **PHILOSOPHY**

**PHI 101-102 INTRODUCTION TO PHILOSOPHY I-II**  
(3 CR.) (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. Lecture 3 hours per week.

**PHI 211-212 HISTORY OF WESTERN PHILOSOPHY I-II**  
(3 CR.) (3 CR.)

Provides historical survey of representative philosophers from the pre-Socratics to the present. Introduces the student to development of philosophical thought through selected readings of original works and appropriate critical materials. Lecture 3 hours per week.

**PHI 220 ETHICS**  
(3 CR.)

Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

**PHI 225 SELECTED PROBLEMS IN APPLIED ETHICS**  
(3 CR.)

Analyzes and discusses significant contemporary ethical issues and problems existing throughout the various professions such as business, medicine, law, education, journalism, and public affairs. May be repeated for credit. Lecture 3 hours per week.

## PHYSICAL EDUCATION AND RECREATION

### **PED 103-104 AEROBIC FITNESS** (1 CR.) (1 CR.)

Develops cardiovascular fitness through activities designed to evaluate and sustain heart rates appropriate to age and physical condition. Variable hours per week.

### **PED 111-112 WEIGHT TRAINING I-II** (1 CR.) (1 CR.)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Variable hours per week.

### **PED 123-124 TENNIS I-II** (2 CR.) (2 CR.)

Teaches tennis skills with emphasis on stroke development and strategies for individual and team play. Includes rules, scoring, terminology, and etiquette. Variable hours per week.

### **PED 128 HORSEBACK RIDING** (1 CR.)

Presents riding seats and preparation of riding, care and grooming of a horse, selection, use and care of equipment, and safety. Prerequisite appropriate riding skills or instructor's permission for advanced course. Variable hours per week.

### **PED 129 SELF-DEFENSE** (1 CR.)

Examines history, techniques, and movements associated with self-defense. Introduces the skills and methods of self-defense emphasizing mental and physical discipline. Laboratory 2 hours per week.

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

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use, and strategy. Variable hours per week.

### **PED 135-136 BOWLING I-II** (1 CR.) (1 CR.)

Teaches basic bowling skills and techniques, scoring, rules, etiquette, and terminology. Variable hours per week.

### **PED 137-138 MARTIAL ARTS** (1 CR.) (1 CR.)

Emphasizes forms, styles, and techniques of body control, physical and mental discipline, and physical fitness. Presents a brief history of development of martial arts theory and practice. Lecture 1-2 hours. Laboratory 1-2 hours. Total 1-3 hours per week.

### **PED 139 ICE SKATING** (1 CR.)

Introduces the skills of figure skating with emphasis on form. Includes equipment selection and safety. Variable hours per week.

### **PED 152 BASKETBALL** (1 CR.)

Introduces basketball skills, techniques, rules, and strategies. Variable hours per week.

### **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.

### **PED 177 BASIC CANOEING** (2 CR.)

Introduces basic canoeing techniques, selection and care of

equipment, terminology, safety procedures, and navigating currents. Variable hours per week.

### **PED 178 WHITEWATER CANOEING** (2 CR.)

Introduces whitewater canoeing techniques, selection and care of equipment, terminology, safety procedures and rescues, and reading and navigating whitewater. Variable hours per week.

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

### **PED 187 BACKPACKING** (1 CR.)

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

## PHYSICS

### **PHY 130 SURVEY OF APPLIED PHYSICS** (3 CR.)

Surveys topics such as heat, electricity, and light with emphasis on practical applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

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

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

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

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

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

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity, and nuclear physics. Prerequisite MTH 165 or equivalent. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

## 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, 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. Lecture 3 hours per week.

### **PLS 136 STATE AND LOCAL POLITICS** (3 CR.)

Teaches structure, power, and functions of state and local government in the United States. Lecture 3 hours per week.

**PLS 211-212 U.S. GOVERNMENT I-II**  
(3 CR.) (3 CR.)

Teaches structure, operation, and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy. Lecture 3 hours per week.

## PSYCHOLOGY

**PSY 135 CHILD CARE PSYCHOLOGY**  
(3 CR.)

Analyzes the development of the child from conception to adolescence with concentration on physical, cognitive, emotional, and social growth patterns. Includes theory, research and practical applications. Provides background for careers involving continuous work with children. Lecture 3 hours per week.

**PSY 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, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Lecture 3 hours per week.

**PSY 201-202 INTRODUCTION OF PSYCHOLOGY I-II**  
(3 CR.) (3 CR.)

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy and social psychology. Lecture 3 hours per week.

**PSY 215 ABNORMAL PSYCHOLOGY**  
(3 CR.)

Explores historical views and current perspectives on abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite PSY 201. Lecture 3 hours per week.

**PSY 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. Prerequisite PSY 201. Lecture 3 hours per week.

**PSY 238 DEVELOPMENTAL PSYCHOLOGY**  
(3 CR.)

Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psycho-social growth.

## REAL ESTATE

**REA 100 PRINCIPLES OF REAL ESTATE**  
(4 CR.)

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments, financing and management of real estate. Lecture 4 hours per week.

**REA 110 REAL ESTATE SALES**  
(3 CR.)

Focuses on the fundamentals of sales principles as they apply to real estate. Includes customer motives, needs, and abilities

to buy real estate. Lecture 3 hours per week.

**REA 215 REAL ESTATE BROKERAGE**  
(3 CR.)

Considers administrative principles and practices of real estate brokerage, financial control and marketing of real property. Lecture 3 hours per week.

**REA 216 REAL ESTATE APPRAISAL**  
(3 CR.)

Explores fundamentals of real estate evaluation: methods used in determining value; application of the valuation process and the principal techniques by simulations, working problems and reviewing actual appraisals. Includes review of the opportunities available in the appraisal field. Lecture 3 hours per week.

## 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. Lecture 3 hours per week.

**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. Lecture 3 hours per week.

## 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. Lecture 3 hours per week.

**SAF 127 INDUSTRIAL SAFETY**  
(2 CR.)

Provides basic understanding of safety and health in an industrial situation. Includes hazardous material, substances, conditions, activities and habits as well as the prescribed methods and equipment needed for the employee to protect himself/herself and others. Lecture 2 hours per week.

## 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. Lecture 3 hours per week.

**SOC 201-202 INTRODUCTION TO SOCIOLOGY I-II**  
(3 CR.) (3 CR.)

Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, deviance, culture, and community studies. Includes population, social change, and social institutions (family education, religion, political systems, economic systems). Lecture 3 hours per week.

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

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

**SPANISH****SPA 101-102 BEGINNING SPANISH I-II**  
(4 CR.) (4 CR.)

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

**SPA 201-202 INTERMEDIATE SPANISH I-II**  
(4 CR.) (4 CR.)

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

**SPEECH AND DRAMA****SPD 100 PRINCIPLES OF PUBLIC SPEAKING**  
(3 CR.)

Applies theory and practice of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

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

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

**SPD 227 INDUSTRIAL AND ORGANIZATIONAL COMMUNICATION**  
(3 CR.)

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

**STUDENT DEVELOPMENT****STD 100 ORIENTATION**  
(1 CR.)

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hours per week.

