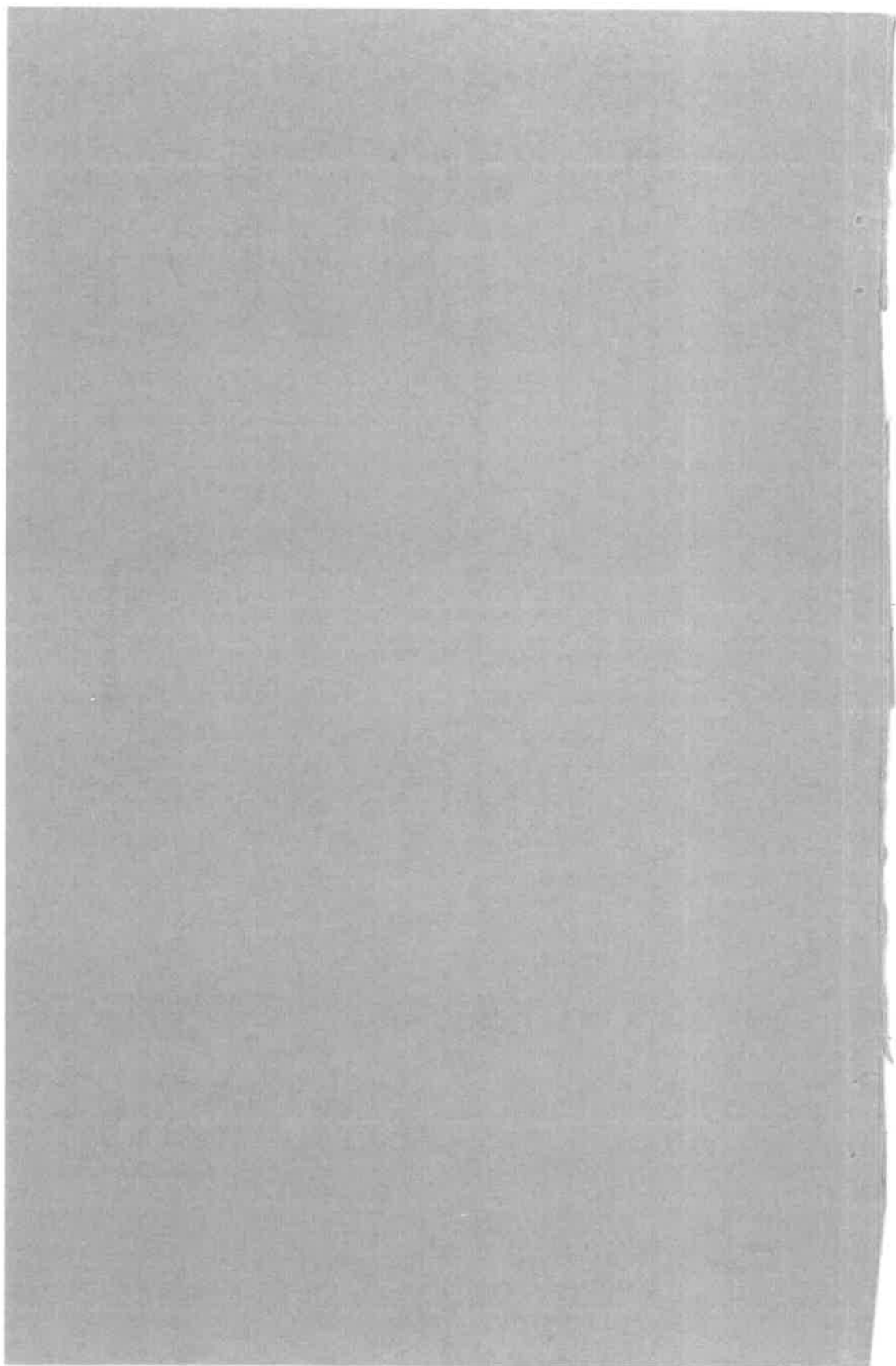


# LANCASTER

s.  
d a b n e y

COMMUNITY  
COLLEGE  
**CATALOG**  
and  
STUDENT  
HANDBOOK  
1970-71





**DABNEY S. LANCASTER  
COMMUNITY COLLEGE**

**CATALOG  
and  
STUDENT HANDBOOK**

**1970-71**



CLIFTON FORGE, VIRGINIA 24422

PHONE: 862-4246

# Contents

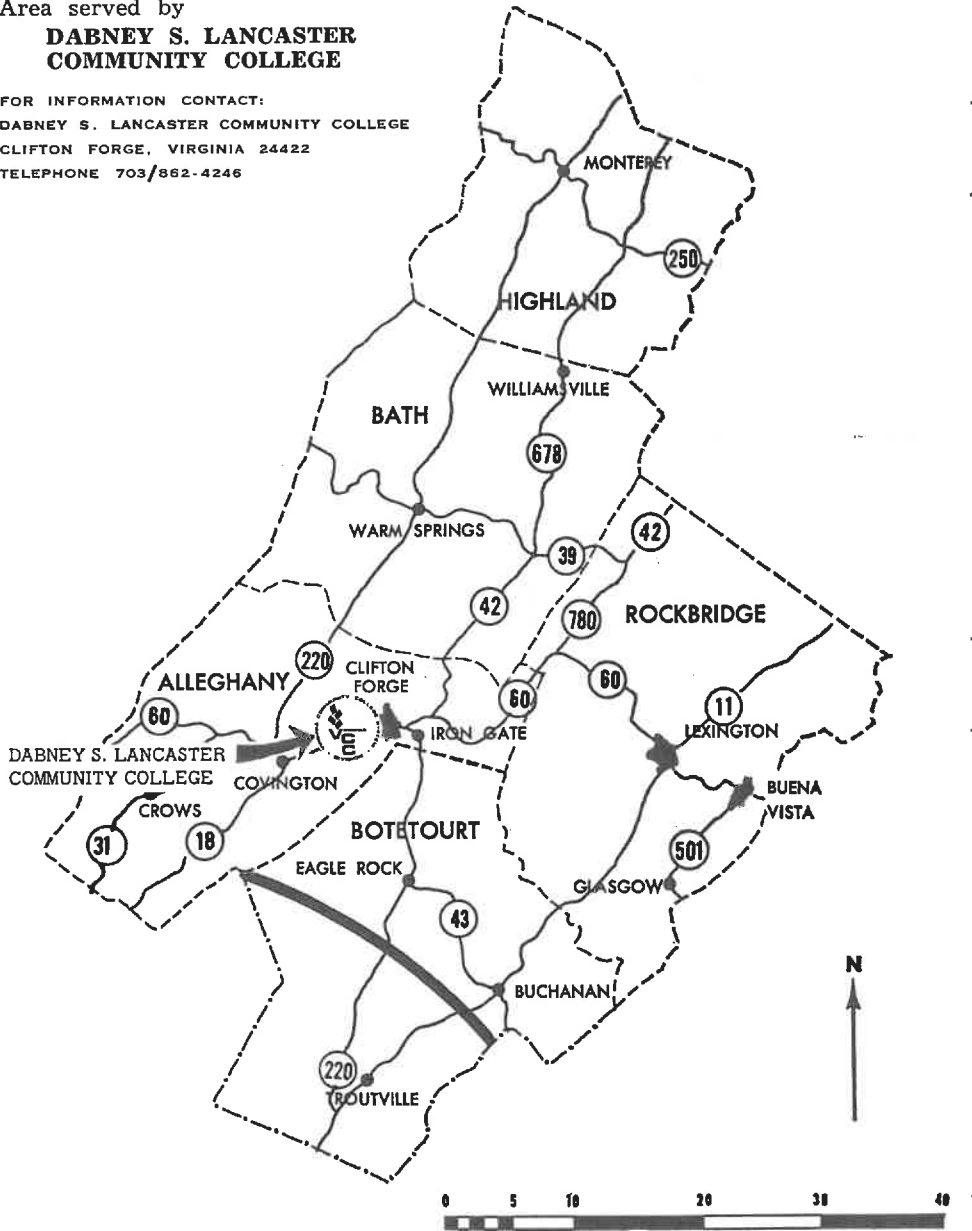
<b>College Calendar</b> .....	5
<b>Part I General Information</b> .....	7
Administration, Faculty and Staff .....	8
Location and Facilities .....	12
History .....	12
Purpose .....	12
Accreditation and Memberships .....	14
<b>Part II Administrative Information</b> .....	15
Admission Requirements .....	15
Classification of Students .....	18
Expenses .....	19
Credits .....	21
Grading System .....	21
Degrees and Certificates .....	22
Graduation Requirements .....	22
Academic Regulations .....	23
<b>Part III Student Services</b> .....	26
Counseling .....	26
Testing .....	26
Orientation .....	27
Financial Aids .....	27
Placement Service .....	28
Snack Bar .....	28
Parking .....	29
Student Activities .....	29
Student Handbook .....	29
Student Conduct .....	29
<b>Part IV Curriculums of Study</b> .....	32
Minimum Requirements for Associate Degrees .....	33
Statewide Curriculums .....	34
<b>Associate in Arts Degree Curriculum</b>	
Liberal Arts .....	35

<b>Associate in Science Degree Curriculums</b>	
Business Administration .....	39
Science .....	43
Pre-Teacher Education .....	46
Pre-Engineering .....	50
<b>Associate in Applied Science Degree Curriculums</b>	
Business Management .....	53
Drafting and Design Technology .....	56
Electronics Technology .....	59
Forest Technology .....	62
Secretarial Science .....	65
<b>Certificate Curriculums</b>	
Drafting .....	67
Electronics .....	70
Law Enforcement .....	71
Office Management .....	73
Steno-Clerical Arts .....	75
<b>Other Programs</b>	
Preparatory Foundations Program .....	77
Co-operative Nursing Program .....	78
Special Training Programs .....	78
Community Service Programs .....	79
<b>Part V Description of Courses .....</b>	<b>81</b>
<b>Part VI Student Handbook .....</b>	<b>107</b>

Cover design by:  
Mrs. Helen Ellis, student, and Mrs. Carla Bell, art instructor.

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

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



# College Calendar

## SUMMER QUARTER—1970 (Two five-week terms)

	<b>First Session</b>
Orientation Day for New Students .....	June 15
Registration .....	June 15
Classes Begin .....	June 16
Last Day to Add or Change Classes .....	June 18
Last Day for Withdrawal Without Penalty .....	June 25
Independence Day Holiday .....	July 3
Mid-term Grade Reports .....	July 6
Last Day of Classes .....	July 21
Final Exams .....	July 22, 23

	<b>Second Session</b>
Orientation Day for New Students .....	July 24
Registration .....	July 24
Classes Begin .....	July 27
Last Day to Add or Change Classes .....	July 29
Last Day for Withdrawal Without Penalty .....	August 5
Mid-term Grade Reports .....	August 13
Last Day of Classes .....	August 28
Final Exams .....	August 29, 31

## FALL QUARTER—1970

Orientation Day for New Students .....	September 22, 23
Registration .....	September 24-25
Classes Begin .....	September 28
Last Day to Add or Change Classes .....	One week after the first meeting of a class
Last Day for Withdrawal Without Penalty .....	October 16
Mid-term Grade Reports .....	November 3
Thanksgiving Recess .....	November 26-28
Last Day of Classes .....	December 8
Reading Day (Makeup Day if Needed) .....	December 9
Final Exams .....	Dec. 10, 11, 12, 14
Registration for Winter Quarter .....	December 17, 18
Christmas Recess .....	Dec. 19 - Jan. 3, 1971

## WINTER QUARTER—1971

Classes Begin .....	January 4
Last Day to Add or Change Classes .....	One week after the first meeting of a class
Last Day for Withdrawal Without Penalty .....	January 22
Mid-term Grade Reports .....	February 8
Last Day of Classes .....	March 12
Makeup Day if Needed .....	March 13
Final Exams .....	March 15 - 18
Registration for Spring Quarter .....	March 22, 23

Note: Classes will be held on Washington's birthday, February 22.

## SPRING QUARTER—1971

Classes Begin .....	March 29
Last Day to Add or Change Classes .....	One week after the first meeting of a class
Last Day for Withdrawal Without Penalty .....	April 16
Mid-term Grade Reports .....	May 3
Last Day of Classes .....	June 4
Final Exams .....	June 7, 8, 9, 10
Commencement .....	June 12

Note: Classes will be held on May 28.

## SUMMER QUARTER—1971

(Two five-week terms)

### First Session

Orientation Day for New Students .....	June 14
Registration .....	June 14
Classes Begin .....	June 15
Last Day to Add or Change Classes .....	June 17
Last Day for Withdrawal Without Penalty .....	June 24
Mid-term Grade Reports .....	July 1
Independence Day Holiday .....	July 5
Last Day of Classes .....	July 20
Final Exams .....	July 21, 22

### Second Session

Orientation Day for New Students .....	July 23
Registration .....	July 23
Classes Begin .....	July 26
Last Day to Add or Change Classes .....	July 28
Last Day for Withdrawal Without Penalty .....	August 4
Mid-term Grade Reports .....	August 11
Last Day of Classes .....	August 27
Final Exams .....	August 30, 31



# Part I

# General Information

## **STATE BOARD FOR COMMUNITY COLLEGES**

Eugene B. Sydnor, Jr., Chairman

Daniel C. Lewis, Vice Chairman

Michael McHale Collins	W. Wirt Shapard
Mrs. Mary Anne Franklin	D. Boyd Thomas
Mrs. John Galleher	Henry W. Tulloch
William P. Kanto	Carrington Williams
S. E. Liles, Jr.	Yarborough B. Williams, Jr.
John D. Meade	Gordon C. Willis
Benjamin W. Mears, Jr.	

