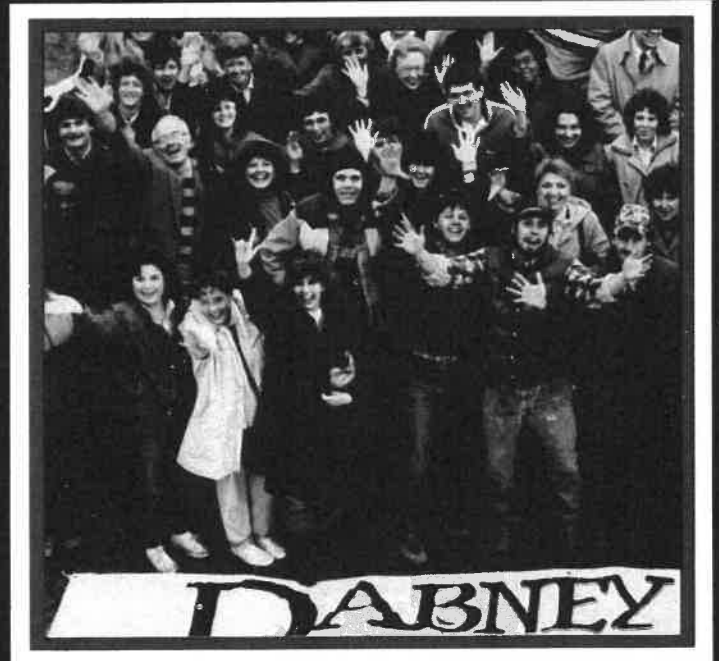


DABNEY S. LANCASTER COMMUNITY COLLEGE

Clifton Forge, Virginia



We care about people and their Education.

ACADEMIC CATALOG and STUDENT HANDBOOK 1986-1988

Dabney S. Lancaster
Community College



ACADEMIC
CATALOG
and
STUDENT
HANDBOOK
1986-88

P.O. BOX 1000 ROUTE 60 WEST
CLIFTON FORGE, VIRGINIA 24422-1000
PHONE: (703) 862-4246

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CALENDAR

SUMMER QUARTER 1986

MAY

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

JUNE

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

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

AUGUST

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

Registration May 19-June 16

REGULAR SUMMER SESSION (9 weeks)

Classes Begin (Day and Evening) June 17
 Last Day to Add/Change or Receive Refund June 25
 *Independence Day Holiday July 4
 Last Day to Withdraw Without Academic Penalty July 25
 Last Day of Classes August 19
 Final Exams August 20, 21

*Classes normally scheduled for Friday, July 4th, will meet on Tuesday, August 19, 1986.

FIRST ACCELERATED SESSION (5 weeks)

Classes Begin June 17
 Last Day to Add/Change or Receive Refund June 20
 Last Day to Withdraw Without Academic Penalty July 8
 *Independence Day Holiday July 4
 Last Day of Classes July 22
 Final Exams July 23

*Classes normally scheduled for Friday, July 4th, will meet on Tuesday, July 22, 1986.

SECOND ACCELERATED SESSION (4 weeks)

Classes Begin July 24
 Last Day to Add/Change or Receive Refund July 25
 Last Day to Withdraw Without Academic Penalty August 8
 Last Day of Classes August 20
 Final Exams August 21

4 Calendar

FALL QUARTER 1986

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

RegistrationAugust 11-September 23
 Classes BeginSeptember 24
 Last Day to Add/Change or Receive RefundOctober 3
 Last Day to Withdraw Without Academic PenaltyNovember 4
 Thanksgiving VacationNovember 26, 27, 28
 Last Day of ClassesDecember 5
 Final ExamsDecember 8, 9, 10, 11

WINTER QUARTER, 1987

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

RegistrationDecember 1-19
 January 2
 Classes BeginJanuary 5
 Last Day to Add/Change or Receive RefundJanuary 14
 Last Day to Withdraw Without Academic PenaltyFebruary 13
 Last Day of ClassesMarch 13
 Final ExamsMarch 16, 17, 18, 19

SPRING QUARTER, 1987

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

RegistrationMarch 2-March 27
 Classes BeginMarch 30
 Last Day to Add/Change or Receive RefundApril 8
 Last Day to Withdraw Without Academic PenaltyMay 8
 Last Day of ClassesJune 5
 Final ExamsJune 8, 9, 10, 11
 CommencementJune 13

SUMMER QUARTER, 1987

JULY

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

AUGUST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Registration May 18-June 15

REGULAR SUMMER SESSION
(9 weeks)

Classes Begin June 16
 Last Day to Add/Change or Receive Refund June 24
 *Independence Day Holiday (No Classes) July 6
 Last Day to Withdraw Without Academic Penalty July 23
 Last Day of Classes August 18
 Final Exams August 19, 20

*Classes normally scheduled for Monday, July 6, will meet on Tuesday, August 18, 1987.

FIRST ACCELERATED SESSION
(5 weeks)

Classes Begin June 16
 Last Day to Add/Change or Receive Refund June 19
 *Independence Day Holiday (No Classes) July 6
 Last Day to Withdraw Without Academic Penalty July 10
 Last Day of Classes July 21
 Final Exams July 22

*Classes normally scheduled for July 6 will meet on July 21, 1987.

SECOND ACCELERATED SESSION
(4 weeks)

Classes Begin July 23
 Last Day to Add/Change or Receive Refund July 24
 Last Day to Withdraw Without Academic Penalty August 7
 Last Day of Classes August 19
 Final Exams August 20

FALL QUARTER, 1987

SEPTEMBER

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

OCTOBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

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DECEMBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6 Calendar

Registration August 10-
 Classes Begin September 22
 Last Day to Add/Change or Receive Refund September 23
 Last Day to Withdraw Without Academic Penalty October 2
 Thanksgiving Vacation November 3
 Last Day of Classes November 25, 26, 27
 Final Exams December 4
 December 7, 8, 9, 10

WINTER QUARTER, 1988

JANUARY

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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31						

FEBRUARY

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27	28	29				

MARCH

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Registration November 23-December 18
 Classes Begin January 4-5
 Last Day to Add/Change or Receive Refund January 6
 Last Day to Withdraw Without Academic Penalty January 15
 Last Day of Classes February 16
 Final Exams March 15
 March 16, 17, 18, & 21

SPRING QUARTER, 1988

APRIL

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17	18	19	20	21	22	23
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MAY

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JUNE

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Registration February 29-March 25
 Classes Begin March 28
 Last Day to Add/Change or Receive Refund April 6
 Last Day to Withdraw Without Academic Penalty May 6
 Last Day of Classes June 3
 Final Exams June 6, 7, 8, 9
 COMMENCEMENT June 11

GENERAL INFORMATION

LOCATION AND FACILITIES

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

The Learning Resources Center in Scott Hall is composed of the Library and the Audiovisual 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 39,000 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 films, video cassettes, recordings, filmstrips, computer software and other nonprint materials. Equipment for the use of media is also available to viewers in the Library. Professional librarians are ready to assist with research, library orientations, and a variety of skill programs.

The Audiovisual 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 also supports

General Information 7

college public relations by producing television and radio shows in addition to providing photographic and related services as needed.

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

PURPOSE

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

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

8 General Information

ACADEMIC OFFERINGS

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

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

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

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

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

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

ACCREDITATION AND MEMBERSHIPS

The College is accredited by the Southern Association of Colleges and Schools, the State Board of Community Colleges and the State Department of Community Colleges in Virginia. The associate degree curriculums have also been approved by the State Council of Higher Education for Virginia.

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

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

INSTITUTIONAL POLICY FOR EQUAL OPPORTUNITY

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and non-discrimination in the administering of all educational programs and supporting services. The college does not illegally discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age or handicap in violation of Section 504 of the Rehabilitation Act of 1973 or other nonmerit 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.

**STATE BOARD FOR COMMUNITY
COLLEGES**

Mr. L. Jack Hite, Chairman
Mr. Robert W. Harrell, Jr., Vice-Chairman
Dr. Johnas F. Hockaday, Secretary

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Mr. Richard G. Dick	Mrs. Anita Owings Poston
Mr. James T. Edmunds	Mrs. Nellie B. Quander
Mr. George H. Gilliam	Mrs. Dorothy W. Schick
Mrs. Evelyn M. Hailey	Dr. George J. Stevenson
Mr. Robert W. Harrell, Jr.	Mrs. Doreen S. Williams
Mr. L. Jack Hite	Mr. Earle C. Williams
Mr. George J. Kostel	

VIRGINIA COMMUNITY COLLEGE SYSTEM

Dr. Johnas F. Hockaday, Chancellor

**DABNEY S. LANCASTER COMMUNITY
COLLEGE BOARD**

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Mr. DeWitt S. Worrell, Vice
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Mr. Jack A. Hammond	Alleghany County
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Mrs. Barbara W. Rice	Clifton Forge
Mr. Lemuel W. Fitzgerald, Jr.	Covington
Mr. Briscoe B. Brown	Rockbridge County
Mr. William H. Gearing	Rockbridge County

PRESIDENT OF THE COLLEGE

Dr. John F. Backels

10 Faculty

FACULTY

Adams, Harold S.

Professor Biology
 B.S., Eastern Illinois University, 1963
 M.S., University of Omaha, 1966
 Ph.D., Virginia Polytechnic Institute
 and State University, 1974

Anderson, Cletus B.

Assistant Professor Data Processing
 B.S., Bemidji State University, 1957
 M.A.T., Washington State University, 1967

Backels, John F.

Professor President
 B.S.F., University of Michigan, 1952
 M.F., University of Michigan, 1953
 M.B.A., University of Washington, 1958
 Ed.D., Florida State University, 1968

Ballou, Adelaide B.

Instructor Art
 B.S., Syracuse University, 1949
 M.A.L.S., Hollins College, 1972

Barnes, John S.

Assistant Professor Political Science
 A.B., West Virginia University, 1967
 A.M. West Virginia University, 1969

Biggs, Machel C.

Associate Professor Developmental
 B.S., Emory and Henry College, 1959 Studies
 M.S., Radford College, 1967 Mathematics

Bower, Steve C.

Assistant Instructor Counselor
 A.A.S., Dabney S. Lancaster Community
 College, 1982
 B.S., Radford University, 1984

Burks, Eleanora B.

Assistant Professor Counselor
 A.S., Dabney S. Lancaster Community
 College, 1970
 B.S., Madison College, 1972
 M.S., Madison College, 1972

Carte, Majorie G.

Associate Professor Marketing,
 B.S., Marshall University, 1954 Chairman,
 M.Ed., Virginia Commonwealth Business and
 University, 1971 Technologies

Claunch, Jon Edward

Associate Professor Program Head,
 B.S., Memphis State University, 1962 Mechanical
 M.A., East Tennessee State, 1969 Design

Claytor, Anita R.

Instructor Counselor,
 B.A., Roanoke College, 1969 Talent
 M.Ed., University of Virginia, 1975 Search

Coleman, Judith D.

Associate Professor Program Head,
 R.N., Chesapeake and Ohio Hospital Nursing
 School of Nursing, 1971
 B.S., Greensboro College, 1974
 M.S.N., Medical College of Georgia, 1976

Copley, Richard A.

Instructor Electricity/
 A.S., West Virginia Institute Electronics
 of Technology, 1982
 B.S., West Virginia Institute
 of Technology, 1983

Dennison, Alice G.

Instructor Librarian
 B.S., Radford University, 1974
 M.S., Radford University, 1977
 M.L.S., Florida State University, 1984

Dodrill, Earl R., Jr.

Assistant Professor Heavy Equipment
 A.A.S., Dabney S. Lancaster Community
 College, 1985
 B.S., West Virginia Institute of Technology, 1985

Drewry, Robert M.

Assistant Professor Dean of Financial
 B.S., Richmond Professional and Administrative
 Institute, 1964 Services

Finestone, Elaine D.

Instructor History
 A.B., Brooklyn College, 1950
 M.A.L.S., Hollins College, 1976

Greene, William E.

Assistant Professor Coordinator,
 B.S., University of Alabama, 1956 Vocational
 M.Ed., College of William and Programs
 Mary, 1968

Guth, James E.

Professor Psychology
 B.A., Union College, 1961
 M.A., Western Michigan University, 1964
 Ed.D., Auburn University, 1974

Hanner, Jack B.

Associate Professor Foreign
 B.A., Greensboro College, 1964 Language
 M.A., Appalachian State University, 1968

Herwald, Melvyn A.

Assistant Professor Program Head,
 B.S., Carnegie Institute of Electronics
 Technology, 1965
 M.S., Carnegie Institute of
 Technology, 1966

Hileman, Charles F.

Associate Professor Financial Aid
 B.A., University of Virginia, 1951 Counselor
 M.Ed., University of Virginia, 1962
 Diploma of Advanced Graduate Studies,
 University of Virginia, 1979

Jamison, Doris H.

Associate Professor Program Head,
 B.S., Berea College, 1956 Secretarial
 M.S., Appalachian State Teachers Science
 College, 1959

Kenny, Candace E.

Instructor Mathematics
 B.S., James Madison University, 1972
 M.S., Radford University, 1984

- King, Benjamin T.**
Associate Professor Dean of Instruction
B.A., University of Charleston, 1964 and Student
M.Ed., University of Virginia, 1967 Services
Ed.D., University of Virginia, 1973
- Lacy, Martha F.**
Assistant Professor Nursing
A.S.N., Pensacola Junior College, 1964
B.S.N., University of Pennsylvania, 1974
M.S.N., Adelphi University, 1986
- Landess, Alice A.**
Instructor Reading/English
B.A., Furman University, 1953
M.S., Old Dominion University, 1974
- Lindstrom, Susan H.**
Assistant Professor Nursing
B.S.N., University of Virginia, 1976
M.S.N., University of Virginia, 1983
- Lipford, Michael L.**
Instructor Biology
B.S., Virginia Polytechnic Institute and State
University, 1978
M.S., James Madison University, 1984
- Martin, Donald E.**
Assistant Professor Apprenticeship
Training
- McGrady, G. Milton**
Instructor Forestry
A.A.S., Dabney S. Lancaster Community
College, 1974
B.A., Mary Baldwin College, 1986
- Mead, Margaret M.**
Assistant Professor Nursing
B.S.N., Duke University, 1950
M.S., Virginia Commonwealth University, 1975
- Meyer, Robert P.**
Instructor Welding
- Montjoy, Elaine L.**
Professor English
B.A., University of Kentucky, 1961
M.A., University of Kentucky, 1971
Ed.D., Virginia Polytechnic Institute and
State University, 1985
- Olson, Bruce D.**
Associate Professor Health and
A.B., Elon College, 1964 Physical
M.A., Appalachian State Teachers Education
College, 1965
S.G.T., Murray State University, 1972
- Pattison, Rachel B.**
Instructor Nursing
B.A., Hood College, 1960
B.S., Eastern Mennonite College, 1980
- Reid, Laurel J.**
Instructor Director of
B.A., Alderson-Broaddus College, 1969 Learning
M.L.S., University of Pittsburgh, 1972 Resources
- Riley-Mynes, Vicki L.**
Instructor Counselor,
B.S., James Madison University, 1983 Special
M.S., James Madison University, 1984 Services
Ed.S., James Madison University, 1986
- Rothe, G. Hans**
Assistant Professor Data Processing
B.S.c., University of Ottawa, 1954
M.B.A., James Madison University, 1982
- Scott, Michael R.**
Associate Professor English,
B.A., Virginia Polytechnic Institute and Chairman,
State University, 1970 Arts, Sciences
M.A., Virginia Polytechnic Institute and Nursing
and State University, 1972
- Silver, Sanford O.**
Assistant Professor Program Head,
A.S., Grand Rapids Junior College, 1950 Forestry
B.S., Michigan State University, 1952
- Slusser, Dean C.**
Instructor Speech/Drama
B.A.C., Bowling Green State University, 1982
M.A., Bowling Green State University, 1983
- Smith, A. P.**
Assistant Professor Director,
B.S., Cornell University, 1964 College
M.A., James Madison University, 1967 Relations
Ed.D., College of William and Mary, 1978
- Smith, S. Carolynn**
Assistant Professor Secretarial
B.S., University of North Carolina at Science
Greensboro, 1954
M.Ed., University of North Carolina, 1959
- Smith, David R.**
Associate Professor Business and
B.S., Virginia Polytechnic Institute and Economics
State University, 1963
M.S., Virginia Polytechnic Institute and
State University, 1968
- Smith, Sidney A.**
Associate Professor Director of
B.A., Emory and Henry Student Services/
College, 1963 Continuing
M.S., University of Virginia, 1969 Education
- Whipple, Richard E.**
Associate Professor Program Head,
B.S., State University of Iowa, 1950 Business
M.B.A., James Madison Management
University, 1979
- Wiggins, Thomas E.**
Assistant Professor Counselor
A.B., George Washington University, 1964
M.S., Old Dominion University, 1972
- Williamson, Frank D.**
Associate Professor Business
B.S., Concord College, 1955
M.S., Virginia Polytechnic Institute and
State University, 1969

12 Faculty

FACULTY EMERITI

Bell, Carla H.
Instructor Art
Certificate, Wisconsin School of Art, 1923

Bloom, Edgar B.
Professor Chemistry
S.N., Hiram, 1923
M.S., Ohio State, 1926
Ph.D., Virginia Polytechnic Institute, 1928

Lawless, Marie C.
Instructor English
B.S., Radford College, 1952
M.Ed., University of Virginia, 1958

Sheltman, Richard G.
Laboratory Technician
A.B., Randolph-Macon College, 1958

Thayer, Mary A.
Distinguished Professor English
B.A., Trinity College, 1925
M.A., Boston University, 1926
Ph.D., Boston College, 1938

