

Let the adventure begin...



2011-12

CATALOG AND STUDENT HANDBOOK

2011-12

LFCC Catalog and Student Handbook



Middletown Campus
173 Skirmisher Lane
Middletown, Virginia 22645
540-868-7000
540-868-7100 (Fax)

Fauquier Campus
6480 College Street
Warrenton, Virginia 20187
540-351-1505
540-351-1540 (Fax)

Luray-Page County Center
334 North Hawksbill Street
Luray, Virginia 22835
540-843-0722
540-843-0322 (Fax)

Toll Free: 1-800-906-LFCC

TTY 711 (*Virginia Relay*)

Web site: <http://www.lfcc.edu>

Lord Fairfax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30003-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College.

It is the policy of the College to maintain and promote educational opportunity without regard to race, color, national origin, religion, age, sex or disability.

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Letter from the President

Welcome to Lord Fairfax Community College (LFCC), where your future is our focus. Whether your goal is to transfer to a four-year college or university, pursue education to advance your career, or simply take courses for self-enrichment, we are here to help. Throughout your college experience, you will encounter dedicated faculty and an entire community ready to help you meet your goals.

Students find our courses to be exciting and engaging, and I am confident that you will too. Our commitment to your success begins with top-notch faculty who are experts in their fields and dedicated to teaching. LFCC courses will help you develop critical thinking and problem-solving skills to prepare for the future.

With sixty-five academic programs to select from, you have a wide range of options – some that you may never have considered. Transfer articulation agreements are available for a smooth transition to many four-year colleges and universities. In addition, professional development and short-term training courses taught by industry professionals can help you improve your skills to advance in the workplace.

Courses are available in traditional and summer semesters during the day as well as convenient evening, Friday-only, weekend, and eight-week formats. Many courses are available online, or in a hybrid format. Online courses allow students to attend a course anytime and from any place where they have Internet access. Both online and hybrid classes help you develop technological skills that will be critical to your success in the 21st century global business community.

Regardless of which courses you take, and when, you will have excellent student support services, including financial aid and scholarship assistance, academic advising, career planning, online registration/payment, and tutoring services. Through peer learning and student activities, you will have an opportunity to enrich your personal development beyond the classroom. At every step of the way, we are here to help.

Through its three locations – the Fauquier and Middletown Campuses and the Luray-Page County Center – the College serves eight localities in the Shenandoah Valley and Piedmont regions. The localities are the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the city of Winchester.

Congratulations on choosing LFCC. You are now surrounded by a supportive community who care about your education, who share your aspirations and who claim your dreams as their own. We look forward to helping you reach your goals!

A handwritten signature in black ink, appearing to read 'Cheryl Thompson-Stacy'.

Cheryl Thompson-Stacy
President

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SUMMER SEMESTER 2011

SESSIONS	10 WEEK	1ST 5 WEEK	8 WEEK	2ND 5 WEEK
Classes Begin	May 23	May 23	May 23	Jun 28
Last Date to Register Late	May 26	May 23	May 26	Jun 28
Holiday: Memorial Day (<i>COLLEGE CLOSED</i>)	May 30	May 30	May 30	
Last Date to Qualify for a Refund or Change from Audit to Credit	Jun 2	May 27	May 31	Jul 5
Last Date to Change from Credit to Audit or Withdraw Without Grade Penalty	Jul 5	Jun 13	June 27	Jul 18
Holiday: July 4 Observed (<i>COLLEGE CLOSED</i>)	Jul 4		Jul 4	Jul 4
Classes End	Aug 1*	Jun 27	Jul 18*	Aug 1*
*Monday classes (in order to complete the required number of classes)	*Monday classes only will meet on Friday, July 29		*Monday classes only will meet on Friday, July 15	*Monday classes only will meet on Friday, July 29
Final Examinations	During last scheduled meeting	During last scheduled meeting	During last scheduled meeting	During last scheduled meeting

FALL SEMESTER 2011

SESSIONS	15 WEEK	12 WEEK	1ST 8 WEEK	2ND 8 WEEK
Classes Begin	Aug 22	Sep 13 (Tuesday)	Aug 22	Oct 18
Last Date to Register Late or Add	Aug 24	Sep 15	Aug 24	Oct 21
Last Date to Qualify for a Refund or Change from Audit to Credit or Credit to Audit	Sep 8	Sep 26	Aug 30	Oct 26
Holiday: Labor Day (<i>COLLEGE CLOSED</i>)	Sep 5		Sep 5	
Last Date to Withdraw Without Grade Penalty	Oct 31	Nov 9	Sep 26	Nov 23
No Classes Scheduled	Nov 22, 23	Nov 22, 23		Nov 22, 23
Holidays (<i>COLLEGE CLOSED</i>)	Nov 24-27	Nov 24-27		Nov 24-27
Classes End	Dec 10	Dec 10	Oct 17	Dec 17
Final Examinations	Dec 12-17	Dec 12-17	During last class meeting	During last class meeting

SPRING SEMESTER 2012

SESSIONS	15 WEEK	12 WEEK	1ST 8 WEEK	2ND 8 WEEK
Classes Begin	Jan 9	Jan 30	Jan. 9	Mar 5
Last Date to Register Late or Add	Jan 11	Feb 1	Jan 11	Mar 7
Last Date to Qualify for a Refund or Change from Audit to Credit or Credit to Audit	Jan 26	Feb 13	Jan 16	Mar 13
Last Date to Withdraw Without Grade Penalty	Mar 14	Mar 27	Feb 9	Apr 17
Holiday: M L King Holiday Observed (<i>COLLEGE CLOSED</i>)	Mar 23	Mar 23		Mar 23
Spring Break	Mar 19-24	Mar 19- 24		Mar 19- 24
Classes End	Apr 28	Apr 28	Mar 3	May 5
Final Examinations	Apr 30-May 5	Apr 30-May 5	During last scheduled meeting	During last scheduled meeting

SUMMER SEMESTER 2012

SESSIONS	10 WEEK	1ST 5 WEEK	8 WEEK	2ND 5 WEEK
Classes Begin	May 21	May 21	Jun 5	Jun 26
Last Date to Register Late	May 23	May 21	Jun 7	Jun 28
Holiday: Memorial Day (<i>COLLEGE CLOSED</i>)	May 28	May 28		
Last Date to Qualify for a Refund or Change from Audit to Credit or Credit to Audit	May 31	May 25	Jun 14	Jul 2
Last Date to Withdraw Without Grade Penalty	Jul 3	Jun 11	Jul 9	Jul 16
No classes scheduled	Jul 3		Jul 3	Jul 3
Holiday: July 4 Observed (<i>COLLEGE CLOSED</i>)	Jul 4		Jul 4	Jul 4
Classes End	Aug 1	Jun 25	Aug 1	Aug 1
Final Examinations	During last scheduled meeting	During last scheduled meeting	During last scheduled meeting	During last scheduled meeting

The College

LFCC is located in an historic cultural area of Virginia. The College was named for Thomas 6th Lord Fairfax who in 1747 established his residence, Greenway Court, at nearby White Post. For 34 years, Lord Fairfax managed his vast property of more than five million acres that extended from Virginia's Northern Neck to Fort Duquesne, now Pittsburgh. Born at Leeds Castle in 1693, Lord Fairfax graduated from Oxford College and first came to America in 1735 to inspect his inheritance from his grandfather, Lord Culpeper. The Fairfax landholdings included thousands of acres in the Shenandoah Valley encompassing the present counties of Clarke, Frederick, Page, Shenandoah and Warren, as well as a substantial portion of West Virginia.

Lord Fairfax was a respected force in the formation of the new America. He befriended many, including George Washington, his surveyor. He supported General Braddock and was known and respected by "King" Carter, William Byrd and Governors Gooch, Dinwiddie and Dunmore. Lord Fairfax died at age 88 in 1781 at Greenway Court and was buried at Christ Church in Winchester. Lord Fairfax Community College pays homage to his respected name and legacy.

LFCC opened its doors in September 1970 to 577 students. Two years later in June 1972, the College held its first Commencement ceremony at which 92 students received degrees. The College received accreditation from the Southern Association of Community and Junior Colleges on Dec. 18, 1972. The first College president, William H. McCoy, facilitated the opening of the College and remained in this position until 1987. Marilyn C. Beck became the second president of LFCC in 1988 and served until 2003. John J. "Ski" Sygielski became the College's third president in August 2003 and served LFCC until June 2008. Cheryl Thompson-Stacy became the College's fourth president in January 2009. She oversees the administration of the educational needs of more than 7,600 unduplicated credit students and more than 10,450 individuals in professional development and business and industry courses annually.

History

Founded in 1970, Lord Fairfax Community College (LFCC) is a comprehensive, multi-campus public institution of higher education. Through its three locations — the Fauquier and Middletown Campuses and the Luray-Page County Center — the College serves eight localities in the Shenandoah Valley and Piedmont regions. The localities are the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the city of Winchester. LFCC offers more than 65 associate degree and certificate programs in a wide variety of disciplines, in addition to providing access to bachelor's, master's and doctoral degree programs offered on site by a four-year institution. LFCC also serves the business community by offering workforce preparation programs for employees and employers. LFCC serves more than 7,600 unduplicated credit students and more than 10,450 individuals in professional development and business and industry courses annually.

LFCC promotes equal opportunity in educational programs and activities, admission and employment without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin or other non-merit factors.

Lord Fairfax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College.

LFCC is a proud member of the American Association of Community Colleges (AACC). The College is governed by policies set by the State Board for Community Colleges with support and guidance from the LFCC Board. Financed primarily with state funds, the College supplements funding with contributions from the participating localities and tuition fees. As the vision statement, mission and goals reflect, LFCC is committed to excellence in all its programs and services while maintaining flexibility, accessibility and responsiveness. Helping each student achieve his or her future goals is the focus of the College.

Mission of Lord Fairfax Community College

Lord Fairfax Community College (LFCC) is a comprehensive, open-access institution and one of 23 community colleges that make up the Virginia Community College System. Serving a growing and diverse eight-locality region in northwestern Virginia, we promote excellence in teaching and learning as the means to advance the development of students. The College is dedicated to creating a positive, supportive, learning-centered environment for all students, employees and community members. We are committed as well to strengthening the educational, economic and cultural life of our diverse community. Through our commitment, we provide accessible, flexible, high-quality and cost-effective educational and workforce training programs that prepare students for further education, job advancement, meaningful careers, life-long learning and personal fulfillment.

Vision

LFCC enriches communities as we provide exemplary educational opportunities based on our core values.

Values

LFCC embraces the following core values:

Learning

We foster an environment that ignites and sustains a passion for lifelong learning.

High Performance

We are focused, responsive, collaborative and accountable.

Integrity

We exemplify honesty, character and respect for our communities.

Positive Spirit

We value creativity, enthusiasm and a “can-do” attitude.

Diversity

We honor the uniqueness of individuals and communities.

Goals

The College’s strategic plan may be found under the planning heading on the planning and institutional effectiveness Web site: <http://www.lfcc.edu/pie/>.

Accreditation

LFCC operates as part of the Virginia Community College System (VCCS) and is governed by the State Board for Community Colleges. The State Council of Higher Education for Virginia (SCHEV) approves the associate degree curricula of the College for Virginia. Lord Fairfax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30003-4097 or call 404-679-4500 for questions about the accreditation of Lord Fairfax Community College. An institutional member of the American Association of Community Colleges, LFCC is approved by the U.S. Department of Education for various federal funding programs. Nursing programs are approved by the Virginia Board of Nursing.

Locations and Facilities

LFCC’s three locations—the Fauquier and Middletown Campuses and the Luray-Page County Center—offer a full range of associate degree and certificate programs, as well as continuing education, workforce training, dual enrollment and community services. The College is committed to serving the lifelong learning needs of the community through both credit and noncredit educational opportunities.

Fauquier Campus

In December 1988, Fauquier County Executive Bob G. Sowder donated 2.5 acres of property to establish a community college campus. The renovated barn on this property became the Fauquier Campus of LFCC, which was later expanded when the General Assembly appropriated \$7.2 million in 1996 to construct the current 60,000 square foot classroom and administrative building.

On Oct. 22, 1999, the College community celebrated the dedication of the new campus building, located on U.S. Route 29, just south of Warrenton. The Wolk Hall classroom and

administrative building is named for Paul and Sheila Wolk, whose generosity to LFCC has made quality educational opportunities available to many students on both campuses.

In addition to the classroom and laboratory spaces on the Fauquier Campus, the Loeb Center is a dramatic space where students share activities, meals and study time. Students also utilize the resources available in the Bob G. Sowder Library and through the Office of Student Success, where they can receive academic and career counseling, financial aid assistance and other services to assist them in achieving their educational goals.

Driving Directions

*From the north: I-66 East, to Exit 28, U.S. Route 17 to Warrenton. Travel 9 miles to U.S. Route 15

South/Route 17/29 South Bypass. Follow U.S. Route 17 South approximately 4 miles to traffic signal, Lord Fairfax Drive. Turn left, travel 0.2 mile to College Street. Turn left into the campus.

*From the south: U.S. Route 17/29 North to Lord Fairfax Drive. Turn right at traffic signal. Travel 0.2 mile to College Street. Turn left into the campus.

*From the west: U.S. Route 211 East to Warrenton. Turn right at Business U.S. Route 17/29 and travel 2.6 miles to Lord Fairfax Drive (traffic signal at Route 17/29). Cross U.S. Route 17/29 and continue for 0.2 mile to College Street. Turn left into the campus.

*From the east: U.S. Route 29 South to U.S. Route 17/29 South. Travel 2.6 miles to Lord Fairfax Drive.

At traffic signal, turn left. Travel 0.2 mile to College Street. Turn left into campus.

Middletown Campus

LFCC's Middletown Campus is on a 120-acre tract in the northern Shenandoah Valley approximately 10 miles south of Winchester, Va. Nestled among the Blue Ridge, Massanutten and Allegheny Mountains, with Interstate highways 66 and 81 and U.S. Route 11 adjacent, the campus is easily accessible. The original College building includes classrooms, laboratories, administrative and faculty offices, a business office, the William Moore Dietel Bookstore and the Fredy and Klara Kumpli Student Center.

In 1985, LFCC built a technology center on the Middletown Campus, adding a Special Events Center, computer labs, classrooms and faculty offices. During the 1993 Commencement ceremony, the

building was officially named the Alson H. Smith Jr. Technology Center. In 1994, the Learning Resources Center construction was completed and the facility was dedicated in April 1995 in honor of benefactor Paul Wolk of Fauquier County. Outside facilities include a regulation 400-meter Olympic-size track, fitness trail and soccer field.

In 2005, groundbreaking commenced on the Science and Health Professions Building. The 46,870 gross-square-foot, two-story building provides additional classroom space for the science and health professions courses offered at the College, providing state-of-the-art laboratories for scientific and health study.

In July 2010, the Corron Community Development Center opened. The 30,000 gross-square-foot building is a multi-purpose facility that supports workforce solutions, continuing education, small business development, College advancement and community events. This building also houses the Old Dominion Teletechnet program's distance learning opportunities. The two-story facility includes classrooms, office space and a 500-seat multi-purpose room.

Driving Directions

*From the north: I-81 South to Exit 302 (Reliance Road), turn right at stop sign, travel 0.3 mile to Route 11. Turn right at stop sign. LFCC is 0.1 mile on right.

*From the south: I-81 North to Exit 302 (Reliance Road), turn left at stop sign, travel 0.5 mile to Route 11. Turn right at stop sign. LFCC is 0.1 mile on right.

*From the east: I-66 West to I-81 North to Exit 302 (Reliance Road), turn left at stop sign, travel 0.5 mile to Route 11. Turn right at stop sign. LFCC is 0.1 mile on right.

*From the west: I-81 North and follow the directions coming from the south.

Luray-Page County Center

The Luray-Page County Center is the newest LFCC location. On Jan. 9, 2006, the Center opened with two lecture classrooms, a distance learning classroom, a computer lab and administrative offices. The building supplies and labor necessary for the construction of the Luray-Page County Center, along with the Center's first year operation expenses, were generously provided by Page County and the Town of Luray, making this truly a facility built by the

community. The Luray-Page County Center's excellent core faculty group teaches a variety of both day and evening credit classes needed for both associate degree and certificate programs, while state-of-the-art equipment allows students to take advantage of resources available at all LFCC locations. The College provides noncredit training opportunities to enhance job skills and works with local businesses, placing student interns as part of the Scholars at Work Program. LFCC provides courses and programs at the Luray-Page County Center to bring together quality career opportunities to its students and graduates.

Located in Luray just minutes from U.S. Route 340, U.S. Route 211 and the Hawksbill Greenway, the Luray-Page County Center serves Page County, eastern Rappahannock County, southern Shenandoah County and southern Warren County.

Driving Directions

*From the north: U.S. Route 340 South to U.S. Route 211 West. Travel 0.4 mile to N. Hawksbill Street then turn left. Travel 0.1 mile to LFCC Luray-Page County Center on left.

*From the south: U.S. Route 340 North through the Town of Luray, turn left on Mechanic Street and travel two blocks to N. Hawksbill Street. Turn right and travel ½ block to LFCC Luray-Page County Center on right.

*From the east: U.S. Route 211 West to Luray. Cross U.S. Route 340 and travel 0.4 mile to N. Hawksbill Street on left. Turn left and travel 0.1 mile to LFCC Luray-Page County Center on left.

*From the west: U. S. Route 211 East to Luray. Turn right on N. Hawksbill Street, travel 0.1 mile to LFCC Luray-Page County Center on left.

Programs

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

Student Success

The College is committed to enhancing the educational experience of each student through a variety of services and activities. The Office of Student Success facilitates personal growth and

development and educational success through services such as:

- Academic advising
- Career services
- Disability services
- Financial aid (federal and state)
- Scholarships
- Student activities
- Student club sports
- Student Learning Services
- Student organizations
- Tutoring
- Transfer planning
- Veterans' educational benefits

Occupational-Technical Education

LFCC offers multiple degrees and certificates in a variety of subject areas that prepare students to meet the increasing demand for technicians, semi-professional workers, skilled craftsmen and artisans, supervisors and managers for employment in business, industry and government. Students who complete one of the programs are prepared to enter the workplace or pursue additional education. The subject areas for the programs are:

- Administrative support technology
- Business
- Engineering, construction and industry
- Fine arts
- Health professions
- Information systems technology

College Transfer-University Parallel Education

The college transfer-university parallel program focuses on college freshmen and sophomore courses in arts and sciences and preprofessional programs.

After completing the first two years at LFCC, students are able to transfer to a four-year college or university and enter a bachelor's degree program. To ease the transfer process, students are urged to work with an LFCC advisor and maintain contact with four-year college representatives before selecting courses. Admission and graduation requirements vary widely and sometimes change over time. LFCC offers the following five degrees and three specializations that lead to an associate of arts and sciences degree.

- Business administration
- Education

- General studies
- Liberal arts
 - Communication specialization
 - Fine arts specialization
 - Philosophy and religion specialization
- Science

Workforce Solutions and Continuing Education

LFCC's Office of Workforce Solutions and Continuing Education works with over 1000 businesses to provide professional development and workforce training. The professional development programs within the Office of Workforce Solutions and Continuing Education that help individuals and businesses to continue general education interests and/or update their knowledge and skills include:

Business

- Customer Service
- Human Resources
- Leadership
- Quality
- Teacher Education
- Small Business Development Center

Computer & Technology Skills

- Silver Series for 50+
- Getting Started
- Microsoft Office Applications

Health

- Medical Office Series
- Medical Coding and Billing
- Healthcare
- Personal Care

Industry & Construction Trades

- Going Green
- Industrial
- Construction
- Continuing Education
- Licensure
- Apprenticeship

Enrichment

- Digital Arts Camps for Youth
- Driver's Education
- Motorcycle Safety

Licensure & Professional Certification

Work Keys Profiles and Technical Assessments

All training programs can be delivered on-site to organizations. In addition, Workforce Solutions and

Continuing Education offer hundreds of online courses that can enhance your skills, help you learn a new hobby or even earn certification credits in your professional field.

Special Training Programs

LFCC, in cooperation with the Special Training Division of the Virginia Department of Economic Development, provides instruction for new and expanding industries. This program incorporates job analysis, instructor recruiting and/or training and financial support for employee instruction. New industries planning to move into the area or industries planning to expand may be interested in special training programs. If so, these industries should contact the Office of Workforce Solutions and Continuing Education on LFCC's Fauquier or Middletown Campuses or the Department of Business Assistance in Richmond, Va.

Developmental Studies

Developmental courses help prepare individuals for admission to the occupational-technical program and to the college transfer-university parallel program at the College.

Specialized Regional and Community Services

The facilities and personnel of the College are available to provide specialized services for meeting the needs of the region. These services include cultural events, workshops, meetings, lectures, conferences and seminars. Special community programs at LFCC provide cultural and educational opportunities for area residents.

LFCC Educational Foundation Inc.

The Lord Fairfax Community College Educational Foundation Inc. is an independent, not-for-profit entity dedicated to assisting the College in meeting its current and future needs. Its purpose is to generate support and resources for the College beyond those provided by the Commonwealth of Virginia.

Incorporated in 1978, the Foundation is committed to raising funds for academic programs, facility upgrades, equipment, student scholarships and professional development for employees. Private

contributions ensure that the College is able to keep its promise and pledge of providing increasing academic excellence and expanding business and industry services.

The Foundation is a nonprofit, tax-exempt 501(c) (3) organization. All gifts are tax deductible as allowed by law. For income tax purposes, the federal identification number for the Foundation is 51-0247624. Its fiscal year is January 1 through December 1.

Mission of the Foundation

The mission of the Lord Fairfax Community College Educational Foundation Inc. is to support the College in providing a challenging and enriching learning-centered environment for all students, employees and community members that prepares them to succeed in the 21st century. The Foundation accomplishes its mission by:

- ❖ Cultivating dynamic partnerships with individuals, businesses, organizations and communities
- ❖ Securing funds to support the educational opportunities, programs, facilities and services offered by the College
- ❖ Enhancing community awareness of the College and the Foundation
- ❖ Providing prudent fiscal management of funds and resources contributed to the Foundation

The Foundation embraces the following core values as it conducts its operations, makes its decisions, and plans for its future:

- ❖ The Foundation is **student centered**. It focuses its efforts on enhancing their LFCC learning experience.
- ❖ The Foundation is **donor oriented**. It recognizes that its donors are vital to the Foundation and to the College. It respects them and it will be loyal to them.
- ❖ The Foundation is **team driven**. It will work together in its Foundation, in its College and in its community. Teamwork works.

Admissions

General Admission to the College

Any person who has a high school diploma, its equivalent, or is 18 years of age, and is able to benefit from a program at the College may be admitted to LFCC as a curricular or noncurricular student. The College evaluates special cases for acceptance.

All students must submit a completed application to the Admissions and Records Office using the online application available at <http://apply.vccs.edu> or the printed application available at the Admissions and Records Offices of the College. The applicant's Social Security number is required to receive select services from the College. High school and previous college/university transcripts are not required unless otherwise specified.

The College may require additional information for admission. Minors under the age of 18 are considered for admission with signed consent from a parent/legal guardian and approval from the minor's public school. Home-schooled minors and their parents should contact the Admissions and Records Office for admission requirements.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant poses a threat, is a potential danger, is significantly disruptive to the College community or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive, by another college. Students whose admission is revoked after enrollment must be given due process. Procedures for general admissions denials are located at <http://www.lfcc.edu/college-policies>.

Readmission

Students who have not been enrolled for a period of three years (nine consecutive terms) seeking readmission must submit a new "Application for Admission" prior to registration.

A student who applies for admission but does not enroll in classes within one year (three consecutive terms) must submit a new "Application for Admission" prior to registration.

Readmission to a Degree or Certificate Program

Students seeking readmission to a restricted program or with specific admission criteria in addition to general admission requirements including Associate Degree in Nursing, Dental Hygiene, Emergency Medical Services Enhanced, Emergency Medical Services Intermediate, Practical Nursing, Surgical Technology and Phlebotomy, Practical Nursing and Surgical Technology must consult with the specific program for detailed readmission requirements.

Students seeking readmission to non-restricted programs after one year of non-attendance will not need to reapply for admission to the program; however, students should check to see if the program requirements have changed since last attendance.

Residence Requirements

(for determining in-state or out-of-state tuition)

In order to determine in-state or out-of-state tuition rates, the following information must be submitted online with your admissions application or in person in the Office of Admissions and Records

1. A completed Application for In-State Tuition
2. Part A must be completed and signed by the student.
3. Students under 24 years of age who do not qualify as independent students in Part A of the Application for In-State must have their parent or legal guardian complete Part B of the form.
4. Students under 24 years of age who are no longer a dependent of their parent or legal guardian must provide documentation proving independent domicile. Forms for proving independent domicile are available in the Office of Admissions and Records.

Residence or domicile for students who are under the age of 24 is based on their parents' or legal guardians' domicile/residence. A Virginia In-State 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 term for which enrollment is planned.

Please direct all inquiries concerning admission requirements to:

Admissions and Records Office
 Lord Fairfax Community College
 173 Skirmisher Lane
 Middletown, VA 22645
 540-868-7105
 1-800-906-5322, Ext. 7105 (toll free)
 540-868-7005 (fax)
 Web site address: <http://www.lfcc.edu>

Address Corrections

The student is responsible for maintaining a correct address and telephone number with the Office of Admissions and Records. In all cases requiring student notification, the student will be considered notified if the College uses the most current information provided by the student to the Office of Admissions and Records.

Placement Testing Requirements

Students need to complete placement testing or submit SAT scores to the Testing Center. Unless meeting an exception all new students are required to take placement tests in English, reading and math. The results of these tests are used to help students and advisors determine appropriate course selection. Students whose scores indicate specific needs may be required to enroll and successfully complete skills improvement courses prior to college course work. Electronic study materials are available at www.act.org/compass/sample. Additional materials are available at www.testprepreview.com.

Placement testing at the Middletown and Fauquier Campuses is available on a first-come, first-serve basis when the College and library are open. Placement testing at the Luray-Page County Center is available by appointment only. Photo identification is required. One of the following photo IDs must be provided:

- Valid driver’s license
- Passport
- Photo ID from D.M.V.
- U.S. military ID
- LFCC ID
- Green Card

*A student who has SAT scores or ACT scores from testing within the last five years may be exempt from particular placement tests and may qualify to

register for college-level courses. Students may request scores to be forwarded to the College for prerequisite evaluation (ACT School Code: 4377 and SAT School Code: 5381), or may bring score reports to one of the College’s testing centers for prerequisite evaluation.

New Student Orientation

First-time students registering for classes are encouraged to attend a new student orientation (NSO) session. Those students wishing to pursue degrees at LFCC are required to attend an NSO which provides students the opportunity to:

- learn about College programs, services and resources
- meet with career and academic advisors
- discuss educational interests
- determine and plan curricular needs
- register for classes

Admission to Specific Degree or Certificate Program

A student must formally request admission to, and receive approval for, each program (curriculum) in which he or she plans to graduate. Advisors are available to assist students in selecting an appropriate curriculum for their academic or career interests. In addition to general admission requirements, specific requirements are prescribed for each curriculum of the College. These requirements are listed in the *Instructional Programs Information* section of the College catalog.

For admission to associate degree programs, a person must be a high school graduate, have a general education development (GED) certificate or complete an approved developmental studies program to satisfy prerequisites and be eligible. Students not initially meeting admission requirements for a specific program may qualify to be placed in another curriculum or be considered noncurricular until requirements are satisfied and they are granted admission to the curriculum of their choice.

Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met. Note: Prerequisites are noted in the *Course Description* section and the semester schedule of classes.

Admission to Health Professions Programs

Students must apply for admission to health professions programs (practical nursing, nursing, surgical technology, dental hygiene, phlebotomy, emergency medical technician – enhanced and emergency medical technician – intermediate) in addition to applying for admission to the College. Admission requirements and application materials are available through the Division of Science and Health Professions. Specific requirements are in this catalog for each program.

Admission Priorities

When enrollment must be limited, first priority is given to all qualified applicants who are residents of the political subdivisions supporting the College and to Virginia residents not having access to a given program at their local community college. Such students must apply for admission to the program prior to registration or 120 days prior to the term. Selected programs may have specific earlier deadlines. In addition, residents of localities where the College has clinical-site or other agreements receive equal consideration.

Special Admission Enrollment

Dual Enrollment

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required. Students interested in dual enrollment should contact their high school guidance counselor. Please visit

LFCC's homepage and click on Future Students for the procedures to enroll. For more information, please contact the High School Outreach Office. LFCC works in cooperation with all area public high schools and some private high schools in the region to provide dual enrollment opportunities.

Admissions Requirements for International Students

LFCC is authorized under Federal Law to enroll non-immigrant alien students.

In addition to the general admission requirements of the college, all international applicants must submit documentation of eligibility to the Admissions and Records Office prior to registering for classes. Students in the United States on certain temporary visas may be denied admission or restricted to part-time study that is vocational or recreational, and does not lead to a professional or educational objective.

Non-immigrant students holding or seeking F1 status may obtain the necessary forms and instructions for applying for an I-20 from the Admissions and Records Office or the LFCC Web site. Non-immigrant students a visa status other than F1 must contact the Admissions and Records Office to determine admission eligibility and/or limitations. An international student holding a F1 visa that has attended another college may be eligible for admission to LFCC as a transfer student. For additional information regarding F1 transfer applications contact the Admissions and Records Office.

For specific information regarding application deadlines and requirements please visit the Admissions and Records Office or the LFCC Web site: <http://www.lfcc.edu/future-students/future-international-students/index.html>.

Senior Citizens Higher Education Program

Eligible Virginia senior citizens (residents 60 years of age or older who have had their legal domicile in Virginia for one year or more) may audit credit courses or enroll in noncredit courses. No tuition or fees apply except those for course materials, such as laboratory fees. Eligible Virginia senior citizens may enroll in courses for academic credit, full or part time, and pay no tuition if their Virginia taxable income for the preceding year did not exceed \$15,000.

For professional development courses, a percentage of the tuition may be charged.

Senior citizens are required to complete an application for admission. They will be accepted in a course after all full- and part-time students paying regular tuition fees have been accommodated, on a space-available basis, unless they have completed 75 percent of the requirements necessary for a degree. At such time senior citizens can enroll in courses at the same time as other tuition-paying students. Interested persons should contact the Admissions and Records Office.

Transfer Credit Policy

Transfer of Credit from Other Postsecondary Institutions

Credit may be transferred only from colleges and universities that (a) are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools or (b) conform to the requirements published in the *Transfer of Credit Practices of Designated Educational Institutions* by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Transfer credit must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or faculty advisor to determine specific course requirements.

Transfer credit may be awarded for coursework completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Students must have international transcripts translated and evaluated by a professional organization or agency. Fees for the evaluation are the responsibility of the student. Additional information

regarding the process is available on the LFCC Web site at: <http://www.lfcc.edu/future-students/future-international-students/international-transcript-evaluation-/index.html>.

Portfolio Course Credit (PLACE)

It is the policy of Lord Fairfax Community College to maintain an organized, systematic method of evaluating portfolio credit (life experience). The method of evaluating portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar "life" experiences. Interested students should contact the Student Life Office to learn more about PLACE.

Transfer Credit for Military Experience

LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

Transfer Credit for Professional Legal Secretaries

LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Transfer Credit for Certified Administrative Professional

LFCC awards transfer credit to persons who have successfully completed the certified administrative professional examination (CAP), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Alternative Forms of Credit

Advanced Placement (AP) Program

LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:

- be admitted to the College
- be admitted to a program
- submit an official AP score report from the Educational Testing Service (ETS)
- submit a signed request to be awarded credit

Eligible students should contact the Admissions and Records Office. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine whether credit is granted for completion of AP courses.

College Level Examination Program (CLEP)

The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer. The College's testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

Service Members Opportunity College (SOC)

LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience as well as other nontraditional sources. Those interested should contact the Admissions and Records Office.

Credit by Examination (CBE)

The College provides a means to earn credit by examination for some courses. Students whose 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 course professor to determine whether a course is available for CBE.

Credits earned through the examination method may or may not be transferable to other institutions. Students should determine transferability of credits earned through CBE with the institution to which transfer is planned.

Expenses

The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the *Financial Assistance* section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Additional Expenses

Payment of tuition and fees enables students to use the libraries, bookstores, parking lots, student centers and other facilities of the College. Students are required to pay charges for any College property they damage or lose (such as laboratory or shop equipment, supplies, library books and materials).

Eligibility for In-State Tuition

To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment at the College. Domicile is a legal concept which means "the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely." The student must establish eligibility by clear and convincing evidence.

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

Domicile Appeal Process

Any applicant denied in-state tuition has the right to appeal according to the following process:

1. A member of the admissions staff will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the Assistant Registrar.
3. Final administrative review will be made by a domicile appeals committee.

Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.

Tuition and Fees

Tuition and fees are set by the State Board for Community Colleges and are subject to change. Consult the College's Web site for current fee information: <http://www.lfcc.edu>.

Tuition may be paid with cash, personal checks, money orders, MasterCard, American Express or Visa credit cards or FACTS interest-free payment plan. Online credit card payment using MasterCard, American Express or Visa is available. Tuition paid by check or credit card must be for the exact amount. The College is not permitted to cash checks or give change for checks written for an amount greater than that due for tuition and fees. Students enrolling in two or more community colleges simultaneously pay tuition at each college based on their status at either college.

Separate payment is required for bookstore purchases; one payment cannot be accepted for both tuition and books.

Books and Materials

Students are expected to obtain their books, supplies and consumable materials needed for their studies.

Parking Facilities Maintenance Fee

The College charges a parking maintenance fee of \$20 per semester to maintain and repair existing parking

facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. A parking facilities maintenance fee will be charged to all on-campus students. The parking fee is subject to change.

Student Activity Fee

A student activity fee supports student events and programs. Funds in this account are spent only for student activities, subject to the review of the College administration. The College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Board for Community Colleges and approved by the state auditor.

A student activity fee (per credit hour) is charged to all students taking on-campus classes. Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

Technology Fee

A technology fee of \$6.50 per credit hour is charged to all students to support technology initiatives within the Commonwealth of Virginia. The technology fee is subject to change.

Additional Fees

Specific programs or courses may have additional fees. Students should consult specific program or course documents for details.

Accounts

Each student who enrolls at LFCC must meet his or her financial obligations to the College before transcripts, certificates, diplomas or degrees will be issued to the student. A student with delinquent accounts will be withdrawn, refused admittance to classes, precluded from registering for a course(s) or subject to civil court action. Students with special circumstances need to contact the financial aid officer or the budget and financial services officer regarding their situation.

Administration and Collection Charges

Past due accounts are charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency

to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

LFCC participates in the Set-Off Debt Collection Program. This program permits the College to collect past due amounts from its debtors' by appropriating an individual's Virginia tax refunds and lottery winnings.

Dishonored or Insufficient Funds Checks

A service charge of \$20.00 is assessed for any check dishonored by a student's bank. Student accounts must be cleared immediately in order for the College to continue to provide service.

Refunds

Students shall be eligible for a refund for those credit hours dropped by the "last date to qualify for a refund" date as noted in the Academic Calendar. To be eligible for a refund, a student must complete an *LFCC Enrollment Request Form* and turn it in to the Office of Admissions and Records or log into their My LFCC account to drop a course by the refund deadline date. It is the student's responsibility to be aware of all deadline dates listed in the Academic Calendar. After the drop period has passed, there shall be no refunds, unless due to highly unusual emergency or extenuating circumstance.

Under exceptional circumstances Lord Fairfax Community College (LFCC) can grant tuition refund/debt removals for students who withdraw after the final drop date. Refund/debt removals are guided by Virginia Community College System (VCCS) Policy 4.3.2.3 Exceptional Cases Caused by VCCS or College. These have been defined as the following:

- Administrative error
- Extreme financial hardship
- Major medical emergency of extraordinary circumstances
- National emergency or mobilization declared by the president of the United States
- Other highly unusual emergency or extenuating circumstance as determined by the College

A review panel is responsible for determining if a tuition refund/debt removal is justified. Tuition refund requests must be initiated no later than the end of the subsequent academic semester in which the refund request is requested. (Example: A fall refund request must be completed no later than the end of the subsequent spring semester). Requests outside of this deadline will not be accepted.

Determination of Refund

To be eligible for a refund under any of the above circumstances, a student must complete the drop procedure within the student information system. Eligibility for a refund is determined by the date the drop transaction is completed. The number of times a course has met is not used in determining eligibility for a refund. Questions regarding refunds should be directed to the Business Office.

The College has a military emergency refund policy that complies with state and federal regulations.

Attendance

Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty are responsible for attendance records and all matters related to attendance in his/her classes. Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.).

Attendance/Administrative Deletion Policy

The VCCS policy states that in order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion or other evidence of participation.

It is the policy of LFCC that any student who has enrolled in a course but does not attend a minimum of one class meeting or the distance learning equivalent by the last day to drop a class and qualify for a refund for the semester (as published by the Office of Admissions and Records in the academic calendar), shall be administratively deleted from the course.

This administrative deletion will not entitle the student to any refund in full or in portion. The Admissions and Records Office will issue notification letters to all students who are administratively deleted. It will be the student's responsibility to notify the office of Admissions and Records if the deletions were done in error and/or if the student requests reinstatement in the class.

Financial Assistance

LFCC is committed to using all available funds to help students gain access to a college education. Financial aid is usually awarded based on financial need, but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state and institutional programs. Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities. For a complete list of financial aid available, check online at <http://www.lfcc.edu/finaid>.

How to Apply for Federal and State Financial Assistance

Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA). See <http://www.lfcc.edu/finaid> to apply. Applications should be submitted as soon as possible after Jan. 1 of each year. The priority application deadline is June 15. Applications and information concerning financial assistance at LFCC are available in the Financial Aid Office or on the College's Web site at <http://www.lfcc.edu/finaid>.

Ability to Benefit

A student who does not have a high school diploma or a GED may establish eligibility for financial aid by demonstrating the "Ability to Benefit" from a post-secondary program by achieving a passing score on an ED-approved test. Please contact the Financial Aid Office for more information.

Satisfactory Academic Progress for Financial Aid Recipients

Students are required to maintain satisfactory academic progress to continue receiving aid. The U.S.

Department of Education has established a series of standards that define satisfactory academic progress, SAP. Requirements to maintain SAP:

- Students must maintain a minimum cumulative grade point average (GPA) to qualify for federal and state financial aid programs. Students are reviewed after attempting 12 credits for GPA. The minimum GPA requirements are: 13-29 credits, a 1.5 GPA, 30-45 credits, a 1.75 GPA, 46 or more credits, a 2.0 GPA. Some scholarships have stricter GPA requirements. If placed on academic suspension or dismissal, students will be ineligible to receive financial aid.
- Dropped classes will not appear on students' academic record. If students decide that they do not want to take a class after the add/drop period, their action is considered a withdrawal. The withdrawal stays on students' record and can affect their financial aid status.
- Students must complete 67 percent of the total credits attempted, on both a term and cumulative basis. During their academic career at LFCC, students may consider withdrawing from a class. Students should consider all options before withdrawing because it may have serious implications for their financial aid eligibility. Students are reviewed for this requirement after attempting 23 credits. Federal law requires LFCC to return part of students' financial aid if students withdraw from all classes and they will have to pay the amount deemed "unearned" by the Department of Education. If they don't repay that amount, students will not be eligible for future financial assistance until the debt is paid in full.
- To receive financial aid, students must attend the classes for which they enroll. If students decide that they do not want to take a class, they must drop it during the add/drop period by completing the appropriate paperwork or online.
- Students have a maximum of 150 percent of their program length to complete their associate degree/certificate program. Once they have exceeded 150 percent of course work for their degree/certificate program, their eligibility for aid at LFCC will be exhausted. Changes in curriculums do not constitute extended time limits for eligibility. Transferred credits will also

be included in the calculation. Students attempting a second degree should contact the Financial Aid Office for aid eligibility.

- Students who register for developmental courses are limited to a maximum of 30 semester hours. The Financial Aid Office cannot provide assistance for classes that have been attempted more than twice or for a developmental course attempted more than three times.
- LFCC requires a minimum 2.0 GPA to graduate from a Career Studies Certificate (CSC), Certificate, or Associate Degree. This overrides any GPA requirement for financial aid. For example, if your CSC requires twenty-three (23) credits to graduate, you need a minimum 2.0 GPA, even though financial aid requires a minimum 1.5 GPA.

SAP Alert and Appeals

The Financial Aid Office evaluates students for SAP after grades are posted at the end of each semester at the attempted credits noted above. To be eligible to receive financial aid or scholarships at LFCC, students are required to make satisfactory progress towards successful completion of the program of study to which they have been admitted.

If students do not meet the SAP requirements and lose their financial aid eligibility, they may appeal the decision. Appeals need to be made, in writing or e-mail, to the Financial Aid Office within 10 business days from the date the denial was e-mailed. Only appeals that document mitigating circumstances will be considered. If SAP is not met because 150% status, contact the Financial Aid Office for more information.

All of the satisfactory academic progress conditions must be met each semester. The first time any of the conditions is not met, financial aid will be discontinued until the student has completed enough credits to overcome the deficiency without the benefit of financial aid.

Financial Aid Refund

The Financial Aid Office at LFCC is required by federal and state regulations to have a written policy for the refund and repayment of federal and state aid received by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term for which payment has been received. These policies are

effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the enrollment period. The Title IV financial aid and/or state award programs must be recalculated in these situations.

Disbursement Policy

The amount of a refund of fees for students who withdraw will be calculated as follows:

- All students receiving Title IV (federal) and/or state financial aid may be required to repay all or part of any aid received to the appropriate federal and/or state program(s) if they withdraw from all classes.
- The amount that the student may be required to return to the federal and/or state program(s) will be determined by the amount disbursed, the amount which could have been disbursed, and the percentage of the enrollment period the student has completed.
- If a student withdraws on or before the 60 percent point time of the period of enrollment, calculated using calendar days, a portion of the total of federal and/or state funds awarded a student (excluding federal work-study) must be returned according to the provisions of the Higher Education Amendments of 1998 and the State Council of Higher Education for Virginia. The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal or state government.

Repayment Policy

The amount of aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when a refund has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of aid earned is determined by multiplying the total aid, other than Federal Work Study, for which the student qualified by the percentage of time during the term that the student was enrolled.

If a student leaves the institution prior to completing 60 percent of a payment period or term,

the Financial Aid Office recalculates eligibility for Title IV and/or state funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal and/or state program based on the percentage of unearned aid using the following formula:

- Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.
- If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV and/or state funds are returned, the student may owe a debt to the College.
- If a student earned more aid than was disbursed to him/her, the College would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV and/or state funds for which it is responsible no later than thirty (30) days after the date of the determination of the date of the student's withdrawal.

The responsibility for returning unearned aid is allocated between the College and the student according to the portion of disbursed aid that could have been used to cover College charges and the portion that could have been disbursed directly to the student once the College charges were covered. LFCC will distribute the unearned aid back to the Title IV and/or state programs as specified by law. The student will be billed for the amount the student owes to the Title IV and/or state programs and any amount due to the College resulting from the return of Title IV and/or state funds used to cover College charges. Disbursements are allocated in the following order:

- Federal Pell Grants for which a return of funds is required
- Federal Academic Competitiveness Grant (ACG) for which a return of funds is required

- Federal Supplemental Opportunity Grants (SEOG) for which a return of funds is required
 - Other assistance under this Title for which a return of funds is required (e.g., LEAP)
 - Commonwealth Grant (COMA) for which a return of funds is required
 - Virginia Guaranteed Assistance Program (VGAP) for which a return of funds is required
- Students will be notified within 30 days via their student e-mail account of their overpayment and will be instructed to contact the LFCC Business Office to arrange a suitable repayment agreement.

Federal Financial Aid Programs

Federal Pell Grant

The Federal Pell grant program is the largest federal grant program. This grant provides a foundation to which aid from other sources may be added. To qualify you must be an eligible undergraduate student who has not earned a bachelor's or professional degree. You must be enrolled in an eligible program of study and not be in default on any federal aid program. In 2010-11, the Pell grant annual full-time awards range from \$1176 to \$5,550. Grants are available for full-time, three quarter-time, half-time and less than half-time students.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a program awarded to Pell eligible students with an out-of-state residency status demonstrating the most need and based on federal guidelines. Funds for FSEOG are limited and awarded on an annual basis.

Federal Work-Study (FWS)

The College Work-Study program is a joint federal and College program that funds part-time jobs on campus. A separate LFCC work-study application, available from the Financial Aid Office, must be completed in order for a student to be considered for this program. The Financial Aid Office maintains a file of FWS applications and reviews these applications as vacancies occur. Students will be referred for interviews with job supervisors. Every effort is made to place the student in a job that relates to his or her program of study. If hired, the Financial Aid Office

adds funds for this program to the student's financial aid award. You must have a complete financial aid package and a current work-study application on file to be considered for these jobs. Most jobs average 10-15 hours per week. Students must be enrolled in a minimum of six (6) credit hours to qualify for FWS.

State Financial Aid Programs

College Scholarship Assistance Program (CSAP)

CSAP is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited.

Commonwealth Award (COMA)

COMA is a State grant program that provides funds to legal residents of Virginia who are in need of financial assistance. Students must be enrolled for at least six credits to qualify. Funds are limited and awarded on an annual basis.

Virginia Guaranteed Assistance Program (VGAP)

VGAP is a State grant program that provides funds to graduates of a VA high school or a program of home school instruction in accordance with 22.1-254.1. Recipients must be classified as a dependent student for Federal financial aid purposes and have at least a 2.5 grade point average on a 4.0 scale or its equivalent. Recipients must be enrolled full-time (12 or more credits). Full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.5 GPA may apply for this state grant program. If home schooled, must have SAT scores of at least a combined 900 verbal and math or ACT composite score of at least 19. Students must be first-time freshmen, must demonstrate financial need, and may qualify for renewal awards up to three additional years. VGAP provides financial assistance for tuition and books. Interested students should send their high school transcripts or SAT or ACT scores if home schooled to the Financial Aid Office with a note indicating their interest. GED students are not eligible.

Part-time Tuition Assistance Program (PTAP)

This state-funded tuition grant is for Virginia residents who enroll for one to eight credits who

demonstrate financial need. Funding is limited and awarded on a semester basis.

Merit Based Programs of Assistance

LFCC Local Board Scholarship Program

Scholarships are sufficient to cover tuition for up to 12 credit hours for the fall and spring semesters.

Principal's Scholarships

A scholarship named in honor of the high school principal is awarded at each public high school in the College's service region. This scholarship recognizes high academic achievers who will attend LFCC. Each high school selects the recipient and a scholarship application is required by the College. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

College Board Scholarships

One scholarship per high school is awarded in honor of the local College Board. This scholarship is competitive based on academic achievement, leadership as demonstrated through extracurricular activities and citizenship. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

Tech Prep Consortium Scholarships

At least one scholarship per service area jurisdiction is awarded to recognize exemplary high school students enrolled in Tech Prep Programs. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

Cultural Diversity Scholarships

Four scholarships are awarded that consider race or national origin as a factor in an applicant's favor in order to assist in assembling a student body with a variety of opinions, backgrounds, cultures and experiences. Scholarships are sufficient to cover tuition up to 12 credit hours for the fall and spring semesters.

LFCC Educational Foundation Inc. Scholarships

Scholarships are awarded on the basis of need and/or merit, as determined by the donor. Review the complete list of Foundation scholarships,

requirements, application materials and deadline information at <http://www.lfcc.edu/scholarships>.

Veterans Educational Benefits

Veterans who have served in the military or children, wives or widows of veterans may be eligible for educational assistance through the U.S. Department Veterans' Affairs (VA). For information concerning the VA and educational assistance, contact the Financial Aid Office, <http://www.lfcc.edu/veterans> or <http://www.gibill.va.gov>. The Veteran Affairs Office at LFCC provides information and application for VA educational benefits to veterans, reservists and eligible dependents. The Office also certifies students with confirmed VA eligibility who notifies LFCC of their registration for classes at LFCC.

Military Survivors and Dependents Program (MSDEP)

The Virginia Military Survivors and Dependents Education Program (MSDEP) provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner or who became at least 90 percent disabled as a result of military service in an armed conflict. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, the Virginia National Guard or the Virginia National Guard Reserves. Armed conflict includes military operations against terrorism or as the result of a terrorist act, a peace-keeping mission or any armed conflict after Dec. 6, 1941. This program waives tuition, fees, room and board, and books at any state-supported college or university in Virginia. Benefits are available up to four years.

To be eligible, children and spouses of qualifying military service members must meet the following requirements:

- The child must be between ages 16 and 29; there are no age restrictions for spouses.
- The military service member must have been a Virginia citizen at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission.

- In the case of a deceased military service member, the surviving spouse can meet the residency requirements if her or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to date of application.

Loans

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. With Direct Loans, you

- Borrow directly from the federal government and have a single contact – the Direct Loan Servicing Center – for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at www.dl.ed.gov.
- Can choose from several payment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

Application information is available at <http://www/lfcc.edu/finaid>.

Student Success Services

Educational Support

The College offers services and activities that complement academic programs to support the development of each student. The College maintains a staff of trained counselors and advisors who provide services to facilitate the academic, career and personal development of students. These services help students acquire skills and access resources necessary for academic success.

New Student Orientation

New student orientation acquaints new students with the purposes and programs of the College, registration and curricular requirements and College services and personnel. New students planning to register for a program of study should participate in a new student orientation session where they will meet with an academic advisor, discuss future educational goals and register for classes.

Placement Testing

Full- and part-time students registering for classes requiring specific skill levels in writing, mathematics or reading must take appropriate placement tests or the identified prerequisite college course. If placement test scores indicate a need for developmental education, this course work must be satisfactorily completed before enrollment in the college-level course. A student who has SAT scores or ACT scores from testing within the last five years may be exempt from particular placement tests and may qualify to register for college-level courses. Students may request scores to be forwarded to the College for prerequisite evaluation (ACT School Code: 4377 and SAT School Code: 5381), or may bring score reports to one of the College's testing centers for prerequisite evaluation.

Academic Advising

LFCC believes that an appropriate and interactive academic advising process is essential to student success. The College is committed to provide students with the guidance necessary to make appropriate academic and career decisions. At LFCC, academic advising is a comprehensive and interactive process

that utilizes both educational counseling and program planning.

Educational counseling is provided by a staff of trained counselors and academic advisors to assist students in clarifying their life, educational and career goals. Program planning is then provided by faculty advisors to assist students in the development and implementation of an educational plan and course of action.

Upon application to the College and selection to a curriculum, students are assigned an appropriate faculty advisor. Students who change their academic goals should meet with a student success counselor to ensure appropriate curricular placement and faculty advising assignment.

College Success Skills

All curricula placed students shall enroll in a College Success Skills class (SDV 100, 101, 108) within the first fifteen (15) credits of their program of study at the College. The course is designed to help students transition to college and introduce them to College resources and services. Effective study skills, career and academic planning and college transfer are among the topics offered to help students succeed in their course work.

Libraries and Learning Resources

The libraries of LFCC are open to the public without charge. The collection of approximately 62,000 cataloged items supports the College's academic programs and student interests. The collection consists of books, journals, video recordings, DVDs, compact discs, computer programs, newspapers, electronic books and a host of other print-based materials. The library catalog is accessible through the College's Web site at <http://www.lfcc.edu>. In addition, materials move between the College's two campuses daily by courier.

Materials not available in the libraries can be obtained through Interlibrary Loan from other libraries worldwide. The libraries participate in a statewide academic consortium called VIVA, providing access to electronic databases of all kinds, including over 8,000 full-text journals. Off-campus access to all of these resources is available to students, faculty and staff. The libraries also provide high-speed Internet access.