## **STATE DEPARTMENT OF COMMUNITY COLLEGES**

Dana B. Hamel, Director

## **DABNEY S. LANCASTER COMMUNITY COLLEGE BOARD**

Thomas N. Warren (Clifton Forge), Chairman

B. C. Moomaw (Alleghany County), Vice Chairman

James L. Clarkson (Bath County)

Marvin L. Eagle (Highland County)

Z. M. K. Fulton, III (Botetourt County)

Milton B. Henson (Buena Vista)

Howard V. Humphries (Covington)

Robert W. H. Mish, Jr. (Rockbridge County)

William O. Roberts (Lexington)

## **PRESIDENT OF THE COLLEGE**

John F. Backels

## DABNEY S. LANCASTER COMMUNITY COLLEGE

### ADMINISTRATION

John F. Backels 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

John C. Fiege Dean of Instruction  
A.A., Community College of Baltimore, 1955  
B.S., Towson State College, 1957  
M.Ed., The Johns Hopkins University, 1963  
Ed. D., Illinois State University, 1970

James E. Guth Dean of Student Services  
B.A., Union College, 1961 (On leave of absence)  
M.A., Western Michigan University, 1964

Robert E. Singleton Acting Dean of Student Services  
A.B., Glenville State, 1959  
M.A., West Virginia University, 1965

Robert M. Drewry Dean of Financial and Administrative Services  
B.S., Richmond Professional Institute, 1964

Elizabeth A. Scott Coordinator of Library Services  
B.S., George Peabody, 1935  
B.S. in L.S., George Peabody, 1936

David P. Moon Assistant Professor of Engineering and  
B.A., Middlebury College, 1962 Coordinator of Learning Laboratory  
M.Ed., Virginia Polytechnic Institute, 1968

### FACULTY

Adams, H. Stephen Assistant Professor  
B.S., Eastern Illinois Univ., 1963 Biology  
M.S., University of Omaha, 1966  
Ph.D. Candidate, Virginia Polytechnic Institute

Barnes, John S. Instructor  
A.B., West Virginia University, 1967 Political Science  
M.A., West Virginia University, 1969

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

Biggs, Machel C. Assistant Professor and Chairman,  
B.S., Emory and Henry, 1959 Mathematics and Science Department  
M.S., Radford College, 1967

Bonner, Sidney E. Lecturer  
B.S., Virginia Polytechnic Institute, 1957 Physics

Boone, Emory R. A.B., Marshall University, 1950 M.A., Drexel Institute of Technology, 1966	Instructor Librarian
Brazil, James M. B.A., State University College, Oneonta, N.Y., 1968 M.A., State University College, Oneonta, N.Y., 1969	Instructor English
Broadwell, Charles M. B.S., Virginia Polytechnic Institute, 1968	Instructor Electronics Technology
Claunch, Jon Edward B.S., Memphis State University, 1962 M.A., East Tennessee State, 1969	Instructor Industrial Technology
Dressler, Hollis L. Virginia Polytechnic Institute, 1954	Lecturer Landscape Gardening
Fields, David H. B.S., Yale University, 1949 M.S., University of Connecticut, 1970	Instructor Chemistry
Finestone, Elaine D. A.B., Brooklyn College, 1950	Lecturer History
Fischer, Mary M. B.S., Virginia Polytechnic Institute, 1948	Lecturer Science
Guerra, Paul M. B.A., St. Bernard's College, 1950 M.S., State Univ. College, Oneonta, N. Y., 1969	Assistant Professor, English; Chairman, Humanities Dept.
Hanner, Jack B. B.A., Greensboro College, 1964 M.A., Appalachian State University, 1968	Instructor French
Harmon, Mary Jane B.S., Madison College, 1963	Lecturer Typing
Hodges, Harriet G. A.B., Randolph-Macon, 1961 M.A., University of Virginia, 1964	Instructor English
Knobloch, Fred F. B.S., University of Virginia, 1935 M.S., Virginia Polytechnic Institute, 1952	Assistant Professor Psychology
Lockhart, Robert Eugene B.S., West Virginia University, 1953 M.S., Yale University, 1962	Assistant Professor Forest Technology
Manner, Jean H. B.S., Madison College, 1948	Instructor Secretarial Science
Maydian, Peggy S. B.S., East Tennessee State, 1951 M.A., George Peabody College, 1959	Audio-Visual Librarian
Moore, Betty L. A.B., Kansas State, 1944 M.A., Columbia University, 1949	Assistant Professor English (On leave of absence)

Olson, Bruce D. A.B., Elon College, 1964 M.A., Appalachian State Teachers, 1965	Instructor Physical Education
Powell, M. Leon A.A.S. (Equivalent) U. S. Forest Service	Teaching Assistant Forest Technology
Ritz, Wilfred J. A.B., Washington & Lee Univ., 1938 L.L.B., University of Richmond, 1950 L.L.M., Harvard University, 1951 S.J.D., Harvard University, 1961	Lecturer Law Enforcement
Smith, David R. B.S., Virginia Polytechnic Institute, 1963 M.S., Virginia Polytechnic Institute, 1968	Instructor Business Administration
Smith, Sidney E. B.A., Emory and Henry College, 1963 M.Ed., University of Virginia, 1969	Counselor
Strong, Edward D. B.S., Bluefield State College, 1961 M.S., Radford College, 1967	Lecturer Mathematics
Sullivan, Michael A.S., Bluefield Junior College, 1964 M.B.A., William and Mary, 1967	Instructor Business Administration
Thayer, Mary A. B.A., Trinity College, 1925 M.A., Boston University, 1926 Ph.D., Boston College, 1939	Professor English
Truett, Mary Lou B.S., Radford College, 1952 M.S., Radford College, 1969	Assistant Professor Business Management and Secretarial Science
Tuholsky, Joseph M. A.A., Paducah, 1958 B.S., Murray State University, 1961 M.A., Murray State University, 1965	Assistant Professor and Chairman, Industrial Technologies Department
Williamson, Frank D. B.S., Concord College, 1955 M.S., Virginia Polytechnic Institute, 1968	Assistant Professor and Chairman, Business and Social Sciences Dept.

## FACULTY EMERITI

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

## STAFF

Bryant, Jeannette, Secretary—Library  
Cahoon, Alice—Bookkeeper—Business Office  
Carter, Linda—Secretary to Dean of Financial and Administrative Services  
Chappell, Regina W.—Secretary to Dean of Instruction  
Gwinn, Norma—Secretary for Library Services  
Halleck, Charles A.—Maintenance  
Hoke, Rembert—Supervisor of Buildings and Grounds  
Kling, Catherine S.—Supervisor of Student Records  
Lushbaugh, Nancy H.—Secretary to President  
Parson, Julia—Secretary to Dean of Student Services  
Pinkard, Thornton—Maintenance  
Reynolds, Linda—Secretary—Faculty  
Ross, Linda—Secretary—Faculty  
Webb, Frank—Maintenance  
Weikel, Beverly—Secretary in Student Services Office

## **LOCATION AND FACILITIES**

Dabney S. Lancaster Community College is located in Virginia near U. S. Route 60 and Interstate 64 approximately one mile west of downtown Clifton Forge. The College serves the cities of Buena Vista, Clifton Forge, Covington and Lexington, and the counties of Alleghany, Bath, Rockbridge and Highland as well as the northern portion of Botetourt County.

The principal structures at the College are two new buildings, containing modern laboratories, classrooms, offices and library. The campus is located on a 117-acre tract bounded on three sides by the Jackson River.

The College library has a collection of 20,000 volumes. It subscribes to over 200 current periodicals and has extensive holdings in microfilm, slides, records and films.

## **HISTORY**

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

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

## **PURPOSE**

Dabney S. Lancaster Community College is dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of his skills and knowledge along with an opportunity to increase an awareness of his 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 coopera-

tive 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 or foundations 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.

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

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

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

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

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

5. **Special Training Programs.** Special training is provided where specific job opportunities are available for new or expanding industries. This special training shall be coordinated with Virginia's economic expansion efforts and with the needs of employers.

6. **Preparatory Foundation Programs.** Foundations and developmental programs are offered to help prepare individuals

for admission to an occupational-technical curriculum or to a university parallel-college transfer curriculum in the Community College. These programs are designed to help the individual develop the basic skills and understandings necessary to succeed in other Community College programs.

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

## **ACCREDITATION AND MEMBERSHIPS**

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

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

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



# Part II      Administrative Information

## ADMISSION REQUIREMENTS

### General Admission to the College

Any person who has a high school diploma or the equivalent, or who is 18 years of age, and in any case is able to benefit from a program at the College may be admitted to the College as a regular student or as a special student when the following items have been received by the Office of Admissions. The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College.

For all regular students, the following items are required:

1. A completed "Application for admission as a Regular Student" (NOTE: Social Security number is required.);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered);
3. Official transcripts from all high schools, colleges, and universities attended.

For all special students, the following items are required:

1. A completed official application for admission (NOTE: Social Security number is required);
2. A \$5.00 application fee (non-refundable unless the requested program or course is not offered).

**Persons wishing to apply for the non-credit community service programs should contact the college for additional information.**

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

(form to be furnished by the College) and any additional information required by the College for admission to a specific program or curriculum.

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

### **Admission to Specific Curriculums**

In addition to the general admission requirements listed above, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his educational and occupational experiences; and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the College catalog. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed foundation (preparatory) study.

All regular students entering the College will be required to take the Comparative Guidance and Placement Test (CGP). The test battery is administered at the College normally prior to registration.

Persons applying for admission to an associate degree (Associate in Science, Associate in Arts, or Associate in Applied Science) program shall be a high school graduate of the equivalent or have completed an approved foundation (preparatory) program.

In addition, all students who plan to transfer to a four-year college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board will be requested to submit these test scores to the Community College.

### **Special Admission Requirements for Foreign Students**

In addition to the general admission requirements of the College, all foreign students must demonstrate proficiency in both written and oral English.

### **Residence Requirements**

Applicants will be required to submit a residence affidavit to determine state residency eligibility for tuition purposes.

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

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

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

### **Students Transferring from Other Colleges**

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

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

Each student transferring from another college should consult the Dean of Student Services at the community college for an assessment of credits in order to determine his standing before registering for classes. Generally no credit will be given for subjects with grades lower than "C". A transfer student

may be advised to repeat courses if it is clearly to his advantage to do so in order to make satisfactory progress in his curriculum.

### **Students Applying for Credit or Waiver of Requirements**

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

### **Auditing**

Students desiring to attend a course without taking the examination or receiving credit for the course, may do so by registering to audit that course. Degree candidates usually may not audit required courses prior to taking the course for credit. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the first week of the quarter. Permission of the instructional department and the Dean of Instruction is required to audit a course.

## **CLASSIFICATION OF STUDENTS**

All students are classified according to the following categories:

**Regular Student.** A student is designated as regular when his file in the Admissions Office contains all of the information required for general admission to the College as a regular student and when he has been admitted to one of the curriculums of the College. A regular student is one of the following:

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

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

- 1) A part-time student taking a credit course(s) as an audit for no credit;

- 2) A high school senior who, with the permission of his high school principal, is concurrently enrolled in a college course;
- 3) A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking courses for credit (such students may later apply to the College for admission to a program as a regular student);
- 4) A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration by the admissions committee of the College. It is expected that such persons would fulfill all requirements prior to the mid term of the quarter or face dismissal from the College.

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

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

**Freshman.** A student is classified as a freshman until he has completed 45 course credits in his designated curriculum.

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

## **EXPENSES**

### **Application Fee**

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

### **Tuition**

#### **Full-time Student (12 or more credits) :**

Virginia Resident	\$ 60.00 per quarter
Out-of-State Resident	200.00 per quarter

#### **Part-time Student :**

Virginia Resident	\$ 5.00 per credit (or equivalent)
Out-of-State Resident	17.00 per credit (or equivalent)

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

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

### **Graduation Fee**

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

### **Books and Materials**

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

### **Refunds**

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

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

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

Official resignation for a student shall become effective on the date that written notification of intent to resign is received by the Office of Admissions and Records; and is not the date of the last class attended, unless the two dates coincide.

## **CREDITS**

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

1. One hour of lecture plus an average of two hours of out-of-class study, or
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study, or
3. Three hours of laboratory or shop study with no out-of-class assignments.
4. Fixed credit and variable hours with behavioral objectives are assigned to each Foundation Course (courses numbered 01-09).
5. Variable Credit (1.5 credits) are assigned to all Supervised study, Seminar and Project, and Coordinated Internship courses.

## **GRADING SYSTEM**

A = Excellent = Four grade points per credit

B = Good = Three grade points per credit

C = Average = Two grade points per credit

D = Poor = One grade point per credit

F = Failure = 0 grade points

S = Satisfactory = No grade point credit (applies only to specialized courses and seminars)

U = Unsatisfactory = No grade point credit (applies only to specialized courses and seminars)

W = Withdrawal = No credit (grade of withdrawal implies that the student was making satisfactory progress in the course at the time of his withdrawal or that the withdrawal was officially made before the deadline date published in the College calendar)

I = Incomplete—No credit (grade of incomplete is assigned only in cases of student absence from a limited number of class sessions near the end of a term or grading period and when the absence was for a verifiable unavoidable reason; i.e, sickness verified by medical statement, accident verified by police records, etc., or absence from final examination for a verifiable and unavoidable reason. An "incomplete" must be made up during the next term)

following its issuance unless special permission for an extension of time is given by the Dean of Instruction.)

X = Audit—No credit (permission of the instructor and the Dean of Instruction is required to audit a class)

The grade point average (G.P.A.) is determined by dividing the total number of grade points earned in courses in the student's curriculum by the total number of credits attempted in the student's curriculum.

## **DEGREES AND CERTIFICATES**

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

- 1) **Associate in Arts degree (A.A.)** is awarded to students majoring in the liberal arts and who may plan to transfer to four-year colleges or universities after completing their community college programs.
- 2) **Associate in Science degree (A.S.)** is awarded to students majoring in specialized curriculums such as business administration, teacher education, pre-engineering, and other pre-professional programs and who may plan to transfer to four-year colleges or universities after completing their community college programs.
- 3) **Associate in Applied Science degree (A.A.S.)** is awarded to students majoring in one of the occupational-technical curriculums and who may plan to obtain full-time jobs immediately upon graduation from the Community College.
- 4) **Certificates** are awarded to students who complete one of the approved curriculums that are less than two years in length.

## **GRADUATION REQUIREMENTS**

### **Associate Degree Requirements**

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

- 1) Have fulfilled all of the course requirements of his particular curriculum as outlined in the College catalog;
- 2) Have been recommended for graduation by the appropriate instructional authority in his curriculum;



- 3) Have completed at least 97 credits applicable to an associate degree of which 45 credits must be acquired at the College;
- 4) Have completed the general education requirements (course work in Economics, English, Government, Orientation, and Psychology) for an associate degree;
- 5) Have earned a grade point average of at least 2.0 on all work attempted and which is applicable toward graduation in his particular curriculum;
- 6) Have filed an application for graduation in the Office of Admissions and Records;
- 7) Have resolved all financial obligations to the College and returned all materials, including library books.
- 8) Have attended graduation exercises.

#### **Certificate Requirements**

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

### **ACADEMIC REGULATIONS**

#### **Attendance**

Punctual and regular attendance is expected of all students in all course activities. Any class session missed, regardless of cause, reduces the opportunity for learning and frequently adversely affects the grade the student achieves in a course.

When absence does occur, the student is to present his excuse, orally or in writing, to the instructors whose classes he misses.

It will be the decision of the instructor as to whether or not the student should be permitted to make up the work missed, and in the case of excessive absences the instructor may recommend to the Dean of Instruction that the student be suspended from class. Should suspension result, the student's re-

admission to class will be on the recommendation of the instructor in consultation with the Dean of Student Services and Dean of Instruction.

### **Change of Registration**

In all cases students should follow established procedures for making any change in their programs after registration. Failure to do so could place their college record in jeopardy.

#### 1) Withdrawal from a class:

Withdrawal from a class without penalty may be made within the first three weeks after the beginning of a quarter. If the student's work has been passing up to that time, he will receive a grade of "W" for withdrawal. After that time the student must accept a failing grade of "F" if his work has been unsatisfactory up to the time of withdrawal. In all cases the word "Withdrawn" will be written on his permanent academic record.

#### 2) Addition of a course:

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

#### 3) Withdrawal from the College:

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

### **Academic Warning**

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

### **Academic Probation**

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation. The statement "Placed on Academic Probation" will be placed on the student's permanent record.

A student on academic probation is required to consult with

his counselor and may be required to take less than the normal academic load in his next quarter following this action.

#### **Academic Suspension**

The student on academic probation who fails to make a grade point average of 1.5 for the next quarter that he is in attendance will be subject to academic suspension. Academic suspension normally will be for two quarters unless the student reapplies, and is accepted, for readmission to another curriculum of the College. The statement, "Placed on Academic Suspension" will be placed on the student's permanent record. The student must apply for readmission under all circumstances of academic suspension.

#### **Academic Dismissal**

A student who does not maintain at least a 2.0 average for the quarter following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause, the student reapplies, and is accepted under special consideration for readmission by the Admission Committee of the College. The statement "Placed on Academic Dismissal" will be placed on the student's permanent record.

#### **Examinations**

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

#### **Normal Academic Load**

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

# Part III

# Student Services

## COUNSELING

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

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

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

## TESTING

A well-planned testing program for all students is coordinated by the Counseling Department. The Comparative Guidance and Placement Test (CGP) is required for all new students planning to enter one of the associate degree or certificate programs. This test battery is administered at the College prior to registration. In addition, all students who plan to transfer to a four-year college or university which requires the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board will be requested to submit these test scores to the Community College.