STAFF

Hall, Ella Mae JTPA Employment Placement
Counselor

Halleck, Charles Mail Clerk

Harouff, Jon Physical Plant

Haverlack, Sandy JTPA Job Counselor

Hayslett, Linda Supervisor, Word
Processing Center

Hayslett, Roger Maintenance

Higgins, Michael Bookstore

Holloway, Dorothy Maintenance

Hurt, Barbara Secretary, Dean of
Financial & Administrative
Services

Keener, Gary Business Manager

Kenny, Edward Supervisor, Building and
Grounds

Knick, Hattie Bookkeeper, Business Office

London, Robert Offset Operator

Loving, Geraldine Secretary, Business and
Technologies

McCormack, Carolyn Secretary, Business/
Industry Training

Montgomery, Robert Maintenance

Mooney, Anne Marie Outreach Counselor,
Talent Search

Morgan, Helen Maintenance

Nicely, Danny Groundsman

Nicely, Kathleen Secretary, Admissions

Parson, Julia Secretary, Director of
Student Services

Peaco, Betty Secretary, Dean of Instruction
and Student Services

Pinckard, Thornton Groundsman

Rose, Linda Data Entry Operator

Ross, Linda Secretary, Financial Aid

Shepard, Terry Student Activities Director

Simpson, Dreama Audiovisual Clerk

Vess, Mary Personnel Assistant

Wakefield, Linda Secretary, Nursing

Wells-Wilson, Cathy Audiovisual Technician

Wiseman, Theodore Instructional Assistant,
Heavy Equipment

Barnett, Susan Secretary, Library

Barnette, Janie Federal Programs
Accountant

Belcher, Brenda Secretary, President

Bennett, Patricia Counselor, Single
Parent Program

Blouin, Ray Registrar and Veterans
Affairs Officer

Boone, Berlin Maintenance

Bowen, Charles Maintenance

Bryant, Jeanette Library Assistant

Braxton, Sharon Secretary, Single
Parent Program

Cale, Nereida Secretary, Arts,
Sciences, & Nursing

Chittum, Cicely Admissions and Records
Clerk

Clinedinst, Frank Van Driver, JTPA

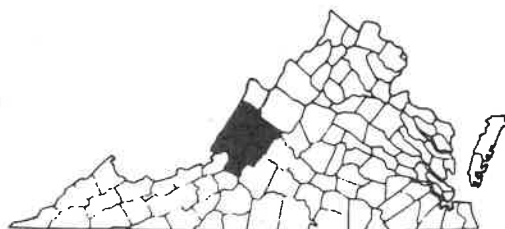
Davis, Doreen Secretary, Talent Search/

Dressler, Leon Maintenance Supervisor

Floyd, C. E. Information Officer

Floyd, Marie Laboratory Assistant,
Data Processing

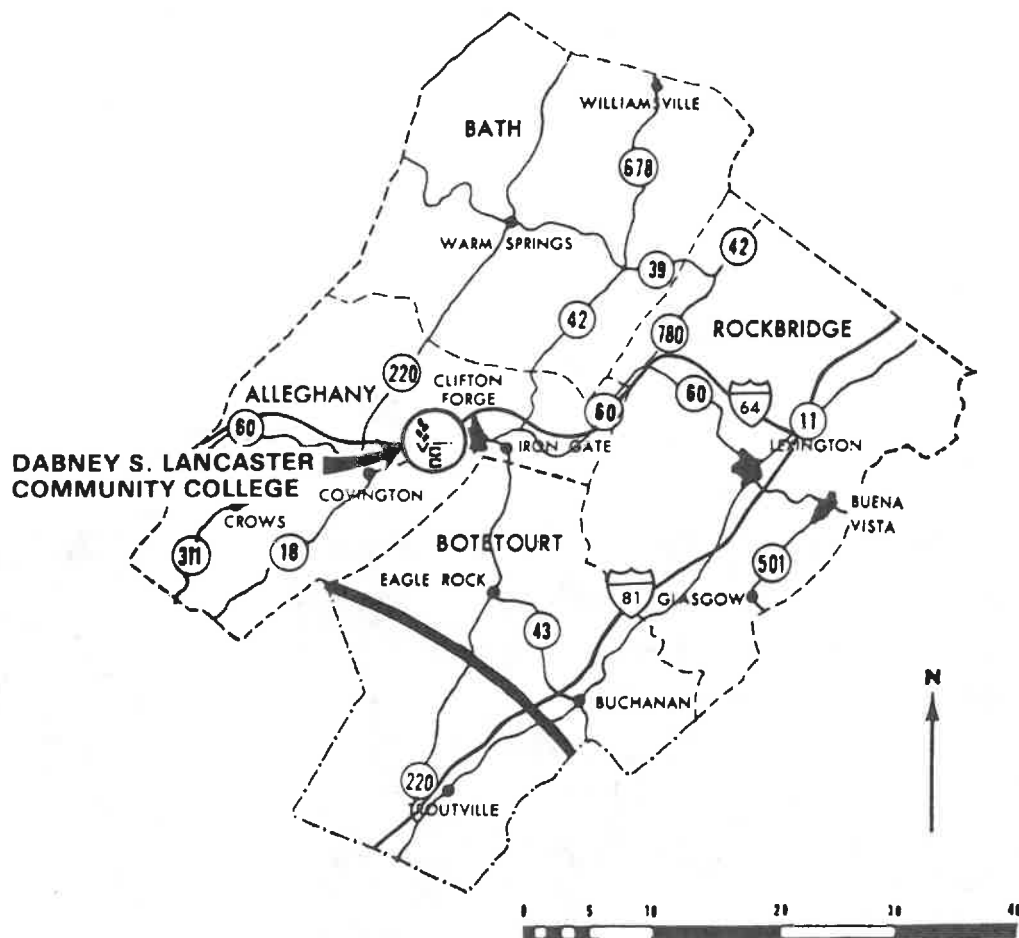
Golden, Judy ADP Production Technician



Area served by

**DABNEY S. LANCASTER
COMMUNITY COLLEGE**

For Information Contact:
Dabney S. Lancaster Community College
Route 60 West
Clifton Forge, Virginia 24422
Telephone 703/862-4246
703/463-4289





ADMISSIONS

GENERAL ADMISSION TO THE COLLEGE

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

For all curricular students, the following items are required:

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

For all noncurricular students, the following items are required:

1. A completed official Application for Admission;

2. A completed Student Data Form;
3. A completed Domicile Application if applicable.

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

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

ADMISSION TO SPECIFIC CURRICULUM

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

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

ADMISSION TO COURSES

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

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ADMISSION TO NONCREDIT COMMUNITY SERVICE COURSES

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

VETERAN'S ADMISSION

Most of the College programs are approved by the State Department of Education for payment of Veterans benefits. Requests for benefits should be directed to the Veterans' Affairs Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer to monitor the veteran academic program and to inform the Veterans Administration promptly of such matters as attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer immediately of any change in his/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 quarter they register in order to continue to receive G.I. Benefits.

SENIOR CITIZEN'S ADMISSION

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

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

It is the policy of the College to admit qualified foreign students already residing in the service area. The College has not been authorized by the Immigration and Naturali-

zation Service, U.S. Department of Justice to process students applying from abroad or those requiring the College to initiate or maintain an F-1 Student Visa.

RESIDENCE REQUIREMENTS

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

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

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

When enrollments must be limited for any curriculum or course, first priority will be

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

TRANSFERRING FROM OTHER COLLEGES

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

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

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

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

WAIVER OF REQUIREMENTS

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

ADVANCED STANDING INFORMATION

Dabney S. Lancaster Community College adheres to the philosophy that educational development (knowledge and/or expertise gained) regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course(s) in a program, allowing college credit for subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by examination. There is no charge per credit hours for credits earned in this manner.

1. CLEP EXAMINATIONS from ETS for Advanced Standing. The College Examination Program from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects such as English Composition, American History, American Government, General Psychology, Biology or Chemistry are available. Credit is awarded depending on the score attained. Students interested in participating in the CLEP Program should contact their counselor and/or the appropriate Division Chairman. 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 a considerable number of DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this Credit-By-Examination Program should consult with their counselor and/or the appropriate Division Chairman. 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

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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 notation "credit-by-examination" will be included on a student's official transcript for each course completed in this manner.

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

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 to attest to 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 that program may request advanced placement. The

number of credit hours awarded are 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 chairman.

REGISTRATION

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

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

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

TRANSCRIPTS

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

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

RELEASE OF INFORMATION ON STUDENTS

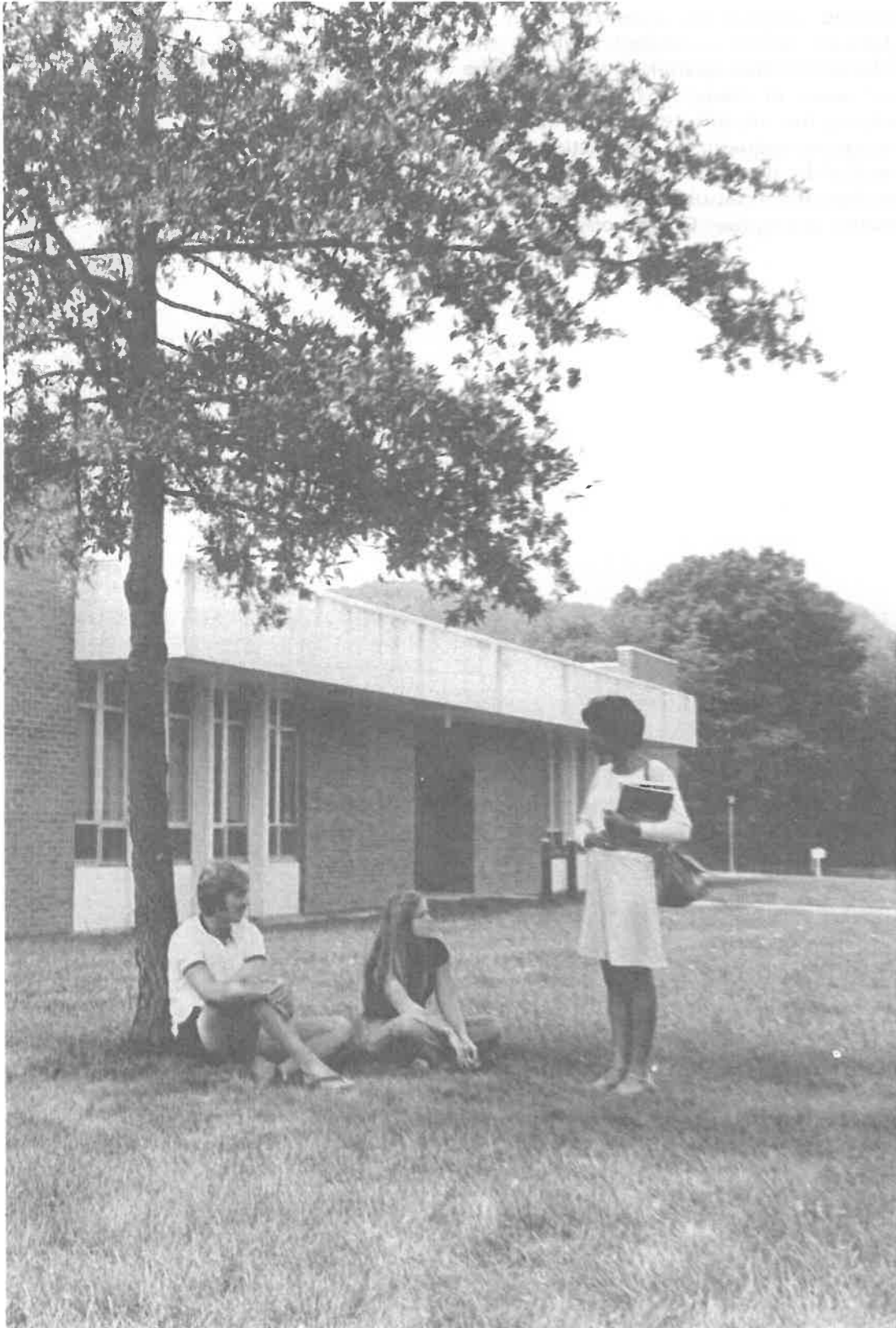
All requests for official information on students should be referred to the Coordinator of Admissions and Records. Student Records are treated as confidential information available for the student's personal inspection and the student's personally authorized release, with very limited exceptions. Directory information (name, address, telephone number, date and place of birth, major field of study, awards received and

previous institutions attended) may be released, unless a student notifies the Admissions Office quarterly by the end of the first week of classes that such directory information should remain confidential. Emergency requests for information will be handled by the Coordinator of Admissions and Records in consultation with the Dean or another appropriate College official.

HOURS

Normal office hours of operation are from 8:00 A.M. to 5:00 P.M. Monday through Thursday and from 8:00 A.M. to 3:30 P.M. on Friday. Special activities are often scheduled on weekends.





COSTS AND FINANCIAL AID

GENERAL TUITION

The tuition per credit for students is as follows:

Virginia Resident	\$17.00
Out-of-State Resident	\$81.00

Tuition rates are subject to change.

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

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

Senior Citizen Tuition Waiver

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

Children of Veterans Tuition Waiver

Section 23-7.1 of the Code of Virginia provides that free tuition shall be granted to children of permanently disabled or deceased veterans of the armed forces of the United States to state-supported institutions. Eligibility of such children shall be deter-

mined by the Division of War Veterans' Claims who shall certify in writing to the admitting institution that tuition should be waived. For information contact the College's Office of Veterans Affairs. Tuition will not be paid for developmental classes.

Refunds

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

OTHER COSTS

Student Activity Fee

A student activity fee of \$.25 per credit in addition to tuition must be paid by all students.

Graduation Ceremony

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

Fines

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

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

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Library Fine Policy

Fines of 5¢ per day, including weekends and holidays, are levied on overdue books from the circulating collection. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out any more library materials until he has paid the fine and returned the book or has paid for the book. Fines charged cannot exceed the cost of the book. Fines of 25¢ per hour, including the hours that the library is closed, are levied on overdue reserve material. Students cannot register for classes until all obligations are satisfied. Monies collected from fines and photocopies are transmitted to the Business Office once each week.

Testing Fees

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

Parking Fees

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

Books and Materials

Students are expected to obtain the books, supplies and consumable materials needed in

their studies. It is estimated that these items will cost \$65-85 per quarter for the average full-time student.

Financial Aid

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

Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
PELL Grants (formerly Basic Educational Opportunity Grant).	All students who are U.S. Citizens or lawful permanent citizens.	Range: \$200 to \$1,400	All undergraduates who show a demonstrated need, as determined by the Office of Education.	File an Application for Federal Student Aid or a Financial Aid Form (FAF). File a Dabney S. Lancaster Financial Student Aid Application.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Must apply each year.
College Work Study	All students who are Citizens or lawful permanent residents.	Varies—depending on need.	All undergraduates who show a demonstrated need, as determined by the Office of Education.	File a Financial Aid Form (FAF) after January 1 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.

Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
Supplemental Educational Opportunity Grant (SEOG)	All students who are U.S. Citizens or lawful permanent residents.	Range: \$200 to \$2,000 per academic year.	All undergraduates who show a demonstrated need, as determined by the Office of Education.	File a Financial Aid Form (FAF) after January 1 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Virginia College Scholarship Assistance Program (CSAP)	Full-time students who are Virginia residents.	Range: \$400 up to \$1,000	All undergraduates who show a demonstrated need, as determined by the State Council of Higher Education in Virginia	File a Financial Aid Form (FAF) prior to April 15 of each year. A processing fee is required.	Eligibility requirements and award amounts may vary year to year depending on government appropriations. Student must apply each year.
Guaranteed Student Loans (GSL)	All students who are U.S. Citizens or lawful permanent residents.	Maximum of \$2,500 per year.	All undergraduates who show a demonstrated need, as determined by the Office of Education.	File a GSL application with the Financial Aid Office. GSL applications are available through local banks.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Virginia Education Loan Authority (VELA)	All students who are Virginia residents.	Maximum of \$2,500 per year.	Eligibility determined by VELA.	File a VELA application with the College Financial Aid Office.	Repayment and interest provisions vary year to year. Students must notify lenders of changes in their status.
Short-Term Loans (Very limited)	Any Dabney S. Lancaster Community College Student.	Varies	Emergency Need for tuition or help.	File an application with the Financial Aid Office.	Repayment must be made within 30 days of receipt of the short-term loan.
State Law Enforcement Officer's Education Program (SLEOEP)	All law enforcement personnel of Virginia.	Tuition for certain courses	Applicants must be full-time employees of a VA Law Enforcement Agency.	File a SLEOEP application with the Financial Aid Office.	Payment of awards are made at the end of each academic term.
DSLCC Honors	High school honor graduates	Maximum of tuition and fees.	Based on academic achievement and extra curricular activities.	File an application through high school guidance depts.	Applications must be received by the College prior to graduation from high school.
Veterans Educational Benefits	All Veterans	Varies	Eligibility determined by Veterans Administration.	File a VA application with the Financial Aid Office.	In addition to monthly benefits, veterans may apply for VA Work-Study and Pell Grants through the Financial Aid Office.

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Aid Program	Who May Apply	Amount of Aid (Subject to change)	Eligibility	How to Apply	Additional Information
Local Scholarships	Any accepted Dabney S. Lancaster student	Varies	Determined by need. In some cases special guidelines must be met.	File an (FAF) and Dabney S. Lancaster Local application.	Funded by the College and/or local civic clubs and private donors.
Virginia War Orphans Education Act.	Any son or daughter of a Virginia parent who as a member of the armed forces was killed or disabled in action.	Tuition, Books and supplies.	Student must be a Virginia resident 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.

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

Satisfactory Progress For Financial Aid Recipients

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

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



ACADEMIC AWARDS

Degrees and Certificates

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

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

Associate Degree Requirements

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

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

5. Have earned a grade point average of at least 2.0 on all studies attempted which are applicable toward graduation in his/her particular curriculum;
6. Have filed an application for graduation in the Office of Admissions and Records;
7. Have resolved all financial obligations to the College and returned all materials, including library books;
8. Have attended graduation exercises.

Certificate Requirements

When a student successfully completes a program of instruction which does not lead to an associate degree, he/she may be awarded a certificate. Also, if he/she pursues a degree program but is unable to complete the degree requirements, he/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.

Credits

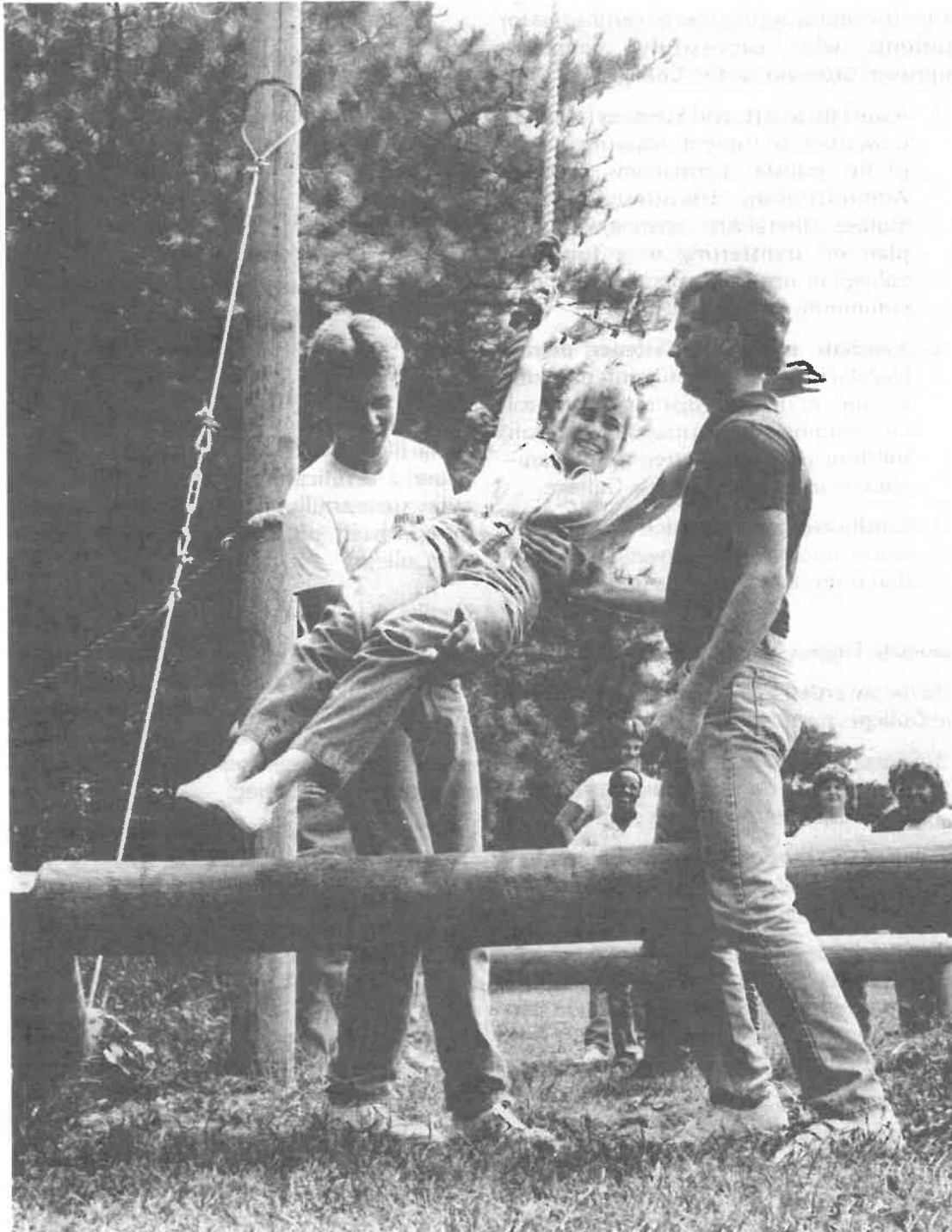
A credit is equivalent to one collegiate quarter hour credit or two-thirds of a collegiate semester hour credit. Usually, one credit is given for approximately three hours of work each week per quarter. This may consist of the following:

1. One hour of lecture plus an average of two hours of out-of-class study, or
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study, or
3. Three hours of laboratory or shop study.
4. Fixed credit and variable hours with behavioral objectives are assigned to each Developmental Course (courses numbered 01-09).
5. Variable credit is assigned to all Supervised Study, Seminar and Project and Coordinated Internship courses.