**STD 104 STUDY SKILLS** (1-3 CR.)

Assists students in planning strategies to overcome nonproductive study habits and in implementing positive study behaviors. Includes management, memory improvement, note taking, and test taking. Lecture 1-3 hours per week.

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

Addresses the psychological and educational adjustment needs

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

**STD 106 PREPARATION FOR EMPLOYMENT**  
(1-2 CR.)

Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations' techniques and communication skills in job search. Lecture 1-2 hours per week.

**STD 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.

**STD 109 STUDENT LEADERSHIP DEVELOPMENT**  
(1 CR.)

Provides opportunities for students to learn leadership theory and skills for application in campus organizations, committees and groups. Lecture 1 hour per week.

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

**(INSERT APPROPRIATE PREFIX) 90,190, 290 COORDINATED PRACTICE IN (Insert Appropriate Discipline)**  
(1-5 CR.)

Includes supervised practice in selected health agencies coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 90, 190, 290 COORDINATED INTERNSHIP IN (Insert Appropriate Discipline)**  
(1-5 CR.)

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio maximum 1:5 hours. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 95, 195, 295 TOPICS IN: (Insert Appropriate Topic)**  
(1-5 CR.)

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the College. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 97, 197, 297 CO-OPERATIVE EDUCATION IN (Insert Appropriate Discipline)**  
(1-5 CR.)

Supervises an on-the-job training for pay in approved business, industrial and 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.

**(INSERT APPROPRIATE PREFIX) 98, 198, 298 SEMINAR AND PROJECT IN (Insert Appropriate Discipline)**  
(1-5 CR.)

Requires completion of a project or research report related to the student's occupational objective and a study of approaches

to the selection and pursuit of career opportunities in the field. May be repeated for credit. Variable hours.

**(INSERT APPROPRIATE PREFIX) 99, 199, 299 SUPERVISED STUDY IN (Insert Appropriate Discipline)**  
(1-5 CR.)

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

## WELDING

**WEL 30 INERT-GAS WELDING**  
(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, semi-automatic and automatic welding. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

**WEL 117 OXYACETYLENE WELDING AND CUTTING**  
(3 CR.)

Introduces the history of oxyacetylene welding, principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in different positions, brazing, hard and soft soldering. Discuss procedure in the use of tools and equipment. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 123-124 ARC WELDING I-II**  
(3 CR.) (3 CR.)

Presents the operation of AC transformers and DC motor generator arc welding sets. Teaches polarities, heats, and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt and fillet welds in all positions, assessment of weld quality through visual inspection. Emphasizes safety procedures. Lecture 1 hours. Laboratory 6 hours. Total 7 hours per week.

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

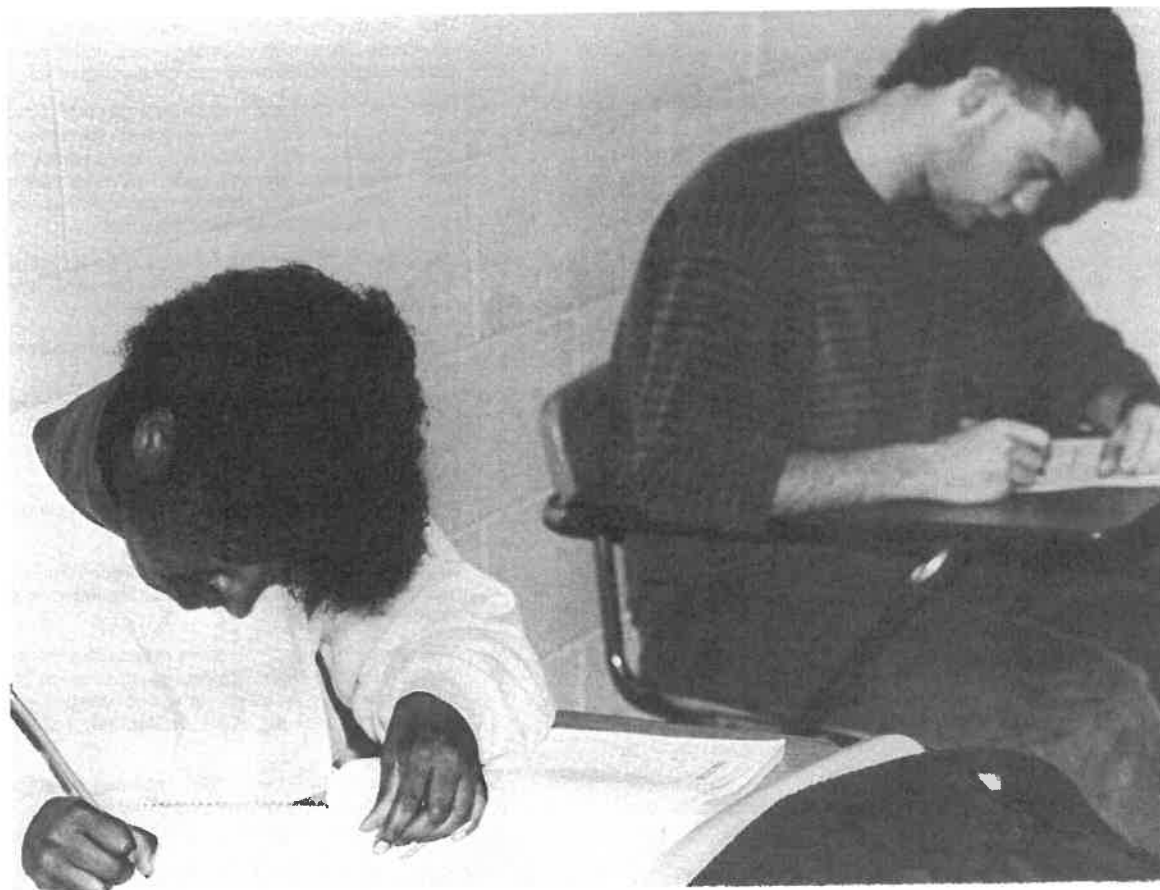
Teaches metal arc welding processes, including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions in accordance with Section IX of the ASME Code. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 130 INERT GAS WELDING II**  
(3 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 semi-automatic welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**WEL 145 WELDING METALLURGY**  
(3 CR.)

Studies steel classifications, heat treatment procedures, properties of ferrous and non-ferrous metals. Discusses techniques and practices of testing welded joints and destructive/nondestructive, visual magnetic and fluorescent testing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.