The highly skilled library staff is dedicated to providing the highest quality service possible. They assist students in the use of the Internet and library research databases.

On the Fauquier Campus, the **Bob G. Sowder Library** is home to a growing collection of resources that support the College's programs and personal interests. Special facilities include 11 study rooms, nine for one or two persons and three large group study/library instruction rooms.

On the Middletown Campus, the **Paul Wolk Library** contains most of LFCC's collection of materials. The library houses the William B. Remington Archives Room.

Student Learning Services

The College offers individual and small group academic support to students. Tutoring services and learning laboratories are available to students at no cost.

Disability Services

The College supports the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College's policy is a commitment to provide reasonable accommodations to students who have a documented physical or mental disability as they seek educational or employment goals. Students with a physical or mental disability diagnosed and documented by a licensed professional are urged to identify themselves to the College so they may be served under the Section 504 program. Students should see the campus disabilities counselor to discuss the process of requesting reasonable accommodations. The earlier students initiate the process by notifying the College of their disability, the sooner accommodations can be identified to provide equal opportunities for achieving success in educational goals. For more information on the College's process for disability accommodation, visit www.lfcc.edu.

TRIO Student Support Services Program

TRIO provides academic and personal support services to eligible students to assist them in successfully completing their programs of study and achieving their personal and career goals. The program offers a wide variety of services and

activities—including academic advising, career counseling, tutoring, mentoring, transfer assistance and social/cultural activities—designed to meet the individual needs of each student. Students may qualify by demonstrating an academic need and by meeting one or more of the following criteria:

- First generation students: Neither of the student's parents graduated from college with a bachelor's degree.
- Low-income students: Students who are eligible to receive financial aid or meet federal low-income guidelines.
- Students with disabilities: Any student with a physical, emotional or learning disability who requires academic assistance.

Contact the TRIO Program office at the Middletown Campus for further information.

Career Services

The College offers services and resources to assist students and graduates to carry out their career plans. Trained advisors offer career assessment, individual advising and classroom presentations in the area of transfer planning, resume development and job search skills.

Academic Information

Degrees and Certificates

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs at the College.

- The associate of arts and sciences degree (AA&S) is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs that plan to transfer to a four-year college or university after completing their LFCC program.
- The associate of applied science degree (AAS) is awarded to students majoring in one of the occupational-technical curricula who plan to seek full-time employment upon graduation from the College.
- The certificate is awarded to students who complete one of the approved, non-degree curricula usually less than two years in length.

Associate Degree Requirements

To be eligible for graduation with an associate degree from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

Certificate Requirements

To be eligible for graduation with a certificate from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

Special Academic Policies

Student Development

All curricular students, except those in career studies certificate programs, shall participate in SDV 100, 101, or 108 which are courses designed primarily to foster student success. This course should be completed within the first 15 credit hours of enrollment at the community college, unless the student is not required to complete an SDV courses because it is waived. The requirement may be waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree.

Auditing a Course

Students desiring to attend a course without taking examinations or receiving credit for the course do so by registering to audit that course during the add/drop period. Students pay the regular tuition. Permission of the faculty member and appropriate dean is required to audit a class.

Waiver of Requirements

Several programs allow the waiving of a course requirement under specific conditions. The credit requirement must be satisfied with other credits. Any student planning to take advantage of an allowable course waiver must meet the catalog-stated conditions. Students are advised to consult with a faculty advisor or counselor in selecting suitable alternative credits.

Transfer between Curricula

As students proceed in their studies, they may decide to change their program or curriculum. Students are encouraged to make an appointment with a counselor or faculty advisor for assistance.

Graduation

The College holds a formal commencement ceremony each May. Students completing graduation requirements in the summer term may receive their diploma in August. Students who graduate at the end of the summer or fall terms are considered graduates of the class the following May. Applications for graduation and additional information are available from the Admissions and Records Office.

Graduation Requirements

The catalog in effect on the date a student is formally admitted to a curriculum/program is used to determine course and credit requirements for graduation. The new catalog for each academic year becomes effective on the first day of June. The College reserves the right to make changes in the curricular requirements when necessary. Students are encouraged to keep up with changes to their curriculum as listed in new catalogs. In cases where a student discontinues enrollment at the College for two consecutive semesters (excluding summer), graduation requirements are determined by the catalog in effect during the semester a student re-enrolls.

Graduation Honors

A student who has fulfilled the applicable program of study requirements is eligible for graduation honors. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:

- Cumulative GPA Honor
- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)

Academic Apparel

All students participating in graduation exercises are required to obtain and wear appropriate academic apparel as determined by the College.

Classification of Students

Student classification categories:

- Curricular students: Students who have a high school diploma, GED, or its equivalent, or are otherwise determined qualified for admission are designated curricular students. Student information system files must contain all of the information required for general admission to the College as curricular students, and students must have formally requested and been admitted to one of the curricula of the College.
- Noncurricular student: A student who has not been formally admitted to one of the curricula of the College.
- Full-time student: A student enrolled for 12 or more credits in a term.
- Part-time student: A student enrolled for fewer than 12 credits in a term.
- Freshman: A student is classified as a freshman until 30 semester credits have been completed.
- Sophomore: A student is considered a sophomore after successfully completing 30 semester credits.

Credits

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based upon approximately one academic hour (50 minutes) of formalized, structured instructional time weekly for 15 weeks (or equivalent) by each student. In addition to instructional time, a scheduled evaluation or examination period is given for each semester hour of credit. Courses may consist of lectures, out-of-class study, laboratory and shop study or their combinations.

Normal Academic Load

The normal academic load for students is 15–17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits, excluding College Success Skills (SDV 100). A student wishing to carry an academic load of more than 18 credits must have the signed approval of a counselor or faculty advisor.

Change of Registration (dropping, adding and withdrawing from courses)

Students must follow established add, drop and withdrawal deadlines as published in the Academic Calendar each term when making any change in their class schedule. Failure to do so could place their academic record in jeopardy. To make changes in your enrollment (adds, drops or withdrawals) students may use the *Student Information System* accessed by logging into your My LFCC account or submit an *Enrollment Change Form* to the Office of Admissions and Records. It is the student's responsibility to be aware of all deadline/penalty dates listed in the Academic Calendar.

Adding Courses

Students are allowed to register late or add courses only through the end of the published dates. An exception occurs when a student enrolled in a math course is recommended by that math faculty member to:

- add developmental math
- drop the credit math and add developmental math
or
- change to a higher or lower level math course.

Such an exception is permitted through the last day of classes of the fourth week of each semester. A similar practice is used for English courses.

Dropping a Course

A student wishing to drop a course must complete the drop electronically through the student information system or in the Admissions and Records Office by the published last date to qualify for a refund for the particular course. This transaction removes the student from the class roll and no grade is assigned.

Withdrawal (from a course or the College)

A withdrawal from a course is required after the published last date to drop the course with refund. An enrollment request form requesting the withdrawal must be completed and signed by the student. The course professor's signature, or appropriate dean when the professor is not available, is required to withdraw from a course(s). A student success counselor can assist the student in exceptional circumstances. If a student chooses to withdraw from all courses, a counselor's signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date received in the Admissions and Records Office and must be processed before the published last date to withdraw for the course. As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F.

An exception can be considered when the following two conditions exist:

- there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College)
- the student is passing at the time of the onset of the mitigating circumstances

The mitigating circumstances must be documented by the student and presented to a counselor with the request to withdraw. Requests for mitigating circumstances must be submitted prior to the close of business on the last day of classes. If the mitigating circumstances are approved, the student may receive a grade of W.

A copy of the documentation will be filed in the Admissions and Records Office and retained according to records retention policy.*Financial aid students are strongly advised to meet with a financial aid officer prior to requesting a withdrawal.

Cancellation of a Course/Section by the College

A student must contact the Admissions and Records Office to receive a refund and/or add another course to replace the cancelled section.

Course Substitutions for Program Requirements

All courses listed for a program are considered required courses. Substitutions for required courses must be approved in writing by the student's faculty advisor and the appropriate dean. The Admissions and Records Office provides course substitution forms.

Repeating a Course

Any attempted course that is a repeat of a course previously attempted under the semester system is used in the calculation of the cumulative GPA. The previous semester attempts of the repeated course appear on the academic record but are not used in the cumulative GPA calculation or to satisfy graduation requirements. All courses attempted under the quarter system appear on the academic record and are included in the calculation of the GPA. Questions concerning the repeat policy should be directed to the Admissions and Records Office.

A student may repeat a course previously taken but should normally be limited to two enrollments of the same course. Requests to enroll in the same course more than twice must be documented and approved by the College's chief academic officer, or designee. This policy does not apply to general usage courses numbered in the 90s, 95s, 96s, 97s, 98s or 99s.

Examinations

All students are expected to take their examination at regularly scheduled times. No exceptions will be made without the permission of the vice president of academic and student affairs or other appropriate academic administrator and the instructor of the course.

Grading System

The grades of A, B, C, D and P are passing grades. Grades of F and U are failing grades. R and I are interim grades. Individual instructors determine criteria for letter grade assignments described in individual course syllabi.

Explanation of Grades

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

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Pass	1 grade point per credit
F	Failure	0 grade points per credit
I	Incomplete	No credit, used for verifiable, unavoidable reasons.

I Incomplete

No grade point credit. The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Chief Academic Officer of the campus. The student will be provided a copy of the documentation. College will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade

assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

P Pass

No grade point credit. Applies only to nondevelopmental studies courses. Pass grades carry academic credit but are not included within GPA calculations. A maximum of seven semester credit hours from courses for which the P grade has been awarded may be applied toward completion of a degree, diploma or certificate.

R Re-enroll

No grade point credit; the “R” grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.

S Satisfactory

No grade point credit. Indicating satisfactory completion of course objectives, this is used only for developmental studies courses numbered 01–09 and English as a Second Language (ESL) courses numbered 11–16.

U Unsatisfactory

No grade point credit (applies to developmental studies courses numbered 01–09 and ESL courses numbered 11–16).

W Withdrawal

No credit. A grade of withdrawal indicates an official withdrawal from a course after the last date to be eligible for a refund.

X Audit

Student desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. 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 or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than “X”.

Advanced standing credit should not be awarded for a previously audited course.

(D) Academic Renewal

(F) Academic Renewal

No credit.

Grade Point Average (GPA)

GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The cumulative GPA includes all courses attempted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

Grading—Developmental Studies Courses

A grade of S is assigned for satisfactory completion of developmental studies courses numbered 01–09 and ESL courses numbered 11–16. S grades are not included in GPA calculation.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course or an ESL course will be graded with an R (re-enroll) and must re-enroll to complete the course objectives.

Students not making satisfactory progress in a developmental studies course or an ESL course will be graded U. Students should consult with the instructor to determine the subsequent sequence of courses for students receiving a grade of U.

Grade Reports

Grade reports are available to students by the published date each semester. Students must access the student information system to view their grade report.

Grade Appeal Policy

Evaluation of student performance, reflected in the final course grade, becomes a part of the permanent student record of the College and is recorded on the College transcript for the student. Based upon factors relating to the achievement of course objectives, this grade is assessed by the instructor according to the policies of the College, and is considered final, unless a student files an appropriate appeal in a timely manner.

When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor (with a copy to the instructor's dean) identifying specifically the reason(s) for the appeal and including any supporting documentation. This written report (with a copy to the instructor's dean) must be filed with the instructor as soon as possible but no later than 10 business days after the first day of class of the next regular (fall/spring) semester. Within 10 business days following receipt of the appeal, the instructor will communicate the decision about whether or not to change the grade, and if so, the new grade, to the student in writing with a copy to the dean.

If the matter is not mutually resolved within 10 business days after notification of the instructor's decision, the student may appeal to the appropriate dean by submitting a written request for a review of the case at a formal hearing of the student, the instructor and the dean. The dean's response to the appeal will be issued within 10 business days of the formal hearing. The decision of the dean will be considered final and binding.

Academic Renewal

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of F or D previously. Students who return to the College after a separation of five consecutive years or more AND earn a 2.5 GPA in the first 12 semester hours completed after re-enrollment may petition for academic renewal. Contact the Admissions and Records Office to obtain additional information and a petition form.

Academic Recognition

President's List

This recognition is given to students who achieve a GPA of 3.8 or above without F or U grades in any academic semester with 12 or more credits completed.

Dean's List

This recognition is given to students who achieve a GPA of 3.2 or above without F or U grades in any academic semester with 12 or more credits completed.

Continuing Education Unit

The Continuing Education Unit (CEU) recognizes an individual's participation in selected professional and personal development activities. One CEU is equivalent to 10 contact hours of participation in a seminar or class that meets specific criteria as set forth by the student's governing professional organization. Satisfactory completion of activities awarding CEUs is based on some predetermined level of attendance or on a combination of attendance and performance. The College maintains a permanent record for each participant who successfully completes a program or activity. CEUs and such academic credit units as semester or quarter hours are separate and distinct units of measure and may not be interchanged.

Other Administrative Information and Policies

Annual Notice: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access. Students should submit to the admissions and records officer, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record they believe is inaccurate or misleading by writing to the admissions and records officer. Students need to clearly identify the part of the record requested to be changed and specify its inaccuracy or

misrepresentation. If the College decides not to amend the record as requested by the student, it will notify the student and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the College Board; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The bookstore at LFCC has a legitimate educational interest and thus access to student financial aid records for verification of sufficient funds for the purchasing of books and supplies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Student Directory Information

As provided for by FERPA, the College may disclose "directory information" relating to students as follows:

1. Name
2. Address
3. E-mail address
4. Telephone listing
5. Major field of study
6. Dates of attendance
7. Grade level
8. Number of credit hours

9. Degrees, honors and awards received
10. The most recent previous educational agency or institution attended
11. Participation in officially recognized activities
12. Weight and height of members of athletic teams

Any student who objects to having any or all of the directory information disclosed without his/her written consent must notify the Admissions and Records Office in writing each semester by the first day of classes.

Student Education Records

The student's permanent official education record is kept in the Admissions and Records Office. To protect the student's right to confidentiality, the Admissions and Records Office exercises strict control over these records. The admissions and records officer is responsible for education records and requests for information regarding them should be filed with this office.

Student Records Retention Policy

The permanent academic record is the only official document of a student's academic history and the only official document used for record reconciliation. All other student documents are subject to disposal by the College in accordance with VCCS policy.

Nondiscrimination Statement

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities. For more information, please contact: Karen Foreman, Human Resource Manager, 173 Skirmisher Lane, Middletown, VA 22645 or kforeman@lfcc.edu.

Academic Honesty

The LFCC experience depends on the absolute integrity of the work completed by each student. Students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism; and collusion. Procedures in

cases of academic dishonesty are outlined in the LFCC student handbook.

Student Conduct—Discipline

Each College student is considered a responsible adult who maintains appropriate standards of conduct. All students are expected to conduct themselves appropriately in class, at College-related events, when dealing with fellow students and staff, when using College equipment and resources and when online. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

All students are required to familiarize themselves with the College's rules and regulations as printed in the student handbook, and particularly with LFCC's *Code of Student Rights, Responsibilities and Conduct* section.

Disruptive Classroom Behavior

All students are expected to be in compliance with the College's *Code of Student Rights, Responsibilities and Conduct* section of the student handbook. This policy outlines misconduct that is subject to disciplinary action.

Student Grievance Procedure

The College provides that all grievances relating to students in its programs or activities will be handled fairly and equitably. The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation or disability.

This policy applies to all enrolled students in matters relating to other students, faculty, administrators, and staff at all LFCC locations.

A student dissatisfied with any aspect of the College should direct correspondence to the vice president of academic and student affairs. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College catalog and student handbook. This

publication is available in the Office of Student Success and at <http://www.lfcc.edu>. Procedures for other student grievances are provided at <http://www.lfcc.edu/grievance-procedures>.

Student Status

Good Standing

Students are considered to be in good academic standing if they maintain a minimum grade point average (GPA) of 2.0 per semester, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status.

Academic Warning

Students who fail to attain a GPA of 2.0 for any semester shall be placed on academic warning. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the vice president or another College administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/ counselor. Students shall be placed on probation only after they have attempted 12 (twelve) semester credits.

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.5 for or better shall be placed on suspension only after they have attempted 24 semester credits. The statement "Academic Suspension" shall be placed on the students' permanent records. A student who has been informed of the academic suspension may submit an appeal in writing to the Director of Enrollment Management/ Registrar for reconsideration. Suspended students may be readmitted after the suspension period by

submitting a written request for readmission. Students are placed on suspension only after they have attempted 24 semester credit hours. Suspended students may be reinstated at the conclusion of the suspension period by submitting an appeal to the Director Enrollment Management/Registrar. Students who have been reinstated from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent records.

Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Academic Dismissal

Students who do not attain at least a 2.0 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.0 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records.

Academic dismissal is normally permanent. In exceptional circumstances, students may appeal to the Director Enrollment Management/Registrar and be reinstated. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Transcript Requests

There is no fee charged for sending transcripts. This policy is subject to change. Students may request transcripts electronically from their LFCC student information account. All other requests for a transcript must include the signature and student

identification number/Social Security number of the student.

The College does not provide copies of transcripts from other schools. Such copies must be obtained from the originating source. Students must provide written authorization at the time of the transcript request in order for any other person to pick-up a student transcript.

General Education

General education encompasses the common knowledge, skills and attitudes required by each individual to be effective as a person, worker, consumer and citizen. Programs of study in transfer curricula and occupational technical programs are designed to promote the achievement of the following general education competencies established by the Virginia Community College System. Degree graduates will demonstrate the ability to:

Area 1: Communication

- 1.1 understand and interpret complex materials
- 1.2 assimilate, organize, develop, and present an idea formally and informally
- 1.3 use Standard English
- 1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions
- 1.5 use listening skills
- 1.6 recognize the role of culture in communication

Area 2: Critical Thinking

- 2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data
- 2.2 recognize parallels, assumptions, or presuppositions in any given source of information
- 2.3 evaluate the strengths and relevance of arguments on a particular question or issue
- 2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted
- 2.5 determine whether certain conclusions or consequences are supported by the information provided
- 2.6 use problem solving skills

Area 3: Cultural and Social Understanding

- 3.1 assess the impact that social institutions have on individuals and culture—past, present, and future
- 3.2 describe their own as well as others' personal ethical systems and values within social institutions
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures
- 3.4 recognize the role of language in social and cultural contexts
- 3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems

Area 4: Information Literacy

- 4.1 determine the nature and extent of the information needed
- 4.2 access needed information effectively and efficiently
- 4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base
- 4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose
- 4.5 understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Area 5: Personal Development

- 5.1 develop and/or refine personal wellness goals
- 5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions

Area 6: Quantitative Reasoning

- 6.1 use logical and mathematical reasoning within the context of various disciplines
- 6.2 interpret and use mathematical formulas
- 6.3 interpret mathematical models such as graphs, tables and schematics and draw inferences from them
- 6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data
- 6.5 estimate and consider answers to mathematical problems in order to determine reasonableness
- 6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts

Area 7: Scientific Reasoning

- 7.1 generate an empirically evidenced and logical argument
- 7.2 distinguish a scientific argument from a non-scientific argument
- 7.3 reason by deduction, induction and analogy
- 7.4 distinguish between causal and correlational relationships
- 7.5 recognize methods of inquiry that lead to scientific knowledge

The Honors Program

The LFCC Honors Program is designed to challenge and reward students who are intellectually motivated and academically able through opportunities for in-depth study and interaction with like-minded students. A student may obtain honors credit by earning credit in an honors section, by fulfilling the honors component in a regular course as specified by the course professor or by completing a special one-credit honors seminar. A grade of A or B is required in a course or seminar in order to earn honors credit. Faculty recommendation or approval is required for enrollment in an honors seminar.

Honors credit is noted on the student's transcript for each course or seminar in which it is earned. Graduating students with a GPA of 3.2 or higher, who have earned honors credit in at least three courses plus one honors seminar receive the title "Honors Program Scholar" which is designated on their transcript and diploma.

Developmental Studies

Developmental and remedial studies courses are offered to meet these needs:

1. prepare individuals for admission to occupational-technical and college transfer-university parallel programs in the community college
2. assist students already pursuing course work who are experiencing difficulties or want to improve their efficiency
3. provide an opportunity for individuals interested in improving their skills in particular areas but are not necessarily enrolled in a program

Students can enroll in courses to meet these three types of needs both during the regular school year and during the summer term.

Tech Prep

LFCC has a consortium of members representing each of the public school divisions in the service region, College representatives, and business and industry representatives. Tech Prep is incorporated in the Career Pathways initiative. All high school counselors are provided with Career Pathways information that details College programs of study and transition from high school.

eLearning

eLearning (which is an abbreviation for electronic learning) is sometimes referred to as *distance learning*. eLearning takes place when an instructor and students are separated by physical distance and various technologies are used to bridge the instructional gap. Lord Fairfax Community College (LFCC) offers eLearning in three basic formats: *online*, *hybrid* and *compressed video*.

Online

An online course is a course that uses the Internet and the World Wide Web (Web) exclusively to deliver content and does not have any activities that occur at a single designated time and specified physical location. Online courses are often referred to as Web-based courses. In these courses, 100 percent of the course content is delivered online either through synchronous (real-time) or asynchronous (students and instructor not necessarily online at the same time) communication. These courses allow students the flexibility of completing their coursework using connectivity provided through the Internet and Web. Students enrolled in these courses use a Blackboard course management system account and student e-mail account provided by the VCCS to access the course materials and communicate with and send assignments to their instructors. Some courses may require attendance for on-campus labs or proctored testing. Such requirements are noted in the Class Schedule.

Hybrid Courses

Hybrid courses blend face-to-face instruction with online instruction and activities. In other words, a hybrid course is a course that uses the Internet and Web to deliver a portion of its content in lieu of traditional classroom hours. Internet access is required since much of the course material, activities, and interaction is accomplished through the VCCS Blackboard course management system.

Compressed Video (Live Interactive Television)

A compressed video course is sometimes referred to as a *live interactive television course*. These courses are live, real-time courses that meet on campus in a special distance learning classroom. Since the courses

are real-time, the days and times of the courses are fixed. A typical distance learning classroom is equipped with multi-way audio and video technology which includes a large display for student viewing, computer for instruction, document camera, DVD player, and phone/fax for support. Students who participate in a compressed video course may be at a physical location for instruction that is different from their where their instructor is facilitating the lesson. For example, the instructor may meet face-to-face with students at the Middletown Campus and televise the live lecture to students at the Fauquier Campus and/or the Luray-Page County Center. Synchronous real-time interaction is facilitated through the technology that connects all of the participating sites. In other words, students can hear, see, and speak to the instructor and the instructor, in turn, can interact with the students in the same manner.

Is Online Learning Right for You?

Although there are a number of benefits to online and hybrid learning, the success of students depends highly on good time management, self-discipline and self-motivation. Additionally, online and hybrid learners must have proficiency in computer literacy and competency. In order to help you be a more successful distance learning student, we strongly recommend you examine your learning preferences and technology-related skills before registering for an online or hybrid course.

Office of Workforce Solutions and Continuing Education

LFCC's Office of Workforce Solutions and Continuing Education assists new businesses and entrepreneurs and addresses their training and educational needs. Customized and technical training, apprenticeship related instruction, Work Keys profiles and assessments, on-site computer training, computer-based training (CBT), small business assistance and pre-employment assessment are some of the many services provided. The coordinators of business and industry training, Small Business Development Centers and work-based learning, along with the assistant vice president of workforce

solutions and continuing education, vice president of academic and student affairs work together to serve business and industry.

Old Dominion University – TELETECHNET

LFCC's Fauquier and Middletown Campuses serve as hosts for Old Dominion University's (ODU) TELETECHNET program. The TELETECHNET program is an interactive distance education program that enables students throughout Virginia to earn undergraduate and master's degrees from a fully accredited university without leaving their areas of residence.

TELETECHNET students complete their first two years of college through the host site, LFCC, and then transfer to ODU to complete the remaining course work required for a bachelor's degree. Courses are broadcast live from the main campus of ODU and are received through satellite technology at LFCC's campuses. Students interested in taking TELETECHNET courses may consult with the ODU site directors at the Fauquier and Middletown Campuses.

General Education	Minimum Requirements for Associate Degrees in the VCCS			
	AA	AS	AA&S	AAA/AAS
Communication ^(a)	6	6	6	3
Humanities / Fine Arts	6	6	6	3
Foreign Language (Intermediate Level)	6	0	0	0
Social / Behavioral Sciences	9	9 ^(b)	9	3 ^(c)
Natural Sciences	7	7	7	0
Mathematics	6	6 ^(d)	6 ^(d)	0
Personal Development ^(e)	2	2	2	2
Other Requirements for Associate Degrees:				
Major field courses and electives (columns 1-3)	18-21	24-27	24-27	49-53 ^(f)
Career/technical courses (column 4)	—	—	—	—
Total for Degree ^(g) =	60-63	60-63 ^(h)	60-63 ^(h)	65-69 ^(h)

Notes: The VCCS Policy Manual, Section 2-IV-C, defines general education within the VCCS. Sections 2.7.3, 3.4.10, and 3.5.1 of the Southern Association of Colleges and Schools (SACS) Principles of Accreditation specify general education requirements. Colleges must address all SACS requirements, the SCHEV Core Competencies, and the general education goal areas listed in this VCCS Policy Manual.

- (a) Must include at least one course in English composition.
- (b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.
- (c) While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS principles require that general education courses be general in nature and must not "...narrowly focus on those skills, techniques, and procedures peculiar to a particular occupation or profession."
- (d) Only 3 semester hours of mathematics are required for the General Studies major.
- (e) Personal development includes health, physical education, or recreation courses that promote physical and emotional well being and student development courses. Must include at least one student development course.
- (f) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.
- (g) All college-level course prerequisites must be included in the total credits required for each program.
- (h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.

Approved Electives

Students planning to transfer to a four-year institution may select humanities or social science electives from any of the following lists of courses. Transfer students should determine which of the following courses the transfer institution will accept. (Some courses may require prerequisites.)

Approved Humanities Transfer Electives

- ART 100 Art Appreciation
- ART 101-102 History and Appreciation of Art I and II

- ART 111-112 Introduction to the Arts I and II
- ART 283-284 Computer Graphics I and II
- ENG 241-242 Survey of American Literature I and II
- ENG 243-244 Survey of English Literature I and II
- ENG 251-252 Survey of World Literature I and II
- ENG 255 Major Writers in World Literature
- ENG 295 Studies in American Literature
- FRE 101-102 Beginning French I and II
- FRE 201-202 Intermediate French I and II
- GER 101-102 Beginning German I and II
- GER 201-202 Intermediate German I and II
- HUM All courses with this prefix
- HIS 295 Studies in United States History
- ITA All courses with this prefix

MUS 121-122	Music Appreciation I and II
PHI	All courses with this prefix
REL	All courses with this prefix
SPA 101-102	Beginning Spanish I and II
SPA 201-202	Intermediate Spanish I and II

Approved Social Science Transfer Electives

ECO 120	Survey of Economics
ECO 201-202	Principles of Economics I and II
GEO 210	People and the Land: An Introduction to Cultural Geography
GEO 221-222	Regions of the World I and II
HIS 111-112	History of World Civilization I and II
HIS 121-122	United States History I and II
PLS 211-212	United States Government I and II
PSY	All courses with this prefix
SOC	All courses with this prefix

Courses Requiring Reading Prerequisite

Many LFCC courses require a reading level prerequisite. Students’ placement test scores may indicate the need to satisfactorily complete developmental reading instruction before enrolling in these courses. To determine whether a reading prerequisite applies to a specific course, see Course Descriptions beginning on page 131.

Core Computer Competency Requirements

Overview

A minimum level of proficiency in the use of computers and various software applications is essential in today’s technological world. Therefore, LFCC requires each degree-seeking student to demonstrate proficiency in using a Windows-based operating system, along with components of an integrated productivity software package, including word processing, spreadsheet, database, presentation and/or communication applications.

Requirements:

The majority of the College’s associate degrees require that students complete a computer course such as ITE 115 - Basic Computer Literacy or equivalent. In lieu of completing a basic computer proficiency course, students may demonstrate proficiency in the core computer competencies. Students who successfully demonstrate proficiency in using a Windows-based

operating system along with word processing, spreadsheet, database, presentation, and communications applications may then select an appropriate elective to complete the required credit hours for their degree.

Computer Competency Testing

LFCC requires many degree-seeking students to demonstrate proficiency in computer operations and software applications. Students may take ITE 115 in computer literacy and competency. Students may demonstrate proficiency in core computer competencies by passing each of the three sections of the IC³- Internet and Computing Core Certification (Computer Competency Certification Exam). The three sections cover topics in Computing Fundamentals, Key Applications, and Living Online. Each section requires the purchase of an exam voucher. In the event of a student not passing a section, two retakes are allowed, with the purchase of additional vouchers. There is no waiting period required for the initial retake and a mandatory seven day waiting period for the second retake. Student should allow approximately three hours to complete all three exams.

Individuals seeking IC³ certification are required to take and pass all three IC³ exam sections. Each section must receive a passing score to achieve the LFCC computer literacy requirement. If students don’t pass the exam or if they feel that they need to improve their computer skills, they must take a computer course.

However, after passing the IC³ exam, students neither earn college credit for exam certification nor fulfill computer competency requirements at transferring universities or colleges. Students who successfully demonstrate proficiency may then select an appropriate elective to complete the required credit hours for their degree.

Classification of Programs

Programs offered by the College may be classified both by their purpose and by the degree or certificate to which they lead. College-parallel transfer programs lead to an associate of arts and sciences (AA&S) degree. They are intended to prepare students for transfer to four-year baccalaureate programs.

Occupational-technical programs, intended to prepare students for specific occupations, lead to an associate of applied science (AAS) degree, a certificate (C) or a career studies certificate (CSC). Following completion of these programs, students may choose to enter the workforce or pursue additional education or training options.

The College reserves the right to withdraw program offerings if there is not sufficient demand or for other appropriate reasons.

The programs of study offered at LFCC are as follows:

College Transfer Two-Year Degree Programs:

- Associate of Arts and Sciences Degree in Business Administration
- Associate of Arts and Sciences Degree in Education
- Associate of Applied Science Degree in Early Childhood Education
- Associate of Arts and Sciences Degree in General Studies
- Associate of Arts and Sciences Degree in Liberal Arts
- Associate of Arts and Sciences Degree in Liberal Arts: Communication Specialization
- Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization
- Associate of Arts and Sciences Degree in Liberal Arts: Philosophy and Religion Specialization
- Associate of Arts and Sciences Degree in Science Certificate in General Education

Business Degrees and Certificates

- Associate of Arts and Sciences Degree in Business Administration
- Associate of Applied Science Degree in Accounting
- Associate of Applied Science Degree in Management
- Associate of Applied Science Degree in Management: Business Information Technology Specialization
- Associate of Applied Science Degree in Management: Marketing Specialization
- Certificate in Technical Writing
- Career Studies Certificate: Entrepreneurship
- Career Studies Certificate: General Business
- Career Studies Certificate: Real Estate Sales
- Career Studies Certificate: Sales Management and Marketing
- Career Studies Certificate: Small Business Management
- Career Studies Certificate: Supervision

Information Systems Technology Degrees and Certificates

- Associate of Applied Science Degree in Information Systems Technology
- Associate of Applied Science Degree in Information Systems Technology: Database and Software Development Specialization
- Associate of Applied Science Degree in Information Systems Technology: Network Engineering Specialization
- Associate of Applied Science Degree in Information Systems Technology: Web Application Development Specialization
- Career Studies Certificate: Database Administration Specialist
- Career Studies Certificate: Information Technology Foundations
- Career Studies Certificate: Networking Engineering Professional
- Career Studies Certificate: Networking Specialist
- Career Studies Certificate: Web Applications Development Professional
- Career Studies Certificate: Web Design Specialist

Engineering, Construction and Industrial Degrees and Certificates

- Associate of Applied Science Degree in General Engineering Technology: Mechanical Engineering Technology
- Associate of Applied Science Degree in General Engineering Technology: Civil Engineering Technology Specialization
- Associate of Applied Science Degree in General Engineering Technology: Computer-Aided Drafting Specialization
- Associate of Applied Science Degree in General Engineering Technology: Industrial Electricity and Controls Technology Specialization
- Associate of Applied Science Degree in General Engineering Technology: Technical Operations
- Career Studies Certificate: Construction Technology
- Career Studies Certificate: Drafting
- Career Studies Certificate: Electrical Technician
- Career Studies Certificate: HVAC
- Career Studies Certificate: Industrial Design
- Career Studies Certificate: Industrial Maintenance Technician
- Career Studies Certificate: Sustainability and Green Construction

Administrative Support Technology Degrees and Certificates

Associate of Applied Science Degree in
Administrative Support Technology
Associate of Applied Science Degree in
Administrative Support Technology:
Administrative Assistant Specialization
Associate of Applied Science Degree in
Administrative Support Technology:
Desktop Publishing Specialization
Certificate in Legal Assistant/Paralegal Studies
Certificate in Medical Billing/Coding
Certificate in Medical Secretary/Transcription
Certificate in Office Systems Assistant
Career Studies Certificate: Information Processing
Technician

Health Professions Degrees and Certificates

Associate of Applied Science in Emergency Medical
Services
Associate of Applied Science Degree in Nursing
Associate of Applied Science Degree in LPN
Transition
Associate of Applied Science Degree in Dental
Hygiene (VWCC)
Certificate in Health Science

Certificate in Medical Billing/Coding
Certificate in Secretary/Transcription
Certificate in Practical Nursing
Certificate in Surgical Technology (PVCC)
Career Studies Certificate: Emergency Medical
Technician – Intermediate
Career Studies Certificate: Emergency Medical
Technician – Enhanced
Career Studies Certificate: Phlebotomy

Fine Arts Degrees and Certificates

Associate of Arts and Sciences Degree in Liberal Arts:
Fine Arts Specialization
Career Studies Certificate: Fine Arts
Career Studies Certificate: Nature and Outdoor
Photography

Other Career Certificates

Career Studies Certificate: Early Childhood Education
Career Studies Certificate: Interior Design
Career Studies Certificate: Kitchen and Bath Design
Career Studies Certificate: Police Science
Career Studies Certificate: Sign Communications

College Transfer Two-Year Degree Programs

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

Fairfax Community College • <http://www.lfcc.edu>

Associate of Arts and Sciences Degree in Business Administration

AREA: Business Administration

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is great demand for qualified personnel in business administration to promote leadership and to facilitate economic growth in Virginia business and industry. The associate of arts and sciences degree curriculum in business administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in accounting, business administration, economics, finance, management or marketing.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course #	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121) ¹	3
MTH 163	Pre-Calculus I ⁵ (or MTH 271)	3
SDV 100	College Success Skills	1
	Science with laboratory ²	4
	Elective	3
	Total	17
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122) ¹	3
MTH 271	Applied Calculus I ⁵ (or MTH 272 or 240)	3
PED/HLT	Physical Education (or Health) ⁶ Science with laboratory ²	2 4
	Total	15
Third Semester		
ACC 211	Principles of Accounting I	3
CST 100/110	Principles of Public Speaking	3
ECO 201	Principles of Macroeconomics	3
ENG	Literature I ⁷ (ENG 241, 243 or 251)	3
	Approved humanities elective ³	3
	Total	15
Fourth Semester		
ACC 212	Principles of Accounting II	3
ECO 202	Principles of Microeconomics	3
ENG	Literature II ⁷ (ENG 242, 244 or 252)	3
	Approved elective ⁴	3
	Elective	3
	Total	15
	Program Total	62

¹ A full-year sequence of History of World Civilization or U.S. History is required.

² A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year college two one-semester courses in different sciences may be substituted with advisor approval.

³ Students may select humanities electives from the approved list located on page 42.

⁴ ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database

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Associate of Arts and Sciences Degree in Business Administration

management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

⁵Business administration students are advised to take MTH 240. Approved math sequences are MTH 163-271, MTH 271-272 or MTH 271-240.

⁶Students are encouraged to determine, with advisor help, transferability of health courses to specific four-year colleges.

⁷A one-year sequence of literature is required.

Associate of Arts and Sciences Degree in Education

AREA: Education

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the shortage of teachers in Virginia in some endorsement areas, the demand is growing for qualified, licensed teachers. The associate of arts and sciences degree program in education has been designed for students to transfer to a four-year college or university to complete their education in preparation for teacher licensure and employment as a teacher in a public or private school setting.

TRANSFER GUIDELINES: The program sequence listed is most accurate for students pursuing an endorsement in elementary education, middle grades, or special education. However, it is only a guide and additional coursework may be required. The AA&S degree in education is appropriate for students seeking a secondary level endorsement as well. Requirements vary based on the endorsement area (subject/grade level) you plan to teach and which institution to which you choose to transfer. Seeking academic advising early with your faculty advisor and the transfer institution is critical to plan a smooth transfer.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
BIO 101	General Biology I	4
ENG 111	College Composition I	3
HIS	Approved history elective ¹	3
MTH	Approved math elective ²	3
ITE 115	Introduction to Computer Applications and Concepts	3
SDV 100	Orientation to the Education Professions	1
Total		17
Second Semester		
BIO 102	General Biology II	4
ENG 112	College Composition II	3
GEO 210	Cultural Geography	3
HIS	Approved history elective ¹	3
MTH 240	Statistics I	3
Total		16
Third Semester		
ENG Lit	Literature elective ³	3
PSY 230	Developmental Psychology	3
PLS 135	American National Politics	3
PED/HLT	Physical education or health elective ⁴	2
	Approved humanities elective ⁸	3-4
Total		15
Fourth Semester		
CST 100/110	Principles of Public Speaking	3
EDU 200	Introduction to Teaching as a Profession ⁵	3
ECO	Economics elective ⁶	3
	Elective ⁷	3
	Approved humanities elective ⁸	3-4
Total		16
Program Total		62-64

¹Depending on the requirements of four-year institutions, two one-semester courses in different histories may be appropriate. Contact your advisor and four-year institution representative.

²Math elective should be selected based on the requirements of the transfer institution. Consult with your faculty advisor and transfer institution representative.

³To be selected from the following: ENG 241, 242, 243, 244, or 255.

⁴Depending on the requirements of the transfer institutions, a specific Health course may be recommended. Consult with your faculty advisor and transfer institution representative.

⁵This course requires a 40-hour practicum experience in a local public school. A background check, TB screening, fingerprinting and/or drug screening may be required at the expense of the student.

⁶To be selected from the following: ECO 120, 201, or 202. Consult with your faculty advisor and transfer institution representative.

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Associate of Arts and Sciences Degree in Education

⁷Electives should be selected based on requirements of the transfer institutions: EDU 254 is recommended for those pursuing an endorsement in Special Education; EDU 280 is also recommended for some transfer institutions. Consult with your faculty advisor and transfer institution representative.

⁸Humanities electives should be selected based on the requirements of the transfer institutions. Consult with your faculty advisor and transfer institution representative.

Associate of Applied Science Degree in Early Childhood Education

AREA: Early Childhood Education

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the newest research on brain development in the early childhood years, there has been an increased focus on the need for qualified child care centers and child care teachers, assistants and directors. This program is designed for people seeking employment involving the care and education of young children, or for those people presently employed in these situations who wish to enhance and update their competencies.

OCCUPATIONAL OBJECTIVES: Occupational opportunities include program teachers and teaching assistants, leaders, supervisors or directors in child development programs.

TRANSFER GUIDELINES: The number of four-year colleges and universities with programs for a Baccalaureate degree in Early Childhood Education is increasing. Students enrolling in an applied science degree program with plans to transfer should explore opportunities with their faculty advisor and transfer institution.

PROGRAM REQUIREMENTS: Each CHD course in the Early Childhood Education program will include an assignment or project that will be incorporated into a final portfolio required for graduation. Some CHD classes require a practicum experience in a child care facility. A background check, TB screening, fingerprinting and/or drug screening may be required at the student's expense.

Course#	Title	Credits
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First Semester

CHD	118	Language Arts for Young Children	3
CHD	120	Intro to Early Childhood Education	3
CHD	145	Teaching Art, Music, and Movement	3
ENG	111	College Composition I	3
PSY	235	Child Psychology	3
SDV 100/101		College Success Skills	1
		Total	16

Second Semester

CHD	119	Intro to Reading Methods ¹	3
CHD	165	Observation & Participation in Early Childhood Settings ²	3
CHD	166	Infant & Toddler Programs	3
CHD	205	Guiding the Behavior of Young Children	3
ENG	112	College Composition II	3
		Math or Science elective ³	1
		Total	18

Third Semester

CHD	146	Math, Science and Social Studies for Young Children	3
CHD	210	Intro to Exceptional Children	3
CHD	215	Models of Early Childhood Education Programs	3
CHD	216	Early Childhood Programs, School & Social Change	3
EDU	235	Health, Safety & Nutrition Education or	3
HLT	135	Child Health and Nutrition Humanities or Fine Arts elective	3
		Total	18

Fourth Semester

CHD	265	Advanced Observation & Participation in Early Childhood/ Primary Settings ²	3
CHD	270	Administration of Early Childhood Educational Programs	3
CHD	298	Seminars and Projects ⁴	1
CST 100/110		Principles of Public Speaking	3
HLT	106	First Aid and Safety Elective	2 3
		Total	15

Program Total

67

¹ CHD 118 must be completed before CHD 119.

² This is a practicum course where you will be placed in a child care setting. A background check, TB screening and/or drug screening may be required at the expense of the student. CHD 165 must be completed before CHD 265.

³ MTH 151 or higher is required for transfer.

⁴ Co-requisite: CHD 265

Associate of Arts and Sciences Degree in General Studies

AREA: General Studies

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: A significant number of college undergraduate students desire a more comprehensive two-year general degree program than the conventional curriculum. No declaration of a specialized major subject field in the general studies curriculum is required. The general studies curriculum is flexible. Some graduates satisfy their goals by completing the two-year program of general academic studies. Most general studies students plan to transfer to a four-year college or university as more specialized academic interests and aptitudes develop during the program of studies. The framework of academic standards for the associate of arts and sciences degree makes this possible.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the address: <http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121) ¹	3
MTH 151	Mathematics for the Liberal Arts I (or MTH 163 or 271) ²	3
SDV 100	College Success Skills	1
	Science with laboratory ³	4
	Approved elective ⁴	3
	Total	17
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122) ¹	3
MTH 152	Mathematics for the Liberal Arts II (or MTH 164 or 271 or 272) ²	3
	Science with laboratory ³	4
	Elective	3
	Total	16
Third Semester		
ENG	Literature I ⁵ (ENG 241, 243 or 251)	3
	Approved social science elective ⁶	3
PED/HLT	Physical education (or health) ⁷	2
	Approved humanities electives ⁸	6
	Total	14
Fourth Semester		
CST 100/110	Principles of Public Speaking	3
ENG	Literature II ⁵ (ENG 242, 244 or 252)	3
	Approved social science elective ⁶	3
	Approved humanities electives ⁸	6
	Total	15
	Program Total	68

¹A full-year sequence of History of World Civilization or U.S. History is required.

²General studies is a transfer curriculum for students who are undecided about their major program of study. Students considering careers in information systems technology, business administration or science should satisfy the mathematics requirement with precalculus or higher level of math.

³A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

⁴ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating

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Associate of Arts and Sciences Degree in General Studies

system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective and should consult academic advisors.

⁵A one-year sequence of literature is recommended.

⁶Students may select social science electives from the approved list on page 43.

⁷Students are encouraged to determine, with advisor help, transferability of health courses to specific four-year colleges.

⁸Students may select humanities electives from the approved listed on page 42.

Associate of Arts and Sciences Degree in Liberal Arts

AREA: Liberal Arts

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree program in liberal arts is designed for students 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 the program may wish to major in the following fields:

American studies, anthropology, art, communication, economics, English, geography, government, history, humanities, journalism, library science, literature, music, philosophy, pre-law, psychology, religion, sociology or theatre arts.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS	History I ¹ (HIS 111, 112, 121, 122)	3
MTH 151	Mathematics for the Liberal Arts I (or MTH 163 or 271)	3
SDV 100	College Success Skills	1
PED/HLT	Physical education (or health) ²	2
	Approved humanities elective ³	3
	Total	15
Second Semester		
ENG 112	College Composition II	3
HIS	History II ¹ (HIS 111, 112, 121, 122)	3
MTH 152	Mathematics for the Liberal Arts II (or MTH 164, 240, 271 or 272)	3
	Approved humanities elective ³	3
	Approved general elective	3
	Total	15
Third Semester		
CST 100/110	Principles of Public Speaking	3
ENG	Literature I ⁴ (ENG 241, 243, or 251)	3
	Approved humanities elective ³	3
	Science with laboratory ⁵	4
	Approved social science elective ⁶	3
	Total	16
Fourth Semester		
ENG	Literature II ⁴ (ENG 242, 244, or 252)	3
	Approved humanities elective ³	3
	Science with laboratory ⁵	4
	Approved social science elective ⁶	3
	Approved elective ⁷	3
	Total	16
	Program Total	62

¹ Two semesters of U.S. History or History of World Civilizations are required; however, depending on the requirements of the four-year colleges, two one-semester courses in different fields may be substituted with advisor approval.

² Students are encouraged to determine, with their advisor's help, transferability of health courses to specific four-year colleges. In addition, foreign languages are strongly suggested by four-year colleges. Contact advisor for assistance.

³ Students may select humanities electives from the approved list on page 42. Depending on the requirements of four-year institutions, six to eight credit hours of a single foreign language may be appropriate. Spanish is strongly recommended. Contact your advisor and four-year institution representative.

⁴ Two semesters of American, British or world literature are recommended; however, depending on the requirements of the four-year institution, two one-semester courses in different fields may be substituted with advisor's approval.

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Associate of Arts and Sciences Degree in Liberal Arts

⁵A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

⁶Students may select social science electives from the approved list on page 43.

⁷ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115 or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

Associate of Arts and Sciences Degree in Liberal Arts: Communication Specialization

AREA: Liberal Arts:
Communication Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree program in communication is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the bachelor of arts degree in communication or related fields. Students in the communications specialization may wish to major in the following fields: communication, creative writing, journalism, mass media, popular culture, radio and telecommunications, speech or theatre arts.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ENG 120	Survey of Mass Media or Approved Communication Elective ³	3
HIS 111	History of World Civilization I (or HIS 121)	3
MTH 151	Mathematics for the Liberal Arts I (or MTH 163 or 271)	3
SDV 100	Science with laboratory ¹	4
	College Success Skills	1
	Total	17
Second Semester		
CST 100	Principles of Public Speaking	3
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122)	3
MTH 152	Mathematics for the Liberal Arts II (or MTH 271 or 272)	3
	Science with laboratory ¹	4
	Total	16
Third Semester		
ENG	Literature I ⁷ (ENG 241, 243, or 251)	3
ENG, CST	Approved communication elective ³	3
	Approved humanities elective ²	3
	Approved social science elective ⁴	3
PED/HLT	Physical education (or health) ⁵	2
	Total	14
Fourth Semester		
ENG	Literature II ⁷ (ENG 242, 244, or 252)	3
ENG, CST	Approved communication electives ³	6
	Approved elective ⁶	3
	Approved social science elective ⁴	3
	Total	15
	Program Total	62

¹A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

²Students may select humanities electives from list on page 42.

³To be selected from the following: ENG 121-122; ENG 211-212; any course with CST prefix including: CST 116; CST 130; CST 131-132; CST 136; CST 229.

⁴Students may select social science electives from list on page 43.

⁵Students are encouraged to determine, with their advisors' help, transferability of health courses to specific four-year institutions.

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Associate of Arts and Sciences Degree in Liberal Arts: Communication Specialization

⁶ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115 or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.

⁷A one-year sequence of literature is recommended.

Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization

AREA: Liberal Arts:
Fine Arts Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree in liberal arts with a fine arts specialization is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the bachelor of arts degree in visual arts or related fields that would necessitate a studio art experience.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

In addition to required course work, students seeking admission into a fine arts program prepare a portfolio of their work to showcase their artistic skills.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ART 101	History and Appreciation of Art I	3
ART 121	Drawing I	3
ENG 111	College Composition I	3
HIS 111	History of World Civilization I	3
MTH 151	Mathematics for the Liberal Arts I ⁶	3
SDV 101	Orientation to the Visual Arts	1
Total		16
Second Semester		
ART 102	History and Appreciation of Art II	3
ART 122	Drawing II ¹	3
ENG 112	College Composition II	3
HIS 112	History of World Civilization II	3
MTH 152	Mathematics for the Liberal Arts II ⁶	3
	Approved elective ⁷	3
Total		18
Third Semester		
ART 131	Fundamentals of Design I (includes one credit lab)	4
CST 100/110	Principles of Public Speaking	3
	Approved social science elective ²	3
	Science with laboratory ³	4
	Physical education (or health)	2
Total		16
Fourth Semester		
ART 132	Fundamentals of Design II ⁴ (includes one credit lab)	4
ART	Art elective ⁵	3
	Approved social science elective ²	3
	Science with laboratory ³	4
ART 287	Portfolio and Resume Preparation	1
Total		15
Program Total		62-66

¹Prerequisite: ART 121

²Students may select social science electives from the list on page 43.

³A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

⁴Prerequisite: ART 131

⁵Approved Art Electives: ART 111, ART 125, ART 153, ART 231, ART 243, ART 283 and ART 284

⁶Students may elect to take MTH 163, 164, 173, 240 or 271 in place of MTH 151 and MTH 152.

⁷ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor. Students are encouraged to determine, with their advisor's help, transferability of health courses to specific four-year institutions.

Associate of Arts and Sciences Degree in Liberal Arts: Philosophy and Religion Specialization

AREA: Liberal Arts:
Philosophy and Religion Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree in philosophy and religion is designed for students who plan to transfer to a four-year college, a university or a seminary for advanced studies. Philosophy and religion offers an excellent foundation as either a major (or a minor) concentration supporting a wide diversity of life career fields including: ethics, general philosophy, liberal studies, pre-theology and religious studies.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:

<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended programs of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121)	3
MTH 151	Mathematics for the Liberal Arts I (or MTH 163 or 271)	3
PHI 100	Introduction to Philosophy	3
SDV 100	College Success Skills	1
	Science with laboratory ¹	4
	Total	17
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122)	3
MTH 152	Mathematics for the Liberal Arts II (or MTH 164, 271 or 272)	3
PED/HLT	Physical education (or health) ⁵	2
	Science with laboratory ¹	4
	Total	15
Third Semester		
ENG	Literature I ⁶ (ENG 241, 243, or 251)	3
PHI 220	Ethics	3
PHI 265	Philosophy of Religion or REL 230, Religions of the World	3
	Approved social science elective ⁴	3
	Approved humanities elective ²	3
	Total	15
Fourth Semester		
CST 100/110	Principles of Public Speaking	3
ENG	Literature II ⁶ (ENG 242, 244, or 252)	3
	Approved elective ³	3
	Approved social science elective ⁴	3
	Approved humanities elective ²	3
	Total	15
	Program Total	62

¹ A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

² Students may select humanities electives from list on page 42.

³ 115 will satisfy this requirement. Students are required to 1) complete a computer course, such as ITE 115 or equivalent, or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC Computer Competency exam. Students eligible for option two (2) may select any appropriate elective. Please consult your academic advisor.

⁴ Student may select social science electives from list on page 43.

⁵ Students are encouraged to determine, with their advisors' help, transferability of health courses to specific four-year institutions.

⁶ A one-year sequence of literature is recommended.