Continuing Education Units (C.E.U.)

C.E.U.'s are granted for participation in continuing education experiences provided by the College which do not carry regular

academic credit. Permanent records are maintained for individuals earning these credits. Further information concerning C.E.U.'s may be obtained from the Office of Continuing Education.



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC STANDING

President's Honor List

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

Dean's List

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

Graduation Honors

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

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

Academic Warning

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

Academic Probation

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation until such time as his/her average is 1.5 or better. The statement "Placed on Academic Probation" will be placed on his/her permanent record. A person on probation is ineligible for appointive or elective office in student organi-

zations and usually will be required to carry less than a normal course load the following quarter. A student on Academic Probation is required to consult with his/her counselor or advisor. A student pursuing a degree program is cautioned that although an average between 1.5 and 1.99 may not result in formal Academic Probation, a minimum of 2.0 in his/her curriculum is a prerequisite to the receipt of an associate degree. Part-time students shall be placed on probation only after they have attempted twelve quarter credit hours.

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

Academic Suspension

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

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

Academic Suspension normally will be for two quarters unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement "Placed on Academic Suspension" will be placed on the student's permanent record.

A student who has been informed that he/she is on Academic Suspension may submit an appeal in writing to an Admissions Committee (to be chaired by the responsible division chairman) for consideration of his/

28 Academic Policies and Procedures

her case. A suspended student may be readmitted after termination of the suspension period and upon formal written petition. Part-time students will be placed on suspension only after they have attempted thirty-six quarter credit hours.

Academic Dismissal

Students who have been placed on Academic Suspension and achieve a 2.0 grade point average for the quarter following their reinstatement must maintain at least a 1.5 in each subsequent quarter of attendance. The student remains on probation until his/her overall grade point average is raised to a minimum of 1.5. Failure to attain a 1.5 average in each subsequent quarter will result in Academic Dismissal. Academic Dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission. The statement "Placed on Academic Dismissal" will be placed on the student's permanent record. Part-time students will be dismissed only after they have attempted thirty-six quarter credit hours.

ADDITION OF A COURSE

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

ATTENDANCE

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

As announced by each instructor at the beginning of each course and specified in the

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

AUDITING

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the first week of the class or by the second class meeting for those classes which meet only once each week.

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

CANCELLATION OF CLASSES

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

CLASSIFICATION OF STUDENTS

Curricular Student

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

Non-Curricular Student

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

Developmental Student

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

Full-time Student

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

Part-Time Student

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

Freshman

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

Sophomore

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

COMMENCEMENT

Attendance at the commencement ceremony is required of graduating students

unless special permission to be absent is obtained from the President of the College.

COURSE LOAD

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

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

EXAMINATIONS

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

FACULTY ADVISING

After entry into a program, most students are assigned a faculty advisor who will oversee progress, offer consultation on academic problems, and insure that they meet graduation and/or transfer requirements.

GRADING (SYSTEM)

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

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

The quality of performance in any academic course is reported by a letter grade, the

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assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

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

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

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

R = Re-Enroll = The "R" grade may be used as a grade option, interim in nature, in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows:

a. Individualized, self-paced instruction.

b. Modularized, group-paced instruction.

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

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

S = Satisfactory = No grade point credit; applies only to Developmental Studies, non-credit courses and Orientation (GENL 100) courses at the discretion of the College.

U = Unsatisfactory = No grade point credit; applies only to Developmental Studies, non-credit courses and Orientation (GENL 100) courses at the discretion of the College.

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

X = Audit = No credit. Permission of the division chairman or another appropriate academic administrator is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade "X" is invalid for students enrolled in the course for credit.

Grading Developmental Studies

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

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

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

Grade Point Average

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

Grade Report

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

Appealing Final Grade

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

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

The grade appeal must be in writing and must indicate clearly the reason for the grade

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

ACCIDENT AND HEALTH INSURANCE

Certain courses at the College include 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 or 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 to participate in certain classes (or to provide certified proof of such coverage).

SCHOLASTIC DISHONESTY

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

1. Cheating on an examination or a quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination. This includes the following classes of dishonesty:
 - (a) Copying from another student's paper.
 - (b) Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
 - (c) Collaboration with another student during the examination.

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(d) Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such material.

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

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

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

4. Collusion. (Collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit.) Collusion is forbidden unless such collaboration is specifically approved in advance by the instructor. Examples of collusion include extensive use of another's ideas for preparing a creative assignment, or undue assistance in the preparation or editing of written materials.

TESTING

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

TRANSCRIPTS

Students desiring transcripts sent to other institutions or to business firms should

complete forms for this purpose obtainable from the Office of Admissions and Records.

TRANSFER BETWEEN CURRICULA

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

TRANSFER TO OTHER INSTITUTIONS

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

UNSCHEDULED CLOSINGS

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made through announcements by local radio stations. In the absence of any announcement, the College is open and students are expected to be in attendance. Since the College serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas that are not general enough to bring about the closing of the College. In the event that a student must miss a class for any reason, it is his/her obligation to contact the instructor as soon as possible and arrange for appropriate makeup work.

WITHDRAWAL FROM A CLASS

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

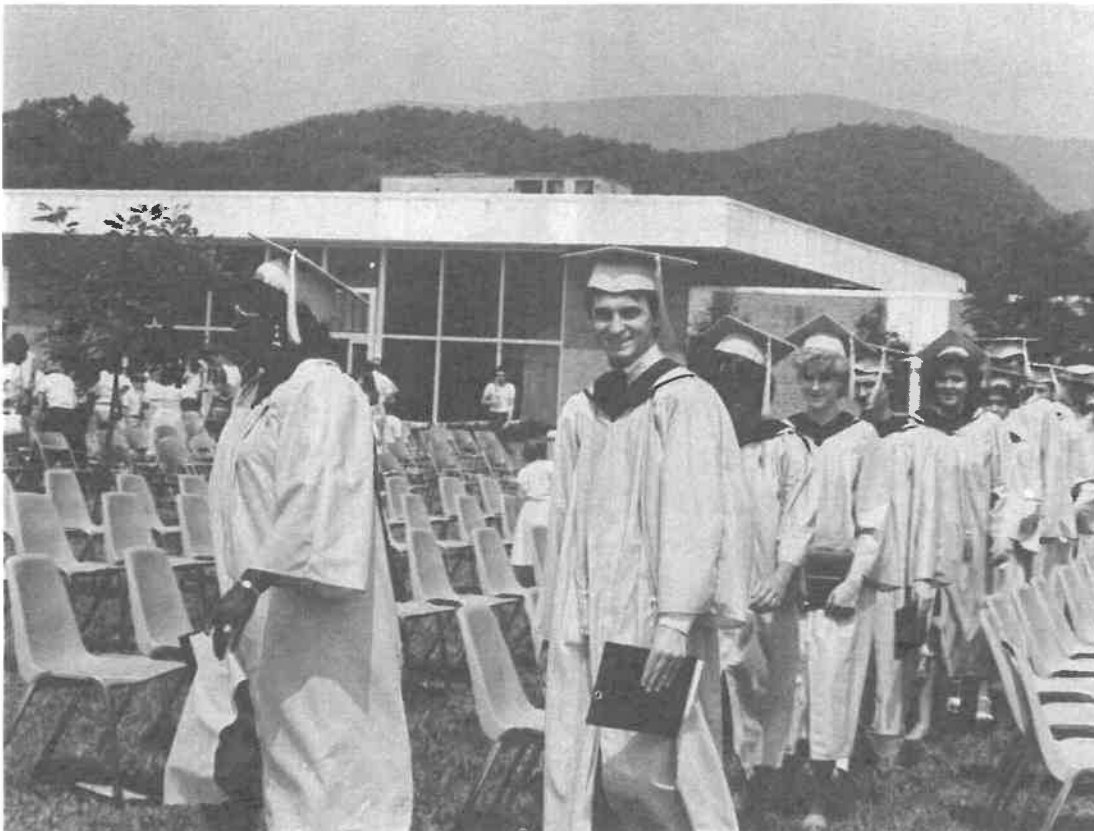
A student may be withdrawn administratively for prolonged absence from a course.

See explanation of this procedure under Attendance.

WITHDRAWAL FROM THE COLLEGE

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





STATE AND REGIONAL SPECIALIZED PROGRAMS

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

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

PROGRAM	COMMUNITY COLLEGE
Agricultural & Natural Resources Technology (AA)	
Majors:	
Agronomy	Paul D. Camp
Animal Science	Blue Ridge Northern Virginia
Forestry	Dabney S. Lancaster
Natural Resources Management and Security	Lord Fairfax
Arts & Design Technology (AAS)	
Majors:	
Media Advertising Arts	Tidewater
Business Technology (AA)	
Majors:	
Aviation Administration	Northern Virginia
Office Administration and Management	Northern Virginia
Real Estate	Northern Virginia Tidewater
Traffic and Transportation	Tidewater Virginia Western
Engineering/Industrial Technology (AAS)	
Majors:	
Broadcast Engineering	Northern Virginia
Environmental Science	J. Sergeant Reynolds Wytheville
Environmental and Science	Northern Virginia
Industrial	New River
Instrumentation	New River
Machine (Tool)	New River
Marine Science	Thomas Nelson
Mining	Mountain Empire Southwest Virginia
Urban Regional Planning and Development	Northern Virginia

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Health Technology (AAS)

Majors:

Dental Laboratory	J. Sergeant Reynolds Northern Virginia
Funeral Services	John Tyler
Opticianry	J. Sergeant Reynolds Thomas Nelson
Physical Therapy	Northern Virginia
Radiology	Central Virginia Virginia Western

Public Service Technology (AAS)

Majors:

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



PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAM

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

Length: Six quarters (two years)

- Majors:** Business Administration
Education
General Studies
Administration of Justice
Liberal Arts
Science

OCCUPATIONAL TECHNICAL PROGRAMS

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

Length: 6-7 quarters

- Agricultural and Natural Resources Technology
Major: Forestry (General, Forest Products and Wildlife)
- Business Technology
Majors: Management (General, Data Processing and Industrial)
Major: Data Processing
Major: Secretarial Science (Executive, Legal and Medical)
- Engineering/Industrial Technology
Major: Electronics
Major: Mechanical Design
- Health Technology
Major: Nursing

CERTIFICATE PROGRAMS

- Baits
- Banking
- Career Studies
- Clerk-Typist
- Electricity
- Electronics
- Heavy Equipment
- Law Enforcement
- Microcomputer Operations
- Office Management
- Steno-Clerical
- Welding

DEVELOPMENTAL PROGRAM

COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

CONTINUING EDUCATION

COMMUNITY SERVICE PROGRAM

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

Length: Six quarters (two years)

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

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

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

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

Curriculum

Course Number	Course Title	Course Credit
ENGL 111-112-113	English Composition I, II, III	9
ENGL	Literature	9
GENL 100	Orientation	1
Health, Physical Ed. and Recreation		3
HIST 101-102-103	History of Western Civilization, I, II, III	9
	or	
HIST 111-112-113	U.S. History I, II, III	
HUMN	Speech/Music/Art/Philosophy	6-9
MATH 161-162-163	College Mathematics I, II, III	9

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MATH 181-182-183	or General College Mathematics I, II, III	
Science with laboratory		12
Social Science	(One year sequence in Government, Economics, Psychology or Sociology)	9
General Electives		27-30
Minimum Credits Needed for Degree		97

Curriculum

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

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

GENERAL STUDIES

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

Effective Fall 1986, the previous Administration of Justice Program will become an option within the General AA/S Degree Program. Those individuals who do not aspire to earn a four-year degree may be allowed to waive the literature, laboratory science and transfer mathematics requirement based on an individual petition to the Dean of Instruction and Student Services as recommended by the student's counselor/faculty advisor.

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

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

Occupational Objectives:

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

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

standards are good condition, weight in proportion to height, vision normal—minimum acuity 20-40 uncorrected, hearing normal, height: Men 5'8"; Women 5'3".

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

Administration of Justice courses which must be completed are:

Course Number	Course Title	Course Credit
ADJU 100	Introduction to Law Enforcement	3
ADJU 114-115	Police Organization and Administration I, II	6
ADJU 126	Prevention and Control of Juvenile Delinquency	3
ADJU 134-135	Criminal Law I, II	6
ADJU 136	Legal Evidence	3
ADJU 176	Criminology	3
ADJU 228	Law Enforcement and The Community	3
ADJU 237	Administration of Justice	3
ADJU 246	Principles of Criminal Investigation	3
ADJU 247	Advanced Criminal Investigation	3

BANKING STANDARD CERTIFICATE

Length: Forty five (45) quarter hours

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

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

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
First Quarter				
BUAD 121	Business Mathematics I	3	0	3
BUAD 157	Principles of Bank Operations	3	0	3
BUAD 241	Business Law I	3	0	3
DAPR 100	Introduction to Data Processing	3	2	4
ENGL 101	Communication Skills I	3	0	3
TOTAL		15	2	16
Second Quarter				
ACCT 211	Principles of Accounting I	3	0	3
ACCT 299	Lab for ACCT 211	0	2	1
BUAD 122	Business Mathematics II	3	0	3
BUAD 242	Business Law II	3	0	3
*BUAD/MKTG	Elective	0-3	0	0-3
ENGL 102	Communication Skills II	3	0	3
TOTAL		12-15	2	13-16
Third Quarter				
ACCT 212	Principles of Accounting II	3	0	3
ACCT 299	Lab for ACCT 212	0	2	1
BUAD 123	Business Mathematics III	3	0	3
*BUAD/MKTG	Elective	0-3	0	0-3
ECON 160	Survey of American Economics	3	0	3
ECON 246	Money and Banking	3	0	3
TOTAL		12-15	2	13-16

Required Credits for Certificate 45

*All electives must be approved by your academic advisor.

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BUSINESS AND INDUSTRY TRAINING SITE BAITS Certificate

Length: Forty-eight (48) quarter hours

Purpose: To provide specialized individual career orientation and job training (on-the-job). To allow students to acquire job skills in nontraditional occupations and to assess their interests and capabilities under realistic work settings while learning from professional businessmen.

Occupational Objectives: Varied

Admission Requirements: The regular admission of the College

Program Requirements: A program of study on campus is selected to relate with each specific occupational area. A contractual agreement is made between the College, the student and business and industry.

Course Number	Course Title	Credit Hours
GENL 196	On-Site Training	21
Related Courses		27
	Total	48

BUSINESS MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

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

Occupational Objectives:

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

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

Students enrolled in developmental classes through the first three quarters should anticipate enrolling in a minimum course load and/or attending summer school classes to complete the required courses by the end of the second school year. Normally, students enrolled in two or more developmental classes (English, reading and math) need three years to complete the degree requirements.

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

Curriculum

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

SECOND QUARTER

ENGL 102	Communication Skills II	3	0	3
GOVT/ECON/ PSYC	Elective	3	0	3
BUAD 164	Prin. of Business Management I	3	0	3
BUAD 110	Human Relations & Leadership Trng. or	3	0	3
¹ DAPR 144	Computer Programming: (Computer Concepts)	(2)	(3)	(3)
HLTH/PHED	Elective	0	0	1
BUAD 122	Business Math II	3	0	3
TOTAL		13-15	0-3	16

THIRD QUARTER

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

FOURTH QUARTER

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

FIFTH QUARTER

ACCT 212	Principles of Accounting II	3	0	3
ACCT 299	Supervised Study in ACCT 212	0	2	1
MKTG 101	Advanced Prin. of Marketing	3	0	3
GOVT/ECON/ PSYC	Elective	3	0	3
ELECTIVE	Career Related Elective	3	0	3
BUAD 242	Business Law II	3	0	3
TOTAL		15-16	2	16-17

SIXTH QUARTER

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

Required Credits for Degree 97

¹Computer specialization student only. BUAD 110 must be completed in the fifth quarter.

EMPHASIS COURSES

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

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

General Business Management

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

Data Processing

DAPR 144 Computer Programming:
(Computer Concepts)

DAPR All courses with a DAPR prefix and with the approval of the advisor/counselor.

Industrial Management

BUAD 114-115 Principles of Supervision I and II

INDT 111 Materials and Processes of Industry I

INDT 170 Industrial Management

INDT All courses with an INDT prefix and with the approval of the advisor/counselor.

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

DSLCC has an advanced placement agreement with certain local businesses and industries to apply apprenticeship training courses to the Industrial Management Specialization in the AAS Management curriculum. Consult with the counseling staff, respective program head or division chairman for additional information.

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CLERK-TYPIST

CERTIFICATE

Length: Forty-seven (47) Quarter Credit Hours

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

- Clerk-Typist
- File Clerk
- Payroll Clerk
- Shipping Clerk
- Office Machines Operator
- Receptionist
- Word Processing Clerk

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

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

Curriculum				
Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ENGL 101	Communication Skills I	3	0	3
SECR 111	Typewriting I	2	3	3
SECR 136	Filing and Records Management	3	0	3
SOS SC	Requirement	3	0	3
WOPR 200	Introduction to Word Processing	3	0	3
TOTAL		14	3	15

SECOND QUARTER

BUAD 121	Business Mathematics I	3	0	3
DAPR 100	Introduction to Data Processing	3	2	4
ENGL 102	Communication Skills II	3	0	3
SECR 112	Typewriting II	2	3	3
SECR 158	Elements of Transcription	3	0	3
TOTAL		14	5	16

THIRD QUARTER

ACCT 110	Secretarial Accounting	3	0	3
SECR 113	Typewriting III	2	3	3
SECR 139	Clerical Procedures	2	2	3
SECR 157	Machine Transcription	2	2	3
WOPR 126	Automated Typing Equipment	0	3	1
TOTAL		10	8	16

Required Credits for Certificate 47

MICROCOMPUTER OPERATIONS CERTIFICATE

Length: Forty-six (46) quarter credit hours

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

Occupational Objectives:

- Data Entry Clerk
- Microcomputer Operator
- Programmer Trainee

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

Program Requirements: The curriculum includes technical courses in data processing,

accounting, business math and general education. Students must receive an overall "C" average to receive the certificate in Microcomputer Operations.