**DABNEY S. LANCASTER COMMUNITY COLLEGE  
CODE FOR STUDENT RIGHTS, RESPONSIBILITIES AND  
CONDUCT STUDENT DISCIPLINE**

**Cite as F.R.D. 133**

**Preamble**

With education the primary force, the means to provide the necessities of life and many luxuries to all our national population, and to many other peoples, has been created. This great progress has been accomplished by the provision to the educational community of general support, accompanied by diminishing interference in educational processes by political agencies outside the academic community.

If it is true, as it well may be, that men/women are in a race between education and catastrophe, it is imperative that educational institutions not be limited in the performance of their lawful missions by unwarranted judicial interference.

**Obligations of a Student**

Attendance at a tax supported educational institution of higher learning is not compulsory. The federal constitution protects the equality of opportunity of all qualified persons to attend. Whether this protected opportunity be called a qualified "right" or "privilege" is unimportant. It is optional and voluntary.

The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances, and no capricious, clearly unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process, or function of a educational institution.

**Short Title**

1. These rules shall be known as the Dabney S. Lancaster Community College Code of Conduct.

**Bill of Rights**

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:

- A. Free inquiry, expression and assembly are guaranteed to all students.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
- C. The right of students to be secure in their persons, papers and effects against

unreasonable searches and seizures is guaranteed.

- D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the

nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing.

- E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before a judicial body.

- F. The judicial body shall be composed of (1) students, (2) faculty, or (3) one-half student and one-half faculty, at the option of the accused.

**Definitions**

3. When used in this Code:

- 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 and, collectively, those responsible for its control and operation.
- D. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor". Determination of his status in a particular situation shall be determined by the surrounding facts.
- 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 II.
- H. The term "shall" is used in the imperative sense.
- I. The term "student" includes all persons taking courses at the institution both full-time and part-time.
- J. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
- K. All other terms have their natural meaning unless the context dictates otherwise.



**Access to Higher Education**

4. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements.
  - A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.
  - B. Under no circumstances may an applicant be denied admission because of race, ethnic background, sex or creed.

**Classroom Expression**

5. Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the instructor to maintain order.
  - A. Students are responsible for learning the content of any course for which they are enrolled.
  - B. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
6. Academic Evaluation of student performances shall be neither prejudicial nor capricious.
7. Information about student views, beliefs, and political associations acquired by persons in the course of their work as instructors, advisers, and counselors is confidential and is not to be disclosed without the student's permission or under legal compulsion.
  - A. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

**Campus Expression**

8. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to ensure that the mission of the institution is not disrupted and to maintain order.
9. Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities. (Section 14, *infra*).
10. Organizations and groups may be established within the institution for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
11. A. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized.
  1. Submission of a list of officers and copies of the constitution and by-laws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.
  2. Where there is affiliation with an extramural organization, that organization's constitution and by-laws shall be filed with the appropriate

iate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.

3. All sources of outside funds shall be disclosed.
- B. Upon recognition of organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
- C. Groups of a continuing nature must institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16, and 17.
- D. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.
- E. Any group which engages in illegal activities on campus may have sanctions imposed against it, including failure to gain recognition for a period not exceeding one year.
12. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.
13. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.
14. Institution facilities shall be assigned to organizations, groups and individuals within the institution community for regular business meetings, for social programs, and for programs open to the public.
  - A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
  - B. Preference may be given to programs designed for audiences consisting primarily of members of the institutional community.
  - C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
  - D. The institution may delegate the assignment function to an administrative official.
  - E. Charges may be imposed for any unusual costs for use of facilities.
  - F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
  - G. The individual, group or organization requesting space must inform the institution of the general purpose of any meeting open to persons other than members and the names of outside speakers.

- H. The solicitation of funds on the college campus will be permitted only with prior approval of the college president.
15. The authority to allocate study activity funds or institutional student fees for use by organizations shall be delegated to a body in which student participation in the decisional process is assured.
- A. Approval of requests for funds is conditioned upon submission of budgets to, and approval by this body.
  - B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
  - C. Any organization seeking access to institutional funds shall choose a faculty member to be a consultant on institution relations. Such a person may not have a veto power.
16. No individual, group, or organization may use the institution name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group, or organization.

#### **Publications**

17. A student, group, or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution.
18. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.
- A. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
19. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
20. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.
21. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance.
22. On questions of educational policy, students are entitled to a participatory function.
- A. Faculty-student committees shall be created to consider questions of policy affecting student life.
  - B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocation of student funds.
23. The right of peaceful protest is granted. The institution retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.
24. Orderly picketing and other forms of peaceful protest are permitted on institution premises.
- A. Interference with ingress to and egress from and movement within institution facilities, interruption of classes, or damage to property exceeds permissible limits.
  - B. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions.
25. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of non-interference.
26. Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution.
- A. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

#### **Violation of Law and Institutional Discipline**

27. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.
- A. The institution may impose sanctions for grave misconduct demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law, and;
  - B. Once a student is adjudged guilty in a court of law the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.
28. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

#### **Privacy**

29. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
30. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the

activities of students away from the campus where their behavior is subject to regulation and control by public authorities. Social morality on campus, not in violation of law, is of no disciplinary concern to the institution.

#### Student Records

31. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, and general educational records; records of discipline proceedings; psychiatric records; and financial aid records.
32. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades and announcement of honors constitute notice.
33. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.
  - A. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under 47.
34. No record may be made in relation to any of the following matters except upon the express written request of the student.
  - A. Race;
  - B. Religion;
  - C. Political or social views; and
  - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.
35. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:
  - A. Members of the faculty may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
  - B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment, and degrees awarded, honors, major field, and date.
  - C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth, and confirmation of signature.
  - D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor, and any information required under legal compulsion.
  - E. Unless under legal compulsion, personal access

to a student's file shall be denied to any person making an inquiry.

36. Upon graduation or withdrawal from the institution, the records and files of former students shall continue to be subject to the provision of this Code of Conduct.

#### Sanctions

37. The following sanctions may be imposed upon students:
  - A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules;
  - B. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
  - C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
  - D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year;
  - E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
  - F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
  - G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
38. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

#### Proscribed Conduct

39. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:
  - A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents or instruments of identification with intent to defraud;
  - B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities;
  - C. Physical abuse of any person on institution premises or at institution sponsored or supervised functions;

- D. Theft from or damage to institution premises or damage to property of a member of the institutional community on institution premises;
- E. Failure to comply with directions of institution officials acting in performance of their duties;
- F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted;
- G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

#### Procedural Standards in Discipline Proceedings

- 40. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
- 41. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
- 42. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.
- 43. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The institution shall have discretion to alter the calendar for good cause.
- 44. Hearings shall be conducted in such manner as to do substantial justice.
  - A. Hearings shall be private if requested by the accused student. If hearings involving more than one student, severance shall be allowed upon request.
  - B. An accused student has the right to be represented by counsel or an adviser who may come from within or without the institution.
  - C. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross-examination by the other parties.
  - D. Production of records and other exhibits may be required.
- 45. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion as defined in 37.
- 46. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

47. An appeal from a decision by the initial hearing board may be made by any party to the president within ten days of the decision.