Associate of Arts and Sciences Degree in Science

AREA: Science

DEGREE: Associate of Arts and Sciences Degree

LENGTH:

Four semesters (two-year) program

PURPOSE:

With the tremendous emphasis on scientific discoveries and technological developments in today's society, great demand exists for scientists and scientifically-oriented persons in business, government, industry, and the professions. The associate of arts and sciences degree program in science is designed for persons interested in preprofessional scientific programs who plan to transfer to a four-year college or university to complete a baccalaureate or higher degree program with a major in one of the following fields: agriculture, astronomy, biology, biochemistry, biotechnology, botany, chemistry, computer science, dentistry, engineering, entomology, environmental science, forestry, genetics, geology, home economics, horticulture, marine biology, mathematics, meteorology, medicine, occupational therapy, nuclear science, nursing, pre-pharmacy, physical therapy, physics, respiratory therapy, science education, veterinary medicine, wildlife biology or zoology.

TRANSFER GUIDELINES:

The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward the completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended programs of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic

competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing. LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course #	Credits	Title	
First Semester			
ENG 111		College Composition I	3
HIS 111		History of World Civilization I (or U.S. History I) ¹	3
MTH		Math 163, 173, 240 or 271	3-5
SDV 100		College Success Skills	1
		Science with laboratory ²	4
PED/HLT		Physical education (or health) ³	2
		Total	16-18
Second Semester			
ENG 112		College Composition II	3
HIS 112		History of World Civilization II (or HIS 122) ¹	3
MTH		Math 164, 174, 271 or 272	3
		Science with laboratory ²	4
		Approved elective ⁴	3
		Total	16
Third Semester			
CST 100/110		Principles of Public Speaking	3
ENG		Literature I	3
		Approved science, math or computer science elective ⁷	3-5
		Approved social science elective ⁵	3
		Science with laboratory ²	4
		Total	16-18
Fourth Semester			
		Approved science, math or computer science elective ⁷	3-5
		Science with laboratory ²	4
		Approved humanities elective ⁶	3
		Approved social science elective ⁵	3
		Total	13-15
		Program Total	61-67

¹A full-year sequence of History of World Civilization or U.S. History is required. Consult transfer guides and an advisor for requirements of transfer institution.

²A full-year sequence of science with lab is required each year, one of which must be chemistry or physics.

Continued on next page

Associate of Arts and Sciences Degree in Science

³Students are encouraged to determine, with advisor help, transferability of health/physical education courses to specific four-year institutions.

⁴ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select appropriate elective. Please consult your academic advisor.

⁵Students may select social science elective from the approved list on page 43.

⁶Students may select humanities elective from the approved list on page 42.

⁷ May be BIO, CHM, CSC, GOL, MTH, NAS or PHY.

General Education Certificate

AREA: General Education

DEGREE: Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: The General Education Certificate is intended to recognize, retain, and encourage students who have completed a core of general education courses on their way to earning an associate degree at Lord Fairfax Community College. The program is designed for students who plan to transfer to a four-year college or university following studies at the community college, and to recognize students' success at Lord Fairfax Community College even if they transfer prior to earning the associate degree. The General Education Certificate provides students with a foundation in the general education core competency areas of communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning. The certificate also provides students with evidence of academic success at the collegiate level, giving them a competitive advantage in the transfer process.

OCCUPATIONAL OBJECTIVES: To prepare students for completion of an associate degree and for transfer to a four-year college or university.

TRANSFER GUIDELINES: Students in the General Education certificate program take courses which are the core of Liberal Arts and General Studies associate degree programs at Lord Fairfax Community College. Successful completion of the certificate will place students well on their way toward attainment of an Associate of Arts and Sciences Degree and transfer to a four-year institution. The General Education Certificate program contains courses most often encountered in the first year of liberal arts college studies. Students are advised to become acquainted with the requirements of an associate degree program, as well as requirements of a four-year transfer institution, and consult with their advisor to make careful selection of program courses and electives.

Course #	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I ¹	3
MTH 151	Mathematics for Liberal Arts I ²	3
	Transferrable social science elective ³	3
SDV 100	College Success Skills	1
	Transferable science with Laboratory ⁴	4
	Total	17
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II ¹	3
CST 100	Principles of Public Speaking	3
	Transferable science with laboratory ⁴	4
	Transferable humanities elective ³	3
	Total	16
	Total	33

¹Students may choose HIS 121/HIS 122

²Students may choose MTH 151, MTH 163 mathematics course

³Students may select humanities and social science electives from the approved list on pages 42 and 43.

⁴Students may select a lab science sequence in biology, chemistry, geology, or physics.

Business Degrees and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

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Associate of Arts and Sciences Degree in Business Administration

AREA: Business Administration

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is great demand for qualified personnel in business administration to promote leadership and to facilitate economic growth in Virginia business and industry. The associate of arts and sciences degree curriculum in business administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in accounting, business administration, economics, finance, management or marketing.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:
<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course #	Title	Credits
First Semester		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121) ¹	3
MTH 163	Pre-Calculus I ⁵ (or MTH 271)	3
SDV 100	College Success Skills	1
	Science with laboratory ²	4
	Elective	3
	Total	17
Second Semester		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122) ¹	3
MTH 271	Applied Calculus I ⁵ (or MTH 272 or 240)	3
PED/HLT	Physical education (or health) ⁶	2
	Science with laboratory ²	4
	Total	15
Third Semester		
ACC 211	Principles of Accounting I	3
CST 100/110	Principles of Public Speaking	3
ECO 201	Principles of Macroeconomics	3
ENG	Literature I ⁷ (ENG 241, 243 or 251)	3
	Approved humanities elective ³	3
	Total	15
Fourth Semester		
ACC 212	Principles of Accounting II	3
ECO 202	Principles of Microeconomics	3
ENG	Literature II ⁷ (ENG 242, 244 or 252)	3
	Approved elective ⁴	3
	Elective	3
	Total	15
	Program Total	62

¹A full-year sequence of History of World Civilization or U.S. History is required.

²A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year college two one-semester courses in different sciences may be substituted with advisor approval.

³Students may select humanities electives from the list on page 42.

⁴ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for

Associate of Arts and Sciences Degree in Business Administration

option two may select any appropriate elective. Please consult your academic advisor.

⁵Business administration students are advised to take MTH 240. Approved math sequences are MTH 163-271, MTH 271-272 or MTH 271-240.

⁶Students are encouraged to determine, with advisor help, transferability of health courses to specific four-year colleges.

⁷A one-year sequence of literature is required.

Associate of Applied Science Degree in Accounting

AREA: Accounting

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is a great demand for qualified personnel to assist business management in dealing with the rapid development of business and industry in Virginia. The associate of applied science degree curriculum in accounting is designed for persons who seek full-time employment in the accounting field immediately upon completion of the community college curriculum. Persons who are seeking their first employment in an accounting position and those presently in accounting who are seeking a promotion may benefit from this curriculum.

OCCUPATIONAL OBJECTIVES: accounts receivable and accounts payable clerks, bank tellers and managers, industry accountant, retail business accountant, self-employed accounting and tax services or service business accountant

TRANSFER GUIDELINES: Transfer opportunities for associate of science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS: The first two semesters of the accounting program are similar to other curricula in business. In the second year each student will pursue a specialty in accounting. The curriculum includes technical courses in accounting and related areas, general education and electives. Instruction includes both the theoretical concepts and practical and computer applications needed for future success in accounting. Students must consult with their faculty advisor to plan their program and select electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in accounting.

Course#	Title	Credits
First Semester		
ACC 211	Principles of Accounting I	3
ECO 201	Principles of Macroeconomics	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
ACC 212	Principles of Accounting II	3
ACC 215	Computerized Accounting	3
CST 100/110	Principles of Public Speaking	3
ECO 202	Principles of Microeconomics	3
ENG 112	College Composition II	3
	Approved elective ¹	3
Total		18
Third Semester		
ACC 221	Intermediate Accounting I	3
ACC 231	Cost Accounting	3
ACC 261	Principles of Federal Taxation I	3
BUS 241	Business Law I	3
PED/HLT	Physical education (or health)	2
	Elective	3
Total		17
Fourth Semester		
ACC 222	Intermediate Accounting II	3
ACC 225	Managerial Accounting	3
ACC 262	Principles of Federal Taxation II	3
ACC 298	Seminar and Project	3
BUS 242	Business Law II	3
Total		15
Program Total		66

¹ Approved elective is to be selected from courses with the following prefixes ACC, BUS, ECO, FIN and ITE.

Associate of Applied Science Degree in Management

AREA: Management

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is great demand for qualified personnel to assist management in dealing with the rapid growth of Virginia business and industry. The associate of applied science degree in management is designed for persons who ultimately seek full-time employment in management. Persons who are seeking their first employment on the management ladder and those presently in management who are seeking promotion may benefit from this program.

OCCUPATIONAL OBJECTIVES: branch manager, management trainee, manager of small business, office manager or supervisor

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS: The first two semesters of the curriculum in management are similar to other curricula in business. However, in the second year each student will pursue her/his specialty in management. The curriculum includes technical courses in management, courses in related areas, general education and electives. Instruction consists of both the theoretical concepts and practical applications needed for future success in management. Students are urged to consult with their faculty advisor to plan their program and select electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in management.

Course#	Title	Credits
First Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
ACC 212	Principles of Accounting II	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
ENG 112	College Composition II	3
FIN 107	Personal Finance	3
PED/HLT	Physical education (or health)	2
Total		17
Third Semester		
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
FIN 215	Financial Management	3
MKT 100	Principles of Marketing	3
	Approved humanities elective ¹	3
Total		18
Fourth Semester		
BUS 111	Principles of Supervision I	3
BUS 285	Current Issues in Management	3
ECO 202	Principles of Microeconomics	3
MKT 282	Principles of E-Commerce	3
	Elective	3
Total		15
Program Total		66

¹ Students may select humanities electives from the approved list on page 42

Recommendation: Students pursuing a two-year degree are encouraged to apply for the Career Studies Certificate in General Business, Sales, Management & Marketing, Small Business Management, or Supervision (as relevant to two-year degree). Completion of a certificate may provide opportunities for workplace advancement.

Associate of Applied Science Degree in Management: Business Information Technology Specialization

AREA: Management:
Business Information Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of applied science degree in management is designed for persons who seek fulltime employment in management positions upon completion of the community college curriculum. Persons who are seeking their first employment in the managerial field and those presently in management who are seeking promotion may benefit from this curriculum. The business information technology specialization is designed for those preparing to enter the management area of computer information systems as a career field.

OCCUPATIONAL OBJECTIVES: information processing assistant/liaison, MIS manager trainee or programmer trainee

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students planning to transfer to a baccalaureate program are urged to consider the Business Administration Program to earn an associate of arts and sciences degree.

PROGRAM REQUIREMENTS: The curriculum in management is similar to other curricula in business and includes technical courses in information systems technology, courses in related areas, general education and electives. Instruction includes both the theoretical concepts and practical (hands-on) applications needed for future success in management. Students are urged to consult with their faculty advisor to plan their program and select electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in management with a business information technology specialization.

Course#	Title	Credits
First Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
ENG 111	College Composition I	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
ACC 212	Principles of Accounting II	3
ENG 112	College Composition II	3
FIN 107	Personal Finance	3
ITE 115	Intro to Computer Apps & Concepts	3
ITP 100	Software Design	3
BUS/MKT	Elective	3
Total		18
Third Semester		
BUS 147	Introduction to Business Information Systems	3
ECO 201	Principles of Macroeconomics	3
FIN 215	Financial Management	3
MKT 282	Principles of E-Commerce	3
	Approved humanities elective ¹	3
Total		15
Fourth Semester		
BUS 200	Principles of Management	3
BUS 285	Current Issues in Management	3
ECO 202	Principles of Microeconomics	3
PED/HLT	Physical education (or health)	2
	Approved elective ²	3-4
	Elective	3
Total		17-18
Program Total		66-67

¹Students may select humanities electives from the approved list on page 42.

²Students may select from ITD, ITE, ITN and ITP courses.

Recommendation: Students pursuing a two-year degree are encouraged to apply for the Career Studies Certificate in General Business, Sales, Management & Marketing, Small Business Management, or Supervision (as relevant to two-year degree). Completion of a certificate may provide opportunities for workplace advancement.

Associate of Applied Science Degree in Management: Marketing Specialization

AREA: Management:
Marketing Specialization

DEGREE: Associate of Applied Science

LENGTH: Four semesters (two-year) program

PURPOSE: With the rapid development of business and industry, there is a growing demand for marketing personnel. The associate of applied science degree in marketing is designed for persons who seek full-time employment in areas involving the marketing of goods and services to consumers and organizational buyers. Persons who are seeking their first employment in marketing and those presently in marketing who are seeking promotions may benefit from this program.

OCCUPATIONAL OBJECTIVES: advertising representative, marketing research assistant, marketing trainee, sales representative, sales supervisor or sales technician

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS: The first two semesters of the curriculum in marketing are similar to other curricula in business. However, in the second year each student will pursue her/his specialty in marketing. The curriculum includes technical courses in marketing, courses in related areas, general education and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in marketing. Students are urged to consult with their faculty advisors, plan their program and select electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in management with a marketing specialization.

Course#	Title	Credits
First Semester		
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MKT 100	Principles of Marketing	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
ENG 115	Technical Writing	3
MKT 282	Principles of E-Commerce	3
PED/HLT	Approved physical education or health elective	2
	Approved humanities elective ¹	3
Total		17
Third Semester		
ACC 211	Principles of Accounting I	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
FIN 215	Financial Management	3
ITD 110	Web Page Design I	3
MKT 229	Marketing Research	3
Total		18
Fourth Semester		
ACC 212	Principles of Accounting II	3
BUS 285	Current Issues in Management	3
ECO 202	Principles of Microeconomics	3
MKT 228	Promotion	3
MKT 271	Consumer Behavior	3
Total		15
Program Total		66

¹Students may select humanities electives from the approved list on page 42.

Recommendation: Students pursuing a two-year degree are encouraged to apply for the Career Studies Certificate in General Business, Sales, Management & Marketing, Small Business Management, or Supervision (as relevant to two-year degree). Completion of a certificate may provide opportunities for workplace advancement.

Certificate in Technical Writing

AREA: Technical Writing Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: The technical writing certificate responds to the current and projected high demand for technical writers in business services or engineering and management services; government; and printing and publishing. Nationwide the employment of technical writers is expected to increase faster than average (i.e. 21 percent to 35 percent) for all occupations through 2010, and in Northern Virginia the growth rate is even higher. Technical writers rank number 24 in the Virginia Employment Commission's list of occupations with the largest increase in employment growth between 1998 and 2008 (74 percent).

OCCUPATIONAL OBJECTIVES: technical writer, technical writer/editor, writer, writer/editor and all specialized fields requiring the support of a technical writer/editor

PROGRAM REQUIREMENTS: The curriculum integrates courses in technical writing/editing, desktop publishing and Web page design – the three special skills areas needed to give participants an edge in technical writing and to help them become effective technical writers. It is geared toward those already working in a technical field who wish to develop their technical writing expertise; those who have an educational background already in English and who wish to develop a specialization in technical writing; or those who want to explore a technical writing career. This program provides students the specific skills and knowledge needed for technical communication, prepares them for the challenges facing today's technical communicator and takes them through formal course work designed to enhance career opportunities in the technical writing field. The program includes, as its final component, an internship that may consist of 1) on-the-job training in approved businesses, industrial and service firms or government agencies; 2) career orientation and training in selected businesses, industrial and service firms or government agencies; or 3) a special project/research study relevant to the field.

Course#	Title	Credits
First Semester		
AST 253	Advanced Desktop Publishing I ¹	3
ENG 115	Technical Writing ²	3
ENG 205	Technical Editing	3
ITD 110	Web Page Design I ³	3
SDV 100	College Success Skills	1
	Approved social science elective ⁴	3
	Total	16
Second Semester		
AST 254	Advanced Desktop Publishing II ⁵	3
CST 110	Intro to Speech Communication	3
ENG 280	Writing User Manuals	3
ENG 295	Special Studies in Technical Writing (e.g. grant proposals, standard operating procedures, government documents)	3
ITD 210	Web Page Design II ⁶	3
	Total	15
Summer Session		
ENG 297	Internship in Technical Writing ⁷	3
	Total	3
	Program Total	34

¹ Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels.

² Students are required to complete ENG 111 or to demonstrate equivalent skills before entering this program.

³ Students must have computer competency skills. A bridge course of ITE 115 may be required to gain those skills.

⁴ Students may select social science electives from the approved list on page 43.

⁵ Prerequisite: AST 253

⁶ Prerequisite: ITD 110

⁷ Students may substitute ENG 296 (On-Site Training in Technical Writing) or ENG 298 (Seminar and Project in Technical Writing).

Career Studies Certificates

AREA: Entrepreneurship

PURPOSE: To provide students with the skills to start and develop a business, work with others to identify business opportunities, or join entrepreneurial ventures.

PROGRAM REQUIREMENTS:

Course #	Title	Credits
ACC 211	Principles of Accounting	3
BUS 116	Entrepreneurship	3
BUS 165	Small Business Management	3
BUS 241	Business Law	3
FIN 215	Financial Management	3
ITE 120	Principles of Information Systems	3
MKT 100	Principles of Marketing	3
MKT 228	Promotion	3
MKT 282	Principles of E-Commerce	3
	Total	27

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: General Business

PURPOSE: To introduce students to the essential dimensions of business operation and related concepts

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 205	Human Resources Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
	Total	18

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: Real Estate Sales

PURPOSE: To develop basic knowledge about real estate marketing, sales, and skills involved in home buying and selling

PROGRAM REQUIREMENTS:

Course#	Title	Credits
REA 100	Principles of Real Estate	4
	Electives	6
	Total	10

AREA: Sales Management and Marketing

PURPOSE:

PROGRAM REQUIREMENTS:

Course#	Title	Credits
BUS 236	Communications in Management	3
MKT 100	Principles of Marketing	3
MKT 228	Promotion	3
MKT 271	Consumer Behavior	3
MKT 282	Principles of E-Commerce	3
	Total	15

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement

Career Studies Certificates

AREA: Small Business Management

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
ACC 211	Principles of Accounting I	3
ACC 262	Principles of Federal Taxation II	3
BUS 165	Small Business Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MKT 100	Principles of Marketing	3
	Total	21

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: Supervision

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision I	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
	Total	18

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

Information Systems Technology Degrees and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

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Associate of Applied Science Degree in Information Systems Technology

AREA: Information Systems Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of applied science degree program in information systems technology (IST) is designed for students who seek employment or professional development as a generalist in the area of information technology (IT), with specific knowledge in various areas such as Web design/development, computer network design and administration and database administration.

OCCUPATIONAL OBJECTIVES: The associate of applied science degree curriculum in information systems technology prepares students for employment with business, industry and government organizations as entry-level Web applications developers, network engineers or database administrators, depending on degree specialization.

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer to a four-year college or university should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS: A student who studies topics in IT must possess general knowledge in systems analysis and design, software design and development, Web markup languages, Internet and network foundations and database fundamentals. Additionally, students must possess sound analytical and problem-solving skills, strong written and verbal communications skills and must have good interpersonal skills. These skills are an integral part of the information system technology (IST) curriculum. The curriculum includes technical courses in information technology, business-related areas, general education and electives. Instruction is centered on theoretical concepts and practical, hands-on applications key to success in the information technology field. Students are strongly encouraged to consult with their faculty advisor in planning their programs and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the associate of applied science degree with a major in information system technology.

SPECIAL NOTE (BRIDGE COURSES): This program is designed for those students who have completed a variety of keyboarding and introductory computer applications courses at the high school level. A student who has not completed the recommended high school courses may enroll in the IST program by taking courses designed to

bridge the gap. These courses are to be selected by consulting with an IST advisor and may include one or more of the following:

AST 101	Keyboarding	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
	Total	16
Second Semester		
ENG 112	College Composition II	3
ITE 120	Principles of Information Systems	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberals Arts ¹ (or MTH 271 or 272)	3
	Approved social science elective ²	3
	Total	18
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
	Approved IT elective ³	3
	Approved IT elective ⁴	3
ITP 112	Visual Basic.NET I	4
PED/HLT	Physical Education (or health)	2
	Total	18
Fourth Semester		
	Approved IT elective ⁵	3
	Approved IT elective ⁵	3
	Approved IT elective ⁵	3
ITP 251	Systems Analysis and Design	4
	Approved humanities elective ⁶	3
	Total	16
	Program Total	68

¹ Students planning to transfer to a four-year college are encouraged to take MTH 163 or MTH 271/272.

² Students may select social science elective from list located on page 43.

³ Students may select ITD 210, ITD 132, ITN 107.

⁴ Students may select ITD 112, ITD 134 or ITN 200.

⁵ Students may select ITD 112, ITD 132, ITD 134, ITD 210, ITD 220, ITD 250, ITN 107, ITN 120, TN 170, ITN 200, ITN 201, ITN 224, ITN 260, ITN 261, ITP 120, ITP 132, ITP 136, ITP 160, ITP 225.

⁶ Students may select humanities elective from list located on page 42.

Associate of Applied Science Degree in Information Systems Technology: Database and Software Development Specialization

AREA: Information Systems Technology:
Database and Software Development

AST 101	Keyboarding I	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum is designed to provide skills to students in designing, implementing, troubleshooting, and maintaining databases as well as software design and development skills.

OCCUPATIONAL OBJECTIVES: The associate of applied science degree curriculum in information systems technology with a database and software development specialization is designed for students who wish to seek full-time employment as a database specialist, database analyst or software developer.

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer to a four-year college or university should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS. A database analyst or software developer must possess detailed knowledge of one or more database systems, strong analytical and problem-solving skills, and good interpersonal and communications skills. These skills are an integral part of the information systems technology (IST) curriculum. The curriculum includes technical courses in information technology, business-related areas, general education and electives. Instruction is centered on theoretical concepts and practical, hands-on applications key to success in the database administration and software development fields. Students are strongly encouraged to consult with their faculty advisor in planning their programs and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the associate of applied science degree with a major in information system technology with a database and software development specialization.

SPECIAL NOTE (BRIDGE COURSES): This program is designed for those students who have completed a variety of keyboarding and introductory computer applications courses at the high school level. A student who has not completed the recommended high school courses may enroll in the IST program by taking courses designed to bridge the gap. These courses are to be selected by consulting with an IST advisor and may include one or more of the following:

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
Total		16
Second Semester		
ENG 112	College Composition II	3
ITE 120	Principles of Information Systems	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 271 or 272)	3
	Approved social science elective ²	3
Total		18
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
ITD 132	Structured Query Language	3
ITP 112	Visual Basic.NET I	4
PED/HLT	Physical Education (or health)	2
	Approved ITP/ITD elective ³	3
Total		18
Fourth Semester		
ITP 120	Java Programming	4
ITP 251	Systems Analysis and Design	4
	Approved humanities elective ⁴	3
	Approved ITP/ITD elective ³	3
	Approved ITP/ITD elective ³	3
Total		17
Program Total		69

¹ Students planning to transfer to a four-year college are encouraged to take MTH 163 or MTH 271/272.

² Students may select social science elective from approved list on page 43.

³ Students may select from ITD 112, ITD 134, ITD 210, ITD 220, ITD 250, ITP 132, ITP 160, ITP 212, ITP 220, ITP 225

⁴ Students may select humanities elective from the approved list on page 42.

Associate of Applied Science Degree in Information Systems Technology: Network Engineering Specialization

AREA: Information Systems Technology:
Network Engineering Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum is designed to provide skills to students in understanding advanced concepts of designing, installing, administering and repairing computer networks.

OCCUPATIONAL OBJECTIVES: The associate of applied science degree curriculum in information systems technology with a network engineering specialization is designed for students who wish to seek full-time employment as a network administrator, analyst, designer or technician.

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer to a four-year college or university should explore opportunities with their faculty advisor.

RELATED CERTIFICATIONS: In addition to providing a foundation in network engineering, this degree prepares students to obtain entry-level certifications and eventually seek advanced certification in a number of networking technologies. Related entry-level certifications include CompTIA A+ and CompTIA Network+.

PROGRAM REQUIREMENTS. A network engineer must possess detailed knowledge of one or more networking technologies, strong analytical and problem-solving skills and good interpersonal and communications skills. These skills are an integral part of the information systems technology (IST) curriculum. The curriculum includes technical courses in information technology, business-related areas, general education and electives. Instruction is centered on theoretical concepts and practical, hands-on applications key to success in the networking field. Students are strongly encouraged to consult with their faculty advisor in planning their programs and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the associate of applied science degree in information system technology with a network engineering specialization.

SPECIAL NOTE (BRIDGE COURSES): This program is designed for those students who have completed a variety of keyboarding and introductory computer applications courses at the high school level. A student who has not completed the recommended high school courses may enroll in the IST Program by taking courses designed

to bridge the gap. These courses are to be selected by consulting with an IST advisor and may include one or more of the following:

AST 101	Keyboarding I	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
ITD 110	Web Page Design	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
	Total	16
Second Semester		
ENG 112	College Composition II	3
ITE 120	Principles of Information Systems	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 271 or 272)	3
	Approved social science elective ²	3
	Total	18
Third Semester		
ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
ITN 107	Personal Computer Hardware and Troubleshooting	3
ITN 200	Admin of Network Resources	3
ITN 260	Network Security Basics	3
PED/HLT	Physical Education (or Health)	2
	Total	17
Fourth Semester		
ITN 170	Linux System Administration	3
ITN 201	Admin and Management of Network Infrastructures	3
ITP 251	Systems Analysis and Design	4
	Approved humanities elective ³	3
	Approved ITN/ITP elective ⁴	4
	Total	16
	Program Total	67

¹ Students planning to transfer to a four-year college are encouraged to take MTH 163 or MTH 271/272.

² Students may select social science elective from the approved list located on page 43.

³ Student may select humanities elective from the approved list located on page 42.

⁴ Students may select from ITN 120, ITN 224, ITN 261, ITN 263, ITP 112, ITP 120, ITP 132, ITP 160.

Associate of Applied Science Degree in Information Systems Technology: Web Applications Development Specialization

AREA: Information Systems Technology:
Web Applications Development Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum is designed to provide skills to students in designing, building, testing and maintaining Web pages, links and interfaces to Web-enabled applications.

OCCUPATIONAL OBJECTIVES: The associate of applied science degree curriculum in information systems technology with a Web applications development specialization is designed for students who wish to seek full-time employment as a Web page designer and/or Web site developer. Tasks may include designing, building, testing and maintaining Web pages/applications interfaces and links; updating Web content and ensuring that site functions and design are not disrupted; building a Web site's interactive components; incorporating video, audio and animation into Web pages; providing documentation for maintenance, installation and troubleshooting; and/or compiling statistics related to utilization of a Web site.

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer to a four-year college or university should explore opportunities with their faculty advisor.

RELATED CERTIFICATIONS: In addition to providing a foundation in Web design and development, this degree prepares students to obtain entry-level certifications such as the CIW Associate, Master CIW Designer and Master CIW Web Site Manager.

PROGRAM REQUIREMENTS: A Web applications developer must possess detailed knowledge of markup languages and different Web scripting languages, knowledge of graphics art packages, good written and verbal communications skills, familiarity with database operation, strong analytical and problem-solving skills and good interpersonal skills. These skills are an integral part of the information systems technology (IST) curriculum. The curriculum includes technical courses in information technology, business-related areas, general education and electives. Instruction is centered on theoretical concepts and practical, hands-on applications key to success in the Web

application development field. Students are strongly encouraged to consult with their faculty advisor in planning their programs and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the associate of applied science degree with a major information system technology with a Web applications development specialization.

SPECIAL NOTE (BRIDGE COURSES): This program is designed for those students who have completed a variety of keyboarding and introductory computer applications courses at the high school level. A student who has not completed the recommended high school courses may enroll in the IST program by taking courses designed to bridge the gap. These courses are to be selected by consulting with an IST advisor and may include one or more of the following:

AST 101	Keyboarding	3 credits
ITE 115	Intro to Computer Applications and Concepts	3 credits

Course#	Title	Credits
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First Semester

ENG 111	College Composition I	3
ITD 110	Web Page Design I	3
ITD 130	Database Fundamentals	3
ITN 109	Internet and Network Foundations	3
MTH 151/152	Math for Liberal Arts ¹ (or MTH 163 or 271)	3
SDV 101	Orientation to the IT Professions	1
Total		16

Second Semester

ENG 112	College Composition II	3
ITE 120	Principles of Information Systems	3
ITN 106	Microcomputer Operating Systems	3
ITP 100	Software Design	3
MTH 151/152	Math for Liberals Arts ¹ (or MTH 271 or 272)	3
	Approved social science elective ²	3
Total		18

Third Semester

ECO 201/202	Principles of Macro/Microeconomics	3
ENG 115	Technical Writing	3
ITD 112	Designing Web Page Graphics	3
ITD 220	e-Commerce Administration	3
PED/HLT	Physical Education (or Health)	2
	Approved ITP ³	3-4
Total		17-18

Continued on next page

**Associate of Applied Science Degree in Information Systems Technology: Web Applications
Development Specialization**

Fourth Semester

ITD 210	Web Page Design II	3
ITN 224	Web Server Management	3
ITD 225	Web Scripting Languages	3
ITD 251	Systems Analysis and Design	4
	Approved humanities elective ⁴	3
	Total	16
	Program Total	67-68

¹Students planning to transfer to a four-year college are encouraged to take MTH 163 or MTH 271/272.

²Students may select social science elective from the approved list on page 43.

³Student may select humanities elective from the approved list on page 42.

⁴Students may select from ITN 120, ITN 224, ITN 261, ITN 262, ITP 112, ITP 120, ITP 132, ITP 160.

Career Studies Certificates

The IST Program consists of a number of career studies options that focus on a specific career field in information technology (IT). These programs are best suited for individuals who already hold a degree and want to change careers or who seek advancement in their current field.

The career studies certificates listed here provide students with opportunities to gain skills in designing, building, testing and maintaining Web pages, links and interfaces to Web-enabled applications; designing, implementing, troubleshooting and maintaining databases; and/or designing, installing, administering and repairing computer networks.

Before entering a career studies program, students should have a strong foundation in using computer applications (ITE 115 course description in the back of this catalog). Students should also have a strong foundation in computer concepts to include database fundamentals, Internet and networking fundamentals, operating systems, software design and computer hardware troubleshooting prior to beginning the program. This foundation can be obtained by completing the core IT courses which include ITD 110, ITD 130, ITE 120, ITN 106, ITN 109 and ITP 100 (see course descriptions in the back of catalog).

Database Administration Specialist

ITD	130	Database Fundamentals	3
ITD	132	Structured Query Language	3
ITD	134	PL/SQL Programming	3
ITD	250	Database Architecture and Administration	3
ITP	100	Software Design	3
SDV	101	Orientation to IT Professions	1
Total			16

Information Technology Foundations

ITE	120	Principles of Information Systems	3
ITP	100	Software Design	3
ITD	130	Database Fundamentals	3
ITN	109	Internet and Network Foundations	3
ITD	110	Web Page Design I	3
ITN	106	Microcomputer Operating Systems	3
ITP	160	Introduction to Games Design and Development	3
SDV	101	Orientation to IT Professions	1
Total			22

Networking Engineering Professional*

ITN	120	Wireless Network Administration	3
ITN	170	Linux System Administration	3
ITN	201	Network Infrastructure Administration, Management and Planning	3
Total			9

***NOTE:** Students should complete the course work in the networking specialist career studies certificate or have equivalent job-related experience before entering into the networking engineering professional career studies certificate program.

Networking Specialist

ITN	106	Microcomputer Operating Systems	3
ITN	107	Personal Computer Hardware and Troubleshooting	3
ITN	109	Internet and Network Foundations	3
ITN	200	Administration of Network Resources	3
ITN	260	Network Security Basics	3
SDV	101	Orientation to IT Professions	1
Total			16

Web Applications Development Professional*

ITD	132	Structured Query Language	3
ITD	220	E-Commerce Administration	3
ITN	224	Web Server Management	3
ITN	260	Network Security Basics	3
ITP	225	Web Scripting Languages	4
Total			16

***NOTE:** Students should complete the course work in the web design specialist career studies certificate or have equivalent job-related experience before entering into the Web application development professional career studies certificate program.

Web Design Specialist

ITD	110	Web Page Design I	3
ITD	112	Designing Web Page Graphics	3
ITD	130	Database Fundamentals	3
ITD	210	Web Page Design II	3
ITN	109	Internet and Network Foundations	3
SDV	101	Orientation to IT Professions	1
Total			16

Engineering, Construction and Industrial Degrees and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

Lord Fairfax Community College • <http://www.lfcc.edu>

Associate of Applied Science Degree in General Engineering Technology: Mechanical Engineering Technology

AREA: General Engineering Technology:
Mechanical Engineering Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum provides educational opportunities for those who seek employment in industry, for those who desire to upgrade their knowledge or acquire practical skills in the field, and for those who wish to transfer and complete a bachelor of science degree in mechanical engineering technology.

OCCUPATIONAL OBJECTIVES: draftsman/designer, engineer's aide, engineering technician, industrial test technician, maintenance technician or other related positions

TRANSFER GUIDELINES: Graduates with appropriate course selection may qualify to enter mechanical engineering technology programs at selected universities. Students preparing for transfer must consult with the program advisor. Course selection is very important to assure junior status upon transfer. Potential transfer institutions include East Tennessee State University, North Carolina State University, Old Dominion University, Rochester Institute of Technology, West Virginia Institute of Technology and West Virginia University. Students interested in transferring to other institutions, including Virginia Tech, must determine transfer requirements of their intended destination school.

PROGRAM REQUIREMENTS: The curriculum is designed to integrate courses in mechanical engineering technology, mechanics, physics, general education, drafting, computer information systems and technical electives. Students entering the program must have algebra I and geometry skills or be willing to improve those skills through developmental studies. The program may be completed on a part-time basis since courses are alternated between day and evening hours. Technical electives must be selected from an approved list available from the program advisor. Upon satisfactory completion of the four-semester program, the graduate will be awarded the associate of applied science degree in general engineering technology with a mechanical engineering technology specialization. Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

Course#	Title	Credits
First Semester		
EGR 110	Engineering Graphics	3
ENG 111	College Composition I	3
MEC 113	Materials and Processes of Industry	3
MTH	Approved math elective ¹	3
PED/HLT	Physical education (or health)	2
SDV 100	College Success Skills	1
	Approved social science elective ²	3
	Total	18
Second Semester		
CAD 241	Parametric Solid Modeling I	3
ENG 115	Technical Writing	3
ETR 113	D.C. and A.C. Fundamentals I	3
MTH	Approved math elective ¹	3
	Approved programming/computer elective ³	3
	Approved social science elective ²	3
	Total	18
Third Semester		
CAD 242	Parametric Solid Modeling II	3
EGR 135	Statics for Engineering Technology	3
EGR 206	Engineering Economics	3
PHY 201	General College Physics I	4
	Approved technical elective ³	3
	Total	16
Fourth Semester		
EGR 136	Strength of Materials	3
EGR 216	Computer Methods in Engineering and Technology	3
EGR 247	Materials Lab	1
PHY 202	General College Physics II	4
	Approved technical elective ³	3
	Approved humanities elective ⁴	3
	Total	17
	Program Total	69

¹ Approved math electives: MTH 115 and MTH 116, or MTH 163 and MTH 164, or MTH 213 and MTH 214 will fulfill the math requirements for the program. Developmental math courses may be required for students to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level.

² Students may select social science electives from the approved list on page 43.

³ Requires approval of program advisor.

⁴ Students may select humanities electives from the approved list on page 42.

Associate of Applied Science Degree in General Engineering Technology: Civil Engineering Technology Specialization

AREA: General Engineering Technology:
Civil Engineering Technology Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum provides educational opportunities for those who seek employment in the construction industry, for those who desire to upgrade their knowledge or acquire practical skills in the field, and for those who wish to transfer and complete a bachelor of science degree in civil engineering technology.

OCCUPATIONAL OBJECTIVES: construction/building inspector, construction estimator, draftsman/designer, engineer's aide, engineering technician or other related positions

TRANSFER GUIDELINES: Graduates with appropriate course selection may qualify to enter civil engineering technology programs at selected universities. Students preparing for transfer must consult with their program advisors. Course selection is very important to assure junior status upon transfer. Potential transfer institutions include East Tennessee State University, North Carolina State University, Old Dominion University, Rochester Institute of Technology, West Virginia Institute of Technology and West Virginia University. Students interested in transferring to other institutions, including Virginia Tech, must determine transfer requirements of their intended destination school.

PROGRAM REQUIREMENTS: The curriculum is designed to integrate courses in civil engineering technology, mechanics, physics, general education, drafting, computers and technical electives. Students entering the program must have algebra I and geometry skills or be willing to improve those skills through developmental studies. The program may be completed on a part-time basis since courses are alternated between day and evening hours. Technical electives must be selected from an approved list available from the program advisor. Upon satisfactory completion of the four-semester curriculum, the graduate will be awarded the associate of applied science degree in general engineering technology with a civil engineering technology specialization. Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

Course#	Title	Credits
First Semester		
ARC 130	Materials and Methods of Construction	3
EGR 110	Engineering Graphics	3
ENG 111	College Composition I	3
MTH	Approved math elective ¹	3
PED/HLT	Physical education (or health)	2
SDV 100	College Success Skills	1
	Approved social science elective ²	3
	Total	18
Second Semester		
ARC 221	Architectural CAD Appl. Software I	3
CIV 225	Soil Mechanics	2
CIV 226	Soil Mechanics Lab	1
ENG 115	Technical Writing	3
MTH	Approved math elective ¹	3
	Approved programming/computer elective ³	3
	Approved social science elective ²	3
	Total	18
Third Semester		
CIV 171	Surveying I	3
EGR 135	Statics for Engineering Technology	3
EGR 206	Engineering Economics	3
PHY 201	General College Physics I	4
	Approved technical elective ³	3
	Total	16
Fourth Semester		
CIV 172	Surveying II	3
EGR 136	Strength of Materials	3
EGR 247	Materials Lab	1
PHY 202	General College Physics II	4
	Approved humanities elective ⁴	3
	Approved technical elective ³	3
	Total	17
	Program Total	69

¹ Approved math electives: MTH 115 and 116, or MTH 163 and MTH 164, or MTH 213 and MTH 214 will fulfill the math requirements for the program. Developmental math courses may be required for students to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level.

² Students may select social science electives from the approved list on page 43.

³ Requires approval of program advisor.

⁴ Students may select humanities electives from the approved list on page 42.

Associate of Applied Science Degree in General Engineering Technology: Computer-Aided Drafting Specialization

AREA: General Engineering Technology:
Computer-Aided Drafting Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: Skills in computer-aided drafting (CAD) are increasingly valuable and sought in the workplace. This curriculum is designed to provide a thorough preparation in drafting, emphasizing the use of computers and, in particular, computer-aided design and drafting. Communication skills and problem-solving skills are also emphasized, both of which are critical to success in the workplace. This program is particularly valuable for those who wish to gain employment in technical support careers or for those who need to upgrade skills within their current fields.

OCCUPATIONAL OBJECTIVES: CAD operator, CAD technician, drafting technician, engineer's aid or other related positions

TRANSFER GUIDELINES: Although this program is not designed as a transfer program, it does include many courses which will transfer into engineering technology programs at select four-year institutions. This allows students who eventually develop a desire to transfer the opportunity to transfer about two-thirds or more of the credit earned. How much credit is actually transferable depends on the transfer institution selected. Students should work closely with their advisors if and when they develop an interest in transferring.

PROGRAM REQUIREMENTS: This curriculum integrates courses in civil engineering technology, mechanical engineering technology, drafting, architecture, computer programming and general education. Students entering the program must have algebra I and geometry skills, or be willing to improve those skills through developmental studies. Technical electives should be selected in consultation with an assigned advisor. Upon satisfactory completion of the curriculum, graduates will be awarded the associate of applied science degree in general engineering technology with a computer-aided drafting specialization. Transfer opportunities for associate of applied science degrees, if existing, are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

Course#	Title	Credits
First Semester		
ARC 130	Materials and Methods of Construction	3
EGR 110	Engineering Graphics	3
ENG 111	College Composition I	3
MEC 113	Materials and Processes of Industry	3
MTH	Approved Math Elective ¹	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
ARC 221	Architectural CAD Applications Software I	3
CAD 241	Parametric Solid Modeling I	3
ENG 115	Technical Writing	3
ETR 113	D.C. and A.C. Fundamentals I	3
MTH	Approved Math Elective ¹	3
	Approved Programming/Computer Elective ²	3
Total		18
Third Semester		
ARC 222	Architectural CAD Applications Software II	3
CAD 242	Parametric Solid Modeling II	3
EGR 206	Engineering Economics	3
	Approved humanities elective ⁴	3
	Approved social science elective ³	3
	Approved technical elective ²	3
Total		18
Fourth Semester		
CAD 238	Computer Aided Modeling and Rendering II	2
CAD 280	Design Capstone Project	3
EGR 216	Computer Methods in Engineering and Technology	3
EGR 247	Materials Lab	1
PED/HLT	Physical education (or health)	2
	Approved social science elective ³	3
	Approved technical elective ²	3
Total		17
Program Total		69

¹Approved math electives: MTH 115 and MTH 116, or MTH 163 and MTH 164, or MTH 213 and MTH 214 will fulfill the math requirements for the program. Developmental math courses may be required for students to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level.

²Requires approval of program advisor.

³Students may select social science electives from the approved list on page 43.

⁴Students may select humanities electives from the list on page 42.

Associate of Applied Science Degree in General Engineering Technology: Industrial Electricity and Controls Technology Specialization

AREA: General Engineering Technology:
Industrial Electricity and Controls Technology
Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum provides educational opportunities for those seeking employment in the many manufacturing industries and businesses, which need individuals trained in basic electrical applications, including the control of machinery and processes. It is also appropriate for those attempting to upgrade their knowledge or acquire practical skills. This program can also provide critical education components to apprenticeship programs of various types. This program is not intended for transfer.

OCCUPATIONAL OBJECTIVES: electrical apprentice, electrician, electrician's helper, industrial electrician, journeyman or other related positions

PROGRAM REQUIREMENTS: This program is designed to integrate basic industrial electricity courses, basic machinery control courses, basic engineering technology courses and general education courses. Students entering the program should have basic arithmetic skills and must be willing to advance their math skills through required math courses. Most students should start with MTH 120 (Introduction to Math), but may select a higher-level math if they are prepared for it. All entering students must take a math placement test to determine their math skill level. Many of the electrical and control courses require the use of mathematics, and it is important for students to start with their math courses as early as possible in the program. The basic intent of this program is to produce technically skilled graduates, with a broad technical background and a well-rounded general education foundation. All electives, including technical electives, must come from an approved list or be approved by one of the full-time faculty members teaching technical courses in the program.

Course#	Title	Credits
First Semester		
EGR 110	Engineering Graphics	3
ELE 133	Practical Electricity I	3
ENG 111	English Composition I	3
MEC 113	Materials and Processes of Industry	3
MTH	Approved math elective ¹	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
CAD 241	Parametric Solid Modeling I	3
ELE 134	Practical Electricity II	3
ELE 159	Electrical Motors	3
ENG 115	Technical Writing	3
MTH	Approved math elective ¹	3
Total		15
Third Semester		
EGR 206	Engineering Economics	3
ELE 156*	Electrical Control Systems	3
	Approved programming/computer elective ²	3
	Approved social science elective ³	3
	Approved technical electives ²	6
Total		18
Fourth Semester		
ELE 135 or 137	National Electric Code	3
ETR 113	D.C. and A.C. Fundamentals I	3
PED/HLT	Physical education (or health)	2
	Approved humanities elective ⁴	3
	Approved social science elective ³	3
	Approved technical elective ²	3
Total		17
Program Total		66

*Prerequisite for ELE 156 is ELE 159

¹Approved math electives: MTH 120, or MTH 115 and 116, or MTH 163 and 164, or MTH 213 and 214 will fulfill the math requirements for the program. Developmental math courses may be required for students who need to build their math skills before taking any of the approved math electives. Students must take a math placement test to determine their math skill level. Most students will probably want to start with MTH 103.

²Requires approval of program advisor.

³Students should select social science electives from the list on page 43.

⁴Students should select humanities electives from the list on page 42.

Associate of Applied Science Degree in General Engineering Technology: Technical Operations

AREA: General Engineering Technology:
Technical Operations

consult with their program advisor about those requirements.

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: This curriculum provides educational opportunities for those who are or those who seek to be employed in a field that requires a substantial technical knowledge base. The curriculum also provides an opportunity to transfer and complete a bachelor of science degree in Technical Operations from Old Dominion University, which can be completed on the Middletown or Warrenton campus of Lord Fairfax Community College. This curriculum has extended technical and science electives to allow some customization for both employers and students.

OCCUPATIONAL OBJECTIVES: Engineering aid, production line lead, technical support technician, testing technician, technical sales, production support technician, or other related positions.

TRANSFER GUIDELINES: Graduates with appropriate course selection may qualify to enter the General Engineering Technology, Technical Operations Specialization at Old Dominion University. This Bachelor of Science program can be completed at the ODU site on either the Middletown campus or the Warrenton campus of Lord Fairfax Community College. Course selection is very important to insure a smooth transfer process, and students must work closely with their program advisor. Transfer to other universities must be explored by the student on a case by case basis.

PROGRAM REQUIREMENTS: This curriculum is designed to integrate a variety of required technical courses, substantial technical electives, science electives, and required general education courses. Students entering the program must have algebra 1 and geometry skills or be willing to improve those skills through developmental studies. Additionally, students must take courses in the proper order so that prerequisite courses are completed as appropriate. The program may be completed on a part-time basis since courses are alternated between day and evening hours. Technical electives must be approved by the program advisor. Student can work with their employers to identify the type of technical and science electives to best suit their employment advancement goals. Employers are also encouraged to work with Lord Fairfax Community College for consideration of special courses or possible work experience (typically by internship) as technical electives. Students who intend to transfer will have specific course requirements for technical electives and should

Course#	Title	Credits
First Semester		
MEC 113	Materials and Processes of Industry	3
EGR 110	Engineering Graphics	3
ENG 111	English Composition I	3
PED/HLT	Physical Education or Health	2
MTH	Approved math elective	3
	Approved social science elective	3
SDV 100	College Success Skills	1
	Total	18
Second Semester		
CAD 241	Parametric Solid Modeling I	3
ETR 113	DC and AC Fundamentals	3
ENG 115	Technical Writing	3
MTH	Approved math elective	3
	Approved computer elective	3
	Approved social science elective	3
	Total	18
Third Semester		
CAD 242	Parametric Solid Modeling II	3
EGR 206	Engineering Economics	3
	Science elective ¹	4
	Approved technical elective ²	6
	Total	16
Fourth Semester		
EGR 216	Computer Methods in Engineering and Technology	3
EGR 247	Materials Lab	1
	Science Elective ¹	4
	Approved humanities elective	3
	Approved technical elective ²	6
	Total	17
	Program Total	69

¹A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

²Requires approval of program advisor.

Career Studies Certificates

AREA: Construction Technology

PURPOSE: To introduce students to major practical aspects of construction technology

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ARC 130	Introduction to Materials and Methods of Construction	3
BLD 231	Construction Estimating I ¹	3
CAD 165	Architectural Blueprint Reading	3
	Approved elective	3
	Total	12

¹Prerequisites for BLD 231 are CAD 165 and ARC 130.

AREA: Drafting

PURPOSE: To enable students to develop drafting graphics skills related to architecture, machine design, and using specialized computer software in the drafting field

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ARC 130	Materials and Methods of Construction	3
ARC 221	Architectural CAD Applications Software I	3
ARC 222	Architectural CAD Applications Software II	3
CAD 241	Parametric Solid Modeling I	3
CAD 242	Parametric Solid Modeling II	3
EGR 110	Engineering Graphics ¹	3
MEC 113	Materials and Processing of Industry	3
	Total	21

¹Prerequisite for ARC 221, CAD 241

AREA: Electrical Technician

PURPOSE: To expose students to theory and applications related to related electrical systems

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in the electrical field

PROGRAM REQUIREMENTS:

Course#	Title	Credits
CAD 175	Schematics and Mechanical Diagrams	2
ELE 133	Practical Electricity I	3
ELE 134	Practical Electricity II	3
ELE 135	National Electrical Code Residential	3
	or	
ELE 137	National Electrical Code Industrial	
ELE 156	Electrical Control Systems	3
ELE 159	Electrical Motors	3
ELE 239	Programmable Logic Controllers	3
MTH 120	Introduction to Math	3
	Total	23

AREA: HVAC

PURPOSE: To expose students to theory and application related to HVAC

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in heating, ventilation and air conditioning

PROGRAM REQUIREMENTS:

Course#	Title	Credits
AIR 121	Air Conditioning and Refrigeration I	3
AIR 122	Air Conditioning and Refrigeration II	3
AIR 134	Circuits and Controls	3
AIR 154	Heating Systems I	3
AIR 155	Heating Systems II	3
ELE 133	Practical Electricity I	3
	Total	18

Career Studies Certificates

AREA: Industrial Design

PURPOSE: To introduce students to the principles of sound industrial design, including related mathematics and concepts

PROGRAM REQUIREMENTS:

Course#	Title	Credits
EGR 135	Statics for Engineering Technology ¹	3
EGR 136	Strength of Materials for Engineering Technology ²	3
EGR 247	Mechanics Laboratory ³	1
MEC 113	Materials and Processes of Industry	3
or		
ARC 130	Materials and Methods of Construction	
MTH 115	Technical Mathematics I	3
MTH 116	Technical Mathematics II	3
Total		16

¹Prerequisite for EGR 135 is MTH 115.

² Prerequisites for EGR 136 are EGR 135 and MTH 116.

³Prerequisite for EGR 247 is EGR 136.

AREA: Industrial Maintenance Technician

PURPOSE: To expose students to theory and application related to the maintenance of heating, air conditioning, electrical systems and motors and welding

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in industrial maintenance

PROGRAM REQUIREMENTS:

Course#	Title	Credits
AIR 121	Air Conditioning and Refrigeration I	3
CAD 175	Schematics and Mechanical Diagrams	2
ELE 126	Electricity and Shop Power Distribution	2
ELE 133	Practical Electricity I	3
ELE 134	Practical Electricity II	3
ELE 156	Electrical Controls Systems	3
ELE 159	Electrical Motors	3
WEL 120	Introduction to Welding	3
	Approved electives	3
Total		25

AREA: Sustainability and Green Construction

PURPOSE: This career studies certificate (CSC) provides instruction in sustainable building materials, construction methods, and design along with instruction in solar energy usage especially photovoltaic grid direct systems. Successful students completing this curriculum will be prepared to take both the L.E.E.D (Leadership in Energy and Environmental Design) entry level certification test and the NABCEP (North American Board of Certified Energy Practitioners) entry level certification test. This CSC, along with the two certifications, will give students a substantial edge when applying for jobs with architectural firms, engineering firms, and construction companies involved with green building design and construction. This CSC is ideally suited for students who have previous technical skills/degrees and want to update their education or are currently in a degree program and want to have additional knowledge and certification to target the green jobs market.

OCCUPATIONAL OBJECTIVES:

Engineering Technician, Engineers Aide, Civil Engineering Technician, Energy Technician, Solar Systems Installer or any occupation that has a new green/sustainable focus including technical sales and project management.

PROGRAM REQUIREMENTS:

Course#	Title	Credits
MTH 115	Technical Math I	3
ARC 130	Materials and Methods of Construction	3
CIV 295	Sustainable Building and Site Design	3
CIV 295B	Solar Energy Fundamentals	3
CIV 295C	Solar Energy Installations	2
CIV 295D	Solar Energy Installation Lab	1
	Approved Technical Elective	1-3
Total		16-18

Administrative Support Technology Degrees and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

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Associate of Applied Science Degree in Administrative Support Technology

AREA: Administrative Support Technology

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: With the rapid development of business, industry and government in Virginia, there is growing demand for administrative support personnel who possess high-level technical, interpersonal and leadership skills. The associate of applied science degree curriculum in administrative support technology is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement, promotion or MOS certification.