Microcomputer Operator
 Computer Programming Maintainer
 Computer Programming Trainee

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
BUAD 121	Business Mathematics	3	0	3
DAPR 100	Introduction to Data Processing	3	2	4
ENGL 101	Communication Skills I	3	0	3
SOC SC	Requirement	3	0	3
TOTAL		12	2	13
SECOND QUARTER				
ACCT 211	Principles of Accounting I	3	0	3
ACCT 299	Lab for ACCT 211	0	2	1
BUAD 122	Business Mathematics II	3	0	3
DAPR 101	Data Entry Operations I	3	2	4
DAPR 144	Computer Programming (Concepts)	2	3	3
ENGL 102	Communication Skills II	3	0	3
TOTAL		14	7	17
THIRD QUARTER				
ACCT 212	Principles of Accounting II	3	0	3
ACCT 299	Lab for ACCT 211	0	2	1
BUAD 123	Business Mathematics III	3	0	3
DAPR 186	Intro. Computer Program Applications	2	3	3
DAPR	Electives	0	0	6
TOTAL		8	5	16
Required Credits for Certificate				46

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

DATA PROCESSING

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

Occupational Objectives:
 Data Input Clerk

Curriculum

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

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SECOND QUARTER				
BUAD 122	Business Mathematics II	3	0	3
BUAD 164	Principles of Business Mgt. I	3	0	3
DAPR 144	Computer Programming (Comp. Concepts)	2	3	3
ENGL 102	Communications Skill II	3	0	3
DAPR 101	Data Entry Operations I	3	2	4
TOTAL		14	5	16
THIRD QUARTER				
BUAD 165	Principles of Business Mgt. II	3	0	3
GOVT/ECON/ PSYC	Requirement	3	0	3
BUAD 123	Business Mathematics III	3	0	3
DAPR 146	Business Computer Pro- gramming (COBOL Structured)	3	2	4
DAPR 149	Computer Programming (PASCAL)	3	2	4
TOTAL		15	4	17
FOURTH QUARTER				
ACCT 211	Principles of Accounting I	3	0	3
ACCT 299	Lab for ACCT 211	0	2	1
GOVT/ECON/ PSYC	Requirement	3	0	3
DAPR 281	System Analysis I	3	0	3
DAPR 148	Computer Programming (Int. COBOL)	3	2	4
HLTH/PHED	Requirement	0	2	1
TOTAL		12	6	15
FIFTH QUARTER				
ACCT 212	Principles of Accounting II	3	0	3
ACCT 299	Lab for ACCT 212	0	2	1
DAPR 256	Computer Programming (Adv. COBOL)	3	2	4
³ DAPR	Elective	3	2	4
GOVT/ECON/ PSYC	Requirement	3	0	3
SPDR	Requirement	3	0	3
TOTAL		15	6	18
SIXTH QUARTER				
ACCT 213	Principles of Accounting III	3	0	3
ACCT 299	Lab for ACCT 213	0	2	1
BUAD 254	Applied Business Statistics	3	0	3
DAPR 286	Computer Program Applications	3	2	4
³ DAPR	Elective	3	2	4
HLTH/PHED	Requirement	0	2	1
TOTAL		12	8	16

Required Credits for Degree 97

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

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

³Subject to advisor/counselor approval.

CAREER STUDIES

CERTIFICATE

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

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

Program Options:

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

See Career Studies Supplement for Complete Listing and Course Requirements.

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

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

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

**ELECTRICITY
CERTIFICATE**

Length: Forty-nine (49) quarter hours

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

Occupational Objectives:

- Electrical Helper
- Self-employment
- Apprenticeship Program
- Preparation for Electronics
- Industrial Electrical Assistant
- Appliance Serviceman

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ELEC 91	Applied Electricity	3	9	6
ELEC 103	Job Analysis & Troubleshooting	1	3	2
ELEC 118	Intro to Elec. Shop (Small Appliance Repair)	0	3	1
ENGL	Requirement	3	0	3
MATH 11	Elements of Math I	2	2	3
TOTAL		9	17	15

SECOND QUARTER

APPL 121	Major Appliance Repair	2	6	4
*BUAD 110	Human Relations & Leadership Training	3	0	3
DAPR 120	Computer Applications	1	0	1
ELEC 107	Use of Electronics Instruments	1	2	2
ELEC 110	Introduction to Electricity	3	3	4
MATH 12	Elements of Math II	2	2	3
TOTAL		12	13	17

THIRD QUARTER

DRFT 78	Electrical - Electronics Blueprint Reading	3	0	3
ELEC 16	Industrial Controls	3	3	4
ELEC 74	Elec. Power (Motors)	3	3	4
ELEC 186	National Electric Code Requirement	3	0	3
SOC SC		3	0	3
TOTAL		15	6	17

Required Credits for Certificate 49

*PSYC 110 may be substituted for BUAD 110.

ELECTRONICS

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

Purpose: With the rapid growth of the electronics and manufacturing industries in Virginia and steady demand for qualified electronic technicians in the local area, there is a need for trained personnel to meet these requirements. The Associate in Applied Science degree program with a major in Electronics is designed to train persons for full-time employment immediately upon completion of the program. This program also serves employed electricians and electronics technicians in local industry to upgrade and keep up-to-date skills in this rapidly changing field through continuous evening courses and special offerings on site. Evening courses in electronics are scheduled each quarter to meet the needs of those employed full time who cannot attend day classes.

Occupational Objectives:

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

Admission Requirements: In addition to the admission requirements of the College, entry

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into the Associate in Applied Science program with a major in Electronics requires proficiency in high school English, mathematics and science including one unit of algebra and one unit of geometry or the equivalent. Students who enter with less than 1 unit of each should anticipate enrolling in the summer session to complete these requirements. Failure to do this will extend their studies one year to succeed in the math-based electronics courses. Students who do not meet these requirements, or whose test scores indicate a need for further preparation, will be placed in developmental studies courses.

Program Requirements: The two-year program in Electronics combines instruction in the many subject areas required for competence as a technician in industry. The first year of the Electronics program is designed to establish a general base in mathematics and electronic circuits and networks. The second year develops this base in a number of important areas of electronics such as computers, control circuits, measurements and communications. Approximately one-half of the program will include courses in electronics technology with the remaining courses in related subjects, general education and electives. Each student is advised to consult with his/her faculty advisor in planning a program and selecting electives. Upon completion of the program the student will be awarded the Associate in Applied Science Degree with a major in Electronics.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ELEC 114	Fundamentals of Direct Current	3	3	4
ELEC 103	Job Analysis & Troubleshooting in Electricity	1	3	2
*MATH 121	Engineering Technical Math I	5	0	5
ENGL 101	Communication Skills I	3	0	3
GENL 100	Orientation	1	1	1
TOTAL		13	7	15

SECOND QUARTER

ELEC 115	Fund. of Alternating Current	3	3	4
ELEC 107	Use of Electronic Instruments	1	2	2
ENGL 102	Communication Skills II	3	0	3
*MATH 122	Engineering Technical Math II	5	0	5
GOVT/ECON/PSYC	Elective	3	0	3
TOTAL		15	5	17

THIRD QUARTER

ELEC 116	Circuit Analysis	3	3	4
ELEC 124	Electronic Devices	3	3	4
*MATH 123	Engineering Technical Math III	5	0	5
GOVT/ECON/PSYC	Elective	3	0	3
HLTH/PHED	Elective	0	0	1
TOTAL		14	6	17

FOURTH QUARTER

ELEC 268	Analog Circuits	4	2	5
ELEC 211	Electrical Machines	3	3	4
SPDR	Requirement	3	0	3
PHYS 101	Intro. Physics I	3	3	4
PHED/HLTH	Elective	0	0	1
TOTAL		13	8	17

FIFTH QUARTER

ELEC 212	Electrical Machines & Ind. Control	3	3	4
ELEC 241	Communications I	3	3	4
ELEC 251	Computers I	3	3	4
PHYS 102	Intro. Physics II	3	3	4
TOTAL		12	12	16

SIXTH QUARTER

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

Required Credits for Degree 97

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



**ELECTRONICS
CERTIFICATE**

Length: Forty-five (45) quarter hours
(Evening and Day program)

Purpose: This program is designed for entry and for advancement in electronics related occupations. The curriculum provides the foundation for electronic courses needed for success in these occupations and builds on the knowledge and skills of residential or industrial electricians. All courses are available, usually two per quarter, on a rotating basis over several years.

Admission Requirements: In addition to the general requirement for admission to the College, entry into this program requires proficiency in English, reading and math skills. Students not proficient in these subjects will be required to enroll in appropriate developmental studies classes. 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. Upon successful completion of the program, the student will be awarded the Certificate in Electronics.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ENGL 101	Communication Skills I	3	0	3
ELEC 103	Job Anal. & Tr. Shooting in Elec.	1	3	2
ELEC 114	Fundamentals of Direct Current	3	3	4
*MATH 121	Engineering Technical Math I	5	0	5
TOTAL		12	6	14

SECOND QUARTER

ENGL 102	Communication Skills II	3	0	3
ELEC 107	Use of Electronic Instruments	1	2	2
ELEC 115	Fundamentals of Alternating Current	3	3	3
*MATH 122	Engineering Technical Math II	5	0	5
**TECH ELEC	Elective	0	0	2
TOTAL		12	5	15

THIRD QUARTER

ELEC 116	Introduction of Circuit Analysis	3	3	4
ELEC 124	Electronic Devices	3	3	4
*MATH 123	Engineering Technical Math III	5	0	5
SOC SC	Requirement	3	0	3
TOTAL		14	6	16

Required Credits for Certificate 45

*Math 111-112-113 Technical Mathematics I, II, III (3 cr.) (3 cr.) (3 cr.) or ELEC 131-132-133 Electrical/Electronics Calculator I, II, III, (4 cr.) (4 cr.) (4 cr.) may be substituted as available.

**Must be approved by the counselor/advisor.

FORESTRY

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

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

This program is designed for persons who seek full-time employment in forestry occupations immediately upon completion of the two-year program. Graduates from the program will be qualified to work in positions of responsibility in Forestry, Wildlife and Management, Urban Tree Care or as Wood Products Technicians in timber harvesting or sawmill operations.

Occupational Objectives:

- Scaler
- Conservation Officer
- Company Logger
- Forest Technician
- Forestry Aide

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Sawmill Operator
 Surveying Aide
 Lumber Grader
 Tree Care Technician
 Recreation Aide
 Fire Control Officer

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

Since this program serves residents throughout the Commonwealth, it is possible to complete a full-time, three-quarter program of study at another Virginia Community College and transfer to DSLCC to complete the forestry courses needed for the AAS Degree. Students seeking this route must complete all non-forestry courses listed plus BIOL 101-102-103 or BIOL 106 or equivalent prior to entering the summer session. The completion of the technical math courses for transfer students entering the forestry classes is firm. Failure to do so will add an additional year of study to the program.

Transfer to the DSLCC forestry program under these circumstances necessitates close coordination of required courses or their equivalent with the DSLCC counselors/advisors. To enter the DSLCC forestry program summer session, admission should be requested during the fall quarter of the first year at another community college and no later than the middle of the winter quarter prior to transfer.

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

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ENGL 101	Communication Skills I	3	0	3
FORE 100	Introduction to Forestry	3	3	4
FORE 106	Forest & Wildlife Ecology	3	3	4
GENL 100	Orientation	1	1	1
GOVT/PSYC/ ECON	Requirement	3	0	3
HLTH 108	First Aid and Medical Self-Help	2	0	2
TOTAL		17	7	17
SECOND QUARTER				
AUTO 186	Small Engine Repair	1	2	2
FORE 131	Wildlife & Fisheries Management	3	3	4
ENGL 102	Communication Skills II	3	0	3
GOVT/PSYC/ ECON	Requirement	3	0	3
MATH 121	Engineering Technical Math	5	0	5
TOTAL		15	5	17
THIRD QUARTER				
FORE 117	Dendrology	3	3	4
FORE 122	Forest Protection	3	2	4
GOVT/PSYC/ ECON	Requirement	3	0	3
HLTH/PHED	Requirement	0	0	1
MATH 122	Engineering Technical Math II	5	0	5
TOTAL		15	5	17
SUMMER SESSION				
*FORE 290/297	Coordinated Internship in Forest Technology		320	8
or				
FORE 100		3	3	4
FORE 117		3	3	4
FORE 290			160	4

FOURTH QUARTER

**FORE 290/297		(160)	(4)	
BUAD 114	Principles of Supervision I	3	0	3
FORE 118	Applied Silviculture	3	3	4
FORE 201	Forest Mensuration I	3	3	4
FORE 250	Heavy Equipment Operation & Maintenance	3	6	5
TOTAL		12	12	16

FIFTH QUARTER

**FORE 131				
DAPR 100	Introduction to Data Processing	3	2	4
FORE 202	Forest Mensuration II	3	3	4
FORE 230	Forest Management	3	3	4
FORE 247	Timber Harvesting	3	3	4
TOTAL		15	11	16

SIXTH QUARTER

**FORE 122				
FORE 150	Introduction to Urban Forestry	3	3	4
FORE 203	Tree, Log and Lumber Grading	3	3	4
FORE 256	Basic Sawmilling Requirement	3	6	5
SPDR		3	0	3
TOTAL		12	12	16

Required Credits for Degree 107

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

**These courses are required of students transferring to DSLCC during the Summer Quarter.

HEAVY EQUIPMENT CERTIFICATE

Length: Sixty-four (64) quarter hours

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

Occupational Objectives:

- Oiler
- Apprentice Operating Engineer
- Entry Level Equipment Operator
- Construction Tradesman
- Equipment Mechanic

Admission Requirements: Each student must demonstrate satisfactory aptitude for equipment operation work as measured by assess-

ment procedures. In addition to the general admission requirements of the College, an applicant must have acceptable reading/English and mathematics scores at a level equal to seventh grade. Developmental courses are available for anyone not meeting the English and mathematics requirements. Each student must have a valid state vehicle operators license.

Program Requirements: The curriculum requires the student to complete the equipment operation and maintenance skills and the mathematics and English needed to perform on the job. The student must receive an overall quality point average of 2.0 in all required courses to receive the certificate. A student receiving less than a "C" in a required HVEQ course may not continue in the next sequenced course. Exceptions require departmental approval.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
AUTO 186	Small Engine Repair	1	2	2
HLTH 108	First Aid & Medical Self-Help	2	0	2
HVEQ 100	Fundamental Shop Procedures	2	2	3
HVEQ 130	Heavy Equipment Familiarization & Operation	2	9	5
MATH 11	Elements of Mathematics I	2	2	3
TOTAL		9	15	15
SECOND QUARTER				
ENGL	Requirement	3	0	3
HVEQ 106	Heavy Equip. Serv. & Preventive Maint.	4	6	6
HVEQ 117	Trans. Elect. Fuel Systems	4	3	5
HVEQ 199	Superv. Study in Transportation	0	3	1
MATH 12	Elements of Mathematics II	2	2	3
TOTAL		10	14	18
THIRD QUARTER				
GENL 108	Career Education	3	0	3
HVEQ 134	H.E. Operation I	2	21	9
SOC SC	Requirement	3	0	3
TOTAL		8	21	15
FOURTH QUARTER				
DAPR 120	Computers and Their Applications	1	0	1
HVEQ 135	H.E. Operations II	8	21	15
TOTAL		9	21	16
Required Credits for Certificate				64

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LAW ENFORCEMENT

CERTIFICATE

Length: Forty-five (45) quarter hours
(Evening Program)

Purpose: This program is designed for employed personnel in law enforcement and associated fields who desire to upgrade skills in their occupational speciality; hence, all courses are offered through evening hours, normally two courses per quarter, over several years.

Occupational Objective: Entry level law enforcement officer or promotion to the next level within their specific occupation.

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

Program Requirements: The Certificate in Law Enforcement includes basic courses in communication skills, social sciences, and first aid or emergency care skills, as well as specialized courses in Administration of Justice. Individuals who wish to pursue the two year degree should complete transfer oriented courses in English and Social Sciences. Upon successful completion of the program, the student will be awarded the Certificate in Law Enforcement. At least 50% of the specialized courses shall be DSLCC course credits with at least a 2.0 average in all courses applicable toward the Certificate (VCCS Board Policy 5.322).

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
*ADJU 100	Intro. to Law Enforcement	3	0	3
*ADJU 134	Criminal Law I	3	0	3
ADJU 237	Administration of Justice	3	0	3
ENGL 101	Communication Skills I	3	0	3
*HLTH 108	First Aid & Medical Self Help	2	0	2
*PHED	Elective	0	2	1
TOTAL		14	2	15

SECOND QUARTER

ADJU 114	Police Org. & Adm. I	3	0	3
ADJU 228	Law Enforcement & the Community	3	0	3
ENGL 102	Communication Skills II	3	0	3
*ADJU	Elective	3	0	3
*ADJU 246	Criminal Investigation I	3	0	3
TOTAL		15	0	15

THIRD QUARTER

ADJU 115	Police Org. & Adm. II	3	0	3
ADJU 136	Legal Evidence	3	0	3
*ADJU	Electives	6	0	6
SOC SC	Requirement	3	0	3
TOTAL		15	0	15

Required Credits for Certificate 45

*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.

MECHANICAL DESIGN

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

Occupational Objectives:

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

NOTE: A number of colleges have Bachelor Degree programs in technology which continue from the community college A.A.S.

degree. Students interested in such programs should consult with an advisor early in their program at DSLCC.

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
DRFT 141	Industrial Drafting I	2	3	3
ECON/GOVT/PSYC	Requirement	3	0	3
ENGL 101	Communication Skills I	3	0	3
GENL 100	Orientation	1	0	1
¹ MATH 121	Engineering Technical Math	5	0	5
PHED/HLTH	Requirement	0	0	1
TOTAL		14	3	16
SECOND QUARTER				
DRFT 142	Industrial Drafting II	2	3	3
ECON/GOVT/PSYC	Requirement	3	0	3
ENGL 102	Communication Skills II	3	0	3
MATH 122	Engineering Technical Math II	5	0	5
PHED/HLTH	Requirement	0	0	2
TOTAL		13	3	16

THIRD QUARTER				
DRFT 143	Industrial Drafting III	2	3	3
DRFT 199	Supervised Study (Architectural)	1	3	2
INDT 111	Materials and Processes of Industry I	3	0	3
MATH 123	Engineering Technical Math III	5	0	5
SPDR	Requirement	3	0	3
TOTAL		14	6	16

FOURTH QUARTER				
DRFT 211	Advanced Technical Drafting V	1	6	3
DRFT 200	Introduction to CAD	2	3	3
ENGR 151	Mechanics I (Statics)	4	0	4
PHYS 101	Introductory Physics I	3	3	4
² ELECTIVE	Technical Elective	3	0	3
TOTAL		13	12	17

FIFTH QUARTER				
DRFT 212	Advanced Technical Drafting VI	1	6	3
³ DRFT 204	CAD Applications I	2	3	3
MECH 144	Strength of Materials	3	0	3
MECH 199	Superv. Study in Strength of Materials	1	0	1
PHYS 102	Introductory Physics II	3	3	4
² ELECTIVE	Technical Elective	3	0	3
TOTAL		13	12	17

SIXTH QUARTER				
DRFT 213	Advanced Technical Drafting VII	1	6	3
DRFT 298	Seminar and Project	2	0	2
INDT 226	Plant Layout	2	2	3
MECH 215	Jig and Fixture Design	2	3	3
ECON/GOVT/PSYC	Requirement	3	0	3
² ELECTIVE		0	0	1
TOTAL		10	11	15

Required Credits for Degree 97

¹MECH 191-192-193 may substitute for MATH 121-122-123.

²All technical electives must be approved by advisor.

³Or technical elective.



NURSING
ASSOCIATE IN APPLIED SCIENCE
DEGREE (AAS)

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

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

Occupational Objectives: Employment opportunities for the Registered Nurse include staff positions in hospitals, nursing homes, health departments, physicians' offices, clinic and day care centers, schools, industry and civil service.

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

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

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

1. Graduation from high school or G.E.D.
2. High school courses in biology and chemistry BEFORE entrance to the program. High school record of achievement must reflect a "C" average in academic subjects, excluding foreign languages.
3. Completion of physical and dental examinations, with all problems corrected, before acceptance is required. Immunization as prescribed, TB testing, VDRL and urinalysis, are to be included. Applicants must be free of any physical

or psycho-social problem which might adversely affect their acceptance of performance as practitioners of nursing.

4. Two personal interviews are required. The first interview is with the nursing counselor from Student Services who screens nursing students by the general admission requirements. Qualified applicants are then interviewed by the Program Head of the Nursing Department or her delegate in regard to specific requirements following the completion of all other pre-admission requirements.
5. Students will take the following tests:
Pharmacology pretest
CGP—reading and sentence
SSHA—study skills
16 PF—personality
6. Students with college credit must have a CGPA of 2.0 or higher.