- A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
- B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanction.

#### Judicial Authority

- 48. Appropriate judicial bodies shall be formed to handle all questions of student discipline.
- 49. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.
- 50. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.
- 51. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.



**CONSTITUTION  
OF  
DABNEY S. LANCASTER COMMUNITY COLLEGE  
STUDENT SENATE**

We, the students of the Dabney S. Lancaster Community College of the Virginia Community College System in order to promote cooperation among all students at this institution, to form an effective student government, and to formulate those policies essential to the functioning of the government, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

**ARTICLE I  
Name and Purpose**

**Section**

1. This organization shall be known as the Student Senate of the Dabney S. Lancaster Community College.
2. The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of the Dabney S. Lancaster Community College.

**ARTICLE II  
Membership and Voting**

**Section**

1. Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.
2. All currently enrolled students are allowed to vote in Student Senate elections.

**ARTICLE III  
Student Senate**

**Section**

1. The executive power of the student body shall be invested in the Student Senate.
2. The Student Senate shall be empowered to elect by plurality vote of the Student Senate the following officers, listed in order of presidential succession, from their number: president, vice-president, recording secretary, corresponding secretary, and treasurer.
3. The Student Senate shall consist of a minimum of five and a maximum of ten members elected at large from the student body.
4. The term of office for the above members of the Senate shall be for one calendar year from date of election.
  - A. An elected student must maintain a 2.0 average. Three seats will be made available to part-time students.
  - B. An election will be held within two weeks after a vacancy has been declared by the Student Senate.
5. A minimum of five Senate members constitute a quorum for carrying on business.

**ARTICLE IV  
Senate Elections and Qualifications**

**Section**

1. On the fifth week after the beginning of each spring semester, an election will be held for the purpose of filling five seats of the Student Senate. Only returning students may be elected at this time. Newly elected members shall be seated at the beginning of the sixth week and will serve until the spring semester of the next year.
2. The remaining five seats of the Senate shall be filled by members of the entering freshman class in a general election held during the third week of each fall semester. Those students elected at this time will be seated at the beginning of the fourth week, and serve until the fourth week of the fall semester of the next year.
3. The person or persons receiving the highest number of votes for the number of seats to be filled shall be declared elected to the offices.
4. On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.
5. The supervision of the Student Senate elections shall be the responsibility of the Dean of Student Services and the present Student Senate.
6. Any student eligible for Student Senate office may have his/her name placed on the ballot by presenting a petition with 15 names of student body members eligible to vote.
7. At least two weeks before an election the number of vacancies shall be publicized to the student body.

**ARTICLE V  
Power of the Officers of the  
Student Senate**

**Senate**

1. Power of the President:
  - A. He/she shall have the power to appoint the chairperson and members of all committees with the advice and consent of the Senate.
  - B. He/she shall have the power to vote in case of a tie.
  - C. He/she shall call and preside at all meetings of the Senate.
  - D. He/she shall represent the student body at official functions of the college.
  - E. He/she shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
  - F. He/she shall serve as ex-officio member of all committees appointed through the Senate.
2. The Vice-President shall:

- A. Assume all duties of the president during absence of the president.
  - B. Become president if the office of president is vacated during the one-year session and for the election of a new vice-president at the first regular meeting of the Senate.
  - C. Receive the reports, budget, and constitutions of all clubs, and recommend to the Student Senate the recognition or removal of recognition of all student clubs.
3. The Recording Secretary shall:
- A. Keep a permanent record of all of the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.
  - B. Keep the record of attendance of the Senate meeting.
4. The Corresponding Secretary shall:
- A. Publish all proceedings and required notices of the student body and of the Senate.
  - B. Conduct all external correspondence of the Senate.
5. The Treasurer shall:
- A. Receive and record such amounts that may be directed.
  - B. Report the financial position of the student body at all senate meetings.
  - C. Serve as chairperson of the appropriations committee.

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

##### **Section**

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

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

##### **Section**

1. Amendments to the Constitution can originate either from the student body or Senate but must be ratified by a majority vote of the Senate and a two-thirds majority of the votes cast by the student body.
2. An amendment must be published a month prior to vote by the student body.
3. By-laws can originate either from the student body or the Senate but must be ratified by a majority vote of the Senate and be a simple majority of the votes cast by the student body.
4. A by-law must be published two weeks prior to vote by the student body.

#### **ARTICLE VIII Ratification**

##### **Section**

1. This constitution shall be considered ratified upon approval by the faculty meeting as a committee of the whole, by the endorsement of the President of the College and a two-thirds majority vote of the voting members of the student body.

#### **AMENDMENT I**

No Student Senate member may miss two (2) meetings in a row per semester or a total of two (2) meetings per semester without approval of three-quarters (3/4) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable 3/4 vote of the majority.

#### **AMENDMENT II**

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



## FACULTY

### PROFESSORS

**Adams, Harold S.** . . . . . Biology  
B.S. Eastern Illinois University; M.S., University  
of Omaha; Ph.D., Virginia Polytechnic Institute  
and State University

**Backels, John F.** . . . . . President  
B.S.F., University of Michigan; M.F., University of  
Michigan; M.B.A., University of Washington;  
Ed.D., Florida State University

**Guth, James E.** . . . . . Psychology  
B.A., Union College; M.A., Western Michigan  
University; Ed.D., Auburn University

**King, Benjamin T.** . . . . . Dean of Instruction  
and Student Services  
B.A., University of Charleston; M.Ed., University  
of Virginia; Ed.D., University of Virginia

### ASSOCIATE PROFESSORS

**Barnes, John S.** . . . . . Political Science  
A.B., West Virginia University; A.M., West  
Virginia University

**Biggs, Machel C.** . . . . . Mathematics  
B.S., Emory and Henry College; M.S., Radford  
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**Claunch, Jon Edward** . . . . . Program Head,  
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B.S., Memphis State University; M.A., East  
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**Coleman, Judith D.** . . Program Head, Nursing  
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**Hanner, Jack B.** . . . . . Foreign Language  
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**Jamison, Doris H.** . . . . . Program Head,  
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Teachers College

**Olson, Bruce D.** . . . . . Health and  
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**Scott, Michael R.** . . . . . Chair, Arts, Sciences,  
& Nursing  
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University; M.A., Virginia Polytechnic Institute  
and State University; Ph.D., Virginia Polytechnic  
Institute and State University

**Williamson, Frank D.** . . . . . Business  
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### ASSISTANT PROFESSORS

**Allison, Lisa L.** . . . . . Nursing  
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**Douglas, Renee M.** . . . . . Program Head,  
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**Smith, S. Carolynn** . . . . . Office Systems  
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B.S., University of North Carolina at Greensboro;  
M.Ed., University of North Carolina