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

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

## **ORIENTATION**

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

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

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

## **FINANCIAL AIDS**

It is the desire of the College that no qualified student be denied the privilege of attendance because of financial need. The Student Financial Aids Committee—composed of representatives of the administrative, counseling, and instructional staff—is appointed by the President of the College for the purpose of providing information concerning aid programs, administering funds granted by donors, determining need, assessing applications, and granting awards.

Students wishing to apply for financial aid may secure application blanks from the office of the Counseling Department.

### **Grants-in-Aid (Scholarships)**

A number of financial grants-in-aid have been made available through the generosity of certain individuals and organizations. Grants-in-aid are granted on the basis of demonstrated academic ability and financial need.

### **Part-time Employment**

A placement office operates throughout the year to assist students in securing part-time employment. An effort is made to place students in job fields which relate to their college programs. Students who work more than 20 hours per week are advised to adjust their course loads accordingly.

### **Work-Study Program**

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

### **Student Loans**

Students who need student loans should contact the Counseling Department for information.

Students who are residents of Virginia are eligible to apply for loans under the State Education Assistance Authority Plan. Loans are made through commercial banks at favorable interest rates and are repayable in monthly installments beginning six months after the student graduates or after he leaves college. For details about the program or a list of participating banks, contact the College or write to State Education Assistance Authority, 1010 State-Planters Bldg., Richmond, Virginia 23219.

Other financial aid plans may be added throughout the year. Interested students may inquire through the Counseling Department.

### **PLACEMENT SERVICE**

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

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

### **SNACK BAR**

The College maintains a snack bar in temporary facilities immediately behind the Administration Building. Vending machines for soft drinks, candy, pastry, sandwiches, milk and coffee are provided.

## **PARKING**

Ample parking space is provided for the students attending the Dabney S. Lancaster Community College. Students are not to park in the spaces reserved for faculty and visitors.

## **STUDENT ACTIVITIES**

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

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

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

## **STUDENT HANDBOOK**

A student handbook is added as Part VI of this booklet to provide additional information of interest to students. The handbook describes student activities and organizations and also lists the colleges rules and regulations.

## **STUDENT CONDUCT**

Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the college community. Emphasis is placed on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, counseling staff, and administration. The College refrains from imposing a rigid code of discipline but reserves the right to take disciplinary action compatible with its own best interest when it is clearly necessary. The regulations shall become official by administrative statement.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense. A disciplinary probation

period, unless otherwise specified, is for the duration of one quarter. A student who is dismissed must reapply to the College and will normally be required to appear before a special committee before admission can be granted.

The Virginia Community College System guarantees to each student the privilege of exercising his rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to assure due process and to spell out clearly-defined routes of appeal when a student feels his rights have been violated.

Basically, students of the Community Colleges are expected to conduct themselves as ladies and gentlemen, both within the Colleges and elsewhere. For student conduct which tends to discredit or injure the College, the State Director is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the Director to the Administration of each Community College, subject to review by the Director or his delegated representative. When the penalty for misconduct is suspension or dismissal the student may appeal the decision to the Local Advisory Board. Final appeal may be made to the State Board of Community Colleges.

Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal.

To prevent misunderstanding, the Chancellor has issued the following clarification:

1. When an assembly on campus of students not authorized by the College has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under condition of duress, such as unauthorized occupation of College property.
3. Any unauthorized occupation of buildings and/or College property constitutes reason for immediate suspen-



sion and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in acts on Community College property that are prohibited by law.

4. Any person currently not a student is not allowed to participate in demonstrations on the campus.



Wanda Kay and Monte Weade receive information from Mr. Hamer.



Students from Dabney S. Lancaster Community College in Who's Who among students in American Junior Colleges 1969-70 are: (from L to R) Rebecca Hepler, Lucia Layton, Karen Deaton, Carmen Chambers, Linda Wolfe, Brocky Nicely, and Eugenia Hoke.

# **Part IV**

# **Curriculums of Study**

## **Associate in Arts Degree Curriculum**

Liberal Arts

## **Associate in Science Degree Curriculums**

Business Administration

Science

Pre-Teacher Education

Pre-Engineering (first year only)

## **Associate in Applied Science Degree Curriculums**

Business Management

Drafting and Design Technology

Electronics Technology

Forest Technology

Secretarial Science

## **Certificate Curriculums**

Drafting

Electronics

Office Management

Law Enforcement

Steno-Clerical Arts

## **Co-operative Nursing Program**

## **Preparatory Foundation Program**

## **Special Training Programs**

## **Community Service Programs**

## MINIMUM REQUIREMENTS FOR ASSOCIATE DEGREES

Associate in Arts (A.A.)

Associate in Science (A.S.)

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

	Number of credits (Quarter Hours)		
	A.A. <sup>a</sup>	A.S. <sup>a</sup>	A.A.S.
<b>Humanities</b>			
English Composition	9	9	6
Literature (English, American, or World)	6-9	0-6	—
Speech	0-3	0-3	3
Art, Drama, Music, and/or Philosophy	3-6	0-3	—
Foreign Language	9-24 <sup>b</sup>	—	—
<b>Social Sciences</b>			
History (American or Western Civilization)	9	3-9	—
Economics	0-9	0-9	3
Government	0-9	0-9	3
Psychology or Human Relations	0-9	0-9	3
<b>Natural Sciences and Mathematics</b>			
Natural Science (Laboratory) (Biology, Chemistry, Geology, Physics)	12-15	12-24	—
Mathematics	9	9	—
Health, Physical Education, or Recreation	3-6	3-6	3-6
Orientation	1	1	1
<b>Electives and other Major Field Requirements</b>			
	3-21 <sup>a</sup>	57 <sup>a</sup>	75 <sup>d</sup>
<b>Minimum Total Number of Credits for Degree</b>	<b>97</b>	<b>97</b>	<b>97</b>

a. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and further to consult with the Counseling Department of the Community College in planning his program and selecting his electives.

b. Students who have successfully completed two years of a foreign language in high school may petition for advanced placement to the sophomore level course of this foreign language.

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

d. The Associate in Applied Science degree programs generally are organized approximately as follows:

Specialized courses in major field	50%
Supporting technical and theory courses in related fields	25-30%
General education courses	20-25%

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

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

- Agricultural Business Technology  
Blue Ridge Community College
- Broadcast Engineering Technology  
Northern Virginia Community College
- Civil Engineering Technology  
Northern Virginia Community College
- Electromechanical Technology  
Danville Community College
- Environmental Technology  
Wytheville Community College
- Horticultural Technology  
Virginia Western Community College
- Hotel, Restaurant, and Institutional Management  
Northern Virginia Community College
- Forest Technology  
Dabney S. Lancaster Community College
- Marine Technology  
Thomas Nelson Community College
- Mortuary Science  
John Tyler Community College
- Radiologic Technology  
Central Virginia Community College
- Real Estate Management  
Northern Virginia Community College
- Television Productional Technology  
Northern Virginia Community College
- Textile Management  
Danville Community College

# Liberal Arts

**Degree:** Associate in Arts

**Length:** Six-quarter (two-year) program

**Purpose:** The Associate in Arts degree program in Liberal Arts is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the Bachelor of Arts degree, in the liberal arts or social sciences. Students in this program may wish to major in the following fields:

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

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

- 4 units of English
- 2 units of mathematics (algebra and geometry)\*
- 1 unit of laboratory science
- 1 unit of history

The remaining units are elective subjects, but at least two units of a foreign language are recommended. Students who do not meet these requirements may be permitted to correct their deficiencies in the Preparatory (Foundation) Program before entering the Liberal Arts curriculum.

---

\*Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics courses to be taken in the community college.

**Program Requirements:** This curriculum consists of courses in the humanities including a foreign language, natural sciences, and social sciences, usually required in the first two years of a baccalaureate liberal arts curriculum. A minimum of 97 credits is required for the Liberal Arts major in the Associate In Arts degree program. **Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counseling Department of the Community College in planning his program and selecting his electives.** In order to help prepare for upper division (junior class) standing at a four-year college or university, the student usually must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon satisfactory completion of the program, the student will be awarded the Associate in Arts degree with a major in Liberal Arts.

## LIBERAL ARTS

### Associate in Arts Degree Program

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

**SECOND QUARTER**

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

**THIRD QUARTER**

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

**FOURTH QUARTER**

ENGL	261	English Literature I	3
BIOL	101	General Biology I	
or			
CHEM	111	General Chemistry I	4
FREN	201	Intermediate French I	4
or		Elective**	
PSYC	201	General Psychology I	3
		Humanities Elective**	3
PHED		Physical Education Elective	1
		Total	<hr/> 18

**FIFTH QUARTER**

ENGL	262	English Literature II	3
BIOL	102	General Biology II	
or			
CHEM	112	General Chemistry II	4
FREN	202	Intermediate French II	4
or		Elective**	
PSYC	202	General Psychology	3
		Elective**	3
			<hr/>
		Total	17

**SIXTH QUARTER**

ENGL	263	English Literature III	3
BIOL	103	General Biology III	
or			
CHEM	113	General Chemistry III	4
FREN	203	Intermediate French III	4
or		Elective	
PSYC	203	General Psychology III	3
		Elective**	3
			<hr/>
		Total	17

Total Minimum Credits for a Liberal Arts Major 97

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

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



# Business Administration

**Degree:** Associate in Science

**Length:** Six-quarter (two-year) program

**Purpose:** With the rapid development in business and industry in Virginia, there is a great demand for qualified personnel in business administration to help provide leadership for this economic growth.

The Associate in Science degree program in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in business administration.

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

- 4 units of English
- 2 units of mathematics (algebra and geometry) \*
- 1 unit of laboratory science
- 1 unit of social studies

Students who do not meet these requirements may be permitted to correct their deficiencies in the Preparatory (Foundation) Program before entering the Business Administration curriculum.

**Program Requirements:** The modern business world demands knowledge in fields over and beyond every-day business technology. Thus, this curriculum requires courses in the humani-

---

\*Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics courses to be taken in the community college.

ties, natural sciences, and social sciences in addition to the principles of economics and principles of accounting usually required in the first two years of a baccalaureate business administration curriculum. **Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counseling Department of the Community College in planning his program and selecting his electives.** In order to help prepare for upper division (junior class) standing at a four-year college or university, the student usually must complete a program at the Community College that is comparable in length and courses to the first two years of the program at a four-year college or university. Upon completion of the program, the student will be awarded the Associate in Science degree with a major in Business Administration.

## BUSINESS ADMINISTRATION

### Associate in Science Degree Program

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

**SECOND QUARTER**

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

**THIRD QUARTER**

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

**FOURTH QUARTER**

ENGL	261	English Literature I	3
ACCT	211	Principles of Accounting I	4
PSYC	201	General Psychology I	3
ECON	211	Principles of Economics I	3
GOVT	281	United States Government I	3
PHED		Physical Education Elective	1
			<hr/>
		Total	17

**FIFTH QUARTER**

ENGL	262	English Literature II	3
ACCT	212	Principles of Accounting II	4
PSYC	202	General Psychology II	3
ECON	212	Principles of Economics II	3
GOVT	282	United States Government II	3
		<b>Total</b>	<u>16</u>

**SIXTH QUARTER**

ENGL	263	English Literature III	3
ACCT	213	Principles of Accounting III	4
PSYC	203	General Psychology III	3
ECON	213	Principles of Economics III	3
GOVT	283	United States Government III	3
		<b>Total</b>	<u>16</u>

Total Minimum Credits for a Business Administration Major 97

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

# Science

**Degree:** Associate in Science

**Length:** Six-quarter (two-year) program

**Purpose:** With the tremendous emphasis on scientific discoveries and technological developments in today's society, there is a great demand for scientists and scientifically-oriented persons in business, government, industry, and the professions.

The Associate in Science degree program with a major in science is designed for persons who are interested in a pre-professional or scientific program and who plan to transfer to a four-year college or university to complete a baccalaureate degree program with a major in one of the following fields:

Agriculture	Forestry	Nursing
Biology	Home Economics	Pharmacy
Chemistry	Mathematics	Physics
Dentistry	Medicine	

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

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

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

**Program Requirements:** Although the major emphasis in this curriculum is on mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses

for his pre-professional or scientific program as required in the first two years of the four-year college or university. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also to consult with the Counseling Department of the Community College in planning his program and selecting his electives. In order to help prepare for upper division (junior class) standing at a four-year college or university, the student usually must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon satisfactory completion of the program, the student will be awarded the Associate in Science degree with a major in science.

## SCIENCE

### Associate in Science Degree Program

Course Number	Course Title	Course Credits
<b>FIRST QUARTER</b>		
ENGL 111	English Composition I	3
HIST 101	History of Western Civilization I	3
MATH 161	College Mathematics I	3
CHEM 111	General Chemistry I	4
PSYC 201	General Psychology I	3
GENL 100	Orientation	1
	Total	17
<b>SECOND QUARTER</b>		
ENGL 112	English Composition II	3
HIST 102	History of Western Civilization II	3
MATH 162	College Mathematics II	3
CHEM 112	General Chemistry II	4
PSYC 202	General Psychology II	3
PHED	Physical Education Elective	1
	Total	17

**THIRD QUARTER**

ENGL	113	English Composition III	3
HIST	103	History of Western Civilization III	3
MATH	163	College Mathematics III	3
CHEM	113	General Chemistry III	4
PSYC	203	General Psychology III	3
PHED		Physical Education Elective	1
Total			<u>17</u>

**FOURTH QUARTER**

ENGL	261	English Literature I	3
MATH		Elective*	3
BIOL	101	General Biology I	4
ECON	211	Principles of Economics I	3
		Elective**	3
Total			<u>16</u>

**FIFTH QUARTER**

ENGL	262	English Literature II	3
MATH		Elective*	3
BIOL	102	General Biology II	4
ECON	212	Principles of Economics II	3
		Elective**	3
Total			<u>16</u>

**SIXTH QUARTER**

ENGL	263	English Literature III	3
MATH		Elective*	3
BIOL	103	General Biology III	4
ECON	213	Principles of Economics III	3
		Electives**	3
Total			<u>16</u>

Total Minimum Credits for a Science Major 97

\*Mathematics elective may be either a second science or mathematics sequence.

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

# Pre-Teacher Education

**Degree:** Associate in Science

**Length:** Six-quarter (two-year) program

**Purpose:** With the rapid development and emphasis on education in Virginia, there is a great demand for qualified teachers and other educational specialists to help provide leadership for the schools.

The Associate in Science degree program in Pre-Teacher Education is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Teacher Education.

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

- 4 units of English
- 2 units of mathematics (algebra and geometry)\*
- 1 unit of laboratory science
- 1 unit of social studies

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

**Program Requirements:** The modern education world demands that its teachers and staff be knowledgeable both in the subjects they plan to teach and in general education. Thus,

---

\*Students are urged to check the mathematics requirements of the four-year college or university to which they plan to transfer to determine the proper mathematics course to be taken in the community college.



this curriculum requires courses in the humanities, natural sciences, and mathematics, social sciences, and health and physical education in addition to general psychology usually required in the first two years of a baccalaureate teacher education curriculum. The Pre-Teacher Education curriculum is designed to lead the student toward meeting the state teacher certification requirements for a Collegiate Professional Certificate. Eligible students may also qualify for the State Teachers' Scholarships. **Each student is urged to acquaint himself with the requirements of the major department in the college or university to which transfer is contemplated and also, to consult with the Counseling Department of the Community College in planning his program and selecting his electives.** In order to help prepare for upper division (junior class) standing at a four-year college or university, the student usually must complete a program at the Community College that is comparable in length and courses to the first two years of the program at the four-year college or university. Upon completion of the program, the student will be awarded the Associate in Science degree with a major in Pre-Teacher Education.