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

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

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

Selected learning experiences will be provided in a number of health agencies located within the geographical area served by the College such as general hospitals, nursing homes, clinics, nursery schools and day care centers. Transportation to and from institutions and clinical agencies is each student's personal responsibility.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER (FALL)				
GENL 100	Orientation	1	1	1
ENGL 111	English Composition I	3	0	3
NURS 111	Fundamentals of Nursing I	3	6	5
NURS 166	Pharmacology for Nurses I	3	0	3
BIOL 154	Anatomy and Physiology I	3	3	4
TOTAL		12	10	16
SECOND QUARTER (WINTER)				
ENGL 112	English Composition II	3	0	3
*PSYC 110	Basic Principles of Applied Psychology	3	0	3
BIOL 155	Anatomy and Physiology II	3	3	4
NURS 112	Fundamentals of Nursing II	3	9	6
TOTAL		12	12	16
THIRD QUARTER (SPRING)				
*SPDR 137	Public Speaking	3	0	3
BIOL 176	Microbiology	3	3	4
NURS 113	Fundamentals of Nursing III (Maternal-Child)	4	12	8
	or			
NURS 221	Nursing in Major Health Problems I (Psychiatric)	4	12	8
TOTAL		10	15	15
FOURTH QUARTER (SUMMER)				
NURS 221	Nursing in Major Health Problems I (Psychiatric)	4	12	8
	or			
NURS 113	Fundamentals of Nursing III (Maternal-Child)	4	12	8
ECON 160	Survey of American Economics	3	0	3
BIOL 164	Pathology	3	0	3
TOTAL		10	12	14
FIFTH QUARTER (FALL)				
NURS 222	Nursing in Major Health Problems II	4	12	8
PSYC 136	Human Development	3	0	3
SOCI 101	Introductory Sociology I	3	0	3
GOVT	Elective	3	0	3
TOTAL		13	12	17
SIXTH QUARTER (WINTER)				
NURS 223	Nursing in Major Health Problems III	4	12	8
PSYC 137	Psychology of Aging	3	0	3
SOCI 102	Introductory Sociology II	3	0	3
PHED	Elective	0	2	1
TOTAL		10	14	15
SEVENTH QUARTER (SPRING)				
NURS 224	Nursing in Major Health Problems IV	4	12	8
SOCI 103	Introductory Sociology III	3	0	3
HLTH 298	Role Transition for Nurses	3	0	3
TOTAL		10	12	14

Required Credits for Degree 107
 Nursing Credits 54
 General Education Credits 53

*PSYC 110—may take higher level such as 201
 *SPDR 137—transfer students may also take ENGL 113

**OFFICE MANAGEMENT
 CERTIFICATE**

Length: Forty-five (45) quarter hours

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

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
BUAD 100	Intro. to Business	3	0	3
WOPR 200	Principles of Word Processing	3	0	3
ENGL 101	Communication Skills I	3	0	3
BUAD 121	Business Math I	3	0	3
SECR 136	Filing & Records Management	3	0	3
TOTAL		15	0	15
SECOND QUARTER				
ACCT 211	Principles of Accounting I	3	0	3
ACCT 299	Lab for ACCT 211	0	2	1
BUAD 114	Prin. of Supervision I	3	0	3
BUAD 122	Business Math II	3	0	3
ENGL 102	Communication Skills II	3	0	3
TOTAL		12	2	13

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THIRD QUARTER

ACCT 212	Prin. of Accounting II	3	0	3
ACCT 299	Lab for ACCT 212	0	2	1
BUAD 115	Prin. of Supervision II	3	0	3
DAPR 100	Prin. of Data Processing	3	2	4
BUAD 123	Business Math III	3	0	3
SOC SC	Requirement	3	0	3
TOTAL		15	4	17

Required Credits for Certificate

45

SECRETARIAL SCIENCE

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

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

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

Program Requirements: This curriculum combines instruction in many subject areas required for competency as a secretary and within areas of specialization such as legal, executive or medical secretaries. Courses are also required which develop students as mature, responsible employees. Students must receive a grade of "C" or better in typewriting and shorthand or repeat the respective course to earn a grade of "C" or better before continuing in the sequence. In the second year, students may elect an emphasis in either Executive, Legal or Medical Secretarial Skills. The student should

consult with the counselor or faculty advisor in planning a program and for approval of electives. Upon completion of the program students will be awarded the Associate in Applied Science Degree with a major in Secretarial Science.

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ENGL 101	Comm. Skills I	3	0	3
*SECR 111	Typewriting I	2	3	3
SECR 121	Shorthand I	3	2	4
PHED/HLTH	Requirement	0	0	1
BUAD 121	Business Math I	3	0	3
GENL 100	Orientation	1	1	1
TOTAL		12	6	15
SECOND QUARTER				
ENGL 102	Comm. Skills II	3	0	3
SECR 112	Typewriting II	2	3	3
SECR 122	Shorthand II	3	2	4
DAPR 100	Intro. to Data Processing	3	2	4
GOVT/ECON/ PSYC	Elective	3	0	3
TOTAL		14	7	17
THIRD QUARTER				
SECR 147	Business Comm.	3	0	3
SECR 113	Typewriting III	2	3	3
SECR 123	Shorthand III	3	2	4
ACCT 110	Secretarial Accounting	3	0	3
SECR 157	Machine Transcription	2	2	3
PHED/HLTH	Elective	1	1	1
TOTAL		14	8	17
FOURTH QUARTER				
WOPR 216	Word Processing Equipment Operations	2	3	3
SECR 281	Office Systems and Procedures I	2	2	3
SECR 136	Filing & Records Mgt.	3	0	3
WOPR 200	Intro. to Word Processing	3	0	3
WOPR 126	Automated Typing Equip.	0	3	1
BUAD/ADJU/ HLTH	Emphasis Course	3	0	3
TOTAL		13	8	16
FIFTH QUARTER				
SECR 222	Shorthand Transcription II	2	2	3
WOPR 224	Word Processing Procedures I	2	2	3
GOVT/ECON/ PSYC	Requirement	3	0	3
BUAD/ADJU/ HLTH	Emphasis Course(s)	6	0	6
WOPR 299	Superv. Study in Word Processing	1	2	2
TOTAL		11	6	17

SIXTH QUARTER				
WOPR 225	Word Processing Procedures II	2	3	3
SPDR/ENGL	Requirement	3	0	3
SECR 217	Typewriting Skill Building	2	3	3
GOVT/PSYC/ ECON	Requirement	3	0	3
SECR	Emphasis Courses	2	2	3
PHED/HLTH	Elective	1	1	1
TOTAL		13	9	16
Required Credits for Degree				97

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

CAREER OPTIONS

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

Recommended Related Elective for all options:

BUAD 114	Principles of Supervision I	3	0	3
BUAD 176	Administrative Office Mgt.	3	0	3
SECR 156	Personal Development	3	0	3
SECR 158	Elements of Transcription	3	0	3
SECR 197/297	Cooperative Education	0	0	1
Executive Specialization				
ELECTIVES	Related Electives	0	0	9
SECR 283	Office Systems & Procedures III	2	2	3
Legal Specialization				
ADJU	Elective	3	0	3
BUAD 241	Business Law I	3	0	3
BUAD 242	Business Law II	3	0	3
SECR 264	Legal Secretarial Procedures	2	2	3
Medical Specialization				
BIOL 149	Basic Human Biology	3	0	3
HLTH 124-125	Medical Terminology	5	0	5
SECR 274	Medical Secretarial Procedures	2	2	3

STENO-CLERICAL ARTS

CERTIFICATE

Length: Forty-seven (47) quarter hours

Purpose: With the rapid growth of industry and business in our local area, there is a steady demand for clerk-stenographers. This program is designed to train persons for full-

time employment as an entry level stenographer, receptionist or secretary.

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

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

Curriculum

Course Number	Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
ENGL 101	Communication Skills I	3	0	3
SECR 111	Typewriting I	2	3	3
SECR 121	Shorthand I	3	2	4
SECR 136	Filing & Records Management	3	0	3
SOC SC	Requirement	3	0	3
TOTAL		14	5	16
SECOND QUARTER				
BUAD 121	Business Math I	3	0	3
DAPR 100	Introduction to Data Processing	3	2	4
ENGL 102	Communication Skills II	3	0	3
SECR 112	Typewriting II	2	3	3
SECR 122	Shorthand II	3	2	4
TOTAL		14	7	17
THIRD QUARTER				
SECR 113	Typewriting III	2	3	3
SECR 123	Shorthand III	3	2	4
SECR 139	Clerical Procedures	2	2	3
SECR 147	Business Communications	3	0	3
WOPR 126	Automated Typing Equipment	0	3	1
TOTAL		10	10	14

Required Credits for Certificate

47

**WELDING
CERTIFICATE**

Length: Sixty-four (64) quarter hours

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

Occupational Objectives: Welder

Admission Requirements: Students must meet the general admission requirements of the College. Successful completion of the curriculum requires proficiency in English, a good understanding of general mathematics, a moderate level of dexterity and average mechanical aptitude.

Program Description: The program is designed to prepare students to work as welders in industry and to apply for welding certification. It provides 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 (overhead arc welding, gas tungsten-arc welding, shielded metal-arc welding, gas metal-arc welding, testing and pipe welding).

Course Number	Curriculum Course Title	Lect. Hrs.	Lab Hrs.	Course Credit
FIRST QUARTER				
HLTH 108	First Aid & Medical Self Help	2	0	2
WELD 21	Arc Welding I	1	6	3
*WELD 51	Oxyacetylene Welding & Cutting I	1	6	3
MATH 11	Elements of Math I	2	2	3
MECH 47	Metals-Heat Treatment	2	3	3
ENGL	Requirement	3	0	3
TOTAL		11	17	17
SECOND QUARTER				
WELD 22	Arc Welding II	1	6	3
*WELD 52	Oxyacetylene Welding & Cutting II	1	6	3
WELD 41	Welding Test I	1	3	2
MATH 12	Elements of Math II	2	2	3
DRFT 71	Blueprint Reading I	1	3	2
BUAD 110	Human Relations & Leadership Training	3	0	3
TOTAL		9	20	16
THIRD QUARTER				
WELD 23	Arc Welding III	1	6	3
WELD 30	Inert Gas Welding	2	3	3
WELD 42	Welding Test II	1	3	2
DRFT 76	Welding Blueprint Reading	1	3	2
WELD 98	Welding Seminar/Project I	2	3	3
SOC SC	Requirement	3	0	3
TOTAL		10	18	16
FOURTH QUARTER				
GENL 108	Career Education	3	0	3
WELD 130	Inert Gas Welding	2	3	3
WELD 106	Pipe Welding	1	6	3
WELD 198	Welding Seminar/Project II	2	6	4
WELD 141	Welder Certification Test	1	3	2
TOTAL		10	21	15
Required Credits for Certificate				64

*Persons who have completed a high school welding program or industrial courses in welding may receive credit for WELD 51 and 52 upon demonstration of proficiency.



DEVELOPMENTAL PROGRAMS

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

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

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

A student in the developmental program may fall into one of several categories. He/she may be taking a full schedule of develop-

mental courses, or taking only one. He/she may be enrolled in any one of the diploma or certificate programs or may be working towards fulfilling requirements for entry into a specific program. In addition, the Developmental Studies Program is available for night students as well as day, part-time students and full-time students. Students progress at their own rate and may complete the program of studies whenever they demonstrate mastery of the subject.

COOPERATIVE EDUCATION AND COORDINATED INTERNSHIPS

The concept of experiential learning related to a student's area of study is an integral part of the curriculum offerings at Dabney S. Lancaster Community College. It may take the form of an elective course within 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 1 to 5 college credits per quarter. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective counselor/advisor and the Coordinator of Cooperative Education.

CONTINUING EDUCATION PROGRAM

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

58 Programs of Study

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

Continuing Education programs are provided when there is community need or when sufficient interest is expressed. Courses and services "designed with you in mind" may be initiated on requests from individuals and groups. Dabney S. Lancaster Community College cooperates with public schools, senior colleges, all religious groups, health and welfare groups, civic clubs, community clubs, law enforcement agencies, fire service groups, rescue or other emergency care units, business and industrial groups and adult education agencies to provide educational services as stated under the philosophy of the program for greater numbers of people.

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

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

COMMUNITY SERVICE PROGRAM

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

- Continuing Adult Education
- Speakers Bureau to provide speakers for local organizations
- Workshops, Seminars, and Informal Discussion Groups
- Public Affairs Lectures and Forums
- Conferences, Institutes, and Meetings
- Special Community Research and Development Projects
- Cultural Events and Trips
- Films and Exhibits

College facilities are available for use by:

- Upper Division and Graduate Level Programs
- Community Organizations and Projects

Special campus services available for use by local citizens:

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

DESCRIPTION OF COURSES

COURSE NUMBERS

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

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

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

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

COURSE CREDITS

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

COURSE HOURS

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

an average of three hours of in-class and out-of-class work each week.

PREREQUISITES

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

COURSES OFFERED

Following is a listing of courses generally 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.

ACCOUNTING

ACCT 110 Secretarial Accounting (3 cr.)

Practical accounting for secretaries. The accounting cycle, journals, ledgers, working papers, closing of books, payrolls, income taxes, accounting forms and practice procedures. Lecture 3 hours per week.

ACCT 211-212-213 Principles of Accounting I-II-III (3 cr.) (3 cr.) (3 cr.)

Accounting principles and their application to various forms of business inventory valuation, internal control systems, manufacturing processes, budgeting and analysis of financial statement. Lecture 3 hours per week.

ACCT 299 Supervised Study in Accounting (1 cr.)

A laboratory situation designed to reinforce and provide application of the Principles of Accounting 211-212-213 course. Laboratory 2 hours per week.

ADMINISTRATION OF JUSTICE

ADJU 100 Introduction to Law Enforcement (3 cr.)

The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities and qualifications required. Lecture 3 hours per week.

60 Description of Courses

ADJU 114-115 Police Organization and Administration I-II (3 cr.) (3 cr.)

Prerequisite ADJU 100. Police functioning at the administrative level. The organization and management of line operations, staff and auxiliary services, including investigative, juvenile and vice units. The organization and management of personnel, internal control, planning and research, housing and material functions. Lecture 3 hours per week.

ADJU 126 Prevention and Control of Juvenile Delinquency (3 cr.)

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

ADJU 134-135 Criminal Law I-II (3 cr.) (3 cr.)

Major crimes; their classification, elements of proof, intent, conspiracy, responsibility, parties and defenses. Emphasis on the common law and Virginia adaptations. Lecture 3 hours per week.

ADJU 136 Legal Evidence (3 cr.)

Kinds, degrees and admissibility of evidence; methods and techniques of its acquisition, use in criminal proceedings, moot court activities. Lecture 3 hours per week.

ADJU 176 Criminology (3 cr.)

Volume and scope of crime, the background of criminal behavior in the American setting; organized crime and its affiliated problems; subjective theories and explanation of crime; the control, treatment and rehabilitation of the criminal offender. Lecture 3 hours per week. (This course is also approved for offering as SOCI 188.)

ADJU 228 Law Enforcement and The Community (3 cr.)

The current efforts undertaken by the police to achieve an effective working relationship with the community; police image, crisis areas, public and police attitudes and community relations activities. Lecture 3 hours per week.

ADJU 237 Administration of Justice (3 cr.)

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

ADJU 246 Principles of Criminal Investigation (3 cr.)

Conduct at the crime scene; collection and handling of evidence; interviewing and interrogation; obtaining statements, admissions and confessions; testifying in court; practical exercises. Lecture 3 hours per week.

ADJU 247 Advanced Criminal Investigation (3 cr.)

Prerequisites ADJU 246. Continued study of the investigation process; introduction to scientific aids and examination; application of investigative techniques to specific offenses; practical exercises. Lecture 3 hours per week.

AGRICULTURE

AGRI 130 Introduction to Soil Sciences (3 cr.)

Biological, physical, edaphic and social factors that influence soil productivity. Emphasis is placed upon various phases of soil and plant sciences and how each area relates to both urban and rural environments. Lecture 3 hours per week.

APPLIANCE SERVICING

APPL 121-122 Major Appliance Repair I-II (4 cr.) (4 cr.)

Corequisites APPL 120 and ELEC 110. The maintenance, repair and installation of major appliances. Emphasis is placed on proper installation and practical repair procedures. Lecture 2 hours, Laboratory 6 hours, Total 8 hours per week.

ARTS

ARTS 110 Art Appreciation (3 cr.)

A survey of art from prehistoric times to the present day. Architectural styles, sculpture and painting by lecture and slide illustrations. Lecture 3 hours per week.

ARTS 111-112-113 History and Appreciation of Art I-II-III (3 cr.) (3 cr.) (3 cr.)

The history and interpretation of architecture, sculpture and painting beginning with prehistoric art and following the main stream of western civilization to the present. Lecture 3 hours per week.

ARTS 121-122-123 Theory and Practice of Drawing I-II-III (3 cr.) (3 cr.) (3 cr.)

Representational and non-representational drawings in charcoal, wash, pencil and varied combinations of media. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

ARTS 131-132 Theory and Practice of Ceramics I-II (2 cr.) (2 cr.)

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

ARTS 231-232 Theory and Practice of Painting I-II (3 cr.) (3 cr.)

Abstract and representational painting in watercolor, oil and tempera with emphasis on design, color composition and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

ARTS 234-235 Theory and Practice of Watercolor Painting I-II (3 cr.) (3 cr.)

Prerequisites ARTS 123 and ARTS 152 or 156. Abstract and representational painting in watercolor with emphasis on design, color, composition and value. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

ARTS 275-276 Art Printmaking Workshop I-II (3 cr.) (3 cr.)

The full range of art printmaking beginning with wood block and progressing to serigraph, photo silk screen, intaglio and lithography. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

AUTOMOTIVE**AUTO 106 Auto Mechanics for the Layman** (2 cr.)

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

AUTO 186 Small Engine Repair (2 cr.)

A practical study of small gasoline engines such as found on power lawn mowers and light garden tractors. The operating principles of the two cycle and four cycle engines and their related systems will be discussed. The procedures for troubleshooting and tune-up will be stressed. Lab work will consist of the disassemble, inspection, reconditioning and reassembly. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

BIOLOGY**BIOL 101-102-103 General Biology I-II-III** (4 cr.) (4 cr.) (4 cr.)

Fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles, diversity of living organisms, their structure, physiology and evolution. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

BIOL 154-155 Human Anatomy and Physiology I-II (4 cr.) (4 cr.)

Structure and functioning of the normal human body. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

BIOL 164-165 Pathology I-II (3 cr.) (3 cr.)

The basic principles regarding alteration of the structure and function in disease and the genesis and effect of disease in the various organ systems. Lecture 3 hours per week.

BIOL 176 Microbiology (4 cr.)

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

BIOL 206 Biological Problems in Contemporary Society (3 cr.)

Prerequisite BIOL 103 or divisional permission. Designed to develop soundly-based understanding of some of the major problems of today's living. Contemporary readings will include topics such as overpopulation, pollution, drug abuse, famine, ecology, conservation and others. Lecture 3 hours per week.

BIOL 267 General Ecology (5 cr.)

Prerequisite BIOL 103 or divisional permission. This course is a study of the interrelationships between

organisms and the natural and cultural environments with emphasis on human influences on ecological structures, survey of populations, communities and ecosystems. Lecture 4 hours, Laboratory 3 hours, Total 7 hours per week.

BIOL 276 Regional Flora (3 cr.)

Family characteristic of vascular plants including principal phylogeny and classification based principally on local flora. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

BUSINESS MANAGEMENT AND ADMINISTRATION**BUAD 100 Introduction to Business** (3 cr.)

The role and function of business enterprise within our economic framework. Includes organization, finance, marketing, personnel administration, production and economics. Designed primarily to help students select their field of business specialization. Lecture 3 hours per week.

BUAD 110 Human Relations and Leadership Training (3 cr.)

The task of management involved in getting things done through people, understanding of human motivation and behavior patterns, performance and analysis of manpower growth in an organization. Lecture 3 hours per week.

BUAD 114 Principles of Supervision I (3 cr.)

Fundamentals of supervision including responsibilities of the supervisor, factors relating to his/her work and that of his/her subordinates, aspects of job leadership and effective human relations as related to efficient supervision. Lecture 3 hours per week.