OCCUPATIONAL OBJECTIVES: administrative support specialist, customer service representative, executive assistant, marketing assistant or office manager

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in administrative support technology includes instruction in administrative support technology, general education, computer skills and electives. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

TEACHER CERTIFICATION/BUSINESS EDUCATION TRANSFER INFORMATION

Students planning to transfer into a business education specialization are encouraged to enroll in MTH 151 and MTH 152. In addition, these courses may be required: AST 102 (Keyboarding II); AST 141 (Word Processing I); AST 243

(Business Administration) or AST 135 (Simulation in Office Procedures); and AST 236 (Specialized Software Applications) or AST 232 (Microcomputer Office Applications). Contact the program advisor for additional information regarding elementary/secondary teacher education transfer requirements.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
AST 107	Editing and Proofreading Skills ²	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or SDV 101 Orientation to IT Professions	
	Total	16
Second Semester		
ACC 211	Principles of Accounting I	3
AST 205	Business Communications	3
BUS 100	Introduction to Business	3
ENG 112	College Composition II	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	Total	17
Third Semester		
AST 141	Word Processing I ²	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective ³	3
	Approved AST elective ⁴	3
	Total	18
Fourth Semester		
AST 142	Word Processing II ⁵	3
AST 206	Professional Development	3
AST 244	Office Administration II ⁶	3
BUS 200	Principles of Management	3
BUS 241	Business Law I	3
	(or BUS 242)	
	Total	15
	Program Total	66

¹ Students who have completed prior training in keyboarding may petition for AST course substitution or articulation credit.

² Prerequisite: AST 102 or equivalent skill

³ Students may select social science electives from list on page 43.

⁴ Approved AST electives include: AST 230, AST 253, AST 257, AST 260.

⁵ Prerequisite: AST 141 or equivalent skill

⁶ Prerequisite: AST 243 or instructor approval

Associate of Applied Science Degree in Administrative Support Technology: Administrative Assistant Specialization

AREA: Administrative Support Technology:
Administrative Assistant Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is continuing demand for personnel who possess a mastery of office skills, who demonstrate the ability to assume responsibility without direct supervision, and who exercise sound judgment within the scope of assigned authority. The associate of applied science degree curriculum in administrative support technology with an administrative assistant specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial for individuals who are seeking first-time employment, career advancement or MOS certification.

OCCUPATIONAL OBJECTIVES: administrative assistant, human resources assistant, information coordinator, personal assistant or special projects assistant

PROGRAM REQUIREMENTS: The two-year curriculum in administrative support technology includes instruction in administrative support technology, general education, computer skills and electives. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology with an administrative assistant specialization. Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
AST 107	Editing and Proofreading Skills ²	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
	Total	16
Second Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 115	Technical Writing	3
PED/HLT	Physical education (or health)	2
CST 100/110	Principles of Public Speaking	3
	Approved AST elective ³	3
	Total	17
Third Semester		
AST 141	Word Processing I ⁴	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ²	3
BUS 236	Communications in Management	3
ECO 201	Principles of Macroeconomics	3
	(or ECO 202)	
	Approved social science elective ⁵	3
	Total	18
Fourth Semester		
AST 142	Word Processing II ⁶	3
AST 206	Professional Development	3
AST 230	Introduction to Office Technology	3
AST 244	Office Administration II ⁷	3
BUS 241	Business Law I	3
	(or BUS 242)	
	Total	15
	Program Total	66

¹ Students who have completed prior training in keyboarding may petition for course substitution or articulation credit.

² Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skills required.

³ Approved AST electives: AST 205, AST 253, AST 257, AST 260

⁴ Prerequisite: AST 102 or equivalent skill

⁵ Students may select social science electives from the approved list on page 43.

⁶ Prerequisite: AST 141 or equivalent skill

⁷ Prerequisite: AST 243 or instructor approval

Associate of Applied Science Degree in Administrative Support Technology: Desktop Publishing Specialization

AREA: Administrative Support Technology:
Desktop Publishing Specialization

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters (two-year) program

PURPOSE: There is an increasing demand for office personnel who are qualified to produce in-house documents for both print and online publishing projects. The associate of applied science degree curriculum in administrative support technology with a desktop publishing specialization is designed to prepare individuals for full-time employment immediately upon completion of the community college program. This program is beneficial to individuals who are seeking first-time employment, career advancement or MOS certification.

OCCUPATIONAL OBJECTIVES: graphic design assistant, information specialist, marketing technology specialist, publications specialist or publishing assistant

TRANSFER GUIDELINES: Transfer opportunities for associate of applied science degrees are very specific in nature. Students enrolling in an applied science degree with plans to transfer should explore opportunities with their faculty advisor.

PROGRAM REQUIREMENTS. The two-year curriculum in administrative support technology with a desktop publishing specialization includes instruction in administrative support technology, desktop publishing and general education. Students are advised to consult with their faculty advisors in planning their programs and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the associate of applied science degree in administrative support technology with a desktop publishing specialization.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

Course#	Title	Credits
First Semester		
AST 141	Word Processing I ¹	3
AST 107	Editing and Proofreading Skills ¹	3
ENG 111	College Composition I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to the IT Professions	
Total		16
Second Semester		
ACC 211	Principles of Accounting I	3
AST 142	Word Processing II ²	3
AST 260	Presentation Software ¹	3
ENG 115	Technical Writing	3
CST 100/110	Principles of Public Speaking	3
PED/HLT	Physical education (or health)	2
Total		17
Third Semester		
ART 284	Computer Graphics II	3
AST 243	Office Administration I ¹	3
AST 253	Advanced Desktop Publishing I ¹	3
AST 257	WP Desktop Publishing ³	3
BUS 100	Introduction to Business	3
ECO 201	Principles of Macroeconomics (or ECO 202)	3
Total		18
Fourth Semester		
AST 244	Office Administration II ³	3
AST 254	Advanced Desktop Publishing II ⁴	3
BUS 241	Business Law I (or BUS 242)	3
	Approved social science elective ⁵	3
	Approved AST elective ⁶	3
Total		15
Program Total		66

¹ Students must have keyboarding skills. Bridge courses of AST 101 or AST 102 may be required to gain keyboarding skill levels required.

² Prerequisite: AST 141 or equivalent skill.

³ Prerequisite: AST 243 or instructor approval

⁴ Prerequisite: AST 253 or equivalent skills

⁵ Students may select social science electives from the approved list on page 43.

⁶ Approved AST electives: AST 102, AST 205, AST 206, AST 230, AST 234

Certificate in Office Legal Assistant/Paralegal Studies

AREA: Office Legal Assistant/Paralegal Studies Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for paralegals and office legal assistants in professional offices, corporations and businesses, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or paralegal certification.

OCCUPATIONAL OBJECTIVES: legal assistant or paralegal

PROGRAM REQUIREMENTS: This program prepares the student to fill legal assistant and paralegal positions and provides fundamental knowledge and skills associated with legal research and documentation of that research. The curriculum includes courses in family law, real estate law, civil and criminal law, legal ethics and legal research. Upon satisfactory completion of the program, the graduate will be awarded a certificate in office legal assistant/paralegal studies.

Course#	Title	Credits
First Semester		
ENG 111	College Composition I	3
LGL 115	Real Estate Law for Legal Assistants	3
LGL 117	Family Law	3
LGL 200	Ethics for the Legal Assistants	1
LGL 235	Legal Aspects of Business Organization	3
SDV 100	College Success Skills	1
	or	
	SDV 101 Orientation to the IT Professions	
SOC 200	Principles of Sociology	3
	Total	17
Second Semester		
AST 206	Professional Development	3
LGL 127	Legal Research and Writing	3
LGL 215	Torts	3
LGL 217	Trial Practice and the Law of Evidence	3
LGL 225	Estate Planning and Probate	3
LGL 230	Legal Transactions	3
	Total	18
	Program Total	35

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

*AST 141 Word Processing I required as a prerequisite to enter certificate program (or equivalent skills).

Certificate in Medical Billing/Coding

AREA: Medical Billing/Coding
Certificate

LENGTH: Three semesters (one-year) program

PURPOSE: With an increasing demand for medical insurance billing and coding workers in professional offices in Virginia, this certificate will prepare individuals for full-time employment upon completion of the program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national coding certification.

OCCUPATIONAL OBJECTIVES: medical billing assistant, medical coder or medical insurance specialist

PROGRAM REQUIREMENTS: The program prepares the student to fill medical billing and coding positions and provides fundamental knowledge and skills associated with insurance billing and coding. The curriculum includes courses in college composition, medical coding and reimbursement, and medical office bookkeeping and insurance. Prior to internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a certificate in medical billing/coding.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
	or	
AST 141	Word Processing I ²	
BIO 100	Basic Human Biology	3
HIM 111	Medical Terminology I	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to Health Professions	
	Total	10
Second Semester		
ENG 111	College Composition I	3
HIM 112	Medical Terminology II ³	3
HIM 253	Health Records Coding ⁴	4
MDA 206	Medical Office Bookkeeping and Insurance	4
	Total	14
Third Semester		
AST 205	Business Communication	3
AST 206	Professional Development ¹	3
HIM 254	Advanced Coding & Reimbursement ⁵	4
PHI 227	Bio-Medical Ethics (or PHI 220)	3
	Total	13
	Program Total	37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

⁴Prerequisite: HIM 111, PNE 155 and corequisite MDA 206

⁵Prerequisite: HIM 253

Certificate in Medical Secretary/Transcription

AREA: Medical Secretary/Transcription Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

OCCUPATIONAL OBJECTIVES: medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

PROGRAM REQUIREMENTS: This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical administrative assistant/transcription.

Course#	Title	Credits
First Semester		
AST 215	Medical Keyboarding ¹ or AST 102 – Keyboarding II ¹	3
AST 271	Medical Office Procedures I ² or AST 243 – Office Administration I ²	3
BIO 100	Basic Human Biology	3
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
PHI 227	Bio-Medical Ethics (or PHI 220)	3
SDV 100	College Success Skills or SDV 101 Orientation to Health Professions	1
Total		19
Second Semester		
AST 107	Editing and Proofreading Skills ¹	3
AST 141	Word Processing I ²	3
AST 206	Professional Development	3
AST 245	Medical Machine Transcription ³	3
HIM 112	Medical Terminology II ³	3
HIM 230	Information Systems and Technology in Health Care or AST 230 – Introduction to Office Technology	3
Total		18
Program Total		37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Prerequisite: AST 101 or equivalent skill²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

Certificate in Office Systems Assistant

AREA: Office Systems Assistant Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: Commercial and industrial expansion in Virginia is steadily increasing the demand for qualified records management and word processing personnel. The Office Systems Assistant Program is designed to prepare graduates for full-time employment in a variety of office positions.

OCCUPATIONAL OBJECTIVES: data entry specialist, front desk coordinator, information processing specialist, office assistant, office support technician, proofreader/editor, receptionist or records clerk

PROGRAM REQUIREMENTS: The program prepares the student to fill clerical and word processing positions and provides fundamental knowledge and skills associated with general office work. The curriculum includes courses in keyboarding, math, business, word processing and business communications. Students who have satisfactorily completed high school courses in keyboarding with a grade of C or better may take word processing courses. (Proof by means of a high school transcript must be on file in the Admissions and Records Office.) Upon satisfactory completion of the program, the graduate will receive a certificate in office systems assistant.

ADMISSION/COURSE PREREQUISITE REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹ or AST 141-Word Processing ¹	3
AST 107	Editing and Proofreading Skills ¹	3
AST 234	Records and Database Management ¹	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
SDV 100	College Success Skills	1
	or SDV 101 Orientation to the IT Professions	
	Total	16
Second Semester		
AST 141	Word Processing I ² (or AST 142 ³)	3
AST 206	Professional Development	3
MTH 120	Introduction to Mathematics	3
	Approved social science elective ⁴	3
	Approved elective ⁵	3
	Total	15
	Program Total	31

¹Keyboarding skill is required. Prerequisite AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: AST 141 or equivalent skill

⁴Students may select social science electives from the approved list on page 43.

⁵Approved electives: AST 205, AST 230, AST 253, AST 257, AST 260, ITD 110, ITD 210, MKT 282

Career Studies Certificates

AREA: Information Processing Technician

PURPOSE: To assist students in developing the basic software skills involved in information processing in the office environment and their applications for a range of office functions

ADMISSION/COURSE PREREQUISITE

REQUIREMENTS:

- Most courses in this program require placement tests indicating readiness to enroll in ENG 111 and reading prerequisite courses.
- Students without keyboarding skill (or limited skill below 25 words per minute) must complete the prerequisite course AST 101 Keyboarding I, prior to enrolling in AST 102 or AST 141.
- All courses completed require a grade of C or better.

PROGRAM REQUIREMENTS:

Course#	Title	Credits
AST 107	Editing and Proofreading Skills ¹	3
AST 141	Word Processing I ²	3
AST 142	Word Processing II ³	3
AST 205	Business Communications	3
AST 206	Professional Development	3
AST 234	Records and Database Management ²	3
AST 243	Office Administration I ¹	3
	Total	21

¹Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

²Keyboarding skill and computer knowledge are required. Prerequisite: AST 101 or equivalent skill

³Prerequisite: AST 141 or equivalent skill

Recommendation: Career-seeking students are also encouraged to enroll in the office systems assistant one-year certificate and/or the administrative support technology: administrative assistant specialization associate degree program.

Health Professions Degree and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>. Information contained in this publication is current as of February 8, 2011.

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Associate of Applied Science Degree in Emergency Medical Services

AREA: Emergency Medical Services

DEGREE: Associate of Applied Science Degree

LENGTH: Five semesters (two-year program)

PURPOSE: The curriculum is designed to develop the knowledge base and skill required to prepare the student to function as an “entry-level” Paramedic. Successful performance in this program qualifies the student to take the Virginia EMT-Enhanced and National Registry EMT-Intermediate ‘99 and Paramedic exams.

OCCUPATIONAL OBJECTIVES: To operate as an “entry-level” Paramedic

ADMISSION REQUIREMENTS:

1. Attend a mandatory EMS orientation session with instructor
2. Be at least 18 at start of program
3. Meet the requirements listed in the Virginia Office of Emergency Medical Services document *Prerequisites for EMS training Programs, Criminal History and Standards of Conduct*
4. High school graduate or GED
5. Satisfy admission requirements for LFCC
6. Current Virginia or National Registry EMT-Basic certification or higher (must remain current for duration of program)
7. Current Healthcare Provider CPR Certification or other CPR card accepted by the Commonwealth of VA Office of EMS (must remain current for duration of program)
8. No physical limitations rendering the student unfit to perform all required duties
9. Satisfy the job requirement duties for EMT as set out in the Mid-Atlantic EMS Council Job Description for EMT
10. To complete the Clinical and Field Internship portions of the program, submit results of a physical exam completed within the last 12 months as proof of immunizations or resistance to measles, mumps, rubella, Tdap, polio, Hepatitis B Vaccination, and TB Skin test within the last 12 months. If PPD is positive, submit results of chest x-ray showing negative for active TB.
11. LFCC placement tests (if required*) and completion of any developmental work that may be identified by the placement test. Must place into MTH 04 and ENG 111 to satisfy requirements without taking remediation.
12. Residents from outside the Lord Fairfax Community Service Area are admitted only after all applicants who reside in the College service area have been considered.

ACCREDITATION: The EMS program at LFCC is fully accredited by the Virginia Office of EMS.

Course#	Title	Credits
First Semester		
EMS 111	Emergency Medical Technician Basic	6
EMS 120	EMT-Basic Clinical	1
SDV 101	Orientation to the Health Professions	1
	Approved Science Elective ¹	4
	Total	12
Second Semester		
EMS 151	Intro to Advanced Life Support	4
EMS 153	Basic ECG Recognition	2
EMS 157	ALS – Trauma Care	3
EMS 170	ALS Internship	1
ENG 111	College Composition I	3
	Total	13
Third Semester		
EMS 155	ALS Medical Care	4
EMS 159	EMT-Special Populations	2
EMS 172	ALS Clinical Internship II	1
EMS 173	ALS Field Internship II	1
	Approved Social Science Elective ²	3
	Approved Computer Elective ³	3
	Total	14
Fourth Semester		
EMS 201	EMS Professional Development	2
EMS 205	Advanced Pathophysiology	3
EMS 207	Advanced Patient Assessment	3
EMS 242	ALS Clinical Internship III	1
EMS 243	ALS Field Internship III	1
	Approved HLT Elective ⁴	3
	Total	13
Fifth Semester		
EMS 209	Advanced Pharmacology	4
EMS 211	Operations	2
EMS 244	ALS Clinical Internship IV	1
EMS 245	ALS Field Internship	1
	Approved Humanities Elective ⁵	3
	Approved Social Science Elective ²	3
	Total	14
	Program Total	66

¹Student may select from BIO 141, BIO 142, BIO 150

²Student may select from ECO 120, PSY 205, PSY 230, SOC 200

³ITE 115

⁴HLT 160

⁵Student may select from CST 100, CST 110, PHI 220, PHI 227

Associate of Applied Science Degree in Nursing

AREA: Nursing

DEGREE: Associate of Applied Science Degree

LENGTH: Four semesters

PURPOSE: The two-year Associate of Applied Science Degree Program in nursing is designed to prepare selected students to function as contributing members of the health care team, providing direct patient care as beginning practitioners of nursing in a variety of health care environments. Students who successfully complete the curriculum are awarded the Associate of Applied Science degree in nursing and are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse (RN). The Board of Nursing can deny licensure to any applicant who has filed false information and/or who has committed a felony/misdemeanor. Certain health care facilities may not employ individuals who have committed certain criminal acts and may conduct criminal background checks before hiring potential employees.

The Associate Degree in Nursing (ADN) Program is designed to provide a base of general education from which the graduate will grow and develop as a contributing member of society. The curriculum also provides a background for maximum transfer opportunities to baccalaureate or masters programs. The ADN Program is an academically challenging program. The program is open to men and women who provide evidence of interest, motivation and aptitude in the area of health care. Students shall be selected on the basis of established criteria and without regard to age, race, creed, sex, or national origin. Students with disabilities, who meet the admission requirements, pass the physical/mental exam and submit the physical examination form signed by their health care provider stating that they are able to perform as student nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical/mental requirements for state licensure. Lord Fairfax Community College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, or gender in their admission procedures.

OCCUPATIONAL OBJECTIVES: Employment opportunities for the graduate nurse include, but are not limited to, hospitals, long-term-care facilities, clinics, home health, health departments, primary care offices, day-care centers, civil service, military service, industry, private duty and community health services.

ADMISSION REQUIREMENTS: Requirements for admissions to the ADN Program are specific and admission is selective and competitive. All admission requirements

must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the nursing program. Current information may be obtained from the Division of Business, Technology, Science and Health Professions.

1. Application to Lord Fairfax Community College LFCC)
2. LFCC placement tests (if required) and completions of any developmental work (through MTH 03, ENG 04, ENG 01) that may be identified by the placement test. Must place into MTH 04 and ENG 111 to satisfy requirement without taking remediation.
3. Graduation from high school or satisfactory completion of the certificate of general educational development (GED); official copy required. Biology, chemistry, and algebra required with a grade of C or better (may be substituted with an entry-level course in each subject).
4. Evidence of ITE 115 or computer competency IC³
5. Completion of Test of Essential Academic Skills (TEAS) admission examination (only available mid-November through the third week of March)
6. Completion of Nursing Program application with all required transcripts
7. Minimum grade point average of 2.5

PROGRAM REQUIREMENTS: Failure to meet requirements will be cause for administrative withdrawal of the student from the ADN Program.

1. Upon admission to the program
 - a. Physical history and examination are required. All applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses.
 - b. Completion of all required immunizations
 - c. CPR Certification as a Health Care Provider (to include adult, infant, and child)
 - d. Completion of criminal background search, fingerprinting and drug screen as required and to the satisfaction of affiliating clinical agencies
2. Completion of 68 credits with a minimum grade of C in all general education and nursing courses including a required preceptorship during NUR 222
3. Transportation to and from the College and agencies used for clinical experiences

Associate of Applied Science Degree in Nursing

4. Student is responsible for all fees charged for required testing, uniforms, books and criminal background search/drug screen/ psychological screening
5. Strict adherence to attendance and performance policies for classroom and clinical courses
6. Sign an agreement which releases all clinical agencies and their employees, Lord Fairfax Community College, the Virginia Community College System and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement of use of facilities associated with the nursing program

ACCREDITATION: The Associate Degree Program is approved by the State Board for Community Colleges, the State Council of Higher Education for Virginia and the Virginia Board of Nursing.

First Semester (Acceptance into the ADN Program prerequisite to NUR courses)

BIO 141	Anatomy and Physiology I	4
ENG 111	College Composition I	3
NUR 105	Nursing Skills	3
NUR 136	Principles of Pharmacology	2
HLT 130	Nutrition and Diet Therapy	2
PSY 230	Developmental Psychology	3
SDV 101	Orientation to the Health Professions ¹	1
	Total	18

Second Semester (Completion of all First Semester courses with grade of C or better prerequisite to NUR courses)

BIO 142	Anatomy and Physiology II	4
NUR 108	Nursing Principles and Concepts I	5
NUR 203	Mental Health Nursing	2
SOC 200	Principles of Sociology*	3
NUR 226	Health Assessment	3
	Total	17

Summer Suggested Courses (may be taken earlier)

BIO 150	Introduction to Microbiology	4
	Total	4

Third Semester (Completion of all Second Semester and Summer courses with grade of C or better prerequisite to NUR courses)

CST 100	Principles of Public Speaking**	3
NUR 180	Essentials of Maternal/Newborn Nursing	3
NUR 221	Second Level Nursing Principles & Concepts I	9
	Total	15

Fourth Semester (Completion of all courses above prerequisite to NUR courses)

NUR 222	Second Level Nursing Principles & Concepts II	9
NUR 255	Nursing Organizations and Management	2
PHI 220	Ethics ***	3
	Total	14
	Program Total	68

*SOC 207 Medical Sociology can substitute for SOC 200.

**CST 110 Introduction to Speech Communication can substitute for CST 100.

***Students transferring credits from another college may substitute the following courses for the PHI 220 requirement: ART 100, 102; ENG 241,242, 243, 244, 251, 252; HUM 100, 201, 202; MUS 121, 122; PHI 101, 225, 226, 227; REL 231, 232; SPS 151, 152; and a foreign language course, including American Sign Language (ASL).

Effective Fall 2009, HLT 130 changed from 1 credit to 2 credits and NUR 136 changed from 1 credit to 2 credits. Students may substitute the 1 credit courses taken prior to Fall 2009 to satisfy program requirements until May 2013.

SPECIAL STATUS STUDENTS: Transitional programs have been developed to provide students with prior earned credit in the health professions an opportunity to enter the ADN Program with advanced standing.

ENROLLMENT: When enrollments must be limited for any curriculum (because the number of applicants exceeds available space), priority will be given to qualified applicants who are residents of the LFCC service region as designated by the VCCS. This includes the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the city of Winchester.

TRANSFER STUDENTS: Students who wish to transfer into the LFCC Associate Degree Nursing Program are considered on a space-available basis. The following requirements must be satisfied in order for a student to be eligible for transfer into the program:

- Student must be in good standing with the current nursing program, eligible to continue during the next academic semester without any open issues of clinical competency, academic performance or student conduct.
- LFCC ADN Program entrance requirements must be satisfied.
- LFCC ADN general education requirements must be satisfied to the point of the curriculum at which the student requests transfers (e.g., third semester, fourth semester, etc.).

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- Transfer and substitutions of nursing courses are subject to faculty evaluation of course syllabi and approval by the program leader; a minimum of 80% content overlap is required. The student must then validate knowledge retention with a grade of 80% or better on a faculty constructed comprehensive exam, and clinical competencies via laboratory and/or clinical experience.

Associate of Applied Science Degree: LPN Transition

AREA: Nursing

DEGREE: Associate of Applied Science Degree:
LPN Transition

LENGTH: Two semesters following completion of all prerequisite courses

PURPOSE: The LPN to ADN Transition is designed to prepare LPNs, with a current unrestricted license in the Commonwealth of Virginia, the opportunity to pursue a curriculum which will provide them with an Associate of Applied Science Degree and eligibility to take the National Council Licensure Examination (NCLEX-RN).

The LPN to ADN Transition is an academically challenging program. The program is open to men and women who provide evidence of interest, motivation and aptitude in the area of health care. Students shall be selected on the basis of established criteria and without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation or disability. Students with disabilities, who meet admission requirements, pass the physical/mental exam, submit the physical examination and are able to perform as student nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical/mental requirements for state licensure. Satisfactory background search, drug screen and fingerprinting are also required.

OCCUPATIONAL OBJECTIVES: Employment opportunities for the graduate nurse include, but are not limited to hospitals, long-term facilities, clinics, home health, health departments, physicians' offices, day care centers, civil service, military service, industry, private duty and community health services.

ADMISSION REQUIREMENTS: Requirements for admissions to the LPN to ADN Transition are specific and admission is selective and competitive. All admission requirements must be completed in order to be considered in the selection process. In all cases, the recommendation of the selection committee is the final determinant for admission to the nursing program.

1. Application to Lord Fairfax Community College
2. High school diploma or GED – Official transcripts must be forwarded to the Office of Health Professions
3. Completion of LFCC placement tests in mathematics, reading and writing skills (if required) and any recommended developmental course work

4. Completion of:
 - High school algebra, MTH 03 or MTH 126 with a minimum grade of C
 - High School chemistry or CHM 110 or CHM 101 with a minimum grade of C
 - High school biology or BIO 101 with a minimum grade of C
5. Completion of application for admission to the Associate Degree Nursing Program
6. Official transcripts documenting graduation from an approved practical nursing program and evidence of a current unrestricted license in the Commonwealth of Virginia
7. Completion of all prerequisite courses with a grade of C or better by the end of the spring semester preceding NUR 221
8. Evident of computer competency exam, completion of ITE 115 or IC³ test and must be passed with a minimum of a C grade.

PREREQUISITE COURSES

Course#	Title	Credits
*SDV 101	College Success Skills for Health Professions	1
ENG 111	College Composition	3
CST 100	Principles of Public Speaking	3
PSY 230	Developmental Psychology	3
SOC 200	Principles of Sociology	3
**PHI 220	Ethics	3
BIO 141	Anatomy & Physiology I	4
BIO 142	Anatomy & Physiology II	4
BIO 150	Microbiology	4
NUR 115	LPN to ADN Transition	2
NUR 226	Health Assessment	3

*Students must enroll in NUR 115 (LPN Transition) and NUR 226 (Health Assessment) during the summer semester prior to enrolling into the transition nursing program. NUR 115 may be substituted for SDV 101.

**Students transferring credits from another college may substitute the following courses for PHI 220 requirement: ART 101,102; ENG 242, 243, 244, 251, 252; HUM 100, 201, 202; MUS 121, 122; PHI 101, 225, 226, 227; REL 231, 232; CST 151, 152; Foreign Languages, including American Sign Language.

Associate of Applied Science Degree: LPN Transition

PROGRAM REQUIREMENTS:

Failure to meet requirements will be cause for administrative withdrawal of the student from the nursing program.

1. Physical history and examination – upon admission to the ADN Program. All applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses. All nursing students must complete a psychological screening.
2. Completion of all required immunizations
3. CPR Certification as a Health Care Provider (to include adult, infant, and child)
4. Professional nursing student liability insurance as an LPN and as an RN student
5. Completion of criminal background search, fingerprinting and drug screen as required and to the satisfaction of affiliating clinical agencies
6. Completion of all program requirements with a minimum grade of C in all general education and nursing courses including a required preceptorship during NUR 222
7. Transportation to and from the College and agencies used for clinical experiences
8. Student is responsible for all fees charged for required testing, uniforms, books and criminal background search and drug screen.
9. Strict adherence to attendance and performance policies for classroom and clinical courses
10. NUR 115 (2 credits) and NUR 226 (3 credits) are required of all Transition students the semester prior to entering the program.
11. Sign an agreement which releases all clinical agencies and their employees, Lord Fairfax Community College, the Virginia Community College System and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement of use of facilities associated with a nursing program

are encouraged to consider this option. All students have a total of two years to complete the program, which begins from the date of curricular enrollment. All part-time students must be enrolled in one course per semester to remain part time.

ACCREDITATION STATUS: The Associate Degree Nursing Program is approved by the Virginia Community College System and the Virginia Board of Nursing.

Course#	Title	Credits
First Semester (Summer)		
NUR 115	LPN Transition	2
NUR 226	Health Assessment	3
Total		5
Second Semester (Fall)		
NUR 221	Second Level Nursing Principles & Concepts I	9
NUR 180	Essentials of Material/Newborn Nursing	3
Total		12
Third Semester (Spring)		
NUR 222	Second Level Nursing Principles & Concepts II	9
NUR 255	Nursing Organization & Management	2
Total		11
Program Total		28

FULL-TIME VERSUS PART-TIME: The LPN to ADN Transition Program may be taken on a part-time basis. Students who must work or manage other responsibilities

Associate of Applied Science Degree in Dental Hygiene (VWCC)

AREA: Dental Hygiene

DEGREE: Associate of Applied Science Degree in Dental Hygiene (VWCC)

LENGTH: Five semesters program

PURPOSE: The curriculum is designed to prepare students as primary preventive oral health professionals licensed to practice dental hygiene. Upon successful completion of the program, graduates will be eligible to take national, regional, and state board examinations leading to licensure as a registered dental hygienist (RDH).

Note: Individuals who have a felony or misdemeanor conviction may not be allowed to take the licensing exam. This decision is made by the Virginia Board of Dentistry. For questions regarding this issue, call Virginia Board of Dentistry 804-367-4538.

Accreditation status: The program has been accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the United States Department of Education.

Occupational objectives: A dental hygienist may practice in any of the following settings:

- Dental offices and dental clinics
- Federal, state, and local health departments
- Hospitals and nursing homes/home health organizations
- School districts or departments of education
- Educational programs for dental, dental hygiene, and dental assisting students
- Correctional facilities
- Private and public facilities for pediatric, geriatric, and other individuals/groups with special needs
- Health maintenance organization/managed care organizations.

Admission Requirements: Applicants must meet the general admission requirements for admission to both VWCC and LFCC. For application materials and additional program information, please see our Health Technology web site at:

<http://www.viriniawestern.edu/ht/dental>.

Applicants to the Dental Hygiene program must have completed the following:

1. One unit each of high school or college biology and chemistry;

2. Completion of BIO 141-142, Anatomy and Physiology with a grade of "C" or better by the end of the spring 2012 semester;
3. Algebra II or college equivalent. Students who have not completed Algebra I or Algebra II in high school with a grade of "C" or better will be required to take the placement test. Those who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on placement test will be required to take developmental courses.
4. A grade of "C" or better is necessary in required high school/college units of math and science.

Prerequisites must be completed prior to summer 2012.

The applicant's high school or college (if applicable) cumulative grade point average (GPA) must be at least 2.5 and is based on at least 12 credit hours of college in a 12-month timeframe. The GPA is determined at the end of fall semester prior to admission. Priority consideration will be given to applicants with a cumulative high school and/or college grade point average of 3.0 or above.

All qualified applicants must take the HOBET test.

Admission Procedures: The Dental Hygiene program is open to qualified male or female applicants. Admission to the VWCC-LFCC joint venture distance program site in Middletown is offered to qualified applicants on a biennial basis during even-numbered years. Deadline for submitting complete application materials is February 15 for the upcoming academic year. If the number of qualified applicants falls below the maximum enrollment, the application deadline may be extended. Applicants should be aware that meeting the curriculum admission standards does not guarantee program admission. Applicants will be notified in writing of the action taken by the Dental Hygiene Admissions Committee in May. To qualify for consideration by the Dental Hygiene Admissions Committee, the applicant must submit a complete application which includes the following:

- Application to VWCC and, if applicable, the Joint Venture College;
- Dental Hygiene Program Application;
- Official transcripts of high school and all colleges attended. (Transcripts from VWCC and other Virginia community colleges are not required);
- Official record showing completion of GED, SAT/ACT scores (if applicable as noted above);
- Two letters of recommendation and two forms of evaluation from employers/former teachers using the format provided by VWCC. See the website at: <http://www.viriniawestern.edu/ht/dental>.

Associate of Applied Science Degree in Dental Hygiene (VWCC)

It is required that applicants submit official high school transcripts, GED with scores, and all official college transcripts in one envelope to the VWCC Health Technology Information Office along with the VWCC application. Applicants are encouraged to apply early and see the VWCC Web site for information, evaluation, and advising regarding the program. Qualified applicants must complete the HOBET (Health Occupation Basic Entrance Test) at their own expense, which is nonrefundable, and be interviewed by the Dental Hygiene faculty.

It is strongly recommended that applicants with no dental assisting experience observe a dental hygienist for a minimum of one full workday to obtain a realistic view of the profession prior to application.

Consideration will be given to qualified LFCC applicants from the LFCC Service region for admission into the Virginia Western-Lord Fairfax Community College dental hygiene program.

In addition to normal student expenses (tuition, books, etc.) the Dental Hygiene Program requires an expenditure of over \$4,900 during the two-year program for uniforms, instruments, and special supplies. More than \$3,500 will be needed at the beginning of the first semester.

VWCC-LFCC Policy on infectious disease status:

Applicants who believe they are at risk of contracting an infectious disease should seek testing and counseling prior to making application to the dental hygiene program. Students engaged in patient care activities are encouraged to know their HIV and HBV status. Applicants who are HIV or HBV positive may wish to reconsider their career goals. They must consider:

1. The possibility they may become disabled during their dental education or early in their career;
2. The infectious hazards that certain aspects of dental practice may pose;
3. The possibility of barriers to training in certain invasive clinical activities that may be imposed while in dental hygiene school because of possible hazards to patients;
4. The cost of dental education given personal health and career uncertainties.

CURRICULAR ADMISSIONS STANDARDS

Applicants to the Dental Hygiene Program must have completed the following:

*Four units of high school English

*One unit each of high school or college biology and chemistry

*Algebra II or college equivalent

**A grade of C or better is necessary in required high school/college units of math and science.

The applicant's high school or college (if applicable) cumulative GPA must be at least 2.5 and is based on 12 credit hours of college credit in a 12-month timeframe. The GPA is determined at the end of the fall semester. Priority consideration will be given to applicants with a cumulative high school and/or college GPA of 3.0 or above. Applicants who are currently enrolled in high school must submit SAT or ACT scores. Priority consideration will be given to applicants with a combined (total) score of 900 on the SAT or a composite score of 18 or above on the ACT. Applicants who graduated from high school more than five years prior to date of application who have not attempted any college work will not be required to submit SAT/ACT scores. All applicants must take the health occupations basic entrance test (HOBET).

ESSENTIAL DENTAL HYGIENE FUNCTIONS

To successfully complete the clinical component of the program, the student must be able to perform all of the essential functions of a dental hygienist:

1. Communicate satisfactorily with clients, physicians, peers, family members and the health care team
2. See and hear adequately to note slight changes in the client's condition
3. Hear adequately to perceive and interpret various equipment signals
4. Demonstrate adequate eye/hand coordination for dexterity in manipulation of hand instruments and other equipment used in clinical practice
5. Use hands for fine manipulation
6. Manage the care of a client in a sudden emergency, including one-man CPR when necessary
7. Possess the visual acuity to correctly read handwritten orders, medication records, chart contents and provide safety for clients
8. Read, comprehend and apply knowledge from complex science and dental science texts

Despite the foregoing, a qualified person with a disability who can perform these essential functions with reasonable accommodation will be considered for admission along with other qualified applicants.

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Associate of Applied Science Degree in Dental Hygiene (VWCC)

CLINICAL ENVIRONMENT: The applicants should realize that student dental hygienists are, by nature of the profession, exposed regularly to highly stressful and demanding situations, and organizational and time pressures in a variety of client care settings. In addition, student and practicing dental hygienists are routinely exposed to blood and body fluids.

ACADEMIC ENVIRONMENT: The academic environment is focused heavily on the sciences. Extensive reading is required in all classes, and courses are science based and academically challenging. Ability to apply knowledge and concepts across courses and the curriculum is necessary to master material. The ability to read and understand complex/scientific material is crucial to success, as is the ability to analyze written matter and express yourself coherently in written form. Applicants with weaknesses in reading, vocabulary, written expression and conceptualization are strongly urged to strengthen these areas prior to seeking admission. It is recommended that a medical terminology course be taken prior to admission.

STUDENT RESPONSIBILITIES AFTER ACCEPTANCE INTO THE PROGRAM:

1. Admission is contingent upon a satisfactory medical examination indicating good general health. The medical examination must include evidence of a PPD skin test (or chest x-ray, and serology for the Hepatitis B surface antigen and antibody). The Heptavax vaccine is required. All documentation must be submitted to the head of the Dental Hygiene Program no later than August 1 in order for the student to continue in the program.
2. Current certification in health care provider cardiopulmonary resuscitation (CPR) is required for both years of the program. No substitutions are accepted. Students are responsible for providing their own malpractice insurance coverage during the two years of the program. Insurance is available for purchase after admission to the program. This policy is nonrefundable. All documentation must be submitted to the head of the Dental Hygiene Program no later than August 1 in order for the student to continue in the program.
3. All students admitted to the Dental Hygiene Program must attend dental hygiene orientation, register for all classes and pay their tuition prior to August 1. All students are required to purchase the instrument and supply kit, pay a lab usage fee and are expected to order uniforms at orientation. If a student withdraws from the program, the kit is nonrefundable.
4. Students admitted to the program with academic contingencies in biology, chemistry or algebra must provide documentation of satisfactory completion of the contingency prior to the beginning of fall classes. Failure to meet a stated contingency will result in admission being rescinded.
5. All students admitted to the program without prior experience in the dental field (chair-side dental assisting) are required to observe dental and dental hygiene procedures in the dental office of their choice. The observation experience must be completed by August 1. Assistance in locating practitioners willing to provide observation experience may be provided by the Dental Hygiene Program upon admission.
6. Students in the program are responsible for transportation to and from agencies utilized for clinical and community health rotation experiences.
7. Acceptance into the Program is contingent upon a satisfactory annual criminal background check and annual negative drug screening test. Satisfactory completion of this is required for license eligibility. Costs of the tests are the responsibility of the student.
8. Consideration will be given to qualified LFCC applicants from the LFCC Service region for admission into the Virginia Western-Lord Fairfax Community College dental hygiene program.

POLICY FOR ACADEMIC RETENTION:

Continuation in the program: Satisfactory progress is demonstrated by achieving a grade of "C" or better in required dental hygiene and natural science courses. Students must satisfactorily complete NAS 185/BIO 150 with a grade of C or above before progressing to the second year of the program. Students must complete required dental hygiene courses in sequence. Should a student receive a grade of "D" in any dental hygiene didactic course or didactic component of a clinical or laboratory course, or the laboratory component of a preclinical or didactic course, the student will be dropped from the program and must reapply for admission. Should a student receive a grade of "D" in the clinical component of DNH 142, 190, 244 or 245 due to failure to meet minimum clinical requirements for the semester, the student may progress to the next semester of the program with faculty approval and will have additional patient requirements for graduation added. Two consecutive "D" grades in these clinical courses may result in the student being dropped from the program.

Associate of Applied Science Degree in Dental Hygiene (VWCC)

READMISSION: Readmission to the program will be based upon academic performance and adherence to the program policies regarding attendance and professionalism and will be contingent upon available laboratory/clinical space. Readmission is not guaranteed. Students who have been dropped must submit a written application for readmission to the program head no later than January 1 for the following fall semester, no later than April 1 for the following spring semester and no later than August 1 for the following summer session. The program head will present the readmission request to the faculty for consideration. Students applying for readmission will be notified of their admission status in writing.

Students readmitted to the program are eligible to repeat a course only once, and a dental hygiene course must be repeated during the semester in which it is offered. The student may not continue with other required dental hygiene courses until the course is repeated. Students earning a grade of "F" in any dental hygiene course will be dropped from the program and are ineligible for readmission unless there are extenuating circumstances (serious illness or death of an immediate family member).

CURRICULUM AND OTHER REQUIREMENTS GENERAL EDUCATION CORE COURSES

BIO 141-142*	Human Anatomy & Physiology I-II	8
ENG 111*	College Composition I	3
NAS 185*	Microbiology	4
PSY 230	Developmental Psychology	3
SDV 100/101	College Success Skills	1
E ³	Humanities/Fine Arts Elective	3

DENTAL HYGIENE COURSES

DNH 111	Oral Anatomy	2
DNH 115	Histology/Head & Neck Anatomy	3
DNH 120	Management of Emergencies	2
DNH 130	Oral Radiography for Dental Hygienist	2
DNH 141-142*	Dental Hygiene I-II	10
DNH 145*	General and Oral Pathology	2
DNH 146	Periodontics for the Dental Hygiene	2
DNH 1501	Nutrition	2
DHN 190*	Coordinated Practice	3
DNH 2142	Practical Materials for Dental Hygienist	2
DNH 216	Pharmacology	2
DNH 226-227 ²	Public Health Dental Hygiene I-II	3
DNH 230	Office Practice and Ethics	1
DNH 235*	Manage of Dental Pain & Anxiety	2
DNH 244-245*	Dental Hygiene IV-V	10
Total Minimum Credits for Degree		70

¹Health and wellness are emphasized throughout the dental hygiene program, but specifically in DNH 150 Nutrition.

²Includes instruction in fundamental mathematical skills.

³Humanities/Fine Arts elective must be chosen from the "Approved List of Humanities Transfer Courses." If planning on transfer, contact the four-year institution for requirements.

*This course has a prerequisite. Prerequisites for all courses are listed in the course description section of the catalog.

SUGGESTED SCHEDULE

FIRST YEAR

FALL	SPRING	SUMMER
DNH 111	DNH 142	DNH 150
DNH 115	DNH 145	DNH 190
DNH 120	DNH 146	ENG 111
DNH 141	NAS 185	
SDV 100 or SDV 101		

SECOND YEAR

FALL	SPRING
DNH 214	DNH 227
DNH 226	DNH 230
DNH 235	DNH 245
DNH 244	Humanities/Fine Arts Elective
PSY 230	

NOTE: BIO 141 and BIO 142 must be completed by the spring semester prior to program entry. Support courses (non-DNH courses) may be taken prior to entry. BIO 141, BIO 142, and NAS 185 must be repeated if they were completed more than five years prior to the date of admission into the program.

Course#	Title	Credits
First Semester		
DHN 111	Oral Anatomy	2
DNH 115	Histology/Head and Neck Anatomy	3
DNH 120	Management of Emergencies	2
DNH 130	Oral Radiography for Dental Hygienist	2
DNH 141	Dental Hygiene I	5
SDV 108	College Success Skills (or SDV 100)	1
	Total	15
Second Semester		
DNH 216	Pharmacology	2
DNH 142	Dental Hygiene II	5
DNH 145	General and Oral Pathology	2
DNH 146	Periodontics for the Dental Hygienist	2
ENG 111	College Composition	3
	Total	14
Third Semester		
BIO 150	Microbiology	4
DNH 190	Coordinated Practice	3
DNH 150	Nutrition ¹	2
	Total	9

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Associate of Applied Science Degree in Dental Hygiene (VWCC)

Fourth Semester

DNH	214	Practical Materials for Dental Hygiene ²	2
DNH	226	Public Health Dental Hygiene I	2
DHN	235	Management of Pain and Anxiety Control in the Dental Office	2
DNH	244	Dental Hygiene IV	5
PSY	230	Developmental Psychology ³	3
		Total	14

Fifth Semester

DNH	227	Public Health Dental Hygiene II	1
DNH	230	Office Practice and Ethics	1
DNH	245	Dental Hygiene V	5
		Humanities/fine arts elective ⁴	3
		Total	10

Program Total **70***

***Includes BIO 141 and BIO 142 which must be completed prior to program entry.**

¹Health and Wellness are emphasized throughout the dental hygiene program but specifically in DNH 150 nutrition.

²Includes instruction in fundamental mathematical skills.

³PSY 231 and PSY 232 may be substituted for PSY 230.

⁴Humanities/Fine Arts elective must be chosen from the "Approved List of Humanities Transfer Courses" starting on page 42.

*Support courses (non-DNH courses) may be taken prior to entry

Note: BIO 142, BIO 142, and NAS 185 must be repeated if they were completed more than five years prior to the date of admission into the program.

Certificate in Health Science

AREA: Health Science
Certificate

LENGTH: Two semesters (30 credits)

PURPOSE: The Health Science Certificate is designed to create a pathway into a Health related Profession. Successful completion of this certificate will strengthen the academic record of students applying for the nursing program, dental hygiene program, surgical technology, practical nursing as well as future health related programs.

OCCUPATIONAL OBJECTIVES: creates a pathway into a health related profession; such as, nursing, dental hygiene, emergency medical services, phlebotomy, surgical technology, medical billing and coding or medical secretary.

PROGRAM REQUIREMENTS: The Health Science Certificate consists of 30 credits and serves as a guide for preparing the student to enter a health professions program.

Course#	Title	Credits
SDV 101	Orientation to Health Professions	1
ENG 111	College Composition I	3
BIO 141	Anatomy and Physiology I	4
BIO 142	Anatomy and Physiology II	4
BIO 150	Microbiology	4
	Electives ¹	14
	Total	30

¹Electives: select from PSY 230, SOC 200, SOC 207, MTH 126, PHI 220, PHI 227, CST 100, HIM 111, HLT 130.

Certificate in Medical Billing/Coding

AREA: Medical Billing/Coding
Certificate

LENGTH: Three semesters (one-year) program

PURPOSE: With an increasing demand for medical insurance billing and coding workers in professional offices in Virginia, this certificate will prepare individuals for full-time employment upon completion of the program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national coding certification.

OCCUPATIONAL OBJECTIVES: medical billing assistant, medical coder or medical insurance specialist

PROGRAM REQUIREMENTS: The program prepares the student to fill medical billing and coding positions and provides fundamental knowledge and skills associated with insurance billing and coding. The curriculum includes courses in college composition, medical coding and reimbursement, and medical office bookkeeping and insurance. Prior to internships or student employment, satisfactory completion of criminal background search and drug screen may be required. Upon satisfactory completion of the program, the graduate will be awarded a certificate in medical billing/coding.

Course#	Title	Credits
First Semester		
AST 102	Keyboarding II ¹	3
	or	
AST 141	Word Processing I ²	
BIO 100	Basic Human Biology	3
HIM 111	Medical Terminology I	3
SDV 100	College Success Skills	1
	or	
	SDV 101-Orientation to Health Professions	
	Total	10
Second Semester		
ENG 111	College Composition I	3
HIM 112	Medical Terminology II ³	3
HIM 253	Health Records Coding ⁴	4
MDA 206	Medical Office Bookkeeping and Insurance	4
	Total	14
Third Semester		
AST 205	Business Communication	3
AST 206	Professional Development ¹	3
HIM 254	Advanced Coding & Reimbursement ⁵	4
PHI 227	Bio-Medical Ethics (or PHI 220)	3
	Total	13
	Program Total	37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Keyboarding skill is required. Corequisite: AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

⁴Prerequisite: HIM 111, PNE 155 and corequisite MDA 206

⁷Prerequisite: HIM 253

Certificate in Medical Secretary/Transcription

AREA: Medical Secretary/Transcription
Certificate

LENGTH: Two semesters (one-year) program

PURPOSE: With an increasing demand for medical office assistants in Virginia, this certificate will prepare individuals for full-time employment upon completion of the community college program. The program is beneficial for individuals who are seeking first-time employment, career advancement or national certification.

OCCUPATIONAL OBJECTIVES: medical office assistant, medical reception, medical secretary, medical transcription or ward clerk

PROGRAM REQUIREMENTS: This program prepares the student to fill medical office assistant, medical secretary and medical transcription positions, and provides fundamental knowledge and skills associated with these medical careers. The curriculum includes courses in transcription, office technology, body structure and function and bio-ethics. Upon satisfactory completion of the program, the graduate is awarded a certificate in medical administrative assistant/transcription.

Course#	Title	Credits
First Semester		
AST 215	Medical Keyboarding ¹ or AST 102 – Keyboarding II ¹	3
AST 271	Medical Office Procedures I ² or AST 243 – Office Administration I ²	3
BIO 100	Basic Human Biology	3
ENG 111	College Composition I	3
HIM 111	Medical Terminology I	3
PHI 227	Bio-Medical Ethics (or PHI 220)	3
SDV 100	College Success Skills Or SDV 101 Orientation to Health Professions	1
Total		19
Second Semester		
AST 107	Editing and Proofreading Skills ¹	3
AST 141	Word Processing I ²	3
AST 206	Professional Development	3
AST 245	Medical Machine Transcription ³	3
HIM 112	Medical Terminology II ³	3
HIM 230	Information Systems and Technology in Health Care or AST 230 – Introduction to Office Technology	3
Total		18
Program Total		37

Note: Internship opportunities and a national CPC certification exam may be available to certificate students/graduates.

¹Prerequisite: AST 101 or equivalent skill

²Prerequisite: AST 102 or equivalent skill

³Prerequisite: HIM 111

Certificate in Practical Nursing

AREA: Practical Nursing
Certificate

LENGTH: Three semesters (one-year) program.

PURPOSE:

The Practical Nursing curriculum is designed to prepare beginning practitioners with the knowledge and skill to care for patients of all age groups and to qualify as contributing members of the health care team. Students who successfully complete the curriculum are awarded a certification in practical nursing and are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) leading to a license as a practical nurse.

Practical Nursing is an academically rigorous program. The Practical Nursing Program is open to men and women who provide evidence of interest, motivation, and aptitude in the area of health care. Students shall be selected on the basis of established criteria and without regard to age, race, creed, sex, or national origin. Students with disabilities who meet the admission requirements, including a medical history and physical examination signed by a physician stating that the student is able to perform as a student nurse in a clinical setting are eligible for admission.

OCCUPATIONAL OBJECTIVES: Opportunities for the Licensed Practical Nurse (L.P.N.) include employment in hospitals, nursing homes, clinics, day-care centers, Civil Service, doctors' offices, rehabilitation facilities, industry, the military, home health, and private duty nursing.

ADMISSION REQUIREMENTS:

In addition to the general admission requirements established for the College, entry into the Practical Nursing program requires:

1. Application to Lord Fairfax Community College (LFCC)
2. Completion of specific Practical Nursing Program admission requirements
3. High School diploma or GED- official transcripts must be forwarded to the Office of Admissions
4. Completion of appropriate placement tests in reading, writing, and mathematics (if needed) offered by the College, and any recommended developmental course work
5. Completion of the Test of Essential Academic Skills (TEAS)

6. Evidence of computer competency, completion of ITE 115 or successful completion of IC³ test
7. Students must have a GPA of 2.5 to be considered for admission.

All admission requirements must be completed prior to the selection process. In all cases, the recommendation of the admissions committee is the final determinant for admission to the Practical Nursing Program. It is the responsibility of the student to meet the requirements for state licensure.

The nursing law of Virginia addresses criteria for application for licensure. The Virginia Board of Nursing has the power to deny opportunity to procure license through testing if the applicant has willfully committed a felony/misdemeanor under the laws of the Commonwealth of Virginia or of the United States. Any student entering the nursing program who has committed any illegal offenses other than minor traffic violations is encouraged to discuss these matters with the Virginia Board of Nursing for clarification prior to admission. Some health care facilities may not employ individuals who have committed certain criminal acts and may conduct criminal background checks before hiring potential employees.