## PRE-TEACHER EDUCATION

### Associate in Science Degree Program

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

**SECOND QUARTER**

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

**THIRD QUARTER**

ENGL	113	English Composition III	3
HIST	113	American History III	3
MATH	163	College Mathematics III	
or			
MATH	183	General College Mathematics III	3
BIOL	103	General Biology III	
or			
CHEM	113	General Chemistry III	4
		Elective*	3
		Total	<u>16</u>

**FOURTH QUARTER**

ENGL	261	English Literature I	3
PSYC	201	General Psychology I	3
GOVT	281	United States Government I	3
ECON	211	Principles of Economics I	3
PHED		Physical Education Elective	1
		Elective*	3
		Total	<u>16</u>

**FIFTH QUARTER**

ENGL	262	English Literature II	3
PSYC	202	General Psychology II	3
GOVT	282	United States Government II	3
ECON	212	Principles of Economics II	3
		Elective*	4
		Total	<u>16</u>

**SIXTH QUARTER**

ENGL	263	English Literature III	3
PSYC	203	General Psychology III	3
GOVT	283	United States Government III	3
ECON	213	Principles of Economics III	3
		Elective*	3
		Total	<u>15</u>

Total Minimum Credits for a Pre-Teacher Education Major 97

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

# Pre-Engineering

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

**Length:** Three quarters

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

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

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

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admission requirements in Part II of this catalog), entry into the Pre-Engineering Program requires the satisfactory completion of the following high school units or equivalent as a minimum:

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

Students who do not have an adequate foundation in English grammar and composition to enroll in ENGL 113 (the beginning English course for pre-engineering majors), as indicated by high school grades and test scores, may first have to complete ENGL 111 and 112. Students who do not meet the requirements listed above may be permitted to correct their deficiencies in the Preparatory Foundations Program before entering the Pre-Engineering Program.

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

## PRE-ENGINEERING

### One-year, Non-degree Program

Course Number		Course Title	Course Credits
<b>FIRST QUARTER</b>			
ENGL	111	English Composition I*	3
CHEM	111	General Chemistry I	4
ENGR	121	Engineering Graphics I	2
HIST	101	History of Western Civilization I	3
MATH	141	Math Analysis I	5
GENL	100	Orientation	1
		Total	18
<b>SECOND QUARTER</b>			
ENGL	112	English Composition II	3
CHEM	112	General Chemistry II	4
ENGR	122	Engineering Graphics II	2
HIST	102	History of Western Civilization II	3
MATH	142	Math Analysis II	5
PHED		Physical Education Elective	1
		Total	18

**THIRD QUARTER**

ENGL	113	English Composition III	3
CHEM	113	General Chemistry III	4
ENGR	123	Descriptive Geometry	3
MATH	143	Math Analysis III	5
HIST	103	History of Western Civilization III	3
		Total	<u>18</u>
		Total Minimum Credits	54

\*Entering students may petition for advanced placement in English composition. If approved the student will be required to complete literature courses in lieu of the composition requirement.

# Business Management

**Degree:** Associate in Applied Science

**Length:** Six-quarter (two-year) program

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

**Occupational Objectives:**

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

**Admission Requirements:** In addition to the admission requirements established for the college (as listed in the section on admission requirements in Part II of this catalog), entry into the Associate in Applied Science degree program in Business Management requires proficiency in high school English and high school mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in the Preparatory Foundations Program before entering the Business Management curriculum.

**Program Requirements:** The first three quarter (first year) of the Associate in Applied Science degree program in Business Management is similar to the program in Accounting. However, in the second year each student will pursue his specialty. Approximately one-half of the curriculum will include courses in business management with the remaining courses in related subjects, general education, and electives. Instruction will include both the theoretical concepts and practical applications

needed for future success. Each student is urged to consult with the Counseling Department and his faculty advisor in planning his program and selecting his electives. Upon completion of the program the student will be awarded the Associate in Applied Science degree with a major in Business Management.

## BUSINESS MANAGEMENT

### Associate in Applied Science Degree

Course Number	Course Title	Course Credits
<b>FIRST QUARTER</b>		
ACCT 111	Accounting I	4
BUAD 100	Introduction to Business	3
BUAD 108	Business Machines	2
ENGL 101	Communication Skills I	3
GENL 100	Orientation	1
MATH 151	Intro. to Business Mathematics I	3
	Total	16
<b>SECOND QUARTER</b>		
ACCT 112	Accounting II	4
BUAD 176	Administrative Office Management	3
ENGL 102	Communication Skills II	3
MATH 152	Intro. to Business Mathematics II	3
SECR 111	Typewriting I*	3
PHED	Health, Phys. Ed., or Recreation	1
	Total	17
<b>THIRD QUARTER</b>		
ACCT 113	Accounting III	4
BUAD 164	Principles of Business Management I	3
ECON 160	Economics	3
PSYC 128	Human Relations	3
ENGL 180	Business English	3
PHED	Health, Phys. Ed., or Recreation	1
	Total	17



**FOURTH QUARTER**

BUAD	254	Applied Business Stat.	3
DAPR	106	Principle of Data Proc.	3
SPDR	136	Speech Communication	3
GOVT	180	Government	3
MKTG	100	Principle of Marketing	3
PHED		Health, Phys. Ed., or Recreation	1
		Total	<u>16</u>

**FIFTH QUARTER**

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

**SIXTH QUARTER**

BUAD	242	Business Law II	3
BUAD	246	Business Finance	3
BUAD	287	Public Relations in Management	3
BUAD	298	Seminar and Project	1- 5
		Elective	<u>3</u>
		Total	13-17

Total Minimum Credits for the Business Management Degree 97

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

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

# Drafting and Design Technology

**Degree:** Associate in Applied Science

**Length:** Six-quarter (two-year) program

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

**Occupational Objectives:**

Drafting Supervisor	Fixture Design Draftsman
Draftsman	Machine Design Draftsman

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admissions requirements in Part II of this catalog), entry into the Associate in Applied Science curriculum in Drafting and Design Technology requires proficiency in high school English and mathematics. Students who are not proficient in these subject areas will be required to correct their deficiencies in a Preparatory Foundations Program before entering the curriculum.

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

## DRAFTING AND DESIGN TECHNOLOGY

### Associate in Applied Science Degree Program

Course Number		Course Title	Course Credits
<b>FIRST QUARTER</b>			
DRFT	111	Technical Drafting I	2
MATH	111	Technical Mathematics I	3
DRFT	171	Blueprint Reading I	2
INDT	111	Materials & Process of Industry I	3
ENGL	101	Communication Skills I	3
GENL	100	Orientation	1
PHED		Health, Physical Ed., and Recreation	1
Total			15
<b>SECOND QUARTER</b>			
DRFT	112	Technical Drafting II	2
MATH	112	Technical Mathematics II	3
PHYS	101	Introductory Physics I	4
INDT	112	Materials & Process of Industry II	3
ENGL	102	Communication Skills II	3
PHED		Health, Physical Ed. and Recreation	1
Total			16
<b>THIRD QUARTER</b>			
DRFT	113	Technical Drafting III	2
MATH	113	Technical Mathematics III	3
PHYS	102	Introductory Physics II	4
INDT	176	Industrial Safety	2
GOVT	180	American Constitutional Government	3
ECON	160	American Economics	3
Total			17
<b>FOURTH QUARTER</b>			
DRFT	211	Advanced Technical Drafting V	3
PHYS	103	Introductory Physics III	4
ENGR	151	Mechanics I (Statics)	3
PSYC	128	Human Relations	3
PHED		Health, Physical Ed. and Recreation	1
		Elective	3
Total			17

**FIFTH QUARTER**

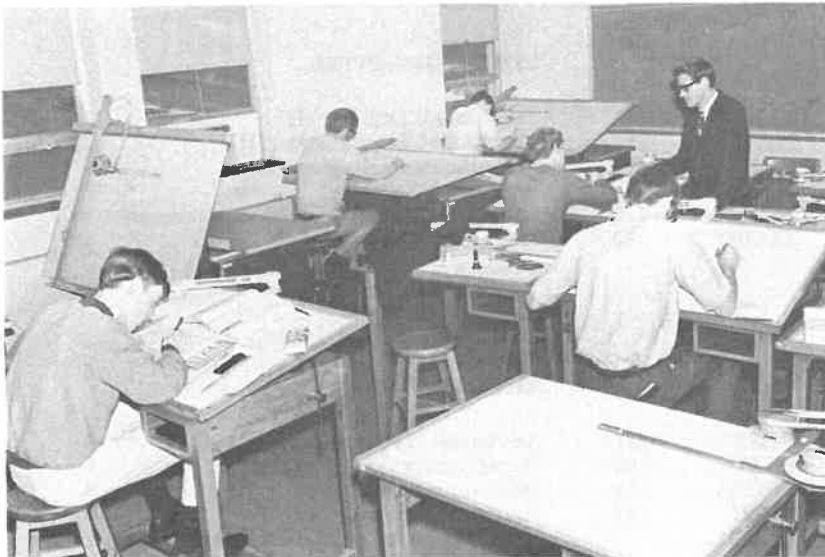
DRFT	212	Advanced Technical Drafting VI	3
PSYC	226	Psychological Aspects of Management	3
ENGR	152	Mechanics II (Strength of Materials)	4
DRFT		Drafting Elective	2
SPDR	136	Speech Communications	3
		<b>Total</b>	<b>15</b>

**SIXTH QUARTER**

DRFT	213	Advanced Technical Drafting VII	3
INDT	226	Plant Layout	3
INDT	270	Industrial Management	3
DRFT	298	Seminar and Project in Drafting and Design Technology	2
MECH	215	Advanced Jig and Fixture Design I	3
		Elective*	3
		<b>Total</b>	<b>17</b>

Total Minimum Credits for Degree 97

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



Drafting Students are (from L to R) Robert McCormack, Burce Neville, William Wade, Michael Slayton, Greg Wood, and Mr. Claunch (instructor).

# Electronics Technology

**Degree:** Associate in Applied Science

**Length:** Six-quarter (two-year) program

**Purpose:** With the rapid growth of the electronics and manufacturing industries in Virginia, and steady demand for qualified electronic technicians in the local area, there is a need for trained personnel to meet these requirements. The Associate in Applied Science degree curriculum in Electronics Technology is designed to train persons for full-time employment immediately upon completion of the Community College curriculum offering.

**Occupational Objectives:**

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

**Admission Requirements:** In addition to the admission requirements established for the College (as listed in the section on admissions requirements in Part II of this catalog), entry into the Associate in Applied Science curriculum in Electronic Technology requires proficiency in high school English, mathematics and science including one unit of algebra. Students who are not proficient in these subject areas will be required to correct their deficiencies in a Preparatory Foundations Program before entering the curriculum.

**Program Requirements:** The curriculum in Electronics is a two-year program combining instruction in the many subject areas required for competence as a Technician in industry. The first year of the Electronics Technology curriculum is designed to establish a general base in mathematics and electronic circuits and networks. The second year develops this

base in a number of important areas of electronics, such as computers, control circuits, measurements, and communications. The graduate should have sufficient background, both in depth and diversity, to allow him employment in any area of the electronics field as a technician. Approximately one-half of the curriculum will include courses in electronics technology with the remaining courses in related subjects, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in Electronics Technology. Students are permitted a choice of electives in the second year. These electives should be carefully chosen to develop further skill and competence in either communication networks or specialized Industrial Controls. Each student is advised to consult with his faculty advisor and the Counseling Department in planning his program and selecting his electives. Upon completion of the program the graduate will be awarded the Associate in Applied Science degree in Electronics Technology.

## ELECTRONICS TECHNOLOGY

### Associate in Applied Science Degree Program

Course Number	Course Title	Course Credits
<b>FIRST QUARTER</b>		
DRFT 111	Drafting I	2
DRFT 171	Blueprint Reading I	2
ELEC 114	Fundamentals of Direct Current	4
ENGL 101	Communications Skills I	3
MATH 111	Technical Mathematics I	3
GENL 100	Orientation	1
PHED	Physical Education Elective*	1
	Total	16
<b>SECOND QUARTER</b>		
ECON 160	American Economics	3
ELEC 115	Fundamentals of Alternating Current	4
ENGL 102	Communications Skills II	3
MATH 112	Technical Mathematics II	3
PHYS 101	Introductory Physics I	4
	Total	17

**THIRD QUARTER**

ELEC	116	Circuit Analysis	4
ELEC	124	Electronics I	5
MATH	113	Technical Mathematics III	3
PHYS	102	Introductory Physics II	4
PHED		Physical Education Elective	1
			17
Total			

**FOURTH QUARTER**

ELEC	120	Tubes and Transistors	4
ELEC	126	Amplifiers	4
GOVT	180	American Constitutional Government	3
SPDR	136	Speech Communications	3
		Electives*	3
			17
Total			

**FIFTH QUARTER**

ELEC	227	Pulse and Switching Circuits	3
ELEC	241	Communications I	4
ELEC	276	Instruments and Measurements	4
PSYC	128	Human Relations	3
DRFT	256	Electronics Drafting	2
PHED		Physical Education Elective*	1
			17
Total			

**SIXTH QUARTER**

ELEC	242	Communications II	4
ELEC	287	Advanced Circuits & New Devices	2
ELEC	298	Seminar & Project in Electrical Technology	2
INDT	176	Principles of Industrial Safety	2
		Electives*	5
			15
Total			

Total Minimum Credits for an Electronics Major 97

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

# Forest Technology

**Degree:** Associate in Applied Science

**Length:** Seven-quarter (two-year program)

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

**Occupational Objectives:**

Forestry Technician	Foreman
Forestry Aids	Scaler
Forest Surveying Aide	

**Admission Requirements:** In addition to the general admission requirements for the College, entry into the program requires proficiency in high school English, mathematics, and science. The applicant should have completed mathematics through geometry as well as one laboratory science while in high school. High school record and standard test scores should have placed him above the 25th percentile on national norms. Students who do not meet these standards may be required to correct their deficiencies in the Preparatory Foundations Program before entering this curriculum.

**Program Requirements:** The first three quarters of the program can be taken at any of the community colleges in the state. Courses to be completed during this period provide both general education subjects as well as the supporting technologies of business and drafting. Beginning the summer following the first year, the student will be required to be in residence at Dabney S. Lancaster Community College for a full calendar year. During this time the student will receive



instruction in technical forestry subjects. In addition to field trips to forestry activities in the immediate area of the College, the student will take two extended trips to other forest type areas of the state. Upon completion of the program, the student will be awarded the Associate in Applied Science degree with a major in Forest Technology.

## FOREST TECHNOLOGY

### Associate in Applied Science Degree Program

Course Number		Course Title	Course Credits
<b>FIRST QUARTER</b>			
ENGL	101	Communication Skills I	3
MATH	111	Technical Mathematics I	3
BUAD	108	Business Machines	2
DRFT	111	Drafting I (or DRFT Elective)*	2
BIOL	101	General Biology I (or BIOL Elective)*	4
GENL	100	Orientation	1
PHED		Electives**	1
Total			16
<b>SECOND QUARTER</b>			
ENGL	102	Communication Skills II	3
MATH	112	Technical Mathematics II	3
BUAD	100	Introduction to Business	3
ACCT	111	Accounting	4
ECON	160	American Economics	3
PHED		Electives**	1
Total			17
<b>THIRD QUARTER</b>			
SPDR	136	Speech Communications	3
MATH	113	Technical Mathematics III	3
DAPR	106	Principles of Data Processing	3
PSYC	128	Human Relations	3
GOVT	180	American Government	3
PHED		Electives**	1
Total			16

**SUMMER QUARTER**

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

**FIFTH QUARTER**

CIVL	281	Advanced Surveying	4
FORE	201	Forest Mensuration I	4
FORE	118	Applied Silviculture	4
FORE	131	Wildlife and Fisheries Management	4
			<hr/>
		Total	16

**SIXTH QUARTER**

FORE	202	Forest Mensuration II	4
FORE	207	Aerial Photo Interpretation	3
FORE	247	Timber Harvesting	4
FORE	241	Forest Products I	3
FORE	122	Forest Protection	3
			<hr/>
		Total	17

**SEVENTH QUARTER**

FORE	230	Forest Management	4
FORE	132	Forest Recreation	4
FORE	242	Forest Products II	4
		Electives**	3
			<hr/>
		Total	15

Total Minimum Credits for Degree 114

\*The Biology requirement may be waived if the student has successfully completed one year of high school biology.