BUAD 115 Principles of Supervision II (3 cr.)

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

BUAD 116 Personal Finance (3 cr.)

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

BUAD 121-122-123 Business Mathematics I-II-III (3 cr.) (3 cr.) (3 cr.)

A sequence of three courses with instruction, review and drill in solving mathematical problems arising from normal business activities, integrating the use of calculating machines as a tool. The theories of mathematics are applied to business activities emphasizing the use of concepts and procedure concerning payroll computations, ratios, discounts interest, sales and property tax, pricing mark-up and mark-down and annuities. Lecture 3 hours per week.

BUAD 136 Credit and Collection Principles (3 cr.)

Functions of credit in business and commerce, credit documents and instruments, classification of credit in terms of importance to business and individuals, retail

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credit, its position and importance in our economy, commercial credit, its use and functions, considerations in evaluating risk factors and in making credit decisions, sources of credit information, special agencies as sources of information, organization and functions of credit interchange bureaus, the financial statement as a source of information, organization and functions of the credit department and credit department personnel. Lecture 3 hours per week.

BUAD 157 Principles of Bank Operations (3 cr.)

The economic importance of banks, the receiving functions, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationship with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis and service charges, internal controls, international financial services, trust services, safe deposit services, growth of the American banking system, the Federal System, government supervision, banking and public service. Lecture 3 hours per week.

BUAD 164 Principles of Business Management I (3 cr.)

Management and management functions; planning, organizing, staffing, directing and controlling. Management examined as both a science and art with emphasis on both the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week.

BUAD 165 Principles of Business Management II (3 cr.)

Prerequisite BUAD 164. The application of management principles to realistic management situations. The case method of study in analyzing management problems with emphasis on application to various types of business enterprises. Lecture 3 hours per week.

BUAD 170 Women in Management (3 cr.)

A survey of the responsibilities, functions and decisions expected of women in, or preparing for, management positions. Includes a comprehensive view of how women may establish and maintain effective human relations with co-workers and subordinates. Lecture 3 hours per week.

BUAD 174-175 Small Business Management I-II (3 cr.) (3 cr.)

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

BUAD 176 Administrative Office Management (3 cr.)

Principles of office management. The study of office organization and layout, work flow, office procedures, standards, personnel and supervision, equipment, centralized services, current office management trends. Lecture 3 hours per week.

BUAD 236 Savings and Time Deposit Banking (3 cr.)

Traces the historical development of savings institutions and an understanding of the basic economic functions of the savings process. Review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear

as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. Lecture 3 hours per week.

BUAD 241 Business Law I (3 cr.)

An introduction to the field of law, how it developed and how it operates as a method of control, study of the purpose of law in our present-day complex society, the law of contracts and the agency. Lecture 3 hours per week.

BUAD 242 Business Law II (3 cr.)

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

BUAD 246 Business Finance (3 cr.)

Problems involved in the acquisition and use of funds necessary to conduct business. Sources of instruments of capital and finance, financial organization and financing of operations and adjustment. Lecture 3 hours per week.

BUAD 254 Applied Business Statistics I (3 cr.)

An introductory course in statistics. Collection, presentation, and analysis of data through ratios, percentages and averages. Emphasis on the practical application of statistical measures to business situations. Lecture 3 hours per week.

BUAD 259 Credit Administration (3 cr.)

Statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans. Lecture 3 hours per week.

BUAD 287 Public Relations in Management (3 cr.)

A survey of public relations as a management responsibility. Includes philosophy and techniques of public relations; application of employee, public, customer, and stockholder relations; lecture, demonstrations and problem cases for practical application. Lecture 3 hours per week.

BUAD 288 Communications in Management (3 cr.)

Functions of communication in management. Methods of communicating purposefully with emphasis on gathering, organizing and transmitting facts and ideas. Review of basic techniques of effective organizing and transmitting facts and ideas. Review of basic techniques of effective oral and written communications. Lecture 3 hours per week.

CHEMISTRY

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

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

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

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

CIVIL ENGINEERING TECHNOLOGY**CIVIL 100 Introduction to Surveying** (3 cr.)

Introduction to surveying equipment and instruments; distance and angle measurements with mathematical principles applied; maintenance and adjustments of surveying equipment. Basic surveying operations including; curves, earthwork, and traverse computations, city and route surveying, spiral, vertical and transition curves, highway safety and design. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

DATA PROCESSING**DAPR 100 Introduction to Data Processing** (4 cr.)

An introduction to methods, techniques and systems of manual, mechanical, electronic and automatic data processing. Lecture 3 hours, laboratory 2 hours, Total 5 hours per week.

DAPR 101 Data Entry Operations I (4 cr.)

Designed to introduce the student to terminology and equipment used by data entry personnel in modern computing facilities. Emphasis on terminology, program control and skill acquisition. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 105 Computer Concepts With Applications (3 cr.)

Covers the terminology and concepts of the processing of data by use of an electronic computer. Provides specific training on the use of microcomputers, with particular attention to curriculum related applications. Not intended for Computer Science of Data Processing majors. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

DAPR 116 Computer Application (BASIC) (3 cr.)

An introduction to computational systems, analysis techniques and programming languages. The BASIC language will be used in problem solving. Not for Data Processing majors. Lecture 3 hours per week.

DAPR 120 Computers and Their Application (1 cr.)

An introduction to computational systems, analysis techniques, programming languages. The BASIC language will be used in problem solving. Not for Data Processing majors. Lecture 1 hour per week.

DAPR 144 Computer Programming (Computer Concepts I) (3 cr.)

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

DAPR 146 Business Computer Programming (Structured COBOL) (4 cr.)

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

DAPR 148 Computer Programming (Intermediate COBOL) (4 cr.)

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

DAPR 149 Computer Programming (PASCAL) (4 cr.)

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

DAPR 170 Survey of Software For Microcomputers (4 cr.)

A practical, hands-on introduction to business software in general. Students will acquire an understanding of evaluation techniques through discussion of criteria used in comparing various types of program products. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 174 Data Base Management Systems Software (4 cr.)

A practical hands-on introduction to microcomputer electronic file management software. Students will acquire a working knowledge of several major DBMS and the evaluation techniques and criteria to use in selecting a DBMS product for their own needs. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 175 Spreadsheet Software (4 cr.)

A practical hands-on introduction to microcomputer electronic spreadsheet software. Students will acquire working knowledge of several major spreadsheet products and the evaluation techniques and criteria to use in selecting a spreadsheet product for their own purpose. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 176 Word Processing Software (4 cr.)

A practical hands-on introduction to microcomputer word processing software. Students will acquire working knowledge of several major word processing packages and the evaluation techniques and criteria to use in selecting a word processing product for their own needs. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 186 Introductory Computer Program Applications (3 cr.)

Prerequisite DAPR 144. Introduction to computer solutions of data processing applications. Practical problems include combined applications in simulated business and installation principles. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

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DAPR 256 Computer Programming (Advanced COBOL) (4 cr.)

Prerequisite DAPR 147. Experience in programming in an operating system environment. The characteristics of OS, use of job control language, files, utility programs and analysis of error messages. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DAPR 258 Computer Programming: BASIC (3 cr.)

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

DAPR 266 Computer Programming (FORTRAN) (4 cr.)

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

DAPR 267 Computer Programming (RPG) (4 cr.)

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

DAPR 269 Computer Programming (Assembler) (4 cr.)

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

DAPR 281 Systems Analysis I (3 cr.)

Prerequisite DAPR 106 or equivalent. A study of the overall computer based systems analysis and design process; information problems of business organization and the interrelationships of functions; nature of business problem isolation and definition; initial phase of systems analysis and evaluation. Lecture 3 hours per week.

DAPR 286 Computer Program Applications (4 cr.)

Prerequisite DAPR 256. The characteristics and requirements of basic business applications. Design of a computer solution to an application as a case study. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

DRAFTING

DRFT 141 Industrial Drafting Techniques I (3 cr.)

An introduction to industrial drafting techniques to include the history of the graphic language and design; the fundamentals of lettering (specifically vertical gothic); the care, use and manipulative skills of drafting

instruments; reproduction and control of drawings; the basic of geometric construction; sketching and shape description; and introduction to multi-view projection. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

DRFT 142 Industrial Drafting Techniques II (3 cr.)

Prerequisite DRFT 141. A continuation of industrial drafting techniques to include sections and conventions; primary and secondary auxiliaries; revolutions; and threads, fasteners and springs conversions. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

DRFT 143 Industrial Drafting Techniques III (3 cr.)

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

DRFT 71-72 Blueprint Reading I-II (2 cr.) (2 cr.)

Reading and interpreting various kinds of blueprints and working drawings. Some topics covered are scaling, dimensions, holes, fillets, radii and title block specifications. Free-hand sketching as a means of passing on ideas, information and processes. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 76 Welding Blueprint Reading (2 cr.)

Prerequisite DRFT 71. A continuation of DRFT 71 with emphasis on welding procedures and applications, structural steel, symbology, design, layout and industrial symbols. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 78 Electrical-Electronics Blueprint Reading (3 cr.)

Designed for Electrical-Electronics Occupational Students. Reading and interpreting electrical and electronic drawings, symbols, printed circuits, wiring diagrams and schematic drawings. Lecture 3 hours per week.

DRFT 199 Supervised Study in Architectural Drafting (2 cr.)

A combination of lecture and lab designed to provide fundamental skills in the design and development of architectural drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 200 Introduction to Computer Aided Design (3 cr.)

Prerequisite DRFT 143 or instructor's consent. An overview of the use and development of computers as applied to the field of mechanical drawing. Course covers the software capability of the system by generating moving, editing or deleting the basic projection elements; the CRT, keyboard, tablet/menu, function buttons and other items that make up the system. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

DRFT 204 Computer Aided Design Applications I (3 cr.)

Prerequisite DRFT 200 or instructor's consent. The utilization of the computer's hardware and software to create standard orthographic views. Creation of working detail drawings by adding the necessary sections, dimensions, tolerances, notes and specifications to the computer generated views. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

DRFT 205 Computer Aided Design Applications II (3 cr.)

Prerequisite DRFT 201 or instructor's consent. Advanced concepts of computer generated drawings. The course covers grid generation, merge and break drawings, parallel and perpendicular lines as applied to computer drawings. Special features of the system such as window and scissoring, zooming, auxiliary views, weights, volumes and areas will be covered. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

DRFT 211 Advanced Technical Drafting V (3 cr.)

Use of drafting machines with emphasis on the knowledge and skill required for typical industrial drawing. Electrical and electronic symbols and drawings, piping, complicated gearing drawings, sections and layout; skill in lettering of all types. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 212 Advanced Technical Drafting VI (3 cr.)

Prerequisite DRFT 211. Electronic and electromechanical drawings, sheet metal fabrication, radii, fillets and tolerances; use of ink in lettering and ruling. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 213 Advanced Technical Drafting VII (3 cr.)

Prerequisite DRFT 212. Design drafting in all aspects as a means of communication. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

DRFT 256 Electronics Drafting (2 cr.)

Fundamental principles, practices, and methods of presenting electromechanical information through the graphic language. Principles of projection, fastening, materials and finishes, chassis design and fabrication, electronic symbology, diagrammatic drawings, printed circuit drawings and checking of electronic drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

DRFT 298 Seminar and Project for Mechanical Design (2 cr.)

A final project for advanced drafting students. Completed with the approval and supervision of the instructor. Lecture 2 hours, Total 2 hours per week.

ECONOMICS**ECON 147 Consumer Economics (3 cr.)**

Designed to foster an understanding of the American economic system and the individual's role as a consumer in that system. Lecture 3 hours per week.

ECON 160 Survey of American Economics (3 cr.)

A survey of the history, principles, and policies of the American economics system. Some comparison with alternative economic systems. Lecture 3 hours per week.

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

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

ECON 246 Money and Banking (3 cr.)

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

EDUCATION**EDUC 106 Language Arts for Young Children (3 cr.)**

The techniques and methods for encouraging the development of language skills in the young child. Improvement of vocabulary, speech and discussion stimulation will be emphasized. Surveys the best prose and verse, examines techniques of story telling, and stresses use of audiovisual materials. Lecture 3 hours per week.

EDUC 110 Introduction to Child Care (3 cr.)

A course designed to instill in students the knowledge, attitude and motivation requisite to successful participation and preparation for child-care functioning. Stresses awareness of the effect upon the child of adjusting to institutional life, family and cultural background factors and understanding of the physical, social and emotional needs of children. Lecture 3 hours per week.

EDUC 114-115 Introduction to Early Childhood Curriculum I-II (3 cr.) (3 cr.)

Techniques of teaching humanities, social sciences, math and science. Instructional aides will learn to prepare, collect and work with materials used to develop in small children concepts related to these subjects. Lecture 3 hours per week.

EDUC 137 Creative Activities for Children (3 cr.)

Designed to prepare individuals for working with young children in art and other creative activities. Emphasizes coverage of suitable materials and the laboratory application. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

EDUC 287 Management of Child Care Centers (3 cr.)

Prerequisite EDUC 110. Budgeting and managing a child care center. Communication with and observation of local child care centers and participation in one professional conference or workshop will be required. Lecture 3 hours per week.

ELECTRICITY/ELECTRONICS**ELEC 16 Industrial Controls (4 cr.)**

Heavy electrical controls and equipment; analysis, application of panels, fuse boxes, breakers, transformers and similar items. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

ELEC 74 Electrical Power (4 cr.)

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

ELEC 91 Applied Electricity (6 cr.)

Assumes no background in DC or AC theory. The principles of electricity to develop skills through actual practice in low voltage wiring, house wiring, use of

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remote control and transformer connections. Application of tests for voltage drop, power loss, electromagnetism by trouble-shooting and repairing transformers, rectifiers and motor controls through schematic diagrams. Instruction in hand tools, and test equipment in accordance with applicable safety laws and the National Electrical Code. Lecture 3 hours, Laboratory 9 hours, total 12 hours per week.

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

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

ELEC 107 Use of Electronic Instruments (2 cr.)

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

ELEC 110 Introductory Electricity (4 cr.)

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

ELEC 114 Fundamentals of Direct Current (4 cr.)

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

ELEC 115 Fundamentals of Alternating Current (4 cr.)

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

ELEC 116 Introduction to Circuit Analysis (4 cr.)

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

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

Use of hand tools commonly found in the electrical and electronics industry. A variety of projects requiring fabrication of electrical-mechanical equipment is developed and tested and reports are written. Laboratory 3 hours per week

ELEC 124 Electronic Devices (4 cr.)

Corequisite ELEC 114. A study of semiconductor and vacuum tube devices with the emphasis on theory of operation, performance characteristics and the physical concepts involved. Devices to be considered include

semiconductor rectifiers, junction transistors, field effect transistors, special purpose diodes, 4 layer devices integrated circuits and vacuum tubes. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

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

Sequential course dealing with calculations and fundamental applications as they apply to electrical/electronic problem solving. The basic calculations required in circuit analysis will be stressed. Problem solving utilizing the slide rule and calculators will be an integral part of the course. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week (equivalent to MATH 111, 112, 113).

ELEC 186 National Electrical Code (3 cr.)

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

ELEC 211 Electrical Machines (4 cr.)

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

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

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

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

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

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

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

ELEC 268 Analog Circuits (5 cr.)

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

ENGINEERING

ENGR 108 Computer Programming for Technicians (2 cr.)

Prerequisite MATH 111 or equivalent. An introduction to programming for digital computers using the BASIC programming language. Topics include program logic, file manipulation and development and the construction of programs to solve engineering problems. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week

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

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

ENGLISH

ENGL 01 Verbal Studies Laboratory (1-5 cr.)

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

ENGL 08 Reading Improvement (1-5 cr.)

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



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

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

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

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

ENGL 117 Advanced Reading (2 cr.)

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

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

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

ENGL 140 Reading Development (2 cr.)

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

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

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

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

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

FORESTRY

FORE 100 Introduction to Forestry (4 cr.)

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

FORE 106 Forest and Wildlife Ecology (4 cr.)

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

FORE 117 Denrology (4 cr.)

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

FORE 118 Applied Silviculture (4 cr.)

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

FORE 122 Forest Protection (4 cr.)

A study of destructive biotic and abiotic agencies in the forest and the methods of control. Includes Fire Control, Insects and Disease. Lecture 3 hours, Laboratory 2 hours, Total 5 hours

FORE 131 Wildlife and Fisheries Management (4 cr.)

Prerequisite FORE 100. An introduction to the principles of wildlife and fisheries management. Emphasis on practices in the southeastern United States. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

FORE 132 Forest Recreation (4 cr.)

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

FORE 150 Introduction to Urban Forestry (4 cr.)

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

FORE 199 Supervised Study in Winter Dendrology (2 cr.)

Study of eastern woody hardwood trees and shrubs in a dormant condition in order for students to field identify through winter characteristics. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

FORE 201 Forest Mensuration I (4 cr.)

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

FORE 202 Forest Mensuration II (4 cr.)

Prerequisite FORE 201. Latest techniques of timber cruising including field problems in both fixed and

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

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

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

FORE 206 Wildlife Management Techniques (4 cr.)

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

FORE 230 Forest Management (4 cr.)

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

FORE 241 Forest Products I (3 cr.)

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

FORE 247 Timber Harvesting (4 cr.)

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

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

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

FORE 256 Basic Sawmilling (5 cr.)

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

FRENCH

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

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

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

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

GENERAL

GENL 100 Orientation (1 cr.)

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

GENL 106 New Directions for Women (2 cr.)

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

GENL 107 Developing Job-Finding Skills (1 cr.)

A course specifically designed for use by cooperative education students with optional availability to the general college population. To be auto-tutorial in presentation covering the following topics: I. Self-preparation, II. Career Information, III. How and Where to find Job Opportunities, IV. The Letter of Application and the Resume, V. Preparation for the Interview, VI. The Interview Process, VII. The Follow-up Process. Lecture 1 hour per week.

GENL 108 Career Education (3 cr.)

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

GENL 109 College Survival Skills (3 cr.)

Designed to provide an orientation to the College; an introduction to study skills; an introduction to career and life planning; and an opportunity to engage in activities aimed at self-discovery. The emphasis of this course is developing "coping skills" such as job hunting techniques, listening skills, interpersonal relations, competence and improving self concept. Lecture 3 hours per week.

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

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

Supervised on-the-job training in selected business, industrial or service firms coordinated by the College.

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Credit/Work Ratio not to exceed 1.5 hours. May be repeated for credit. Variable hours.

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

Supervised on-the-job training for pay in approved business, industrial and service firms coordinated by the College's Co-operative Education Office. Applicable to all occupational-technical curricula at the discretion of the College. Credit/Work Ratio not to exceed 1.5 hours. May be repeated for credit. Variable hours.

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

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

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

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

GOVERNMENT

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

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

GOVT 180 American Constitutional Government (3 cr.)

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

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

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

HEALTH

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

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

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

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

HLTH 124 Medical Terminology I (3 cr.)

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

HLTH 125 Medical Terminology II (2 cr.)

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

HLTH 298 Role Transition for Nurses (3 cr.)

Draws upon the individual students clinical experiences. Emphasis is placed upon such issues as ethics, liability and professional values. Lecture 3 hours per week.

HEAVY EQUIPMENT TECHNOLOGY

HVEQ 100 Fundamental Shop Procedures (3 cr.)

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

HVEQ 106 Heavy Equipment Servicing and Preventive Maintenance (6 cr.)

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

HVEQ 130 Heavy Equipment Familiarization and Operation (5 cr.)

Training prepares the prospective operator in the routine mechanic operation of various types of heavy equipment, including the roadgrader, bulldozer, backhoe-loader and dump truck. Emphasis will be on safety, capability, preventive maintenance and fundamental operating procedures. Lecture 2 hours, Laboratory 9 hours, Total 11 hours per week.