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## **INSTRUCTORS**

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Virginia

**Appel, Gary R.** . . . . . Vocational Education  
A.B. Glenville State College

**Bartocci, Charles A.** . . . . . Program Head,  
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**Claytor, Anita R.** . . . . . Project Director,  
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**Cross, Reginald S., Jr.** . . . . . Program Head,  
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Diploma, Trident Technical College; B.S.,  
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**Martin, Donald E.** . . . . . Apprenticeship Training

**McGrady, G. Milton** . . . . . Co-Program Head,  
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**Winkfield, D. Renee** . . . . . Nursing  
A.S.N., Oakwood College; B.S.N., Loma Linda  
University; M.S.N., University of California

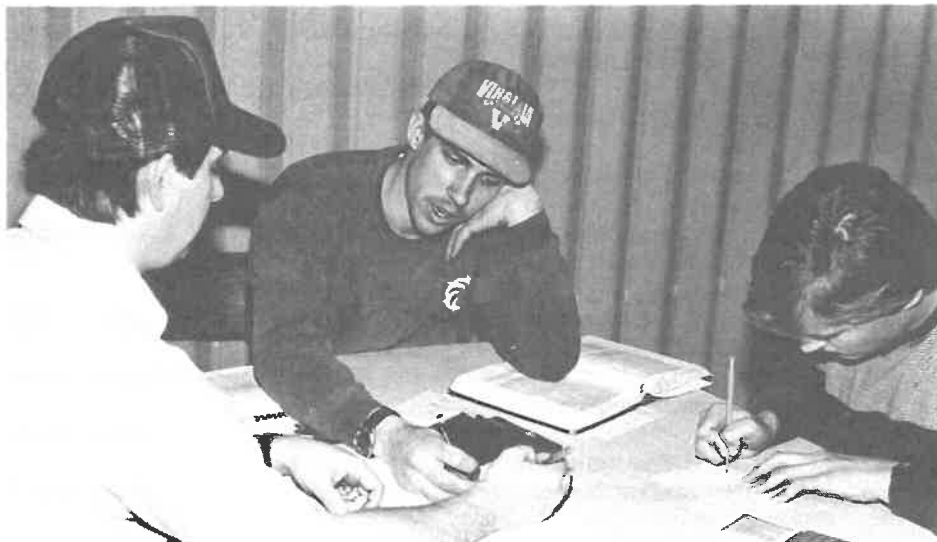




## STAFF

Adams, Linda . . . . .	Secretary, Maintenance	Emerson, Joyce . . . . .	Personnel Assistant
Barnett, Susan . . . . .	Secretary, Financial Aid	Fernandez, Donna . . . . .	Project Director, Single Parent Grant
Barnette, Janie . . . . .	Business Manager	Fridley, Lesia . . . . .	Maintenance
Bennett-Wilhelm, Pat . . . . .	Assistant Coordinator, Business and Industry	Fridley, Perry . . . . .	Student Services Specialist, Achievement Center
Benson, William . . . . .	Student Services Specialist, Achievement Center	Halleck, Charles . . . . .	Mail Clerk
Bland, Charles . . . . .	Security Officer	Hartbarger, Lynn . . . . .	Learning Resources Assistant
Boone, Berlin . . . . .	Maintenance	Haverlack, Sandy . . . . .	Coordinator, JTPA
Bowen, Charles . . . . .	Maintenance	Hayslett, Linda . . . . .	Secretary, Planning & Development
Bryant, Jeanette . . . . .	Assistant Librarian	Hayslett, Roger . . . . .	Maintenance
Buckland, Wanda . . . . .	Instructional Assistant, Biology	Hinkle, Carolyn . . . . .	Secretary, Library
Cale, Nereida . . . . .	Secretary, Arts & Sciences	Hoover, Cynthia . . . . .	Manager, Auxiliary Services
Cauley, Linda . . . . .	Institutional Research/ Assessment Specialist	Huffman, Whitney . . . . .	Information Officer
Chittum, Cicely . . . . .	Admissions and Records Clerk	Hurt, Barbara . . . . .	Secretary, Dean of Financial and Administrative Services
Clemmer, Robert . . . . .	Enrollment and Student Services Specialist, Financial Aid	Johnson, Gail . . . . .	Recruitment Specialist
Cross, Joyce . . . . .	Fiscal Technican	Kelly, Susan . . . . .	Secretary, Nursing
Davis, Doreen . . . . .	Secretary, Talent Search	Kenny, Edward . . . . .	Supervisor, Building and Grounds
Davis, Libby . . . . .	Project Director, Achievement Center Grant	Kern, Paige . . . . .	Student Activities Coordinator
Davis, Rebecca . . . . .	Student Services Specialist, Talent Search	Kitt, Carol . . . . .	Food Service
Dean, Charles . . . . .	Maintenance/Armory	Knick, Hattie . . . . .	Bookkeeper, Business Office
Dillon, Amy . . . . .	Office Assistant, Student Services	Lipes, Pamela . . . . .	Clerical; Business Office
Dressler, Leon . . . . .	Maintenance Supervisor	London, Robert . . . . .	Print Shop Supervisor

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Martin, Sandra . . . . .	Office Assistant, Arts & Sciences	Pleva, Karen . . . . .	Student Services Specialist, Talent Search
Mathias, Nancy . . . . .	JTPA Enrollment and Placement Assistant	Robertson, Karen . . . . .	Student Services Specialist, Talent Search
Mattox, Ada . . . . .	Instructional Assistant, Achievement Center	Rose, Linda . . . . .	ADP Supervisor
McCoy, Robbin . . . . .	Secretary, President	Seay, Nancy . . . . .	Office Assistant, Business and Technologies
McCulley, George . . . . .	Secretary, ADP	Scruggs, Sandra . . . . .	Clerical, Business Office
McKinney, Amy . . . . .	Computer Information Assistant	Shaffer, Victoria . . . . .	Secretary, JTPA
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Montgomery, Robert . . . . .	Maintenance	Smestad, Kathy . . . . .	Secretary, Director of Student Services
Mooney, Anne Marie . . . . .	Transfer Adviser	Sponaugle, Susan . . . . .	Planning & Development Specialist
Nicely, Danny . . . . .	Groundsman	Vess, Cheryl . . . . .	Geriatric Nursing Assistant
Nicely, Kathleen . . . . .	Office Assistant, Student Services	Vess, Mary . . . . .	Payroll, Business Office
O'Neill, Terry . . . . .	Office Assistant, Library	Walker, Helen . . . . .	Secretary, Achievement Center
Peaco, Betty . . . . .	Secretary, Dean of Instruction and Student Services	Wilhelm, Lorrie . . . . .	Secretary, Single Parent
		Wiseman, Theodore . . . . .	Maintenance



## ADMINISTRATIVE OFFICES

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 Robbin McCoy ..... Secretary, President  
 Whitney Huffman ..... Information Officer

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Susan Sponaugle ..... Planning &  
 Development Specialist  
 Linda Hayslett ..... Secretary,  
 Planning and Development