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

# Secretarial Science

**Degree:** Associate in Applied Science

**Length:** Six-quarter (two-year) program

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

**Occupational Objectives:**

Educational Secretary  
Executive Secretary  
Legal Secretary  
Legal Stenographer  
Office Machine Operator  
Technical Secretary in  
Industry

Technical Stenographer  
General Secretary  
Legal Office Manager  
Medical Secretary  
Stenographer  
Technical Secretary in  
Research

**Admission Requirements:** In addition to the general admission requirements for the College, entry into the program requires proficiency in high school English and mathematics. Students who are not proficient in these subject areas will be required to correct their deficiencies in a Preparatory Foundation Program before entering the curriculum. In addition, students who have had some training in shorthand and typewriting may be granted advanced placement upon acceptance into the department. The student's achievement record in the prior courses will be the major basis upon which advanced standing may be granted.

**Program Requirements:** The two-year curriculum in Secretarial Science combines instruction in the many subject areas required for competence as a secretary in business, government, industry, law offices, and other organizations. Approximately one-half of the curriculum will include courses in secretarial science with the remaining courses in related subjects, general education and electives. Students who receive a grade

lower than "C" in any shorthand or typewriting will be required to repeat the course and earn a grade of "C" or higher before registering for the next course in sequence. Upon completion of the curriculum the graduate will be awarded the Associate in Applied Science degree with a major in Secretarial Science.

## SECRETARIAL SCIENCE

### Associate in Applied Science Degree Program

#### First Year

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

Course Number	Course Title	Course Credits
<b>FOURTH QUARTER</b>		
SECR 221	Shorthand Transcription I	3
SECR 241	Secretarial Procedures I	3
SPDR 136	Speech Communications	3
BUAD 108	Business Machines	2
PHED	Physical Education Elective	1
	Elective	3
	Total	15
<b>FIFTH QUARTER</b>		
SECR 222	Shorthand Transcription II	3
SECR 242	Secretarial Procedures II	3
SECR 256	Machine Transcription	3
MATH 152	Business Math II	3
BUAD 241	Business Law I	3
PHED	Physical Education Elective	1- 2
	Total	16-17
<b>SIXTH QUARTER</b>		
SPDR 136	Personal Development	3
SECR 223	Shorthand Transcription (General)	3
SECR 243	Secretarial Procedures III	3
SECR 298	Seminar & Project in Secretarial Science	2
BUAD 164	Principles of Business Management	3
ENGL 180	Fundamentals of Business English	3
	Total	17

Total Minimum Credits for Degree 101

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

# Drafting

**Certificate:** Certificate in Drafting

**Length:** One year program

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

**Occupational Objectives:** Draftsmen

**Admission Requirements:** Admission to the program, in addition to the requirements for general admission to the College, require that the student show satisfactory aptitude for drawing as measured by appropriate tests administered by the College counseling department.

**Program Requirements:** The Drafting Program is designed to prepare students to work as draftsmen and to provide the student with an introduction to the basic problems associated with design and manufacturing of mechanical devices. The curriculum includes basic courses in the humanities (English, government and psychology) to assist the student in social and business communications and to prepare the student to meet the obligations of the citizen in our democratic society.

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

## DRAFTING

### Certificate Curriculum

Course Number		Course Title	Course Credits
<b>FIRST QUARTER</b>			
DRFT	111	Technical Drafting I	2
DRFT	171	Blueprint Reading I	2
INDT	111	Materials and Processes of Industry I	3
MATH	111	Technical Math I	3
GENL	100	Orientation	1
ENGL	101	Communication Skills I	3
		Total	14
<b>SECOND QUARTER</b>			
DRFT	112	Technical Drafting II	2
INDT	112	Materials and Processes of Industry II	3
MATH	112	Technical Math II	3
ENGL	102	Communication Skills II	3
ECON	160	American Economics	3
		Total	14
<b>THIRD QUARTER</b>			
DRFT	113	Technical Drafting III	2
GOVT	180	American Constitutional Government	3
INDT	176	Principles of Industrial Safety	2
		Approved Electives*	8
		Total	15
<b>FOURTH QUARTER</b>			
DRFT	211	Advanced Drafting IV	3
PSYC	128	Human Relations	3
		Total	6

Total Minimum Credits for Certificate 49

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

# Electronics

**Certificate:** Certificate in Electronics

**Length:** Four quarter program

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

**Occupational Objectives:**

- Electronics Repairman
- Electronics Installer
- Electronics Machine Operator

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

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

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

## ELECTRONICS

### Certificate Curriculum

Course Number	Course Title	Course Credits
<b>FIRST QUARTER</b>		
DRFT 111	Drafting I	2
ELEC 11	Basic Electricity	4
ENGL 101	Communication Skills I	3
GENL 100	Orientation	1
INDT 111	Materials and Processes of Industry I	3
MATH 01	Developmental Mathematics I	3
	Total	16
<b>SECOND QUARTER</b>		
DRFT 171	Blueprint Reading I	2
ECON 160	American Economics	3
ELEC 12	Basic Electricity	4
ENGL 102	Communication Skills II	3
MATH 111	Technical Math I	3
PHED	Physical Education Elective*	1
	Total	16
<b>THIRD QUARTER</b>		
INDT 176	Plant Safety	2
ELEC 21	Basic Electronics	4
GOVT 180	American Constitutional Government	3
SPDR 137	Public Speaking	3
MATH 112	Technical Mathematics II	3
PHED	Physical Education Elective*	1
	Total	16
<b>FOURTH QUARTER</b>		
ELEC 120	Introduction to Tubes and Transistors	4
PSYC 128	Human Relations	3
ELEC	Electronic Electives	8
	Total	15
Total Minimum Credits for Certificate		63

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



# Law Enforcement

**Certificate:** Certificate in Law Enforcement

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

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

**Occupational Objectives:**

- Commercial and Industrial Security Officer
- Local, State and Federal Enforcement Officer
- Police Officer
- Private and Government Investigator
- Advancement within the Profession

**Admission Requirements:** In addition to the general requirements for admission to the College, applicants should normally be employed in Law Enforcement and have the recommendation of their department or division head. Applicants who do not meet these qualifications must petition for special admission to the program.

**Curriculum Requirements:** The Certificate in Law Enforcement includes the basic courses in humanities and social sciences as well as specialized courses in Police Science. The program of studies is designed to assist the student in meeting both the skill requirements of the job and his obligations as a citizen in our democratic society.

Upon successful completion of the program, the student will be awarded the Certificate in Law Enforcement.

## LAW ENFORCEMENT

Course		Title	Credits
PLCE	100	Introduction to Law Enforcement	3
PLCE	111-112	Police Organization and Administration I-II	6
PLCE	126	Prevention and Control of Juvenile Delinquents (or PLCE Elective	3
PLCE	130	Criminal Law	3
PLCE	136	Legal Evidence	3
PLCE	244	Principles of Criminal Investigation	3
PLCE	245	Advanced Criminal Investigation	3
SOCI	276	Criminology	3

### Other

ENGL	101-102	Communication Skills I-II	6
PSYC	128	Human Relations	3
SOCI	106	General Sociology	3
GENL	100	Orientation	1
GOVT	180	American Constitutional Government	3
SPDR	136	Speech Communications	3
ECON	160	American Economics	3

Total Number of Credits for Curriculum 49



Library Services are being used by (L to R) Howard Johnston, Mrs. Pearson, Harry Bunch, Scott Hutchinson, Gary Weade, and Eleanora Revely.

# Office Management

**Certificate:** Certificate in Office Management

**Length:** Three-quarter program

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

**Occupational Objectives:**

Bookkeeper  
Administrative Assistant  
Office Assistant

**Admission Requirements:** Admission to the program, in addition to the general admission requirements of the College, requires that the student show satisfactory aptitude for general office work.

**Curriculum Requirements:** The Office Management Program is designed to prepare students to work as office assistants and to provide them with an introduction to typical procedures of the modern office. The curriculum includes basic courses in the humanities (English, government, economics, and psychology) to assist the student in social and business communications and to prepare the student to meet the obligations of the citizen in our democratic society.

Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion.

## OFFICE MANAGEMENT

### Certificate Curriculum

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

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

# Steno-Clerical Arts

**Certificate:** Certificate in Steno-Clerical Arts

**Length:** Three quarter (one year) program

**Purpose:** With the rapid growth of industry and business in Virginia, and the steady demand for qualified clerk-stenographers in the area, there is a need for training personnel to meet these requirements. The Steno-Clerical Curriculum is designed to train persons for full-time employment upon completion of the community college curriculum.

**Occupational Objectives:**

Stenographer

Office Clerk

Typist

Office Assistant

**Admission Requirements:** In addition to the general admission requirements of the College, entry into the Steno-Clerical Curriculum requires proficiency in high school English and mathematics. Students who are not proficient in these subject areas will be required to achieve the necessary background in the Preparatory Foundation Program. In addition, students who have had some training in shorthand and typewriting may be granted advanced placement upon acceptance in the department.

**Curriculum Requirements:** The curriculum in Steno-Clerical Arts is a one-year curriculum combining instruction in the many subject areas required for competence as a secretary in business, Government, industry, and other organizations. Approximately one-half of the curriculum will include courses in secretarial science with the remaining courses in related subjects, general education, and electives. Students who receive a grade lower than "C" in any shorthand or typewriting class will be required to repeat the course and to earn a grade of "C" or higher before registering for the next course in the sequence. The Curriculum is similar to the first three quarters in the Secretarial Science Program. Upon completion of the curriculum the student will receive a Certificate of Completion.

## STENO-CLERICAL ARTS

### Certificate Curriculum

Course Number	Course Title	Course Credits
<b>FIRST QUARTER</b>		
SECR 111	Typewriting I*	3
SECR 121	Shorthand I*	4
BUAD 108	Business Machines	2
MATH 151	Business Mathematics	3
ENGL 101	Communications Skills I	3
GENL 100	Orientation	1
	Total	16
<b>SECOND QUARTER</b>		
SECR 112	Typewriting II*	3
SECR 122	Shorthand II*	4
BUAD 100	Introduction to Business	3
ENGL 102	Communications Skills II	3
GOVT 180	American Constitutional Government	3
PHED	Physical Education Elective	1
	Total	17
<b>THIRD QUARTER</b>		
SECR 113	Typewriting III	3
SECR 123	Shorthand III	4
SECR 156	Personal Development**	3
SECR 136	Filing and Record Management	2
ECON 160	American Economics	3
PSYC 128	Human Relations	3
	Total	18
	Total Minimum Credits for Certificate	51

\*Students with previous training in these skills can waive one or more of these courses.

\*\*Required of female students only. Male students will substitute an approved elective.

**Students who plan to earn the Associate in Applied Science Degree in Secretarial Science must complete the following courses:**

BUAD 100	Introduction to Business	3
BUAD 164	Principles of Business Management	3
MATH 152	Introduction to Business Mathematics	3
Accounting or Business Elective		

# Preparatory Foundations Program

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

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

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

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

A student in the foundation program may be taking all of his work at the foundation level or he may be taking some associate degree level courses for which he is qualified in ad-

dition to one or more foundation courses. Many of the foundation courses will provide credit applicable to the requirements of a diploma or certificate program. In addition, if the student takes any associate degree courses while in the foundation program, the credit earned in these courses may be transferred to an associate degree curriculum when the student is admitted to the associate degree curriculum and if the courses are applicable to the curriculum.

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

## **Co-operative Nursing Program**

The Dabney S. Lancaster Community College cooperates with the Chesapeake and Ohio Hospital School of Nursing.

Students at the School of Nursing take one year of basic sciences and humanities at the college.

Students interested in nursing should contact the Associate Director, School of Nursing, Chesapeake and Ohio Hospital, Clifton Forge, Virginia 24422.

## **Special Training Programs**

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



## Community Service Programs

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

Special short term courses which develop various skills

Non-credit art courses for adults and students

A cinema series featuring classic motion pictures

An annual arts festival which features local, state, national and international talent.

Use of college facilities by individuals and community organizations.



Looking for material: Donald Lewis, Greg Carter, and Richard Hinkle.



Art Workshop for adults: (from L to R) Edna Fleming, Martha Rutherford, Helen Scott, Sharon Burch, Eloise Jones, Ethelda Taylor, Audrey Smith, Mrs. Carla Bell (instructor) Martha Lopez, and Mrs. Harry Anderson.

# Part V

# Description of Courses

## Course Numbers

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

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

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

Courses numbered 200-299 are sophomore level courses applicable toward an associate degree and certificate programs.

## Course Credits

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

## Course Hours

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

## Prerequisites

If any prerequisites are required before enrolling in a course, these prerequisites will be identified in the course description. Courses in special sequences (usually identified by the numerals I-II-III) require that prior courses or their equivalent be completed before enrolling in the advanced courses in the sequence. When corequisites are required for a course, usually the corequisites must be taken at the same time. The prerequisites or their equivalent must be completed satisfactorily before enrolling in a course unless special permission is obtained from the Dean of Instruction and the instructor of the course.

## ACCOUNTING

ACCT 14-15 BOOKKEEPING I-II (3 cr.) (3 cr.)—A study of the complete cycle of double-entry bookkeeping. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

ACCT 26 COST ACCOUNTING (3 cr.)—Basic concepts of cost accounting and how they function within a manufacturing firm. Material cost, labor cost, manufacturing overhead, and marketing costs of the cost accounting system. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

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

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

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

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

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

ACCT 211-212-213 PRINCIPLES OF ACCOUNTING I-II-III (3 cr.) (3 cr.) (3 cr.)—Accounting principles and their application to various forms of business inventory valuation, internal control systems, manufacturing processes, budgeting, and analysis of financial statements. Lecture 3 hours, Laboratory 2 hours, Total 5 hours per week.

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

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

ACCT 234-235 COST ACCOUNTING I-II (3 cr.) (3 cr.)—Prerequisite ACCT 111-112-113. Studies in accounting systems, methods and statements involved in process and job cost accounting; use of standards and cost controls. Lecture 3 hours per week.

ACCT 244 TAXES I (3 cr.)—Principles of federal taxation relating to

individual income taxes with emphasis on minimization of personal tax burden and preparation of personal tax returns. single preparation form and tax problems. Lecture 3 hours per week.

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

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

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

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

#### **AGRICULTURE**

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

#### **ARTS**

ARTS 90 ART WORKSHOP (1 cr.)—A workshop for individual special projects in art. Laboratory 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. The course begins with prehistoric art and follows the main stream of western civilization to the present. Lectures 3 hours per week.

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

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

#### **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, as a basis

for understanding nursing theory and practice. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

**BIOL 166 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 relationship to individual and community health. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

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

**BIOL 267 GENERAL ECOLOGY** (3 cr.)—Prerequisite General Biology or departmental permission. A study of the interrelationships between organisms and the natural and cultural environments with emphasis on human influences on ecological structures; survey of populations, communities and ecosystems. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

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

#### **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 108 BUSINESS MACHINES** (2 cr.)—A course to develop proficiency in the use of office machines such as calculators and adding machines. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

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

**BUAD 157 PRINCIPLES OF BANK OPERATIONS** (3 cr.)—The economic importance of banks, the receiving functions, processing of cash items, 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 Reserve System, government supervision, banking and public service. Lecture 3 hours per week.