PROGRAM REQUIREMENTS:

Upon acceptance into the PN Program, the following requirements are the responsibility of the student:

1. Completion of a physical examination and all required immunizations. Applicants must be free of any physical and/or mental condition which might adversely affect their performance as nurses
2. Current certification in CPR (American Heart Association CPR for Health Care Provider (adult, infant and child))
3. Completion of criminal background search, fingerprinting, drug screen and psychological screening as required and to the satisfaction of affiliating clinical agencies
4. Complete a minimum of 48 credits with a C average or better in all courses
5. Demonstrate satisfactory attendance and performance in the nursing clinical areas
6. Be responsible for transportation to classes and to agencies used for clinical experience

Certificate in Practical Nursing

7. All fees charged for required testing, liability insurance, uniforms, books, criminal background search, drug screen and physiological screening
8. Sign an agreement which releases all clinical agencies and their employees, Lord Fairfax Community College, the Virginia Community College System and the Commonwealth of Virginia from any liability for any injury or death to the student or damage to her/his property arising out of agreement or use of facilities associated with the Practical Nursing Program

Program of Study

The Practical Nursing program is approved by the VCCS and the Virginia Board of Nursing.

Course#	Title	Credits
First Semester (fall)		
BIO 100	Basic Human Biology	3
ENG 111	College Composition I**	3
PNE 161	Nursing in Health Changes I	6*
PNE 174	Applied Pharmacology for Nurses	2*
PSY 230	Developmental Psychology	3
SDV 101	Orientation to Health Professions ¹	1
	Total	18

* Formal Acceptance into the Practical Nursing Program is required before registering for these classes

**ENG 111, BIO 100 or BIO 141 & BIO 142 & PSY 230 MUST BE completed with a "C" or better before enrolling in the Spring Semester PNE Courses

Second Semester (spring)

HLT 130	Nutrition and Diet Therapy	2
PNE 136	Care of Maternal Newborn and Pediatric Patients	4
PNE 162	Nursing in Health Changes II***	11
	Total	17

***PNE 162 is a Prerequisite for PNE 145, 158, 164, & 175

Third Semester (summer)

PNE 145	Trends in Practical Nursing	1
PNE 158	Mental Health/Psychiatric Nursing	1
PNE 164	Nursing in Health Changes IV	10
PNE 175	Introduction to Supervision & Management for Practical Nurses	1
	Total	13

Program Total **48**

*The following courses may be completed prior to acceptance into the Practical Nursing Program: SDV 101, ENG 111, BIO 100, PSY 230, HLT 130.

TRANSFER STUDENTS

Students who wish to transfer into the LFCC Practical Nursing Program are considered on a space-available basis. The following requirements must be satisfied in order for a student to be eligible for transfer into the program:

- Student must be in good standing with the current nursing program and eligible to continue during the next academic semester without any open issues of clinical competency, academic performance or student conduct.
- LFCC Practical Nursing Program entrance requirements must be satisfied.
- LFCC Practical Nursing general education requirements must be satisfied to the point of the curriculum at which the student requests transfers (e.g., second semester, third semester, etc.).
- Transfer and substitutions of nursing courses are subject to faculty evaluation of course syllabi and approval by the program leader; a minimum of 80% content overlap is required. The student must then validate knowledge retention with a grade of 80% or better on a faculty constructed comprehensive exam, and clinical competencies via laboratory and/or clinical experiences.

Certificate in Surgical Technology (PVCC)

AREA: Surgical Technology Certificate

LENGTH: Three semesters (one year)

PURPOSE:

The Surgical Technology Program of LFCC is provided through a partnership with Piedmont Virginia Community College (PVCC) in cooperation with Winchester Medical Center and other area hospitals. The 12-month certificate program is academically rigorous and offers educational components in the classroom and clinical laboratory environment.

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses and other personnel delivering patient care before, during and after surgery. Upon completion of the Surgical Technology Program, the graduate will demonstrate the following entry-level competencies:

- Exhibit professional behaviors and skills in the surgical environment
- Utilize effective verbal and written communication
- Exhibit caring interventions to the client and members of the health care team
- Participate in collaborative care

ADMISSION REQUIREMENTS:

In addition to the general admission requirements established for the College, entry into the Surgical Technology Program requires:

1. Completion of both LFCC and PVCC application for admission
2. High school diploma or GED – Official transcripts must be forwarded to the Admissions and Records Office at PVCC
3. Completion of LFCC placement tests in mathematics, reading and writing (if required), and any recommended developmental course work
4. Completion of high school chemistry, or CHM 101, with a grade of C or better
5. Completion of a PVCC Surgical Technology Program application
6. Completion of an operating room observational experience as scheduled by the Surgical Technology Program leader

Admission to the Surgical Technology Program is on a selective basis. Selection of students is based upon:

1. Completion of all admission requirements listed above
2. Consideration of the following factors in order of priority

For applicants with previous college experience:

- a. Surgical technology curricular GPA (applicants with curricular GPA below 2.0 will not be considered)
- b. Science GPA (BIO 141, BIO 142, BIO 150 (applicants with curricular GPA below 2.0 will not be considered)
- c. Number of curricular courses (including science courses) completed.

For applicants with no previous college experience, high school graduates:

- a. GPA (applicants with a high school GPA below 2.0 will not be considered)
- b. Science GPA (applicants with a high school GPA below 2.0 will not be considered)

For applicants with no previous college experience, GED holders:

- a. Overall GED test score (applicants with an overall score of less than 58 will not be considered)
- b. Science GED test score (applicants with a science score of less than 58 will not be considered)

Applicants with high school GPAs below 2.0, or GED test scores below 58, are encouraged to enroll in the curricular general education courses to demonstrate ability to satisfactorily complete college-level work. These applicants will then be evaluated as “applicants with previous college work.”

All admission requirements must be completed prior to the selection process. In all cases, the recommendation of the admission committee is the final determinant for admission to the Surgical Technology Program.

Certificate in Surgical Technology (PVCC)

PROGRAM REQUIREMENTS:

1. Completion of a physical examination for surgical technology students, including an eye examination and required immunizations. Students must be free of any physical and/or mental condition that might adversely affect their performance as surgical technologists. (Forms are mailed with letter of acceptance.)
2. Students must have current certification in Cardiopulmonary Resuscitation (American Heart Association Health Care Provider Course). A copy of the CPR card must be provided to program faculty at the start of the fall term.
3. Demonstrate satisfactory attendance and performance in the classroom and clinical areas
4. Be responsible for transportation to classes and to agencies used for clinical experience
5. Completion of all course requirements with a C average or better
6. Courses are to be completed sequentially
7. Signed release and receipt forms as required throughout the program

Course#	Title	Credits
First Semester		
HIM 111	Medical Terminology	3
BIO 141	Anatomy & Physiology I	4
SUR 140	Introduction to Surgical Care	4
SUR 145	Fundamentals of Surgical Care I	4
HLT 105	Cardiopulmonary Resuscitation	1
	Total	16
Second Semester		
BIO 142	Anatomy & Physiology II	4
SUR 250	Surgical Pharmacology	2
SUR 210	Surgical Procedures	8
SDV 101	Orientation for Health Professions ¹	1
	Total	15
Third Semester		
ENG 111	College Composition I	3
BIO 150	Microbiology	4
SUR 254	Professional Issues in Surgical Technology	1
SUR 260	Surgical Technology Clinical Practicum	5
	Total	13
	Program Total	44

¹SDV 100 may be substituted for SDV 101.

ACCREDITATION STATUS: The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Career Studies Certificate: Emergency Medical Technician

AREA: Emergency Medical Technician – Enhanced

EMT certificate courses must be taken in the prescribed sequence, which begins only in the spring semesters. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus at least six weeks before classes start in order to complete required background screening, health forms and program applications. Seating is limited, and priority seating is given to residents of the LFCC service region.

Course#	Title	Credits
First Semester		
EMS 111	Emergency Medical Technician	6
EMS 120	EMT-Basic Clinical	1
EMS 151	Introduction to Advanced Life	4
EMS 170	ALS Internship	1
	Total	12

AREA: Emergency Medical Technician-Intermediate

EMT certificate courses must be taken in the prescribed sequence, which begins only in the spring semesters. Interested students should apply to the Division of Science and Health Professions at the Middletown Campus at least six weeks before classes start in order to complete required background screening, health forms and program applications. Seating is limited; priority seating is given to residents of the LFCC service region.

Course#	Title	Credits
First Semester		
EMS 151	Introduction to Advanced Life Support	4
EMS 170	ALS Internship	1
	Total	5
Second Semester		
EMS 153	Basic ECG Recognition	2
EMS 155	ALS-Medical Care	4
	Total	6
Third Semester		
EMS 157	ALS-Trauma Care	3
EMS 159	ALS-Special Populations	2
EMS 172	ALS Clinical Internship	2
EMS 173	ALS Field Internship II	1
	Total	8
	Program Total	19

Career Studies Certificate: Phlebotomy

AREA: Phlebotomy

Phlebotomy certificate courses must be taken in the prescribed sequence. Interested student should apply to the Division of Business, Technology, Science and Health Professions at the Middletown campus, at least six weeks before classes start in order to complete required background screening, health forms, and program application. Students must have current certification in Cardiopulmonary Resuscitation (American Heart Association Health Care Provider Course). A copy of the CPR card must be approved by program faculty at the start of the fall term.

LENGTH: Two semesters (Fall and Spring)

PURPOSE: The phlebotomy program is designed to prepare students to work as entry-level phlebotomists. The curriculum includes learning experiences in both on-campus and College-affiliated clinical laboratories. The program includes student participation in over 100 hours of supervised, clinical experience in various health care settings. Lectures and laboratory courses are offered at the Middletown Campus only. Students complete clinical rotations in a variety of clinical facilities located throughout the College's service region. Phlebotomists work in hospitals, medical clinics, commercial medical laboratories, public health clinics and other settings where blood is collected from patients.

Admission Requirements:

1. Application to Lord Fairfax Community College
2. LFCC placement tests (if required) and completion of any developmental work (MTH 03, ENG 04, ENG 01) that may be identified by the placement tests. Student must place into MTH 4 and ENG 111 to satisfy requirements without taking remediation courses.
3. Graduation from high school or satisfactory completion of the certificate of general education development (GED); official copy required

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
First Semester		
MDL 105	Phlebotomy	3
HIM 111	Medical Terminology	3
PHI 227	Biomedical Ethics*	3
	Total	9
Second Semester		
MDL 106	Clinical Phlebotomy	3
Elective	Prior Approval**	3-4
	Total	7-8
Program Total		16-17

*PHI 220 may be substituted for PHI 227.

**Approved electives include: BIO 100, 101, 141, 150; ENG 111 or 115; HIM 112, MTH 126; CHM 101 or 111.

Nursing Assistant

AREA: Nursing Assistant

The nursing assistant curriculum is designed to prepare individuals with the knowledge and skills to care for patients of all age groups and to qualify as contributing members of the health care team. Upon completion of the course, graduates are eligible to apply to take National Nurse Aide Assessment Program (NNAAP). This course includes 3 credits of lecture and 1 credit of lab.

LENGTH: One semester

OCCUPATIONAL OPPORTUNITIES: Opportunities for the Certified Nurse Aide (CNA) include employment in hospitals, nursing homes, clinics, day-care centers, doctors' offices, rehabilitation facilities, industry and private duty nursing.

CLASS STRUCTURE: The course includes both class-room lecture and campus lab skills practice. Following completion of the classroom and campus lab component, students will begin their clinical experience in an area nursing home. The clinical experience in the nursing home will be held during the regularly scheduled class time, plus additional scheduled clinical hours. Students are required by the Virginia Board of Nursing to complete all hours mandated for this course.

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
NUR 27	Nurse Aide	4
	Total	4

Fine Arts Degrees and Certificates

All information subject to change. For the latest course information, access MY LFCC online at <http://www.lfcc.edu>

Information contained in this publication is current as of February 8, 2011.

Lord Fairfax Community College • <http://www.lfcc.edu>

Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization

AREA: Liberal Arts:
Fine Arts Specialization

DEGREE: Associate of Arts and Sciences Degree

LENGTH: Four semesters (two-year) program

PURPOSE: The associate of arts and sciences degree in liberal arts with a fine arts specialization is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program, usually the bachelor of arts degree in visual arts or related fields that would necessitate a studio art experience.

TRANSFER GUIDELINES: The associate of arts and sciences degrees (AA&S) offered by LFCC provide freshman and sophomore level course work toward a completion of a baccalaureate degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

In addition to required course work, students seeking admission into a fine arts program prepare a portfolio of their work to showcase their artistic skills.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address:

<http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course#	Title	Credits
First Semester		
ART 101	History and Appreciation of Art I	3
ART 121	Drawing I	3
ENG 111	College Composition I	3
HIS 111	History of World Civilization I	3
MTH 151	Mathematics for the Liberal Arts I ⁶	3
SDV 101	Orientation to the Visual Arts	1
Total		16
Second Semester		
ART 102	History and Appreciation of Art II	3
ART 122	Drawing II ¹	3
ENG 112	College Composition II	3
HIS 112	History of World Civilization II	3
MTH 152	Mathematics for the Liberal Arts II ⁶	3
	Approved elective ⁷	3
Total		18
Third Semester		
ART 131	Fundamentals of Design I (includes one credit lab)	4
CST 100/110	Principles of Public Speaking	3
	Approved social science elective ²	3
	Science with laboratory ³	4
	Physical education (or health)	2
Total		16
Fourth Semester		
ART 132	Fundamentals of Design II ⁴ (includes one credit lab)	4
ART	Art elective ⁵	3
	Approved social science elective ²	3
	Science with laboratory ³	4
ART 287	Portfolio and Resume Preparation	1
Total		15
Program Total		62-66

¹Prerequisite: ART 121

²Students may select social science electives from list on page 51.

³A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year institutions, two one-semester courses in different sciences may be substituted with advisor approval.

⁴Prerequisite: ART 131

⁵Approved art electives: ART 111, ART 125, ART 153, ART 231, ART 243, ART 283 and ART 284

⁶Students may elect to take MTH 163, 164, 173, 240 or 271 in place of MTH 151 and MTH 152.

⁷ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor. Students are encouraged to determine, with their advisor's help, transferability of health courses to specific four-year institutions.

Career Studies Certificate in Fine Arts

AREA: Fine Arts

PURPOSE: To introduce students to foundation drawing and painting skills for personal enrichment and preparation for future study

OCCUPATIONAL OBJECTIVES: portfolio enhancement and personal enrichment

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ART 121	Drawing I	3
ART 122	Drawing II	3
ART 131	Fundamentals of Design I	3
ART 241	Painting I ¹	3
ART 242	Painting II ²	3
ART	Approved elective ³	3
	Total	18

¹Prerequisite for ART 241 is ART 121 or instructor approval.

²Prerequisite for ART 242 is ART 241 or instructor approval.

³Approved electives: ART 132, ART 138, ART 153

AREA: Nature and Outdoor Photography

PURPOSE: To introduce students to the skills and camera techniques appropriate for photographing nature and wildlife

OCCUPATIONAL OBJECTIVES: photographer's assistant and/or portfolio enhancement

PROGRAM REQUIREMENTS:

Course#	Title	Credits
PHT 107	Nature Photography	3
PHT 216	Wildlife Photography ¹	3
PHT 227	Photographic Careers	3
	Approved electives ²	6
	Total	15

¹Prerequisite for PHT 216 is PHT 107 or instructor approval.

²Approved electives from courses with ART, BIO, FOR or PHT prefixes

Career Studies Certificates

Career Studies Certificates

AREA: Early Childhood Education

PURPOSE: To prepare students for working in an early childhood educational setting

OCCUPATIONAL OBJECTIVES: instructional assistant or preschool and child care worker

PROGRAM REQUIREMENTS:

Course#	Title	Credits
First Semester		
CHD 120	Introduction to Early Childhood Education	3
CHD 145	Teaching Art, Music, and Movement to Children	3
CHD 165	Observation and participation in Early Childhood Education	3
CHD 205	Guiding the Behavior of Children	3
EDU 235	Health, Safety, and Nutrition Education	3
SDV 100	College Success Skills	1
	or SDV 101	
	Total	16

AREA: Interior Design

PURPOSE: To expose students to basic interior design principles

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in an interior design environment such as furniture stores and other retail stores

PROGRAM REQUIREMENTS:

Course#	Title	Credits
IDS 100	Theory and Techniques or Interior Design	3
IDS 116	Period Residential Design	4
IDS 121	Styles of Furniture and Interiors I	3
IDS 122	Styles of Furniture and Interiors II	3
IDS 205	Materials and Sources	3
IDS 206	Lighting and Furnishings	3
IDS 225	Business Procedures	3
Elective	BUS, AST, IST, IDS, ART, MKT	3
	Total	25

AREA: Kitchen and Bath Design

PURPOSE: To prepare students to work in home building and home improvement positions

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level employment in kitchen and bath design and installation

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ARC 133	Construction Methodology & Procedure I	3
IDS 105	Architectural Drafting for Interior Design	3
IDS 106	Three Dimensional Drawings & Rendering	3
IDS 205	Materials and Sources	3
IDS 206	Lightings and Furnishings	3
IDS 217	Advanced Rendering and Presentation	3
IDS 245	Kitchen CAD Studio	3
IDS 225	Business Procedures	3
IDS 297	Internship	3
IDS 195	Lab	2
	Total	29

AREA: Police Science

PURPOSE: To expose students to principles of law enforcement and correction, probation and private investigation

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level employment in law enforcement

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ADJ 107	Survey of Criminology	3
ADJ 211	Criminal Law, Evidence & Procedures I	3
ADJ 212	Criminal Law, Evidence & Procedures II	3
ADJ 236	Principles of Criminology Investigation	3
ADJ 237	Advanced Criminal Investigation	3
Elective	ADJ, PSY, or SOC	3
	Total	18

Career Studies Certificates

AREA: Sign Communication

PURPOSE: To introduce students to sign language: basic vocabulary, finger spelling and an understanding of deaf culture

OCCUPATIONAL OBJECTIVES: Provides introductory knowledge in preparation for ASL degree programs and career paths providing services for the deaf in a variety of educational and work settings

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
ASL 101	American Sign Language I	3
ASL 102	American Sign Language II	3
ASL 201	American Sign Language III	3
ASL 125	History & Culture of the Deaf Community	3
ASL	Electives*	6
	Total	18

*Students choose from ASL 202, INT 130 or ASL 150 to fulfill their remaining 6 credits, depending on what field of work they plan to enter.

Course Descriptions

Course Descriptions

All Lord Fairfax Community College course descriptions are a part of the Virginia Community College System Master Course file (<http://courses.vccs.edu/mcf/>), which is standardized statewide. Students should refer to individual faculty course syllabi for more specific details.

Course Credits

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

Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized, structured instructional time in a particular course for 15 weeks, or the equivalent in other time periods or instructional format. This may consist of lectures, out-of-class study, laboratory, or combinations thereof as follows:

1. One hour of lecture (including lecture, seminar, discussion, or other similar experiences) per week for 15 weeks plus an examination period + 1 collegiate semester-hour credit.
2. Two or three hours, depending on the academic discipline, of laboratory (including laboratory, clinical training, supervised work experience, coordinated internship, or other similar experience) per week for 15 weeks plus an examination period (1 hour) = 1 collegiate semester-hour credit.
3. One to five credits, with variable hours of attendance, may be earned in general usage Coordinated Internship, Seminar and Project, and Supervised Study.

Course Prerequisites

If any prerequisites are required before enrolling in a course, the College identifies these prerequisites in the course description. Courses in special sequences (usually identified by the numerical I-II) require that prior courses or their equivalent be completed before enrolling in a course unless special permission is obtained from the Vice President of Instruction or the Instruction Departments.

Course Offerings

The College reserved the right to develop schedules of courses offered based on demand or other factors.

Course Numbering System

The following is a description of Lord Fairfax Community College's system for logically and meaningfully numbering courses.

Level of Courses

01-09

These courses will be used for Development Studies. Credits earned in these courses are not applicable toward associate degree programs. However, upon approval by the Deans of Instruction, some developmental courses may provide credit appropriate for diploma or certificate programs. Students may re-register for these courses in subsequent semesters in accordance with state policy.

10-99

These courses are basic occupational courses for diploma and certificate programs. The credits earned in these courses are applicable toward diploma and certificate programs. These credits are not applicable toward an associate degree.

100-199

These courses are freshman-level courses applicable toward associate degree, diploma, and certificate programs.

200-299

These courses are sophomore-level courses applicable toward associate degree, diploma, and certificate programs.

General Usage Courses

These courses are used by inserting the appropriate department prefix for the desired course and by adding relevant descriptive information in the course title. Credit value is variable, from one to five hours. In instances where work, clinical, or field experience is used, the work/credit ratio may not exceed one credit for each five contact hours per week (or the equivalent in other time periods). All of these courses may be repeated for credit.

90, 190, and 290	Coordinated Internship
95, 195, and 295	Topics
93, 193, 293	Studies
96, 196, and 296	On-Site Training
98, 198, and 298	Seminar and Project
99, 199, and 299	Supervised Study

Course Descriptions

■ **Accounting (ACC)**

ACC 211 Principles of Accounting I (3 Cr.)

Presents accounting principles and their application to various businesses. Covers the accounting cycle, income determination and financial reporting. Studies services, merchandising and includes internal controls. *A laboratory corequisite (ACC 213) may be required as identified by the college.* Lecture 3 hours per week.

ACC 212 Principles of Accounting II (3 Cr.)

Continues Principles of Accounting I (ACC 211) with emphasis on the application to partnerships, corporations and the study of financial analysis. Includes an introduction to cost and managerial accounting. *A laboratory corequisite (ACC 214) may be required as identified by the college.* Prerequisite: ACC 211. Lecture 3 hours per week.

ACC 215 Computerized Accounting (3 Cr.)

Introduces the computer in solving accounting problems. Focuses on operation of computers. Presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. *Prerequisite or corequisite: ACC 212 or equivalent.* Lecture 3 hours per week.

ACC 221 Intermediate Accounting I (3 Cr.)

Covers accounting principles and theory, including a review of the accounting cycle and accounting for current assets, current liabilities and investments. Introduces various accounting approaches and demonstrates the effect of these approaches on the financial statement users. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week.

ACC 222 Intermediate Accounting II (3 Cr.)

Continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities and investments. *Prerequisite: ACC 221 or equivalent.* Lecture 3 hours per week.

ACC 225 Managerial Accounting (3 Cr.)

Presents the preparation, analysis and interpretation of accounting data for managerial decision-making. Includes cost control, capital budgeting and pricing decisions. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week.

ACC 231 Cost Accounting I (3 Cr.)

Studies cost accounting and reporting as applied to job order, process and standard cost accounting systems. Includes cost control and other topics. *Prerequisite: ACC 212 or equivalent.* Lecture 3 hours per week.

ACC 261 Principles of Federal Taxation I (3 Cr.)

Presents the study of federal taxation as it relates to individuals and related entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

ACC 262 Principles of Federal Taxation II (3 Cr.)

Presents the study of federal taxation as it is related to partnerships, corporations and other tax entities. Includes tax planning, compliance and reporting. Lecture 3 hours per week.

■ **Administration of Justice (ADJ)**

ADJ 100 Survey of Criminal Justice (3 Cr.)

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

ADJ 105 The Juvenile Justice System (3 Cr.)

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

ADJ 107 Survey of Criminology (3 Cr.)

Surveys the volume and scope of crime; considers a variety of theories developed to explain the causation of crime and criminality. Lecture 3 hours per week.

ADJ 116 Special Enforcement Topics (3 Cr.)

Considers contemporary issues, problems and controversies in modern law enforcement. Lecture 3 hours per week.

ADJ 118 Crisis Intervention and Critical Issues (3 Cr.)

Addresses basic problems involved in crisis intervention and current critical issues in law enforcement and the administration of justice; emphasizes practical approaches to discover and implement solutions. Lecture 3 hours per week.

ADJ 133 Ethics and the Criminal Justice Professional (3 Cr.)

Examines ethical dilemmas pertaining to the criminal justice system, including those in policing, courts and corrections. Focuses on some of the specific ethical choices that must be made by the criminal justice professional. Lecture 3 hours per week.

Course Descriptions

ADJ 138 Defensive Tactics (2 Cr.)

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

ADJ 140 Introduction to Corrections (3 Cr.)

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

ADJ 201 Criminology (3 Cr.)

Studies current and historical data pertaining to criminal and other deviant behavior. Examines theories that explain crime and criminal behavior in human society. Lecture 3 hours per week.

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

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

ADJ 227 Constitutional Law for Justice Personnel (3 Cr.)

Surveys the basic guarantees of liberty described in the U.S. Constitution and the historical development of these restrictions on government power, primarily through U.S. Supreme Court decisions. Review rights of free speech, press, assembly, as well as criminal procedure guarantees (to counsel, jury trial, habeas corpus, etc.) as they apply to the activities of those in the criminal justice system. Lecture 3 hours per week.

ADJ 236 Principles of Criminal Investigation (3 Cr.)

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

ADJ 237 Advanced Criminal Investigation (3 Cr.)

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

ADJ 247 - Criminal Behavior (3 Cr.)

Introduces and evaluates the concepts of normal and abnormal behavior. Focuses on the psychological and sociological aspects of criminal and other deviant behavior patterns. Lecture 3 hours per week.

■ **Administrative Support Technology (AST)**

AST 100 Office Skills Review (3 Cr.)

Reviews office skills such as keyboarding, shorthand, machine transcription and other selected office topics based on individual needs. Lecture 3 hours per week.

AST 101 Keyboarding I (3 Cr.)

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation. Lecture 3 hours per week.

AST 102 Keyboarding II (3 Cr.)

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

AST 107 Editing/Proofreading Skills (3 Cr.)

Develops skills essential to creating and editing business documents. Covers grammar, spelling, diction, punctuation, capitalization and other usage problems. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101, AST 102 or AST 141.* Lecture 3 hours per week.

AST 141 Word Processing I (3 Cr.) Teaches creating and editing documents, including line and page layouts, columns, fonts, search/replace, cut/paste, spell/thesaurus and advanced editing and formatting features of word processing software. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101 or AST 102.* Lecture 3 hours per week.

AST 142 Word Processing II (3 Cr.)

Teaches advanced software applications. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102 or AST 141.* Lecture 3 hours per week.

AST 205 Business Communications (3 Cr.)

Teaches techniques of oral and written communications. Emphasizes writing and presenting business-related materials. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

Course Descriptions

AST 206 Professional Development (3 Cr.)

Develops professional awareness in handling business and social situations. Emphasizes goal setting, critical thinking, decision-making and employment skills. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

AST 215 Medical Keyboarding (3 Cr.)

Develops decision-making skills, speed and accuracy in preparation of medical documents with emphasis on meeting office requirements. *Prerequisite AST 102. A laboratory corequisite (AST 216) may be required.* Lecture 3 hours per week.

AST 230 Introduction to Office Technology (3 Cr.)

Introduces principles, methods and techniques involved in office technology. Emphasizes word processing, microcomputer equipment and software. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

AST 232 Microcomputer Office Applications (3 Cr.)

Teaches production of business documents using word processing, databases and spreadsheets. Emphasizes document production to meet business and industry standards. *Prerequisite: AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

AST 234 Records and Database Management (3 Cr.)

Teaches filing and records management procedures using microcomputer database software. Incorporates both manual and electronic methods for managing information. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

AST 236 Specialized Software Applications (3 Cr.)

Teaches specialized integrated software applications on the microcomputer. Emphasizes document production to meet business and industry standards. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101, AST 102, AST 141 or AST 142.* Lecture 3 hours per week.

AST 243 Office Administration I (3 Cr.)

Develops an understanding of the administrative support role and the skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes the development of critical-thinking, problem-solving and job performance skills in a business office environment. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101, AST 102 or AST 141.* Lecture 3 hours per week.

AST 244 Office Administration II (3 Cr.)

Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues and career development. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 243, AST 102 or AST 141.* Lecture 3 hours per week.

AST 245 Medical Machine Transcription (3 Cr.)

Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats. *Reading prerequisite and ENG 111 placement required. Prerequisites: AST 102, BIO 100 or PNE 155 or BIO 141 & 142 and HIM 111 and HIM 112.* Lecture 3 hours per week.

AST 253 Advanced Desktop Publishing I (3 Cr.)

Introduces specific desktop publishing software. Teaches document layout and design, fonts, typstyles, style sheets and graphics. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 101, AST 102 or AST 141.* Lecture 3 hours per week.

AST 254 Advanced Desktop Publishing II (3 Cr.)

Presents advanced features of desktop publishing software, culminating in the layout and design of complex multi-page documents. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 253.* Lecture 3 hours per week.

AST 257 WP Desktop Publishing (3 Cr.)

Uses word processing software to teach advanced document preparation. *Reading prerequisite and ENG 111 placement required. Prerequisites: AST 101 and AST 141.* Lecture 3 hours per week.

AST 260 Presentation Software (3 Cr.)

Teaches creation of slides including use of text, clip art and graphs. Includes techniques for enhancing presentations with on-screen slide shows as well as printing to transparencies and handouts. Incorporates use of sound and video clips. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102 or AST 141.* Lecture 3 hours per week.

AST 265 Legal Office Procedures I (3 Cr.)

Introduces general office procedures used in law offices and courts. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 102 or AST 141.* Lecture 3 hours per week.

Course Descriptions

AST 266 Legal Office Procedures II (3 Cr.)

Develops skills necessary to provide organizational and technical support in a legal setting. Emphasizes administrative and supervisory duties. *Reading prerequisite and ENG 111 placement required. Prerequisite: AST 265.* Lecture 3 hours per week.

AST 271 Medical Office Procedures I (3 Cr.)

Covers medical office procedures, records management, preparation of medical reports, and other medical documents. *Reading prerequisite and ENG 111 placement required. Prerequisite AST 102.* Lecture 3 hours per week.

■ **Air Conditioning and Refrigeration (AIR)**

AIR 121 Air Conditioning and Refrigeration I (3 Cr.)

Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

AIR 122 Air Conditioning and Refrigeration II (3 Cr.)

Studies refrigeration theory, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Provides laboratory application of refrigerators and freezers. *Prerequisite AIR 121.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

AIR 134 Circuit and Controls I (3 Cr.)

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing, introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-9 hours per week.

AIR 154 Heating Systems I (3 Cr.)

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. *Prerequisite: AIR 121.* Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-8 hours per week.

AIR 155 Heating Systems II (3 Cr.)

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. *Prerequisite: AIR 154.* Lecture 2-3 hours per week. Laboratory 2-6 hours per week. Total 4-8 hours per week.

■ **Architecture (ARC)**

ARC 130 Introduction to Materials and Methods of Construction (3 Cr.)

Introduces the physical properties and characteristics of building materials and methods of construction. Includes review of residential and light commercial wood-frame construction techniques and an introduction to steel and concrete structural systems. Lecture 3 hours per week.

ARC 133 Construction Methodology & Procedures I & II (3 Cr.)

Studies materials used in construction of buildings, covering foundations to structural framing systems. Includes appropriate use of materials for various construction types. Includes specifications of materials and installation procedures; types of specifications and writing procedures; bidding procedures and contract documents. Lecture 3 hours per week.

ARC 221 - Architectural CAD Applications Software I (3 Cr.)

Teaches the principles and techniques of architectural drawing practices through the use of architecture specific CAD software. Utilizes the commands and features of the software to generate drawings that emphasize architectural design and structural systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ARC 222 - Architectural CAD Applications Software II (3 Cr.)

Uses advanced features of architectural CAD software to teach students to develop working drawings and details that adhere to the practices and techniques of architectural drawing principles. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

■ **Art (ART)**

ART 100 - Art Appreciation (3 Cr.)

Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. Lecture 3 hours per week.

Course Descriptions

ART 101-102 History and Appreciation of Art I-II (3 Cr.) (3 Cr.)

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

ART 103 - History of Far Eastern Art I (3 Cr.)

Surveys the history of Far Eastern art from the prehistoric period to the present. Part I focuses on the art of India and Southeast Asia. Part II focuses on the art of China, Japan, and Korea. Emphasizes architecture, painting and sculpture with some instruction in printmaking and decorative arts. Lecture 3 hours per week.

ART 121-122 Drawing I-II (3 Cr.) (3 Cr.)

Develops basic drawing skills and understanding of visual language through studio instruction/lecture. Introduces concepts such as proportion, space, perspective, tone and composition as applied to still life, landscape and the figure. Uses drawing media such as pencil, charcoal, ink wash and color media. Includes field trips and gallery assignments as appropriate. *ART 121 is a prerequisite for ART 122.* Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 131-132 Fundamentals of Design I-II (4 Cr.) (4 Cr.)

Explores the concepts of two- and three-dimensional design and color. May include field trips as required. *Art 131 is a prerequisite for ART 132.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 138 Figure Drawing (3 Cr.)

Develops drawing skills for the beginning and experienced students. Explores a broad range of drawing problems dealing with the human figure in costume using various media and techniques. *Prerequisite: ART 121 or divisional approval.* Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 153-154 Ceramics I-II (3 Cr.) (3 Cr.)

Presents problems in the design and production of functional and non-functional ceramic works. Includes hand building the potter's wheel and clays and glazes. Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 235 Functional Ceramics (3 Cr.)

Explores the design and production of functional ceramics, including hand building and use of the wheel. *Prerequisite: ART 153 or instructor approval.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 236 Sculptural Ceramics (3 Cr.)

Explores the design and production of sculptural ceramics, including hand building and use of the wheel. *Prerequisite: ART 153 or instructor approval.* Lecture 2 hours per week. Studio instruction 4 hours per week. Total 6 hours per week.

ART 241-242 Painting I-II (3 Cr.) (3 Cr.)

Introduces abstract and representational painting in acrylic and/or oil with emphasis on color composition and value. *Prerequisite: ART 122 or instructor approval.* Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 243-244 Watercolor I-II (3 Cr.) (3 Cr.)

Presents abstract and representational painting in watercolor with emphasis on design, color, composition, technique and value. *Prerequisite: ART 121 or instructor approval.* Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 271-272 Printmaking I-II (3 Cr.) (3 Cr.)

Introduces the student to the full range of printmaking techniques. Includes woodcut, silkscreen, etching and lithography. Provides historical perspective on printmaking. Lecture 2 hours per week. Studio instruction 3 hours per week. Total 5 hours per week.

ART 283-284 Computer Graphics I-II (3 Cr.) (3 Cr.)

Utilizes microcomputers and software to produce computer graphics. Employs techniques learned to solve studio projects which reinforce instruction and are appropriate for portfolio use. *Reading prerequisite required.* Lecture 1 hour per week. Studio instruction 3 hours per week. Total 4 hours per week.

ART 287 Portfolio and Resume Preparation (1-4 Cr.)

Focuses on portfolio preparation, resume writing and job interviewing for students. Recommended for final semester program students. *Requires instructor's approval.* Lecture 1 hour. Studio instruction 0-4 hours. Total 1-6 hours per week.

ART 295 - Topics In (1-5 Cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

Course Descriptions

■ **American Sign Language (ASL and INT)**

(Replaces Sign Communications)

ASL 101-102 American Sign Language I-II (3 Cr.) (3 Cr.)
Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling and grammatical non manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community. Lecture 3-4 hours. Laboratory 0-2 hours. Total 3-5 hours per week.

ASL 115 Finger Spelling and Number Use in ASL (2 Cr.)
Provides intensive practice in comprehension and production of finger spelled words and numbers with emphasis on clarity and accuracy. Focuses on lexicalized finger spelling and numeral incorporation as used by native users of American Sign Language. *Prerequisite ASL 101 or permission of instructor.* Lecture 2 hours per week.

ASL 125 History and Culture of the Deaf Community I (3 Cr.)
Presents an overview of various aspects of deaf culture, including educational and legal issues. Lecture 3 hours per week.

ASL 201-202 American Sign Language III-IV (3 Cr.) (3 Cr.)
Develops vocabulary, conversational competence and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Contact with the deaf community is encouraged to enhance linguistic and cultural knowledge. Lecture 3-4 hours per week. Laboratory 0-2 hours per week. Total 3-5 hours per week.

INT 105-106 Interpreter Education (3 Cr.) (3 Cr.)
Develops fundamental skills of interpreting, including cognitive processes and intralingual language development in English and ASL. Reviews models of interpreting and uses one to analyze interpretations. Develops feedback skills essential to the team interpreting process. Lecture 3 hours per week.

INT 130 Interpreting: An Introduction to the Profession (3 Cr.)
Introduces basic principles and practices of interpreting, focusing on the history of the profession, logistics of interpreting situations, regulatory and legislative issues, resources and the code of ethics. Describes the state quality assurance screening and national certification exam systems, including test procedures. Lecture 3 hours per week.

ASL 150 Working with Deaf and Hard-of-Hearing People (2 Cr.)

Explores career options for serving Deaf/hard-of-hearing people and/or for using American Sign Language skills in a career. Examines interests, skills, and educational assessments. Investigates job market viability via the Internet and professional periodicals. Develops opportunities for students to network with professionals in the field of deafness. Lecture 2 hours per week.

■ **Biology (BIO)**

BIO 100 Basic Human Biology (3 Cr.)
Presents basic principles of human anatomy and physiology. Discusses cells, tissues, and selected human systems. *Reading prerequisite required.* Lecture 3 hours per week.

BIO 101-102 General Biology I-II (4 Cr.) (4 Cr.)
Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. *Reading prerequisite required. BIO 101 prerequisite to BIO 102.* Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 106 Life Science (4 Cr.)
Provides a topical approach to basic biological principles. Includes the scientific process, characteristics of living organisms, molecular aspects of cells, bioenergetics, cellular and organismal reproduction genetics, evolution and ecology. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 107 Biology of the Environment (4 Cr.)
Presents the basic concepts of environmental science through a topical approach. Includes the scientific method, population growth and migration, use of natural resources and waste management, ecosystem simplification recovery, evolution, biogeochemical cycles, photosynthesis and global warming, geological formations, atmosphere and climate and ozone depletion and acid deposition. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

BIO 141-142 Human Anatomy and Physiology I-II (4 Cr.) (4 Cr.)
Integrates anatomy and physiology of cells, tissues, organs and systems of the human body. Integrates concepts of chemistry, physics and pathology. *BIO 141 prerequisite to BIO 142. Reading prerequisite required.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

Course Descriptions

BIO 150 Introductory Microbiology (4 Cr.)

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. *Reading prerequisite required.* Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

BIO 295 - Topics In (1-5 Cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours

Building (BLD)

BLD 231 Construction Estimating I (3 Cr.)

Focuses on materials take-off and computing quantities from working drawings and specifications. Includes methods for computing quantities of concrete, steel, masonry, roofing and excavation. Deals with pricing building components, materials and processes, as well as transportation and handling costs, mark-up discount procedures, equipment cost and labor rates. Lecture 3 hours per week.

■ Business Management and Administration (BUS)

BUS 100 Introduction to Business (3 Cr.)

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

BUS 111 Principles of Supervision I (3 Cr.)

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

BUS 116 Entrepreneurship (3 Cr.)

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 147 Introduction to Business Information Systems (3 Cr.)

Provides an overview of business information systems. Introduces computer hardware, software, procedures, systems, and human resources, and explores their integration and application in business. Discusses fundamentals and applications of computer problem-solving and programming. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

BUS 165 Small Business Management (3 Cr.)

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

BUS 200 Principles of Management (3 Cr.)

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

BUS 205 Human Resource Management (3 Cr.)

Introduces employment, selection and placement of personnel, usage levels and methods, job descriptions, training methods and programs and employee evaluation systems. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 220 Introduction to Business Statistics (3 Cr.)

Introduces statistics as a tool in decision-making. Emphasizes ability to collect, present and analyze data. Employs measures of central tendency and dispersion, statistical inference, index numbers, probability theory and time series analysis. Lecture 3 hours per week.

BUS 226 - Computer Business Applications (3 Cr.)

Provides a practical application of software packages, including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. *Prerequisite: Keyboarding competence.* Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

Course Descriptions

BUS 236 Communication in Management (3 Cr.)

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

BUS 241 Business Law I (3 Cr.)

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

BUS 242 Business Law II (3 Cr.)

Develops a basic understanding of the Uniform Commercial Code, business organization bankruptcy and personal and real property. Lecture 3 hours per week.

BUS 285 Current Issues in Management (3 Cr.)

Designed as a capstone for management majors, the course is designed to provide an integrated perspective of current issues and trends in business management. Contemporary issues will be explored in a highly participatory class environment. Lecture 3 hours per week.

■ **Chemistry (CHM)**

CHM 101-102 General Chemistry I-II (4 Cr.) (4 Cr.)

Emphasizes experimental and theoretical aspects of inorganic, organic and biological chemistry. Discusses general chemistry concepts as they apply to issues within our society and environment. Designed for the non-science major. *Reading prerequisite required. Prerequisite for CHM 101 is MTH 03. CHM 101 prerequisite to CHM 102.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

CHM 110 Survey of Chemistry (3 Cr.)

Introduces the basic concepts of general, organic and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. *Reading prerequisite required.* Lecture 3 hours per week.

CHM 111-112 College Chemistry I-II (4 Cr.) (4 Cr.)

Explores the fundamental laws, theories and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. *Reading prerequisite required. Prerequisite for CHM 111 is MTH 04. CHM 111 prerequisite to CHM 112.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

CHM 241-242 Organic Chemistry I-II (3 Cr.) (3 Cr.)

Introduces fundamental chemistry of carbon compounds, including structures, physical properties, syntheses and typical reactions. Emphasizes reaction mechanisms. *Prerequisite: CHM 111-112. CHM 242 prerequisite to CHM 242. Recommended corequisite: CHM 243-244.* Lecture 3 hours per week.

CHM 245-246 Organic Chem. Lab. -II (2 Cr.) (2 Cr.)

Includes qualitative organic analysis. Shall be taken concurrently with CHM 241 and CHM 242. Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

■ **Childhood Development (CHD)**

CHD 118 Language Arts for Young Children (3 Cr.)

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

CHD 119 - Introduction to Reading Methods (3 Cr.)

Introduces current practices of teaching reading in the elementary school. Familiarizes students with materials currently in use, emphasizes observation of various reading techniques and trends in the classroom. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 120 Intro. to Early Childhood Education (3 Cr.)

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

CHD 121-122 Childhood Ed. Devel. I-II (3 Cr.) (3 Cr.)

Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social and emotional changes that occur. Emphasizes the relationship between development and a child's interactions with parents, siblings, peers and teachers. Lecture 3 hours per week.

Course Descriptions

CHD 125 Creative Activities for Children (3 Cr.)

Prepares individuals to work with young children in the arts and other creative age-appropriate activities. Investigates affective classroom experiences and open-ended activities. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CHD 126 Science and Math Concepts for Children (3 Cr.)

Teaches selecting developmentally appropriate learning activities using materials to develop logical thinking skills in the child. Lecture 3 hours per week.

CHD 145 Teaching Art, Music and Movement to Children (3 Cr.)

Provides experiences in developing the content, methods and materials for directing children in art, music and movement activities. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CHD 146 - Math, Science, and Social Studies for Children (3 Cr.)

Provides experiences in developing the content, methods, and materials for directing children in math, science, and social studies activities. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165 - Observation. and Participation. in Early Ch/Primary Settings (3 Cr.)

Observes and participates in early childhood settings such as child care centers, pre-schools, Montessori schools or public schools in Kindergarten through 3rd grade levels. Students spend one hour each week in a seminar session in addition to 60 clock hours in the field. May be taken again for credit. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

CHD 166 - Infant and Toddler Programs (3 Cr.)

Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care. Emphasizes meeting physical, social, emotional, and cognitive needs: scheduling, preparing age-appropriate activities, health and safety policies, record keeping, and reporting to parents. Lecture 3 hours per week.

CHD 205 Guiding the Behavior of the Children (3 Cr.)

Explores positive ways to build self-esteem in children and help them develop self-control. Presents practical ideas for encouraging pro-social behavior in children and emphasizes basic skills and techniques in classroom management. Lecture 3 hours per week.

CHD 210 Introduction to Exceptional Children (3 Cr.)

Reviews the history of education for exceptional children. Studies the characteristics associated with exceptional children. Explores positive techniques for managing behavior and adapting materials for classroom use. Lecture 3 hours per week.

CHD 215 Models of Early Childhood Education Programs (3 Cr.)

Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Lecture 3 hours per week.

CHD 216 Early Childhood Programs, School, and Social Change (3 Cr.)

Explores methods of developing positive, effective relations between staff and parents to enhance the developmental goals of home and school. Reviews current trends and issues in education, describes symptoms of homes in need of support, investigates non-traditional family and cultural patterns, and lists community resources. Lecture 3 hours per week.

CHD 220 Intro. to School-Age Child Care (3 Cr.)

Examines the purposes of school-age child care in today's society, the role of adults within school-age child care and the state of the profession of school-age child care. Lecture 3 hours per week.

CHD 230 Behavior Management for School-Age Child Care (3 Cr.)

Discusses the development of social skills that school-age children need for self-management, including self-discipline, self-esteem and coping with stress and anger. Explores way to effectively guide and discipline school-age children, focusing on how adults can facilitate positive pro-social and self-management skills. Lecture 3 hours per week.

CHD 235 Health and Recreation for School-Age Child Care (3 Cr.)

Examines the physical growth of school-age children and the role of health and recreation in school-age child development. Explores the use of medication, misuse of drugs, health issues of children and the availability of community resources. Lecture 3 hours per week.

Course Descriptions

CHD 265 Adv. Observation and Participation, in Early Ch/Primary Settings (3 Cr.)

Observes and participates in early childhood settings such as child care centers, pre-school, Montessori schools, or public school settings (kindergarten through third grade).

Emphasizes planning and implementation of appropriate activities and materials for children. Students will spend one hour each week in a seminar session in addition to sixty (60) clock hours in the field. May be taken again for credit.

Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week

CHD 270 Admin. of Childcare Programs (3 Cr.)

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

CHD 298 - Seminar and Project (1-5 Cr.)

Requires 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. May be repeated for credit. Variable hours.

■ **Civil Engineering Technology (CIV)**

CIV 171 Surveying I (3 Cr.)

Introduces surveying equipment, procedures and computations including adjustment of instruments, distance measurement, leveling, angle measurement, traversing, traverse adjustments, area computations and introduction to topography. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

CIV 172 Surveying II (3 Cr.)

Introduces surveys for transportation systems including the preparation and analysis of topographic maps, horizontal and vertical curves, earthwork and other topics related to transportation construction. *Prerequisite: CIV 171.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

CIV 225 Soil Mechanics (2 Cr.)

Focuses on soil and its relationship to engineering construction. Includes soil composition and structure, weight-volume relationships, sampling procedures, classification systems, water in soil, stresses, strains, bearing capacity, settlement and expansion, compaction, stabilization and introduction to foundations and retaining walls. Lecture 2 hours per week.

CIV 226 Soil Mechanics Laboratory (1 Cr.)

Introduces practical soil sampling; classification of unified, ASTM and AASHTO specifications; laboratory testing of soils to predict engineering performance. Laboratory 2 hours per week.

CIV 295 Sustainable Building and Site Design (3 Cr.)

Introduces basic concepts and approaches to sustainable design of both structures and building sites. Focuses on LEED (Leadership in Energy and Environmental Design) criteria for green buildings and sites. Covers energy, hydrological, material selection/use/disposal, and environment (indoor and outdoor) quality aspects of designing for sustainability. Specific topics may include site selection and development, water use reduction, energy use reduction, green power, material reuse and recycling, material emissions, lighting issues, thermal comfort and control among others. *Prerequisites are ARC 130 and MTH 115 or equivalents.* Lecture 3 hours per week.

CIV 295B Solar Energy Fundamentals (3 Cr.)

Presents the fundamental concepts that establish solar energy as a viable energy source. Includes heat flow concepts such as radiation, convection, and conduction heat transfer and basic fluid flow concepts. Covers material characteristics that allow for storage of solar energy and basic electrical concepts that allow for direct conversion of solar energy to electricity. Relates these fundamental concepts to actual products in solar energy systems. Incorporates relevant demonstrations into a lecture format. *Prerequisites/corequisites MTH 115 and ARC 130 or equivalents.* Lecture 3 hours per week.

CIV 295C Solar Energy Installations (2 Cr.)

Focuses on installations of photovoltaic panels primarily for grid direct solar energy systems. Covers proper site location, sizing, and selection of system components including panel selection, panel orientation, proper wiring, proper grounding, electrical disconnects, inverters, and mounting systems. Electrical codes will be discussed as appropriate and battery based storage systems will be introduced. Incorporates relevant demonstrations into a lecture format. *Prerequisites: MTH 115 and CIV 295B.* Lecture 2 hours per week.

CIV 295D Solar Energy Installation Lab (1 Cr.)

Covers the installation of several photovoltaic grid direct systems including mounting PV panels, wiring the system (including grounding), and commissioning and decommissioning the system. Safety issues and code issues will be included. Rack mounted, ballast, and pole mount systems will be installed. A pre-laboratory sizing exercise and other pre-lab work may be required. *Prerequisite: CIV 295C.* Laboratory hours equivalent to 3 hours per week.

Course Descriptions

■ **Communication Studies and Theatre (CST)**

(Replaces Speech and Drama)

CST 100 Principles of Public Speaking (3 Cr.)

Applies theory and principles of public address with emphasis on preparation and delivery. *Prerequisite: placement testing approval for ENG 111.* Lecture 3 hours per week

CST 110 Intro to Speech Communication (3 Cr.)

Examines the elements affecting speech communication at the individual, small group and public communication levels with emphasis on practice of communication at each level. *Prerequisite: placement testing approval for ENG 111.* Lecture 3 hours per week.

CST 116 Speech Workshop (1-6 Cr.)

Enables work in competitive speech activities such as debate, oratory, impromptu speaking, prose and poetry reading and rhetorical criticism. *Prerequisite: placement testing approval for ENG 111.* May be repeated for credit. Variable hours per week.

CST 130 Intro to the Theatre (3 Cr.)

Surveys the principles of drama, the development of theatre production and selected plays to acquaint the student with various types of theatrical presentation. Lecture 3 hours per week.

CST 131-132 Acting I-II (3 Cr.) (3 Cr.)

Develops personal resources and explores performance skills through such activities as theatre games, role playing, improvisation, work on basic script units and performance of scenes. Lecture 2 hours per week. Lab 3 hour per week. Total 5 hours per week.

CST 136 Theatre Workshop (3 Cr.)

Enables students to work in various activities of play production. The student participates in performance, set design, stage carpentry, sound, costuming, lighting, stage-managing, props, promotion, or stage crew. May be repeated for credit. Workshop 3 hours per week.

CST 141 Theatre Appreciation I (3 Cr.)

Aims to increase knowledge and enjoyment of theatre. Considers process, style, organization, written drama, and performed drama. Part I of II. Lecture 3 hours per week.

CST 229 - Intercultural Communication (3 Cr.)

Emphasizes the influence of culture on the communication process including differences in values, message systems, and communication rules. Lecture 3 hours per week.

CST 233 - Rehearsal and Performance I (1-4 Cr.)

Explores various aspects of the theatre through involvement in college theatre production. Part I of II. Variable hours per week.

CST 234 - Rehearsal and Performance II (1-4Cr.)

Explores various aspects of the theatre through involvement in college theatre production. Part II of II. Variable hours per week.

■ **Computer Aid Drafting and Design (CAD)**

(Replaces Drafting)

CAD 165 Architectural Blueprint Reading (3 Cr.)

Emphasizes reading, understanding and interpreting standard types of architectural drawings including plans, elevation, section and details. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

CAD 175 Schematics and Mechanical Diagrams (2 Cr.)

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings and piping diagrams. Lecture 2 hours per week.

CAD 225 Machine Drawing and Design (3 Cr.)