HVEQ 134-135 Heavy Equipment Operation I-II (9-15 cr.)

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

HVEQ 199 Supervised Study in Transportation

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

HISTORY**HIST 101-102-103 History of Western Civilization**

I-II-III (3 cr.) (3 cr.) (3 cr.)

The development of western civilization from ancient times to the present. The last two quarters deal with a survey of the period since the close of the Reformation. Lecture 3 hours per week.

HIST 111-112-113 American History

I-II-III (3 cr.) (3 cr.) (3 cr.)

A survey of United States history from its beginning in early colonial times to the present. Lecture 3 hours per week.

HIST 160 Women in History

(3 cr.)

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

HIST 206 American History Since World War II

(3 cr.)

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

HIST 207 America and World Wars I and II

(3 cr.)

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

HIST 216 The American Civil War

(3 cr.)

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

HIST 279 History of the South

(3 cr.)

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

HOTEL-RESTAURANT-INSTITUTIONAL-MANAGEMENT**HRIM 146 Hotel-Motel Organization and Management**

(3 cr.)

A study of the past, present and future of the hospitality industry; organization as a modern tool of management; and the organization of hotel operations. Lecture 3 hours per week.

HRIM 147 Restaurant-Institutional Organization and Management

(3 cr.)

A thorough analysis of the nature and scope of departmental functions in the food service industry. Emphasis placed on operational practices and problems. Lecture 3 hours per week.

HRIM 168 Executive Housekeeping

(3 cr.)

A detailed study of the housekeeping department with emphasis on organization, staffing and scheduling; staff development; work methods improvements; equipment; cleaning materials and cleaning procedures; maintenance and refurbishing; room design and safety engineering. Lecture 3 hours per week.

HRIM 287 Hotel/Motel Front Office Procedure

(3 cr.)

An analysis of the jobs in the hotel/motel front office and procedures involved in registering, accounting for and checking out guests. Lecture 3 hours per week.

HRIM 289 Hotel and Motel Law

(3 cr.)

A study of the laws applicable to the ownership and operation of hotels and motels. The duties to guests, ejection of undesirables, liabilities for personal injuries, damage, arrest and detention of offenders. Lecture 3 hours per week.

INDUSTRIAL ENGINEERING**INDT 111-112 Materials and Processes of**

Industry I-II (3 cr.) (3 cr.)

The materials and processes of modern industry from the drafting and design point of view. The physical properties of industrial materials such as ferrous, nonferrous metals, woods, plastics and clay products in terms of design application, processing and fabrication methods, cutting, cold forming, hot working, welding, foundry and chipless manufacturing processes employed in contemporary industry the science of precision measurement as applied to inspection practices. Lecture 3 hours per week.

INDT 170 Industrial Management

(3 cr.)

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

INDT 176 Principles of Industrial Safety

(2 cr.)

Principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion. Lecture 2 hours per week.

INDT 226 Plant Layout

(3 cr.)

Arrangement and layout of physical facilities for maximum efficiency of production including stock arrangement, machines, layout of aisles, use of space and techniques for model construction. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

INDT 276 Time and Motion Study I

(3 cr.)

Principles and applications of motion analysis, process study, operations study, micromotion study, methods

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improvement, work simplification, standardization, rating, allowance, analysis of time data. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

MARKETING

MKTG 100 Principles of Marketing (3 cr.)

The principles, methods, and problems involved in the distribution and marketing of goods and services. The various marketing agents: wholesaler, broker, agent, cooperative and trade associations. Discussions of present day problems and policies connected with the distribution and sale of commodities, pricing, advertising and promotion and buyer motivation. Lecture 3 hours per week.

MKTG 101 Principles of Marketing-Advanced (3 cr.)

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

MKTG 109 Principles of Salesmanship (3 cr.)

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

MKTG 136 Retail Organization and Management (3 cr.)

The organization of businesses to accomplish their goals in the most effective and efficient manner. Location, layout, internal management, policy development, methods of operation, merchandise control and protection, property maintenance and analysis of results. Lecture 3 hours per week.

MKTG 225 Principles of Advertising (3 cr.)

Study of the functions, principles, and techniques of advertising including the role of advertising in the marketing system. Lecture 3 hours per week.

MKTG 226 Merchandise Buying and Control (3 cr.)

The place of buying and inventory control in the merchandising cycle, the techniques used in developing merchandise plans, model stock unit control and inventory systems, merchandise selection policy and pricing for profits. Lecture 3 hours per week.

MKTG 228 Sales Promotion and Customer Relations (3 cr.)

The scope and total activities of a sales promotion program designed to coordinate advertising, display and publicity. Effective use of the sales force and store policies to develop favorable customer relationships. Institutional practices which develop good will for the store. Lecture 3 hours per week.

MATHEMATICS

MATH 01 Developmental Math (1-5 cr.)

A developmental course in elementary mathematics designed to develop the mathematical proficiency necessary for selected curriculum entrance. Arithmetic, algebra, geometry and trigonometry may be covered

according to individual needs. Emphasis is on individual instruction with extensive use of programmed materials. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

MATH 11-12 ELEMENTS OF MATHEMATICS I-II (3 cr.) (3 cr.)

Designed for the occupational student. Practical applications of elementary mathematics including algebra, geometry and trigonometry to everyday problems in the manufacturing and trade world. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

MATH 121-122-123 Engineering Technical Mathematics I-II-III (5 cr.) (5 cr.) (5 cr.)

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

MATH 141-142-143 Introductory Mathematical Analysis I-II-III (5 cr.) (5 cr.) (5 cr.)

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

MATH 161-162-163 College Mathematics I-II-III (3 cr.) (3 cr.) (3 cr.)

Prerequisites satisfactory score on appropriate mathematics proficiency examinations and three units of high school mathematics including two units of algebra and one unit of geometry or equivalent. A modern unified course in algebra, trigonometry, analytic geometry and calculus for students other than those in engineering. Lecture 3 hours per week.

MATH 181-182-183 General College Mathematics I-II-III (3 cr.) (3 cr.) (3 cr.)

Intended for students with majors other than mathematics, science or engineering. Prerequisites Algebra I and either Algebra II or Geometry and a satisfactory score on appropriate mathematics proficiency examinations. The first two quarters will include sets, the logic of algebra, the real number system, algebraic and transcendental functions, relations and graphs. The third quarter will include permutation, combination, probability and elementary statistics. Lecture 3 hours per week.

MATH 261-262-263 Advanced College Mathematics I-II-III (3 cr.) (3 cr.) (3 cr.)

Prerequisite MATH 163 or equivalent. A continuation of the unified course in algebra, trigonometry, analytic geometry, and calculus for students other than those in

engineering. Topics included are differentiation and integration of exponential, logarithmic and trigonometric functions; sequences and series; solid analytic geometry; multiple integrals; an introduction to differential equations. Lecture 3 hours per week.

MECHANICAL ENGINEERING

MECH 27 Metals — Heat Treatment (3 cr.)

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

MECH 144 Strength of Materials (3 cr.)

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

MECH 199 Supervised Study in Strength of Materials (1 cr.)

Corequisite MECH 144 Strength of Materials. Additional study in the characteristics of industrial and building materials. Lecture 1 hour, Total 1 hour per week.

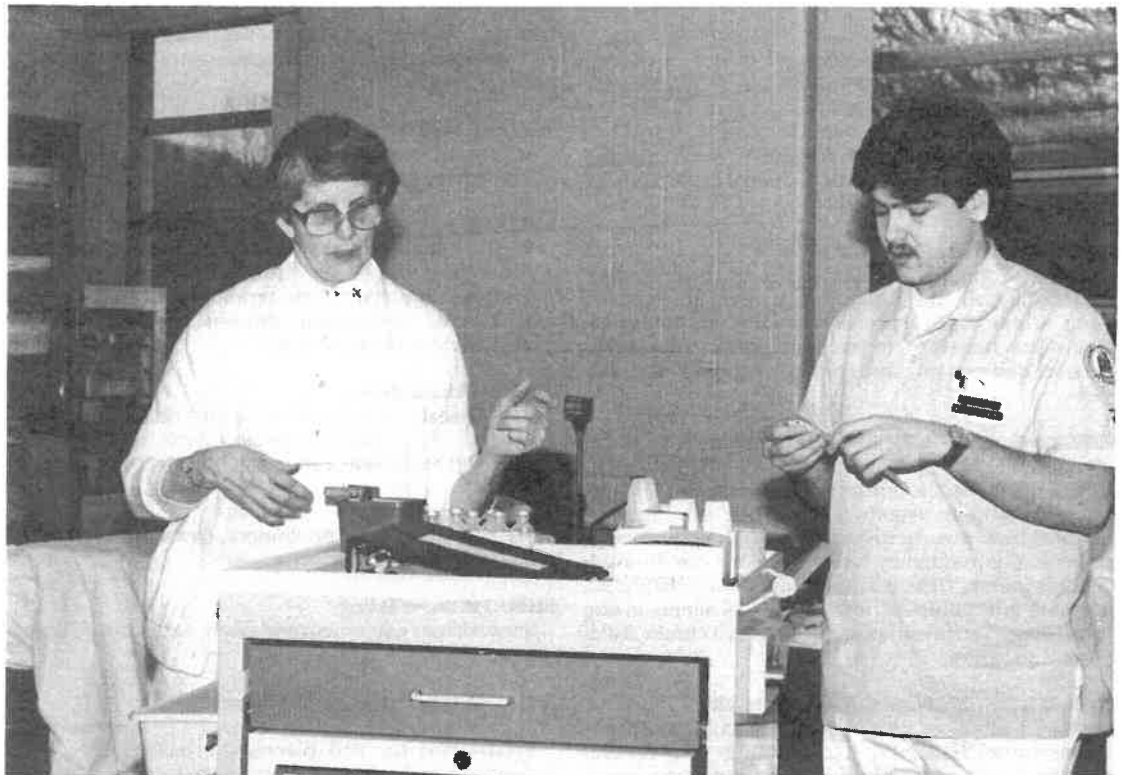
MECH 215 Advanced Jig and Fixture Design I (3 cr.)

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

MEDICAL LABORATORY

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

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



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MUSIC

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

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

MUSC 138 Chorus (1 cr.)

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

NATURAL SCIENCE

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

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

NURSING

NURS 111 Fundamentals of Nursing I (5 cr.)

The development of nursing skills for the physical, psychological and social needs of patients. Selected clinical laboratory experience in cooperating health and welfare agencies. Lecture 3 hours, Laboratory 6 hours, Total 9 hours per week.

NURS 112 Fundamentals of Nursing II (6 cr.)

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

NURS 113 Fundamentals of Nursing III (8 cr.)

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

NURS 166 Pharmacology for Nurses (3 cr.)

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

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

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

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

Prerequisites NURS 111, 112, 113, BIOL 154, 155 and BIOL 176. Representative problems in the nursing care of

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

PHILOSOPHY AND RELIGION

PHIL 101-102 Introduction to Philosophy I-II (3 cr.) (3 cr.)

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

PHIL 226 Comparative Religion (3 cr.)

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

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

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

PHYSICAL EDUCATION & RECREATION

PHED 106 Physical Performance and Conditioning (1 cr.)

Principles underlying the development of performance and conditioning factors such as strength, balance, power, agility, cardiovascular function, coordination. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week.

PHED 111 Archery (1 cr.)

Target archery and/or field archery; equipment, safety, and conservation. Laboratory 2 hours per week.

PHED 113 Boating (1 cr.)

Prerequisite appropriate skill in swimming. Propelling and handling canoes, row boats and other small craft; descriptive and functional terminology, construction and care of equipment, conservation and safety. Laboratory 2 hours per week.

PHED 114 Equitation (1 cr.)

Riding seats, and preparation for riding; care and grooming of a horse; selection, use and care of equipment and safety. Laboratory 2 hours per week.

PHED 115 Ice Skating (1 cr.)

Ice skating; figures, equipment, types of skating and safety. Laboratory 2 hours per week.

PHED 118 Snow Skiing (1 cr.)

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

PHED 128-129 Hiking and Backpacking I-II (1 cr.) (1 cr.)

Preparation for and planning a backpacking trip; equipment and clothing selection; personal and group

safety; includes actual field practice and experience. Lecture 2 hours per week.

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

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

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

PHED 139 Intermediate Tennis (1 cr.)
Prerequisite Beginning Tennis. Emphasis on improvement of basic stroke production; development of wide variety of strokes; improving strategy for singles and doubles play. Laboratory 2 hours per week.

PHED 142-143-144 Performance Conditioning I-II-III (1 cr.) (1 cr.) (1 cr.)
Principles underlying the development of performance and conditioning factors such as strength, balance, power, agility, cardiovascular function and coordination. During each successive quarter, performance and endurance levels are maintained and extended through a planned series of activities such as weight lifting, jogging, calisthenics and gymnastics. Laboratory 2 hours per week.

PHED 147 Basketball Rules and Officiating (1 cr.)
The study of basketball rules and officiating techniques. Supervised practice in officiating. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week.

PHED 149 Racquetball (1 cr.)
The fundamentals of racquetball, types of games, rules, equipment and strategy for team and individual play. Designed to develop an appreciation of the values of the game as a recreational sport. Laboratory 2 hours per week.

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

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

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

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

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

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

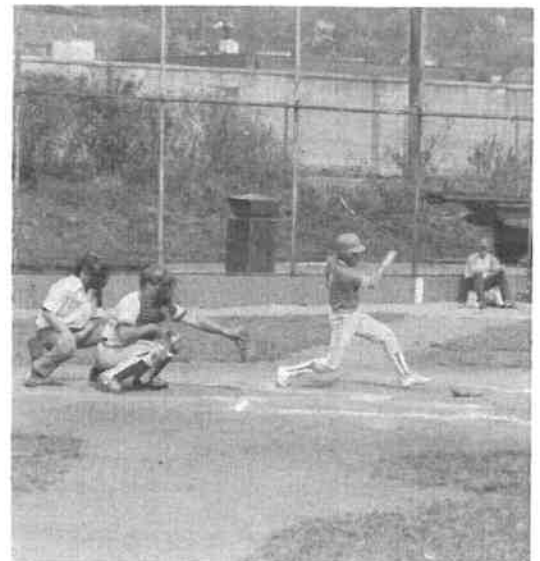
PHED 173 Softball (1 cr.)
Softball; proper skills, techniques, teamwork and strategy in play, rules, equipment and safety. Laboratory 2 hours per week.

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

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

PHYSICAL THERAPY

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



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PHYSICS

PHYS 101-102 Introductory Physics I-II (4 cr.) (4 cr.)

Prerequisite Math 111 and 112 or departmental approval (MATH 112 may be taken concurrently with Physics 101). A survey of general physics; the fundamentals of mechanics, properties of matter, heat, sound and light. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

PSYCHOLOGY

PSYC 110 Principles of Applied Psychology (3 cr.)

The general principles of perception, learning and conscious and unconscious motivation which are operative in all practical applications of psychology to life and work. Lecture 3 hours per week.

PSYC 116 The Psychology of Personal Adjustment (3 cr.)

Characteristics of mental health. Psychological principles applied to the development of a mature personality and to the problems of everyday life. Effective methods in study and work. Lecture 3 hours per week.

PSYC 136 Human Development (3 cr.)

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

PSYC 137 Psychology of Aging (3 cr.)

Concerned with the development of adult personality and the importance of social rules in that development. Through a variety of activities, the goal of the course is for students to achieve, or increase, an understanding of aging as a continuing human process. Lecture 3 hours per week.

PSYC 201-202-203 General Psychology I-II-III (3 cr.) (3 cr.) (3 cr.)

The study of human behavior relating experimental data to practical problems; the measurement of ability, sensory and preceptive processes, organic basic behavior, heredity, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Lecture 3 hours per week.

PSYC 231 Human Growth and Development I (3 cr.)

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

PSYC 298 Seminar and Project in Human Relations and Leadership (3 cr.)

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

REAL ESTATE

REAL 164 Principles of Real Estate I (3 cr.)

Practical applications of real estate management principles. Includes a study of contracts, deeds, mortgages, bonds, leases, search, real property leasing and appraisal. Lecture 3 hours per week.

REAL 165 Principles of Real Estate II (3 cr.)

Prerequisite REAL 164. Continued examination of marketing fundamentals. Emphasis on the techniques required for proper selection, analysis and listing of real estate properties. How to determine needed data, how to analyze forms and records for recording and presenting data. Lecture 3 hours per week.

REAL 168 Real Estate Sales (3 cr.)

The fundamentals of sales principles as they apply to real estate. The prospects, their motives, their needs, and their abilities to buy real estate. Lecture 3 hours per week.

REAL 199 Supervised Study in Preparation for Virginia Real Estate Sales Exam Licensing (3 cr.)

Review of exam components to improve competency and develop skills in exam completion. Lecture 3 hours per week.

REAL 267 Real Estate Appraisal (3 cr.)

Fundamentals of real estate evaluation; methods used in determining value; application of procedures and techniques by utilizing actual appraisals. Includes the opportunities available in the appraisal field of real estate activity. Lecture 3 hours per week.

RECREATION AND PARKS

RCPK 106 Team Sports in Recreation (2 cr.)

Develops skill in performing and organizing the large group activities of football, basketball, volleyball, track and softball. Emphasis is on the conduct of these activities in a recreational setting. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

RCPK 107 Individual Sports in Recreation (2 cr.)

Recreational skills and techniques of teaching the individual sports of badminton, bowling, archery, golf, tennis and others. Direction is given toward conducting these activities in a playground and/or recreational setting. Laboratory 4 hours per week.



RESPIRATORY THERAPY

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

SECRETARIAL SCIENCE

- SECR 100 Secretarial Skill Review** (3 cr.)
Designed to provide the educational secretary with the opportunity to review office skills based on individual needs in typewriting, shorthand, machine transcription and selected office machines. Lecture 3 hours per week.
- SECR 110 Personal Typing** (2 cr.)
A course in typing designed to teach the keyboard, simple techniques; emphasis on accuracy, preparation of reports, letters and other typing requirements. Lecture 1 hours, Laboratory 2 hours, Total 3 hours per week.
- SECR 111 Typing I** (3 cr.)
Introduction to keyboard with emphasis on good technique and machine mastery; letter format and styles, tabulation and centering, manuscript typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SECR 112 Typewriting II** (3 cr.)
Prerequisite SECR III or divisional permission. Continuation of skill building with emphasis on standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SECR 113 Typewriting III** (3 cr.)
Prerequisite SECR 112 or divisional permission. Skill development with high standards required to meet job requirements in production typing. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SECR 121 Shorthand I** (4 cr.)
Corequisite or prerequisite ENGL 101. Shorthand principles in Gregg Diamond Jubilee Series with emphasis on reading and writing skills, associated vocabulary and grammar. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- SECR 122 Shorthand II** (4 cr.)
Prerequisite SECR 121 or divisional permission. Reinforcement of shorthand principles, further development of general business vocabulary and English usage, general business dictation. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- SECR 123 Shorthand III** (4 cr.)
Prerequisite SECR 122 or divisional permission. Increased speed in general business dictation, introduction of specialized business dictation with emphasis on vocabularies. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.
- SECR 136 Filing and Records Management** (3 cr.)
Indexing principles, filing procedures and techniques as applied to filing systems, establishment of filing system, selection of equipment and supplies, survey of system using electronics and microfilm, solution of records management problems. Lecture 3 hours per week.
- SECR 137 Office Procedures** (3 cr.)
General office routine such as work flow, time scheduling, filing and communications. Lecture 3 hours per week.
- SECR 139 Clerical Procedures** (3 cr.)
Designed to fuse skills acquired in typewriting, record-keeping, business mathematics and communication classes in performing clerical activities in the office. Special emphasis is placed on development of skills in the operation of stencil and spirit duplicating machines, selection of duplication process and a study of type styles, paper and typewriter ribbons. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 147 Business Communications** (3 cr.)
Prerequisites ENGL 101 and SECR 112. Review of English grammar with emphasis on application of its principles to today's business. Special emphasis on the secretary's role in and contribution to the preparation of business communications. Lecture 3 hours per week.
- SECR 156 Personal Development** (3 cr.)
A course designed to develop, enlarge and improve the personality, over-all appearance, ease in handling business and social situations resulting in self-confidence in job interviews, placement and continued employment. Lecture 3 hours per week.
- SECR 157 Machine Transcription** (3 cr.)
An introduction to machine transcription incorporating good listening techniques, grammar, punctuation and correct business English. Practice in transcribing machine dictation. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.
- SECR 158 Elements of Transcription** (3 cr.)
A comprehensive study of the skills essential to transcription effectiveness; mechanics of spelling, word differentiation, punctuation, word syllabification, division and capitalization; and mechanics of sentence structure. Lecture 3 hours per week.
- SECR 217 Typewriting Skill Building** (3 cr.)
Prerequisite SECR 113 or divisional permission. Further development of speed and accuracy on production typing with emphasis on employment standards. Preparation for employers' secretarial placement examination. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.
- SECR 264 Legal Secretarial Procedures I** (3 cr.)
Prerequisite SECR 281. Instruction in law office procedures, law office filing and recordkeeping, extension of legal vocabulary, court rules, reference materials, preparation of forms and pleadings. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

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SECR 274 Medical Secretarial Procedures I (3 cr.)