**BUAD 164 PRINCIPLES OF BUSINESS MANAGEMENT I** (3 cr.)—Management and management functions; planning, organizing, staffing, directing, and controlling. Management examined as both a science and

art with emphasis on both the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week.

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

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

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

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

**BUAD 241 BUSINESS LAW I (3 cr.)**—An introduction to the field of law, how it developed and how it operates as a method of control; study of the purpose of law in our present-day complex society, the law of contracts, and the agency. Lecture 3 hours per week.

**BUAD 242 BUSINESS LAW II (3 cr.)**—Prerequisite BUAD 241. A continuation of BUSINESS LAW I (BUAD 241). The main topic to be studied is the Uniform Commercial Code as adopted in the various states. Lecture 3 hours per week.

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

**BUAD 248 BUSINESS LETTER WRITING (3 cr.)**—The value of applying positive qualities in written business communication through better understanding and human relations. Emphasis upon preparing effective communications with customers, suppliers, employees, the public, and other business contacts. Lecture 3 hours per week.

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

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

BUAD 254 APPLIED BUSINESS STATISTICS I (3 cr.)—An inductory course in statistics. Collection, presentation, and analysis of data through ratios, percentages, and averages. Emphasis on the practical application of statistical measures to business situations. Lecture 3 hours per week.

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

BUAD 276 PERSONNEL MANAGEMENT (3 cr.)—The problems and issues in the administration of personnel actions. Includes organization and tasks of personnel development, significant personnel considerations and an appraisal of the position of labor in business today. Lecture 3 hours per week.

BUAD 278 PRODUCTION PLANNING (3 cr.)—The fundamentals of production planning and control; plant layout, manpower, equipment and inventory planning, production forecasting, scheduling and control, and satistical quality. Lecture 3 hours per week.

BUAD 287 PUBLIC RELATIONS IN MANAGEMENT (3 cr.)— A survey of public relations as a management responsibility. Includes philosophy and techniques of public relations; application to employee, public, customer, and stockholder relations; lecture, demonstrations, and problem cases for practical application. Lecture 3 hours per week.

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

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

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

### CHEMISTRY

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

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

CHEM 151-152-153 HEALTH SCIENCE CHEMISTRY I-II-III (4 cr.) (4 cr.) (4 cr.)—This is primarily an introductory course in chemistry for students in the health sciences. It deals with the basic principles of inorganic, organic and biological chemistry. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.



## **CIVIL ENGINEERING**

**CIVL 184 LAND SURVEYING (5 cr.)**—Prerequisite MATH 112. Plain surveying. The topics covered include distance measurements, note keeping, compass, surveying, leveling, angle measurement, stadia, topography, coordinates, areas and computation, and mapping. Lectures 3-2 hours, Laboratory 6-3 hours, Total 9-5 hours per week.

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

## **DATA PROCESSING TECHNOLOGY**

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

## **DECORATING**

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

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

## **DRAFTING**

**DRFT 111 TECHNICAL DRAFTING I (2 cr.)**—Introduction to the techniques and instruments required for success as a draftsman in industry. Content will include use of instruments, lettering, simple descriptive and analytic geometry principles as applied to drafting and freehand sketching, basic principles of orthographic projection in the preparation of simple drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

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

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

DRFT 171 BLUEPRINT READING I (2 cr.)—This course will include the purpose of blueprints, designing of the product and its production, review and application of basic principles, visualization, orthographic projection, detail of drafting shop process and terminology, assembly drawings, and exploded views. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

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

DRFT 173 BLUEPRINT READING III (2 cr.)—Prerequisite DRFT 172. Industrial prints will be used in this course. The difference between production drawings or operation sheets and tool drawings will be presented. Assembly drawings as the piece fits into place will be broken down into each detail print required. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

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

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

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

DRFT 256 ELECTRONICS DRAFTING (2 cr.)—Fundamental principles, practices, and methods of presenting electromechanical information through the graphic language. Principles of projection, fastening, materials and finishes, chassis design and fabrication, electronic symbology, diagrammatic drawings, printed circuit drawings, and checking of electronic drawings. Lecture 1 hour, Laboratory 3 hours, Total 4 hours per week.

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

DRFT 298 SEMINAR AND PROJECT IN DRAFTING AND DESIGN TECHNOLOGY (1-5 cr.)—A selection and completion of an individual project related to the student's occupational objective and designed to combine theoretical concepts with practical applications by cooperative

arrangements with industry. Also includes discussions of professional topics in general and a study of approaches to selection and pursuit of employment and career opportunities in drafting and design technology.

### ECONOMICS

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

ECON 211-212-213 PRINCIPLES OF ECONOMICS I-II-III (3 cr.) (3 cr.)—The principles of economics and the bearing of these principles on present American conditions; structural and functional aspects of the economy. Analysis, problems and issues relating to organization of business, labor, and government institutions, and economic stability and growth. Measurements of economics activity. Private enterprise, economic growth and stabilization policies, monetary and fiscal policy. Lectures 3 hours per week.

ECON 214-215 PRINCIPLES OF ECONOMICS I-II (5 cr.) (4 cr.)—An introductory course covering the structure, organization, and operation of the United States economy. Analysis, problems, and issues relating to organization of business, labor, and government institutions, and economic stability and growth. Measurements of economic activity. Private enterprise, economic growth and stabilization policies, monetary and fiscal policy. International economic relationships, alternative economic systems. Lectures 5 hours per week in ECON 214 and Lectures 4 hours per week in ECON 215.

### ELECTRICITY AND ELECTRONICS

ELEC 11-12-13 BASIC ELECTRICITY (4 cr.) (4 cr.) (4 cr.)—This is a three-quarter course which assumes no background in DC or AC theory. Principles of electricity are taught covering resistance, current, and voltage in both DC and AC states. An elementary knowledge of algebra is assumed. The course is designed to lead into the Basic Electronics course ELEC 021, 022, 023. Laboratory experiments will be performed to supplement the classroom work. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

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

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

ELEC 115 FUNDAMENTALS OF ALTERNATING CURRENT (4 cr.)—Prerequisite ELEC 114, MATH 112 must have been taken previously or must be taken concurrently. The study of time varying currents. The student will use complex numbers and vector concepts in dealing with

A.C. impedances. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ELEC 116 INTRODUCTION TO CIRCUIT ANALYSIS (4 cr.)**—Prerequisite ELEC 115. MATH 113. A course emphasizing A.C. circuit theory and both A.C. and D.C. network theorems. Course provides a continuation of study of background information needed to analyze networks with both active and passive elements present. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

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

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

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

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

**ELEC 126 AMPLIFIERS (4 cr.)**—Prerequisites ELEC 115 and ELEC 124. A continuation of electronic devices, in that many of the devices previously studied are used in forming amplifier circuits. Amplifiers, both transistor and tube types, are covered with emphasis on methods of analysis and design procedures. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

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

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

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

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

**ELEC 276 INSTRUMENTS AND MEASUREMENTS (4 cr.)**—Prerequisite **ELEC 116** and **ELEC 126**. A study of basic circuits used in electronic measurements and application of these circuits in test instruments such as oscilloscopes, vacuum tube voltmeters, and bridges. Further study concerned with the accuracy of measurements, how instruments work, proper use of instruments, and calibration technique. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

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

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

### **ENGINEERING TECHNOLOGY**

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

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

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

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

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

**ENGR 152 MECHANICS II (STRENGTH OF MATERIALS) (4 cr.)**—Prerequisite ENGR 151, MATH 123 or MATH 113. A discussion of strength of material concepts with laboratory demonstrations and experiments. Subject matter includes stress and strain analysis, both elastic and plastic, with emphasis on elastic analysis of axially loaded members, connectors, beams, and columns. Lectures 3 hours, Laboratory 3 hours, Total 6 hours per week.

**ENGR 153 MECHANICS III (3 cr.)**—Prerequisite ENGR 151 or equivalent. Additional topics in the study of rigid body mechanics, including kinetics, kinematics, and advanced strength of materials. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

### **ENGLISH**

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

**ENGL 07 VERBAL EXPRESSION (5 cr.)**—A foundation course designed to improve the student's written and spoken communication. Review of effective writing practices. Emphasis on practical application; the writing of instructions, explanations, business letters, job applications, summary paragraphs; methods of informative writing, outlining, reading for understanding, and vocabulary building; unity, development and organization in writing. Practice in listening and speaking, giving and following instructions, short informative talks. Intensified practice in varied speaking and writing problems. Students may re-register for this course in subsequent quarters as necessary until the course objectives are completed. Variable hours.

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

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

**ENGL 101-102-103 COMMUNICATION SKILLS I-II-III (3 cr.) (3 cr.) (3 cr.)**—Prerequisite satisfactory score on appropriate English proficiency examination. Designed to teach the student to use the English language correctly and effectively and to develop skill in the preparation of reports, articles, essays, and correspondence related to technical fields. Attention to sentence structure and paragraph development to express thoughts in lucid, coherent, well-developed form. Reading selections provide materials for discussion and supply topics for frequent writing assignments. Lecture 3 hours per week.

**ENGL 111-112-113 ENGLISH COMPOSITION I-II-III (3 cr.) (3 cr.) (3 cr.)**—Prerequisite satisfactory score on appropriate English proficiency examinations and 4 units of high school English or equivalent. Expository and argumentative writing, ranging from single paragraphs to

essays of some length and complexity. Study of logical, rhetorical, and linguistic structures; the methods and conventions preparing research papers; and the practical criticism of literary types. Lecture 3 hours per week.

ENGL 117 ADVANCED READING (2 cr.)—Designed to increase eye span and reading speed. Emphasis on comprehension and understanding. Lecture 2 hours per week.

ENGL 121-122-123 JOURNALISM I-II-III (3 cr.) (3 cr.) (3 cr.)—Instruction and classroom practice in gathering, evaluating, and writing news. Techniques of page layout, newspaper make-up, rewriting, and editing. Lecture 3 hours per week.

ENGL 124-125 TECHNICAL REPORT WRITING I-II (4 cr.) (4 cr.)—The techniques of paragraph writing. Emphasis on unity, coherence, proper development, consistency, conciseness and logical thinking. Report and letter writing in a manner where technical ideas, facts, and information are presented concisely and clearly; research methods in data gathering, organizing, reviewing and editing material, practical report assignments. Lecture 4 hours per week.

ENGL 180 FUNDAMENTALS OF BUSINESS ENGLISH (3 cr.)—Prerequisite ENGL 102. An intensive study of the qualities and techniques required in the preparation of business correspondence, reports, articles, and memoranda. A practical course in the reading and writing of business-related materials with emphasis on comprehension, analysis, and organization of ideas in a logical pattern. Class 3 hours per week.

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

ENGL 246 THE MODERN NOVEL (3 cr.)—A study of the modern novel. Emphasis on appreciation and interpretation of selected novels. Lecture 3 hours per week.

ENGL 251-252-253 SURVEY OF AMERICAN LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite ENGL 113 or department approval. American Literature from Colonial times to the present. Emphasis on the ideas, themes, and characteristics of our national literature. Lecture 3 hours per week.

ENGL 261-262-263 SURVEY OF ENGLISH LITERATURE I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite ENGL 113 or department approval. A survey of major English writings from early times to the modern period. Emphasis on the ideas, themes, and characteristics of English literature. Lecture 3 hours per week.

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

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

## FOREST TECHNOLOGY

FORE 100 INTRODUCTION TO FORESTRY (4 cr.)—A study of the general concepts of forestry, including its history and development in the United States. Laboratory sessions will introduce the student to the use of basic forestry hand tools. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

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

FORE 118 APPLIED SILVICULTURE (4 cr.)—Prerequisite FORE 100-117. An introduction to artificial reforestation and silvicultural practices in the United States. Improvement of forest stands employing basic silvicultural practices of weeding, thinning, pruning, cutting practices and marking of stands prior to harvest. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

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

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

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

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

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

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

FORE 201 FOREST MENSURATION I (4 cr.)—Prerequisite FORE 100-117 CIVL 184 BUAD 156. The basic techniques of log and pulpwood scaling, tree measurement, form class, and mapping techniques. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

FORE 202 FOREST MENSURATION II (4 cr.)—Prerequisite FORE 201. Latest techniques of timber cruising including field problems in both fixed and variable size plot techniques. Basic statistical procedures are included. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.



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

**FORE 230 FOREST MANAGEMENT (4 cr.)**—Prerequisite completion of 30 hours in technical forestry subjects. A study of the management and administration of forest properties including a brief summary on finance and taxation. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

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

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

**FORE 247 TIMBER HARVESTING (4 cr.)**—Prerequisite concurrent registration in FORE 302. Harvesting methods including physical layout, economic, silvicultural, water management, and protection considerations. Emphasis is placed on woods safety. Lectures 3 hours. Laboratory 3 hours. Total 6 hours per week.

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

#### **FRENCH**

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

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

#### **GENERAL**

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

#### **GEOGRAPHY**

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

## **GOVERNMENT**

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

GOVT 281-282-283 UNITED STATES GOVERNMENT I-II-III (3 cr.) (3 cr.) (3 cr.)—Elements of political science, powers, organization, and functions of the legislative, executive, and judicial branches of the national, state and local governments in the United States; Democracy, federalism, the Constitution, and civil liberties. Lectures 3 hours per week.

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

## **HEALTH**

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

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

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

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

## **HISTORY**

HIST 101-102-103 HISTORY OF WESTERN CIVILIZATION I-II-III (3 cr.) (3 cr.) (3 cr.)—The development of western civilization from ancient times to the present. The last two quarters deal with a survey of the period since the close of the Reformation. Lectures 3 hours per week.

HIST 111-112-113 AMERICAN HISTORY I-II-III (3 cr.) (3 cr.) (3 cr.)—A survey of United States history from its beginning in early colonial times to the present. Lectures 3 hours per week.

## **INDUSTRIAL ENGINEERING**

INDT 111-112 MATERIALS AND PROCESSES OF INDUSTRY I-II (3 cr.) (3 cr.)—The objective of this course is to familiarize the student with the materials and processes of modern industry from the drafting and design point of view. The physical properties of industrial materials such as ferrous, non-ferrous metals, woods, plastics and clay products will be studied in terms of design application, processing and fabricating

methods. Students will be introduced to cutting, cold forming, hot working, welding, foundry and chipless manufacturing processes which are widely employed in contemporary industry. In addition, the science of precision measurement as applied to inspection practices will be studied. Lectures 3 hours per week.

INDT 176 PRINCIPLES OF INDUSTRIAL SAFETY (2 cr.)—Principles and practices of accident prevention, analysis of accident causes, mechanical safeguards, fire prevention, housekeeping, occupational diseases, first aid, safety organization, protection equipment and general safety principles and promotion of same. Lectures 2 hours per week.

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

INDT 270 INDUSTRIAL MANAGEMENT (3 cr.)—A study of organizational structure; operational, financial, accounting and marketing activities; management responsibilities; planning, control, personnel, safety, labor relationships, and factors essential to effective management. Lectures 3 hours per week.

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

## MARKETING

MKTG 100 PRINCIPLES OF MARKETING (3 cr.)—The principles, methods, and problems involved in the distribution and marketing of goods and services. The various marketing agents: wholesaler, broker, agent, cooperative, and trade associations. Discussions of present day problems and policies connected with the distribution and sale of commodities, pricing, advertising and promotion, and buyer motivation. Lecture 3 hours per week.