Teaches design of basic machine elements and the analysis of linear and geometric tolerancing including the preparation of complete design and production drawings. *Prerequisite: EGR 110.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

CAD 238 Computer Aided Modeling and Rendering I (3 Cr.)

Focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation on the personal computer. Introduces the principles of visualization, sometimes known as photo-realism, which enables the student to create presentation drawings for both architectural and industrial product design. Uses computer animation to produce walk-throughs that will bring the third dimension to architectural designs. Part I of II. Lecture 1-2 hours. Laboratory 0-2 hours. Total 2-4 hours per week.

CAD 241 Parametric Solid Modeling I (3Cr.)

Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part I of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

Course Descriptions

CAD 242 - Parametric Solid Modeling II (3 Cr.)

Focuses on teaching students the design of parts by parametric solid modeling. Topics covered will include, but not limited to, sketch profiles; geometric and dimensional constraints; 3-D features; model generation by extrusion, revolution and sweep; and the creation of 2-D drawing views that include sections, details and auxiliary. Part II of II. Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

CAD 280 Design Capstone Project (3 Cr.)

Focuses on design projects developed in independently and in consultation with the Instructor. Topics covered but not limited to, parametric modeling, civil, mechanical piping, architectural applications, structural, electro-mechanical, 3-D Solids, exploration of application software and the integration of CAD/CAM. *Prerequisites: CAD 233, MEC 116 and ARC 122, or CAD 211 or 212 and CAD 201 or 199.* Lecture 3 hours per week.

■ **Computer Science (CSC)**

CSC 201 Computer Science I (4 Cr.)

Introduces algorithm and problem solving methods. Emphasizes structured programming concepts, elementary data structures and the study and use of a high level programming language. *Reading prerequisite required.* Lecture 4 hours per week.

■ **Dental Hygiene (DNH)**

DNH 111 Oral Anatomy (2 Cr.)

Studies the morphology and function of the oral structures with emphasis on the primary and permanent dentition, eruption sequence, occlusion and intra-arch relationships. Lecture 2 hours per week.

DNH 115 Histology/Head and Neck Anatomy (3 Cr.)

Presents a study of the microscopic and macroscopic anatomy and physiology of the head, neck and oral tissues. Includes embryologic development and histologic components of the head, neck, teeth and periodontium. Lecture 3 hours per week.

DNH 120 Management of Emergencies (2 Cr.)

Studies the various medical emergencies and techniques for managing emergencies in the dental setting. Additional practical applications and simulations of emergencies may be conducted to enhance basic knowledge from the one-hour lecture component. Lecture 1-2 hours per week.

DNH 130 Oral Radiography for the Dental Hygienist (2 Cr.)

Studies radiation physics, biology, safety and exposure techniques for intra- and extra-oral radiographic surveys. Laboratory provides practice in exposure, processing methods, mounting and interpretation of normal findings. Lecture 1-2 hours per week. Laboratory 3 hours per week. Total 4-5 hours per week.

DNH 141 Dental Hygiene I (5 Cr.)

Introduces clinical knowledge and skills for the performance of dental hygiene services; basic skill components, lab manikins and client practice. Lecture 3 hours per week. Clinic 6 hours per week. Total 9 hours per week.

DNH 142 Dental Hygiene II (5 Cr.)

Exposes students to instrument sharpening, time management and client education techniques and methods. Provides supervised clinical practice in the dental hygiene clinic with emphasis on developing client treatment and instrument skills. *Prerequisite: DNH 141.* Lecture 1-2 hours per week. Clinical 9-12 hours per week. Total 11-13 hours per week.

DNH 145 General and Oral Pathology (2 Cr.)

Introduces general pathology with consideration of the common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures. *Prerequisite: DNH 113, 114, or 115.* Lecture 2 hours per week.

DNH 146 Periodontics for the Dental Hygienist (2 Cr.)

Introduces the theoretical and practical study of various concepts and methods used in describing, preventing and controlling periodontal disease. Presents etiology, microbiology, diagnosis, treatment and prognosis of diseases. Lecture 2 hours per week.

DNH 150 Nutrition (2 Cr.)

Studies nutrition as it relates to dentistry and general health. Emphasizes the principles of nutrition as applied to the clinical practice of dental hygiene. Lecture 2 hours per week.

DNH 190 Coordinated Practice (3 Cr.)

Continues supervised clinical practice in the dental hygiene clinic with emphasis on coordinating didactic and clinical skills, and refining client treatment skills. Introduces special needs clients and treatment modifications. Lecture 2 hours per week.

Course Descriptions

DNH 214 Practical Materials for Dental Hygiene (2 Cr.)

Studies the current technologic advances, expanded functions and clinical/laboratory materials used in dental hygiene practice. Provides laboratory experience for developing skills in the utilization and applications of these technologies and functions. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

DNH 216 Pharmacology (2 Cr.)

Studies the chemical and therapeutic agents used in dentistry, including their preparation, effectiveness and specific application. Lecture 2 hours per week.

DNH 226 Public Health Dental Hygiene I (2 Cr.)

Studies and compares concepts of delivery of health care, applying the public health delivery model. Utilizes epidemiologic methods, research and biostatistics as applied to oral health program planning, implementation and evaluation. Incorporates and applies current health issues and trends. Lecture 2 hours per week.

DNH 227 Public Health Dental Hygiene II (1 Cr.)

Applies concepts of public health program planning through student directed community projects with an emphasis on preventative oral health education. Includes development of table clinics, bulletin board and volunteer service in the community. *Prerequisite: DNH 226.* Laboratory 3 hours per week.

DNH 230 Office Practice and Ethics (1 Cr.)

Studies the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures. Lecture 1 hour per week.

DHN 235-Management of Dental Pain and Anxiety in the Dental Office (2 Cr.)

Provides a study of anxiety and pain management techniques used in dental care. Students will understand the necessary theory to appropriately treat, plan and successfully administer topical anesthesia, local anesthesia, and nitrous oxide/oxygen analgesia. Includes the components of pain, pain control mechanisms, topical anesthesia, local anesthesia and nitrous oxide/oxygen analgesia. *Prerequisites: DNH 115, DNH 120 and DNH 216.* Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

DNH 244 Dental Hygiene IV (5 Cr.)

Introduces advanced skills and the dental hygienist's role in dental specialties. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasizes treatment of clients demonstrating periodontal involvement, stressing application and correlation of knowledge and skills from previous semesters. *Prerequisite: DNH 143 or DNH 190.* Lecture 1 hour per week. Clinic 12 hours per week. Total 13 hours per week.

DNH 245 Dental Hygiene V (5 Cr.)

Exposes student to current advances in dentistry. Includes supervised clinical practice in the dental hygiene clinic and/or off-campus clinical rotations at various community facilities. Emphasis is placed on synthesis of knowledge from previous semesters, treatment of clients with moderate to advanced periodontal involvement and improving clinical speed while maintaining quality in preparation for practice. *Prerequisite: DNH 244.* Lecture 1 hour per week. Clinic 12 hours per week. Total 13 hours per week.

Drafting

(See Computer Aid Drafting and Design (CAD) on page 143)

■ Economics (ECO)

ECO 120 Survey of Economics (3 Cr.)

Presents a broad overview of economic theory, history, development and application. Introduces terms, definitions, policies and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. *Prerequisites: Reading and Algebra 1 required.* Lecture 3 hours per week.

ECO 201 Principles of Macroeconomics (3 Cr.)

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. *Prerequisites: Reading and Algebra 1 required.* Lecture 3 hours per week.

ECO 202 Principles of Microeconomics (3 Cr.)

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. *Prerequisites: Reading and Algebra 1 required.* Lecture 3 hours per week.

Course Descriptions

■ **Education (EDU)**

EDU 121 Childhood Ed. Development I (3 Cr.)

Focuses attention on the observable characteristics of children from birth through adolescence. Concentrates on cognitive, physical, social and emotional changes that occur. Emphasizes the relationship between development and a child's interactions with parents, siblings, peers and teachers. Lecture 3 hours per week.

EDU 200 Intro. to Teaching as a Profession (3 Cr.)

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. *Prerequisite: successful completion of 24 credits of transfer courses.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EDU 235 Health, Safety and Nutrition Education (3 Cr.)

Focuses on the physical needs of children and explores strategies to meet these needs. Emphasizes positive health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases and safety. Places emphasis on the development of food habits and concerns in food and nutrition. Describe symptoms and reporting procedures for child abuse. Variable lecture/laboratory 3 hours per week.

EDU 254 Teaching Basic Academic Skills to Exceptional Children (3 Cr.)

Develops competencies required to teach readiness and basic skills to children with special needs in private or public school settings. Includes the preparation of lesson plans, instructional units, and individualized Education Programs (IEP's). Includes child abuse recognition and intervention training. Emphasizes exceptionalities for students ages 2-21 under Public Law 94-142. Familiarizes students with the indicators of effective teaching. Lecture 3 hours per week.

■ **Electrical Technology (ELE)**

ELE 126 Electricity and Shop Power Distribution (2 Cr.)

Teaches basic electricity and shop power distribution systems to acquaint the industrial machine mechanic with the nature and requirements of electrical power and machinery. Includes the nature of electricity, basic DC and AC circuits, power requirements, protection systems, basic measurements and safety precautions. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

ELE 133-134 Practical Electricity I-II (3 Cr.) (3 Cr.)

Teaches the fundamentals of electricity, terminology, symbols and diagrams. Includes the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring and electrical installation, including fundamentals of motors and controls. *Pre/Corequisite: MTH 105 or equivalent.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 135 National Electrical Code – Residential (3 Cr.)

Studies purposes and interpretations of the national electrical code that deals with single and multi-family dwellings, including state and local regulations. *Prerequisite: ELE 133 or instructor approval.* Lecture 2-3 hours per week. Laboratory 2-4 hours per week. Total 4-5 hours per week.

ELE 137 National Electrical Code – Industrial (3 Cr.)

Provides comprehensive study of the purpose and interpretations of the National Electrical Code that deal primarily with industrial wiring methods, including state and local regulations. *Prerequisite: ELE 156 or instructor approval.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 156 Electrical Control Systems (3 Cr.)

Introduces troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. May include preparation of a report as an out-of-class activity. *Prerequisite: ELE 159.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 159 Electrical Motors (3 Cr.)

Teaches practical applications and fundamentals of A.C. and D.C. machines. Includes the concepts of magnetism and generators used in electrical motor applications. *Prerequisite: ELE 126 or 134 or instructor approval.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

ELE 239 Programmable Controllers (3 Cr.)

Deals with installation, programming, interfacing and concepts of trouble shooting programmable controllers. *Prerequisite: ELE 156 plus demonstrated computer knowledge or instructor approval.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

■ **Electronics Technology (ETR)**

ETR 113 D.C. and A.C. Fundamentals I (3 Cr.)

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems and techniques used to predict, analyze and measure electrical quantities. *Corequisite: ETR 112 or equivalent.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

Course Descriptions

■ **Emergency Medical Services (EMS)**

EMS 111 Emergency Medical Technician-Basic (6 Cr.)

Prepares student for certification as a Virginia and National Registry EMT-Basic. Includes all aspects of pre-hospital basic life support as defined by the Virginia Office of Emergency Medical Services curriculum for Emergency Medicine Technician Basic. *Prerequisite:* CPR certification at the Health Care Provider level. *Co-requisite:* EMS 120. Lecture 4 hours. Laboratory 4 hours. Total 8 hours per week.

EMS 120 Emergency Medical Technician-Basic Clinical (1 Cr.)

Observes in a program approved clinical/ field setting. Includes topics for both EMS 111 and EMS 113, dependent upon the program in which the student is participating and is a *corequisite* to both EMS 111 and EMS 113. Lecture 1 hour per week.

EMS 151 Intro. to Advanced Life Support (4 Cr.)

Prepares the student for Virginia Enhanced certification eligibility and begins the sequence for National Registry Intermediate and/or Paramedic certification. Includes the theory and application of the following: foundations, human systems, pharmacology, overview of shock, venous access, airway management, patient assessment, respiratory emergencies, allergic reaction and assessment based management. Conforms at a minimum to the Virginia Office of Emergency Medical Services curriculum. *Corequisite:* EMS 170. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

EMS 153 Basic ECG Recognition (2 Cr.)

Focuses on the interpretation of basic electrocardiograms (ECG) and their significance. Includes an overview of anatomy and physiology of the cardiovascular system including structure, function and electrical conduction in the heart. Covers advanced concepts that build on the knowledge and skills of basic dysrhythmia determination and introduction to 12 lead ECG. Lecture 2 hours per week

EMS 155 ALS – Medical Care (4 Cr.)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Includes ALS pharmacology, drug and fluid administration with emphasis on patient assessment, differential diagnosis and management of multiple medical complaints. Includes, but are not limited to conditions relating to cardiac, diabetic, neurological, nontraumatic abdominal pain, environmental, behavioral, gynecology and toxicological disease conditions. *Prerequisites:* current EMT-B certification, EMS 151 and EMS 153. Lecture 3 hours per week. Laboratory 2 hours per week. Total 5 hours per week.

EMS 157 ALS – Trauma Care (3 Cr.)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Utilizes techniques which will allow the student to utilize the assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. *Prerequisites:* current EMT-B certification and EMS 151. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EMS 159 ALS – Special Populations (2 Cr.)

Continues the Virginia Office of Emergency Medical Services Intermediate and/or Paramedic curricula. Focuses on the assessment and management of specialty patients including obstetrical, neonates, pediatric and geriatrics. *Prerequisites:* EMS 151 and EMS 153. *Pre or Corequisite* EMS 155. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

EMS 161 Basic Trauma Life Support (BTLS) (1 Cr.)

Offers instruction for students in current topics of care for trauma patients and offers certification as a Basic Trauma Life Support Provider (BTLS) as defined by the American College of Emergency Physicians. *Prerequisite:* current certification/licensure as an EMS provider or other allied health care provider. Lecture 1 hour per week.

EMS 170 ALS Internship I (1-2 Cr.)

Begins the first in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room, trauma centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 172 ALS Clinical Internship II (1-2 Cr.)

Continues with the second in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in and out of hospitals. Includes but not limited to patient care units such as the emergency department, critical care units, pediatric, labor and delivery, operating room and trauma centers. *Corequisite:* EMS 151. Laboratory 3-6 hours per week.

EMS 173 ALS Field Internship II (1 Cr.)

Continues with the second in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3 hours per week.

EMS 196 On-Site Training (1 Cr.)

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Lecture 1 hour per week.

Course Descriptions

EMS 201 EMS Professional Development (2 Cr.)

Prepares students for Paramedic certification at the National Registry Level by fulfilling community activism, personal wellness, resource management, ethical considerations in leadership and research objectives in the Virginia Office of Emergency Medical Services Paramedic curriculum. Lecture 2 hours per week.

EMS 205 Advanced Pathophysiology (3 Cr.)

Focuses on the pathological processes of disease with emphasis on the anatomical and physiological alterations of the human body by systems. Includes diagnosis and management appropriate to the advanced health care provider in and out of the hospital environment. Lecture 3 hours per week.

EMS 207 Advanced Patient Assessment (3 Cr.)

Focuses on the principles of normal and abnormal physical exam. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. Applies principles during the assessment and management of trauma, medical, and specialty patients in laboratory environment. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EMS 209 Advanced Pharmacology (4 Cr.)

Focuses on the principles of pharmacokinetics, pharmacodynamics and drug administration. Includes drug legislation, techniques of medication administration, and principles of math calculations. Emphasizes drugs used to manage respiratory, cardiac, neurological, gastrointestinal, fluid and electrolyte and endocrine disorders and includes classification, mechanism of action, indications, contraindications, precautions, and patient education. Incorporates principles related to substance abuse and hazardous materials. Applies principles during the assessment and management of trauma, medical, and specialty patients in a laboratory environment. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

EMS 211 Operations (2 Cr.)

Prepares the student in the theory and application of the following: medical incident command, rescue awareness and operations, hazardous materials incidents, and crime scene awareness. (Conforms to the current Virginia Office of Emergency Medical Services curriculum for EMT-Paramedics.) Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

EMS 242 ALS Clinical Internship III (1 Cr.)

Continues with the third in a series of clinical experiences providing supervised direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room, Trauma Centers and various advanced life support units. Laboratory 3-6 hours per week.

EMS 243 ALS Field Internship III (1 Cr.)

Continues with the third in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. Laboratory 3-6 hours per week.

EMS 244 ALS Clinical Internship IV (1 Cr.)

The fourth in a series of clinical experiences providing direct patient contact in appropriate patient care facilities in-and-out of hospitals. Includes, but not limited to patient care units such as the Emergency Department, Critical Care units, Pediatric, Labor and Delivery, Operating Room and Trauma Centers. May be repeated as necessary. Laboratory 3-6 hours per week.

EMS 245 ALS Field Internship IV (1 Cr.)

Continues with the fourth in a series of field experiences providing supervised direct patient care in out-of-hospital advanced life support units. May be repeated as necessary. Laboratory 3-6 hours per week.

■ **Engineering (EGR)**

EGR 110 Engineering Graphics (3 Cr.)

Presents theories and principles of orthographic projection. Studies multi-view, pictorial drawings and sketches, geometric construction, sectioning, lettering, tolerancing, dimensioning and auxiliary projections. Studies the analysis and graphic presentation of space relationships of fundamental geometric elements; points, lines, planes and solids. Preparation of drawings using both manual techniques and Computer Aided Drafting (CAD). Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

EGR 135 Statics for Engineering Technology (3 Cr.)

Introduces Newton's Laws, resultants and equilibrium of force systems, analysis of trusses and frames. Teaches determination of centroids, distributed loads and moments of inertia. Covers dry friction and force systems in space. *Prerequisite: MTH 115.* Lecture 3 hours per week.

Course Descriptions

EGR 136 Strength of Materials for Engineering Technology (3 Cr.)

Presents concepts of stress and strain. Focuses on analysis of stresses and deformations in loaded members, connectors, shafts, beams, columns and combined stress. *Prerequisite:* EGR 135. Lecture 3 hours per week.

EGR 206 Engineering Economics (3 Cr.)

Presents economic analysis of engineering alternatives. Studies economic and cost concepts, calculation of economic equivalence, comparison of alternatives, replacement economy, economic optimization in design and operation, depreciation and after tax analysis. Lecture 3 hours per week.

EGR 216 - Computer Methods in Engineering and Technology (3 Cr.)

Provides advanced level experience in using a computer as a tool for solving technical problems and performing office functions. Includes computer hardware and operating system usage, structured programming in a selected high level language, use of word processing software, computer graphics and spreadsheets. Focuses on the analysis and solution of problems in engineering and technology. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EGR 247 Mechanics of Materials Laboratory (1 Cr.)

Examines mechanical behavior of bars, rods, shafts, tubes and beams subjected to various types of loading. Introduces experimental stress analysis techniques, such as the use of strain gages and data reduction. Laboratory 2 hours per week.

■ **English (ENG)**

ENG 1 Preparing for College Writing I (3 Cr.)

Helps students discover and develop writing processes needed to bring their proficiency to the level necessary for entrance into their respective curricula. Guides students through the process of starting, composing, revising and editing. Lecture 3 hours per week.

ENG 3 Preparing for College Writing II (3 Cr.)

Emphasizes strategies within the writing process to help students with specific writing situations. Develops techniques to improve clarity of writing and raise proficiency to the level necessary for entrance into particular curricula. Lecture 3 hours per week.

ENG 4 Reading Improvement I (3 Cr.)

Helps students improve their reading processes to increase their understanding of reading materials. Includes word forms and meanings, comprehension techniques and ways to control reading pace. Lecture 3 hours per week.

ENG 111 College Composition I (3 Cr.)

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences and purposes. Writing activities will include exposition and argumentation with at least one researched essay. *Prerequisite:* Satisfactory writing placement test score or satisfactory completion of ENG 1 and/or ENG 03 with satisfactory writing placement test score. Lecture 3 hours per week.

ENG 112 College Composition II (3 Cr.)

Continues to develop college writing with increased emphasis on critical essays, argumentation and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate and document sources and effectively edit for style and usage. *Prerequisites:* Reading and students must successfully complete ENG 111 or its equivalent and must be able to use word processing software. Lecture 3 hours per week.

ENG 115 Technical Writing (3 Cr.)

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style and content in formatting, editing and graphics. Introduces students to technical discourse through selected readings. *Prerequisite:* placement testing approval for ENG 111 or instructor approval. Lecture 3 hours per week.

ENG 116 Writing for Business (3 Cr.)

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

ENG 120 Survey of Mass Media (3 Cr.)

Examines radio, television, newspapers, magazines, books and motion pictures. Emphasizes the nature of change in and the social implications of, communications media today. Lecture 3 hours per week.

ENG 139 - College Grammar (3 Cr.)

Studies formal English grammar and effective expression with attention to recognizing and employing appropriately the various levels of English usage, thinking logically, speaking and writing effectively, editing, evaluating content and intent of both spoken and written English, and punctuating correctly. Lecture 3 hours per week.

Course Descriptions

ENG 195 English Honors Seminar (1 Cr.)

Explores works on an annual theme selected by the English faculty. Presents varied faculty and student viewpoints and encourages students to research and present individual aspects of theme. Offered for honors credit. Students may enroll more than once. *Instructor approval required.*

ENG 205 Technical Editing (3 Cr.)

Prepares business and technical communicators to edit self-generated writings as well as writings prepared by others, including individual or collaborative authors. Teaches students to make editorial content decisions, verify information and copyright compliance, adapt and design formats for audience and purpose and edit the work of several authors into a seamless final product. Covers basic proofreading and editing skills. *Prerequisite: ENG 111 or equivalent.* Lecture 3 hours per week.

ENG 210 Advanced Composition (3 Cr.)

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 211-212 Creative Writing I-II (3 Cr.) (3 Cr.)

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

ENG 215-216 Creative Writing – Fiction I-II (3 Cr.)

Introduces the fundamentals and techniques of writing short and long fiction. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 217 Creative Writing Poetry I (3 Cr.)

Introduces the fundamentals and techniques of writing poetry. Lecture 3 hours per week.

ENG 218 - Creative Writing - Poetry II (3 Cr.)

Introduces the fundamentals and techniques of writing poetry. *Prerequisite: ENG 217 or instructor's approval.* 3 hours per week.

ENG 236 Introduction to the Short Story (3 Cr.)

Examines selected short stories emphasizing the history of the genre. Involves critical reading and writing. *Prerequisite ENG 112.* Lecture 3 hours per week.

ENG 241-242 Survey of American Literature. I-II (3 Cr.) (3 Cr.)

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

ENG 243-244 Survey of English Literature I-II (3 Cr.) (3 Cr.)

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

ENG 245 Major English Writers (3 Cr.)

Examines major writers in English literary history. Involves critical reading and writing. *Reading prerequisite required.* *Prerequisite: ENG 112 or divisional approval.* Lecture 3 hours per week.

ENG 246 Major American Writers (3 Cr.)

Examines major writers of American literary history. Involves critical reading and writing. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 251-252 Survey of World Literature I-II (3 Cr.) (3 Cr.)

Examines major works of world literature. Involves critical reading and writing. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 255 Major Writers in World Literature (3 Cr.)

Examines major writers selected from a variety of literary traditions. Involves critical reading and writing. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 261-262 Advanced Creative Writing I-II (3 Cr.) (3 Cr.)

Guides the student in imaginative writing in selected genres on an advanced level. *Prerequisites: ENG 112 and ENG 211 or 212.* Lecture 3 hours per week.

ENG 276 Southern Literature (3 Cr.)

Examines the themes and techniques of selected writers dealing with the American South as a distinctive cultural entity. Involves critical reading and writing. *Prerequisite: ENG 112.* Lecture 3 hours per week.

ENG 278 Appalachian Literature (3 Cr.)

Examines selected works of outstanding authors of the Appalachian region. Involves critical reading and writing. Lecture 3 hours per week.

ENG 279 - Film and Literature (3 Cr.)

Examines the translation of literature into film viewing and writing. *Prerequisite: ENG 112 or divisional approval.* Lecture 3 hours per week.

Course Descriptions

ENG 280 Writing User Manuals (3 Cr.)

Provides instruction on how to design, write and test a manual. Focuses on the principles used in writing technical manuals, the document process, design and drafting procedures and finally, testing and revising the manual.

Prerequisite: ENG 112 or division approval. Lecture 3 hours per week.

ENG 295 Special Studies in Technical Writing (3 Cr.)

Teaches students about three specialized technical writing areas: grant proposals, standard operating procedures and government documents. Grant writing – focuses on grant proposals to develop new programs, support existing programs, and strengthen operating budget; provides hands-on practice producing a grant proposal for a hypothetical or actual grant. Standard operating procedures – covers the procedure-writing process and helps ensure that procedures meet primary audience needs; focuses on design procedures, regulatory requirements, quality standards and common industry practices; includes practice in gathering information and developing an effective procedure format. Government documents – exposes students to a wide range of documents and forms created for county, state and federal agencies and gives them practice in writing and rewriting a wide sampling of government documents with a special emphasis on plain language. Lecture 3 hours per week.

■ **English as a Second Language (ESL)**

ESL 7 Oral Communication I (3 Cr.)

Helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional and personal settings. Assesses students' oral skills and includes, as needed, practice with pronunciation, stress and intonation. Provides exercises, practices, small and large group activities and oral presentations to help students overcome problems in oral communication. Lecture 3 hours per week.

ESL 18 - English As a Second Language: Writing Workshop (3-6 Cr.)

Provides an opportunity for further practice in intermediate and advanced writing techniques taught in required ESL writing courses. Provides reinforcement in writing skills, including composing, organizing, revising and editing. Variable hours per week.

■ **Financial Services (FIN)**

FIN 107 Personal Finance (3 Cr.)

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

FIN 215 Financial Management (3 Cr.)

Introduces basic financial management topics including statement analysis, working capital, capital budgeting, and long-term financing. Focuses on net present value and internal rate of return techniques, lease vs. buy analysis and cost of capital computations. Uses problems and cases to enhance skills in financial planning and decision-making. Lecture 3 hours per week.

■ **French (FRE)**

FRE 101-102 Beginning French I-II (4 Cr.) (4 Cr.)

Introduces understanding, speaking, reading and writing skills and emphasizes basic French sentence structure.

Prerequisite: FRE 101 for FRE 102. Lecture 4 hours per week.

FRE 201-202 Intermediate French I-II (3 Cr.) (3 Cr.)

Continues to develop understanding, speaking, reading and writing skills. French used in the classroom. *Prerequisite:* FRE 102 for FRE 201; FRE 201 for FRE 202. Lecture 3 hours per week.

FRE 233-234 - Introduction to French Civilization and Literature I-II (3Cr.) (3 Cr.)

Introduces the student to French culture and literature.

Readings and discussions conducted in French. *Prerequisite* FRE 201-202 or equivalent.

■ **Geography (GEO)**

GEO 210 People and the Land: Intro to Cultural Geography (3 Cr.)

Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics and economic activities. Introduces the student to types and uses of maps. *Reading prerequisite required.* Lecture 3 hours per week.

GEO 220 - World Regional Geography (3 Cr.)

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps. Lecture 3 hours per week.

Course Descriptions

■ **Geology (GOL)**

GOL 105 Physical Geology (4 Cr.)

Introduces the composition and structure of the earth and modifying agency and processes. Investigates the formation of minerals and rocks, weathering, erosion, earthquakes and crustal deformation. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

GOL 106 Historical Geology (4 Cr.)

Traces the evolution of the earth and life through time. Presents scientific theories of the origin of the earth and life and interprets rock and fossil records. Reading prerequisite required. Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

■ **German (GER)**

GER 101 - Beginning German I (4-5 Cr.)

Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Lecture 4-5 hours per week. May include one additional hour oral practice per week.

■ **Health (HLT)**

HLT 106 First Aid Safety (2 Cr.)

Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 116 Personal Wellness (2 Cr.)

Introduces students to the dimensions of wellness, including nutrition, weight control, stress management and physical conditioning. Includes a personal wellness plan. Lecture 2 hours per week.

HLT 130 Nutrition and Diet Therapy (2 Cr.)

Studies nutrients, sources, functions and requirements with an introduction to diet therapy. Lecture 2 hours per week.

HLT 135 Child Health and Nutrition (3 Cr.)

Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health growth and development. Lecture 3 hours per week.

HLT 160 Personal Health and Fitness (3 Cr.)

Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning. And the relationship between physical and mental health. Lecture 2 hours per week. Laboratory 2 hours per week. Total 3 hours per week.

HLT 215 Personal Stress and Stress Management (2 Cr.)

Provides a basic understanding of stress and its physical, psychological and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress and current coping skills for handling stress. Lecture 2 hours per week.

■ **Health Information Management (HIM)**

HIM 111-112 Medical Terminology I-II (3 Cr.) (3 Cr.)

Introduces the student to the language used in the health record. Includes a system-by-system review of anatomic disease, operative terms, abbreviations, radiography procedures, laboratory tests and pharmacology terms.

Reading prerequisite and ENG 111 placement required.

Prerequisite: HIM 111 for HIM 112. Lecture 3 hours per week.

HIM 115 Ambulatory Coding and Classification (3 Cr.)

Focuses on disease and procedure classification in the ambulatory care environment. Develops basic coding and classification knowledge using ICD-9-CM and CPT. Not Intended for HIM majors. *Reading prerequisite required.* Lecture 3 hours per week.

HIM 130 Healthcare Information Systems (3 Cr.)

Focuses on microcomputer applications, information systems and applications in the health care environment. *Reading prerequisite required.* Lecture 3 hours per week.

HIM 141 Fundamentals of Health Information Systems I (3 Cr.)

Focuses on health data collection, storage, retrieval and reporting systems, with emphasis on the role of the computer in accomplishing these functions. *Reading prerequisite required.* Lecture 3 hours per week.

HIM 143 - Managing Electronic Billing in a Medical Practice (2-3 Cr.)

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues. *Prerequisites: HIM 253 and AST 101, AST 102 or AST 141.* Lecture 2-3 hours per week.

HIM 150 - Health Records Management (3 Cr.)

Presents documentation format and content of the medical record relevant to the coding function. Introduces application of standard techniques for filing, maintenance, and acquisition of health information. Examines the processes of collecting, computing, analyzing, interpreting, and presenting data related to health care services. Includes legal and regulatory guidelines for the control and use of health information data. *Reading prerequisite required.* Lecture 3 hours per week.

Course Descriptions

HIM 151 - Reimbursement Issues in Medical Practice Management (2 Cr.)

Introduces major reimbursement systems in the United States. Focuses on prospective payment systems, managed care, and documentation necessary for appropriate reimbursement. Emphasizes management of practice to avoid fraud. *Reading prerequisite required.* Lecture 2 hours per week.

HIM 230 Information Systems and Technology in Health Care (3 Cr.)

Explores computer technology and systems application in health care. Introduces the information system life cycle. *Reading prerequisite and ENG 111 placement required.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

HIM 253 Health Records Coding (4 Cr.)

Examines the development of coding classification systems. Introduces ICD-9-CM coding classification system, its format and conventions. Stresses basic coding steps and guidelines according to body systems. Provides actual coding exercises in relation to each system covered. *Prerequisite: HIM 111 and PNE 155 or BIO 100.* Lecture 4 hours per week.

HIM 254 Advanced Coding and Reimbursement (4 Cr.)

Stresses advanced coding skills through practical exercises using actual medical records. Introduces CPT-4 coding system and guidelines for out-patient/ambulatory surgery coding. Introduces prospective payment system and its integration with ICD-9-CM coding. *Prerequisites: HIM 253 and HIM 112.* Lecture 4 hours per week.

HIM 260 Pharmacology for Health Information Technology (2 Cr.)

Introduces the general study of drug classifications, uses and effects as required to perform health data collection and retrieval tasks. *Reading prerequisite and ENG 111 placement required.* Lecture 2 hours per week.

HIM 265 - Facility Based Medical Coding (3 Cr.)

Students will learn to accurately assign CPT, ICD-9 Level 1, 2 and 3, in addition to HCPCS codes for inpatient, outpatient facility, and ambulatory surgical centers according to guidelines and rules set forth by the cooperating parties. Students will apply the theory and regulations concerning prospective payments systems (in and out of the facility setting) APC and DRG assignment. *Reading prerequisite and ENG 111 placement required. Instructor permission required.* Lecture 3 hours per week.

■ **History (HIS)**

HIS 111-112 History of World Civilization I-II (3 Cr.) (3 Cr.)
Surveys Asian, African, Latin American and European civilizations from the ancient period to the present. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 121-122 United States History I-II (3 Cr.)

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

HIS 141-142 African-American History I-II (3 Cr.) (3 Cr.)

Surveys the history of black Americans from their African origins to the present. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 193 - Studies In (1-5 Cr.)

Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week.

HIS 251-252 History of Middle East Civilization I-II (3 Cr.) (3 Cr.)

Surveys intellectual, cultural, social, economic and religious patterns in the civilizations of the Middle East. Covers Semitic, Indo-European, and Turkic-speaking peoples from pre-Islamic to the present. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 253 - History of Asian Civilizations I-II (3 Cr.) (3 Cr.)

Surveys the civilizations of Asia from their origins to the present. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 267 The Second World War (3 Cr.)

Examines causes and consequences of the Second World War. Includes the rise of totalitarianism, American neutrality, military developments, the home fronts, diplomacy and the decision to use the atomic bomb. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 268 - The American Constitution (3 Cr.)

Analyzes the origin and development of the United States Constitution. Includes the evolution of civil liberties, property rights, contracts, due process, judicial review, federal-state relationships, and corporate-government relations. *Reading prerequisite required.* Lecture 3 hours per week.

Course Descriptions

HIS 269 - Civil War and Reconstruction (3 Cr.)

Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. *Reading prerequisite required.* Lecture 3 hours per week.

HIS 276 United States History Since World War II (3 Cr.)

Investigates United States history from 1946 to the present, studying both domestic developments and American involvement in international affairs. *Reading prerequisite required.* Lecture 3 hours per week.

■ **Humanities (HUM)**

HUM 100 Survey of the Humanities (3 Cr.)

Introduces the humanities through art, literature, music and philosophy of various cultures and historical periods. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 195 Leadership Development (3 Cr.)

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 201 Survey of Western Culture I (3 Cr.)

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Ancient and Classical, Early Christian and Byzantine, Medieval and early Renaissance. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 202 Survey of Western Culture II (3 Cr.)

Studies thought, values and arts of Western culture, integrating major developments in art, architecture, literature, music and philosophy. Covers the following periods: Renaissance, Baroque, Enlightenment, Romantic and Modern. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 211-212 Survey of American Culture I-II (3 Cr.) (3 Cr.)

Examines elements of our national culture as they evolved from the first European explorations through colonization and independence to the present day. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 241-242 Interdisciplinary Principles of the Humanities I-II (3 Cr.) (3 Cr.)

Integrates unifying principles of the humanities and related fields of study. Emphasizes the expansion of student's intellectual perspective and development of concepts enabling the integration of knowledge from diverse fields into a unified whole. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 260 Survey of Twentieth-Century Culture (3 Cr.)

Explores literature, visual arts, philosophy, music and history of our time from an interdisciplinary perspective. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 295 Asian Cultures (3 Cr.)

Studies religions, values, and arts of major Asian civilizations, integrating major developments in art, architecture, literature, music, and philosophy. Areas will include, but are not limited to, China, India, Japan, and Vietnam. *Reading prerequisite required.* Lecture 3 hours per week.

HUM 295 Phi Theta Kappa Honors Seminar (1 Cr.)

Explores honors topic selected annually by Phi Theta Kappa, the national honor society for two-year colleges. Presents varied faculty viewpoints and encourages students to research and present individual aspects of a topic. Offered for honors credit. Students may enroll more than once. *Reading prerequisite required.* Faculty permission required.

■ **Interior Design (IDS)**

IDS 100 Theory and Techniques of Interior Design (3 Cr.)

Introduces drafting and presentation, color theory and coordination, space planning and arrangement of furnishings.

IDS 105 Architectural Drafting for Interior Design (3 Cr.)

Introduces tools and equipment, lettering, methods of construction, designing and delineation of architecture. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 106 Three Dimensional Drawing and Rendering (3 Cr.)

Provides instruction in graphic presentation of three-dimensionally drawn interiors. Presents the use of colored media to render three-dimensional drawings. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

Course Descriptions

IDS 116 Period Residential Design (4 Cr.)

Plans a period-inspired interior. May use field trips and visual materials to enhance this project. Presents problem and their solutions found in this kind of project. May require a final visual presentation with all necessary furnishings, materials and color boards with rendered perspectives.

Prerequisites: IDS 100 and 121.

IDS 121 Styles of Furniture and Interiors I (3 Cr.)

Introduces students to styles of furniture and interior design from the ancient world to the 18th century and early 19th century and suggests current applications to interior designs. Lecture 3 hours per week.

IDS 122 Styles of Furniture and Interiors II (3 Cr.)

Introduces students to styles of furniture and interior design from the ancient world to the 19th century and early 20th century and suggest current applications to interior designs. Lecture 3 hours per week.

IDS 195 - Topics In (3 Cr.)

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

IDS 205 Materials and Sources (3 Cr.)

Presents textiles, floor and wall coverings and window treatments. Emphasizes construction, fiber, finish and code applications. May use research and field trips to trade sources representing these elements. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 206 Lighting and Furnishings (3 Cr.)

Provides instruction in lighting terminology and calculations and instructions in techniques of recognizing quality of construction in furnishings and related equipment. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

IDS 217 Advanced Rendering and Presentation (3 Cr.)

Gives advanced problems in rendering and visual presentation. Teaches methods of presentation and development of completed interior design projects with rendered perspectives and presentation boards of furnishings, fixtures, finishes, schedules and related materials. *Prerequisites: IDS 105, 106.* Lecture 1 hour. Laboratory 4 hours per week. Total 5 hours per week.

IDS 225 Business Procedures (3 Cr.)

Provides instruction in preparation of contracts, purchase orders, specifications and other business forms used in the interior design field. Lecture 3 hours per week.

IDS 245 Computer Aided Drafting for Interior Designers (3 Cr.)

Instructs in the use of the computer for drafting of floor plans, elevations, perspectives, shadowing, lighting and color applications using Auto Cad software and the architecture and engineering software. Lecture 1 hour. Laboratory 4 hours per week. Total 5 hours per week.

■ **Information Technology Design and Database (ITD)**

ITD 110 Web Page Design I (3 Cr.)

Stresses a working knowledge of web site designs, construction and management using HTML or XHTML. Course content includes headings, lists, links, images, image maps, tables, forms and frames. *Reading prerequisite required. Prerequisite: ITE 115 (or equivalent) strongly recommended.* Lecture 3 hours per week.

ITD 112 Designing Web Page Graphics (3 Cr.)

Explores the creation of digital graphics for web design. Basic design elements such as color and layout will be explored utilizing a computer graphics program(s). *Reading prerequisite required. Prerequisite: ITD 110 (or equivalent) strongly recommended.* Lecture 3 hours per week.

ITD 130 Database Fundamentals (3 Cr.)

Introduces the student to Relational Database and Relational Database theory. Includes planning, defining and using a database; table design, linking and normalization; types of databases, database description and definition. *Reading prerequisite required. Prerequisite: ITE 115 (or equivalent) strongly recommended.* Lecture 3 hours per week.

ITD 132 Structured Query Language (3 Cr.)

Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. *Reading prerequisite required. Prerequisite: ITD 130.* Lecture 3 hours per week.

ITD 134 PL/SQL Programming (3 Cr.)

Presents a working introduction to PL/SQL programming with the Oracle RDBMS environment. Includes PL/SQL fundamentals of block program structure, variables, cursors and exceptions and creation of program units of procedures, functions, triggers and packages. *Reading prerequisite required. Prerequisites: ITP 100 and ITD 130.* Lecture 3 hours per week.

ITD 210 Web Page Design II (3 Cr.)

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management and maintenance utilizing web editor software(s). *Reading prerequisite required. Prerequisite: ITD 110.* Lecture 3 hours per week.

Course Descriptions

ITD 220 e-Commerce Administration (3 Cr.)

Emphasizes techniques to plan and to design a platform-independent commerce Web site. Focuses on web business strategies and the hardware and software tools necessary for Internet commerce, including comparison and selection of commerce architecture, installation and configuration, security considerations and planning of a complete business-to-consumer and a business-to-business site. *Reading prerequisite required. Prerequisite: ITD 110 (or equivalent) strongly recommended.* Lecture 3 hours per week.

ITD 250 Database Architecture and Administration (3 Cr.)

Involves in-depth instruction about the underlying architecture of databases and the handling of database administration. *Reading prerequisite required. Prerequisites: ITD 130 and ITD 132 or ITD 134.* Lecture 3 hours per week.

ITD 252 Database Backup and Recovery (3 Cr.)

Concentrates instruction in the key tasks required to plan and implement a database backup and recovery strategy. Includes instruction in multiple strategies to recover from multiple types of failure. *Prerequisite: ITD 250.* Lecture 3 hours per week.

ITD 254 Database Network Administration (3 Cr.)

Includes detailed information about how to administer databases over networks. Includes introduction to concepts and maintenance of distributed databases. *Prerequisite: ITD 250.* Lecture 3 hours per week.

■ **Information Technology Essentials (ITE)**

ITE 115 Introduction to Computer Applications and Concepts (3 Cr.)

Covers computer concepts and Internet skills and use of a software suite which includes word processing, spreadsheet, database and presentation software to demonstrate skills required for computer literacy. *Reading prerequisite required. Prerequisite: AST 117 or AST 101 or equivalent highly recommended.* Lecture 3 hours per week.

ITE 120 Principles of Information Systems (3 Cr.)

Provides an overview of the fundamentals of computer information systems. Focuses on the role of computers in business today including hardware, software, analysis, design and implementation of information systems. Includes an introduction to computer ethics, and business and personal security. Exposes students to techniques used in programming and system development. Utilizes a hands-on component for spreadsheets, databases, and web design applications. *Reading prerequisite required. Prerequisite: ITE 115 recommended.* Lecture 3 hours per week.

ITE 140 Spreadsheet Software (3 Cr.)

Covers the use spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts and macros. Topics will include type and edit text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables and styles, insert headers and footers and filter data. This course covers MOS Excel objectives. *Reading prerequisite required. Prerequisite: ITE 115 or equivalent.* Lecture 3 hours per week.

ITE 150 Desktop Database Software (3 Cr.)

Incorporates instruction in planning, defining and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Course topics include database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. This course covers MOS Access certification objectives. *Reading prerequisite required. Prerequisite: ITE 115 or equivalent.* Lecture 3 hours per week.

ITE 215 Advanced Computer Literacy (4 Cr.)

Incorporates advanced computer concepts including the integration of a software suite. *Reading prerequisite required. Prerequisite: ITE 115 or equivalent.* Lecture 4 hours per week.

■ **Information Technology Networking (ITN)**

ITN 106 Microcomputer Operating Systems (3 Cr.)

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files and configuration of microcomputer environments. May include a study of graphical user interfaces. Maps to A+ Software Certification. *Reading prerequisite required.* Lecture 3 hours per week.

ITN 107 Personal Computer Hardware and Troubleshooting (3 Cr.)

Includes specially designed instruction to give students a basic knowledge of hardware and software configurations. It includes the installation of various peripheral devices as well as basic system hardware components. Maps to A+ Hardware Certification. *Reading prerequisite required.* Lecture 3 hours per week.

ITN 109 Internet and Network Foundations (3 Cr.)

Provides a basic comprehension of Internet and network technologies including IT job roles, connection methods, TCP/IP functionality and DNS. Explores web server technologies with security and project management concepts. Introduces network creation, physical and logical topologies including media properties, server types, IP addressing and network security. *Reading prerequisite required.* Lecture 3 hours per week.

Course Descriptions

ITN 120 Wireless – Network Administration (WNA) (3 Cr.)

Provides instruction in fundamentals of wireless information systems. Course content includes terms, standards, components and operating requirements in the design and implementation of wireless networks. *Reading prerequisite required. Prerequisite: ITN 109 strongly recommended.* Lecture 3 hours per week.

ITN 170 Linux System Administration (3 Cr.)

Focuses instruction on the installation, configuration and administration of the Linux operating system and emphasizes the use of Linux as a network client and workstation. *Reading prerequisite required. Prerequisite: ITN 106.* Lecture 3 hours per week.

ITN 200 Administration of Network Resources (3 Cr.)

Focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk management and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. Can be taught using any network operating system or a range of operating systems as a delivery tool. *Reading prerequisite required. Prerequisites: ITN 106 and ITN 109.* Lecture 3 hours per week.

ITN 201 Administration & Management of Network Infrastructures (3 Cr.)

Focuses on the administration and management of network infrastructures. Covers network addressing of clients and servers, naming resolution, remote access, security, printing services, and troubleshooting. Uses network operating system as the delivery tools. *Reading prerequisite required. Prerequisite: ITN 200.* Lecture 3 hours per week.

ITN 224 Web Server Management (3 Cr.)

Focuses on the Web Server as a workhorse of the World Wide Web (WWW). Teaches how to set up and maintain a Web server and provides in-depth instruction in Web server operations and provides hands-on experience in installation and maintenance of a Web server. *Reading prerequisite required. Prerequisites: ITD 110 and ITN 109.* Lecture 3 hours per week.

ITN 260 Network Security Basics (3 Cr.)

Provides instruction in the basics of network security in depth. Course content includes security objectives, security architecture, security models and security layers. Course content also includes risk management, network security policy and security training. Course content includes the give security keys, confidentiality integrity, availability, accountability and auditability. *Reading prerequisite required. Prerequisite: ITN 109. Networking background highly recommended.* Lecture 3 hours per week.

ITN 261 Network Attacks, Computer Crime and Hacking (4 Cr.)

Encompasses in-depth exploration of various methods for attacking and defending a network. Course content explores network security concepts from the viewpoint hackers and their attack methodologies. Course content also includes topics about hackers, attacks, Intrusion Detection Systems (IDS) malicious code, computer crime and industrial espionage. *Reading prerequisite required. Prerequisite: ITN 260. Networking background required.* Lecture 3 hours per week.

ITN 262 Network Communication, Security and Authentication (4 Cr.)

Covers an in-depth exploration of various communication protocols with a concentration on TCP/IP. Course content explores communication protocols from the point of view of the hacker in order to highlight protocol weaknesses. Course content includes Internet architecture, routing, addressing, topology, fragmentation and protocol analysis and the use of various utilities to explore TCP/IP. *Reading prerequisite required. Prerequisites: ITN 106 (or equivalent) and ITN 260. Networking background highly recommended.* Lecture 3 hours per week.

ITN 263 Internet/Intranet Firewalls and E-Commerce Security (4 Cr.)

Conveys an in-depth exploration of firewall, Web security and e-commerce security. Course content also explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Course content also includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security and digital certification, D.509 and public key infrastructure (PKI). *Reading prerequisite required. Prerequisites: ITN 106 (or equivalent) and ITN 260. Networking background highly recommended.* Lecture 3 hours per week.

■ **Information Technology Programming (ITP)**

ITP 100 Software Design (3 Cr.)

Introduces principles and practices of software development. Course content includes instruction in critical thinking, problem solving skills and essential programming logic in structured and object-oriented design using contemporary tools. *Reading prerequisite required.* Lecture 3 hours per week.

ITP 112 Visual Basic.NET I (4 Cr.)

Concentrates instruction in fundamentals of object-oriented programming using Visual Basic.NET and the .NET framework. Course content emphasizes program construction, algorithm development, coding, debugging and documentation of graphical user interface applications. *Reading prerequisite required. Prerequisite: ITP 100.* Lecture 3 hours per week.

Course Descriptions

ITP 120 Java Programming I (4 Cr.)

Entails instruction in fundamentals of object-oriented programming using Java. This course emphasizes program construction, algorithm development, coding, debugging and documentation of console and graphical user interface applications. *Reading prerequisite required. Prerequisite: ITP 100.* Lecture 4 hours per week.

ITP 132 C++ Programming I (4 Cr.)

Centers instruction in fundamentals of object-oriented programming and design using C++. Course content emphasizes program construction, algorithm development, coding, debugging and documentation of C++ applications. *Reading prerequisite required. Prerequisite: ITP 100.* Lecture 4 hours per week.

ITP 136 C+ Programming I (4 Cr.)

Presents instruction in fundamentals of object-oriented programming and design using C+. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework. *Reading prerequisite required. Prerequisite: ITP 100.* Lecture 4 hours per week.

ITP 160 Introduction to Game Design & Development (3 Cr.)

Introduces object-oriented game design and development. Provides overview of the electronic game design and development process and underlines the historical context, content creation strategies, game careers, and future trends in the industry. Utilizes a game language environment to introduce game design, object-oriented paradigms, software design, software development and product testing. Teaches skills of writing a game design document and creating a game with several levels and objects. Integrate 2D animations, 3D models, sound effects, and background music as well as graphic backgrounds. *Reading prerequisite required. Prerequisite: ITP 100.* Lecture 3 hours per week.

ITP 212 Visual Basic.NET II (4 Cr.)

Includes instruction in application of advanced object-oriented techniques to application development. Course content emphasizes database connectivity, advanced controls, web forms and web services using Visual Basic.NET. *Reading prerequisite required. Prerequisite: ITP 112.* Lecture 4 hours per week.

ITP 220 - Java Programming II (4 Cr.)

Imparts instruction in application of advanced object-oriented techniques to application development using Java. Emphasizes database connectivity, inner classes, collection classes, networking, and threads. Lecture 4 hours per week.

ITP 225 Web Scripting Languages (4 Cr.)

Introduces students to the principles, systems and tools used to implement Web applications. Provides students with a comprehensive introduction to the programming tools and skills required to build and maintain interactive Web sites. Students will develop Web applications utilizing client-side and server-side scripting languages along with auxiliary tools needed for complete applications. *Reading prerequisite required. Prerequisites: ITD 110 and ITP 100. A semester of high-level programming language (e.g., ITP 120) is strongly recommended.* Lecture 4 hours per week.

ITP 251 Systems Analysis and Design (4 Cr.)

Focuses on application of information technologies (IT) to system life cycle methodology, systems analysis, systems design and system implementation practices. Methodologies related to identification of information requirements, feasibility in the areas of economic, technical and social requirements and related issues are included in course content. Software applications may be used to enhance student skills. *Prerequisite: Successful completion of a minimum of 9 IT credit hours.* This is intended to be a fourth semester capstone course; as such, proficiency in Internet and network fundamentals, database management and software design is required. *Reading prerequisite required. Competence in college-level reading and writing is essential.* Lecture 3 hours per week.

■ **Legal Administration (LGL)**

LGL 110 Introduction to Law and the Legal Assistant (3 Cr.)

Introduces various areas of law in which a legal assistant may be employed. Includes study of the court system (Virginia and federal) as well as a brief overview of criminal law, torts, domestic relations, evidence, ethics, the role of the legal assistant and other areas of interest. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 115 Real Estate Law for Legal Assistants (3 Cr.)

Studies law of real property and gives in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases and deeds of trust. Focuses on drafting these various instruments and studies the system of recording and search of public documents. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

Course Descriptions

LGL 117 Family Law (3 Cr.)

Studies elements of a valid marriage, grounds for divorce and annulment, separation, defenses, custody, support, adoptions and applicable tax consequences. Includes property settlement, pre- and ante-nuptial agreements, pleadings and rules of procedure. May include specific federal and Virginia consumer laws. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 125 Legal Research (3 Cr.)

Provides an understanding of various components of a law library and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, Shepard's Citations, ALR and other research tools. May include overview of computer applications and writing projects. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 126 Legal Writing (3 Cr.)

Studies proper preparation of various legal documents, including case and appeal briefs, legal memoranda, letters and pleadings. Involves practical applications. Requires competence in English grammar. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 127 - Legal Research and Writing (3 Cr.)