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 and Student Services  
 Betty Peaco ..... Secretary, Dean of  
 Instruction and Student Services  
 Linda Cauley ..... Assessment Specialist

### Division of Business Technologies

..... Division Chairperson  
 Geraldine Loving ..... Secretary,  
 Division Chairperson  
 Charles Bartocci ..... Program Head,  
 Pulp and Paper Technology  
 Edward Claunch ..... Program Head,  
 Mechanical Design  
 Reginald Cross ..... Program Head,  
 Welding  
 Renee Douglas ..... Program Head,  
 Administration of Justice  
 Melvyn Herwald ..... Program Head,  
 Electronics  
 Doris Jamison ..... Program Head,  
 Office Systems Technology  
 Craig Kaderavek  
 Milton McGrady ..... Co-Program Heads,  
 Forestry  
 Hans Rothe ..... Program Head,  
 Computer Information Systems

### Division of Arts, Sciences and Nursing

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 Nettie Cale ..... Secretary,  
 Division Chairperson  
 Judy Coleman ..... Program Head, Nursing  
 Susan Kelly ..... Secretary, Nursing

### Office of Student Services and Admissions

Gary Keener ..... Acting Director  
 Kathy Smestad ..... Secretary,  
 Director of Student Services  
 Kathleen Nicely ..... Receptionist  
 Sandy Chittum ..... Admissions and Records  
 Eleanora Burks ..... Counselor  
 Anne Marie Mooney ..... Transfer Advisor  
 Robert Clemmer ..... Financial  
 Aid/Veterans Affairs  
 Susan Barnett ..... Secretary, Financial Aid  
 Paige Kern ..... Student Activities Director

### Extended Learning Division

Gary Keener ..... Coordinator  
 Pat Bennett-Wilhelm ... Assistant Coordinator

### Learning Resources Center

Laurel Reid ..... Director  
 Carolyn Hinkle ..... Secretary, Library  
 Jeanette Bryant ..... Library Assistant  
 Lynn Hartbarger ..... Learning Resources  
 Assistant  
 Dreama Simpson ..... Audiovisual Clerk

### Special Programs

Donna Fernandez ..... Project Director,  
 Single Parent Grant  
 Lorrie Wilhelm ..... Secretary, Single Parent  
 Sandy Haverlack ..... Coordinator, JTPA  
 Nancy Mathias ..... Enrollment and Placement  
 Assistant, JTPA  
 Victoria Shaffer ..... Secretary, JTPA