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

MKTG 164 PRINCIPLES OF REAL ESTATE I (3 cr.)—Practical applications of real estate management principles. Includes a study of contracts, deeds, mortgages, bonds, leases, search, real property leasing and appraisal. Lecture 3 hours per week.

MKTG 165 PRINCIPLES OF REAL ESTATE II (3 cr.)—Prerequisite MKTG 164. Continued examination of marketing fundamentals. Emphasis on the techniques required for proper selection, analysis and listing of real estate properties. How to determine needed data, how to analyze forms and records for recording and presenting data. Lecture 3 hours per week.

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

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

### **MATHEMATICS**

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

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

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

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

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

**MATH 37 PLANE GEOMETRY AND TRIGONOMETRY (5 cr.)**—Prerequisite one unit of high school algebra or equivalent. Fundamentals of plane geometry and an introduction to trigonometry for students who need a review or survey of the basic principles of plane geometry and elementary trigonometry. Lecture 5 hours per week.

**MATH 38 TRIGONOMETRY (5 cr.)**—Prerequisite one unit of high school algebra and one half unit of high school geometry or equivalent. Fundamentals of trigonometry for students who need a survey or review of the basic principles of trigonometry. Lecture 5 hours per week.

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

**MATH 111-112-113 TECHNICAL MATHEMATICS I-II-III (3 cr.) (3 cr.)**

(3 cr.)—Prerequisite satisfactory score on appropriate mathematics proficiency examinations and one unit of high school algebra and one unit of high school geometry or equivalent. Designed for the technical student. Slide rule, review of geometry, dimensional analysis, analytical geometry of the straight-line, basic algebra through the advanced algebra of exponentials and logarithms, curve sketching, numerical trigonometry introduction to analytical trigonometry, and an introduction to calculus to emphasize those techniques useful to the engineering student. Lecture 3 hours.

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

MATH 151-152-153 INTRODUCTION TO BUSINESS MATHEMATICS II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite a strong background in basic arithmetic operations. Instruction, review and drill in percentage, cash and trade discounts, mark-up, payroll, sales, property and other taxes, simple and compound interest, bank discounts, interest, investments and annuities. Lecture 3 hours per week.

MATH 156 INTRODUCTION TO MATHEMATICAL LOGIC (3 cr.)—Prerequisite one unit of high school algebra. A study of the logical processes—inductive and deductive, taking the simple ideas of “and,” “or,” “implication” and “negation” to build a mathematical system. Truth tables are used to establish basic theorems, which are, in turn, used to investigate the validity of more complex arguments. Lecture 3 hours per week.

MATH 161-162-163 COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite a satisfactory score on appropriate mathematics proficiency examinations and three units of high school mathematics including two units of algebra and one unit of geometry or equivalent. A modern unified course in algebra, trigonometry, analytic geometry, and calculus for students other than those in engineering. Lecture 3 hours per week.

MATH 181-182-183 GENERAL COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Intended for students with majors other than mathematics, science or engineering. Prerequisite Algebra I and either Algebra II or Geometry and a satisfactory score on appropriate mathematics proficiency examinations. The first two quarters will include sets, the logic of algebra, the real number system, algebraic and transcendental functions, relations and graphs. The third quarter will include permutations, combination, probability and elementary statistics. Lecture 3 hours per week.

MATH 261-262-263 ADVANCED COLLEGE MATHEMATICS I-II-III (3 cr.) (3 cr.) (3 cr.)—Prerequisite MATH 163 or equivalent. A continuation of the unified course in algebra, trigonometry, analytic geometry, and calculus for students other than those in engineering. Topics included are differentiation and integration of exponential, logarithmic,

and trigonometric functions; sequences and series; solid analytic geometry; multiple integrals; an introduction to differential equations. Lecture 3 hours per week.

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

### MECHANICAL ENGINEERING

MECH 118 TOOL DESIGN (3 cr.)—Design and layout of cutting and stamping tools, punches, gages, dies, blanking and forming tools, notching tools, progressive and embossing dies; instruction in use and application. Lecture 1 hour, Laboratory 5 hours, Total 6 hours per week.

MECH 119 JIG AND FIXTURE DESIGN (3 cr.)—Fundamentals of the construction and design of various types of jigs and fixtures including milling, reaming, tapping, and drilling fixtures. Preparation of complete working drawings from layouts, for interchangeable manufacture; computation of fits, limit dimensions, tolerances, tool drawing principles and methods, fundamentals of cutting tools and gages. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

MECH 215-216 ADVANCED JIG AND FIXTURE DESIGN I-II (3 cr.) (3 cr.)—Prerequisite ENGR 152. Application of the principles, practices, tools, and commercial standards of jig and fixture design. Lectures, visual aids, individual project and design work, with emphasis on problem-solving and independent design. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

### MUSIC

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

### NATURAL SCIENCE

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

### PHYSICAL EDUCATION AND RECREATION

PHED 101-102-103 PHYSICAL EDUCATION I-II-III (1 cr.) (1 cr.) (1 cr.)—The study of recreational activities which will have value for more effective use of leisure time. The development of skills and methods in archery, badminton, bowling, golf, tennis, and volleyball. Lecture 1 hour, Laboratory 1 hour, Total 2 hours per week.

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 117 SHOOTING AND FIREARM SAFETY (1 cr.)—The fundamentals of shooting; and firearm safety; arms, selection and care of equipment, forms of the sport of shooting; personal safety and survival in situations associated with hunting and sport shooting. Laboratory 3 hours per week.

PHED 118 SNOW SKIING (1 cr.)—The fundamentals of snow skiing: equipment and safety. Laboratory 3 hours per week.

PHED 130 BADMINTON (1 cr.)—The fundamentals of badminton: equipment, strategy for play, and rules. Laboratory 3 hours per week.

PHED 131 BOWLING (1 cr.)—A course designed to present the fundamentals of bowling: equipment, rules, and personal conduct. Laboratory 3 hours per week.

PHED 132 FAMILY RECREATIONAL ACTIVITIES (1 cr.)—The performance techniques, individual and team strategies and contests which are appropriate for all ages: horseshoes, table tennis, aerial tennis, croquet, paddle tennis, shuffle board. Adaption of activities for varying age groups, selection and care of equipment, rules of performance and conduct, and safety. Laboratory 3 hours per week.

PHED 133 GOLF (1 cr.)—The fundamentals of golf: equipment, rules, strategy for play, and personal conduct. Laboratory 3 hours per week.

PHED 135 TENNIS (1 cr.)—The fundamentals of tennis; rules, strategy for team and individual play, and personal dress and conduct. Laboratory 3 hours per week.

PHED 170 BASKETBALL (1 cr.)—The fundamentals of basketball: skills, techniques, teamwork and strategy in play; rules, equipment and safety. Laboratory 3 hours per week.

PHED 173 SOFTBALL (1 cr.)—The fundamentals of softball: proper skills, techniques, teamwork and strategy in play; equipment, rules and safety. Laboratory 3 hours per week.

PHED 174 VOLLEYBALL (1 cr.)—The fundamentals of volleyball: proper skills, techniques, team play, and strategy in play; rules, equipment and safety. Laboratory 3 hours per week.

PHED 200 AN INTRODUCTION TO HEALTH, PHYSICAL EDUCATION, AND RECREATION (2 cr.)—An introduction to the terms, aims, objectives, teacher preparation programs, career opportunities, professional organizations, and problems in the fields of health, physical education, and recreation. Primarily for prospective majors in the field. Lecture 2 hours per week.

PHED 202 RECREATIONAL LEADERSHIP (2 cr.)—The programs of recreation in the schools, home, church, youth groups, and other community organizations and institutions. Practical work in social and recreational activity leadership. Designed for those who may wish to engage or specialize in recreational leadership. Lecture 2 hour per week.

## PHYSICS

PHYS 101-102-103 INTRODUCTORY PHYSICS I-II-III (4 cr.) (4 cr.) (4 cr.)—A survey of general physics treating briefly the fundamentals of mechanics, properties of matter, heat, magnetism, electricity, sound, light,

and radiation. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

PHYS 201-202-203 GENERAL COLLEGE PHYSICS I-II-III (4 cr.) (4 cr.) (4 cr.)—Prerequisite MATH 183 or equivalent. General college physics for curriculums not requiring calculus. Lecture 3 hours, Laboratory 3 hours, Total 6 hours per week.

### LAW ENFORCEMENT

PLCE 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.

PLCE 110 PATROL ADMINISTRATION (3 cr.)—The theories, history, and development of police patrol. Methods and techniques of the various types of patrol and their importance to the overall police function. The responsibilities of patrol officers and supervisors in identifying police hazards, preventing crime, providing police services, establishing sound public relations; practical exercises. Lecture 3 hours per week.

PLCE 111-112 POLICE ORGANIZATION AND ADMINISTRATION I-II (3 cr.)—Prerequisite PLCE 100. Principles of organization and administration in law enforcement; functions and activities, planning and research, public relations, personnel and training, inspection and control, policy formulation. Lecture 3 hours per week.

PLCE 120 SPECIAL ENFORCEMENT PROBLEMS (3 cr.)—Crowd control during civil demonstrations, picketing, rioting, and other emergency situations; the police role in civil defense; police problems caused by narcotics addiction; the handling of mentally or emotionally abnormal persons. Lecture 3 hours per week.

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

PLCE 130 CRIMINAL LAW (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.

PLCE 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.

PLCE 244 PRINCIPLES OF CRIMINAL INVESTIGATION (3 cr.)—Conduct at the crime scene; collection and handling of evidence; interviewing and interrogations; obtaining statements, admissions, and confessions; testifying in court; practical exercises. Lecture 3 hours per week.

PLCE 245 ADVANCED CRIMINAL INVESTIGATION (3 cr.)—Prerequisite PLCE 244. Continued study of the investigative process; introduction to scientific aids and examination; application of investigative techniques to specific offenses; practical exercises. Lecture 3 hours per week.



## PSYCHOLOGY

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

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

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

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

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

PSYC 246 EDUCATIONAL PSYCHOLOGY (5 cr.)—Prerequisite PSYC 202 or equivalent. Human behavior and learning treated in the context of educational processes. The nature of various mental characteristics (intelligence, interest, knowledge, etc.) is examined, with special consideration given to their measurement and appraisal and their significance for educational goals. Lectures 5 hours per week.

## RADIO AND TELEVISION

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

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

RDTV 25-26-27 RADIO AND TV SERVICING I-II-III-IV (3 cr.) (3 cr.) (3 cr.) (3 cr.)—Mathematics review; basic concepts of DC and AC electricity and components; operation and application of measuring instruments; vacuum tube and semi-conductor theory and application including power supplies, amplifiers, oscillators, and special circuits; AM, FM, and

TV receiver theory and related trouble-shooting techniques. Lecture 2 hours, Laboratory 4 hours, Total 6 hours per week.

### **SECRETARIAL SCIENCE**

**SECR 111 TYPEWRITING I (3 cr.)**—Introduction to keyboard with emphasis on good technique and machine mastery; letter format and styles; tabulation and centering; manuscript typing. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**SECR 112 TYPEWRITING II (3 cr.)**—Prerequisite SECR 111 or placement test. Continuation of skill building with increased emphasis on standards required to meet job requirements in production typing. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**SECR 113 TYPEWRITING III (3 cr.)**—Prerequisite SECR 112 or placement test. An advanced course in skill development with high standards required to meet job requirements in production typing. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

**SECR 121 SHORTHAND I (4 cr.)**—ENGL 101 must have been taken previously or must be taken concurrently. Presentation of shorthand principles in Gregg, Diamond Jubilee Series with emphasis on basic reading and writing skills, emphasizing associated vocabulary and grammar. Lectures 3 hours, Laboratory 2 hours, Total 5 hours per week.

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

**SECR 123 SHORTHAND III (4 cr.)**—Prerequisite SECR 122 or placement test. Increased speed in general business dictation. Introduction of specialized business dictation with emphasis on vocabularies. Lectures 3 hours, Laboratory 2 hours, Total 5 hours per week.

**SECR 136 FILING AND RECORDS MANAGEMENT (2 cr.)**—A comprehensive course covering indexing principles, filing procedures and techniques as applied to basic systems of filing; establishment of filing systems; selection of equipment and supplies; survey of systems using electronics and microfilm; solution of records management problems. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**SECR 138 OFFICE RECORD KEEPING (3 cr.)**—Concentration on the types of recordkeeping duties performed by secretaries including financial, tax, payroll, personnel and inventory. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

**SECR 156 PERSONAL DEVELOPMENT (3 cr.)**—A course designed to develop the personality, appearance, and values necessary to make a favorable impression on the job. Lectures 3 hours per week.

**SECR 214 ADVANCED TYPEWRITING I (2 cr.)**—Continued development of speed and accuracy on production typing. Problems in centering, aligning, duplicating, tabulating, typing letters and reports. Lecture 1 hour, Laboratory 2 hours, Total 3 hours per week.

**SECR 221 TRANSCRIPTION I (3 cr.)**—Prerequisite SECR 113 and SECR 123. Rapid review of fundamentals principles of Gregg Shorthand,

Diamond Jubilee Series, development of vocabulary and phrases. Speed building on general business dictation and transcription. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

SECR 222 TRANSCRIPTION II (3 cr.)—Prerequisite SECR 221 or placement test. Continuation of speed building with emphasis on particular areas of general business, developing special vocabularies, phrases, and shortcuts. Emphasis on spelling, grammar, and other transcription skills. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

SECR 223 TRANSCRIPTION (GENERAL) (3 cr.)—Prerequisite SECR 222 or placement test. Speed building in typical business dictation with a high degree of speed with accuracy in transcription from shorthand notes. Preparation for employer's secretarial placement examinations. Lecture 1 hour, Laboratory 4 hours, Total 5 hours per week.

SECR 241 SECRETARIAL PROCEDURES I (3 cr.)—Corequisite SECR 214. Development of skills in operation of stencil and spirit duplicating machines. Preparation of copy for reproduction by offset, stencil, and spirit process. Criteria for selecting a duplicating process. In-depth study of type styles, paper, typewriter ribbons, and carbon paper. Lecture 2 hours, Laboratory 2 hours, Total 4 hours per week.

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

SECR 243 SECRETARIAL PROCEDURES III (3 cr.)—Prerequisite SECR 242. Continued emphasis on the secretary's office responsibilities, including handling of banking transactions, maintaining of office layouts, and personnel policies. Lectures 2 hours, Laboratory 2 hours, Total 4 hours per week.

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

SECR 266 ADVANCED MACHINE TRANSCRIPTION (3 cr.)—Prerequisite SECR 214 or permission of department chairman. Introduction to machine transcription, incorporating good listening techniques, grammar, punctuation, and correct business English. Emphasis is placed on mailability of copy with good production rates. Lectures 2 hours, Laboratory 2 hours, Total 4 hours per week.

SECR 298 SEMINAR AND PROJECT IN SECRETARIAL SCIENCE (2 cr.)—A selection and completion of an individual project related to the student's occupational objective and designed to combine theoretical concepts with practical applications by co-operative arrangements with industry and business offices. Also includes discussions of professional topics in general and a study of approaches to selection and pursuit of employment and career opportunities in secretarial science.

## **SOCIOLOGY**

**SOCI 101-102-103 INTRODUCTORY SOCIOLOGY I-II-III (3 cr.) (3 cr.) (3 cr.)**—The fundamental concepts and the general principles of sociology; social institutions, population study, human ecology and community study, culture, human nature and personality, social interaction and stratification, and social problems. Lecture 3 hours per week.

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

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

## **SPEECH AND DRAMA**

**SPDR 106 INTRODUCTION TO THE THEATRE ARTS (3 cr.)**—The basic principles of theatre. The background of modern drama, play analysis, types of theatrical production, and a comparison of the stage with motion pictures, radio and television as dramatic media. Lecture 2 hours, Laboratory 3 hours, Total 5 hours per week.