Provides a basic understanding of legal research and the proper preparation of legal documents, including brief writing. *Prerequisite: ENG 111 or permission of division.* Lecture 3 hours per week.

LGL 130 Law Office Administration and Management (3 Cr.)

Introduces management principles and systems applicable to law firms, including record keeping, disbursements, escrow accounts, billing and purchasing. May include accounting methods and software packages applicable to law firms. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 200 Ethics for the Legal Assistant (1 Cr.)

Examines general principles of ethical conduct applicable to legal assistant. Includes the application of rules of ethics to the practicing legal assistant. *Reading prerequisite and ENG 111 placement required.* Lecture 1 hour per week.

LGL 215 Torts (3 Cr.)

Studies fundamental principles of the law of torts, including preparation and use of pleadings and other documents involved in the trial of a civil action. Emphasizes personal injury and medical malpractice cases. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 216 - Trial Preparation and Discovery Practice (3 Cr.)

Examines the trial process, including the preparation of a trial notebook, pretrial motions, and orders. May include preparation of interrogatories, depositions, and other discovery tools used in assembling evidence in preparation for the trial or an administrative hearing. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 217 Trial Practice and the Law of Evidence (3 Cr.)

Introduces civil and criminal evidence; kinds, degrees and admissibility of evidence; and methods and techniques of its acquisition. Emphasizes Virginia and federal rules of evidence. Focuses on elements of a trial and various problems associated with the trial of a civil or criminal case. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 218 Criminal Law (3 Cr.)

Focuses on major crimes, including their classification, elements of proof, intent, conspiracy, responsibility, parties and defenses. Emphasizes Virginia law. May include general principles of applicable constitutional law and criminal procedure. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 225 Estate Planning and Probate (3 Cr.)

Introduces various devices used to plan an estate, including wills, trust, joint ownership and insurance. Considers various plans in light of family situations and estate objectives. Focuses on practices involving administration of an estate including taxes and preparation of forms. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 230 Legal Transactions (3 Cr.)

Introduces commercial principles and practices and Uniform Commercial Code. Emphasizes contracts, warrants, title, consideration, performance, parties, subject matter and remedies for breach, torts, sales, negotiable instruments, consumer protection, insurance, wills and inheritance, bankruptcy and statute of limitations. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

LGL 234 Intellectual Property Law (3 Cr.)

Presents outline of federal copyright and federal and state trademark law. Examines the functions of legal assistants in preparing registrations as well as infringement litigation. Covers related areas of law including trade secrecy and differences between various types of intellectual property. Examines the basics of patent law. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

Course Descriptions

LGL 235 Legal Aspects of Business Organizations (3 Cr.)

Examines lawyer's role in the formation of business entities, including sole proprietorship, partnerships and corporations and other business vehicles. Studies fundamental principles of law applicable to each and the preparation of the documents necessary for organization and operation.

Reading prerequisite and ENG 111 placement required. Lecture 3 hours per week.

LGL 238 Bankruptcy (3 Cr.)

Provides a practical understanding of non-bankruptcy alternatives and the laws of bankruptcy including Chapters 7, 11, 12 and 13 of the Bankruptcy Code. Emphasizes will be placed on preparing petitions, schedules, statements, and other forms. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

■ **Marketing (MKT)**

MKT 100 Principles of Marketing (3 Cr.)

Presents principles, methods and problems involved in the marketing of goods, services and ideas to consumers and organizational buyers. Discusses present-day problems and policies connected with distribution and sale of products, pricing, promotion and buyer motivation. Examines variations of the marketing mix and market research, plus legal, social, ethical and international considerations in marketing. Lecture 3 hours per week.

MKT 210 Sales Management (3 Cr.)

Presents an in-depth examination of managing a sales force. Introduces methods of training, compensating, motivation, and evaluation the workforce. Explores forecasting techniques and quotas. Lecture 3 hours per week.

MKT 228 Promotion (3 Cr.)

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

MKT 229 Marketing Research (3 Cr.)

Introduces the marketing research process to include methodology, data collection, sampling and analysis. Focuses on planning basic research studies and applying the findings to marketing decisions. Lecture 3 hours per week.

MKT 271 Consumer Behavior (3 Cr.)

Examines the various influences affecting consumer buying behavior before, during and after product purchase. Describes personal, societal, cultural, environmental, group and economic determinants on consumer buying. Lecture 3 hours per week.

MKT 282 Principles of E-Commerce (3 Cr.)

Studies online business strategies and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels and execution of marketing strategies. Lecture 3 hours per week.

■ **Mathematics (MTH)**

MTH 01 Developmental Mathematics (4 Cr.)

Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional and transfer programs. Topics may include arithmetic, algebra, geometry and trigonometry. Credits not applicable toward graduation. Lecture 4 hours per week.

MTH 02 Arithmetic (4 Cr.)

Covers arithmetic principles and computations including whole numbers, fractions, decimals, percents, measurement, graph interpretation, geometric forms and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. Lecture 4 hours per week.

MTH 03 Algebra I (4 Cr.)

Covers the topics of Algebra I including real numbers, equations and inequalities, exponents, polynomials, Cartesian coordinate system, rational expressions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. *Prerequisites: a placement approval for MTH 03 and Arithmetic or equivalent.* Lecture 4 hours per week.

MTH 04 Algebra II (4 Cr.)

Expands upon the topics of Algebra I including rational expressions, radicals and exponents, quadratic equations, systems of equations and applications. Develops the mathematical proficiency in intermediate algebra necessary for selected curriculum entrance. Credits not applicable toward graduation. *Prerequisites: a placement approval for MTH 04 and Algebra I or equivalent.* Lecture 4 hours per week.

Course Descriptions

MTH 06 Developmental Geometry (4 Cr.)

Covers topics in Euclidean geometry including similarity and congruency, plane and solid figures, right triangles, parallel and perpendicular lines, constructions and applications. Develops the mathematical proficiency necessary for selected curriculum entrance. Credits not applicable toward graduation. *Prerequisites: a placement approval for MTH 06 and Algebra I or equivalent.* Lecture 4 hours per week.

MTH 103-104 Applied Technical Mathematics I-II (3 Cr.) (3 Cr.)

Presents a review of arithmetic, elements of algebra, geometry and trigonometry. Directs applications to specialty areas. *Prerequisites: a placement recommendation for MTH 103 and one unit of high school mathematics or equivalent.* Lecture 3 hours per week.

MTH 115-116 Technical Mathematics I-II (3 Cr.) (3 Cr.)

Presents algebra through exponential and logarithmic functions, trigonometry, vectors, analytic geometry and complex numbers. *Prerequisites: a placement approval for MTH 115 and Algebra I and Geometry, or Algebra I and Algebra II, or equivalent.* Lecture 3 hours per week.

MTH 120 Introduction to Mathematics (3 Cr.)

Introduces number systems, logic, basic algebra, systems of equations and descriptive statistics. *Prerequisites: a placement approval for MTH 120 and one unit of high school mathematics or equivalent. (Intended for occupational/technical programs.)* Lecture 3 hours per week.

MTH 126 Mathematics for Allied Health (3 Cr.)

Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms and the metric system. *Prerequisites: a placement approval for MTH 126 and one unit of high school mathematics or equivalent.* Lecture 3 hours per week.

MTH 147 Elem/Tech Math for Electrical and Mech. Trades (4 Cr.)

Focuses on algebra and trigonometry, including first- and second-degree equations, system of equations, determinants, factoring, functions, graphs, triangles, vectors and the metric system. Emphasizes trade applications. *Prerequisites: a placement approval for MTH 147 and Algebra I and Geometry, or Algebra I and Algebra II, or equivalent.* Lecture 4 hours per week.

MTH 150 Topics in Geometry (3 Cr.)

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. *Prerequisites: a placement approval for MTH 150 and Algebra I.* Lecture 3 hours per week.

MTH 151 Mathematics for the Liberal Arts I (3 Cr.)

Presents topics in sets, logic, numeration systems, geometric systems and elementary computer concepts. *Prerequisites: a placement approval for MTH 151 and Algebra I, Algebra II and Geometry or equivalent.* Lecture 3 hours per week.

MTH 152 Mathematics for the Liberal Arts II (3 Cr.)

Presents topics in functions, combinations, probability, statistics and algebraic systems. *Prerequisites: a placement approval for MTH 152 and Algebra I, Algebra II and Geometry or equivalent.* Lecture 3 hours per week.

MTH 158 College Algebra (3 Cr.)

Covers the structure of complex number systems, polynomials, rational expressions, graphing, systems of equations and inequalities and functions, quadratic and rational equations and inequalities. Lecture 3 hours per week.

MTH 163 Precalculus I (3 Cr.)

Presents college algebra, matrices and algebraic, exponential and logarithmic functions. *Prerequisites: a placement approval for MTH 163 and Algebra I, Algebra II and Geometry or equivalent.* Lecture 3 hours per week.

MTH 164 Precalculus II (3 Cr.)

Presents trigonometry, analytic geometry and sequences and series. *Prerequisite: MTH 163 or equivalent.* Lecture 3 hours per week.

MTH 173 Calculus with Analytic Geometry I (5 Cr.)

Presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials and introduction to integration along with their applications. Designed for mathematical, physical and engineering science programs. *Prerequisites: a placement recommendation for MTH 173 and four units of high school mathematics including Algebra I, Algebra II, Geometry and Trigonometry or equivalent.* Lecture 5 hours per week.

Course Descriptions

MTH 174 Calculus with Analytic Geometry II (5 Cr.)

Continues the study of analytic geometry and the calculus of algebraic and transcendental functions including rectangular, polar and parametric graphing, indefinite and definite integrals, methods of integration and power series along with applications. Designed for mathematical, physical and engineering science programs. *Prerequisite: MTH 173 or equivalent.* Lecture 5 hours per week.

MTH 213-214 Advanced Engineering Technical Mathematics I-II (3 Cr.) (3 Cr.)

Presents limits and differential and integral calculus with applications directed toward the appropriate technical field. *Prerequisite: MTH 114 or MTH 116 or equivalent.* Lecture 3 hours per week.

MTH 240 Statistics (3 Cr.)

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. *Prerequisites: a placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent.* Lecture 3 hours per week.

MTH 241 Statistics I (3 Cr.)

Covers descriptive statistics, elementary probability, probability distributions, estimation and hypothesis testing. *Prerequisites: a placement recommendation for MTH 241 and MTH 163 or MTH 166 or equivalent.* (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

MTH 242 Statistics II (3 Cr.)

Continues the study of estimation and hypothesis testing with emphasis on correlation and regression, analysis of variance, chi-square tests and non-parametric methods. *Prerequisite: MTH 241 or equivalent.* Lecture 3 hours per week.

MTH 271 Applied Calculus I (3 Cr.)

Presents limits, continuity, differentiation of algebraic and transcendental functions with applications and an introduction to integration. *Prerequisite: MTH 163 or MTH 166 or equivalent.* Lecture 3 hours per week.

MTH 272 Applied Calculus II (3 Cr.)

Covers techniques of integration; multivariable calculus and an introduction to differential equations. *Prerequisite: MTH 271 or equivalent.* Lecture 3 hours per week.

MTH 275 Multivariable Calculus and Linear Algebra (4 Cr.)

Presents vector valued functions, partial derivatives, multiple integrals, matrices, vector spaces, determinants, solutions of systems of linear equations, basis and dimension eigenvalues and eigenvectors. Designed for mathematical, physical and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 4 hours per week.

MTH 277 Vector Calculus (4 Cr.)

Presents vector valued functions, partial derivatives, multiple integrals and topics from the calculus of vectors. Designed for mathematical, physical and engineering science programs. *Prerequisite: MTH 174 or equivalent.* Lecture 4 hours per week.

MTH 285 Linear Algebra (3 Cr.)

Covers matrices, vector spaces, determinants, solutions of systems of linear equations, eigenvalues and eigenvectors. *Prerequisite: MTH 174 or equivalent.* Lecture 3 hours per week.

■ **Mechanical Engineering Technology (MEC)**

MEC 113 Materials and Processes of Industry (3 Cr.)

Studies industrial/engineering materials and accompanying industrial processes. Investigates nature of materials structure and properties from a design standpoint, leading to a more intelligent selection of a material to fit the requirements of a part or product. Analyzes the effects of the various processes on materials, as well as the processes themselves to ensure a logical and systematic procedure for selection of materials. Lecture 3 hours per week.

MEC 116 Jig and Fixture Design (3 Cr.)

Focuses on fundamentals of the construction and design of various types of jigs and fixtures, including milling, reaming, tapping and drilling fixtures. Studies preparation of complete working drawings from layouts, for interchangeable manufacture, computation of fits, limit dimensions, tolerances, tool drawing principles and methods and fundamentals of cutting tools and gauges. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

MEC 120 Principles of Machine Technology (3 Cr.)

Studies fundamental machine operations and practices, including layout, measuring devices, hand tools, drilling, reaming, turning between corners, cutting tapers and threads and milling; fabrication of mechanical parts on drill press, lathe and mill. Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

Course Descriptions

■ Medical Assisting (MDA)

MDA 203 Medical Office Procedures (3 Cr.)

Instructs the student in the practice of the management of medical offices in areas such as receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management. Explains library and editorial duties, inventory, care of equipment and supplies, security, office maintenance, management responsibilities, placement and professional ethics and professionalism. *Reading prerequisite and ENG 111 placement required.* Lecture 3 hours per week.

MDA 206 - Medical Office Bookkeeping and Insurance (4 Cr.)

Instructs the student in the practice of bookkeeping and insurance programs, laws, and the processing of claim forms. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MDA 207 Medical Law and Ethics (2 Cr.)

Instructs the student in the legal relationships of the physician, patient and medical assistant; professional liabilities, Medical Practice Acts, professional attitudes and behavior and the types of medical practice. Also includes a basic history of medicine. *Reading prerequisite and ENG 111 placement required.* Lecture 2 hours per week.

■ Medical Laboratory (MDL)

MDL 105 Phlebotomy (3 Cr.)

Introduces basic medical terminology, anatomy, physiology, components of health care delivery and clinical laboratory structure. Teaches techniques of specimen collection, specimen handling, and patient interactions. Lecture 3 hours.

MDL 106 Clinical Phlebotomy (4 Cr.)

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

■ Music (MUS)

MUS 121 Music Appreciation I-II (3 Cr.) (3 Cr.)

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increased the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

MUS 137 - Chorus Ensemble (1-2 Cr.)

Ensemble consists of performance from the standard repertoires, including study of ensemble techniques and interpretation. *Divisional approval required.* May be repeated for credit. Laboratory 3-6 hours per week.

MUS 163 Guitar Theory and Practice I (3 Cr.)

Studies the fundamentals of sound production, music theory, and harmony as they apply to guitar. Builds proficiency in both the techniques of playing the guitar and in the application of music fundamentals to these techniques. Presents different types of guitars and related instruments. Emphasizes music as entertainment and as a communication skill. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MUS 165 - Applied Music - Strings (1-2 Cr.)

Teaches fundamentals of string instruments, harp, or guitar. Studies the standard repertoire. *Prerequisite: divisional approval.* Private lessons are available for either 1 or 2 hours of credit per semester. The length of the lessons will be 1/2 hour for 1 hour credit and 1 hour for 2 hours credit per semester. All courses in applied music may be repeated for a total of 8 hours for the major and 4 hours for the minor. 1-2 half-hour lessons per week, 4-8 hours practice (laboratory) required. Laboratory 4-8 hours per week.

■ Natural Science (NAS)

NAS 120 Introductory Meteorology (3 Cr.)

Studies cloud formation, weather maps, forecasting and wind systems with emphasis on local weather patterns. Lecture 3 hours per week.

NAS 125 Meteorology (4 Cr.)

Presents a non-technical survey of fundamental meteorology. Focuses on the effects of weather and climate on humans and their activities. Serves for endorsement or recertification of earth science teachers. Lecture 3 hours per week. Recitation and laboratory 2 hours per week. Total 5 hours per week.

NAS 130 Elements of Astronomy (4 Cr.)

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars and galaxies. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

Course Descriptions

■ **Nursing (NUR)**

NUR 27 Nurse Aide I (4 Cr.)

Teaches care of older patients with emphasis on the social, emotional and spiritual needs. Covers procedures; communication and interpersonal relations; observations, charting and reporting; safety and infection control; anatomy and physiology; personal care, nutrition and patient feeding; and death and dying. May include laboratory or clinical hours per week. Lecture 2 hours per week. Laboratory 4 hours per week. Total 6 hours per week.

NUR 105 Nursing Skills (3 Cr.)

Develops nursing skills for the basic needs of individuals and introduces related theory. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. Lecture 1 hour. Laboratory 6 hours per week. Total 7 hours per week.

NUR 108 Nursing Principles and Concepts I (5 Cr.)

Teaches principles of nursing, health and wellness concepts and the nursing process. Develops nursing needs to meet the multidimensional needs of individuals. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experience in college nursing laboratories and/or cooperating agencies. Lecture 3 hours per week. Laboratory 6 hours per week. Total 9 hours per week.

NUR 115 LPN Transition (2 Cr.)

Introduces the role of the registered nurse through concepts and skill development in the discipline of professional nursing. This course serves as a bridge course for licensed practical nurses and is based upon individualized articulation agreements, mobility exams or other assessment criteria as they relate to local programs and service areas. Includes math computational skills and basic computer instruction related to the delivery of nursing care. (This course has been approved by the vice chancellor as an exception to the variable credit policy.) Lecture 22 hours per week. Laboratory 23 hours per week. Total 45 hours per week.

NUR 116 - Selected Nursing Concepts (2 Cr.)

Introduces selected basic skills and concepts in the discipline of nursing and their incorporation into care to meet the changing standards of nursing practice. Intended as a transition/refresher course for transfer and returning students. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

NUR 136 Principles of Pharmacology I (2 Cr.)

Teaches principles of medication administration which include dosage calculations, major drug classifications, drug legislation, legal aspects of medication administration, drug action on specific body systems and basic computer applications. Lecture 2 hours per week.

NUR 180 Essentials of Maternal/Newborn Nursing (3 Cr.)

Utilizes the concepts of the nursing process in caring for families in the antepartum, intrapartum and postpartum periods. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. *Prerequisite NUR 136. Prerequisite or corequisite BIO 150.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

NUR 199 Supervised Study (1 Cr.)

Assigns problems for independent study incorporating previous instruction and supervised by the instructor. May be repeated for credit.

NUR 203 Introduction to Mental Health Nursing (2 Cr.)

Utilizes the concepts of the nursing process in caring for individuals, families and/or groups with mental health needs across the life span. Includes math experiences in college nursing laboratories and/or cooperating agencies. *Prerequisite (1st year nursing course work).* Lecture 1 hour. Laboratory 3 hours per week. Total 4 hours per week.

NUR 221-222 Second Level Nursing Principles and Concepts I-II (9 Cr.) (9 Cr.)

Focuses on nursing care of individuals, families and/or groups with multidimensional needs in a variety of settings. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care. Provides supervised learning experiences in college nursing laboratories and/or cooperating agencies. *Prerequisites: for NUR 221 are NUR 180 and NUR 203. Prerequisite: for NUR 222 is NUR 221.* Lecture 4 hours per week. Laboratory 15 hours per week. Total 19 hours per week.

NUR 226 Health Assessment (3 Cr.)

Teaches the systematic approach to obtaining a health history and performing a physical assessment. Lecture 1 hours. Laboratory 2 hours per week. Total 3 hours per week.

Course Descriptions

NUR 255 Nursing Organization and Management (2 Cr.)

Addresses management and organizational skills as they relate to nursing. Emphasizes group dynamics, resolution of conflicts and leadership styles. Lecture 2 hours per week.

■ **Philosophy (PHI)**

PHI 100 Introduction to Philosophy (3 Cr.)

Presents an introduction to philosophical problems and perspectives with emphasis on the systematic questioning of basic assumptions about meaning, knowledge, reality and values. *Reading prerequisite required.* Lecture 3 hours per week.

PHI 115 - Practical Reasoning (3 Cr.)

Studies informal logic and language techniques as they relate to reasoning and argument. Provides practice in analyzing arguments and constructing sound arguments. Lecture 3 hours per week.

PHI 220 Ethics (3 Cr.)

Provides a systematic study of representative ethical systems. *Reading prerequisite required.* Lecture 3 hours per week.

PHI 227 Bio-Medical Ethics (3 Cr.)

Examines the ethical implications of specific biomedical issues in the context of major ethical systems. *Reading prerequisite required.* Lecture 3 hours per week.

■ **Photography (PHT)**

PHT 101-102 Photography I-II (3 Cr.) (3 Cr.)

Teaches basic principles of black and white photography and fundamental camera techniques. Students will take their own photographs, develop the film and print the negatives. Requires outside shooting and lab work. Lecture 1 hour per week. Laboratory 4 hours per week. Total 5 hours per week.

PHT 107 Nature Photography (3 Cr.)

Teaches fundamentals of color photography of natural objects. Emphasizes selection and use of equipment simple digital workflow, format selection for professional imaging, compositional techniques and color theory. Lecture 2 hours. Total 4 hours per week.

PHT 135 - Electronic Darkroom (3 Cr.)

Teaches students to create and manipulate digital photographs. Covers masking, color corrections, and merging of illustrations with photographs. Examines the ethical and property-rights issues which are raised in the manipulation of images. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

PHT 201-202 Advanced Photography I-II (3 Cr.) (3 Cr.)

Provides weekly critique of students' work. Centers on specific problems found in critiques. Includes working procedures and critical skills in looking at photographs. Advanced black and white photography techniques. *Prerequisite: PHT 102 or equivalent.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

PHT 211-212 Color Photography I-II (3 Cr.) (3 Cr.)

Introduces theory, materials and processes of modern color images. Includes additive and subtractive theory, color filtration and negative and positive printing techniques. *Prerequisite: PHT or equivalent. Prerequisite for 212: PHT 211.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

PHT 216 Wildlife Photography (3 Cr.)

An advanced course in the photography of natural objects. Emphasis will be placed on critiquing the student's photographic work. Use of natural lighting, flash photography and diffusion techniques will be emphasized. Offers seminars on specific subject areas such as animals, plants, birds, insects and wilderness scenes. *Prerequisite: PHT 107 or instructor approval.* Lecture 2 hours per week. Laboratory 2 hours per week. Total 4 hours per week.

PHT 227 Photographic Careers (3 Cr.)

Teaches the techniques of small photographic business operations. Includes portfolio preparation and presentation and basic marketing techniques. Covers theory of marketing, costing procedures and problems, legal accounting problems, copyright and fundamentals of small photographic business operation. Lecture 3 hours per week.

PHT 264 Digital Photography (3 Cr.)

Teaches theory and practice of digital photography. Emphasizes use of digital cameras in studio and on location. Teaches advanced techniques of image editing. Provides training in digital image transmission from remote locations. Extensive work in Adobe Photoshop. *Prerequisites: PHT 101 and ART 283.* Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

■ **Physical Education and Recreation (PED)**

PED 107 Exercise and Nutrition (2 Cr.)

Provides the student with a full body workout through flexibility, strength and cardiovascular endurance exercises. Includes fitness evaluation, nutrition analysis and weight control. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

Course Descriptions

PED 109 - Yoga (2 Cr.)

Focuses on the forms of yoga training emphasizing flexibility. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 111-112 Weight Training I-II (2 Cr.) (2 Cr.)

Focuses on muscular strength and endurance training through individualized workout programs. Teaches appropriate use of weight training equipment. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

PED 113 Lifetime Activities I (2 Cr.)

Presents lifetime sports and activities. Teaches skills and methods of lifetime sports and activities appropriate to the local season and facilities available. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

PED 116 Lifetime Fitness and Wellness (1 Cr.)

Provides a study of fitness and wellness and their relationship to a healthy lifestyle. Defines fitness and wellness, evaluates the student's level of fitness and wellness and motivates the student to incorporate physical fitness and wellness into daily living. Laboratory 2 hours per week. Total 2 hours per week.

PED 117 Fitness Walking (1 Cr.)

Teaches content and skills needed to design, implement and evaluate an individualized program of walking, based upon fitness level. Laboratory 2 hours per week. Total 2 hours per week.

PED 133-134 Golf I-II (2 Cr.) (2 Cr.)

Teaches basic skills of golf, rules, etiquette, scoring, terminology, equipment selection and use and strategy. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

PED 135-136 Bowling I-II (2 Cr.) (2 Cr.)

Teaches basic bowling skills and techniques, scoring, rules, etiquette and terminology. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

PED 147 - Hiking (2 Cr.)

Introduces physical and mental benefits of walking or hiking as a form of physical exercise. Skills developed include how to plan for a hike, what to take, and how to select a trail relative to individual abilities. Provides hiking opportunities to explore local regions. Develops awareness of safety, weather, and ecological considerations. Laboratory 2-4 hours per week.

PED 161 - Dance Production I (1-2 Cr.)

Focuses on creating a dance performance. Teaches the basic skills in creating and producing a dance. Includes lighting, costumes, music, and choreography. Part I of II. Lecture 0-1 hours. Laboratory 2-4 hours. Total 2-4 hours per week.

PED 187 Backpacking (2 Cr.)

Focuses on the preparation for backpacking trip, equipment and clothing selection, personal and group safety, ecology and physical conditioning. Includes field experience. Lecture 1 hour per week. Laboratory 2 hours per week. Total 3 hours per week.

■ **Physics (PHY)**

PHY 101-102 Introduction to Physics I-II (4 Cr.) (4 Cr.)

Surveys general principles of physics. Includes topics such as force and motion, energy, heat, sound, light, electricity and magnetism and modern physics. *Reading prerequisite required. PHY 101 prerequisite to PHY 102.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 201-202 General College Physics I-II (4 Cr.) (4 Cr.)

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism and selected topics in modern physics. *Reading prerequisite required. Prerequisite: MTH 163 or equivalent. PHY 201 prerequisite to PHY 202.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 241-242 University Physics I-II (4 Cr.) (4 Cr.)

Teaches principles of classical and modern physics. Includes mechanics, wave phenomena, heat, electricity, magnetism, relativity and nuclear physics. *Reading prerequisite required. Prerequisite for PHY 241 is MTH 173 or divisional approval. Prerequisite for PHY 242 is MTH 174 or divisional approval. PHY 241 prerequisite to PHY 242.* Lecture 3 hours per week. Laboratory 3 hours per week. Total 6 hours per week.

PHY 243 Modern Physics (4 Cr.)

Teaches principles of modern physics. Includes in-depth coverage of relativity, quantum physics, solid state and nuclear physics. For major requiring calculus-based physics. *Reading prerequisite required. Prerequisite: PHY 241-242 or equivalent.* Lecture 3 hours per week. Laboratory 2-3 hours per week. Total 5-6 hours per week.

Course Descriptions

■ Political Science (PLS)

PLS 135 American National Politics (3 Cr.)

Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency and the courts and on their inter-relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy and foreign relations. *Reading prerequisite required.* Lecture 3 hours per week.

PLS 211-212 U.S. Government I-II (3 Cr.) (3 Cr.)

Teaches structure, operation and process of national, state and local governments. Includes in-depth study of the three branches of the government and of public policy. *Reading prerequisite required.* Lecture 3 hours per week.

PLS 241 International Relations I (3 Cr.)

Teaches geographic, demographic, economic, ideological and other factors conditioning the policies of countries and discusses conflicts and their adjustments. *Reading prerequisite required.* Lecture 3 hours per week.

PLS 242 International Relations II (3 Cr.)

Teaches foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. *Reading prerequisite required.* Lecture 3 hours per week.

■ Practical Nursing (PNE)

PNE 136 Care of Maternal Newborn and Pediatric Patients (4 Cr.)

Examines pregnancy, childbirth, post-partum and newborn care from a family-centered approach. Covers complications related to childbearing, emphasizes growth and development and exploration of common childhood disorders at various stages. Lecture 4 hours per week.

PNE 143 Applied Nursing Skills (1 Cr.)

Applies principles and procedures essential to the basic nursing care of patients. Laboratory 3 hours per week. *Instructor permission required.*

PNE 145 Trends in Practical Nursing (1 Cr.)

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations and opportunities in practical nursing. Assists students in preparation for employment. *Prerequisite: PNE 162.* Lecture 1 hour per week.

PNE 158 Mental Health and Psychiatric Nursing (1 Cr.)

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. *Prerequisite: PNE 162.* Lecture 1 hour per week.

PNE 161 Nursing in Health Changes I (6 Cr.)

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. *Prerequisite: Admission to Practical Nursing Program.* Lecture 3 hours per week. Laboratory 9 hours per week. Total 12 hours per week.

PNE 162 Nursing in Health Changes II (11 Cr.)

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. *Prerequisites: ENG 111, BIO 100, PNE 161, PNE 174, PSY 230, SDV 101.* Lecture 5 hours per week. Laboratory 16 hours per week. Total 21 hours per week.

PNE 164 Nursing in Health Changes IV (10 Cr.)

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. *Prerequisite: PNE 162.* Lecture 6 hours per week. Laboratory 12 hours per week. Total 18 hours per week.

PNE 174 Applied Pharmacology for Practical Nurses (2 Cr.)

Applies problem-solving skills in preparing and administering medications. *Prerequisite: Admission to Practical Nursing Program.* Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

PNE 175 Introduction to Supervision and Management for Practical Nurses (1 Cr.)

Addresses skills related to leadership and the management of care of clients in a variety of settings to ensure quality nursing care. *Prerequisite: PNE 162.* Lecture 15 hours per semester.

■ Psychology (PSY)

PSY 165 Psychology of Human Sexuality (3 Cr.)

Focuses on scientific investigation of human sexuality and psychological and social implications of such research. Considers socio-cultural influences, the physiology and psychology of sexual response patterns, sexual dysfunctions, and development of relationships. Lecture 3 hours per week.

PSY 200 Principles of Psychology (3 Cr.)

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy and social psychology. *Reading prerequisite required.* Lecture 3 hours per week.

Course Descriptions

PSY 205 Personal Conflict and Crisis Management (3 Cr.)

Studies the effective recognition and handling of personal and interpersonal conflicts. Discusses cooperative roles of public and private agencies, management of family disturbances, child abuse, rape, suicide and related cases. *Reading prerequisite required.* Lecture 3 hours per week.

PSY 215 Abnormal Psychology (3 Cr.)

Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior and types of therapy. Includes methods of clinical assessment and research strategies. *Reading prerequisite required. Prerequisite: PSY 200, 201, or 202.* Lecture 3 hours per week.

PSY 216 Social Psychology (3 Cr.)

Examines individuals in social contexts, their social roles, group processes and intergroup relations. Includes topics such as small group behavior, social behavior, social cognition, conformity, attitudes and motivation. *Reading prerequisite required. Prerequisite: PSY 200, 201, or 202.* Lecture 3 hours per week.

PSY 230 Developmental Psychology (3 Cr.)

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive and psychosocial growth. *Reading prerequisite required.* Lecture 3 hours per week.

PSY 235 Child Psychology (3 Cr.)

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. *Reading prerequisite required.* Lecture 3 hours per week.

PSY 236 Adolescent Psychology (3 Cr.)

Studies development of the adolescent. Investigates physical, intellectual, social and emotional factors of the individual from late childhood to early adulthood. *Reading prerequisite required.* Lecture 3 hours per week.

PSY 245 Educational Psychology (3 Cr.)

Explores human behavior and learning in the educational context. Investigates the nature of various mental characteristics such as intelligence, interest, and knowledge. Examines their measurement and appraisal and their significance for educational goals. *Prerequisite: PSY 200.* Lecture 3 hours per week.

PSY 255 Psychological Aspects of Criminal Behavior (3 Cr.)

Studies psychology of criminal behavior. Includes topics such as violent and nonviolent crime, sexual offenses, insanity, addiction, white collar crime, and other deviant behaviors. Provides a background for law enforcement occupations. *Reading prerequisite required. Prerequisite: PSY 125, 200, 201, or divisional approval.* Lecture 3 hours per week.

PSY 265 - Psychology of Men and Women (3 Cr.)

Examines the major determinants of sex differences. Emphasizes psychosexual differentiation and gender identity from theoretical, biological, interpersonal, and sociocultural perspectives. Includes topics such as sex roles, socialization, rape, abuse, and androgyny. *Prerequisite: PSY 200.* Lecture 3 hours per week.

■ **Real Estate (REA)**

REA 100 Principles of Real Estate (4 Cr.)

Examines practical applications of real estate principles. Includes a study of titles, estates, land descriptions, contracts, legal instruments, financing and management of real estate. Lecture 4 hours per week.

■ **Religion (REL)**

REL 100 Introduction to the Study of Religion (3 Cr.)

Explores various religious perspectives and ways of thinking about religious themes and religious experience. *Reading prerequisite required.* Lecture 3 hours per week.

REL 200 Survey of the Old Testament (3 Cr.)

Surveys books of the Old Testament, with emphasis on prophetic historical books. Examines the historical and geographical setting and place of the Israelites in the ancient Middle East as background to the writings. *Reading prerequisite required.* Lecture 3 hours per week.

REL 210 Survey of the New Testament (3 Cr.)

Surveys books of the New Testament, with special attention upon placing the writings within their historical and geographical setting. *Reading prerequisite required.* Lecture 3 hours per week.

REL 215 New Testament and Early Christianity (3 Cr.)

Surveys the history, literature and theology of early Christianity in the light of the New Testament. *Reading prerequisite required.* Lecture 3 hours per week.

REL 217 - Life and Letters of Paul (3 Cr.)

Studies the journeys and religious thought of the apostle Paul. *Reading prerequisite required.* Lecture 3 hours per week.

Course Descriptions

REL 230 Religions of the World (3 Cr.)

Introduces the religions of the world with attention to origin, history and doctrine. *Reading prerequisite required.* Lecture 3 hours per week.

■ **Sociology (SOC)**

SOC 200 Principles of Sociology (3 Cr.)

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification and social institutions. *Reading prerequisite required.* Lecture 3 hours per week.

SOC 207 Medical Sociology (3 Cr.)

Surveys the social, economic, cultural and individual factors in health and illness. Examines issues of wellness, health-care systems, physician-nurse-patient relationships, medical costs, ethics and policy. *Reading prerequisite required.* Lecture 3 hours per week.

SOC 211 Principles of Anthropology I-II (3 Cr.) (3 Cr.)

Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. *Reading prerequisite required.* Lecture 3 hours per week.

SOC 215 Sociology of the Family (3 Cr.)

Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child rearing, husband and wife interaction, single parent families and alternative lifestyles. *Reading prerequisite required.* Lecture 3 hours per week.

SOC 266 Minority Group Relations (3 Cr.)

Investigates minorities such as racial and ethnic groups. Addresses social and economic conditions promoting prejudice, racism, discrimination and segregation. *Reading prerequisite required.* Lecture 3 hours per week.

SOC 268 Social Problems (3 Cr.)

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars and disarmament. *Reading prerequisite required.* Lecture 3 hours per week.

■ **Spanish (SPA)**

SPA 16 Spanish for Business (2 Cr.)

Introduces the student to Spanish used in business transactions. Lecture 2 hours per week.

SPA 101-102 Beginning Spanish I-II (4 Cr.) (4 Cr.)

Introduces understanding, speaking, reading and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. *Prerequisite: SPA 101 for SPA 102.* Lecture 4 hours per week.

SPA 201-202 Intermediate Spanish I-II (3 Cr.) (3 Cr.)

Continues to develop understanding, speaking, reading and writing skills. May include oral drill and practice. *Prerequisite: SPA 102 for SPA 201, SPA 201 for SPA 202.* Lecture 3 hours per week.

SPA 271-272 Intro to Latin American Civ. Literature I-II (3 Cr.) (3 Cr.)

Introduces the student to Latin American culture and literature. Readings and discussions conducted in Spanish. *Reading prerequisite required. Prerequisite: SPA 202 or equivalent.* Lecture 3 hours per week.

Speech and Drama

(See Communication Studies and Theatre on page 143)

■ **Student Development (SDV)**

SDV 100 College Success Skills (1 Cr.)

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 Orientation to the Education Professions (1 Cr.)

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

Course Descriptions

SDV 101 Orientation to Health Professions (1 Cr.)

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 101 Orientation to the IT Professions (1 Cr.)

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 101 Orientation to Visual Arts (1 Cr.)

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling and advising; listening, test taking and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

SDV 298 PLACE Portfolio Development (3 Cr.)

Portfolio development course designed to assist students in the process of synthesizing and organizing life experience with the objectives of specific other courses.

■ **Surgical Tech (SUR)**

SUR 140 Introduction to Surgical Care (4 Cr.)

Introduces the study of the surgical process, including aspects of the operating room environment. Highlights preparing the patient for surgery, including transporting, positioning and special preparation procedures. Presents physical, psychological and spiritual needs of the patient including ethical and legal rights of the patient. Prerequisite: Admission into the program. Corequisite: BIO 141. Lecture 2 hours per week. Laboratory 3-6 hours per week. Total 5-6 hours per week.

SUR 145 Fundamentals of Surgical Care (4 Cr.)

Introduces principles of aseptic technique, sterilization, disinfection and antisepsis including environmental safety and control, CDC and OSHA requirements. Presents packaging, storing and dispensing surgical supplies, principles of wound healing including types, stages and complications; types, preparation and care of surgical supplies, packing, dressings, catheters, drains, tubes, supplies and equipment; classifications of instruments, sutures and needles. Describes responsibilities related to the scrub and circulating roles. Provides students practical experience in the operating room. (Note: Previously listed as NUR 141-142.) Prerequisite: SUR 140. Corequisite: BIO 141. Lecture 2 hours per week. Laboratory 3-6 hours per week. Total 5-8 hours per week.

SUR 210 Surgical Procedures (8 Cr.)

Introduces the surgical specialties of general; gastroenterology, gynecology; ophthalmology; otorhinolaryngology; dental; oral and maxillofacial; plastic and reconstructive; pediatrics; oncology; neurosurgery; orthopedics; cardiac; thoracic; vascular; transplant; and trauma in a laboratory and clinical experience. (Note: Previously listed as NUR 209 and NUR 210). Prerequisite: SUR 145. Corequisites: BIO 142, SUR 250. Lecture 4 hours per week. Laboratory 12-15 hours per week. Total 16-19 hours per week.

SUR 250 Surgical Pharmacology (2 Cr.)

Introduces pharmacology as it relates to surgical intervention in the operating room. Includes medication calculations, measurements, administration, terminology and handling and a review of certain drug classifications as they relate to surgical patients. (Note: Previously listed as HLT 250, General Pharmacology) Prerequisite: SUR 140. Lecture 2-3 hours per week.

SUR 254 Professional Issues in Surgical Technology (1 Cr.)

Provides job seeking skills and an overview of theoretical knowledge in preparation for national certification. Includes test taking strategies, career options, resume preparation, interviewing techniques, professional credentialing and organizations and professionalism as it relates to surgical technology. Prerequisite: SUR 210. Corequisite: SUR 299. Lecture 1-2 hours per week.

Course Descriptions

SUR 260 Surgical Technology Clinical Practicum (5 Cr.)

Provides continued study and extensive clinical experience in all surgical specialties. Emphasis is on clinical practice thereby further enhancing theoretical and practical knowledge of select procedures, surgical instrumentation, supplies and equipment. The scrub and circulating roles of the surgical technologist including aseptic technique and case preparation for select surgical procedures continue to be emphasized. *Prerequisite: SUR 210. Corequisite: SUR 254.* Laboratory 15-18 hours per week.

■ **Veterinary Assisting (VET)**

VET 100 Introduction to Animal Science (3-4 Cr.)

Surveys the common breeds of small and large domestic animals, including identification, management and restraint. Lecture 2-3 hours per week. Laboratory 3 hours per week. Total 5-6 hours per week.

VET 101 Introduction to Veterinary Assisting (3 Cr.)

Presents basic information about assisting the veterinarian. Includes information about companion animals, primarily dogs and cats. Lecture 3 hours per week.

VET 103 - Veterinary Office Assisting (3 Cr.)

Presents basic information about common business procedures used in veterinary practice. Includes client and staff relationships and veterinary regulations. Lecture 3 hours per week.

VET 105 Introduction to Veterinary Technology (3 Cr.)

Introduces the role of veterinary technicians in veterinary practice. Includes medical terminology, ethics, professionalism and basic concepts of patient care. Lecture 2 hours per week. Laboratory 3 hours per week. Total 5 hours per week.

VET 236 Companion Animal Behavior (2-3 Cr.)

Teaches basic behavior concepts as they apply to dogs, cats and horses. Stresses prevention and treatment of behavior problems. Lecture 2-3 hours per week.

■ **Welding (WEL)**

WEL 120 Introduction to Welding (3 Cr.)

Introduces history of welding processes. Covers types of equipment and assembly of units. Stresses welding procedures such as fusion, non-fusion and cutting oxyacetylene. Introduces arc welding. Emphasizes procedures in the use of tools and equipment. Lecture 1-2 hours per week. Laboratory 2-3 hours per week. Total 3-5 hours per week.

WEL 130 Inert Gas Welding (3 Cr.)

Introduces practical operations in use of inert gas shielded arc welding. Studies equipment operation, setup, safety and practice of Gmaw (Mig) and Gtaw (Tig). Lecture 1 hour per week. Laboratory 3 hours per week. Total 4 hours per week.

Organization of the College

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A.D.N., Pasadena City College
B.S.N., California State University
M.S.N., Old Dominion University

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Assistant Professor of Chemistry
B.S., Eastern Michigan University
M.S., Georgia Institute of Technology

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Professor of English and Developmental Studies
B.S., Radford University
M.A.T., James Madison University
D.A., George Mason University

James M. Guiliano
Professor of Management
B.A., Iona College
M.P.A., American University
M.B.A., Marymount University

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Registered Nurse (RN)
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M.S.N., George Mason University

Virginia Hartman
Associate Professor of Administrative Support Technology
B.S., M.S., Montana State University

Jeffrey Hollar
Instructor of Biology
B.S., M.S., James Madison University

Evan Humbert
Instructor of Mathematics
B.S., Hampton University
M.S., University of D.C.

Mary Anne Keefer
Associate Professor of English
B.A., M.A., George Mason University

Brent L. Kendrick
Professor of English
B.A., Alderson-Broadus College
Ph.D., University of South Carolina

Lori Killough
Instructor of Education
VCCS Certified Online Instructor
A.A.S., Erie Community College
B.S., M.S., State University of NY College at Buffalo

Arthur L. Lee
Associate Professor of Information Technology
B.S., M.S., James Madison University

Kimmarie W. Lewis
Professor of English and Speech
B.A., Virginia Tech
M.A., D.A., George Mason University

William T. Lewis
Assistant Professor of Engineering Technology
B.S.M.E., University of Virginia
M.S.M.E., West Virginia University

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Professor of Manufacturing Technology and Information Technology
Licensed Master Electrician
A.S.M.E., Massasoit Community College
B.S., Houghton College
M.S., Shenandoah University

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Associate Professor of English and Speech
B.A., M.A.C.T., S.C.T., Murray State University

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B.S., B.S.N., Auburn University
M.S.N., University of Phoenix

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B.A., West Virginia Wesleyan College
M.A., University of Chicago

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NREMT-P
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B.S., Shenandoah University

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M.S., Ph.D., University of Toledo

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D.A., George Mason University

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Associate Professor of Art
A.A., Marymount University
B.F.A., Radford University
M.F.A., Radford University

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M.A., Ph.D., University of South Carolina

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M.A., Clemson University
Ph.D., University of South Carolina

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M.S., Lehigh University

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B.S.N., Old Dominion University
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M.S., University of Illinois

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B.S., Shenandoah College
M.S., James Madison University

Brenda Wiens
Associate Professor of Biology
A.B., Occidental College
M.S., Ph.D., Oregon State University

Brian Wilcox
Assistant Professor of Biology
B.S., M.S., James Madison University

Stephen E. Wisecarver
Associate Professor of Psychology
B.S., M.Ed., Virginia Commonwealth University

Full-Time Classified Personnel

Tina M. Anderson
Education Support Specialist II, Admissions and
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A.A.S., Lord Fairfax Community College

Phyllis Armel
Administrative Office Specialist III, Workforce
Solutions and Continuing Education
B.A., Eastern Christian College

Bruce E. Armstrong
Trades Manager I
A.A.S., Penn State University
B.S., University of Dayton

Margaret J. Barnett
Financial Services Manager II
Certified Public Accountant
A.A.S., Lord Fairfax Community College
B.B.A., James Madison University
M.A., Virginia Commonwealth University

Brandon Belland
Security Officer II
A.A.S., Lord Fairfax Community College

Lynn Bennett
Education Support Specialist II, Admissions and
Records

Joseph Bloom
Planning and Policy Specialist I
A.A. & S., Lord Fairfax Community College
B.S., James Madison University

Phillip Borden
Trades Technician III

Julie P. Bowers
Human Resource Analyst I
B.S., Radford University

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Education Support Specialist III
B.A., George Mason University
M.S., Shenandoah University

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Library Specialist I
B.A., Wake Forest University

Melissa A. Burner
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Mathematics and Social Sciences

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B.S., Madison College

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B.S., George Mason University

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B.S., University of Mary Washington

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B.S., George Mason University

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B.S., Shepherd University

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Certified Administrative Professional. (CAP)
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A.A.S., Lord Fairfax Community College

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Administrative Office Specialist II, Workforce
Solutions and Continuing Education

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Trades Tech III

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B.S., Shepherd College

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B.S.B.A., Christopher Newport University

Larry Lambert
Trades Tech I

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A.A.S., Lord Fairfax Community College
B.S., Old Dominion University

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M.S. Shenandoah University

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Trades Technician III

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Administrative Office Support Specialist II,
Business & Technologies
B.S., Virginia Tech

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A.A.S., Lord Fairfax Community College

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Library Specialist I
A.A.S., Lord Fairfax Community College

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Student Activities Coordinator
B.A., Virginia Polytechnic Institute and State
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M.B.A., Saint Leo University

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A.A.S., Lord Fairfax Community College

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M.S., Marshall University

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Administrative Office Specialist III, Humanities,
Mathematics and Social Sciences

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Media Manager I
B.A., University of Maryland, Baltimore County

Frank A. Rinker
Information Technology Specialist I
A.A.S., Lord Fairfax Community College

James Roy
Law Enforcement Manager I
Certified Law Enforcement Officer
Certified DCJS General Instructor
Certified DCJS Firearms Instructor
Certified Taser Instructor
Certified RAD Instructor

Marie Rutz
Education Support Specialist II, High School
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B.S., Old Dominion University

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B.S., Virginia Tech
M.A., Marymount University

Pamela S. Simmons
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Stella Smith
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Senior Professional in Human Resource (SPHR)
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B.A., Wheeling Jesuit University

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Educational Support Specialist III, Fauquier
B.A., Ed.M., Boston University

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Academic Advisor/Outreach Specialist
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B.S., Liberty University

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B.A., James Madison University

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B.S., James Madison University

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B.S., University of Maryland

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A.A.S., Potomac State

Celia "Caz" Zuckerman
Administrative Office Specialist III, Office of
Instruction
A.A.S., Lord Fairfax Community College

Handbook

COLLEGE POLICIES NONDISCRIMINATION STATEMENT

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities. For more information, please contact: Karen Foreman, Human Resource Manager, 173 Skirmisher Lane, Middletown, VA 22645, kforeman@lfcc.edu.

STUDENT GRIEVANCE PROCEDURE

A student dissatisfied with any aspect of the College should send direct correspondence to the vice president of academic and student affairs. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College Catalog and student handbook. These publications are available in the Office of Student Success and at <http://www.lfcc.edu>. Procedures for other student grievances are provided at <http://www.lfcc.edu/grievance-procedures>.

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

Short Title

These rules shall be known as the Lord Fairfax Community College Code of Conduct.

Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:

- A. Free inquiry, expression, and assembly are guaranteed to all students consistent with the First Amendment to the United States Constitution.
- B. Students are free to pursue their educational goals and appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.

C. The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures consistent with the Fourth Amendment of the United State Constitution.

D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and an opportunity for a fair hearing.

The College has the right to set and expect reasonable standards for behavior and conduct that safeguard the College, College property, and all additional components of the educational process.

Definition

When used in this Code:

A. The term "institution" means Lord Fairfax Community College and, collectively, those responsible for its control and operation.

B. The term "student" includes all persons taking courses at the institution both full-time and part-time.

C. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Decisions regarding his/her status in a particular situation shall be determined by the surrounding facts.

D. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.

E. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in number 10.

F. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.

G. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

H. The term "administrator" shall refer to any designated employee who has the authority to act on the behalf of the College on the whole.

I. The term "College official" shall refer to any designated employee who has the authority to enforce the parameters of the student code of conduct.

J. The term “vice president” shall mean the vice president of academic and student affairs unless otherwise indicated.

K. The term “shall” is used in the imperative sense.

L. The term “may” is used in the permissive sense.

M. All other terms may have their natural meaning unless the context dictates otherwise.

Access to Higher Education

Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements. Under no circumstances may an applicant be denied admission because of race, ethnicity, religion, sex, age, veteran status, political affiliation, disability or any other irrelevant criterion as defined by case law.

Classroom Expression

Orderly discussion and expression of all views relevant to the subject matter is permitted in the classroom subject to the responsibility of the instructor to maintain order.

Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisors, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion. (Questions relating to intellectual or skills capacity are not subject to this section.)

Campus Expression

Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of safety, order, and respect for others’ right to privacy, freedom from harassment, and other applicable policies of the institution.

Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities.

Institutional Governance

All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policies affecting academic and student affairs.

The role of student government and its responsibilities shall be made explicit.

On questions of educational policy, students are entitled to a participatory function.

Protest

The right of peaceful assembly is granted within the institutional community, so long as law and policy are observed and the educational process is not adversely affected.

Orderly assembly and other forms of peaceful gatherings are permitted on institution premises provided that the following stipulations are met:

A. Interference with ingress to and egress from institution facilities, interruption of classes, or damage to property.

B. No assembly or demonstration is held in the College building so as to disrupt educational activities.

C. Demonstrations or assemblies held outside the building, but on College property, are registered with the Vice President of Financial and Administrative Services 48 hours prior to the assembly or demonstration.

D. All students are restricted from an area within 100 feet of each fire hydrant on the College property during the time of the assembly or demonstration.

Publications

A student, group, or organization may distribute pre-approved written material on campus providing such distribution does not disrupt the operation of the institution. Student activities personnel reserve the right to deny posting of written material for any reason.

The College press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to oral statements of views on an institution controlled and student operated radio or television station. (This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.)

All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

Proscribed Conduct

The institution may institute its own proceedings against a student who violates a law on campus, which is also a violation of a published institution regulation. Official notices conspicuously displayed on bulletin boards in public areas throughout the campus are considered to be published institutional regulations. It is the responsibility of every student to read all official notices conspicuously posted through the College facilities. In addition, students are held to obey all local, state, and federal laws and violation of say may subject them to punishment by relevant law enforcement authorities. Any violations not listed below are subject to the discretion of the vice president or other College official as designated by the vice president. Consequences for said actions will be determined by the vice president (or designee).

Alcohol and Drugs

Students shall not possess, use, distribute or manufacture illegal drugs and alcohol (defined as neither prescription nor OTC) on school property including buildings, facilities, grounds, property controlled by the College, as part of College activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned, controlled or leased property or at a site where state work is performed. Individuals in violation of this policy may also be subject to legal sanctions under local, state or federal law regarding the unlawful possession or distribution of illegal drugs and alcohol. Illegal distribution of prescription drugs and medications is also prohibited in these venues. Students that are inebriated or otherwise under the influence of drugs or alcohol according to the subjective standards of a College official are not allowed in LFCC classrooms at any point.