Libby Davis ..... Project Director,  
Achievement Center Grant

Helen Walker ..... Secretary,  
Achievement Center

Ada Mattox ..... Achievement Center

Bill Benson ..... Achievement Center

Perry Fridley ..... Achievement Center

Anita Claytor ..... Project Director,  
Talent Search Grant

Doreen Davis ..... Secretary, Talent Search

Rebecca Davis ..... Talent Search

Karen Pleva ..... Talent Search

Karen Robertson ..... Talent Search

Barbara Hurt ..... Secretary, Dean of  
Financial & Administrative Services

Janie Barnette ..... Business Manager

Joyce Cross ..... Fiscal Technician

Joyce Emerson ..... Personnel Assistant

Mary Vess ..... Payroll

Hattie Knick ..... Bookkeeper

Edward Kenny ..... Supervisor,  
Buildings and Grounds

Linda Adams ..... Secretary, Buildings  
and Grounds

Linda Rose ..... Administrative  
Data Processing

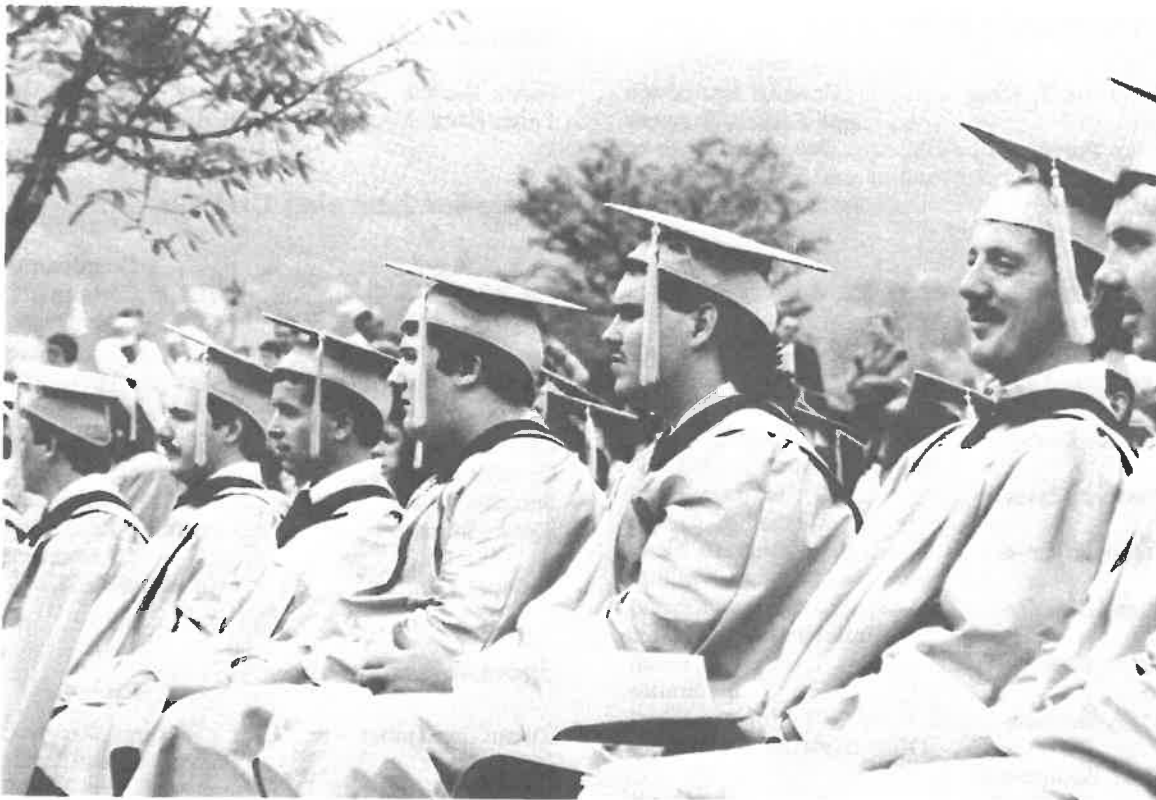
George McCulley ..... Secretary, ADP

Bob London ..... Print Shop Supervisor

Cynthia Hoover ..... Manager, Auxiliary  
Services

**ADMINISTRATIVE SERVICES  
DEPARTMENT**

Robert Drewry ..... Dean of Financial &  
Administrative Services



## WHO TO CONTACT WHEN YOU HAVE A QUESTION AT DSLCC

<u>QUESTION</u>	<u>WHO TO CALL</u>	<u>EXT</u>	<u>QUESTION</u>	<u>WHO TO CALL</u>	<u>EXT</u>
Add or Drop a Class	Student Services	276	Lost & Found	Student Services	276
Address Change	Student Services	276	News Releases	Whitney Huffman	203
Admissions Info.	Student Services	276	Off Campus Classes	Pat Bennett-Wilhelm	277
Alumni	Susan Sponaugle	222	Parking Stickers Students	Paige Kern	227
Business/Industry Training	Pat Bennett-Wilhelm	289	Faculty/Staff	Mary Vess	223
Class Schedule Information	Student Services	276	Paychecks	Mary Vess	223
College Catalog	Student Services	276	Personal Crisis	Counseling Office	226
Course Information	Student Services	276	Photocopying	Bob London	267
Credit by Exam	Student Services	276	Placement Student Job Academic Personnel	Gail Johnson Counseling Joyce Emerson	313 276 270
Dean of Administration and Finance	Robert Drewry	212	Reference Materials	Library	253
Division Chairpersons Arts, Sciences & Nursing	Michael Scott	282	Refunds Tuition Vending	Student Services Cindy Hoover	276 224
Business & Technology Learning Resources Center	Laurel Reid	243	Registration	Student Services	276
Educational Foundation	Susan Sponaugle	222	Scheduling Rooms Moomaw Center Classrooms Armory/Covocation Center	Cindy Hoover Betty Peaco Linda Adams	224 266 321
Emergencies	Switchboard	0	Single Parent	Donna Fernandez	307
Financial Aid	Robert Clemmer	263	State Vehicles	Linda Adams	321
Graduation Application to Graduate Commencement Exercises	Sandy Chittum Sandy Chittum	242 242	Student Activities and Organizations	Paige Kern	227
Grievances Student Vending	Terry King Cindy Hoover	264 224	Talent Search	Anita Claytor	250
International Student Affairs	Student Services	276	Testing Information	Counseling Office	276
Intramurals	Paige Kern	227	Text Books	Cindy Hoover	224
Job Listings	Gail Johnson	313	Transcripts	Sandy Chittum	242
JTPA	Sandy Haverlack	283	Tuition/Fees/Payments	Business Office	268
			Veterans Affairs	Robert Clemmer	263

**TELEPHONE NUMBER (V/TDD): (703)862-4246 or  
(703)463-4289 in Rockbridge County**

## INDEX

Absence .....	25
Academic Awards .....	20
Academic Offerings .....	9
Academic Standing .....	24
Accident and Health Insurance .....	26
Accounting Courses .....	62
Accreditation and Memberships .....	11
Achievement Center .....	28
Addition of a Course .....	25
Administration of Justice Courses .....	62
Administration of Justice Major .....	42
Administrative Offices .....	89
Administrative Withdrawal .....	25
Admissions .....	12
Admission to Specific Curriculum .....	12
Admission to Courses .....	12
Admission to Noncredit Courses .....	12
Advanced Placement Credit .....	15
Advanced Standing .....	14
Advising .....	25
AIDS Policy .....	30
Arts Courses .....	63
Associate Degree Requirements .....	20
Associate in Applied Science .....	41
Associate in Arts & Science .....	34
Attendance .....	25
Auditing .....	23
Banking Certificate .....	54
Basic Banking Studies .....	59
Biology Courses .....	63
Books and Materials .....	17
Bookstore .....	28
Bulletin Boards .....	30
Business Administration Major .....	36
Business/Industrial Supervision Studies .....	59
Business and Industrial Training Site Certificate .....	54
Business and Industry Training .....	32
Business Management and Administration Courses .....	64
Business Management Major .....	43
Calendar of College Year .....	5
Cancellation of Classes .....	25
Career Studies .....	59
Catalog Requirements .....	27
Certificate of Competency - See Advanced Standing Information	
Certificate Program .....	53
Certificate Requirements .....	20
Certified Professional Secretary Exam Review .....	59
Cheating - See Scholastic Dishonesty	
Chemistry Courses .....	64

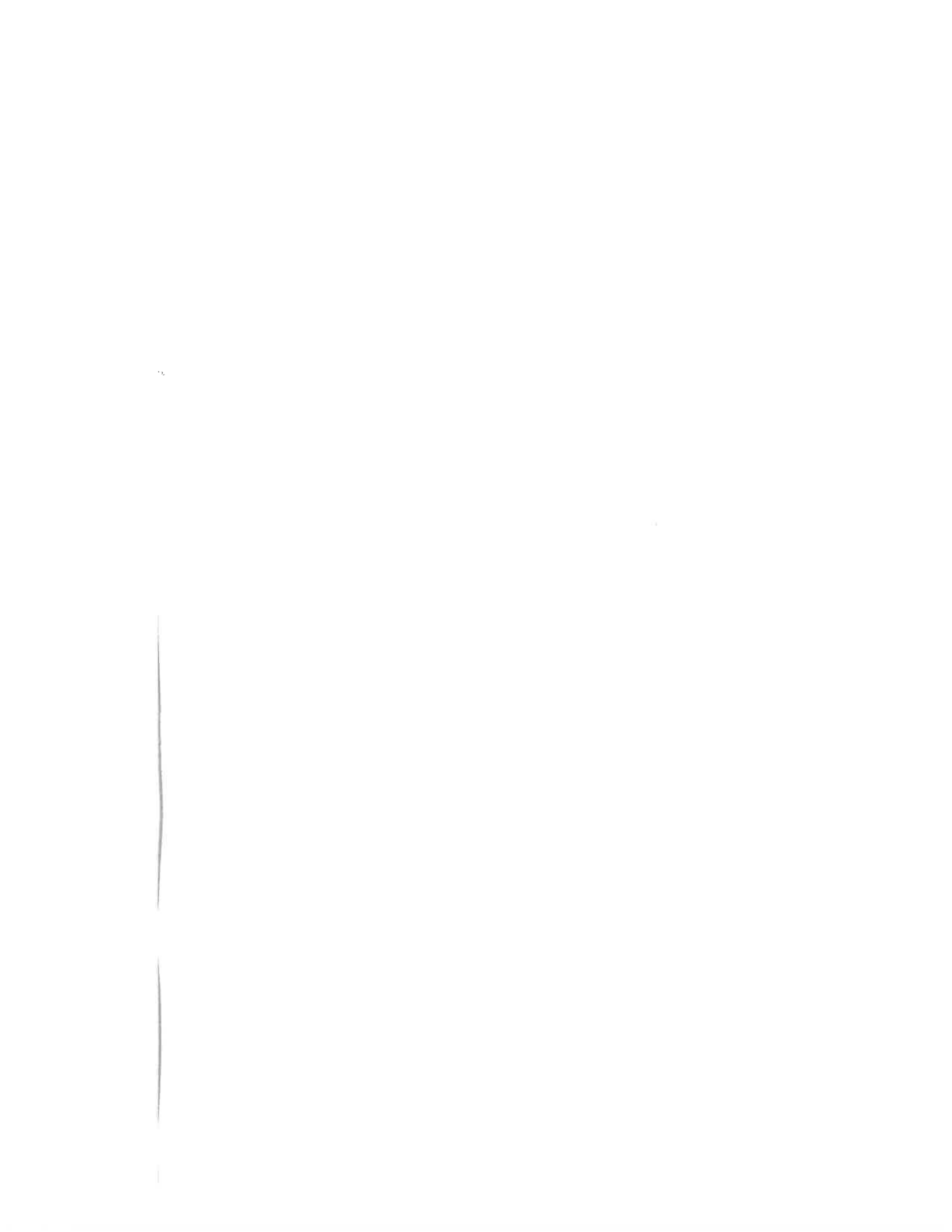
Children of Law Enforcement Officer, Firefighters, and Members of Rescue Squads Tuition Waiver .....	16
Children of Veterans Tuition Waiver .....	16
Classification of Students .....	23
CLEP Examination .....	14
Clerk-Typist Certificate .....	55
College Board .....	4
Commencement .....	25
Computer Aided Design Studies .....	59
Computer Information System Major .....	44
Computer Information Courses .....	65
Computer Science Courses .....	66
Constitution of Student Senate .....	83
Continuing Education Units (CEU) .....	20
Continuing Education/Community Services .....	32
Continuing Education Units .....	20
Cooperative Education and Coordinated Internships .....	32
Costs and Financial Aid .....	16
Course Load .....	25
Course Numbers .....	62
Counseling .....	28
Credit by Examination .....	14
Credits .....	21
Data Entry Operations Studies .....	60
Dean's List .....	24
Degrees .....	20
Description of Courses .....	62
Developmental Studies .....	22
Dismissal .....	24
Drafting Courses .....	66
Drafting Major - See Mechanical Design Major	
Dropping of Course - See Withdrawal	
DSLCC Educational Foundation .....	11
Economics Courses .....	66
Education Courses .....	66
Education Major .....	37
Electricity Courses .....	67
Electronics Certificate .....	55
Electronics Courses .....	67
Electronics Major .....	45
Electronics Studies .....	60
Engineering Courses .....	67
English Courses .....	67
Environmental Science Courses .....	68
Equal Opportunity Policy .....	11
Examinations .....	25
Extended Learning Services .....	32
Faculty .....	85
Failure to Meet Financial Obligations .....	17
Fees .....	16
Financial Aid .....	17
Financial Assistance Programs .....	18
Financial Services Courses .....	68