**SPDR 108 HISTORY OF THE THEATRE (3 cr.)**—The history of the theatre as an art form in relation to the development of Western culture from ancient times to the present. Lectures 3 hours per week.

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

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

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

**SPDR 231 ADVANCED PUBLIC SPEAKING (3 cr.)**—Advanced techniques in the preparation and delivery of the major types of speeches with emphasis on the speech to persuade. Attention will be given to the introduction, eulogy, acceptance speech, demonstration, and other speeches for special occasions. Lectures 3 hours per week.

**SPDR 266 THE ART OF THE FILM (3 cr.)**—Prerequisite ENGL 102 or department approval. An introduction to the art of the film: a survey of the history of the film; the viewing, discussion, and analysis of selected films, past and present; introduction to film techniques—composition, shot sequence, lighting, visual symbolism, sound effects, pace of editing. Lecture 3 hours per week.

# Part VI

# Student Handbook

## INTRODUCTION

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

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

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

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

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

### **Dean's List**

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

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

### **Graduation With Honors**

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

### **Bulletin Boards**

The glass-enclosed bulletin board in the hallway is the Official College Bulletin Board. All notices posted must have the approval of the President, or in his absence, the Dean of Instruction or the Dean of Student Services. All notices posted on the board will stay for a period of no more than one week.

You are responsible to read the bulletin board each day.

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

### **Emergency Information**

#### **Fire**

In case of a fire alarm, the building will be evacuated in accordance with instructions posted in each room. The

emergency telephone number of the Clifton Forge Volunteer Fire Department is **863-3131**, or the Selma Volunteer Fire Department is **962-3030**.

#### **Medical**

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

#### **Police**

Police assistance can be obtained by calling the Sheriff's office **965-5381**.

#### **Weather**

It is College policy to remain in operation to the maximum extent possible. When snow conditions are so severe as to require reduced operations, students will be notified through announcements by local radio and television stations.

#### **Insurance**

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

#### **Library**

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

#### **Lost and Found**

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

#### **Parking and Traffic**

Ample parking space is provided for you while attending the Community College. You are **not** to park in the spaces

marked with a yellow patch. These spaces are reserved for the faculty, staff and visitors.

You must register your car or cars you drive to college on the day you register for classes.

### **Procedures for Appealing Final Grade**

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

### **Procedures for Starting New Clubs or Organizations**

Submit the following to the Student Senate:

- (1) Constitution of the club
- (2) Budget
- (3) Sponsor's name
- (4) Names of ten students who will be members of the club.

### **Registration**

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

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



### **Registration, Change of**

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

### **Scholastic Dishonesty**

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

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

oratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the footnoted use of other themes, theses, books or pamphlets.

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

### **Smoking**

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

### **Gambling**

Gambling will not be permitted in or about the College at any time.

### **Use of Intoxicants**

Students are expected to observe the laws of the State of Virginia and the ordinances of Alleghany County, including those which forbid the sale or gift of intoxicants to minors or purchase of intoxicants for them.

The possession or consumption of beer, wine or other intoxicating beverages by any student on College property will not be permitted at any time. Violation of this regulation will result in disciplinary action against the individual

### **Student Activities Fund**

A Student Activities Fund is established to support the program of student activities. This fund includes a portion of the profits from the bookstore and food vending machine operations, receipts from specific student activities, and contributions from local sources. The funds in this account are to be spent only for student activities which have been author-

ized by the duly-elected student government and approved by a faculty committee appointed for this specific purpose. The local advisory board is responsible for the operation and control of these functions under the specific methods and procedures established by the State Department of Community Colleges and approved by the State Auditor.

### **Student Dismissal Procedures**

The operating procedures involving improper conduct by students are as follows:

- I. Clear-cut or definite cases or improper conduct involving disciplinary probation or dismissal from the College.
  - A. In clear-cut cases of improper conduct (where the student has been directly observed by his fellow students or by faculty, staff and/or administrative personnel of the College) the Dean of Student Services shall be notified as soon as possible. If, after discussing the case with the offending student and various witnesses, the Dean of Student Services feels that the breach of conduct is severe enough to be punished either by placing the student on disciplinary probation or expulsion from the College, the Dean will make this recommendation to the President of the College. At this time, the student will receive written notice of the offense and the action recommended by the Dean. Before making this decision, the President will convene the Student Conduct Committee and charge it with reviewing the case in order to recommend to the President the proper action to be taken. The President will then render a decision in regard to the case. The student will be informed of this decision both orally and in writing. He will also be advised that he has the right to appeal his case to the Local Advisory Board. Appeal beyond the level of the Local Board must be made to the Chancellor of the Community College System.
  - B. Clear-cut cases of improper conduct not involving disciplinary probation or dismissal.

In clear-cut cases of improper conduct, not requiring placing the student on disciplinary probation

or dismissing said student from the College, the Dean is empowered to make final disposition of the case. If the student wishes, he may appeal his case to the President. At this time the President will convene the Student Conduct Committee to investigate the facts surrounding the case. The Committee will do so, and report its findings to the President. The President will then render a final judgment in the appeal.

- II. Cases of improper conduct of a circumstantial nature. In cases of improper conduct of a circumstantial nature (no one witnessed the act, or testimony of witnesses is contradictory) the Dean of Student Services and the Chairman of the Student Conduct Committee investigate the situation and report their findings to the Student Conduct Committee. The Committee then makes a report to the President of the facts of the case. At this time, the Committee may also state their opinion as to whether sufficient evidence exists to warrant penalizing the student. On the basis of this report and the recommendations of the Dean of Student Services, the President renders a decision in the case. This decision is presented to the student both orally and in writing. If this decision involves placing the student on disciplinary probation or dismissing him from the College, the President will at this time, advise the student of appeal procedures. If the offense does not involve disciplinary probation or dismissal, the action is final.

The procedures outlined here attempt to take into consideration the rights of the student as an individual and as well as the rights and responsibilities of the institution. The College must be allowed to exercise certain disciplinary procedures in order to maintain an atmosphere conducive to learning. Individual human rights must also be considered, however, and in severe cases of improper conduct, i.e., involving disciplinary probation or expulsion, the student is notified orally and in writing of the charges against him. The Student Conduct Committee—composed of both faculty and students—must meet and at this time the student may present his case. An appeal procedure is available to the convicted student and the student has the legal right to seek further redress in the Commonwealth Courts.

### **Student Government**

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

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

### **Student Lounge**

The snack bar serves as a student lounge. You are requested to conduct yourself as a lady or gentlemen. The appearance of the lounge is a reflection on you and the school. We ask that you help to keep it clean. There will be no card playing in the student lounge or in any other room in the College except as a part of an authorized college function.

### **Transfer to Other Institutions**

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

### **Transcripts**

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

### **Veteran's Information**

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

**APPENDIX**  
**CONSTITUTION AND BY-LAWS**

of

**DABNEY S. LANCASTER COMMUNITY COLLEGE**

**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 election.

**ARTICLE III**  
**Student Senate**

Section

1. The executive power of student body shall be invested in the Student Senate.
2. The Student Senate shall be empowered to elect by majority vote of the Student Senate the following officers from their number:  
Chairman, Vice-Chairman, Secretary/Treasurer, (or Secretary and Treasurer) and 2 members of Student Activities Committee.
3. The Student Senate shall consist of a minimum of 5 and a maximum of 12 elected members, apportionment to be decided by the by-laws of the Constitution.
4. The term of office for the above members of the Senate shall be for 2 consecutive years.
  - A. An elected first year student must have a 2.0 average by the fall quarter of his second year in order to serve the second year of his term.
  - B. During the first year if a seat falls vacant, the Student Senate shall call an election to fill the vacancy.

**ARTICLE IV**  
**Senate Elections and Qualification**

Section

1. Senate elections shall be held the first Friday 3 weeks after the first day of Fall Quarter registration.
2. The person or persons receiving the highest number of votes for the number of offices to be filled shall be declared elected to the offices.
3. On the following Monday after elections the Student Senate shall convene to elect all officers for the following year.
4. In the absence of the vice chairman, the Student Sponsor, with the assistance of the Student Activities Committee, shall supervise the election.

5. The following qualifications must be met by candidates for the Student Senate:
  - A. Any first year student carrying at least 12 quarter hours and presenting a petition with 15 names of voting members shall be eligible for election to the Student Senate.
  - B. Any second year student carrying a minimum of 12 quarter hours and having a 2.0 average from the previous year and presenting a petition with 15 names of voting members shall be eligible for election to the Student Senate.
  - C. Any transfer student in good standing at his previous institution and presenting a petition with 15 names of voting members shall be eligible for election to the Student Senate.
6. All members of the Senate, before entering into the second year of their term, must present evidence of having maintained at least a 2.0 average for the previous year.
7. On the first day of fall registration of the academic year the Student Senate shall meet to declare offices vacant of those who have not maintained a 2.0 average the previous year and who are not returning as regular students carrying at least 12 hours and to accept resignations if they occur.
8. On the day after registration the number of vacancies to be filled shall be publicized to the student body.

## **ARTICLE V**

### **Powers of the officers of the Student Senate**

#### **Section**

1. Officers of the Student Senate shall be elected from the Senate by a majority vote of all members of the Senate.
2. Power of the Chairman:
  - 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.
3. The Vice-Chairman shall:
- A. Assume all duties of the chairman during absence of the chairman.
  - B. Become chairman if the office of chairman is vacated during the one-year session and for the election of a new vice-chairman at the first regular meeting of the Senate.
  - C. Supervise all student body elections.
  - D. 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.
4. The Secretary shall:
- A. Keep a permanent record of all of the proceedings of the student body meetings; these records are to be available for the information of any member of the student body.
  - B. Keep the record of attendance of the Senate meeting.
  - C. Publish all proceedings and required notices of the student body, and of the Senate.
  - D. See that the minutes of all Senate meetings are posted.
5. The Treasurer shall:
- A. Receive and record such amounts that may be directed.
  - B. Report the financial position of the student body at all Senate meetings.
  - C. Serve as chairman of the appropriations committee.
6. The Senate members of the Student Activities Committee shall meet with the faculty members to consult on student social activities.

**ARTICLE VI**  
**Powers of the Senate**

Section

1. The Senate shall have the power to approve all student organization, their constitutions, and their annual budget requests.
2. The Senate shall have the power to receive and discuss grievances from the student body and to represent these grievances to the faculty and to the administration.
3. The Senate shall have to power to receive funds appropriated to the student body and to 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 with the approval of the Student Activities Committee, and a two-thirds majority vote of the student body.
2. An amendment or by-law 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 by a simple majority vote of 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.

## **ARTICLE IX BY-LAWS**

### **Attendance**

After a senate member misses three (3) regular meetings during any quarter the senate will take the needed action. In order for any member to remain on the senate after missing the above meetings he must:

1. Have logical excuses for all absences.
2. Bring his appeal before the senate.
3. Attend the next regular meeting where the senate's action will be decided.

### **Meetings**

1. The Student Senate will meet each week during the activity hour.
2. The time of the meetings are subject to change with each quarter.
3. The regular meeting date will be decided at the first meeting of each quarter.
4. There will be at least one open meeting each month.

### **Budget of Clubs**

1. Any school sponsored club requesting funds must submit an itemized budget to the Student Senate on or before April 4. (This budget must cover one academic year and must be accompanied by a financial statement).
2. Additional funds above the budget must be submitted to the senate and be approved before any money is spent. Any money spent without the approval of the senate will not be approved and the club will be held responsible for that debt.

### **Offices in School Organizations**

No student will hold offices in any two clubs at the same time.

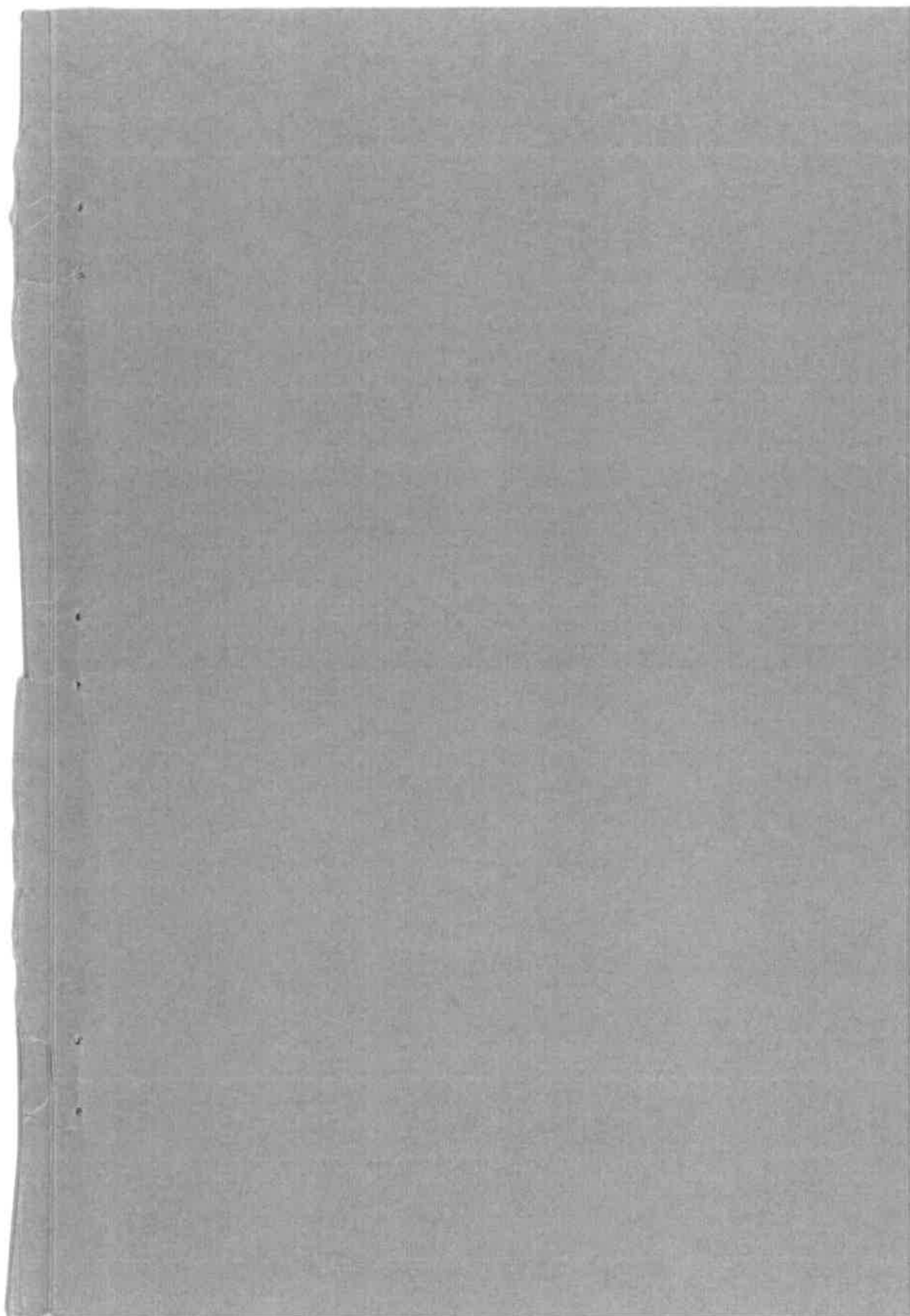
### **Results of Elections**

The numerical results of student elections will not be posted. However, the numerical results of material items may be posted at the discretion of the Student Senate.



NOTES

## NOTES



DABNEY S. LANCASTER COMMUNITY COLLEGE 1970-71