Prerequisite SECR 281. Instruction in medical office procedures, medical office filing and recordkeeping, extension of medical vocabulary, preparation of medical reports and special correspondence requirements. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 281 Office Systems and Procedures I (3 cr.)

Prerequisite SECR 113 or divisional permission. Study of word processing management, office layout and landscape, research in office supplies and equipment, review of copying and duplicating equipment, application of stencil techniques and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 282 Office Systems and Procedures II (3 cr.)

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

SECR 283 Office Systems and Procedures III (3 cr.)

Prerequisite SECR 282 or divisional permission. Continuation of SECR 282 with special emphasis on secretarial responsibilities in collecting business information, processing and presenting business data, maintaining records in banking, securities, insurance transactions, payroll and tax procedures and in-baskets. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

SOCIAL SCIENCE

SOSC 101 Contemporary American Civilization I (3 cr.)

An analysis of the factors involved in the development of the American society and an American culture to develop an understanding of American history, American government, American economics and the social and psychological influences affecting man's role in society. Lecture 3 hours per week.

SOCIOLOGY

SOCI 101-102-103 Introductory Sociology I-II-III (3 cr.) (3 cr.) (3 cr.)

The fundamental concepts and the general principles of sociology; social institutions, population study, human ecology and community study, culture, human nature and personality, social interaction and stratification and social problems. Lecture 3 hours per week.

SOCI 106 General Sociology (3 cr.)

The study of various forms of human association, their structure, processes and products in terms of culture systems, human nature and personality. Lecture 3 hours per week.

SOCI 136 Sociology of Aging (3 cr.)

Discussion and study of problems and experiences encountered in the aging process in today's world. Attention will be given to the expectations and individual concerns the aged have in dealing with society. This will be a practical course involving the community both as guest and as an area of concern. Lecture 3 hours per week.



SOCI 236 Marriage and the Family (3 cr.)
Prerequisite SOCI 101, 104 or 185. A study of comparative family systems and problems related to marriage and the family. Lecture 3 hours per week.

SPANISH

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

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

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

SPEECH AND DRAMA

SPDR 106-107 Introduction to the Theatre I (3 cr.)
The principles of drama; the study of the development of theatre production; study of selected plays as theatrical presentations. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

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

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

SPDR 137 Public Speaking (3 cr.)
Development of skill in speech-making. Lecture 3 hours per week.

WELDING

WELD 21-22-23 Arc Welding I-II-III (3 cr.) (3 cr.) (3 cr.)
The operation of AC transformers and DC motor generator arc welding sets. Welding polarities, heats, and electrodes for use in joining various metal alloys by the arc welding process. Running beads, butt and fillet welds in all positions to detect weakness. Safety procedures emphasized. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

WELD 30 Inert Gas Welding (3 cr.)
Prerequisite WELD 52 and WELD 22. Introduction and practical operations in the use of inert-gas-shield arc welding. Equipment, operation safety, practice in the various positions, shielding gases, filler rods, process variations and applications, manual and automatic welding. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

WELD 31-32 Inert Gas Welding I-II (6 cr.) (5 cr.)
Theory, practices and principles of welding with inert gases; setup of equipment, types of equipment, safety practices. Lecture 2 hours, Laboratory 12-9 hours, Total 14-11 hours per week.

WELD 41-42-43 Welding Tests I-II-III (2 cr.) (2 cr.) (2 cr.)
Techniques and practices of testing welded joints; destructive and non-destructive tests, guiding, discoloration heat tests, porous examinations, tensile, hammer and free bend tests. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

WELD 51-52 Oxyacetylene Welding and Cutting I-II (3 cr.) (3 cr.)
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures in the use of tools and equipment. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

WELD 98 Welding Seminar/Project I (3 cr.)
Layout, cutting, fitting and welding of beams, channels and angle iron into a structural component. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

WELD 106 Pipe Welding (3 cr.)
Shielded metal, arc welding processes including the welding of pressure piping in the horizontal, vertical and horizontal-fixed positions. Practices will be in accordance with sections VIII and IX of the ASME Code. Lecture 1 hour, Laboratory 6 hours, Total 7 hours per week.

WELD 130 Inert Gas Welding (3 cr.)
Introduction and practical operations in the uses of inert-gas-shield arc welding. Equipment, safety operations, welding practice in the various positions; shielded gases, filler rods, process variations and applications; manual and semi-automatic welding in accordance with Aircraft and Missile Code MIL-T-5021C. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

WELD 141 Welder Qualification Test (2 cr.)
Techniques and practices of testing welded joints through destructive and non-destructive tests; guided bend, discoloration heat tests, porous examination, tensile, hammer and free bend tests in accordance with American Welding Society D1.1-xxxx Code. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

WELD 198 Welding Seminar/Project II (4 cr.)
Continuation of WELD 98, also includes some rigging, fishplating and gusseting of beams and structural components. Lecture 2 hours, Laboratory 6 hours, Total 8 hours per week.

WORD PROCESSING

WOPR 116 Keyboarding for Information Processing (3 cr.)

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

WOPR 126 Automated Typing Equipment (1 cr.)

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

WOPR 200 Introduction to Word Processing (3 cr.)

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

WOPR 216 Word Processing Equipment Operation (3 cr.)

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

WOPR 224 Word Processing Procedures I (3 cr.)

Introduction to a systems approach of the functional management of the office. Includes all phases of administrative work and correspondence support for office tasks and paperwork production. Experiences will be offered by actual hands-on operation of word processing equipment, as well as simulations representing the activities of a complex office. Skills involved include listening, using numbers, keyboarding, dictation, transcription, composing, revising, proofreading, copying, duplicating, filing, distributing and accepting responsibilities as assigned by managers. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

WOPR 225 Word Processing Procedures II (3 cr.)

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

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

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

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

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



STUDENT SERVICES AND POLICIES

ACTIVITIES

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

BOOKSTORE

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

BULLETIN BOARDS

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

All notices posted must have the approval of the President or, in his absence, the Dean of Instruction 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 College Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

COLLEGE CENTER

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

COUNSELING

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

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

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

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

FOOD SERVICE

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

GRIEVANCES

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

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tion and Student Services and then to the President, whose decision is final.

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

INTRAMURAL SPORTS AND/OR CLUB SPORTS

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

JOB PLACEMENT

The College maintains a placement service in Student Services for students who wish to secure part-time or full-time employment while attending college, during 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.

ORIENTATION

An orientation program is offered to acquaint new students with the purposes and

programs of the College. It begins before registration when the student meets with a counselor to discuss 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 to plan a program and course of studies.

A group orientation session is scheduled for new students in the fall prior to registration to acquaint them with the activities and services of the College. In addition, an orientation class is offered each quarter to aid in personal and academic adjustment to college.

PARKING REGULATIONS

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

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

SMOKING

Smoking is permitted in all areas where ash receptacles are located. It is not allowed in classrooms and laboratories.

SPECIAL SERVICES PROGRAM THE ACHIEVEMENT CENTER

Individual tutoring, remedial work sessions, counseling aid and other helps are available 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.

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.

TELEPHONES

Pay stations for the use of students are located in Moomaw Center and the Administration Building.

TESTING

A well-planned testing program for students is coordinated by Student Services. The

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

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

TUTORING

A program of tutoring services, ranging from preparation for an exam to long term help in a difficult subject, is available through the Special Services Office.

VETERANS' AFFAIRS

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

YOUNGSTERS

The College is not responsible for any unsupervised children on campus.



**DABNEY S. LANCASTER
COMMUNITY COLLEGE**
**CODE FOR STUDENT RIGHTS,
RESPONSIBILITIES AND
CONDUCT**
STUDENT DISCIPLINE
Cite as F.R.D. 133

Preamble

With education the primary force, the means to provide the necessities of life and many luxuries to all our national population, and to many other peoples, has been created. This great progress has been accomplished by the provision to the educational community of general support, accompanied by diminishing interference in educational processes by political agencies outside the academic community.

If it is true, as it well may be, that man is in a race between education and catastrophe, it is imperative that educational institutions not be limited in the performance of their lawful missions by unwarranted judicial interference.

Obligations of a Student

Attendance at a tax supported educational institution of higher learning is not compulsory. The federal constitution protects the equality of opportunity of all qualified persons to attend. Whether this protected opportunity be called a qualified "right" or "privilege" is unimportant. It is optional and voluntary.

The voluntary attendance of a student in such institutions is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. So long as there is no invidious discrimination, no deprivation of due process, no abridgement of a right protected in the circumstances and no capricious, clearly

unreasonable or unlawful action employed, the institution may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of any lawful mission, process or function of an educational institution.

Short Title

1. These rules shall be known as the Dabney S. Lancaster Community College Code of Conduct.

Bill of Rights

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
 - A. Free inquiry, expression and assembly are guaranteed to all students.
 - B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
 - C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is guaranteed.
 - D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing which shall include confrontation of witnesses against him/her and the assistance of a person of his/her own choosing.
 - E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before a judicial body.

F. The judicial body shall be composed of (1) students, (2) faculty, or (3) one-half student and one-half faculty at the option of the accused.

(10) The term "creed" means personal beliefs.

(11) All other terms have their natural meaning unless the context dictates otherwise.

Definitions

3. When used in this Code:

- (1) The term "institution" means Dabney S. Lancaster Community College and, collectively, those responsible for its control and operation.
- (2) The term "student" includes all persons taking courses at the institution both fulltime and parttime.
- (3) The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of status in a particular situation shall be determined by the surrounding facts.
- (4) The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
- (5) The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in Section II.
- (6) The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
- (7) The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
- (8) The term "shall" is used in the imperative sense.
- (9) The term "may" is used in the permissive sense.

Access to Higher Education

- 4. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements.
 - A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.
 - B. Under no circumstances may an applicant be denied admission because of race, ethnic background, sex or creed.

Classroom Expression

- 5. Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the instructor to maintain order.
 - A. Students are responsible for learning the content of any course for which they are enrolled.
 - B. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
- 6. Academic Evaluation of student performances shall be neither prejudicial nor capricious.
- 7. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors, advisors and counselors is confidential and is not to be disclosed without the student's permission or under legal compulsion.
 - A. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

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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 bylaws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.
 2. Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.
 3. All sources of outside funds shall be disclosed.
 - B. Upon recognition of 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 individuals.
- D. The institution may delegate the assignment function to an administrative official.
 - E. Charges may be imposed for any unusual costs for use of facilities.
 - F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
 - G. The individual, group or organization requesting space must inform the institution of the general purpose of any meeting open to persons other than members and the names of outside speakers.
 - H. The solicitation of funds on the College campus will be permitted only with prior approval of the college president.
15. The authority to allocate study activity funds or institutional student fees for use by organizations shall be delegated to a body in which student participation in the decisional process is assured.
- A. Approval of requests for funds is conditioned upon submission of budgets to, and approval by this body.
 - B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
 - C. Any organization seeking access to institutional funds shall choose a faculty member to be a consultant on institution relations. Such a person may not have a veto power.
16. No individual, group or organization may use the institution name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by any individual, group or organization.
- Publications**
17. A student, group or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of the institution.
18. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.
- A. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
19. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
20. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.
21. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where

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

Violation of Law and Institution Discipline

27. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the institution unless the student is incarcerated and unable to comply with academic requirements.
 - A. The institution may impose sanctions for grave misconduct demonstrating flagrant disregard for the right of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of law, and;
 - B. Once a student is adjudged guilty in a court of law the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.
28. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Privacy

29. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
30. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities. Social morality on campus, not in violation of law, is of no disciplinary concern to the institution.

Student Records

31. The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents and other stu-

- dent files shall be maintained only by full-time members of the institution's staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, general educational records, records of discipline proceedings, psychiatric records and financial aid records.
32. No entry may be made on a student's academic record and no document may be placed in his/her file without actual notice to the student. Publication of grades and announcement of honors constitute notice.
 33. Access to his/her records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.
 - A. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under 47.
 34. No record may be made in relation to any of the following matters except upon the express written request of the student:
 - A. Race;
 - B. Religion;
 - C. Political or social views; and
 - D. Membership in any organization other than honorary and professional organizations directly related to the educational process.
 35. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below.
 - A. Members of the faculty may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
 - B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment, degrees awarded, honors, major field and date.
 - C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.
 - D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if student is a minor and any information required under legal compulsion.
 - E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.
 36. Upon graduation or withdrawal from the institution, the records and files of former students shall continue to be subject to the provision of this Code of Conduct.

Sanctions

37. The following sanctions may be imposed upon students:
 - A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules;
 - B. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful within a period of time stated in the warning, may be cause for more severe disciplinary action;
 - C. Censure: A written reprimand for violation of specified **regulations**, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of

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any institution regulation within a stated period of time.

- D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year;
 - E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
 - F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
 - G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
38. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Prescribed Conduct

39. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:
- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents or instruments of identification with intent to defraud;
 - B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institution activities;
 - C. Physical abuse of any person on institution premises or at institution sponsored or supervised functions;

- D. Theft from or damage to institution premises or damage to property of a member of the institutional community on institution premises;
- E. Failure to comply with directions of institution officials acting in performance of their duties;
- F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct and any other regulations which may be enacted;
- G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings

- 40. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
- 41. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
- 42. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.
- 43. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The institution shall have discretion to alter the calendar for good cause.
- 44. Hearings shall be conducted in such a manner as to do substantial justice.

- A. Hearings shall be private if requested by the accused student. In hearings involving more than one student, severance shall be allowed upon request.
 - B. An accused student has the right to be represented by counsel or an advisor who may come from within or without the institution.
 - C. Any party to the proceedings may request the privilege of presenting witnesses subject to the right of cross-examination by the other parties.
 - D. Production of records and other exhibits may be required.
45. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion as defined in 37.
46. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.
47. An appeal from a decision by the initial hearing board may be made by any party to the president within ten days of the decision.
- A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
 - B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanction.

Judicial Authority

48. Appropriate judicial bodies shall be formed to handle all questions of student discipline.

49. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.
50. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.
51. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

**CONSTITUTION
of
DABNEY S. LANCASTER
COMMUNITY COLLEGE
STUDENT SENATE**

PREAMBLE

We, the students of the Dabney S. Lancaster Community College of the Virginia State Community College System in order to promote cooperation among all students at this institution, to form an effective student government, and to formulate those policies essential to the functioning of that government, do ordain and establish this Constitution for Dabney S. Lancaster Community College.

**ARTICLE I
Name and Purpose**

Section

- 1. This organization shall be known as the Student Senate of the Dabney S. Lancaster Community College.
- 2. The purpose of this organization shall be to provide the necessary governmental structures to encompass the student activities of the Dabney S. Lancaster Community College.

ARTICLE II
Membership and Voting

Section

1. Members of the student body shall include all enrolled students at Dabney S. Lancaster Community College.
2. All enrolled students carrying a minimum of 9 hours per quarter are allowed to vote in Student Senate elections.

ARTICLE III
Student Senate

Section

1. The executive power of the student body shall be invested in the Student Senate.
2. The Student Senate shall be empowered to elect by plurality vote of the Student Senate the following officers, listed in order of presidential succession, from their number: president, vice-president, recording secretary, corresponding secretary and treasurer.
3. The Student Senate shall consist of a minimum of five and a maximum of ten members elected at large from the student body.
4. The term of office for the above members of the Senate shall be for one calendar year from date of election.
 - A. An elected student must maintain a 2.0 average and remain enrolled as a full-time student each quarter to remain on the Senate.
 - B. An election will be held within two weeks after a vacancy has been declared by the Student Senate.
5. A minimum of five Senate members constitute a quorum for carrying on business.

ARTICLE IV
Senate Elections and Qualifications

Section

1. On the fifth week after the beginning of each Spring Quarter, an election will be held for the purpose of filling five seats

of the Student Senate. Only returning students may be elected at this time. Newly elected members shall be seated at the beginning of the sixth week and will serve until the Spring Quarter of the next year.

2. The remaining five seats of the Senate shall be filled by members of the entering freshman class in a general election held during the third week of each Fall Quarter. Those students elected at this time will be seated at the beginning of the fourth week, and serve until the fourth week of the Fall Quarter of the next year.
3. The person or persons receiving the highest number of votes for the number of seats to be filled shall be declared elected to the offices.
4. On the first meeting after the fall election the Student Senate will convene to elect all officers for the following year.
5. The supervision of the Student Senate elections shall be the responsibility of the Dean of Student Services and the present Student Senate.
6. Any student eligible for Student Senate office may have his name placed on the ballot by presenting a petition with 15 names of student body members eligible to vote.
7. At least two weeks before an election the number of vacancies shall be publicized to the student body.

ARTICLE V
Power of the Officers of the Student Senate

Senate

1. Power of the President:
 - A. He shall have the power to appoint the chairman and members of all committees with the advice and consent of the Senate.
 - B. He shall have the power to vote in case of a tie.

- C. He shall call and preside at all meetings of the Senate.
 - D. He shall represent the student body at official functions of the college.
 - E. He shall handle all matters pertaining to the general welfare of the student body not otherwise specifically delegated.
 - F. He shall serve as ex-officio member of all committees appointed through the Senate.
2. The Vice-President shall:
- A. Assume all duties of the president during absence of the president.
 - B. Become president if the office of president is vacated during the one year session and for the election of a new vice-president at the first regular meeting of the Senate.
 - C. Receive the reports, budgets, and constitutions of all clubs and recommend to the Student Senate the recognition or removal of recognition of all student clubs.
3. The Recording Secretary shall:
- A. Keep a permanent record of all of the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.
 - B. Keep the record of attendance of the Senate meetings.
4. The Corresponding Secretary shall:
- A. Publish all proceedings and required notices of the student body and of the Senate.
 - B. Conduct all external correspondence of the Senate.
5. The Treasurer shall:
- A. Receive and record such amounts that may be directed.
 - B. Report the financial position of the student body at all Senate meetings.
 - C. Serve as chairman of the appropriation committee.

**ARTICLE VI
Power of the Senate**

Section

1. The Senate shall approve all student organizations, their constitutions and their annual budget requests.
2. Senate shall receive and discuss grievances from the student body and represent these grievances to the faculty and to the administration.
3. 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. 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 can miss two (2) meetings in a row per quarter or a total of

two (2) meetings per quarter without approval of three-quarters ($\frac{3}{4}$) of the Senate. An excuse for an absence must be presented to the entire Senate and approval requires a favorable $\frac{3}{4}$ vote of the majority.

AMENDMENT II

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



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**DABNEY S.
LANCASTER
COMMUNITY COLLEGE**

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



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