Fines .....	16
Food Service .....	28
Foreign Student Admission .....	13
Forestry Courses .....	69
Forestry Major .....	46
French Courses .....	69
General Education Objectives .....	10
General Studies Major .....	38
Grade Appeal .....	23
Grade Point Average .....	22
Grading Developmental Studies .....	22
Grading System for Curriculum Students .....	21
Health Courses .....	69
Health Insurance .....	26
History Courses .....	70
History of College .....	9
HIV/AIDS Policy - See AIDS Policy	
Hours .....	11
Industrial Engineering Courses .....	70
Institutional Food Service Studies .....	60
Intramural Sports .....	28
Job Placement .....	28
JTPA Program .....	32
Law Enforcement Evening Certificate .....	56
Learning Resources Center .....	29
Liberal Arts Major .....	39
Library Fine Policy .....	16
Locally Constructed Exams .....	14
Location and Facilities .....	9
Marketing Courses .....	71
Mathematics Courses .....	71
Mechanical Design Major .....	48
Mechanical Engineering Courses .....	72
Medical Laboratory Courses .....	72
Microcomputer Operations Certificate .....	56
Music Courses .....	72
Natural Science Courses .....	72
Non-Academic Grievances .....	30
Nursing Courses .....	72
Nursing Major .....	49
Office Management Certificate .....	57
Office Systems Technology Courses .....	73
Office Systems Technology Major .....	51
Orientation Courses - See Student Development Courses	
Orientation .....	29
Parking Regulations .....	30
Philosophy Courses .....	73



Phlebotomy Studies . . . . .	60
Physical Education Courses . . . . .	74
Physics Courses . . . . .	74
Political Science Courses . . . . .	74
Prerequisites . . . . .	62
President's List . . . . .	24
Probation . . . . .	24
Programs of Study . . . . .	33
Psychology Courses . . . . .	75
Pulp and Paper Certificate . . . . .	57
Pulp and Paper Courses - See Industrial Technology Courses	
Pulp and Paper Major . . . . .	52
Pulp and Paper Studies . . . . .	60
Purpose Statement . . . . .	9
Real Estate Broker Studies . . . . .	60
Real Estate Courses . . . . .	75
Refunds . . . . .	16
Registration . . . . .	24
Release of Information on Students . . . . .	15
Religion Courses . . . . .	75
Residence Requirements . . . . .	13
Retail Merchandising Studies . . . . .	60
Room Use . . . . .	30
Safety Courses . . . . .	75
Satisfactory Progress for Financial Aid Recipients . . . . .	17
Scholarships . . . . .	19
Scholastic Dishonesty . . . . .	26
Science Major . . . . .	40
Secretarial Skills Review Studies . . . . .	60
Senior Citizens Admission . . . . .	13
Senior Citizens' Tuition Waiver . . . . .	16
Sexual Harassment . . . . .	30
Single Parent Program . . . . .	32
Small Business Management Studies . . . . .	60
Smoking . . . . .	31
Sociology Courses . . . . .	75
Spanish Courses . . . . .	76
Specialized Training - See Advanced Standing Information	
Speech and Drama Courses . . . . .	76
Staff . . . . .	87
State Board for Community Colleges . . . . .	4
Student Activities . . . . .	28
Student Activity Fee . . . . .	16
Student Code . . . . .	78
Student Development Courses . . . . .	76
Student Government . . . . .	29
Substance Abuse . . . . .	31
Suspension . . . . .	24
Telephones . . . . .	31
Testing . . . . .	29
Testing Fees . . . . .	17
Transcripts . . . . .	15
Transfer Between Curriculums . . . . .	15

Transfer from Other Institutions .....	13
Transfer Programs .....	34
Transfer to Other Institutions .....	15
Tuition .....	16
Tutoring .....	29
Veterans Affairs .....	29
Veterans Benefits .....	17
Veterans, National Guard Admission .....	12
Waiver of Requirements .....	14
Warning .....	24
Weather Policy - See Unscheduled Closings	
Welding Certificate .....	58
Welding Studies .....	61
Welding Courses .....	77
Withdrawal from a Class .....	25
Withdrawal from the College .....	25
Who To Ask When You Have A Question .....	91
Word Processing Studies .....	61
Work-Study Program - See Financial Assistance Programs	
Youngsters .....	31





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