Camping

Camping on College property is not permitted without a *written* permit signed by student activities personnel. Camping is defined as overnight visitation on campus grounds. Overnight parking may also be punished by relevant law enforcement authorities.

Computer Misuse--Information Technology Student/Patron Acceptable Use Agreement

As a user of the Virginia Community College

System's local and shared computer systems students must understand and agree to abide by the following acceptable use agreement terms. These terms govern your access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The College has granted access to students as a necessary privilege in order to perform authorized functions at the institution where they are currently enrolled. Students will not knowingly permit use of their entrusted access control mechanism for any purposed other than those required to perform authorized functions related to their status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

Students will not disclose any information concerning any access control mechanism unless properly authorized to do so by their enrolling college. Students will not use any access mechanism that the College has not expressly assigned to you. Students will treat all information maintained on the College computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it for sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of College computers are responsible for understanding how copyright law applies to their electronic transactions. Students may not violate the copyright protection of any information, software, or data with which they come into contact through the College computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the College's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>). Students must agree to abide by all applicable state, federal, VCCS, and College policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75—Use of Internet and Electronic Communication Systems, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the College or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading copyrighter materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any College-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any College-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using College computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the College computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing

intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with College computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If students observe any incidents of non-compliance with the terms of this agreement, they are responsible for reporting them to the Information Security Office and/or management of the College. Students must understand that they must use only those computer resources that they have the authority to use. They must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. Students must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The Systems Office and colleges reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations, College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

Students must understand that it is their responsibility to read and abide by this agreement, even if they do not agree with it. If you have any questions about the VCCS Information Technology Acceptable Use Agreement, you need to contact the College Information Security Officer or appropriate College official.

By acknowledging this agreement you hereby certify that you understand the preceding terms and provisions and that you accept responsibility of adhering to the same. You further acknowledge that should you violate this agreement, you will be subject to disciplinary action.

Dangerous Practices

Use of fireworks or firecrackers on campus is prohibited. Candles and other forms of fire are also prohibited. (Cigarettes lighters or matches used to light tobacco products in a designated smoking area are the only exception). Disabling exit doors or

blocking handicap access ramps is not permitted. Violations of any conduct prohibited herein may also be punishable by relevant law enforcement authorities.

Disorderly Conduct

No student shall cause or incite any disturbance (including excessive noise) in or near any campus building. This restriction extends to any activity which interrupts the standard safe and orderly operation of the College.

Disruption of Educational Process

Generally, institutional discipline should be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. Disruptive misconduct is subject to disciplinary action, in addition to possible relevant law enforcement action. Examples of this conduct include, but are not limited to:

- A. All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the institution, and forgery, alteration or use of institutional documents or instruments, or identification with intent to defraud.
- B. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- C. Damaging, defacing, stealing, or destroying College property or property of a member of the College community or campus visitor.
- D. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted.
- E. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Failure to Comply with a College Official

No student shall fail to comply with a request or order from a College official. Violations of this policy include failure to properly follow through with any disciplinary measure imposed upon a student.

Falsification of Official Information

No student shall misrepresent him/ herself in any way while interacting with a College official, including holding him/ herself out as a college official.

Fire Safety

All students are expected to maintain appropriate fire safety measures. Examples of non-compliance would include: failure to evacuate during a fire alarm, falsely pulling a fire alarm, and/or misusing fire safety equipment. Violations of these prohibitions may also be punished by relevant law enforcement authorities.

Gambling

In Virginia, gambling events and activities are unauthorized by law, except with special permit. LFCC cannot authorize gambling without proper state waiver.

Hazing

Hazing, defined as any action which leads to physical or mental discomfort for any member of the shared community, is prohibited on campus. Violations of this prohibition may also be punished by relevant law enforcement authorities.

Obscene Conduct

Students are expected not to engage in any type of lewd or obscene conduct while in a College building, on campus (or at a center), or at a College-sponsored off-site activity. This violation extends to include possessing, producing, or distributing illegal or inappropriate sexual materials as well as any and all forms of inappropriate touching. Note: Certain types of information may be distributed due to the learning nature of our collegiate environment; perceived obscenities based on expected academic goals may be exempt from this policy.

Projectiles

No student shall cause any object to be projected (via throwing or any other method) through the air in any indoor campus environment. Projectiles are permitted in outdoor areas, as long as no formal College event is being conducted in that space. Violations of this prohibition may also be punishable by relevant law enforcement authorities.

Unauthorized Use of College Property or Documents

No official LFCC documentation or property should be used for any purpose by a student not authorized to do so.

- Examples of property include: College buildings, parking lots and vehicles, in addition to College computers, lab equipment and furniture.
- Examples of documents include: Logos, letterhead, forms and websites.

This prohibition may also be enforced by relevant legal action pursuant to state and federal law.

Digital Copyright and File Sharing

Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is considered copyright infringement and is illegal under federal copyright law. Under no circumstances should the College's network connections be used to violate copyright laws. Use of the College's network resources to commit acts of copyright infringement may be subject to prosecution and potential disciplinary actions.

The College has implemented technology that can detect P2P software running on the campus network. For additional information go to <http://system.vccs.edu/its/InformationSecurityProgram/docs/P2P>.

Violence to Persons

No students shall not engage or attempt to engage in any form of violence directed towards another person, group or self. No student shall threaten anyone else with physical harm, direct obscenities towards them, or engage in any activity that could be reasonably anticipated to provoke a violent reaction from that individual. Behaviors that present a threat or a potential danger to the College community are defined as, but not limited to:

Threatening Behavior (including but not limited to):

- a) Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
- b) Oral or written threats to harm people or their property (i.e., you better watch your back" or "I'll get you"), including the use of any electronic means of communication

- c) Implicit threats (i.e. "you'll be sorry" or "this isn't over yet.")

Violent Behavior (including but not limited to):

- a) Intentionally acting in a manner that in any way endangers the safety of others
- b) Any physical assault, with or without weapons
- c) Behavior that a reasonable person would interpret as being physically aggressive (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
- d) Specific threats to inflict harm (e.g. a threat to shoot a named individual)
- e) Use of any object to attack or intimidate another person
- f) Interfering with an individual's legal rights of movement or expression

Intimidating Behavior (including but not limited to):

- a) Intimidation of any kind that results in an individual's fear for his/her personal safety
- b) Engaging in stalking behavior
- c) Behavior that is reasonably perceived to be frightening, coercing, or inducing distress to any member of the College community

Disruptive Behavior (including but not limited to):

- a) Verbally intimidating, threatening, or abusing any person or persons in the College environment
- b) Physically intimidating, threatening, abusing or assaulting others
- c) Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the
- d) Making inappropriate and incessant demands for time and attention from College employees or students
- e) Inappropriate use of College facilities or resources
- f) Theft or damage to College property

Violations of these prohibitions may also be punishable by relevant law enforcement authorities.

Weapons

No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapon, or other lethal or dangerous instrument

capable of maiming and/or casting a projectile by air, gas, explosion, or mechanical means on any property owned or operated by the College. This violation extends to include any realistic facsimiles of a weapon. These conditions are met if the weapon is on one's person or in their vehicle. Note: Possession of a weapon on campus based on expected academic experiences (enrollment in a gun safety class) may be exempt from this policy with prior *written* permission from LFCC's security office.

Violations of these prohibitions may also be punishable by relevant law enforcement authorities.

Off Campus Student Code of Conduct

Students are accountable for their conduct regardless of where it takes place, on or off the College property. This includes any behavior which reflects badly on the College or its mission including, but not limited to, high-risk use of alcohol, drug use, violent actions, and any behavior which compromises health, safety, and academic success.

Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

A. Any academic or administrative official, faculty member, or student may file a complaint against any student* for misconduct. In extraordinary circumstances, the accused student may be indefinitely suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.

*Any administrator, College official, faculty member, or student wishing to file charges against a College employee must follow a separate protocol as outlined in the human resource policy manual.

B. When the vice president (or designee) receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the vice president (or designee) shall investigate the alleged violation. After completing the preliminary investigation, the vice president (or designee) may:

1. Dismiss the allegation as unfounded or
2. Determine if the severity and nature of the problem necessitates a student conference.

If a conference is deemed necessary, a request will be issued to the student via certified letter to the address

contained in the College record. The notification will also be sent to the student's College email address. The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the vice-president (or designee) will have discretion to alter the arrangements of the conference for good cause. C. The president of the College, vice president (or designee), may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

Disposition of a Violation

As a result of the student conference, the vice president (or designee) may select one of the following as a course of action:

- A. Proceed administratively if it is determined that facts of the alleged violation are not in dispute.
 - B. Proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the vice president (or designee); or
 - C. Refer the case to a disciplinary hearing by preparing a formal complaint based on the allegation along with a list of witnesses and documentary evidence supporting the allegations (see "Hearing" section).
- A. When the facts are not in dispute, the vice president (or designee) may administratively dispose of any violation.
1. In administratively disposing of a violation, the vice president (or designee) may impose any disciplinary action authorized under the section entitled "Sanctions."

2. If a student accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the right to appeal.
 3. The vice president (or designee) will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.
- B. If the facts of the alleged violation are in dispute and require additional probing, the vice president (or designee) may elect to gather additional information concerning the allegation or to administratively dispose of the violation.
1. If the vice president (or designee) elects to gather more information, follow-up with the accused student must occur within ten (10) calendar days of the student conference.
 2. If a student disputes the facts of the charges, but accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the right to appeal.
 3. The vice president (or designee) will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.
 4. A student may refuse administrative disposition of the alleged violation and on refusal is entitled to a hearing. If this is the case, the steps outlined in the following section, titled "Hearing," will be followed.
- C. The vice president (or designee) may refer the case directly to a disciplinary hearing. If this is the case, the steps outlined in the following section, title "Hearing," will be followed.

Hearing

- A. A written request for a hearing must be made to the vice president (or designee) within five (5)

calendar days following the administrative disposition.

- B. A standing student discipline ad hoc committee exists at the college. The ad hoc committee for a particular hearing will be randomly selected by the vice president (or designee) from a list of faculty, staff, administrators and students who have volunteered to serve on the committee.
1. The committee will consist of five (5) members (one full-time faculty member, one classified staff representative, one administrator, one student success representative and one student).
 2. The list of names of the eligible persons will be developed at the beginning of each academic year and will be in effect for the duration of that year.
 3. The student requesting the hearing may, if he/she believes one of the selectees will not fairly judge the merits of the alleged violation, request that another person be chosen from the list in that same category. One requested substitution, with written justification, is permitted.
 4. The committee member who is selected for the hearing may request that another person be chosen from the same category of the list if he/she believes they cannot provide a fair judgment based on the merits of the alleged violation.
- C. The student discipline ad hoc committee will elect a chairperson. The chairperson will set the date, time and place for the hearing.
1. The vice president (or designee) will notify the student by certified letter or by hand delivery of information pertaining to the date, time and place of the hearing. The notice of the hearing will be sent within five (5) calendar days following confirmation of the hearing committee membership.
 2. The hearing will take place within ten (10) calendar days of the establishment of the student discipline committee.
 3. The vice-president (or designee) will have discretion to alter the arrangements of the hearing for good cause.
- D. The student discipline ad hoc committee will hold the hearing as scheduled and determine a ruling whether or not the student is present, provided the

committee has confirmation that the student received actual notice of the date, time, and place of the hearing.

- E. An accused student has the right to be accompanied by counsel, advisor, or attorney who may come from within or outside the College. Such counselor, advisor, or attorney must restrict his/her participation to advising the accused, and he/she may not participate in the actual proceedings of the hearing such as discussion or cross-examination of the witnesses.
- F. The committee will presume a student innocent of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the weight of the evidence indicates that the student has violated this Code of Conduct. Committee members may freely question witnesses at any time. The committee will proceed as follows during the hearing:
1. The vice president (or designee) reads the complaint.
 2. The vice president (or designee) presents the College's case. Any person giving testimony may be questioned, at the completion of the witness's testimony, by the student. The vice president (or designee) has the right to follow up and/or recall witnesses as necessary.
 3. The student presents his/her defense. The committee may not require the student to testify. Any person giving testimony on behalf of the student may also be questioned by the vice president (or designee).
 4. The vice president (or designee) and the student may present rebuttal evidence and argument.
 5. In closed session, the committee will discuss the issue and vote whether or not there has been a violation of this Code of Conduct. If the majority of the committee (at least 3 out of 5 voting members) finds the student violated the Code of Conduct, the committee will select and impose an appropriate sanction from the list detailed below. Determination of the sanction will be met by approval of a simple majority.

The committee chairperson will complete and submit the Committee Findings Form to the vice

president (or designee) the same day as the conclusion of the hearing.

The vice president (or designee) will inform the student of the committee's findings and sanctions, as noted on the Committee Findings Form. This notification will be sent via certified letter to the student and will be postmarked within five (5) calendar days of the conclusion of the hearing.

Hearing Records

- A. All evidence will be offered to the committee during the hearing and made part of the hearing record. The hearing record will include
1. A copy of the notice provided to the student;
 2. All documentary and other evidence offered or admitted in evidence;
 3. Written motions, pleas, and any other materials considered by the committee; and
 4. The Committee Findings Form.
- B. The hearing record will be forwarded to the vice president (or designee) where it will be securely maintained.

Appeal

- A. The president of the College will automatically review every penalty of expulsion.
- B. A student is entitled to an appeal to the president of the College. To do so, a student must file a written request (via post marked certified letter) for appeal to the president within ten (10) calendar days from the date of the certified letter containing the Committee Findings Form. The written request for appeal must detail what specific issues are being appealed. The president maintains the right to refuse any request for appeal for insufficient cause.
- C. If a notice of appeal is given, the vice president (or designee) will send the hearing record to the president, within five (5) calendar days after the notice is given. The president will review the record and determine whether an in-person meeting is necessary to resolve the appeal.
1. If an in-person meeting is deemed necessary, the president will set the date, time and place for the appeal and the vice president (or designee) will notify the student by certified letter or by hand delivery of information pertaining to the date, time, and place of the appeal. This notice will be sent as soon as

possible and no later than ten (10) calendar days after the appeal request is received. The president will have the discretion to alter the arrangements of the hearing for good cause.

2. If an in-person meeting is not deemed necessary, the president will move forward with resolution of the appeal as detailed below.
- D. After consideration of the appeal, the president will complete the appeal section on the Committee Findings Form. The president reserves the right to endorse, increase or lower the sanction that was assigned during the hearing.
- E. The vice president (or designee) will notify the student the result of the appeal via certified letter.
- F. The president will take such action as determined to be appropriate at any time during the process, and all decisions made by the president are final.

Sanctions

Violations of the Code of Conduct can result in one or more of the following sanctions as deemed appropriate. The list of sanctions is not a progression.

1. Disciplinary Reprimand - a written reprimand from the vice president (or designee) to the student on whom it is imposed. A disciplinary reprimand is recorded in the student's conduct file.
2. Disciplinary Probation - probation may be imposed for any length of time up to one calendar year and the student will automatically be removed from probation when the imposed period expires. Probation indicates that further violations may result in suspension.
3. Community Service – service-learning hours with an office or department on campus.
4. Character Development – required attendance at an educational workshop, research and writing assignments or participation in a mentorship program.
5. Restitution - reimbursement for damage to or misappropriation of funds or property. This may take the form of appropriate service or other compensation.
6. Fines – fines shall be no less than \$15 and no greater than \$250, depending on the severity of the infraction.
7. Social Restriction – restriction from attending recognized campus social events and being on campus for any purpose other than those

directly related to class. Social restriction may require the student to check in and out with security upon arrival and departure from campus.

8. Suspension - exclusion from classes and other privileges or activities as set forth in the notice for a defined period of time.
9. Expulsion - permanent severance from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.
10. Referral to relevant law enforcement authorities.
11. Other appropriate consequences as determined by the disciplinary authority.

Failure to complete sanctions by the designated completion date represents a violation of the Code of Conduct (Failure to Comply with a College Official). Those who do not meet the criteria of their sanctions will begin the judicial process again with a second charge.

All information within the Student Code of Conduct is updated as needed. The most current information pertaining to the Student Code of Conduct can be found on the LFCC Web site at <http://www.lfcc.edu/student-handbook>.

ACADEMIC HONESTY POLICY

The collegiate experience depends on the absolute integrity of the work completed by each student and it is imperative that students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism or collusion.

Procedures in Cases of Academic Dishonesty

1. If a faculty member suspects a student of academic dishonesty, he or she will discuss this suspicion and the reasons privately with the student involved. Then, if the instructor is convinced that the student is guilty of academic dishonesty, one or more of the following penalties may be imposed by the instructor depending on his or her judgment as to the seriousness of the offense:
 - Reprimand the student.

- Require that the work in question be done over.
- Assign a grade of zero on the work involved.
- Assign a grade of F for the course.

If more than one student is involved, the situation must be discussed with each one individually.

2. The faculty member must keep any documentation and evidence of the violation for reference in case of an appeal.
3. In addition, the faculty member must send a completed LFCC report of academic dishonesty form to the vice president of academics and student affairs. The student must be provided the opportunity to read and sign the form, indicating that he or she is aware of the report and of the right to appeal. The student may provide the vice president a separate written response if desired. The vice president will keep the report as part of the student's disciplinary record (separate from the student's academic record). The vice president will also inform each student in writing that he or she is on disciplinary probation and that future violations may result in more severe sanctions as described in the *Code of Student Rights, Responsibilities and Conduct*.
4. A student has the right to appeal the instructor's decision to the vice president of academics and student affairs. In this case, the disciplinary proceedings in the student handbook will be followed. If the instructor's decision is reversed on appeal, the vice president will remove the report of academic dishonesty from the student's disciplinary record.
5. If the vice president receives a report of academic dishonesty on a student who already has such a notice on file and neither case is reversed on appeal, the student may be suspended for no less than one semester.
6. A third violation of academic honesty by a student may result in expulsion from the College.

DOMICILE APPEALS PROCESS

Any student who had applied for admission to the College and is denied in-state tuition has a right to appeal according to the following process.

Initial determination – The Admissions and Records Office staff is responsible for making an initial determination of eligibility for in-state tuition rates.

The decisions shall be based on information provided on the application for Virginia in-state tuition rates, supporting documents and statements made by the student. The Admissions and Records Office shall follow guidelines issued by the State Council of Higher Education for Virginia in making determinations of eligibility for in-state tuition rates. The initial determination made by the Admissions and Records Office shall be an oral communication. All documents needed to support determination of domicile must be submitted to the Admissions and Records Office prior to the first day of semester classes.

Intermediate review – A student who is aggrieved by an eligibility determination made by the Admissions and Records Office staff may appeal the decision to the director of enrollment management/registrar. The student must file a written appeal within ten (10) calendar days of initial determination. A supplemental application for Virginia in-state tuition rates may be required if the director of enrollment management/registrar determines that additional domicile information is necessary. Within ten (10) calendar days of receipt of an appeal, the director of enrollment management/registrar will review the initial determination. The student shall be provided with the opportunity to present information either in person or in writing. In reviewing the initial determination, guidelines issued by the State Council of Higher Education for Virginia shall be followed. The director of enrollment management/registrar will notify the student in writing of the review outcome. Notification shall be within twenty (20) calendar days of receipt of the appeal.

Final administrative review – A student who is not satisfied with the outcome of the review by the director of enrollment management/registrar may appeal to the domicile appeals committee. The student must file a written appeal to the domicile appeals committee within ten (10) calendar days of notification. Within ten (10) calendar days of receipt of an appeal, the chair of the committee shall schedule a meeting to review the initial determination and intermediate review. A supplemental application for Virginia in-state tuition rates may be required if the committee determines that additional domicile information is necessary. The student shall be provided the opportunity to present information to the domicile appeals committee, either in person, or in

writing. In reviewing the initial determination, the domicile appeals committee shall follow guidelines issued by the State Council of Higher Education. The decision of the domicile appeals committee shall be in writing and a copy of the decision shall be sent to the student. Notification shall be within twenty (20) calendar days of receipt of the appeal. The letter shall clearly explain that the decision is final.

HIV/AIDS POLICY

Educational Program

Lord Fairfax Community College takes an active role in making available to all students, faculty and staff information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of the community. Through a variety of educational programs, LFCC strives for an educated constituency that is aware and supportive of the prevention, risk behaviors, coping strategies and other related issues surrounding HIV/AIDS.

An HIV/AIDS advisory committee composed of students, faculty, staff and a community member has been established to develop and implement an HIV/AIDS educational program. The primary purpose of the advisory committee is to provide outreach through the educational arena to three groups: faculty/staff, students and the community. The comprehensive education program includes information distribution regarding prevention and risk reduction of HIV/AIDS and the development of the skills and support needed to change risk behaviors.

Protection of Individual Rights

In addition, Lord Fairfax Community College ensures the protection of the individual rights of all members of the College community and the preparation of individuals to act in a responsible manner. Discrimination of persons who are HIV positive or who may have AIDS will not be tolerated.

Confidentiality

Members of the LFCC community who need assistance in dealing with HIV/AIDS issues are encouraged to seek the confidential services of the College's Office of Student Success staff and a variety of community agencies. Students, faculty and staff who are HIV positive or who live with AIDS will be

able to remain at Lord Fairfax Community College as long as they are physically and mentally able to perform their role. Confidentiality of any person with HIV or AIDS will be protected. The status of an HIV/AIDS infected individual will not be provided to faculty, administration or family without expressed written permission of the infected individual.

ETHICAL STANDARDS FOR PROFESSIONAL RELATIONSHIPS AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

The purpose of this policy is to provide all Lord Fairfax Community College students, administrators, faculty and classified staff with a method for addressing complaints of sexual harassment and sexual assault. A further purpose is to communicate the intent of the College to create a campus environment free of such behavior. A college is a community of learners in which strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. In a setting of this kind, there is no place for conduct that diminishes, humiliates or abuses another person. Such conduct subverts the mission of the College and threatens the careers, the quality of educational experience and the well-being of students, faculty and staff. For these reasons sexual harassment of any kind is unacceptable at Lord Fairfax Community College.

The policy applies to all members of the College community; specifically, administration, faculty, classified staff and students and includes mechanisms for addressing student-to-student problems, employee-to-employee problems and employee-to-student or student-to-employee problems.

Ethical Standards

Lord Fairfax Community College endorses in principle the American Association of University Professors (AAUP) Statement on Professional Ethics as an appropriate basis for general norms of professional conduct. Part II of the ethics statement relates to avoidance of exploitation, harassment or discriminatory treatment of students. Sexual relationships that might be appropriate in their circumstances are inappropriate when they occur between a faculty member/administrator and a

student or a supervisor and an employee with whom that person has an authority relationship. Because of the difference in power between professors and students and supervisors and employees, all faculty, administrators and staff are expected to maintain appropriate professional boundaries at all times. In addition, consenting romantic and sexual relationships between faculty and any student are deemed very unwise and are not encouraged. A faculty member who enters into a sexual relationship with a student or a supervisor who does so with an employee where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it may prove difficult to successfully claim consent as a defense.

To implement the general norms of the Statement of Professional Ethics, the related standards and procedures shall be operable within the institution. Unethical conduct may be subject to sanctions which range from a warning to dismissal depending upon the severity and/or frequency of the conduct. This policy is in accordance with VCCS policy for employees and students.

Committee on Sexual Misconduct

A committee on sexual misconduct is appointed by the president or the president's designated official. The committee is charged with advising the president or the designated official on matters covered by the policies and procedures governing adjudication of cases of alleged sexual harassment and with assisting both alleged victims of sexual harassment and those accused to deal with College procedures and to locate appropriate resources, while protecting the rights of individuals alleged to have violated the College policy. Members of the committee receive training regarding the College's sexual misconduct policy and complaint procedures to enable them to carry out their duties and responsibilities.

SEXUAL HARASSMENT POLICY

Sexual harassment in any situation is reprehensible and will not be tolerated. Sexual harassment is a form of sex discrimination prohibited by Title IX (students) of the Educational Amendments of 1972 and Title VII (employees) of the Civil Rights Act of 1964. Sexual harassment of employees and students at Lord Fairfax Community College is defined as any unwelcome

sexual advances, unwelcome requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. It takes two legal shapes:

Quid pro quo

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct is used as a basis for an employment decision, performance evaluation or academic performance evaluation concerning a member of the College community.

Hostile Environment

Hostile environment harassment differs from "quid pro quo" harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has one of these purposes or effects:

1. It unreasonably interferes with an individual's work or academic performance.
2. It creates an intimidating, hostile or offensive work or academic environment.

Direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversations of a sexist or sexual nature or similar jokes and stories, sexual remarks about a person's clothing, body or sexual relations or the display of sexually explicit materials may constitute harassment if shown to be unwelcome and sufficiently pervasive or severe.

Nothing in this policy precludes academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not in itself indicate hostile environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry. It is important to realize that some physical acts that constitute sexual harassment may also constitute criminal offenses that may be separately prosecuted in court. It is a violation of College policy for any faculty member, administrator, student or staff employee, hereafter referred to as members of the College community, to seek or offer gain, advancement or consideration in return for sexual favors.

It is a violation of College policy for any member of the College community to make an intentionally false

accusation of sexual harassment. Any deliberately false accusations may be subject to the following: warning, probation, suspension, dismissal or other actions deemed appropriate by the committee, (i.e., counseling, education, referral and also including prosecution for libel or slander in the court systems). It is a violation of College policy for any member of the College community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment. In determining whether the alleged conduct constitutes sexual harassment, those charged with such determinations will consider all relevant information including the nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determinations will be based on fact and will be made on a case-by-case basis.

Process Governing Cases of Alleged Sexual Harassment

This process is to be used by any member of Lord Fairfax Community College to address complaints alleging sexual harassment where a member of the administration, faculty, classified staff or a student is a party as complainant or accused.

The accuser and the accused have a right not to have his or her unrelated past sexual history discussed as part of these proceedings. A member of the College community who believes that he or she is or has been the victim of sexual harassment, as defined by College policy and who wishes to seek a remedy by using the informal or formal procedures discussed below, must contact a member of the sexual misconduct committee as soon as possible, preferably within thirty (30) days from the end of the semester or term during which the alleged sexual harassment occurred.

Consistent with Lord Fairfax Community College's *Code of Student Rights, Responsibilities and Conduct*, the rights of the accused will include the right to an explanation of the charges; the right to be accompanied by a person of his/her choice at the hearing; the right to remain silent; the right to testify on his/her own behalf; the right to be informed in a timely manner of the finding and outcome of the proceedings; and the right to an appeal.

This process is not intended to impair or to limit the right of anyone to seek remedies available under state or federal law. Since federal and state procedures require that complaints be filed within specific deadlines from the onset of the behavior construed as sexual harassment, individuals who pursue the internal complaint procedures described below may fail to meet state and federal guidelines for filing a complaint. A complaint may be filed with an external agency in order to meet state and federal agency deadlines without jeopardizing one's right to a College hearing. However, if relief is sought outside the College, the College is not obliged to continue processing a grievance while the case is being considered by an outside agency or civil or criminal court.

Step 1 – COMPLAINT AND INFORMAL RESOLUTION PROCEDURES

The purpose of this informal procedure is to provide assistance and guidance to both the individual complaining of sexual harassment and the accused in the functioning of the College's procedures. It provides an opportunity for the complainant and the individual accused of harassment to resolve the problem in an informal manner, without the necessity of disciplinary action or the more formal procedure for processing a complaint. However, use of the informal procedure shall not impair the right of a complainant not satisfied by this procedure to utilize the formal procedure described below.

When a complaint has been initiated, the chair of the sexual misconduct committee or a committee member designated by the chair meets with the complainant to discuss that individual's concern and to clarify the College's policy and internal complaint procedures. Additional information about federal and state complaint procedures is available from the chair of the sexual misconduct committee. The committee member prepares a brief summary of the meeting. The summary is forwarded to the chair of the committee, or designee, in order for the chair, or designee, to assess the effectiveness of the policy and complaint procedures to this point in the case.

The resolution procedure followed from this point depends upon the complainant's willingness to have her or his identity disclosed to the individual alleged to have committed the unwelcome behavior covered by these procedures.

- A. If the complainant does not agree to the disclosure of her or his identity, the committee member, within a two-week period and with the consent of the complainant, meets with the individual alleged to have harassed the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures and affords the accused an opportunity to respond to the allegation. The committee member subsequently contacts the complainant to confirm that the meeting was held and to describe the response of the individual accused of violating College policy. The committee member prepares a written summary report of the complaint procedure followed, without disclosing the identities of the parties involved and files the report with the chair of the committee, or designee, within ten (10) working days after the meeting with the individual accused of violating College policy. The accused may demand the "right to know" his/her accuser in which case Step B, below, may be followed to informally resolve the case or Step 2 may be followed to formally resolve the case, or the accusation(s) may be dropped by the accused at this point, thereby bringing the case to resolution.
- B. If the complainant agrees to the disclosure of his or her identity, the committee member, within a two-week period and with the consent of the complainant, meets with the accused to discuss the allegations raised by the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures. Based on the information obtained from the complainant and the accused, the committee member prepares a written resolution agreement believed to be acceptable to both parties. The resolution agreement releases the College and all parties from any claims arising from the specific incident or behavior which prompted the initiation of the complaint procedure. Each party receives a copy of the resolution agreement. A copy is also filed with the chair of the committee, or designee, not later than three working days after the resolution agreement has been signed by both parties.
- C. If the resolution agreement proposed by the committee member is unacceptable to the

complainant or to the accused each is advised in writing of that fact by the committee member and of the formal internal procedure for addressing sexual harassment complaints. A copy of this letter is sent also to the chair of the committee, or designee. Upon request, the committee member may assist the complainant in drafting a formal complaint as provided for in the following section.

- D. The written reports and resolution agreements described in this section are not released to any individual or administrative authority at the college, other than the complainant, the accused and the chair of the sexual misconduct committee, or designee. In the event that formal litigation or external complaint procedures require disclosure; however, it may be necessary for the College to comply with formal requests for such records under subpoena. Records will be kept for five years.

Step 2 – COMPLAINT AND FORMAL RESOLUTION PROCEDURES

The purpose of this formal procedure is to provide assistance and guidance to individuals complaining of sexual harassment regarding the formal complaint and resolution procedures governing cases of alleged sexual harassment where a member of the administration, faculty, classified staff or a student is a party. This formal procedure may also be initiated by an individual accused of sexual harassment.

Any member of the College community who believes that she or he is or has been the victim of sexual harassment, as defined by the College policy and who elects to seek a remedy through formal College procedures must file a written statement with the chair of the sexual misconduct committee within thirty (30) days after the end of the semester or term during which the incident or behavior occurred, or within thirty (30) days after the unsatisfactory outcome of the informal resolution procedure described above, whichever is later. Provisions to safeguard the identity of the complainant outside of the confidential proceedings of the College's disciplinary process will be addressed as outlined and presented in the *Complaint and Informal Resolution Procedures* sections A and B.

Within two weeks of receipt of the complaint, the chair or a committee member designated by the chair

meets separately with the complainant and the accused to advise them of the College's policy on sexual harassment and the complaint procedures and to determine the facts relevant to the complaint. The committee member then presents a written statement of findings to the chair, or designee, together with a recommended resolution agreement, within ten (10) working days after the meeting with the individual accused of violating College policy. A copy of the committee member's report with the recommended resolution agreement is sent by the chair to the complainant and to the accused with an invitation to comment in writing within five (5) days on the committee member's statement of findings.

Within ten (10) working days after receipt of notification of a request for a formal hearing, the chair, or designee, convenes a meeting of the sexual misconduct committee, except for the student member, to consider the report of the investigator and any written comments offered by the complainant or the accused. The committee may supplement the substance or procedures of the initial investigation to ensure adequate consideration of the matter and adequate protection of the legal rights of the accused. A written summary report of the committee's deliberations, together with the chair's, or designee's, initial report, is then transmitted by the chair, or designee, to the appropriate senior level administrator. In matters involving students, the appropriate administrator is the vice president. At the same time, a copy of the summary report of the committee's deliberations is sent to the complainant and to the accused.

In findings of fault, sanctions may include warning, probation, suspension, dismissal, expulsion or other actions deemed appropriate by the committee, (i.e., counseling, education or personal/professional development). When the matter has been resolved, the accuser's supervisor, senior level administrator or the vice president informs the chair, or designee, of the final outcome of the complaint. The chair, or designee, advises the complainant and the accuser.

The written complaint and the statement of findings and recommendations are maintained by the EEO/AA for a period of five years from the date received. These records may be considered in the event that other formal complaints are filed against the same individual during that period.

SEXUAL ASSAULT POLICY

Sexual assault includes sexual intercourse or assault without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent. Sexual assault includes (but is not limited to) any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration is prohibited and is punishable by either suspension or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal conduct may constitute sexual harassment, which is also prohibited under College regulations.

Procedures for Violations of the Sexual Assault Policy

Alleged incidents of sexual assault will be adjudicated according to the standards set forth in the College's student code of conduct with the following special procedures:

1. Both the accuser and the accused are each entitled to declare whether the hearing will be by the entire sexual misconduct committee (hereafter referred to as the committee) or by two hearing officers. Each will be consulted individually about the preferred type of hearing. If the accuser and the accused do not select the same type of hearing, the vice president, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.
2. If the hearing officers' option is selected, the hearing will be conducted by two members of the committee, one male and one female, appointed by the committee chair.
3. The accuser and the accused may have present at the hearing a personal advisor of his/her choosing. The advisor will not participate in the

hearing process and will be bound by the rules of confidentiality governing the hearing.

4. The accuser is permitted but not required to be present throughout the hearing. The accuser may present the case in whole or in part, in lieu of the College presenter (vice president or designee). The accuser and College presenter may not ask repetitive questions of any witness. Upon prior consultation, either the accuser or the presenter may make summary comments in the hearing.
5. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the committee will make the determination.
6. The accuser and the accused will receive written notification of the verdict of the hearing and any penalty imposed.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES

ANIMALS ON CAMPUS

No animals are allowed on College grounds or in College buildings with the exception of service animals trained to perform tasks for people with disabilities. Exceptions for extenuating circumstances must be approved in advance by the vice president of financial and administrative services or designee.

GUESTS AND CHILDREN ON CAMPUS

All students are held responsible for the actions of any guests that join them on campus. In cases where children are the guests, the Children on Campus policy applies. Note: The policy defines children as those 13 years of age and younger. This policy reads: Young children needing supervision cannot be left unattended on LFCC premises. The LFCC staff has no responsibility for protecting such children from the possibility of harming themselves nor for insuring they do not disrupt scheduled operations when they are left unattended. Additionally, they cannot be taken into classrooms or laboratories. In short, responsibility for arranging proper care of young children needing supervision rests solely upon those persons responsible for them (e.g.: parents, guardians,

brothers or sisters). Violators of this policy may be subject to appropriate administrative review/action.

PARKING

Students are expected to park in designated parking spaces while on campus. Parking in handicap or visitors spots is not permitted at any time without proper documentation. Violators of this policy may be subject to appropriate administrative review/action.

SMOKING POLICY

Smoking or use of tobacco products is not permitted in any College building. Smoking on school property is permitted *only* in designated areas, which are identified as any space more than 25 feet from an entrance to the College.

STUDENT IDENTIFICATION CARD POLICY

The student identification card is a student's official LFCC identification. All credit students are required to have an ID card. Students can apply for an ID card with Campus Police and Security. Student activity fees cover the first card issued; however, there is a \$20 charge for a replacement card. IDs are intended for the sole and exclusive use of the student to whom the ID is issued for purposes of identification as a member of the College community and qualification for College services, i.e., use of computer labs and student activities. ID cards are not transferable (to another person) and must be returned upon request. Policy and details regarding the student identification card program are available at <http://www.lfcc.edu>.

ADDITIONAL COLLEGE INFORMATION

Announcement Boards, Official Notices, College Information

Announcement boards are located throughout the College and official notices are posted on them. Students are expected to read all posted official notices. Each student has an individual e-mail address through the College and the College will also use this e-mail address to provide important and timely communications to students.

The Office of Student Life publishes a student newsletter on the 1st and 15th of each month. The newsletter, called the *LFCC Focus*, is posted on the student activities website. Any member of the College

community may place an announcement in the *LFCC Focus* by submitting it in writing to the Office of Student Life. All announcements must be received by 4 p.m. ten (10) days prior to publication. No telephone messages will be printed. If space is limited, preference will be given to announcements dealing with College matters. All announcements are subject to the approval of the dean of student success at the appropriate campus.

Emergency Closing Alerts

For the latest emergency closing information, please sign up for LFCC Alert at <http://alert.lfcc.edu>, visit the College's Web site or call the emergency closing announcement telephone lines at 540-351-1565 (Fauquier Campus) or 540-868-7230 (Middletown Campus). Regardless of the emergency closing announcement—all students and employees should use good judgment as to whether or not it is safe to travel.

These communication vehicles are updated first in the event of emergency closings. In addition, because LFCC has complete control over these two communication methods, messages are guaranteed to be accurate and up to date. This same guarantee cannot be applied to messages heard on local radio and television stations.

When the College issues a delayed opening or day class cancelation announcement, please check the Web site or call the emergency closing announcement telephone lines before leaving home and before you are scheduled to arrive on campus. This may prevent a wasted trip to campus in the event that the College's closing status changes in the same day.

Emergency Information

Fire/Ambulance—Local Volunteer Fire and Rescue Company—911.

Campus Bookstore

Textbook purchases in resalable condition will be fully refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during the summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. Computer software may be returned if it is unopened and shrink wrapped. In addition, upon proof of drop/add, the bookstore will

accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever occurs first.

Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt. All major credit cards are accepted. Personal checks need the following information: address, phone number and ID or driver's license number.

Campus Safety

Safety rules are established to protect the individual from injury or death and must be observed at all times. Posted speed limits, traffic patterns and fire access lane regulations are rigidly enforced. Personal attention and care is required by all students for their own safety and the safety of others whether in the classrooms, halls, laboratories, libraries, lounges or parking areas. Specific safety precautions and the exercise of common sense and courtesy are key elements of the College safety program.

Campus Police and Security

The Campus Police and Security team is committed to maintaining a safe and secure learning environment for all students, employees, visitors and community members. They strive to provide courteous and professional service while remaining vigilant to protect the life and property of those who come to LFCC's campus locations. Campus police officers may exercise the powers and duties conferred by law upon police officers of cities, towns, or counties according to Va. Code 23-234 including, but not limited to, enforcing criminal and traffic law of the Code of Virginia, making arrests, issuing traffic summonses and conducting criminal investigations.

Police and Security Officers assist with emergencies, evacuations, drills, as well as vehicle batter recharge and escorts to parking lots. LFCC's Security Officers are certified by the Virginia Department of Criminal Justice Services as Campus Security Officers. They are also trained and certified in CPR and with the use of an AED (automatic emergency defibrillator).

Lost and Found/Assistance

Campus Police and Security is responsible for all items turned into Lost and Found. If you locate an item or misplace one of your own, stop by Campus

Police and Security. All items turned into Lost Found will be kept for 120 days. At that time, all unclaimed property will be disposed of according to established procedures.

SOLICITING, PROMOTING, OR SELLING

Soliciting, promoting, or selling to the College community is not permitted without the prior *written* consent of the student activities office or the vice-president of administration and finance.

*Students' selling used textbooks to one another is permitted.

*Posting flyers with items for rent or for sale on authorized public bulletin boards is acceptable with approval from the student activities office.

STUDENT ACTIVITIES

Lord Fairfax Community College seeks to provide a diversified program of educational, cultural, recreational and social experiences responsive to the needs and desires of students. Although some major events have already been planned, the success of the program depends completely on you, the student. With your ideas and suggestions, the activities program can be exciting and enjoyable. Make the most of you LFCC experience and get involved!

Clubs and Organizations

Clubs and organizations are one of the major segments of the student activities program. All clubs and organizations are open to any student enrolled in at least one semester hour of course credit at LFCC. A 2.0 minimum semester grade point average (GPA) is required for continued participation. Following are clubs and organizations are currently active at the College. To see a list of active clubs and organizations at LFCC, please visit the student activities Web site at <http://www.lfcc.edu/studentactivities>.

STUDENT GOVERNMENT ASSOCIATION

An integral part of the student activities program at each campus is the Student Government Association (SGA). Each year, the student body elects a president, vice president, secretary and treasurer. These officers are recognized as the official spokespersons for the student body and represent the interests of the students on a variety of College-wide committees. For

more information, see the campus student activities coordinator located in the Student Life Office.

Establishing and Chartering Student Organizations and Clubs

Student organizations and clubs which will contribute to the educational, social, community and/or physical improvement of Lord Fairfax Community College can be established. Student organizations must be academic, educational and/or service-oriented and all full-time and part-time students are eligible to participate.

All organizations and clubs must fulfill the following requirements:

- Include as participants only currently enrolled LFCC students, LFCC alumni and LFCC faculty/staff members.
- Have at least five students who are currently enrolled on the campus that is filing the charter.
- Have a full or part-time faculty/staff advisor who will participate actively.

All organizations and clubs must:

- Submit a constitution which describes the purpose of the organization; any academic or special membership requirements, such as fees, equipments needed, etc.; types of activities planned; and any national or other affiliations.
- Submit an initial recognition application which contains the day, time and place of meetings; a list of members; a list of officers; and the name and signature of the faculty/staff advisor.
- Be approved by the coordinator of student activities, SGA, Student Life committee and the president of Lord Fairfax Community College.
- Be in compliance with the LFCC nondiscrimination policy.
- Have the advisor or another member of the LFCC faculty or staff accompany the group on all trips and events held off campus.
- Establish and maintain a financial account in the Business Office.
- Deposit revenue from all sources into that account.
- Purchase items in accordance with College procurement guidelines in order to protect tax-exempt status.

- Recharter by the last day of September each year.
- Submit a budget proposal for funds to Student Activities and the Student Government Association for consideration and recommendation if seeking funding.

After these items have been reviewed and approved by the coordinator of student activities, the information will be submitted to the SGA. Once the SGA recommends approval of the petitioning club or organization, the documents will be forwarded to the Student Life committee. The final step in the process is the approval from the president of LFCC.

Once the official recognition has been granted, the president will notify the Student Activities Coordinator. The Student Activities Office will then issue an official charter to the organization or club. This charter will be good for the calendar year, up to the beginning of the next fall semester. This charter will grant the privileges of using college facilities and the Lord Fairfax Community College name. Officers of all clubs and organizations must remain enrolled at LFCC and maintain at least a 2.0 GPA, or a higher GPA if required by an affiliated national organization.

Source of Funds for Clubs and Organizations

There are four sources of funds for the student activities budget. They are student activities fees, vending revenue, ID card replacement fees and College-wide event sales. Individual clubs and organizations may receive additional funding through fund-raising efforts. Fund-raising efforts must follow LFCC guidelines.

Purpose of the Student Activities Fee

The student activities budget, which is approved by the Lord Fairfax Community College Board prior to the beginning of each fiscal year, is largely funded from student activities fees. The fund accounts are for transactions related to student functions. These functions include intramurals and club sports teams; campus, community and cultural events; social activities; organization support; College-wide activities; student government associations and performing arts activities. Funds are also provided for additional student activities staffing needs and the student ID program.

General Standards

Student organizations and clubs that receive financial support from the College must stipulate in their constitutions or bylaws the following:

- The primary purpose of the organization/club is educational or service, or both.
- The group permits expression of a wide range of views among its members.
- Currently enrolled students' lives will be enriched by their events and activities.

The following general guidelines are applicable to all College-recognized organizations and clubs that receive any type of funding from the student activities fee. These guidelines determine whether a student group is eligible to receive funding consideration.

Student Organizations

Student organizations are sanctioned by Lord Fairfax Community College as official College entities and are benefactors of the support of the College. Student organizations provide a variety of services, information and resources to the College, community and individual students. These organizations benefit all LFCC students. The coordinators of student activities, Coordinator of Student Life and the Dean of Student Success at the appropriate campus will review organization eligibility annually. Student organizations may apply for funding through the Student Activities Office on their campus. This process will occur during the College budget process in the spring semester. Any organizational funding must be used to enrich the lives of currently enrolled students in their organization or College-wide. Funding may not be used for service projects outside of the College. The College encourages organizations to use other means to fund service-oriented projects.

Organizations may also request additional funding for unanticipated needs under the same guidelines set for student clubs. The Student Activities Budget Review Board may take into consideration funding that has already been allocated to the organization, the use of those funds to date and the intended use of any remaining funds that have been allocated.

Student Clubs

Recognized student clubs that have been approved through the College's annual recognition process are eligible to be considered for financial support. Student clubs are not guaranteed financial support from the student activity fund (SAF). Funding is based upon the availability of funds. Clubs should not plan to have SAF as their primary source of revenue. Fundraising and/or the collection of dues are highly recommended.

Criteria for Funding Clubs

Events and Activities Funding

- Clubs will be funded only for those events that maintain the purposeful functions of the group, as stated in its constitution.
- Funds are ordinarily allocated to recognized clubs whose programs will directly benefit or serve a large segment of the student body.
 - Programs and activities funded in whole or in part by the SAF must be open to any interested student.

Unanticipated Needs

- Emergency funding may be available if an unanticipated need arises that requires immediate attention for which event/activities or travel funding could not have been planned or applied for during the regular process.

Travel Funding

- Funding may be requested for student travel to conventions, conferences, performances and competitive events. All travel requests are subject to the College's travel policies and procedures. Travel must also be related to the club's primary purpose as stated in its constitution.

All club funding requests must comply with the following criteria:

- Clubs requesting funding must comply with the College's request procedures.
- Clubs may only maintain a College account. Clubs must deposit all receipts and make all expenditures through their campus Business Office.
- Requests for checks and purchases must be approved by the club's advisor.

- All purchase requests must fully comply with College procurement procedures.

Funding Guidelines

- Clubs must submit a budget request within twenty-one (21) calendar days from the first day of classes in the fall, for fall semester funding. All requests for the spring semester must be received by 4:30 p.m. on the last day of business in November.
- Written justification and oral presentation at a budget hearing must support budget requests.
- Clubs must demonstrate stability and fiscal responsibility by submitting budget records from the previous year, including all self-generating revenue.
- The request must state the number of students that will benefit from the event.
- The club must be supported, in part, by self-generating monies.
- The club must certify that its members approved the budget request at an open meeting and that it has consulted with the club advisor.
- The club must be active in at least one approved College event per semester.
- Funding is provided for all or any part of specific club events, activities and travel, but not for general club support.
- Funding may be used to pay off-campus vendors, as necessary, to support club activities.

Student Activities Budget Review Board

The Student Activities Coordinator, Coordinator of Student Life and the Student Government Association president will make up the Student Activities Budget Review Board.

The Student Activities Budget Review Board will hold a budget hearing within seven days after the semester's budget request submission deadline. Clubs that have submitted requests will be notified when and where the hearing will be held. A representative of the club or organization should be present to field any questions and discuss the club's request. The Student Activities Budget Review Board will evaluate each request for funding upon completion of the budget hearing. Each request will be decided by a majority vote of the board.

Allocations will be based upon the following criteria:

1. Relationship between the request and the club mission statement.
2. The request must meet at least four of the following six standards:
 - Programs sponsored by the club in the past 12 months were successful.
 - Program has an educational value.
 - Program encourages interaction among students.
 - Program supports student commitment and loyalty to the College community.
 - Program will be visible and accessible to all students.
 - Program is designed to promote a diversity of student interests.
3. Club has shown past fiscal responsibility. Were forms turned in on time? Were proper procedures followed? Were SAF funds granted in the last 12 months used in the correct manner? If all funds were not used or used correctly, has the club provided an explanation?
4. Research and planning has taken place to ensure feasibility of the event.
5. College policies will not be violated by the program or event.
6. Estimates of expenses and revenues are reasonable and have been researched.
7. Overall level of detail provided in the request and budget hearing.

The following items will not be funded for any activity:

- Charitable contributions (students may participate in charitable fundraising activities)
- Scholarships
- Compensation for services if the individual is a member of the club or organization
- Funds to provide financial support to off-campus organizations
- Products that violate College policies
- Anything that promotes or has the potential to promote violence, illegal activities, defamation of individuals or defamation of groups
- Anything that assists the promotion or opposition of a specific political party or candidate

Funding Allocation Appeal Procedure

An organization or club can appeal a funding allocation to the vice president or his/her designee. The appeal must be submitted in writing within five business days of the funding allocation decision by the Student Activities Budget Review Board. The vice president or his/her designee may request the Student Activities Budget Review Board to reconsider the request and any additional information provided, or may decide to grant the appeal decision without further Student Activities Review Board involvement. A decision of the appeal will be provided in writing to the organization or club within five business days.

Inactive Student Organizations and Clubs

Any recognized student club or organization that is allocated funds by the College shall meet three standards in order to receive College recognition and funds. A student organization or club shall meet at least once in both the fall and spring semesters and must submit the minutes of their meetings to their respective coordinator of student activities. The club or organization shall not allow any funds in their account to remain inactive (i.e., no deposits or withdrawals), for a period of nine months in any academic year. Failure to spend these monies shall result in funds being refunded to the student activities fund by the end of the fiscal year in which the club was declared to be inactive.

The club or organization must assure that their president or designee regularly attends SGA Senate meetings. If a president of an official club or organization is unable to be the Senate member, each semester the club or organization must select a member of their organization to represent them in the Senate. The club or organization president must provide the SGA secretary written notification of the designee for the person to officially receive voting rights and be counted as present. If any club or organization misses more than 30 percent of the meetings during a particular semester, the SGA may recommend that the club or organization be declared inactive.

VCCS Requirements for Student Activities

The State Board for Community Colleges encourages the development of a student activities program designed to promote educational and cultural

experiences. The State Board shall recognize and encourage honorary, scholastic, service organizations and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, or other nonmerit factors. Private clubs, private associations, social fraternities and social sororities shall not be authorized or recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS.

- a. The entire program of student activities shall be under College supervision.
- b. There shall be a faculty or staff sponsor for each student organization.

- c. All student activity funds shall be deposited with and expended through the College's Business Office, subject to State Board policies, procedures and regulations pertaining to such funds.
- d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- e. All student activity programs and organizations must comply with the VCCS's nondiscrimination policy.

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Resources

Middletown Campus Resources

Admissions and Records.....	540-868-7105
Associate Vice President of Instruction	540-868-7210
Bookstore.....	540-868-7227
Buildings and Grounds	540-868-7143
Business Office.....	540-868-7128
Cafeteria.....	540-868-7228
Career Services	540-868-7235
Counseling Services	540-868-7110
Disability Services	540-868-7110
Distance Learning	540-868-7152
Dual Enrollment.....	540-868-7208
FBLA-PBL.....	540-868-7043
Financial Aid.....	540-868-7130
Information Technology Help Desk.....	540-868-7200
Student Learning Services.....	540-868-7004
Library	540-868-7170
Division of Business and Technology	540-868-7149
Division of Science and Health	
Professions.....	540-868-7280
Division of Humanities, Mathematics	
and Social Sciences.....	540-868-7210
President's Office	540-868-7101
Student Activities	540-868-7216
Student Government Association.....	540-868-7216
Student Success.....	540-868-7135
Tech Prep.....	540-868-7208
Testing Center.....	540-868-7149
Tutor Connection	540-868-7004
TRIO Program.....	540-868-7085
Veterans Affairs.....	540-868-7130
Vice President of Academic and Student	
Affairs	540-868-7083
Vice President of Financial and Administrative	
Services	540-868-7133
Weather Announcement Line	540-868-7230
Workforce Solutions and Continuing	
Education.....	540-868-7021

Fauquier Campus Resources

Administrative Office.....	540-351-1514
Admissions and Records.....	540-351-1510
Bookstore.....	540-351-1526
Buildings and Grounds	540-351-1541
Business Office.....	540-351-1508
Campus Administrator	540-351-1514
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